

LABOR RELATIONS



March 24, 2021

Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number 7018 0360 0001 6256 6960

Dear Mr. Wagner:

The Postal Service plans to revise Management Instruction (MI) EL-670-2013-6, *Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing.* The purpose of the revision is to update the MI to conform with recent revisions to Handbook EL-307, *Reasonable Accommodation, An Interactive Process*, which changed the review of accommodations from once every three years to once a year, and removed references to the ombudsman process.

We have enclosed the following documents:

- A copy of the MI revisions, one with and one without track changes
- A copy of the PS Form 6710 revisions, one with and one without track changes*
- A copy of the PS Form 6711 revisions, one with and one without track changes*
- · A copy of an explanation of the purpose and effect of the revisions

*PS Forms 6710 and 6711 are included as separate enclosures for ease of use.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely

David E. Mills Manager

Labor Relations Policies and Programs

Enclosures



Management Instruction

Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing

This management instruction (MI) establishes the guidelines for implementing Postal Service™ policies and processes for providing certain types of reasonable accommodations, known as communication accommodations, to employees and applicants who are deaf or hard of hearing.

The presumptions and processes described in this MI are based on input from advocates for the deaf and hard of hearing communities and are intended to identify and improve access to accommodations that are recognized as highly effective.

Purpose

The Postal Service has responsibilities under the law and its collective-bargaining agreements to provide reasonable accommodations to employees and applicants who are deaf or hard of hearing. The major federal laws that apply are the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

Reasonable accommodations:

- Must be provided so that employees can perform functions directly related to their jobs;
- Must be provided at certain types of workplace events and in certain other situations generally affecting the workplace so that employees can fully participate in the work environment; and
- Must also be provided during aspects of the hiring process for individuals to enjoy equal opportunity.

Policy

Presumptions

The policies described in this MI supplement the Postal Service's legal and contractual obligations to provide the reasonable accommodations described in item 2 above — at certain types of workplace events and in

Date

Effective Immediately

Number MI EL-670-2021-X

Obsoletes MI EL-670-2013-6

Unit Labor Relations

Katherine Attridge Vice President Labor Relations

CONTENTS

Purpose
Policy
Presumptions1
Certain Rights Not Affected2
Communication Accommodations 2
Overview
Communication Accommodations for
Signing Employees at Certain
Workplace Events
Communication Accommodations
for Non-Signing Employees at
Certain Workplace Events 7
Communication Accommodations
That Are Not Event-Specific 7
Exigent Circumstances8
Communication Accommodations
for Applicants for Employment 8
Management Structures and
Management Structures and Processes9
Management Structures and Processes
Management Structures and Processes 9 Supervisor Training 9 Supervisor Supervisor 9 District Reasonable Accommodation Committee 11 Process for Requesting and Approving Communication Accommodations 12 Existing Communication Accommodations 13 Acronyms 14 Attachment A 15
Management Structures and Processes

certain other situations generally affecting the workplace. It does so in two ways:

- 1. By presuming that the specific communication accommodations described in this MI will be provided in certain circumstances.
- 2. By clarifying the process used by employees to request and obtain such accommodations.

Unless a specified exception applies, the communication accommodations described in this MI <u>must</u> be provided, regardless of whether they are required by law or by the Postal Service's collective bargaining agreements.

In addition to establishing the availability of communication accommodations, Postal Service policy establishes management structures, controls, and processes designed to ensure that communication accommodations are provided effectively.

Certain Rights Not Affected

While they are designed to supplement the Postal Service's obligations, the presumptions in favor of any specific accommodation and the processes set forth in this MI are not intended to replace the interactive process required under the law and the Postal Service's collective bargaining agreements. In keeping with this objective, this MI:

- Does not affect the ability of employees and applicants for employment who are deaf or hard of hearing to seek reasonable accommodations other than the communication accommodations described here.
- Does not affect the processes described in Handbook EL-307, Reasonable Accommodation, An Interactive Process, that are used by the Postal Service to consider and offer reasonable accommodations other than the communication accommodations described here.
- 3. Does not alter any rights granted by the Rehabilitation Act, as amended, or the Postal Service's collective bargaining agreements.

Communication Accommodations

Overview

This MI specifically describes communication accommodations, which are designed to enhance effective communication for and with employees who are deaf or hard of hearing in settings and under circumstances not generally involving actual job performance. These accommodations fall into three categories:

- Communication accommodations for signing employees at certain workplace events. Signing employees are employees who are deaf or hard of hearing and who use American Sign Language (ASL) or another sign language as their primary means of communication.
- Communication accommodations for non-signing employees at certain workplace events. Non-signing employees are employees who are deaf or hard of hearing, but who do not use ASL or another equivalent sign language as their primary means of communication.

.3. Communication accommodations that are not event-specific. In addition to establishing the availability of communication accommodations, Postal Service policy establishes management structures, controls, and processes designed to ensure that communication accommodations are provided effectively

Communication Accommodations for Signing Employees at Certain Workplace Events

It is the policy of the Postal Service and the responsibility of management to provide communication accommodations to signing employees at certain workplace events. The availability of and requirement to provide communication accommodations for signing employees at workplace events depends on the nature of the event, as follows:

- At certain events, known as interpreter-presumed events, Postal Service policy presumes that:
 - An in-person, qualified sign language interpreter will be provided, and
 - b. It is the responsibility of management to provide one if certain policy requirements are met.
- At certain other events, no specific accommodation is presumed for signing employees, although it is presumed that, subject to this policy requirement, one of several available accommodations will be provided in a specified order of preference.

Interpreter-Presumed Events

A qualified sign language interpreter is a person who, based on their training or experience, can provide effective interpretation in the sign language used by the signing employees. The essential requirement of the sign language interpreter is that they be effective.

It is presumed that an in-person, qualified sign language interpreter will be provided for *eligible* signing employees at the workplace events listed below. An employee is *eligible* under Postal Service policy if he or she has requested communication accommodations that:

- Were requested and completed under the interactive request and approval process described on page 11 (See Attachment A, PS Form 6710, Communication Accommodation Request), and
- Includes the specific communication accommodations sought. (See Attachment B, PS Form 6711, Communication Accommodation Plan (CAP) for Employees Who Are Deaf or Hard of Hearing.)
 Note: PS form 6710 should be completed as early as possible in the onboarding process.

The interpreter-presumed events subject to this MI are listed below:

 During critical elements of the selection process for positions that a current employee or applicant has applied, including interviews and instructions for testing.

Note: Providing accommodations for the test questions themselves is a separate accommodation issue outside the scope of this MI and is considered on a case-by-case basis.

- 2. During formal training sessions for new and existing employees.
- During investigatory interviews that may reasonably lead to discipline and formal discussions between the eligible signing employee and his or her supervisor concerning job performance evaluations, corrective actions, or conduct.
- 4. During Combined Federal Campaign kickoffmeetings.5. During limited Equal Employment Opportunity (EEO) counseling sessions that may occur face to face, or during meetings involving the completion of paperwork necessary to file Office of Workers' Compensation Program claims by deaf employees, including these forms:
 - a. CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - b. CA-2, Notice of Occupational Disease and Claim for Compensation.
 - c. PS Form 1769/301, Accident Report.
- 6. During significant safety instruction (which does not include safety talks or safety reminders) as defined in the following table:

Significant Safety Instruction

Subject	Audience	Frequency	Duration
Asbestos	Plants & CS Sites	Annual	510 minutes
Blood-borne Pathogens	Plants & CS Sites	Annual	5-10 minutes
Confined Space	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Emergency Action Plans	General	Annual	15 minutes
Hazard Communication	General	Annual	5-10 minutes
Hearing Conservation	Conservation Limited to employees identified by the Postal Service as requiring this instruction.		5–10 minutes
HAZWOPER	General	Annual	10-15 minutes
Lead	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Lockout/Tag Out	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Powered Industrial Equipment	Limited to employees identified by the Postal Service as requiring this instruction.	Quarterly	10–15 minutes
Personal Protective Equipment (PPE)	Limited to employees identified by the Postal Service as requiring this instruction.	As needed. Job specific and required upon change of bid to position with a PPE assignment and task.	5–15 minutes
Respiratory Equipment	Limited to sites where program is required.	Annual and, as needed, if employee voluntarily asks and is authorized to wear a filtering mask.	5–10 minutes

The Postal Service must make best efforts to provide in-person, qualified sign language interpreters for eligible signing employees at interpreter-presumed events. These efforts shall include, but shall not be limited to, ensuring that every Postal Service installation with one or more eligible signing employee has either:

- 1. Contracted with an interpreter service; or
- 2. If a formal contract is not required, has otherwise made arrangements for interpreter service.

Circumstances Under Which the Presumption of In-Person, Qualified Sign Language Interpreters May Be Delayed or Excused

The presumption of an in-person, qualified sign language interpreter for eligible signing employees may be excused or delayed without violating this MI only in the following circumstances:

- The Postal Service can demonstrate that it has undertaken diligent and timely efforts to obtain an interpreter, including contracting with a local interpreter service, but no interpreter is available due to:
 - The timing of the interpreter-presumed event; and/or
 - b. The location of the installation at which the event is to occur.
- 2. The presumption was not met due to the occurrence of an exigent circumstance as described on page 8.

Required Steps When the Presumption of In-Person, Qualified Sign Language Interpreters is Delayed or Excused

Whenever an in-person, qualified sign language interpreter is not available to eligible signing employees for a scheduled interpreter-presumed event, the Postal Service will take the following steps:

- The Postal Service will make their best efforts to reschedule or repeat the interpreter-presumed event for the eligible signing employee with the participation of an in-person, qualified sign language interpreter within 72 hours of the originally scheduled time.
- If the event cannot be rescheduled or repeated within 72 hours with the participation of an in-person, qualified sign language interpreter, the Postal Service shall confer with the affected eligible signing employees. At the election of the eligible signing employees, the Postal Service will do one of the following:
 - Continue best efforts to reschedule or repeat the interpreterpresumed event with the participation of an in-person, qualified sign language interpreter as soon as possible.
 - b. Conduct the interpreter-presumed event using Video Remote Interpreting (VRI) or other alternative communication tools, devices, or technologies.
 - c. Conduct the interpreter-presumed event using other communication methods to which the Postal Service and the eligible signing employee agree.
- 3. If more than one eligible signing employee is affected by the inability to provide an in-person, qualified sign language interpreter at a scheduled interpreter-presumed event, each such eligible signing employee is entitled to determine individually which of the above options shall apply to him or her.

Prioritized Accommodation Events

In addition to interpreter-presumed events, there are other workplace events at which eligible signing employees are entitled to a communication accommodation from a prioritized list. These events, known as *prioritized accommodation events*, are:

- 1. Service talks lasting longer than 5 minutes.
- 2. Weekly safety talks and safety reminders.
- Meetings to discuss work procedures, policies, assignments, or health benefit and retirement options and issues.
- 4. Management-initiated personnel actions.

