



United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9240 Text (TDD)

File Code: 1760
Route To: 1760

Date: January 8, 2015

Subject: Region 5 Policy - Providing Reasonable Accommodation

To: All Region 5 Employees

Providing reasonable accommodation is critical to meeting the needs of our employees and customers with disabilities. The first line supervisor is responsible for engaging with the employee and implementing approved reasonable accommodations. Like most sound management practices, the reasonable accommodation interactive dialogue is enhanced by collaboration and is an interactive process between the supervisor and employee. The employee has the primary responsibility to initiate the request; however a family member or doctor can also make a request on the employee's behalf with their consent. Requests can be verbal or in writing and can be submitted to the R5 Disability Employment Program Manager, or online directly to the Washington Office, Civil Rights Disability Branch, through the RA mailbox at ra@fs.fed.us. The vast majority of requests within the region are assigned to Kathie Lacy Storost, R5 Disability Employment Program Manager (DEPM). All medical information pertaining to the reasonable accommodation request should be submitted directly to Ms. Lacy Storost, where R5 request case files are maintained.

This letter serves as basic instruction to supervisors and employees. In most situations, providing a reasonable accommodation is simple, quick and inexpensive. However, in situations where the supervisor is unable to determine a disability or accommodation, the R5 DEPM is available for consultation. If a decision cannot be made locally, the request should be forwarded to the R5 DEPM who will confidentially review and make recommendations of requests.

If you have any questions, please contact Kathie Lacy Storost, R5 Disability Employment Program Manager at 707-562-8751 or klacystorost@fs.fed.us.

/s/ Ronald G. Ketter (for)

RANDY MOORE
Regional Forester

cc: Gwen Bryant
Barry McDonald
Lois Lawson
Ricky Balolong

