



Director

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

Reissued: February 10, 2025
October 1, 2024

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Patricia S. Collins
Director

Patricia S.
Collins

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Collins
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SUBJECT: Disability and Religious Accommodation Policy Statement

I reiterate my commitment to establishing and maintaining a highly qualified workforce by utilizing the wealth of talents, experiences, and perspectives available to the Bureau of Engraving and Printing (BEP). To this end, I emphasize the critical requirement at BEP to provide reasonable accommodations to qualified employees and applicants for employment with disabilities or an employee's sincerely held religious belief, practice, or observance unless to do so would cause undue hardship, to ensure that all employees and applicants for employment have equal opportunity to compete and participate on a fair and level playing field and achieve their fullest potential.

In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual to enjoy equal employment opportunities. Qualified individuals with disabilities are those employees or applicants for employment with a disability who satisfy the requisite skills, experiences, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position. Title VII of the Civil Rights Act of 1964 defines "religion" to include "all aspects of religious observance and practice as well as belief," not just practices that are mandated or prohibited by a tenet of the individual's faith. Religion includes not only traditional, organized religions but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others.

Requesting an accommodation can either be made directly to the employee's supervisor, manager, or by contacting the Office of Equal Employment Opportunity (OEEO). Applicants requesting a reasonable accommodation may submit their request to the hiring manager or directly to OEEO to ensure the accommodation request is addressed accordingly.

All questions regarding the accommodation process based on disability or religion should be directed to OEEO by phone: (202) 874-3460 or email: OEEO@bep.gov. For deaf and hard of hearing individuals, call (202) 874-3460, using the Federal Communications Commission Telecommunications Relay Service program by dialing 711. Additional information is also found under BEP Circular 67-13.10.