During the interactive request and approval process described on page 11, communication accommodations for prioritized accommodation events will be considered by the Postal Service and included in the eligible signing employee's CAP in descending order of priority.

- Video Remote Interpreting (VRI) if available at the eligible signing employee's installation under the criteria described in communication accommodations that are not event-specific on page 7.
- 2. *In-person, qualified sign language interpreter* only if:
 - Requested by and agreed upon in an eligible signing employee's CAP; and
 - If VRI is not available at the eligible signing employee's installation.
- 3. Face-to-face communication device UbiDuo™ or similar device.
- Other communication accommodation tools, devices, or technologies that comply with the requirements of the Rehabilitation Act.

The phrase "descending order of priority" means in the order shown in items 1–4 above. VRI is the primary communication accommodation for prioritized accommodation events. If the installation does not have VRI, then the primary communication accommodation for the prioritized accommodation event will be an in-person, qualified sign language interpreter.

- ... Example 1: An eligible signing employee is scheduled to attend a service talk lasting longer than 5 minutes and works at an installation that has VRI. The installation will provide VRI as the communication accommodation for this prioritized accommodation event
- Example 2: An eligible signing employee is scheduled to attend a service talk lasting longer than 5 minutes and works at an installation that does not have VRI. The installation will provide an interpreter as the communication accommodation for this prioritized accommodation event.

Communication Accommodations for Non-Signing Employees at Certain Workplace Events

It is the policy of the Postal Service and the responsibility of management to provide communication accommodations to eligible non-signing employees (meaning employees who are deaf or hard of hearing but do not use ASL or other sign language as their primary means of communication) at any of the workplace events described on pages 3–6.

However, Postal Service policy does not presume that any particular communication accommodation would be appropriate for these workplace events. During the request and approval process described on page 11, the following communication accommodations will be considered by the Postal Service and included in the eligible non-signing employee's CAP, as agreed:

- 1. UbiDuo.
- 2. Other communication tools, technology or devices.
- 3. Written communication.

Communication Accommodations That Are Not Event-Specific

It is the policy of the Postal Service and the responsibility of management to provide certain technological resources to employees who are deaf or hard of hearing. The technological resources listed below are not intended to limit the Postal Service's use of any newly developed technology that provides an accommodation equal or superior to the services listed below.

- Video Remote Interpreting (VRI) The Postal Service will provide at least one VRI unit (or an equivalent accommodation tool, device, or technology) at every Postal Service installation with one or more eligible signing employee, if that installation has access to:
 - a. A high-speed internet connection, or
 - The Postal Service intranet.
- 2. Video Relay Service (VRS) The Postal Service will provide one VRS unit at every Postal Service installation with one or more eligible signing employees if that installation has access to:
 - a. A high-speed internet connection, or
 - The Postal Service intranet

Note: If the Federal Communications Commission or the service provider charge a fee for VRS, the Postal Service will not be liable for the cost of VRS for employees' personal, non-work use.

- Open or closed captioned videos or films The Postal Service will
 ensure that all videos or films designed for training and instructing
 employees are appropriately open or closed captioned.
- 4. Visual warning lights on industrial equipment The Postal Service will ensure that visual warning lights are installed on all moving industrial equipment powered by electric motor or internal combustion engine in all Postal Service facilities where employees who are deaf or hard of hearing work.

- Emergency Action Plan and employee alarm system The Postal Service will ensure that all Postal Service facilities nationwide maintain an Emergency Action Plan. The plan will address the requirements for an employee alarm system that:
 - Complies with Occupational Safety and Health Administration regulations, and
 - Provides adequate notice to employees so they can take the appropriate actions necessary to escape the workplace safely.

Exigent Circumstances

It shall not be a violation of this MI if the Postal Service fails to provide a communication accommodation required under this MI when such failure is due to an exigent circumstance. Exigent circumstances shall include, but not be limited to:

- 1. Natural disasters or acts of God.
- 2. Security breaches or acts of terrorism.
- 3. Cancellation or failure of an in-person, qualified sign language interpreter to appear as scheduled.
- 4. Malfunction or failure of communication accommodation equipment, tools, or technological resources.

However, the Postal Service is obligated to provide or restore any communication accommodation required under this MI as soon as is reasonably possible after the exigent circumstance passes, after the effects of the exigent circumstance can reasonably be corrected by the Postal Service, or both, all as determined on a case-by-case basis.

Communication Accommodations for Applicants for Employment

Applicants for employment are individuals seeking a position who are not current Postal Service employees. They are given the presumption of in-person, qualified sign language interpreters during critical elements of the selection process. This includes interviews and instructions for testing as specified in interpreter-presumed events on page 3.

Note: Providing accommodations for the test questions is a separate accommodation issue outside of the scope of this MI and is considered on a case-by-case basis.

Requests for communication accommodations from applicants for employment:

- 1. Must be made as soon as the need for accommodation is known.
- 2. Can be made orally or in writing to the examiner, selecting official, or district Human Resources manager.

If an applicant for employment requests further accommodation during the examination process, the Postal Service shall consider such requests on a case-by-case basis, pursuant to the provisions set forth in Handbook EL-307, Reasonable Accommodation, An Interactive Process.

Management Structures and Processes

Supervisor Training

All Postal Service employees who supervise employees who are deaf or hard of hearing must complete Postal Service-approved training in the following subjects:

- Effective communication with employees who are deaf or hard of hearing.
- 2. Providing qualified sign language interpreters.
- 3. Use of VRI and VRS.

Disability Programs

Responsibilities

The Disability Programs office supports and monitors management compliance with this MI and with the Postal Service's obligation to provide reasonable accommodations to individuals with disabilities. Disability Programs will have:

- 1. Staff domiciled at Postal Service Headquarters.
- A complement of Disability Compliance Specialists (DCSs), who
 are Headquarters employees domiciled in the field with assigned
 geographic areas of responsibility.

Responsibilities of the DCSs

DCSs shall:

- Work with District Disability Coordinators (DDCs) within their assigned areas of geographic responsibility to monitor communication accommodation issues and ensure that agreedupon communication accommodations are provided under the terms of each individual's CAP.
- 2. Provide guidance and support to districts regarding compliance with the requirement to provide communication accommodations that are not event-specific, as discussed on page 7.

District Disability Coordinator

Overview

DDCs shall support the Postal Service's obligation to provide reasonable accommodations to individuals with disabilities in his or her district, including compliance with this MI.

Each DDC is appointed by the district Human Resources manager. These are duties assigned to a district employee who is able to assume the responsibilities and perform them effectively in addition to his or her assigned duties.

Responsibilities

DDCs shall serve as the point of contact for employees who are deaf or hard of hearing and wish to request communication accommodations under this MI. They shall:

- 1. Explain the process for requesting communication accommodations to employees.
- 2. Provide a Communication Accommodation Request Form (see page 11, and Attachment A, PS Form 6710, Communication Accommodation Request Form).
- Serve as the point of contact to receive oral or written requests for communication accommodations from employees who are deaf or hard of hearing. Written requests may be made by using PS Form 6710.
- 4. Forward the oral and written requests for communication accommodations to the District Reasonable Accommodation Committee (DRAC) for consideration.
- 5. Serve as a member of the DRAC when it reviews requests for communication accommodations.
- 6. Assists local management with the implementation of the CAP.
- 7. With the assistance of a DCS, respond to and address any issues raised by employees concerning compliance with a CAP.
- Coordinate the scheduling of in-person sign language interpreting services for Interpreter-Presumed events, as well as CAP interactive meetings.
- 9. Track and conduct annual reviews of the CAP, or sooner if needed.
- 10. Verify VRI Usage and Non-Usage reports monthly.
- 11. Coordinate and facilitate installation of various assistive communication technology as required by respective CAPs.

District Reasonable Accommodation Committee

Purpose and Structure

The DRAC is a multifunctional group that assists management in considering and offering reasonable accommodations to individuals with disabilities. As part of these general duties and its responsibilities under this MI, the DRAC shall assist management in providing communication accommodations. As of the effective date of this MI, DRAC membership shall include the following district personnel:

- 1. Labor Relations Manager (or designee).
- 2. Human Resources Generalist (or designee).
- Safety and/or Health Resource Management Manager (or designee of either).
- Postal Service Medical Doctor (if available).
- 5. Occupational Health Nurse.
- Operations Manager (or designee).

7. DDC (when the DRAC is considering requests for communication accommodations under this MI).

Responsibilities

The DRAC shall engage in the interactive process described on page 11 to consider requests for communication accommodations and develop CAPs.

Process for Requesting and Approving Communication Accommodations

Overview

Postal Service facilities that employ individuals who are deaf or hard of hearing are required to implement the following procedures:

- Each deaf or hard of hearing employee who seeks a communication accommodation must submit an oral or written request in order to initiate the interactive request and approval process.
- If an employee who is deaf or hard of hearing submits an oral or written request for a communication accommodation to his or her supervisor or manager, the supervisor or manager will then forward the employee request to the respective DDC, who will forward the request to the applicable DRAC for review.

Steps in the Request and Approval Process

The steps in the request and approval process for communication accommodations are as follows:

- The employee submits an oral or written request for a communication accommodation to his or her supervisor, manager, or the applicable DDC.
- If the deaf or hard of hearing employee submits an oral or written request for a communication accommodation to his or her supervisor or manager, then the supervisor or manager will forward the employee's request to the respective DDC.
- 3. The DDC will then forward the oral or written accommodation request to the applicable DRAC for review, as follows:
 - a. The DRAC will conduct an interactive meeting with the requesting employee within 30 calendar days of the chairperson's receipt of the oral or written request for a communication accommodation by the employee. Absent extenuating circumstances justifying a delay, a decision must be made on the request within 45 calendar days of receipt of the request.
 - b. The requesting employee's supervisor or manager should participate in the DRAC meetings.
 - c. The DRAC members who meet with the requesting employee will have the discretion to conduct meetings via VRI, VRS, telephone relay, or in person.
 - d. If an employee requests an in-person, qualified sign language interpreter as a communication accommodation, the DDC will schedule such an interpreter for the DRAC meeting.

- 4. During the interactive meeting, the requesting employee and the DRAC will complete a CAP The DRAC chairperson, the DDC, the requesting employee, and the requesting employee's supervisor or manager should sign and date the finalized CAP using PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (See page 19 and Attachment B). If the CAP cannot be completed during the initial interactive meeting, then additional time should be scheduled.
- If the requesting employee does not agree to sign the CAP, the Postal Service shall ensure that the communication accommodations selected for the employee in the CAP meet the requirements of the Rehabilitation Act.
- 6. The responsible supervisor or manager shall work with the responsible DDC to make sure that the agreed-upon or selected communication accommodations are provided.

Annual Review

The DRAC, the requesting employee, and the requesting employee's supervisor or manager shall meet on an annual basis to review the CAP for the duration of the requestor's employment. The purpose of the annual review is to assess the following:

- 1. Are the communication accommodations effective?
- 2. Are there are any issues with provision of the communication accommodations?
- 3. Should any changes be made to the CAP?

