

## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 1:08 PM  
**To:** Terry, Detra  
**Subject:** RA  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

See attached

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 1:11 PM  
**To:** Terry, Detra  
**Cc:** Oke, Nicole; McPhie, Regina; FEMA-Reasonable-Accommodation; Goudy, Douglas; Henri, Foudiya; Avery, Darlene; femamax@gmail.com  
**Subject:** RA  
**Attachments:** Reasonable Accomodation-FEMA Form 256-0-1-08232018.pdf

Detra,  
RA form attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
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## Meindl, Max

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 9:22 PM  
**To:** Meindl, Max  
**Cc:** FEMA-Reasonable-Accommodation; Maddox Britt, Sandra  
**Subject:** RE: RA  
**Attachments:** RA INFORMATION SHEET-empl.doc

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

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---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Cc:** Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; [femamax@gmail.com](mailto:femamax@gmail.com)  
**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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## Meindl, Max

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 9:26 PM  
**To:** Meindl, Max; Terry, Detra  
**Cc:** Oke, Nicole; McPhie, Regina; FEMA-Reasonable-Accommodation; Goudy, Douglas; Henri, Foudiya; Avery, Darlene; femamax@gmail.com  
**Subject:** RE: RA

Case assigned to Sandra Maddox-Britt.

---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

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## Meindl, Max

---

**From:** Henri, Foudiya  
**Sent:** Tuesday, August 28, 2018 11:28 AM  
**To:** Meindl, Max  
**Cc:** Goudy, Douglas  
**Subject:** Max Meindl request for Reasonable Accommodation  
  
**Importance:** High

Hello Max,

What is the name of your Supervisor please? \_\_\_\_\_. Was the RA request sent to the Supervisor? If yes please let me know. I can assist with the RA request ONLY.

For Informal Complaint assistance please contact Doug Goudy directly.

Thank you,  
Foudiya Henri  
202-394-4633 Cell

---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

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## Meindl, Max

---

**From:** Maddox Britt, Sandra  
**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)  
**Attachments:** FEMA Form 256-0-1.pdf

Hello Mr. Meindl

I have received an email from Ms. Fernandez indicating that you have an RA request. The document attached to the email, however, is blank. Can you please send me the form you completed?

Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 10:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA

Max:

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Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

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**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,

RA form attached.

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Program Delivery Manager | Houston TRO  
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[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 9:38 AM  
**To:** Maddox Britt, Sandra  
**Subject:** RE: RA Request (Meindl)  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

Yes, I provided it to my supervisor.

My chain of command as I understand it:

*Detra Terry, Task Force Lead*  
*Detra S. Terry*  
*Public Assistance-PDM/DIS*  
*DR-4332-TX*  
*202.718.0109 | iFEMA cell*  
*detra.terry@fema.dhs.gov*

*Albert P. Walters III*  
*Public Assistance Group Supervisor*  
*Disaster 4332 – Harvey*  
*Cell Phone 504-570-4412*  
*Albert.Walters@FEMA.DHS.GOV*

Max J Meindl, PMP  
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**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: RA Request (Meindl)

Hello Mr. Meindl

I have received an email from Ms. Fernandez indicating that you have an RA request. The document attached to the email, however, is blank. Can you please send me the form you completed?

Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

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**From:** FEMA-Reasonable-Accommodation

**Sent:** Thursday, August 23, 2018 10:22 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>

**Subject:** RE: RA

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

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**From:** Meindl, Max

**Sent:** Thursday, August 23, 2018 2:11 PM

**To:** Terry, Detra <detra.terry@fema.dhs.gov>

**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com

**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

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## Meindl, Max

---

**From:** Maddox Britt, Sandra  
**Sent:** Thursday, September 6, 2018 4:35 PM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)

Who is your supervisor?

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 10:38 AM  
**To:** Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Yes, I provided it to my supervisor.

My chain of command as I understand it:

*Detra Terry, Task Force Lead*

*Detra S. Terry*

*Public Assistance-PDM/DIS*

*DR-4332-TX*

*202.718.0109/iFEMA cell*

*detra.terry@fema.dhs.gov*

*Albert P. Walters III*

*Public Assistance Group Supervisor*

*Disaster 4332 – Harvey*

*Cell Phone 504-570-4412*

*Albert.Walters@FEMA.DHS.GOV*

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**From:** Maddox Britt, Sandra  
**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Hello Mr. Meindl

I have received an email from Ms. Fernandez indicating that you have an RA request. The document attached to the email, however, is blank. Can you please send me the form you completed?

Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

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**Sent:** Thursday, August 23, 2018 10:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA

Max:

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**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,  
RA form attached.

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**From:** Maddox Britt, Sandra  
**Sent:** Thursday, September 6, 2018 4:37 PM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)

Never mind, I thought the name below was your signature block. So you are in PA at HQ? If so, I need to refer you to PA's RA POCs.

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 10:38 AM  
**To:** Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

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My chain of command as I understand it:

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*Detra S. Terry*

*Public Assistance-PDM/DIS*

*DR-4332-TX*

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**Subject:** RE: RA

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

---

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---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)





# FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, September 6, 2018 4:39 PM  
**To:** Maddox Britt, Sandra  
**Subject:** Re: RA Request (Meindl)

Houston Recovery Office, PA

Get [Outlook for iOS](#)

---

**From:** Maddox Britt, Sandra  
**Sent:** Thursday, September 6, 2018 4:36:49 PM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)

Never mind, I thought the name below was your signature block. So you are in PA at HQ? If so, I need to refer you to PA's RA POCs.

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 10:38 AM  
**To:** Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Yes, I provided it to my supervisor.

My chain of command as I understand it:

*Detra Terry, Task Force Lead*  
*Detra S. Terry*  
*Public Assistance-PDM/DIS*  
*DR-4332-TX*  
*202.718.0109 | iFEMA cell*  
*detra.terry@fema.dhs.gov*

*Albert P. Walters III*  
*Public Assistance Group Supervisor*  
*Disaster 4332 – Harvey*  
*Cell Phone 504-570-4412*  
*Albert.Walters@FEMA.DHS.GOV*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Maddox Britt, Sandra  
**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Hello Mr. Meindl

I have received an email from Ms. Fernandez indicating that you have an RA request. The document attached to the email, however, is blank. Can you please send me the form you completed?

Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 10:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

---

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---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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## Meindl, Max

---

**From:** Maddox Britt, Sandra  
**Sent:** Thursday, September 6, 2018 4:52 PM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)

Please forward your medical documentation to me.

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 10:38 AM  
**To:** Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Yes, I provided it to my supervisor.

My chain of command as I understand it:

*Detra Terry, Task Force Lead*

*Detra S. Terry*

*Public Assistance-PDM/DIS*

*DR-4332-TX*

*202.718.0109/iFEMA cell*

*detra.terry@fema.dhs.gov*

*Albert P. Walters III*

*Public Assistance Group Supervisor*

*Disaster 4332 – Harvey*

*Cell Phone 504-570-4412*

*Albert.Walters@FEMA.DHS.GOV*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Maddox Britt, Sandra  
**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Hello Mr. Meindl

I have received an email from Ms. Fernandez indicating that you have an RA request. The document attached to the email, however, is blank. Can you please send me the form you completed?

Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 10:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

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---

**From:** Meindl, Max  
**Sent:** Thursday, August 23, 2018 2:11 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, September 6, 2018 5:08 PM  
**To:** Maddox Britt, Sandra  
**Subject:** Re: RA Request (Meindl)

Sent from personal email in confidence

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---

**From:** Maddox Britt, Sandra  
**Sent:** Thursday, September 6, 2018 4:51:43 PM  
**To:** Meindl, Max  
**Subject:** RE: RA Request (Meindl)

Please forward your medical documentation to me.

---

**From:** Meindl, Max  
**Sent:** Wednesday, August 29, 2018 10:38 AM  
**To:** Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Yes, I provided it to my supervisor.

My chain of command as I understand it:

*Detra Terry, Task Force Lead*

*Detra S. Terry*

*Public Assistance-PDM/DIS*

*DR-4332-TX*

*202.718.0109/iFEMA cell*

*detra.terry@fema.dhs.gov*

*Albert P. Walters III*

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*Disaster 4332 – Harvey*

*Cell Phone 504-570-4412*

*Albert.Walters@FEMA.DHS.GOV*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Maddox Britt, Sandra  
**Sent:** Wednesday, August 29, 2018 9:31 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: RA Request (Meindl)

Hello Mr. Meindl

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Also, who is your Supervisor of Record, and did you provide the form to your supervisor of Record?

