

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
[www.blm.gov](http://www.blm.gov)

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To: All Employees

From: Director

Subject: Bureau of Land Management Standard Operating Procedures on Handling  
Request for Reasonable Accommodation for Individuals with Disabilities

On September 7, 2005, the Department of the Interior issued the attached Department Manual Section 373 DM 15 which establishes the Departmental policy and procedures for reasonable accommodations for employees and applicants with disabilities.

The Bureau of Land Management (BLM) is in full support of the Departmental Manual. In accordance with the Departmental policy, the BLM will provide reasonable accommodation to all qualified individuals with disabilities who are employees and applicants for employment, unless to do so would cause an undue hardship. Managers/supervisors must work with the Servicing Human Resources Specialist and Disability Program Manager to receive advice and guidance when determining appropriate reasonable accommodation(s) for qualified individuals with a disability.

A qualified individual with a disability is governed in accordance with the American Disabilities Act (ADA) of 1990 and the President's February 2001 New Freedom Initiative. The following aspects apply to a qualified individual with a disability:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment, or
- Is regarded as having such impairment but is able to perform the essential functions of the position with or without a reasonable accommodation. The impairment must be permanent or long-term. Individuals with temporary disabilities are not considered qualified individuals with a disability.

A reasonable accommodation is a logical change or adjustment to a job or worksite that makes it possible for qualified employees with disabilities to perform the essential functions of the

position. The other two categories of reasonable accommodation are: modifications or adjustments to a job application process to permit an individual with a disability to be considered

for a job; and modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment.

Reasonable accommodations are determined on a case-by-case basis, taking into consideration the needs of the employee, his/her specific disability, essential functions of the position, the work environment, and the reasonableness of the proposed accommodation.

I expect every manager, supervisor and employee to respect and value employees with disabilities, and will support the Departmental reasonable accommodation policy for individuals with disabilities and the BLM standard operating procedures for handling requests for reasonable accommodation. We must all work together to foster a harmonious work environment for all BLM employees and applicants regardless of status. Attached is a copy of the Flow Chart which outlines the procedure to be used processing a request for reasonable accommodations.

Any questions related to this policy should be addressed with your respective State/Center Equal Employment Opportunity Manager or Bobbie A. Moore, Deputy Assistant Director of Equal Employment Opportunity at (202) 254-3310.

Signed by:  
Lawrence E. Benna  
Acting, Director

Authenticated by:  
Robert M. Williams  
Division of IRM Governance, WO-560

1 Attachment

[1-Department Manual Section 373 DM 15 \(20 pp\)](#)

[2-Request for Reasonable Accommodation\(s\) Flow Chart \(2 pp\)](#)