

DATE: 29 DEC 2015

SUBJECT: CENTRAL FUNDING FOR REASONABLE ACCOMMODATION FOR PE 88751-FUNDED TRAINING

FOR ALL INSTALLATION CIVILIAN TRAINING MANAGERS:

BLUF: A new ESP code has been established by SAF/FMB for reasonable accommodations. It was published effective 2 Nov 2015 IAW AFI 65-601, Vol 1, Section 4D and is available for use on commitment, obligation and expenditure documents when constructing a line of accounting. **Although there are multiple sources for funding civilian training, this code is to be used when providing reasonable accommodations for training funded by PE 88751 only. Central funding for reasonable accommodation for training funded by other PEs is not yet available, and must be funded locally.**

The approved narrative for Reasonable Accommodations ESP Code "HA" is as shown in the attached SAF/FMB document and reads as follows:

To capture all Air Force costs of providing reasonable accommodation for the purposes of training Air Force civilian employees, IAW and defined by the Rehabilitation Act of 1973 (29 USC §791 et seq.) as amended by the Americans With Disabilities Act of 1990. Reasonable accommodations policies are further defined in AFI 36-2706, Equal Opportunity Program. Examples of reasonable accommodations for training include acquiring or modifying equipment or devices, adjusting or modifying examinations or training materials, and providing qualified readers or interpreters.

This same information has been provided to your installation comptroller staff, so they should be aware of the new code as well.

There has been no change to the requirement to provide reasonable accommodations for training. What is new is that the Air Force is attempting to centralize the approval and funding of these accommodations. Going forward, the Air Force process for providing reasonable accommodation for training is as follows:

PROCESS:

1) When employee submits SF 182 for training course and indicates an accommodation is required (block 11), the installation civilian training manager must contact the AF Disability Program Manager, Ms. Kendra Duckworth ((240) 612-4006 or DSN 612-4006), to determine the method/means of accommodation and the source. The Computer/Electronic Accommodations Program (CAP) will be used to the maximum extent possible prior to expenditure for accommodations from other sources.

2) Once the method and source of accommodation is determined and approved by AF/A1Q, the installation civilian training manager will procure the accommodation. Payment may be made by use of contract, journal voucher, or GPC training card. Installation civilian training managers

will work with their FM to determine their local process. NOTE: If GPC training card is used, recommend that a second line of accounting be added and coded with ESP code "HA". This will allow for quick identification of funds to be reimbursed.

3) AF/A1Q will validate with installation training managers the actual dollars spent on reasonable accommodation at completion of training event and report this to AF/A1XY for reimbursement.

POCs:

AFPC PE 88751 MAJCOM Civilian Training Managers: DSN 665-5826

AF Disability Program Manager: DSN 612-4006

AF/A1DI Civilian Education & Training: DSN 225-4456

FOR FM AND RESOURCES PERSONNEL:

1) A1Q-approved reasonable accommodations will be monitored to track execution against PE 88751 and ESP Code HA in CRIS.

2) Installation civilian training managers will identify/track ESP HA costs on PEC 88751 execution spreadsheet and monitor CRIS for reimbursement.

3) Those reasonable accommodations that are executed against PE 88751 and ESP Code HA in CRIS will be reimbursed from Headquarters OAC 15 to the corresponding MAJCOM to flow in turn to the appropriate unit/OBAN. These reimbursements will only occur during periods of full budget authority, not during any period of a continuing resolution. HAF will monitor these reasonable accommodation execution amounts, validate they were preapproved by A1Q, and are within the A1Q-approved amounts.

4) Reimbursement will be initiated by HAF on a quarterly basis using standard OAC transfer processes between HQ and MAJCOM FMs.