Requests for Review

Employees and supervisors may raise issues with the DDC regarding their CAP at any time. The DDC and the DRAC (as appropriate) will work with the employee and his or her immediate supervisor or manager to ensure that the employee's CAP meets his or her communication accommodation needs.

Existing Communication Accommodations

The objective of this MI is to ensure that the Postal Service provides effective communication accommodations to all employees who are deaf or hard of hearing. To that end, this MI should not be used to reduce or eliminate any communication accommodations currently provided to employees who are deaf or hard of hearing, pursuant to the terms of existing Equal Employment Opportunity, Merit Systems Protection Board, or labor grievance settlement agreements.

Acronyms

ASL American Sign Language

CAP Communication Accommodation Plan (Form 6711)

CS Confined space

DCS Disability Compliance SpecialistDDC District Disability

Coordinator

DRAC District Reasonable Accommodation Committee

EEO Equal Employment Opportunity

FCC Federal Communications Commission

HAZWOPER Hazardous Waste Operations and Emergency

Response

MI Management Instruction

PPE Personal Protective Equipment

VRI Video Remote Interpreting

VRS Video Relay Service

Attachment A

PS Form 6710, Communication Accommodation Request Form (page 1 of 2)

UNITEDST/ITES I IITII POST/IL SEI	RVICE®			Com	ımunica	tion Accommodati Request Fo	
A. Purpose						•	
		munication accommodal quest communication ac			vided by the	Postal Service for employe	9es
B. Instructions							
Employee Making Request	,, ,,						
immediate supervisor, m	ianager or applicable [District Disability Coordinator.	If you elect to a	use this Co	mmunication A	cation accommodation to his or he accommodation Request Form as ity Coordinator at the address	er
 Within 30 calendar days discuss your accommod 	of receipt of the comp ation request.	pleted form, the District Reaso	nable Accomm	odation Co	mmittee Chair	will contact you to review and	
 Be sure to read the Priva 	acy Act Statement and	Important Notice on page 2.					
		n address information request	ed below.				
Name of District Disability Coordi	nator						
Physical Address							
**************************************		e die die die die die die die die die di					
Mailing Address (Include number	, street, cify, state, and ZIP	Code™)					
Talephone Number		Fax Number			Email Address	······································	*******
C. Employee Contact I	nformation						
Requesting Employee's Name							
Position/Job Title						***************************************	******
•							
Installation Name and ZIP Code			*******		William .	nr	
Telephone Number		Email Addre					
Totophono Hamison		TEIlian Addis	88				
Employee's Mailing Address (Stre	et, Number, City, State, ZII	P Code)		***			
		_					
D. Manager/Supervisor		on'	I				
Name of Requesting Employee's	manager or supervisor		Title				
Telephone Number	 ,		Em	ail Address			
E. Communication Prof	ile and Language F	references					
Please select all that a	pply and mark with	h an X. If necessary, use	page 2.				
1. lam	D Deaf D	Late Deafened	D Hard of	Hearing		D Other	
2. My first language is	D English	Other Spoken Language	D America	n Sign Lan	guage	D Other Sign Language	
3. Tuse	D English	Other Spoken Language	D America	n Sign Lan	guage	D Other Sign Language	
4. I prefer	D English	Other Spoken Language	D America	n Sign Lan	guaga	D Other Sign Language	
5. 1can.,	D Read English	•	D Write Er	nglish		D Lip-read English	
PS Form 6710, September	2013 (Page 1 of 2)						

PS Form 6710, Communication Accommodation Request Form (page 2 of 2)

Sign Language Interpretation Artitlen Communication UbiDuo* M TYITTDD, Text Tetephone, or Captioned Telephone Gelephone Gelephone Headset Assistive Listening Device (ALD)	Accommodation	Describe Accommodation Needs
Articles Communication JibiDuc' M TYTTOD Fast Relephone, or Captioned Telephone Jideo Prone Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Jideo Ji	2	Pessibe Moodillingalion Meeds
Indicate	Sign Language Interpretation	
TYTIDD. Test Telephone, or Leptoned Brieghone (Rose) Provided (Rephone (Rose) Provided (Rephone (Rose) Provided (Rose) Provided (Rose) Provided (Rose) Provided (Rose) Provided (Rose) Rose (Rose) Ros	Written Communication	
Provery Act Statement: Your Information will be used to Identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410,1001,1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings in low reference when the first provided under contract with USPS; to entitles authorized to provide activation of the Month Systems Protection Board or Office of Special Courses. Important Notice Important Notice Important Notice Important Notice Important Notice Important Notice information is volt in Protest Service (ISPS) or requesting genetic Information about their amployees except as specificately allowed by this law. The Postal Service (ISPS) or requesting genetic Information about their amployees except as specificately allowed by this law. The Postal Service (ISPS) or requesting genetic Information about their amployees except as specificately allowed by this law. The Postal Service (ISPS) provided information about their amployees except as specificately allowed by this law. The Postal Service is not seeking genetic Information about their amployees except as specificately allowed by this law. The Postal Service is not seeking genetic Information about of the Information about dyourself in this form. Please do not provide any genetic Information about dyourself in this form.	UbiDuo" M	
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant itsell processings, to law enforcement which is your people shallowed by the law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information in Nondiscrimination act of 2008 (GINA) prohibits employers from requesting genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epocifically allowed by this law. The Postal Service is not seeking genetic information of a disease or discrete in your genetic tests of your family members (3) your family member of a fastus cerired by your or a family member of a fastus c	TTYITDD, Text Telephone, or Captioned Telephone	
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1006, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal processings, to law enforcement when the U.S. Postal Service (ISPS) or request. We may disclose your information as follows: in relevant legal processings, to law enforcement when the U.S. Postal Service (ISPS) or request. We may disclose your information as follows: in relevant legal processings, to law enforcement when the U.S. Postal Service (ISPS) or requesting agency becomes sware of a violation of law, to a congressions office at your request, to entities or individuals under contract with USPS, to entities authorized to perform audits; to labor organizations as required by law to declar, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Month Systems Protection Board or Office of Special Coursel. Important Notice Important Notice Important Notice Important Notice Important Notice Important Notice Important Notice Information is not such as seeking genetic information about their amployees except as epsellically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epsellically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epsellically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as epsellically allowed by this law. The Postal Service is not seeking genetic information about their amployees except as especialically allowed by this law. The Postal Service is not seeking genetic information of a feature cerified services (6) your pagnetic latery of a feature cerified services (6) your pagnetic latery and an ad	Video Phone	
Privacy Act Statement: Your information, if necessary. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information about 1206 (ISPS) for requesting agency becomes aware of a violation of law, to a congression of the activity of the privacy of t	Felephone Headset	
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 419, 1001, 1005, and 1206. Providing the Information is volunlary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings to leave enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congression office at your request; to entities or individuals under contract with USPS; to entities authorized to partorn audits, to law, to a congression office at your request; to entities or individuals under contract with USPS; to entities authorized to partorn audits, to incomplications are required by law, to federal, state, focal or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Ment's Systems Protection Board or Office of Special Coursel. Important Notice The Genetic Information Nordiscrimination Act of 2008 (GINA) prohibits amployers from requesting genetic information about their amployees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Connetic Information" means information about yourself in this form. "Connetic Information" means information about yourself in this form. "Connetic Information" means information about yourself in this form. "Connetic Information" means information about yourself in this form.	Assistive Listening Device (ALD)	
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410,1001,1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congression efficie at your request; to entities or individuals under contract with USPS; to entitles authorized to perform audits; both organizations are required by law, to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Month Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their amployees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about you. In this Communication Accommodation Request Form. "Genetic Information" means information about (1) your genetic information about you in this Communication Accommodation regulated from the maintenance and the members, (4) your request for or receipt of genetic services; (5) your participation or a family members; (6) your participation or or a family member (6) genetic information of a disease or discreter in your family members, (4) your request for or receipt of genetic services; (5) your participation or a family member (6) genetic information about you you or a family member of (6) genetic information about you you or a family member of (6) genetic information a	Other	
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410,1001,1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congression efficie at your request; to entities or individuals under contract with USPS; to entitles authorized to perform audits; both organizations are required by law, to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Month Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their amployees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about you. In this Communication Accommodation Request Form. "Genetic Information" means information about (1) your genetic information about you in this Communication Accommodation regulated from the maintenance and the members, (4) your request for or receipt of genetic services; (5) your participation or a family members; (6) your participation or or a family member (6) genetic information of a disease or discreter in your family members, (4) your request for or receipt of genetic services; (5) your participation or a family member (6) genetic information about you you or a family member of (6) genetic information about you you or a family member of (6) genetic information a	equestor's Signature	In Lawrence
Privacy Act Statement: Your information will be used to identify and establish individual communication accommodations. Collection is authorized by 39 U.S.C. 401, 410,1001,1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows; in relevant legal proceedings to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes evere of a violation of law, to a congressions office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (SINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about your about yourself in this form. "Genetic Information" means information about; (1) your genetic tests, (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members; (4) your request for or receipt of genetic services; (6) your participation or a family member or (6) genetic information in clinical research that includes genetic services; (6) your family member or (7) genetic information carried by your or family members (7) genetic information in crimation are refamily member or (7) genetic information in clinical research that includes genetic services; (6) genetic information carried by your or family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	se thts space to provide additiOnall	nformation, If necessary.
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		•
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	'	
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	7.01.11.1	
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or		
legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congressional office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	Privacy Act Statement: Your inform	nation will be used to identify and establish individual communication accommodations. Collection is authorized by
office at your request; to entitles or individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	Privacy Act Statement: Your inform 39 U.S.C. 401, 410,1001,1005, and	nation will be used to identify and establish individual communication accommodations. Collection is authorized by d 1206.
law, to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntar	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant
Merit Syslems Protection Board or Office of Special Counsel. Important Notice The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforcement	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressions
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family members; (4) your request for or receipt of genetic services; (5) your participation or a family members participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforcements office at your request; to entitles or	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressiona individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family members; (4) your request for or receipt of genetic services; (5) your participation or a family members participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforceme office at your request; to entitles or law; to federal, state, local or foreign	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressiona individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by a government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the
specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form. "Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforceme office at your request; to entitles or law; to federal, state, local or foreign Merit Systems Protection Board or	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congressiona individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by a government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the
means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member or family member or a family member or a family member or the family member of the family member or the family member or the family member of the family member or the family member of the family member or the family member or the family member of the family member or the family member of the family member of the family member of the family me	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforcement office at your request; to entitles or law; to federal, state, local or foreign Merit Systems Protection Board or Important Notice	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressiona individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by a government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Office of Special Counsel.
means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member or family member or a family member or a family member or the family member of the family member or the family member or the family member of the family member or the family member of the family member or the family member or the family member of the family member or the family member of the family member of the family member of the family me	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforcement office at your request; to entitles or law; to federal, state, local or foreign Merit Systems Protection Board or Important Notice The Genetic Information Nondiscrim specifically allowed by this law. The	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by a government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Office of Special Counsel. Initiation Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form.
family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforceme office at your request; to entitles or law; to federal, state, local or foreign Merit Systems Protection Board or Important Notice The Genetic Information Nondiscrim specifically allowed by this law. The Please do not provide any genetic in	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law, to a congressional individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by a government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Office of Special Counsel. Initiation Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form.
	39 U.S.C. 401, 410,1001,1005, and Providing the information is voluntal legal proceedings; to law enforceme office at your request; to entitles or law; to federal, state, local or foreign Merit Systems Protection Board or Important Notice The Genetic Information Nondiscrim specifically allowed by this law. The Please do not provide any genetic i "Genetic information" means inform means the manifestation of a disease	d 1206. ry, but if not provided, we may not process your request. We may disclose your information as follows: in relevant ent when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressiona individuals under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by n government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Office of Special Counsel. Initiation Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as a Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Information about yourself in this form. Initiation about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which se or disorder in your family members); (4) your request for or receipt of genetic services: (5) your participation or a

