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U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: All U.S. Immigration and Customs Enforcement Employees

FROM: Sarah R. Saldaña   
Director

SUBJECT: Procedures to Facilitate the Provision of Reasonable  
Accommodation

It is the policy of ICE to provide reasonable accommodation to qualified employees and applicants for employment to ensure they have full access to equal employment opportunities. ICE will provide reasonable accommodation for known physical or mental disabilities of qualified individuals, unless when doing so would impose an undue hardship on ICE.

To achieve these goals, ICE is fully committed to compliance with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. § 701) and subsequent regulations, which created protection for people with disabilities. In addition, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) became effective on January 1, 2009, and made important changes to the definition of the term "disability." Therefore, pursuant to the ADAAA, the definition of disability is to be construed in favor of broad coverage to the maximum extent permitted by the terms of the ADAAA, and the determination of whether an individual has a disability should not demand extensive analysis. The U.S. Equal Employment Opportunity Commission (EEOC) issued regulations implementing the Rehabilitation Act and ADAAA at 29 C.F.R. § 1630.

By issuing the *Procedures to Facilitate the Provision of Reasonable Accommodation* standard operating procedures, ICE has now created procedures for processing reasonable accommodation requests that are compliant with the Rehabilitation Act, ADAAA, and EEOC regulations and guidance. The policies and procedures contained therein apply to all ICE organizational elements and to all employees and applicants for employment with ICE and its organizational elements and offices.