

TO: Farm Production and Conservation Mission Area Employees

FROM: Melissa Drummond
Chief Human Capital Officer,
Farm Production and Conservation Mission Area

SUBJECT: Reasonable Accommodation in Lieu of Wearing a Protective Mask

DATE: February 9, 2021

In accordance with President Biden's January 20, 2021, [Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing](#), and the USDA Interim Deputy Assistant Secretary for Administration's January 29, 2021, memo on [USDA COVID Workplace Safety Required Actions](#) the following guidance is being provided in the event an FPAC employee requires a reasonable accommodation (RA) in lieu of wearing a protective mask.

Employees may make a request for a reasonable accommodation by submitting [FPAC-HR-24 form](#) (Confirmation of Request for Reasonable Accommodation) to FPAC.ReasonableAccommodationsServiceDesk@usda.gov. As a reminder, reasonable accommodations are evaluated and addressed based on an employee's disability as defined by the Rehabilitation Act and the Americans with Disabilities Act. The FPAC Human Resources Division will follow the USDA's RA interactive process and work with supervisors of those employees who request a reasonable accommodation.

General inquiries can also be sent to FPAC.ReasonableAccommodationsServiceDesk@usda.gov or to one of the following reasonable accommodation points of contact:

- [Marvin Jones](#) – Program Manager
- [Queen Moore](#) – Program Manager
- [Count Branham](#) – Team Supervisor