



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
3330 RARITAN AVENUE
ABERDEEN PROVING GROUND, MD 21005

DAPE-CHP

29 FEB 2012

MEMORANDUM FOR All Civilian Human Resources Agency Employees

SUBJECT: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities through Reassignment, Standard Operating Procedure (SOP) 720(b)-12-SOP-01

1. References:

a. US Equal Employment Opportunity Commission (EEOC) Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, February 9, 2001.

b. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 17, 2002.

c. EEOC Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures Under Executive Order 13164, July 2005.

d. Memorandum, SAMR-ZA, March 17, 2009, subject: US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.

2. Purpose: This document establishes procedures for Civilian Personnel Advisory Centers (CPACs) to follow when assisting managers in providing reasonable accommodation to individuals with disabilities through reassignment to vacant positions. This document does not cover other reasonable accommodation measures nor does it cover actions to be taken when an employee cannot be accommodated through reassignment.

3. Policy:

a. EEOC policy, as stated in reference b, is that "Reassignment is the reasonable accommodation of last resort and is required only after it has been determined that: (1) there are no effective accommodations that will enable the employee to perform the essential functions of his/her current position, or (2) all other reasonable accommodations will impose an undue hardship." Reassignment must be considered as an accommodation prior to terminating an employee with a disability who cannot be accommodated in his/her current position.

DAPE-CHP

SUBJECT: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities through Reassignment, Standard Operating Procedure (SOP) 720(b)-12-SOP-01

b. Reference d defines "undue hardship" as a specific accommodation which would cause significant difficulty or expense. This determination is made on a case-by-case basis taking into account the nature and cost of the accommodation needed and the impact of the accommodation on Army operations.

c. Army policy, as stated in reference d, is that reassignment is available only to employees, not applicants. Reasonable accommodation reassignments may be made only to vacant positions. Positions will not be created nor other employees displaced in order to reassign employees with disabilities. Only permanent employees will be considered for reasonable accommodation reassignments.

4. Responsibilities:

a. The decision maker, an agency official within the employee's chain of command (usually the employee's supervisor), is responsible for responding to an employee who requests reasonable accommodation. The decision maker determines what reasonable accommodation can be made. If no other accommodation is possible without undue hardship to the organization, the decision maker must consider reassignment.

b. The Disability Program Manager (DPM) serves as a resource for supervisors and managers with respect to potential reasonable accommodations including reasonable accommodation through reassignments and assists in obtaining medical documentation. The DPM does not serve as an employee advocate.

c. The servicing CPAC, at the request of the decision maker, conducts a search for a vacancy which will accommodate the employee.

d. As requested by the CPAC or DPM, the Occupational Health Specialist or Nurse may review a proposed reassignment to ensure the employee's physical abilities are commensurate with the physical demands of the position.

5. Procedures:

a. Search for Vacant Positions:

(1) Request: The employee notifies the decision maker (or DPM) of his/her need for reasonable accommodation. The employee may be asked to provide medical

DAPE-CHP

SUBJECT: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities through Reassignment, Standard Operating Procedure (SOP) 720(b)-12-SOP-01

documentation if the need for accommodation is not obvious. The decision maker determines what reasonable accommodation can be made. If no other accommodation is possible without undue hardship, the decision maker must consider reassignment.

(2) Determining employee qualifications and geographic mobility: The decision maker will determine if the employee is willing to accept a lower grade position if no position at his/her current grade is available or to accept a part-time position. The decision maker should also discuss with the employee whether he or she is willing to relocate to another Army installation or activity within or outside of the commuting area if no appropriate positions are available at the employing installation or activity. The employee should be counseled that he/she would be responsible for all relocation expenses. Based on the parameters identified by the employee, the CPAC will review the employee's qualifications and experience to determine potential placements, i.e., vacant positions within the agency for which the employee may be qualified, with or without reasonable accommodation.

(3) Positions to be considered in search:

(a) Active Recruit/Fill Actions: The CPAC should review current vacant positions for which the employee is qualified and which are under recruitment at the employing installation or activity and for which there are no pending Department of Defense (DoD) Priority Placement matches. These are identified by a review of all active Recruit/Fill actions at or below the current grade level of the employee using the In Box Statistics portlet of the Army Civilian Personnel Online (CPOL) Portal.