Attachment B

PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (page 1 of 2)

UNITED STIJTE					
POSTIJL S	SERVICE®	for			ommodation Plan
Requesting Employee's Na	me (Please Print)	IOI	Employees Who A	re Dear O	Hard or Hearing
Installation Name and ZIP C	≎ode™				
Request Number (RADAR)		ure to read the Privacy Act St age 2.	tatement and l	Important Notice	
A. Communication	Accommodations (or Presumed Workplac	ce Events		
Presumed Workplace			A. A. & B. W.	Accommoda	tion
Elements of selection	n process, including inf	erviews.			
2. Formal training sess	ions.				, 45 (4)
	ws that may lead to distors, corrective actions	cipline and discussions wit or conduct.	th supervisor about job		
4. Combined Federal C	ampaign and Savings I	Bond drive klokoff meetings	· · · · · · · · · · · · · · · · · · ·		WWW.MA
			t may occur face to face or during e of Workers' Compensation		
Significant safety ins	truction (other than safe	ety reminders),			
 Instructions during in (Note: Testing acconsin Handbook EL-307 	nmodations for the test		t go through the process described	1	
8,					
B. Communication	Accommodations fo	or Non-Presumed Worl	kplace Events		
Non-Presumed Workp	lace Event			Accommodati	ion
Service talks of a du	ration in excess of 5 mi	nutes.			
2. Weekly safety talks.	distribution				en e
3. Meetings to discuss	work procedures, polic	ies or assignments.	- // · // · // · // · // · // · // · //		
4. Other.			AVILES S.		
C. Signatures of Ag	reement				
This Communicat	ion Accommodat	ion Plan is establishe	ed between the following p	arties ·	· p······
Role/Position	Name (Please Print)		Signature		Date (MM/DD/YYYY)
Requesting Employee					
Requesting Employee's Supervisor or Manager		7014-34			
District Disability Coordinator					
DRAG Chairperson					
PS Form 6711, Septen	nber 2013 (Page 1 of 2)				

PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (page 2 of 2)

lame (Please Print)		Title	Date (MM/DD/YYYY)
ollow-up meeting/contact date		**************************************	
Participants			
lotes			
changes to accommodations			
ollow-up meeting/contact date			
articipants			
lotes			
hanges to accommodations			
Annual Review — Year 1			
ate (MM/DD/YYYY)	Location		
tethori			
terpreter provided			
articipants		<u> </u>	
otes	***************************************		
hanges to accommodations			
Annual Review — Year 2	The state of the s		
ate (MM/DD/YYYY)	Location		
lethod		A = \$40 ks = \$4.00 =	
terpreter Provided			
articipants	**************************************		
otes			
hanges to accommodations	, victoria c	***	
Annual Review — Year 3)-10-0 VI-3-3-1	**************************************
atifical review — real 3 ale (MM/DD/YYYY)	Location	·	
ethod		ور بين ما د د د د د د د د د د د د د د د د د د	والمرابعة والمرا
lerpreter provided			
articipants			
otes		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
hanges to accommodations			
Privacy Act Statement: Your informatio	n will be used to identify and esta	ablish an individual communication ac	ecommodation plan. Collection is authorized
oy 39 U.S.C. 401, 410, 1001, 1005, and			
proceedings; to law enforcement when i at your request; to entities or individuals	the U.S. Postal Service (USPS) or under contract with USPS; to en nt agencies regarding personnel i	requesting agency becomes aware of titles authorized to perform audits; to	your information as follows: in relevant legal of a violation of law; to a congressional office labor organizations as required by law; to portunity Commission; and to the Merit
mportant Notice			
The Genetic Information Nondiscrimination specifically allowed by this law. The Pos Please do not provide any genetic inform	tal Service is not seeking genetic	information about you in this Commu	formation about their employees except as unication Accommodation Request Form.
'Genetic information" means information	a phone (1) your gonalis tasto (2)		



Management Instruction

Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing

This management instruction (MI) establishes the guidelines for implementing Postal Service™ policies and processes for providing certain types of reasonable accommodations, known as communication accommodations, to employees and applicants who are deaf or hard of hearing.

The presumptions and processes described in this MI are based on input from advocates for the deaf and hard of hearing communities and are intended to identify and improve access to accommodations that are recognized as highly effective.

Purpose

The Postal Service has responsibilities under the law and its collective-bargaining agreements to provide reasonable accommodations to employees and applicants who are deaf or hard of hearing. The major federal laws that apply are the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

Reasonable accommodations:

- Must be provided so that employees can perform functions directly related to their jobs;
- 2. Must be provided at certain types of workplace events and in certain other situations generally affecting the workplace so that employees can fully participate in the work environment; and
- Must also be provided during aspects of the hiring process for individuals to enjoy equal opportunity.

Policy

Presumptions

The policies described in this MI supplement the Postal Service's legal and contractual obligations to provide the reasonable accommodations described in item 2 above — at certain types of workplace events and in



CONTENTS

Purpose
Policy
Presumptions1
Certain Rights Not Affected2
Communication Accommodations 2
Overview
Communication Accommodations for
Signing Employees at Certain
Workplace Events 3
Communication Accommodations
for Non-Signing Employees at
Certain Workplace Events 7
Communication Accommodations
That Are Not Event-Specific 7
Exigent Circumstances8
Communication Accommodations
for Applicants for Employment 8
Management Structures and
Processes
Supervisor Training 9
Postal Service Reasonable
Accommodation Assistance
Center Disability Programs
9
District Disability Coordinator 9
District Reasonable
Accommodation Committee 10
Process for Requesting and Approving
Communication Accommodations
Ombudsman Process 12
Existing Communication
Accommodations
Acronyms14
TATE AND RECOVER OF THE PROPERTY AND THE
Attachment A

certain other situations generally affecting the workplace. It does so in two ways:

- By presuming that the specific communication accommodations described in this MI will be provided in certain circumstances.
- 2. By clarifying the process used by employees to request and obtain such accommodations.

Unless a specified exception applies, the communication accommodations described in this MI <u>must</u> be provided, regardless of whether they are required by law or by the Postal Service's collective bargaining agreements.

In addition to establishing the availability of communication accommodations, Postal Service policy establishes management structures, controls, and processes designed to ensure that communication accommodations are provided effectively.

Certain Rights Not Affected

While they are designed to supplement the Postal Service's obligations, the presumptions in favor of any specific accommodation and the processes set forth in this MI are not intended to replace the interactive process required under the law and the Postal Service's collective bargaining agreements. In keeping with this objective, this MI:

- Does not affect the ability of employees and applicants for employment who are deaf or hard of hearing to seek reasonable accommodations other than the communication accommodations described here.
- 2. Does not affect the processes described in Handbook EL-307, Reasonable Accommodation, An Interactive Process, that are used by the Postal Service to consider and offer reasonable accommodations other than the communication accommodations described here.
- Does not alter any rights granted by the Rehabilitation Act, as amended, or the Postal Service's collective bargaining agreements.

Communication Accommodations

Overview

This MI specifically describes communication accommodations, which are designed to enhance effective communication for and with employees who are deaf or hard of hearing in settings and under circumstances not generally involving actual job performance. These accommodations fall into three categories:

- Communication accommodations for signing employees at certain workplace events. Signing employees are employees who are deaf or hard of hearing and who use American Sign Language (ASL) or another sign language as their primary means of communication.
- 2. Communication accommodations for non-signing employees at certain workplace events. Non-signing employees are employees

- who are deaf or hard of hearing, but who do not use ASL or another equivalent sign language as their primary means of communication.
- Communication accommodations that are not event-specific. In addition to establishing the availability of communication accommodations, Postal Service policy establishes management structures, controls, and processes designed to ensure that communication accommodations are provided effectively.

Communication Accommodations for Signing Employees at Certain Workplace Events

It is the policy of the Postal Service and the responsibility of management to provide communication accommodations to signing employees at certain workplace events. The availability of and requirement to provide communication accommodations for signing employees at workplace events depends on the nature of the event, as follows:

- At certain events, known as interpreter-presumed events, Postal Service policy presumes that:
 - An in-person, qualified sign language interpreter will be provided, and
 - b. It is the responsibility of management to provide one if certain policy requirements are met.
- At certain other events, no specific accommodation is presumed for signing employees, although it is presumed that, subject to this policy requirement, one of several available accommodations will be provided in a specified order of preference.

Interpreter-Presumed Events

A qualified sign language interpreter is a person who, based on his or hertheir training or experience, can provide effective interpretation in the sign language used by the signing employees. While the sign language interpreter should be formally trained, licensed, or certified, The essential requirement of the sign language interpreter—is that they interpreter—be effective. Any person who meets this requirement may be utilized.

It is presumed that an in-person, qualified sign language interpreter will be provided for *eligible* signing employees at the workplace events listed below. An employee is *eligible* under Postal Service policy if he or she has a requested communication aAccommodations Plan that:

- Was Were requested and completed under the interactive request and approval process described on page 11 (See Attachment A, PS Form 6710, Communication Accommodation Request), and
- (Includes the specific communication accommodations sought. (See Attachment B, PS Form 6711, Communication Accommodation Plan (CAP) for Employees Who Are Deaf or Hard of Hearing.)
 Note: PS form 6710 should be completed as early as possible in the onboarding process.

The interpreter-presumed events subject to this MI are listed below:

 During critical elements of the selection process for positions that a current employee or applicant has applied, including interviews and instructions for testing. **Note:** Providing accommodations for the test questions themselves is a separate accommodation issue outside the scope of this MI and is considered on a case-by-case basis.