Thank you  
Sandra Britt  
202-412-4787

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, August 23, 2018 10:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>  
**Subject:** RE: RA

Max:

The Office of Equal Rights/Reasonable Accommodation Unit has received your reasonable accommodation (RA) request. The case has been assigned to Sandra Maddox Britt, Reasonable Accommodation Analyst. Please fill out the attached information sheet to complete your file and send to her. Ms. Maddox-Britt will contact you soon to facilitate the RA process. If you have any questions, Ms. Maddox-Britt will assist. I have omitted the other individuals you copied in the e-mail. The RA process is a confidential one and only individuals with the need to know should be involved.

Respectfully,

*Luz A. Fernandez*

Equal Rights Specialist | AEP/RA Lead | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0915, Washington, DC 20472-3505 | Desk: 202.212.2740 | Mobile: 202.805.8638 | Efax: 540.504.2816 | Fax: 202.646.4320 | [Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)

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**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Cc:** Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; femamax@gmail.com  
**Subject:** RA

Detra,  
RA form attached.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**Meindl, Max**

---

**From:** Merritt, Lisa  
**Sent:** Monday, September 17, 2018 2:11 PM  
**To:** Meindl, Max  
**Subject:** Reasonable Accommodation Request  
  
**Importance:** High

Hello Max,

I have received your 256 Reasonable Accommodation Request Form. In addition, we will need supporting documentation from your health care provider (on letterhead) to provide to Office of Equal Rights. Below is the information that should be included in the letter for a reasonable accommodation request:

- The nature, severity, or duration of your impairment/disability
- The extent to which the impairment/disability limits your ability to perform your job
- Why you require the particular Reasonable Accommodation (what tools do you need to do your job i.e. chair, vehicle upgrade / please be very specific)
- How the accommodation you requested will assist you in performing the essential functions of the job

Please give me a call, so we can discuss.

Thank you,

**Cadre Management Team**

Public Assistance Division

Field Support Branch

FEMA/HQ

Reservists Line: 202-212-1028

[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

## Meindl, Max

---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:12 PM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I reached out last week and left another voicemail. Do you have any questions about the RA process? Anything we need to go over together?

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Wednesday, September 26, 2018 1:29 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I wanted to follow up on your reasonable accommodation. Please give me a call, so I can answer any questions you may have.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Monday, September 17, 2018 3:11 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation Request  
**Importance:** High

Hello Max,

I have received your 256 Reasonable Accommodation Request Form. In addition, we will need supporting documentation from your health care provider (on letterhead) to provide to Office of Equal Rights. Below is the information that should be included in the letter for a reasonable accommodation request:

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- Why you require the particular Reasonable Accommodation (what tools do you need to do your job i.e. chair, vehicle upgrade / please be very specific)
- How the accommodation you requested will assist you in performing the essential functions of the job

Please give me a call, so we can discuss.

Thank you,

**Cadre Management Team**

Public Assistance Division

Field Support Branch

FEMA/HQ

Reservists Line: 202-212-1028

[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 4, 2018 1:16 PM  
**To:** Merritt, Lisa  
**Subject:** RE: Reasonable Accommodation Request

I have to meet with a cardiologist to obtain requested paperwork.  
The VA does not seem to be interested in putting anything in writing so I am having to see a provider outside the VA system.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:12 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I reached out last week and left another voicemail. Do you have any questions about the RA process? Anything we need to go over together?

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
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202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Wednesday, September 26, 2018 1:29 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I wanted to follow up on your reasonable accommodation. Please give me a call, so I can answer any questions you may have.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
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202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Monday, September 17, 2018 3:11 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation Request  
**Importance:** High

Hello Max,

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- The nature, severity, or duration of your impairment/disability
- The extent to which the impairment/disability limits your ability to perform your job
- Why you require the particular Reasonable Accommodation (what tools do you need to do your job i.e. chair, vehicle upgrade / please be very specific)
- How the accommodation you requested will assist you in performing the essential functions of the job

Please give me a call, so we can discuss.

Thank you,

**Cadre Management Team**  
Public Assistance Division  
Field Support Branch  
FEMA/HQ  
Reservists Line: 202-212-1028  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

**Meindl, Max**

---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:23 PM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation Request

Ok, I'm just making sure I can answer any questions you may have. The note needs to be very descriptive and provide all information that I sent to you in bullet points.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Meindl, Max  
**Sent:** Thursday, October 4, 2018 2:16 PM  
**To:** Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

I have to meet with a cardiologist to obtain requested paperwork.  
The VA does not seem to be interested in putting anything in writing so I am having to see a provider outside the VA system.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:12 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,



I reached out last week and left another voicemail. Do you have any questions about the RA process? Anything we need to go over together?

