

# The Bureau of Ocean Energy Management (BOEM) Provides Reasonable Accommodations For Disability; Pregnancy, Childbirth, or Related Medical Conditions; and Religion In Accordance With Federal Law and Department of Interior (DOI) Policy

## Disability

It is the policy of the BOEM to ensure equal access and employment opportunities to qualified individuals with disabilities by providing reasonable accommodations unless doing so would cause "undue hardship" (meaning significant difficulty or expense).

**If you are an applicant for a BOEM job** and need a reasonable accommodation because of a disability for any part of the application and hiring process, notify the point of contact listed on the Job Announcement. Determinations on such requests will be made consistent with federal law.

**If you are a current BOEM employee** and need a workplace adjustment or personal assistance services because of a medical condition, contact your supervisor, BOEM's Disability Program Manager, Acquannetta Newson, at [Acquannetta.Newson@boem.gov](mailto:Acquannetta.Newson@boem.gov), or BOEM's Reasonable Accommodation Coordinator, Mark Guberman, at [Mark.Guberman@bsee.gov](mailto:Mark.Guberman@bsee.gov). Determinations on such requests will be made consistent with federal law.

Unless doing so would cause an undue hardship, BOEM will provide employees with reasonable accommodation when a qualified individual with a disability needs it to:

- perform essential functions of their job
- enjoy the benefits and privileges of employment that are available to employees without disabilities.

BOEM will also provide [Personal Assistance Services \(PAS\)](#) to employees with targeted disabilities when the PAS, together with any approved reasonable accommodations, would enable the employee to perform the essential functions of their position and providing the PAS does not impose an undue hardship on BOEM.

BOEM is committed to processing requests for reasonable accommodations and PAS in a timely, efficient, and fair manner and to maintaining open and continuous communication to ensure employees and supervisors are aware of accommodation options and the status of requests. BOEM treats all specific requests for reasonable accommodations and PAS, and all information and accompanying medical documentation provided during the reasonable accommodations process, as confidential.

BOEM also provides reasonable accommodations to members of the public when necessary to ensure equal access to BOEM facilities, communications, programs and activities. **If you are a member of the public** and need assistance to participate in a BOEM event or activity, you may submit your request or concern to [ODICR@boem.gov](mailto:ODICR@boem.gov).

## Pregnancy, Childbirth, and Related Medical Conditions

It is the policy of BOEM to reasonably accommodate a BOEM employee's or applicant's known limitations relating to pregnancy, childbirth, or related medical conditions, unless doing so would cause "undue hardship" (meaning significant difficulty or expense).

**If you are an applicant for a BOEM job** and need a reasonable accommodation as part of the application process for pregnancy, childbirth, or a related medical condition, notify the point of contact listed on the Job Announcement. Determinations on such requests will be made consistent with federal law.

**If you are a current BOEM employee** and need a reasonable accommodation for pregnancy, childbirth, or a related medical condition, contact your supervisor, BOEM's Disability Program Manager, Acquanetta Newson, at [Acquanetta.Newson@boem.gov](mailto:Acquanetta.Newson@boem.gov), or BOEM's Reasonable Accommodation Coordinator, Mark Guberman, at [Mark.Guberman@bsee.gov](mailto:Mark.Guberman@bsee.gov). Determinations on such requests will be made consistent with federal law.

**BOEM adheres to [DOI's guidance on Processing Requests for Reasonable Accommodation for Individuals with Disabilities](#) as well as the [U.S. Equal Employment Opportunity Commission \(EEOC\) guidelines on Reasonable Accommodation](#).**

## **Religious observances, practices, and beliefs**

It is BOEM's policy to reasonably accommodate a BOEM employee's or applicant's religious observances, practices, and beliefs, unless doing so would cause "undue hardship" (meaning a substantial burden on the conduct of BOEM's business). This means that BOEM employees may be entitled to reasonable adjustments to the work environment that will allow them to practice their religion. Examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.

**If you are an applicant for a BOEM job** and need a reasonable accommodation as part of the application process for a sincerely held religious belief or observance or practice, notify the point of contact listed on the Job Announcement. Determinations on such requests will be made consistent with federal law.

**If you are a current BOEM employee** and need a reasonable accommodation for a religious observance, practice, or belief, contact your supervisor BOEM's Reasonable Accommodation Coordinator, Mark Guberman, at [Mark.Guberman@bsee.gov](mailto:Mark.Guberman@bsee.gov). Determinations on such requests will be made consistent with federal law.