- 2. During formal training sessions for new and existing employees.
- During investigatory interviews that may reasonably lead to discipline and formal discussions between the eligible signing employee and his or her supervisor concerning job performance evaluations, corrective actions, or conduct.
- 4. During Combined Federal Campaign and Savings Bond drive kickoff-meetings.
- 5. During the limited Equal Employment Opportunity (EEO) counseling sessions that may occur face to face, or during meetings involving the completion of paperwork necessary to file Office of Workers' Compensation Program claims by deaf employees, including these forms:
 - a. CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - b. CA-2, Notice of Occupational Disease and Claim for Compensation.
 - c. PS Form 1769/301, Accident Report.
- 6. During *significant safety instruction* (which does not include safety talks or safety reminders) as defined in the following table:

Significant Safety Instruction

Subject	Audience	Frequency	Duration
Asbestos	Plants & CS Sites	Annual	5-10 minutes
Blood-borne Pathogens	Plants & CS Sites	Annual	5-10 minutes
Confined Space	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Emergency Action Plans	General	Annual	15 minutes
Hazard Communication	General	Annual	5-10 minutes
Hearing Conservation	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
HAZWOPER	General	Annual	10-15 minutes
Lead	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Lockout/Tag Out	Limited to employees identified by the Postal Service as requiring this instruction.	Annual	5–10 minutes
Powered Industrial Equipment	Limited to employees identified by the Postal Service as requiring this instruction.	Quarterly	10–15 minutes
Personal Protective Equipment (PPE)	Limited to employees identified by the Postal Service as requiring this instruction.	As needed. Job specific and required upon change of bid to position with a PPE assignment and task.	5–15 minutes
Respiratory Equipment	Limited to sites where program is required.	Annual and, as needed, if employee voluntarily asks and is authorized to wear a filtering mask.	5–10 minutes

The Postal Service must make best efforts to provide in-person, qualified sign language interpreters for eligible signing employees at interpreter-presumed events. These efforts shall include, but shall not be limited to, ensuring that every Postal Service installation with one or more eligible signing employee has either:

- 1. Contracted with an interpreter service; or
- 2. If a formal contract is not required, has otherwise made arrangements for interpreter service.

Circumstances Under Which the Presumption of In-Person, Qualified Sign Language Interpreters May Be Delayed or Excused

The presumption of an in-person, qualified sign language interpreter for eligible signing employees may be excused or delayed without violating this MI only in the following circumstances:

- 1. The Postal Service can demonstrate that it has undertaken diligent and timely efforts to obtain an interpreter, including contracting with a local interpreter service, but no interpreter is available due to:
 - a. The timing of the interpreter-presumed event; and/or
 - b. The location of the installation at which the event is to occur.
- 2. The presumption was not met due to the occurrence of an exigent circumstance as described on page 8.

Required Steps When the Presumption of In-Person, Qualified Sign Language Interpreters is Delayed or Excused

Whenever an in-person, qualified sign language interpreter is not available to eligible signing employees for a scheduled interpreter-presumed event, the Postal Service will take the following steps:

- The Postal Service will make their best efforts to reschedule or repeat the interpreter-presumed event for the eligible signing employee with the participation of an in-person, qualified sign language interpreter within 72 hours of the originally scheduled time.
- If the event cannot be rescheduled or repeated within 72 hours with the participation of an in-person, qualified sign language interpreter, the Postal Service shall confer with the affected eligible signing employees. At the election of the eligible signing employees, the Postal Service will do one of the following:
 - a. Continue best efforts to reschedule or repeat the interpreterpresumed event with the participation of an in-person, qualified sign language interpreter as soon as possible.
 - Conduct the interpreter-presumed event using Video Remote Interpreting (VRI) or other alternative communication tools, devices, or technologies.
 - Conduct the interpreter-presumed event using other communication methods to which the Postal Service and the eligible signing employee agree.
- 3. If more than one eligible signing employee is affected by the inability to provide an in-person, qualified sign language interpreter at a scheduled interpreter-presumed event, each such eligible signing employee is entitled to determine individually which of the above options shall apply to him or her.

Prioritized Accommodation Events

In addition to interpreter-presumed events, there are other workplace events at which eligible signing employees are entitled to a communication accommodation from a prioritized list. These events, known as *prioritized accommodation events*, are:

- Service talks lasting longer than 5 minutes.
- 2. Weekly safety talks and safety reminders.
- 3. Meetings to discuss work procedures, policies, assignments, or health benefit and retirement options and issues.
- 4. Management-initiated personnel actions.

During the interactive request and approval process described on page 11, communication accommodations for prioritized accommodation events will be considered by the Postal Service and included in the eligible signing employee's Communication Accommodation Plan (CAP) in descending order of priority.

- Video Remote Interpreting (VRI) if available at the eligible signing employee's installation under the criteria described in communication accommodations that are not event-specific on page 7.
- 2. In-person, qualified sign language interpreter only if:
 - Requested by and agreed upon in an eligible signing employee's Communication Accommodation Plan_ CAP; and
 - b. If VRI is not available at the eligible signing employee's installation.
- 3. Face-to-face communication device UbiDuo™ or similar device.
- 4. Other communication accommodation tools, devices, or technologies that comply with the requirements of the Rehabilitation Act.

The phrase "descending order of priority" means in the order shown in items 1–4 above. VRI is the primary communication accommodation for prioritized accommodation events. If the installation does not have VRI, then the primary communication accommodation for the prioritized accommodation event will be an in-person, qualified sign language interpreter.

- " Example 1: An eligible signing employee is scheduled to attend a service talk lasting longer than 5 minutes and works at an installation that has VRI. The installation will provide VRI as the communication accommodation for this prioritized accommodation event.
- Example 2: An eligible signing employee is scheduled to attend a service talk lasting longer than 5 minutes and works at an installation that does not have VRI. The installation will provide an interpreter as the communication accommodation for this prioritized accommodation event.

Communication Accommodations for Non-Signing Employees at Certain Workplace Events

It is the policy of the Postal Service and the responsibility of management to provide communication accommodations to eligible non-signing employees (meaning employees who are deaf or hard of hearing but do not use ASL or other sign language as their primary means of communication) at any of the workplace events described on pages 3–6.

However, Postal Service policy does not presume that any particular communication accommodation would be appropriate for these workplace events. During the request and approval process described on page 11, the following communication accommodations will be considered by the Postal Service and included in the eligible non-signing employee's Communication Accommodation Plan CAP, as agreed:

- 1. UbiDuo.
- 2. Other communication tools, technology, or devices.
- Written communication.

Communication Accommodations That Are Not Event-Specific

It is the policy of the Postal Service and the responsibility of management to provide certain technological resources to employees who are deaf or hard of hearing. The technological resources listed below are not intended to limit the Postal Service's use of any newly developed technology that provides an accommodation equal or superior to the services listed below.

- Video Remote Interpreting (VRI) The Postal Service will provide at least one VRI unit (or an equivalent accommodation tool, device, or technology) at every Postal Service installation with one or more eligible signing employee, if that installation has access to:
 - a. A high-speed internet connection, or
 - b. The Postal Service intranet.
- 2. Video Relay Service (VRS) The Postal Service will provide one VRS unit at every Postal Service installation with one or more eligible signing employees if that installation has access to:
 - a. A high-speed internet connection, or
 - The Postal Service intranet.

Note: If the Federal Communications Commission or the service provider charge a fee for VRS, the Postal Service will not be liable for the cost of VRS for employees' personal, non-work use.

- 3. Open or closed captioned videos or films The Postal Service will ensure that all videos or films designed for training and instructing employees are appropriately open or closed captioned.
- 4. Visual warning lights on industrial equipment The Postal Service will ensure that visual warning lights are installed on all moving industrial equipment powered by electric motor or internal combustion engine in all Postal Service facilities where employees who are deaf or hard of hearing work.

- 5. Emergency Action Plan and employee alarm system The Postal Service will ensure that all Postal Service facilities nationwide maintain an Emergency Action Plan. The plan will address the requirements for an employee alarm system that:
 - Complies with Occupational Safety and Health Administration regulations, and
 - Provides adequate notice to employees so they can take the appropriate actions necessary to escape the workplace safely.

Exigent Circumstances

It shall not be a violation of this MI if the Postal Service fails to provide a communication accommodation required under this MI when such failure is due to an exigent circumstance. Exigent circumstances shall include, but not be limited to:

- Natural disasters or acts of God.
- 2. Security breaches or acts of terrorism.
- Cancellation or failure of an in-person, qualified sign language interpreter to appear as scheduled.
- 4. Malfunction or failure of communication accommodation equipment, tools, or technological resources.

However, the Postal Service is obligated to provide or restore any communication accommodation required under this MI as soon as is reasonably possible after the exigent circumstance passes, after the effects of the exigent circumstance can reasonably be corrected by the Postal Service, or both, all as determined on a case-by-case basis.

Communication Accommodations for Applicants for Employment

Applicants for employment are individuals seeking a position who are not current Postal Service employees. They are given the presumption of in-person, qualified sign language interpreters during critical elements of the selection process. This includes interviews and instructions for testing as specified in interpreter-presumed events on page 3.

Note: Providing accommodations for the test questions is a separate accommodation issue outside of the scope of this MI and is considered on a case-by-case basis.

Requests for communication accommodations from applicants for employment:

- Must be made as soon as the need for accommodation is known.
- 2. Can be made orally or in writing to the examiner, selecting official, or district Human Resources manager.

If an applicant for employment requests further accommodation during the examination process, the Postal Service shall consider such requests on a case-by-case basis, pursuant to the provisions set forth in Handbook EL-307, *Reasonable Accommodation, An Interactive Process.*

Management Structures and Processes

Supervisor Training

All Postal Service employees who supervise employees who are deaf or hard of hearing must complete Postal Service-approved training in the following subjects:

- Effective communication with employees who are deaf or hard of hearing.
- 2. Providing qualified sign language interpreters.
- 3. Use of VRI and VRS.

<u>Disability Programs Postal Service Reasonable</u> <u>Accommodation Assistance</u> <u>Center</u>

Responsibilities of the PRAAC

The <u>Disability Programs officePostal Service Reasonable Accommodation Assistance Center (PRAAC)</u> supports and monitors management compliance with this MI and with the Postal Service's obligation to provide reasonable accommodations to individuals with disabilities. <u>Disability ProgramsThe PRAAC</u> will have:

- Staff domiciled at Postal Service Headquarters.
- A complement of Disability Compliance Specialists (DCSs), who
 are Headquarters employees domiciled in the field with assigned
 geographic areas of responsibility.

Responsibilities of the DCSs

DCSs shall:

- Work with District Disability Coordinators (<u>DDCs</u>) within their assigned areas of geographic responsibility to monitor communication accommodation issues and ensure that agreedupon communication accommodations are provided under the terms of each individual's <u>Communication Accommodation Plan</u> CAP.
- Provide guidance and support to districts regarding compliance with the requirement to provide communication accommodations that are not event-specific, as discussed on page 7.

District Disability Coordinator

Overview

<u>District Disability Coordinators DDCs</u> shall support the Postal Service's obligation to provide reasonable accommodations to individuals with disabilities in his or her district, including compliance with this MI.

Each <u>District Disability Coordinator DDC</u> is appointed by the district Human Resources manager. This is an ad hoc position, These are duties assigned to a district employee who is able to assume the responsibilities of the position and perform them effectively in addition to his or her assigned duties.