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Wednesday, September 26, 2018 1:29 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I wanted to follow up on your reasonable accommodation. Please give me a call, so I can answer any questions you may have.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Monday, September 17, 2018 3:11 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation Request  
**Importance:** High

Hello Max,

I have received your 256 Reasonable Accommodation Request Form. In addition, we will need supporting documentation from your health care provider (on letterhead) to provide to Office of Equal Rights. Below is the information that should be included in the letter for a reasonable accommodation request:

- The nature, severity, or duration of your impairment/disability
- The extent to which the impairment/disability limits your ability to perform your job
- Why you require the particular Reasonable Accommodation (what tools do you need to do your job i.e. chair, vehicle upgrade / please be very specific)
- How the accommodation you requested will assist you in performing the essential functions of the job

Please give me a call, so we can discuss.

Thank you,

**Cadre Management Team**

Public Assistance Division

Field Support Branch

FEMA/HQ

Reservists Line: 202-212-1028

[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max  
**Cc:** FEMA-Reasonable-Accommodation  
**Subject:** RA Request  
**Attachments:** RA INFORMATION SHEET-Vista.doc; blank FEMA Form 256-0-1.pdf

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

In FEMA, the supervisor of record (SOR) is the individual that makes the decision of approving, denying or granting an alternate RA, after having an interactive discussion with the employee. OER staff can participate as facilitators, or neutral parties in the interactive discussion, if needed. The RA Analysts in the Office of Equal Rights (OER) RA Unit assist/facilitate the process. As the RA Analyst for this case, I will provide advice regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. If you need further assistance, or have any questions, please let me know.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 1:16 PM  
**To:** Brathwaite, Winston  
**Cc:** FEMA-Reasonable-Accommodation  
**Subject:** RE: RA Request  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

Previously sent to my supervisor as follows:

*From: Meindl, Max  
Sent: Thursday, August 23, 2018 1:08 PM  
To: Terry, Detra <detra.terry@fema.dhs.gov>  
Subject: RA  
See attached  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
max.meindl@fema.dhs.gov*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to

preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

- Nature, severity and duration of the disability
- What major life activity or activities the disability impairs
- How the impairment of the major life activity or activities affects the performance of the essential functions of the individual's position
- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

In FEMA, the supervisor of record (SOR) is the individual that makes the decision of approving, denying or granting an alternate RA, after having an interactive discussion with the employee. OER staff can participate as facilitators, or neutral parties in the interactive discussion, if needed. The RA Analysts in the Office of Equal Rights (OER) RA Unit assist/facilitate the process. As the RA Analyst for this case, I will provide advice regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. If you need further assistance, or have any questions, please let me know.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max  
**Cc:** FEMA-Reasonable-Accommodation  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From: Meindl, Max  
Sent: Thursday, August 23, 2018 1:08 PM  
To: Terry, Detra <detra.terry@fema.dhs.gov>  
Subject: RA  
See attached  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
max.meindl@fema.dhs.gov*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM  
**To:** Brathwaite, Winston  
**Cc:** FEMA-Reasonable-Accommodation  
**Subject:** RE: RA Request  
**Attachments:** RA INFORMATION SHEET-Vista-Meindl.doc; RA information.pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From: Meindl, Max  
Sent: Thursday, August 23, 2018 1:08 PM  
To: Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
Subject: RA  
See attached  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division*



FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
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# FEMA

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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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RA Analyst for this case, I will provide advice regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. If you need further assistance, or have any questions, please let me know.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 2:08 PM  
**To:** Meindl, Max  
**Cc:** FEMA-Reasonable-Accommodation; Terry, Detra  
**Subject:** RE: RA Request

Thank you Mr. Meindl.

Ms. Terry, there is no need to request that Mr. Meindl complete the information form any longer. Thank you.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 3:02 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>

**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From: Meindl, Max*

*Sent: Thursday, August 23, 2018 1:08 PM*

*To: Terry, Detra <detra.terry@fema.dhs.gov>*

*Subject: RA*

*See attached*

*Max J Meindl, PMP*

*Program Delivery Manager | Houston TRO*

*DHS | FEMA-Recovery Directorate*

*Public Assistance Division*

*FEMA/HQ*

*202-374-9426*

*max.meindl@fema.dhs.gov*

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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---

**From:** Brathwaite, Winston

**Sent:** Monday, October 15, 2018 1:06 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's

request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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- What major life activity or activities the disability impairs
- How the impairment of the major life activity or activities affects the performance of the essential functions of the individual's position
- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

---

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:10 PM  
**To:** Brathwaite, Winston  
**Cc:** FEMA-Reasonable-Accommodation; Terry, Detra  
**Subject:** RE: RA Request

10-4, thank you Winston, appreciate your efforts.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 2:08 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thank you Mr. Meindl.

