



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420

MAY - 9 2012

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, OTHER
KEY OFFICIALS, AND FIELD FACILITY DIRECTORS**

SUBJECT: Accommodation Options for Employees with Disabilities

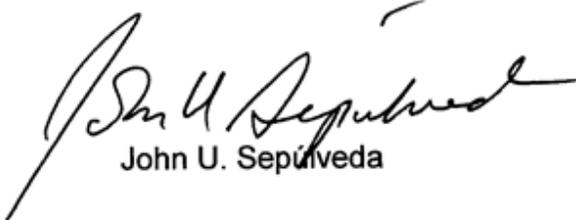
Thank you for your efforts to improve the Department of Veterans Affairs (VA) on employees with targeted disabilities.¹ The employment of people with targeted disabilities and Veterans with disabilities helps VA to understand our clients. We continue to work on improving our hiring, promotion, and retention of individuals with targeted disabilities, including disabled Veterans.

The Rehabilitation Act of 1973, as amended, requires agencies to provide accommodations to applicants and employees with disabilities, where or as needed to apply for jobs, perform the duties of a position, and enjoy the benefits and privileges of employment. VA Handbook 5975.1 "Processing Requests for Reasonable Accommodation from Employees and Applicants with Disabilities," provides detailed information. The Handbook and other information on VA disability program can be found at: <http://www.diversity.va.gov/programs/pwd.aspx>.

Each facility in VA now has a Local Reasonable Accommodation Coordinator (LRAC) and an Alternate LRAC. These individuals are available to help process requests. Many requests are simple and can be granted immediately. VA has a Memorandum of Understanding with the U.S. Department of Defense's Computer/Electronics Accommodation Program (CAP), which provides software and assistive technology at no costs. Only the LRAC or Alternate LRAC may make requests to CAP; it is no longer accepting requests from employees or supervisors.

Items not provided by CAP, and any services needed as an accommodation, must be purchased by the facility. The LRAC can request reimbursement from VA Centralized Fund, which is managed by the Office of Diversity and Inclusion. Information about the Fund is also on the Disability Program Web site. Before purchasing items costing more than \$500, the LRAC should consult with VA Disability Program Manager at Christy.compton@va.gov.

Please share this guidance at your facility, and thank you for your assistance in this matter.


John U. Sepulveda

¹ The Targeted Disabilities, as established by the U.S. Equal Employment Opportunity Commission, are blindness, deafness, partial paralysis, complete paralysis, missing extremities, severe intellectual disabilities, psychological disabilities, epilepsy, and dwarfism.