Responsibilities

<u>District Disability Coordinators DDCs</u> shall serve as the point of contact for employees who are deaf or hard of hearing and wish to request communication accommodations under this MI. They shall:

- Explain the process for requesting communication accommodations to employees.
- Provide a Communication Accommodation Request Form (see page 11, and Attachment A, PS Form 6710, Communication Accommodation Request Form).
- Serve as the point of contact to receive oral or written requests for communication accommodations from employees who are deaf or hard of hearing. Written requests may be made by using PS Form 6710.
- Forward the oral and written requests for communication accommodations to the District Reasonable Accommodation Committee (DRAC) for consideration.
- 5. Serve as a member of the DRAC when it reviews requests for communication accommodations.
- Assists local management with the implementation of the CAP.
- 67. With the assistance of a DCS, respond to and address any issues raised by employees concerning compliance with a Communication Accommodation Plan CAP.
- 8. Coordinate the scheduling of in-person sign language interpreting services for Interpreter-Presumed events, as well as CAP interactive meetings.
- Track and conduct annual reviews of the CAP, or sooner if needed.
- Verify VRI Usage and Non-Usage reports monthly.
- 11. Coordinate and facilitate installation of various assistive communication technology as required by respective CAPs.

District Reasonable Accommodation Committee

Purpose and Structure

The DRAC is a multifunctional group that assists management in considering and offering reasonable accommodations to individuals with disabilities. As part of these general duties and its responsibilities under this MI, the DRAC shall assist management in providing communication accommodations. As of the effective date of this MI, DRAC membership

shall include the following district personnel:

- 1. Labor Relations Manager (or designee).
- 2. Human Resources Generalist (or designee).
- Safety and/-or Health Resource Management Manager (or designee of either).
- Postal Service Medical Doctor (if available).
- 5. Occupational Health Nurse.
- Operations Manager (or designee).
- 7. District Disability Coordinator DDC (when the DRAC is considering requests for communication accommodations under this MI).

Responsibilities

The DRAC shall engage in the interactive process described on page 11 to consider requests for communication accommodations and develop Communication Accommodation Plans CAPs.

Process for Requesting and Approving Communication Accommodations

Overview

Postal Service facilities that employ individuals who are deaf or hard of hearing are required to implement the following procedures:

- Each deaf or hard of hearing employee who seeks a communication accommodation must submit an oral or written request in order to initiate the interactive request and approval process.
- 1. As of the effective date of this MI, current employees who are identified in Postal Service records as deaf or hard of hearing shall be informed that, if they require communication accommodations, they must contact their supervisor, manager, or District Disability Coordinator and request, either orally or in writing, a communication accommodation.
- If an the employee who is deaf or hard of hearing submits an oral
 or written request for a communication accommodation to his or
 her supervisor or manager, the supervisor or manager will then
 forward the employee request to the respective District Disability
 Coordinator DDC, who will forward the request to the applicable
 DRAC for review.
- Each employee who is deaf or hard of hearing is obligated to submit an oral or written request for a communication accommodation in order to initiate the interactive request and approval process.

Steps in the Request and Approval Process

The steps in the request and approval process for communication accommodations are as follows:

 The employee submits an oral or written request for a communication accommodation to his or her supervisor, manager, or the applicable <u>District Disability Coordinator DDC</u>.

- If the deaf or hard of hearing employee submits an oral or written request for a communication accommodation to his or her supervisor or manager, then the supervisor or manager will forward the employee's request to the respective District Disability Coordinator DDC.
- The District Disability Coordinator DDC will then forward the oral or written accommodation request to the applicable DRAC for review, as follows:
 - a. The DRAC will conduct an interactive meeting with the requesting employee within 30 calendar days of the chairperson's receipt of the oral or written request for a communication accommodation by the employee.

 Absent extenuating circumstances justifying a delay, a decision must be made on the request within 45 calendar days of receipt of the request.
 - b. The requesting employee's supervisor or manager should participate in the DRAC meetings.
 - c. The DRAC members who meet with the requesting employee will have the discretion to conduct meetings via <u>VRI</u>, VRS, telephone relay, or in person.
 - d. If an employee requests an in-person, qualified sign language interpreter as a communication accommodation, the District Disability Coordinator DDC will schedule such an interpreter for the DRAC meeting.

- 4. During the interactive meeting, the requesting employee and the DRAC will complete a Communication Accommodation Plan CAP (the CAP Plan). The DRAC chairperson, the District Disability Coordinator DDC, the requesting employee, and the requesting employee's supervisor or manager should sign and date the finalized CAP Planusing PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (See page 19 and Attachment B). If the CAP Plan cannot be completed during the initial interactive meeting, then additional time should be scheduled.
- If the requesting employee does not agree to sign the <u>CAP Plan</u>, the Postal Service shall ensure that the communication accommodations selected for the employee in the <u>CAP Plan</u> meet the requirements of the Rehabilitation Act.
- The responsible supervisor or manager shall work with the responsible <u>District Disability Coordinator DDC</u> to make sure that the agreed-upon or selected communication accommodations are provided.

Annual Review

The DRAC, the requesting employee, and the requesting employee's supervisor or manager shall meet on an annual basis to review the CAP for the duration of the requestor's employment. for a 3-year period from the effective date of any Communication Accommodation Plan. The purpose of the annual review is to assess the following:

- 1. Are the communication accommodations effective?
- 2. Are there are any issues with provision of the communication accommodations?
- 3. Should any changes be made to the Communication

Accommodation Plan CAP?

The annual review process will be discontinued at the end of the 3-year period.

Requests for Review

Employees and supervisors may raise issues with the District Disability Coordinator DDC regarding their Communication Accommodation Plan CAP at any time. The District Disability Coordinator DDC and the DRAC (as appropriate) will work with the employee and his or her immediate supervisor or manager to ensure that the employee's CAP Plan meets his or her communication accommodation needs.

Ombudsman Process

For 3 years following the effective date of this MI, the process described below will be available to employees who wish to register comments or concerns about the Postal Service's efforts to provide communication accommodations:

- The Postal Service will employ an independent ombudsman to receive comments and concerns and assist with their resolution. The Postal Service will also:
 - Advise employees that they can register a comment or concern with the ombudsman through a toll-free number or other device.

- b. Advise employees that use of the toll-free number or deviceto register a comment or concern will not affect their rights tofile a grievance or complaint in any other process, nor does it serve as an initial contact for any other process, such as a grievance or EEO pre-complaint processing.
- 2. Comments and concerns filed pursuant to this monitoring process will be processed as follows:
 - a. The Disability Program Manager (or person holding a successor position) shall enter the comments in a log and refer them to the appropriate DCS and District Disability Coordinator for response and/or resolution.
 - b. If...

The DCS and/or District
Disability Coordinator
cannot resolve the
comment or concern to
the satisfaction of the
employee registering it;
or the comment or
concern is registered
anonymously, and it
cannot be resolved to the
satisfaction of the
appropriate DCS and/or
District Disability
Coordinator.

Then...

The Disability Program-Manager will refer thecomment or concern to the National Diversity & Inclusion-Manager for final response or resolution.

Existing Communication Accommodations

The objective of this MI is to ensure that the Postal Service provides effective communication accommodations to all employees who are deaf or hard of hearing. To that end, this MI should not be used to reduce or eliminate any communication accommodations currently provided to employees who are deaf or hard of hearing, pursuant to the terms of existing Equal Employment Opportunity, Merit Systems Protection Board, or labor grievance settlement agreements.

Acronyms

ASL CAP	American Sign Language Communication Accommodation Plan (Form 6711)						
CS space	Ceonfined						
DCS	Disability Compliance Specialist						
DDC	District Disability Coordinator						
DRAC	District Reasonable Accommodation Committee						
EEO	Equal Employment Opportunity						
FCC	Federal Communications Commission						
HAZWOPER	Hazardous Waste Operations and Emergency Response						
MI	Mmanagement linstruction						
PPE PRAAC	Ppersonal pProtective eEquipment Postal Service Reasonable Accommodation						
VRI	Assistance Center Video Pemete Interpreting						
VRS	Video Remote Interpreting Video Relay Service						

Attachment A

PS Form 6710, Communication Accommodation Request Form (page 1 of 2)

UNITEDST/ITES IIIIII POST/IL SERV	ICE®		C	Communicat	tion Accommodation Request Form
A. Purpose					•
To identify and establish who are deaf or hard of	individual com hearing who re	nmunication accommodation	ons that will be ommodations	e provided by the	Postal Service for employees
B. Instructions					
Employee Making Request:					
immediate supervisor, mana	ager or applicable	accommodation must submit an District Disability Coordinator. If nmodations, sign and date this fo	vou elect to use t	his Communication A	ation accommodation to his or her accommodation Request Form as ty Coordinator at the address
 Within 30 calendar days of discuss your accommodation 	recelpt of the com on request.	pleted form, the District Reasons	able Accommodat	ion Committee Chair	will contact you to review and
		d Important Notice on page 2.			
District Disability Coordinato Name of District Disability Coordinate		m address information requested	f below.		
Name of District Distring Coordinate	и				
Physical Address				<u>_</u>	
Mailing Address (include number, stre	eet, city, state, and Zil	P Code™)			
Telephone Number		Fax Number		Email Address	
					A CONTRACTOR OF THE CONTRACTOR
C. Employee Contact Info	rmation		·		
Requesting Employee's Name					
Position/Job Title			·····		
Installation Name and ZIP Code					
Telephone Number		Email Address	3		SECRETARIA SECRETARIA SECURIO DE CONTROLO DE SECURIO DE SECURIO DE SECURIO DE SECURIO DE SECURIO DE SECURIO DE
Employee's Mailing Address (Street, N	Number, Cily, State, Z	IIP Code)			
D. Manager/Supervisor Co	ontact Informat	ion			
Name of Requesting Employee's Man	ager or Supervisor		Title		
Telephone Number			Email Ad	dress	
E. Communication Profile	and Language	Preferences	ı		
Please select all that app	ly and mark wit	th an X. If necessary, use p	page 2.		
1. lam	D Deaf D	Late Deafened	D Hard of Hear	ing	D Other
2. My first language is	D English D	Other Spoken Language	D American Sig	gn Language	D Other Sign Language
3, Tuse	D English D	Other Spoken Language	D American Sig	gn Language	D Other Sign Language
4. lprefer	D English D	Other Spoken Language	D American Sig	gn Language	D Other Sign Language
5. tean	D Read English		D Write English	1	D Lip-read English
PS Form 6710, September 201	3_ (Page 1 of 2)			,	

Attachment B

PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (page 1 of 2)

