



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

DIRECTOR

January 14, 2014

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Larry R. Felix  
Director

SUBJECT: Reasonable Accommodations Policy Statement

The Bureau of Engraving and Printing (BEP) is committed to providing reasonable accommodations to employees and applicants for employment to assure that individuals with disabilities enjoy full access to equal employment opportunity (EEO). The BEP shall provide reasonable accommodations for the known physical or mental limitations of qualified employees and applicants with disabilities, unless BEP can demonstrate that a particular accommodation would impose an undue hardship on the operation of its programs.

The initial request for a reasonable accommodation should be made to the individual's supervisor or manager. Once the request has been submitted, the supervisor or manager should then contact the Reasonable Accommodation Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM), who will assist them through the process. Applicants requesting a reasonable accommodation may make a request through the Employee Services Division in the Office of Human Resources.

1. Reference.

Bureau of Engraving and Printing, Circular No. 67-13.10, "Procedures for Requesting Reasonable Accommodation for Qualified Individuals with a Disability."

2. Definitions.

**Disability:** A person who has a physical or cognitive impairment that materially or substantially limits one or more major life activities.

**Qualified Individuals with Disabilities:** An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position.

Any questions may be directed to the OEODM, 202/874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.