



EMPLOYEE LIMITATIONS ON A REASSIGNMENT AS AN ACCOMMODATION OF LAST RESORT

It has been determined that you are no longer able to perform the essential functions of your current position due to functional limitations caused by your disability. The U.S. Department of Energy (DOE) would like to offer you the opportunity to pursue a Reassignment as an Accommodation of Last Resort (RALR); therefore, we are offering to conduct a 60-calendar day job search to locate a position for which you may be qualified. DOE is limited to identifying an existing, vacant, and funded position. You must be able to perform the essential function(s) of any such position with or without accommodation. Please review the options listed below and check all options you are willing to consider. Considering as many options as possible will aid the effort in identifying a suitable RALR. **Failure to locate a position within the 60-calendar day search, may result in your removal from Federal service for medical inability to perform the functions of your position.**

RALR OPTIONS

I, _____, am willing to consider reassignment as follows (check all that apply):

Within my current facility or commuting area.

Outside my current facility or commuting area, specifically in the following location(s):

A DOE-wide search. Note: A failure to check this box will result in a search for only the facilities or locations identified above.

To a lower graded position if no position is available at my current pay level. The lowest pay level I am willing to accept is _____.

To a part-time position if no full-time position is available.

EMPLOYEE CONFIRMATION

I understand the following:

- DOE will look for positions of equivalent tenure, pay, and grade when available;
- Assignments to lower graded or lower paying positions will be considered if no other position is available, or will be available, within the search period;
- Reassignment into a vacant position is contingent upon availability; therefore, I may be offered a position outside of my stated preference;

- The Department is not required to provide me training to help me become qualified for a position; however, DOE must provide training normally associated with an employee hired for, or transferred into, a similar position;
- For positions requiring a medical clearance, I must provide the LRAC with the sufficient medically acceptable information confirming clearance to return to duty;
- If I accept a position in a different commuting area, I will pay for relocation expenses, unless Permanent Change of Station (PCS) expenses are routinely paid when granting voluntary reassignments to other employees or payment of PCS expenses was advertised in the vacancy announcement;
- This search will be for any position for which I am minimally qualified and is not necessarily limited to my current occupational specialty; and
- If a position is not found, the LRAC and my Supervisor must contact the servicing ER Specialist to discuss next steps.

Further, I certify that I have selected the option(s) which I am willing to consider, and I understand that if DOE cannot find a suitable position for which I am qualified and can perform the essential function(s), with or without accommodation, within the **60-calendar day** search timeframe, DOE has no further obligation to accommodate me. I understand that an administrative action could result in my removal from Federal service for medical inability to perform the functions of my position.

Employee Name

Employee Signature

Date

This serves as record of the employee's reasonable accommodation. A copy will be retained by the LRAC, separate from the employee's Official Personnel File.

AUGUST 2021, V1

VISIT US: [HCnet.doe.gov/reasonable-accommodation](https://hcnet.doe.gov/reasonable-accommodation)



U.S. DEPARTMENT OF
ENERGY