(b) Projected Vacancies: If there is no active Recruit/Fill action which is an appropriate placement, the CPAC should review positions for which the employee may qualify and which the CPAC has reason to believe will become vacant and be recruited for within 60 days from the date the search is initiated. This includes known pending retirements and separations as well as promotions or reassignments of other employees which are expected to result in a subsequent recruitment action. These positions are identified by a review of separation, promotion or reassignment non-fill actions in the In Box Statistics portlet of CPOL Portal for the employing installation. **The CPAC must confirm that management intends to recruit before considering the position as a potential reasonable accommodation placement.**

DAPE-CHP

SUBJECT: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities through Reassignment, Standard Operating Procedure (SOP) 720(b)-12-SOP-01

(c) Positions at other Army installations/activities: If the employee cannot be accommodated with a placement at his/her employing activity, the CPAC should search for current and projected vacancies at Army installations/activities in the commuting area. The CPAC can also search for positions at Army installations or activities outside of the commuting area if the employee has indicated a willingness to relocate. The CPAC should advise the Regional Staffing Proponent when the vacancy search is extended beyond the employing activity. If no one at the CPAC has global access in CPOL in order to conduct these searches, the regional staffing proponent may be able to assist. **The servicing CPAC is responsible for coordination with the CPAC and management at the potentially gaining activity before an offer is extended.**

(4) Duration of the search period: The CPAC should commence the search for an appropriate reassignment as soon as the employee's qualifications and geographic mobility have been established. The initial search is for vacant positions at the installation. If necessary, the search is expanded to include projected vacancies as described in paragraph 5a(2)(b). If no appropriate vacancies or projected vacancies exist and if the employee is willing to relocate, the search is expanded to other Army installations as described in paragraph 5a(2)(c). The actual search may be completed in a day or take several days but is not open ended.

b. Extending an Offer: The CPAC representative should advise the decision maker, DPM, and, if necessary the Occupational Health Specialist or Nurse, when an appropriate vacancy is identified. If management concurs in the placement, a written offer of the position is given to the employee. The offer provides information about the organizational and geographic location, duties, unique working conditions or requirements, proposed date of assignment and salary to include pay retention information, if applicable. (DoD Instruction 1400.25-V536, paragraph 3c(5) extends pay retention to an employee who accepts a lower grade position to accommodate a disabling medical condition.) The offer should also inform the employee about the consequences of rejecting the offer. The CPAC should inform the DPM about the outcome of the search, and, if an appropriate position was identified, whether the employee accepted the position offer.

c. Documentation to be maintained by the CPAC:

(1) Copy of employee's request for reasonable accommodation.

DAPE-CHP

SUBJECT: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities through Reassignment, Standard Operating Procedure (SOP) 720(b)-12-SOP-01

(2) Request from decision maker stating that reasonable accommodation in the employee's current position is not possible without undue hardship to the organization and requesting the CPAC search for a vacant position for which the employee qualifies.

(3) Date(s) vacancy search was conducted.

(4) List of positions (current and projected to be filled within 60 days from date the search is initiated) that were considered as placement possibilities. This list could be an extract from In Box Statistics data exported to a spreadsheet and annotated to indicate whether employee met the qualifications and medical requirements of the position. (See Enclosures 1 and 2 for sample spreadsheets which document position search.)

(5) If medical information was requested from the employee to assist in identifying an appropriate position, this information should be given to the DPM for retention.

6. Questions may be directed to your Regional Staffing Proponent.



Division Chief Technical Review



BARBARA P. PANTHER

Director, Civilian Human Resources Agency

2 Encls

Current Recruit-Fill Actions (section in gray is manually entered)

Smart Number	Event Status	Org Code	To Position Title	PP-SERI-GR	Qualified?
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABJB	BUSINESS OPERATIONS ANALYST	GS-0301-11	No
4AGGBAA00	(05) IN-STAFF	AGFCWNE09AEC	SUPV TRAINING AND EXERCISES SPECIALIST	GS-0301-13	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABB	FAMILY READINESS SUPPORT ASSISTANT (OA)	GS-0303-06	Yes
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABDB	PROGRAM ANALYST	GS-0343-07	No
4AGGBAA00	(05) IN-STAFF	AGFCWNE09AED	SUPERVISORY PROGRAM ANALYST	GS-0343-13	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABHD	HEARING CONSERVATION CONSULTANT	GS-0601-13	No
4AGKAAA00	(05) IN-STAFF	AGMCW6F225G	NURSE (CLINICAL/CASE MANAGEMENT)	GS-0610-12	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABMF	INDUSTRIAL HYGIENIST	GS-0690-09	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABMH	INDUSTRIAL HYGIENIST	GS-0690-11	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABMH	INDUSTRIAL HYGIENIST	GS-0690-11	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABMH	INDUSTRIAL HYGIENIST	GS-0690-11	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABEB	ENGINEERING TECHNICIAN	GS-0802-09	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABGG	ENVIRONMENTAL ENGINEER	GS-0819-07	No
4AGGBAA00	(05) IN-STAFF	AGFCWNE099AN	PUBLIC AFFAIRS SPECIALIST	GS-1035-13	No
4AGCOAAA00	(05) IN-STAFF	AGXDW6QK42A1D	CONTRACT SPECIALIST	GS-1102-07	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABJBB	PHYSICAL SCIENCE TECHNICIAN	GS-1311-08	No
4AGNTCM00	(04) STRATEGIC	AGG6W6S6GAAAD	IT SPECIALIST (DATAMGT)	GS-2210-11	No
4AGNTCM00	(04) STRATEGIC	AGG6W6S6GAAAC	IT SPECIALIST (NETWORK)	GS-2210-12	No
4AGCHRM00	(05) IN-STAFF	AGMCW03HAABMH	IT SPECIALIST (DATAMGT)	GS-2210-12	No
4AGACAAA00	(05) IN-STAFF	AGATW3Q2AAA	HUMAN RESOURCES SPECIALIST (MILITARY)	NH-0201-03	No
4AGACAAA00	(05) IN-STAFF	AGATW3Q2AAAC	PUBLIC AFFAIRS SPECIALIST	NH-1035-03	No
4AGTMAA00	(05) STAFF-WORK	AGX6W45915AD	ELECTRONICS WORKER (STUDENT TRAINEE)	WG-2601-04	No
4AGGALO00	(05) STAFF-WORK	AGBAW4QVAA4LAD	MOTOR VEHICLE OPERATOR	WG-5703-05	No