Ms. Terry, there is no need to request that Mr. Meindl complete the information form any longer. Thank you.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 3:02 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426



# FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From:* Meindl, Max  
*Sent:* Thursday, August 23, 2018 1:08 PM  
*To:* Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
*Subject:* RA  
*See attached*  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)



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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Sunday, October 21, 2018 2:43 PM  
**To:** femamax@gmail.com  
**Subject:** Fwd: Reasonable Accommodation Request

Get [Outlook for iOS](#)

---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:23:25 PM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation Request

Ok, I'm just making sure I can answer any questions you may have. The note needs to be very descriptive and provide all information that I sent to you in bullet points.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Meindl, Max  
**Sent:** Thursday, October 4, 2018 2:16 PM  
**To:** Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation Request

I have to meet with a cardiologist to obtain requested paperwork.  
The VA does not seem to be interested in putting anything in writing so I am having to see a provider outside the VA system.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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---

**From:** Merritt, Lisa  
**Sent:** Thursday, October 4, 2018 1:12 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I reached out last week and left another voicemail. Do you have any questions about the RA process? Anything we need to go over together?

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Wednesday, September 26, 2018 1:29 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: Reasonable Accommodation Request

Hello Max,

I wanted to follow up on your reasonable accommodation. Please give me a call, so I can answer any questions you may have.

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Merritt, Lisa  
**Sent:** Monday, September 17, 2018 3:11 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** Reasonable Accommodation Request  
**Importance:** High

Hello Max,

I have received your 256 Reasonable Accommodation Request Form. In addition, we will need supporting documentation from your health care provider (on letterhead) to provide to Office of Equal Rights. Below is the information that should be included in the letter for a reasonable accommodation request:

- The nature, severity, or duration of your impairment/disability
- The extent to which the impairment/disability limits your ability to perform your job
- Why you require the particular Reasonable Accommodation (what tools do you need to do your job i.e. chair, vehicle upgrade / please be very specific)
- How the accommodation you requested will assist you in performing the essential functions of the job

Please give me a call, so we can discuss.

Thank you,

**Cadre Management Team**

Public Assistance Division

Field Support Branch

FEMA/HQ

Reservists Line: 202-212-1028

[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 10:57 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: RA Request  
**Attachments:** 2018\_10\_24\_10\_52\_27.pdf; RA information.pdf

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 24, 2018 11:13 AM  
**To:** Meindl, Max  
**Cc:** Terry, Detra  
**Subject:** RE: RA Request  
**Attachments:** blank FEMA Form 256-0-1.pdf

Thank you, Mr. Meindl:

Did you fill out the 256 Form as well? I don't see one for you on file. I have attached it to this email for your convenience. Also, for future reference, due to the confidential nature of the RA process, when sending medical documents, please password protect them. Once I receive the completed 256 Form, I will begin processing your request. Have a great day.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 8:43 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: RA Request  
**Attachments:** Dr. Gay.pdf

It is included as page 2 and 3 of behind the doctors letter (2018-10-24-10-52-27 file), I've included it again for you.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 24, 2018 11:13 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thank you, Mr. Meindl:

Did you fill out the 256 Form as well? I don't see one for you on file. I have attached it to this email for your convenience. Also, for future reference, due to the confidential nature of the RA process, when sending medical documents, please password protect them. Once I receive the completed 256 Form, I will begin processing your request. Have a great day.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division



# FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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Respectfully,

*Winston D. Brathwaite, J.D.*

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 8:44 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: RA Request  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018-10252018.pdf

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thank you, Mr. Meindl:

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Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division



# FEMA

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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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Respectfully,

*Winston D. Brathwaite, J.D.*

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 8:45 AM  
**To:** Brathwaite, Winston  
**Subject:** FW: RA Request  
**Attachments:** RA INFORMATION SHEET-Vista-Meindl.doc; RA information.pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

I sent this email to you on the 15<sup>th</sup>.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max

**Sent:** Monday, October 15, 2018 2:16 PM

**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From: Meindl, Max*

*Sent: Thursday, August 23, 2018 1:08 PM*

*To: Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>*

*Subject: RA*

*See attached*

*Max J Meindl, PMP*

*Program Delivery Manager | Houston TRO*

*DHS | FEMA-Recovery Directorate*

*Public Assistance Division*

*FEMA/HQ*

*202-374-9426*

*[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)*

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

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FEMA

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---

**From:** Brathwaite, Winston

**Sent:** Monday, October 15, 2018 1:06 PM

**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned



to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 9:28 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: RA Request

Winston,  
Forgot to thank you for your efforts.  
Have a wonderful day....

