

National Aeronautics and Space Administration
Office of the Administrator
Washington, DC 20546-0001



August 25, 2015

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Administrator

SUBJECT: Agency Procedures for the Provision of Reasonable Accommodations

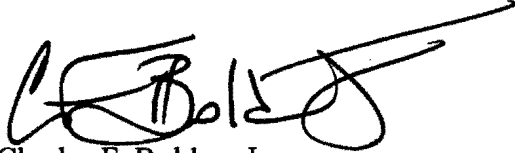
Federal agencies have responsibilities under the Rehabilitation Act for providing reasonable accommodations to their employees and applicants for employment who are individuals with disabilities qualified to perform the essential functions of the job, with or without reasonable accommodations. The Agency, through the Office of Diversity and Equal Opportunity (ODEO) and key stakeholders, such as the Office of the Chief Health and Medical Officer, the Office of Human Capital Management, the Office of the General Counsel, and labor representatives, has revised and updated its procedures for the provision of reasonable accommodations to NASA employees and applicants for employment. A copy of the procedures, codified as NASA Procedural Requirements (NPR) 3713.1B, is enclosed. The procedures are also accessible online at <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=3713&s=1B>.

The procedures are updated to incorporate key provisions of the Americans with Disabilities Act Amendments Act (ADAAA) and the Genetic Information Non-Discrimination Act. The procedures also have been enhanced to clarify key roles and responsibilities in the process, provide additional support for managers and supervisors in handling requests, and include a second level of review for denials of reasonable accommodation requests. The Agency recently gained approval from the U.S. Equal Employment Opportunity Commission (EEOC) to implement the new procedures, as required by Presidential Executive Order 13164.

NASA Officials-in-Charge and Center Directors have the responsibility to assist ODEO in ensuring compliance with NASA policy on requests for reasonable accommodation, including processing and tracking of such requests. They are also responsible for assisting in appropriate dissemination of reasonable accommodations policy to the NASA workforce. It is therefore critical for Agency leadership and officials with key roles and responsibilities in the process, such as Center Human Resources and EO offices, as well as first-line and second-line supervisors, to be as familiar as possible with the procedures.

ODEO will endeavor to make all employees aware of the new procedures. To this end, ODEO will be formulating a roll-out of the procedures and will partner with Center Directors and their EO Directors, as well as other appropriate management officials, to ensure wide dissemination of these procedures.

If you have any questions on the enclosed NPR, please contact Brenda Manuel at 202-358-2167 or brenda.r.manuel@nasa.gov.



Charles F. Bolden, Jr.

Enclosure

cc:
EO Directors
Diversity Managers
Chief Counsels
HR Directors