Encl 1

Potential Vacancies (sections in gray are manually entered)

Smart Number	Actions Requested	Org Code	Name	Position Being Vacated	PP-SERI-GR	Vacancy?	Qualified?
4AGGBAA00	GHR_SAL_PROM	AGFCWNE099AED	Lyon, Dan D	PROGRAM ANALYST	GS-0343-11	No	No
4AGCHRMO0	GHR_SAL_PROM	AGMCW03HAABAKA	Charge, B N	BIOLOGIST	GS-0401-05	No	No
4AGATCM00	GHR_SAL_PROM	AGATW4QUAAAAGG	Ceased, Dee	GENERAL ENGINEER	GS-0801-12	Yes	No
4AGCBSB00	GHR_SAL_PROM	AGXRW6JIRAAANAB	Weaver, Ima	ENGINEERING TECHNICIAN	GS-0802-06	No	No
4HTITTEEO	GHR_SAL_PROM	AGXDW6QK4AA	Minella, Sam	STUDENT TRAINEE (CONTRACTING AND PROCUREMENT)	GS-1199-04	No	No
4AGGAPW00	GHR_SAL_PROM	AGBAW4QVAAA4EAAAN	Cue, Barbie	HVACR MECHANIC APPRENTICE	WT-5301-00	No	No
4AGATCM00	REASSIGNMENT	AGATW4QUAAAABBA	Down, Neal	COMPUTER SCIENTIST	GS-1550-09	Yes	No
4AGAMBM00	REASSIGNMENT	AGXRW3JCAAQ	Gunne, Tommy	MILITARY OPERATIONS ANALYST	NH-0301-02	Yes	No
4AGCHRMO0	SEPARATION	AGMCW03HAABHB	Banks, Robyn	NURSE (OCC HLTH)	YH-0610-02	Yes	No
4AGCHRMO0	SEPARATION	AGMCW03HAABJ	Pole, Tad	CHEMIST	GS-1320-14	Yes	No
4AGAMBM00	SEPARATION	AGXRW3JCAAB	Ding, Bill	OPERATIONS RESEARCH ANALYST	NH-1515-04	Yes	No
4AGGBAA00	SEPARATION	AGFCWNE099APAC	DeCradle, Robin	BUDGET ANALYST	GS-0560-11	Yes	No
4AGGAPW00	SEPARATION	AGBAW4QVAAA4PAF	Bumen, Al	MANAGEMENT ANALYST	GS-0343-11	Yes	No
4AGACAA00	SEPARATION	AGATW3Q2AAAAB	Bath, Anita	IT SPECIALIST (SYSADMIN)	NH-2210-03	Yes	No
4AGGALO00	SEPARATION	AGBAW4QVAAA4LADJ	Wolfe, Kry	MOTOR VEHICLE OPERATOR	WG-5703-08	Yes	No
4AGGALO00	SEPARATION	AGBAW4QVAAA4LAD	Barr, Candy	DISPATCHING TECH	GS-2151-04	Yes	Yes
4AGGAPW00	SEPARATION	AGBAW4QVAAA4PAA	Aki, Terry	SECRETARY (OA)	GS-0318-06	Yes	Yes
4AGGBAA00	SEPARATION	AGFCWDCZ99AC	Boord, Bill	FAMILY READINESS SUPPORT TECHNICIAN (OA)	GS-0303-06	Yes	Yes
4AGGAPW00	SEPARATION	AGBAW4QVAAA4PAA	Beouf, Angus	SUPV GENERAL ENGINEER	GS-0801-14	Yes	No
4AGCMAA00	SEPARATION	AGAEW6D0AA280B	Pinn, Bobbie	PROGRAM ANALYST	GS-0343-13	Yes	No
4AGCOAA00	SEPARATION	AGXDW6QK42A1D	Pott, Jack	CONTRACT SPECIALIST	GS-1102-12	Yes	No