



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRIBUTION C ALMAJCOM-FOA-DRU

FROM: SAF/MR  
1660 Air Force Pentagon  
Washington, DC 20330-1660

SUBJECT: Reasonable Accommodation Funding Process – Civilian Employees

Last December, Air Force Instruction (AFI) 36-205, *Affirmative Employment Program (AEP), Special Emphasis Programs (SEPs) and Reasonable Accommodation Policy*, was published to implement Air Force policy for, among other things, meeting reasonable accommodation (RA) obligations for civilian employees. It outlines requirements and procedures for providing RAs to Air Force employees with disabilities, to include those attending training and development courses. The AFI is further supported by the 30 Sep 16 Diversity and Inclusion Initiatives Memo (Atch 1) signed by the SecAF, CSAF and CMSAF, which establishes initiatives to “Reduce Bureaucratic Obstacles to Providing Reasonable Accommodation for Individuals with Disabilities.” Under this initiative, Air Force will streamline processes for reasonable accommodations to reduce bureaucratic delays and expedite providing individuals with disabilities the tools they need to succeed.

Commanders have a legal obligation to provide reasonable accommodations to employees with disabilities. An ESP code (7F) has been established to track all requests for RAs to implement the Secretarial initiative. This will allow organizations (at all levels) to properly plan for yearly RA costs. Should an organization be forced to defer another requirement in order to support a reasonable accommodation request, then an unfunded request can be submitted through that organization’s established corporate process. Therefore, funding shortfalls at the unit-level will no longer be a valid basis for denial of reasonable accommodations.

In addition, ESP code (HA) has been established to specifically capture and fund reasonable accommodation costs associated with centrally-funded training programs, IAW the Rehabilitation Act of 1973 (29 USC §791 et seq.), as amended by the Americans with Disabilities Act of 1990. Procedures to request funding under this program are included at Attachment 2.

AFI 36-205 also implements mandatory procedures that must be followed when denying RAs: i.e., all denials be done in writing; state the reason for the denial; the requestor must be notified of her/his right to file a complaint, and denials must be reviewed and endorsed by the Installation/Center Commander. The Air Force has a legal obligation to provide RAs to employees with disabilities, including wounded warriors we hire into our civilian ranks. It is vital that we do so not only to meet our legal obligation, but also to ensure every civilian employee has the tools he or she needs to contribute to the mission of the Air Force.

**BREAKING BARRIERS...SINCE 1947**

The Air Force POC for the above is Ms. Kendra Duckworth, SAF/MRQ, email: kendra.m.duckworth.civ@mail.mil; or office phone: (240) 612-4006/DSN 612-4006.

A handwritten signature in black ink, appearing to read "Daniel R. Sitterly". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

DANIEL R. SITTERLY  
Acting Assistant Secretary  
(Manpower and Reserve Affairs)

Attachments:

1. 30 Sep 16, Tri-Sig Memo
2. Centralized Funding for Reasonable Accommodation for PE 88751 – Funded Training