

DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTERS
EMPLOYEE REASSIGNMENT AS REASONABLE ACCOMMODATION
OF LAST RESORT JOB SEARCH

Conducting a Search for a Vacant Position

It has been determined that there is no reasonable accommodation which would enable you to perform the essential functions of your current position. Accordingly, the Agency will now conduct a search for another vacant position, for which you are qualified, and to which you may be reassigned as an accommodation. The initial reassignment search will be within your employing Component. If a search for a reassignment within your employment Component does not produce suitable results, a search will be conducted Department-wide. To assist you in making informed decisions, any offer of a vacant position will be made in writing and will specify the consequences of rejecting the offer.

To ensure that an effective search may be conducted, you must answer the following questions. Your answers to these questions will determine the specific parameters of the reassignment search. If you answer "no" to any question, a search for vacant positions in that category will not be conducted and you will have waived your right to consideration for such positions as a form of reasonable accommodation. If you skip any question, your answer will be construed negatively in terms of search criteria and parameters.

Please complete and return this document within five (5) calendar days of _____ or by _____

Also, please provide a current resume along with this completed document. Failure to provide a current resume may preclude consideration of positions for which you may be qualified.

1) Will you accept a position within your current Component that requires you to relocate to another geographic area, at your own expense?

Yes No

2) Will you accept a position located in another geographic location?

Yes No

If yes, please list the geographic areas to which you would consider relocating to accept a position?

3) Will you accept a position in another Department of Homeland Security Component?

Yes No

4) Will you accept a non-equivalent position (e.g. lower grade, less promotion potential, etc.) within your current local commuting area?

Yes No (If no, proceed to question 5.)

Will you accept a lower graded position?

Yes No

If yes, what is the lowest graded position you will accept?

Employee Reassignment as Reasonable Accommodation of Last Resort Job Search (Cont.)

Will you accept a position with less promotion potential than your current position?

Yes No

Will you accept a position in a different pay system (e.g. GS, FWS, FG /SV Pay Banding)?

Yes No

Will you accept a position in the excepted service?

Yes No

Will you accept a position in the competitive service?

Yes No

If you are a supervisor, will you accept a non-supervisory position?

Yes No

5) Do you prefer to be considered for positions in other Components within your current commuting area before being considered for positions that require relocation at your own expense?

Yes No

6) Do you prefer to be considered for equivalent positions in other Components before being considered for non-equivalent positions within your current Component?

Yes No

7) Please list any position, including Component, which you believe to be vacant and for which you would like to be considered for reassignment:

Employee signature (required)

Date

This signature acknowledges my receipt and review of the parameters for conducting an expanded search for vacant positions in this and other Components within DHS.

Decision-Maker

Date

Human Resources Specialist (POC)

Date