INITED STIJTES III POSTIJL S	S SERVICE ®		Commi	inication Acc	ommodation Plan
, , , , , , , , , , , , , , , , , , , ,	221171020	for			r Hard of Hearing
Requesting Employee's Na	me (Please Print)				
Installation Name and ZIP C	Code™				
Request Number (RADAR)		Instructions: Bos	sure to read the Privacy	Act Statement and	Important Nation
			page 2.	Act Statement and	important Notice
A. Communication	Accommodations for	Presumed Workpla	ice Events		
Presumed Workplace	Event			Accommoda	tion
 Elements of selection 	n process, including inten	riews.			
		*			
Formal training sess	ions.				
 Investigatory intervie performance evaluat 	ws that may lead to disciplions, corrective actions or	line and discussions w conduct.	ith supervisor about job		
4. Combined Federal C	ampaign and Savings Bor	d drive kickoff meeting	S .		
 Limited Equal Emplo meetings involving the Program claims. 	yment Opportunity (EEO) ne completion of paperwor	counseling sessions that k necessary to file Office	at may occur face to face or be of Workers' Compensation	during n	
3. Significant safety ins	truction (other than safety	reminders).	V-1	, <u>,,,</u>	
7. Instructions during in (Note: Testing accomin Handbook EL-307	n-service testing or examinations for the test qu	etions. estions themselves mus	st go through the process de	escribed	·
8,		V-1 471.4	= 11*(d=		
B Communication	Accommodations for I	los Directioned Mice	lulas Europe		
Non-Presumed Workp		von Presumed vvon	kplace Events	Accommodati	
	ration in excess of 5 minut	es.		Accommodate	OII
Salaha a Salaha a Salaha	***************************************				***************************************
. Weekly safety talks.					
Meetings to discuss	work procedures, policies	or assignments.	, , , , , , , , , , , , , , , , , , ,		
. Other.		 .			
. Other.			•		
C. Signatures of Ag		Dian San and Librate			
		i Pian is establish	ed between the follow	ving parties·	
Role/Position	Name (Please Print)		Signature		Date (MM/DD/YYYY)
equesting Employee					
tequesting Employee's upervisor or Manager			***************************************		
District Disability Coordinator					
DRAG Chairperson					
PS Form 6711, Septem	ber 2013 (Page 1 of 2)				

PS Form 6711, Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing (page 2 of 2)

lame (Please Print)	Title Date (MM/DD/YYYY)	
ollow-up meeting/contact date		
articipants		
otes		
hanges to accommodations		
ollow-up meeting/contact date		
articipants		
otes		
hanges to accommodations		
Annual Review Year 1		
ato (MM/DD/YYYY)	Location	
ethod		
terpreter provided		
articipants		-
otes		
nanges to accommodations		
Annual Review Year 2		
ale (MM/DD/YYYY)	Location	
ethod		
orpreter Provided		
rticipants		
otes		
nanges to accommodations		
Annual Review — Year 3		
ite (MM/DD/YYYY)	Location	
ethod		
erpreter provided		
rticipants		
otes		
anges to accommodations		
Privacy Act Statement: Your informati y 39 U.S.C. 401, 410, 1001, 1005, and	on will be used to identify and establish an individual communication accommodation plan. Collection is author I 1206,	ized
roceedings; to law enforcement when t your request; to entities or individual	but if not provided, we may not process your request. We may disclose your information as follows: in relevant the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional os under contract with USPS; to entitles authorized to perform audits; to labor organizations as required by law; that agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Special Counsel.	office
mportant Notice		
pecifically allowed by this law. The Po lease do not provide any genetic infor	·	n,
.	n about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (whi	iich



Communication Accommodation Request Form

A. Purpose

To identify and establish individual communication accommodations that will be provided by the Postal Service for employees who are deaf or hard of hearing who request communication accommodations.

B. Instructions

Employee Making Request:

- Every employee requesting a communication accommodation must submit an oral or written request for a communication accommodation to his or her immediate supervisor, manager or applicable District Disability Coordinator. If you elect to use this Communication Accommodation Request Form as your written request for communication accommodations, sign and date this form, and return it to the District Disability Coordinator at the address provided below.
- Within 30 calendar days of receipt of the completed form, the District Disability Coordinator will contact you to review and discuss your accommodation request.
- Be sure to read the Privacy Act Statement and Important Notice on page 2. District Disability Coordinator: Provide the return address information requested below. Name of District Disability Coordinator Physical Address Mailing Address (Include number, street, city, state, and ZIP Code™) Telephone Number **FAX Number** e-Mail Address C. Employee Contact Information Requesting Employee's Name Position/Job Title Installation Name/Address/Finance # Telephone Number/Video Phone Number e-Mail Address Employee's Mailing Address (Street, Number, City, State, ZIP Code) D. Manager/Supervisor Contact Information Name of Requesting Employee's Manager or Supervisor Title Telephone Number e-Mail Address E. Communication Profile and Language Preferences Please select all that apply and mark with an X. If necessary, use page 2. Deaf □ I am... Late Deafened 1. Hard of Hearing □ Other My first language 2. English Other Spoken Language American Sign Language Other Sign Language is... English Other Spoken Language American Sign Language Other Sign Language l use... 3. English Other Spoken Language American Sign Language Other Sign Language I prefer...

Write English

Lip-read English □

Read English

I can...

Accommodations	
Describe Accommodation Needs	
·	
	Date (MM/DD/YYYY)
nal Information, if necessary.	
mation will be used to identify and establish individua	al communication accommodations. Collection
, 1001, 1005, and 1206.	
	nal Information, if necessary. nation will be used to identify and establish individua

Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

Important Notice

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form.

"Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or an embryo lawfully held by you or a family member receiving assistive reproductive services.



Communication Accommodation Request Form

Purpose

To identify and establish individual communication accommodations that will be provided by the Postal Service for employees who are deaf or hard of hearing who request communication accommodations.

B. Instructions

Employee Making Request:

- Every employee requesting a communication accommodation must submit an oral or written request for a communication accommodation to his or her immediate supervisor, manager or applicable District Disability Coordinator. If you elect to use this Communication Accommodation Request Form as your written request for communication accommodations, sign and date this form, and return it to the District Disability Coordinator at the address provided below.
- Within 30 calendar days of receipt of the completed form, the District Disability Coordinator will contact you to review and discuss your accommodation request.
- Be sure to read the Privacy Act Statement and Important Notice on page 2. District Disability Coordinator: Provide the return address information requested below. Name of District Disability Coordinator Physical Address Mailing Address (Include number, street, city, state, and ZIP Code™) Telephone Number **FAX Number** e-Mail Address C. Employee Contact Information Requesting Employee's Name Position/Job Title Installation Name/Address/Finance # and ZIP Code Telephone Number/Video Phone Number e-Mail Address Employee's Mailing Address (Street, Number, City, State, ZIP Code) D. Manager/Supervisor Contact Information Name of Requesting Employee's Manager or Supervisor Title Telephone Number e-Mail Address **Communication Profile and Language Preferences** Please select all that apply and mark with an X. If necessary, use page 2. 1. I am... Deaf □ Late Deafened □ Hard of Hearing □ Other My first language English Other Spoken Language American Sign Language Other Si is... English Other Spoken Language American Sign Language Other l use... English Other Spoken Language American Sign Language Otl I prefer...

Write English

I can...

Read English

F. Types of Communication	Accommodations	
Accommodation	Describe Accommodation Needs	
Sign Language Interpretation		
Written Communication		
UbiDuo™		
TTY/TDD, Federal Relay, Text Telephone, or Captioned		
Video Phone		
Telephone Headset		
Assistive Listening Device (ALD)		
Other		
Requestor's Signature		Date (MM/DD/YYYY)
H- a.		·
Use this space to provide addition	nal Information, if necessary.	
*		
		3
		¥
Privacy Act Statement: Your inform is authorized by 39 U.S.C. 401, 410,	ation will be used to identify and establish individual 1001, 1005, and 1206.	communication accommodations. Collection
of a violation of law; to a congression to perform audits; to labor organization	, but if not provided, we may not process your reque to law enforcement when the U.S. Postal Service (al office at your request; to entities or individuals un ns as required by law; to federal, state, local or fore oyment Opportunity Commission; and to the Merit S	USPS) or requesting agency becomes aware der contract with USPS; to entities authorized
The Genetic Information Nondiscrimir employees except as specifically allow	nation Act of 2008 (GINA) prohibits employers from wed by this law. The Postal Service is not seeking g uest Form. Please do not provide any genetic inforn	
"Genetic information" means informat medical history (which means the mai genetic services; (5) your participation	ion about: (1) your genetic tests; (2) the genetic test nifestation of a disease or disorder in your family me n or a family member's participation in clinical resear by you or a family member or an embryo lawfully he	s of your family members; (3) your family embers); (4) your request for or receipt of



DRAC Chairperson

Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing

Re	equesting Emp	loyee's Name (Please Prir	nt)			
		e/Address/Finance#	*			
Re	equest Number	r (RADAR)	Instructions: Be sure	to read the Privacy Ac	Statement and Imp	portant Notice on page
A.	Communic	cation Accommodatio	Control (400 Chr Martingay) (400 Chr Martingay)	orkolace Events		
Pr	esumed Work				Accommodatio	
1.	Elements of	selection process, includi	ing interviews.		Accommodatio	
2.	Formal traini	ng sessions.				
3.	Investigatory about job per	interviews that may lead	to discipline and discuss	sions with supervisor uct.		
4.	Combined Fe	ederal Campaign kickoff	meetings.	,		
5.	Limited Equal Employment Opportunity (EEO) counseling sessions that may occur face to face or during meetings involving the completion of paperwork necessary to file Office of Workers' Compensation Program claims.					
6.						
7.	(Note: Testing	uring in-service testing or accommodations for the tes bed in Handbook EL-307.)	examinations. t questions themselves mus	st go through the		
8.	Other					
В.	Communica	ation Accommodation	ns for Non-Presumed	l Workplace Events		
		/orkplace Event			Accommodation	1
1.	Service talks	of a duration in exces	s of 5 minutes.			
2.	Weekly safe	ty talks.			2777	
3.	Meetings to	discuss work procedure	es, policies or assignr	nents		
	Other					
c.	Signatures	of Agreement				
This	s Communic	ation Accommodatio	n Plan is established	between the follo	wing parties:	
	e/Position	Name (Please Print)		Signature		Date
	uesting oloyee					(MM/DD/YYYY)
	uesting oloyee's					
	rict Disability rdinator					

PS Form 6711 , (Page 1 of 2))	
D. National Disability Progra		
Name (Please Print)	Title	Date (MM/DD/YYYY)
Follow-up meeting/contact date)	
Participants		
Notes		
Changes to accommodations		
Follow-up meeting/contact date		
Participants		
Notes		
Changes to accommodations		1
Annual Review		
Date (MM/DD/YYYY)	Location	
Method		
Interpreter provided		
Participants	· · · · · · · · · · · · · · · · · · ·	
Notes		
Changes to accommodations		
Annual Review		
Date (MM/DD/YYYY)	Location	
Method	<u>, </u>	
Interpreter Provided		
Participants		
Notes		
Changes to accommodations		
Annual Review		
Date (MM/DD/YYYY)	Location	
Method		
Interpreter provided		
Participants		
Notes		
Changes to accommodations		
Privacy Act Statement: Your information Collection is authorized by 39 U.S.	mation will be used to identify a C. 401, 410, 1001, 1005, and 12	nd establish an individual communication accommodation plan.
Providing the information is volunta follows: in relevant legal proceeding	ry, but if not provided, we may n	not process your request. We may disclose your information as a U.S. Postal Service (USPS) or requesting agency becomes to to entities or individuals under contract with USPS; to entities

Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

Important Notice

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form.

"Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or an embryo lawfully held by you or a family member receiving assistive reproductive services.



Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing

Requesting Employee's Name (Please Print)

_						
_In	stallation Nam	e <u>/Address/Finance # and</u>	d ZIP Code™			
Re	equest Numbe	r (RADAR)	Instructions: Be sure	to read the Privacy Ac	Statement and Imp	portant Notice on page
A.	Communic	cation Accommodati	ons for Presumed W	orkplace Events		
Pr	esumed Work	A STATE OF THE PARTY OF THE PAR			Accommodation	
1.	Elements of	selection process, include	ding interviews.		Accommodatio	on
2.	Formal traini	ng sessions.				
			75			
3.	Investigatory about job pe	rinterviews that may lead rformance evaluations, c	d to discipline and discus corrective actions or cond	sions with supervisor uct.		
4.	Combined Fe	ederal Campaign <mark>and S</mark> a	vings Bond drive kickoff	meetings.		
5.	lace to face of	Il Employment Opportuni or during meetings involv Workers' Compensation	ity (EEO) counseling ses ring the completion of paper	sions that may occur perwork necessary to		
6.		fety instruction (other the	1 1 1 2 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
7.	(Note: Testing	uring in-service testing of accommodations for the testing of the desired in Handbook EL-307.)	or examinations. st questions themselves mu	st go through the		
8.	Other					
В	Communic	ation Accommodatio	f N. D.	TO A STATE OF THE PARTY OF THE		
I manual		/orkplace Event	ns for Non-Presume	a Workplace Events	高速以及	
		s of a duration in exce	ss of 5 minutes		Accommodation	1
	Weekly safe		or or oriminates.			·
		98	res, policies or assignr			
100	Other	alocass work procedu	res, policies or assigni	nents		
	STORY OF THE PARTY	of Agreement	on Plan is establishe	d between the fell		
	e/Position	Name (Please Print)	on Figure 13 established	Signature	wing parties:	Date
	uesting loyee			Oignature		(MM/DD/YYYY)
	uesting loyee's					
Distr	rict Disability rdinator					
DRA Chai	.C rperson					

) Martin Landson Company		
PS Form 6711 , August 2013 (Page	1 of 2)	
D. Postal Reasonable Accommodati		sability Programs Review
Name (Please Print)	Title	Date (MM/DD/YYYY)
		Date (MANDEN 1 1 1)
Follow-up meeting/contact date		
Participants		
Notes		
Changes to accommodations		
Follow-up meeting/contact date		
Participants		
Notes		
Changes to accommodations		
Annual Review - Year 1		
Date (MM/DD/YYYY)	Location	
Method		
Interpreter provided		
Participants	,	
Notes		
Changes to accommodations		
Annual Review — Year 2	· (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	A STATE OF THE STA
Date (MM/DD/YYYY)	Location	
Method		
Interpreter Provided		
Participants		
Notes		
Changes to accommodations		
Annual Review — Year 3		
Date (MM/DD/YYYY)	Location	
Method		
Interpreter provided		
Participants		
Notes		
Changes to accommodations		
	will be used to identify and establish an individ	dual communication accommodation plan

Privacy Act Statement: Your information will be used to identify and establish an individual communication accommodation plan. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

Important Notice

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting genetic information about their employees except as specifically allowed by this law. The Postal Service is not seeking genetic information about you in this Communication Accommodation Request Form. Please do not provide any genetic information about yourself in this form.

"Genetic information" means information about: (1) your genetic tests; (2) the genetic tests of your family members; (3) your family medical history (which means the manifestation of a disease or disorder in your family members); (4) your request for or receipt of genetic services; (5) your participation or a family member's participation in clinical research that includes genetic services; or (6) genetic information of a fetus carried by you or a family member or an embryo lawfully held by you or a family member receiving assistive reproductive services.

Interpreter-Presumed Events While the sign incrupage interpreter's fould be formably related. In the stage in language interpreter is that they be be effective. Any person who meets this requirement may be utilized. Postal Service Reasonable Accommodation Assistance Center (PRAAC) Overrier-Duted Despited Despite provide reasonable accommodations and provide presentable provide presentable accommodation and provide presentable accommodations. The area of effective in the order despited provide	The second secon	And in case of the last of the			
District Disability Coordinator Title and references to PRAAC District Disability Coordinator Overview - District Disability Coordinators Shall support the Postal Service's obligation to provide reasonable accommodations to individuals with disabilities in his or her district, including compliance with his Mi. Each District Disability Coordinator is appointed by the district Human Resources manager. This is an althor position, assigned to a district employee who is able to assume the repositorities of the protess for requesting communication accommodations to interest the protess for requesting communication accommodations and perform them effectively in addition to his or her assigned duties. Responsibilities - Dioca shall serve as the point of contact for employees who are darf or hard of hearing and white networks promodations to making y them exposes the point of contact on the stagened duties. 1. and Alabamily Coordinators under this Mi. They shall: communication accommodations to the point of contact on the prior of communication accommodation for hard of hearing and white requests the point of contact to request from the process for requesting communication accommodations to the process of the point of contact to request and perform them effectively in addition to his or her assigned duties. Responsibilities - Dioca shall serve as the point of contact to reployees who are dear or hard of hearing and white requests for communication accommodations to the process for requesting to request from (see page 11, and alternation accommodations for membrane and white requests for a process for requesting the	Communication Accommodations	Interpreter-Presumed Events	ed, or t they	ntial requirement of the sign language interpreter is that they be	Since the Rehab Act requires "effective" reasonable accommodation, we are proposing removal of the existing extraneous language. Of note, the USPS does actually utilize the services of trained/licensed/centified interpreters on a contract basis for employees and applicants who are DHOH.
Detrict Disability Coordinator Service S obligation to provide resonable accommodations to individuals (bigilation to provide resonable accommodations to individuals (with disabilities in his or her district, when district beabilities in his or her district human Resources when his Mi. For his provide is a native population accommodation is or her assigned duales. For his provide a Communication accommodation is under his Mi. They shall he provide a Communication accommodation is under his Mi. They shall he provide a Communication accommodation accommodation. For which the original proposes who are dead or hard of principles and proposes who are accommodation accommodation accommodat	Management Structures and Processes	Postal Service Reasonable Accommodation Assistance Center (PRAAC)	Title and references to PRAAC		The group is no longer referred to as the PRAAC, rather the Disability Programs office.
Communication Accommodations Accommodation Accommodations 1. As of the effective date of this MI, current employees who are deaf or hard of hearing are required to implement the following procedures: 1. As of the effective date of this MI, current employees who are a identified. 1. Each deaf or hard of hearing employee who seeks a communication in Postal Service records as deaf or hard of hearing shall be informed that submit an oral or written request or in writing, a communication accommodations, they must contact their supervisor, manager, or District Disability Coordinator and request, either 2. If the employee who is deaf or hard of hearing submits an oral or written request for a communication accommodation to his or her supervisor or manager, will then floward the employee request to the supervisor or manager, will then floward the employee who is deaf or hard of hearing submits an oral or written the supervisor or manager, will then floward the employee who is deaf or hard of hearing submits an oral or written the supervisor or manager, will then floward the employee who is deaf or hard of hearing submits an oral or written the supervisor or manager, will then floward the employee request to the applicable DRAC for review. 3. Each employee who is deaf or hard of hearing submits an oral or written floward the employee request to the applicable DRAC for review. 3. Each employee who is deaf or hard of hearing submits an oral or written floward the employee request to the applicable DRAC for review. 3. Each employee who is deaf or hard of hearing submits an oral or written floward the employee request to the applicable DRAC for review. 4. Each employee who is deaf or hard of hearing submits an oral or written floward the employee request to the applicable DRAC for review. 5. Each employee who is deaf or hard of hearing submits an oral or written floward the employee request to the applicable DRAC for review. 6. Each employee who is deaf or hard of hearing is obligated to submit an oral or written	ent Structures and	gnivo		service's obligation to provide with disabilities in his or her district, an Resources manager. These are is able to assume the responsibilities his or her assigned duties, point of contact for employees who are communication accommodations to on Request Form (see page 11, and tion Accommodation Request Form). The communication accommodation Request Form (see page 11, and tion Accommodation Request Form). The communication accommodations to communication accommodations to using PS Form. The communication accommodations to communication accommodations to the CAP. The communication are deaf or hard of the CAP, and address any issues raised by the interactive meetings. CAP, or sooner if needed. It is monthly, arrious assistive communication arious assistive communication ten request in order to initiate the aring submits an oral or written not on this or her supervisor or manager, the employee request to the applicable DRAC for review.	Removal of redundant description "ad hoc"; provides a more complète listing of DDC responsibilities.

Processes	Management Structures and Processes	tures and	Section
Ombusman Process	Steps in the Request and Approval Process - Annual Review	Steps in the Request and Approval Process	Subsection
Entire section	The DRAC, the requesting employee, and the requesting employee's supervisor or manager shall meet on an annual basis for a 3-year period from the effective date of any Communication Accommodation Plan. The purpose of the annual review is to assess the following: 1. Are the communication accommodations effective? 2. Are there are any issues with provision of the communication accommodations? 3. Should any changes be made to the Communication Accommodation Plan? The annual review process will be discontinued at the end of the 3-year period.	3. The District Disability Coordinator will then forward the oral or written accommodation request to the applicable DRAC for review, as follows: a. The DRAC will conduct an interactive meeting with the requesting employee within 30 calender days of the chall-pressor's receipt of the oral or written request for a communication accommodation by the employee	Format anguings
Removed	The DRAC, the requesting employee, and the requesting employee's supervisor or manager shall meet on an annual basis to review the CAP for the duration of the requester's employment. The purpose of the annual review is to assess the following: 1. Are the confication accommodations effective? 2. Are there are any issues with provision of the communication accommodations? 3. Should any changes be made to the CAP?	Revised Language 3. The DDC will then forward the oral or written accommodation request to the applicable DRAC for review, as follows: a. The DRAC will conduct an interactive meeting with the requesting employee within 30 calendar days of the chairperson's receipt of the oral or written request for a communication accommodation by the employee. Absent extenuating circumstances justifying a delay, a decision must be made on the request within 45 calendar days of receipt of the request.	
The ombudsman monitoring period ended August 30, 2016.	Ensures that CAPs are regularly reviewed for effectiveness for as long as the employee is employed with the agency.	Reason for Change Includes updated decision time requirements from recent revisions to Handbook EL-307.	