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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**Sent:** Wednesday, October 24, 2018 11:13 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Subject:** RE: RA Request

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---

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**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
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Max J Meindl, PMP  
Program Delivery Manager | Houston TRO



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**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 9:33 AM  
**To:** Meindl, Max  
**Subject:** RE: RA Request

Thank you Max. Have these been sent to your SOR, Ms. Detra Terry?

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 10:28 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Winston,  
Forgot to thank you for your efforts.  
Have a wonderful day....

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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FEMA

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**Cc:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** RE: RA Request

Thank you, Mr. Meindl:

Did you fill out the 256 Form as well? I don't see one for you on file. I have attached it to this email for your convenience. Also, for future reference, due to the confidential nature of the RA process, when sending medical documents, please password protect them. Once I receive the completed 256 Form, I will begin processing your request. Have a great day.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 10:35 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: RA Request

At this time, just to you Winston.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 9:33 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: RA Request

Thank you Max. Have these been sent to your SOR, Ms. Detra Terry?

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 10:28 AM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Subject:** RE: RA Request

Winston,  
Forgot to thank you for your efforts.  
Have a wonderful day....

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)





# FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 24, 2018 11:13 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** RE: RA Request

Thank you, Mr. Meindl:

Did you fill out the 256 Form as well? I don't see one for you on file. I have attached it to this email for your convenience. Also, for future reference, due to the confidential nature of the RA process, when sending medical documents, please password protect them. Once I receive the completed 256 Form, I will begin processing your request. Have a great day.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Wednesday, October 24, 2018 11:57 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 4:39 PM  
**To:** TERRY, DETRA S.  
**Subject:** FW: RA Request  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018-10252018.pdf

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 8:43 AM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>  
**Subject:** RE: RA Request

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 24, 2018 11:13 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>

**Cc:** Terry, Detra <detra.terry@fema.dhs.gov>

**Subject:** RE: RA Request

Thank you, Mr. Meindl:

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Respectfully,  
Winston

---

**From:** Meindl, Max

**Sent:** Wednesday, October 24, 2018 11:57 AM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>

**Subject:** RE: RA Request

Winston,  
Appreciate your correspondence and assistance.  
Documents attached.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Brathwaite, Winston

**Sent:** Monday, October 15, 2018 1:06 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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(Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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**From:** Meindl, Max  
**Sent:** Wednesday, November 7, 2018 4:10 PM  
**To:** Brathwaite, Winston; Merritt, Lisa; Henri, Foudiya; Goudy, Douglas  
**Cc:** FEMA-Reasonable-Accommodation; Asaro, Karen; TERRY, DETRA S.; femamax@gmail.com  
**Subject:** RE: RA Request

Winston,  
I was just advised by my TFL (Detra Terry) that you were going to be closing my RA request and that I could open a new case. That is not acceptable to me.  
I filed my initial RA on AUGUST 23<sup>rd</sup> 2018 and here we are on November 7<sup>th</sup>, 2018 with no resolution nor response.  
I find that a tad unacceptable and would like to inquire as to why my request cannot be handled in a timely manner, approved or denied.

**According to policy:**

*FEMA Manual 1430.1 Chg.1 December 3, 2002*

*4-4*

*Chapter 5*

*Time Frames*

*5-1. Processing Requests. FEMA will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as reasonably possible. FEMA recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. Time frames for processing requests and providing reasonable accommodation where no supporting information is required are as follows:*

- a. Requests from applicants for employment should be expedited when necessary to ensure the applicant's ability to compete for the position. However, these requests should not exceed ten (10) business days.*
- b. If a request from an employee is processed by the supervisor, the request should be processed, and the accommodation, if granted, provided within 15 business days from the date of receipt of the request. Requests for accommodation should be expedited when the accommodation is needed to enable the employee to participate in an Agency activity scheduled to occur in the near future.*
  - (1) If the decision maker believes that it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify the functional limitations, the decision maker will request the information as soon as possible after his or her receipt of the request for accommodation. FEMA recognizes that the need for documentation may not become apparent until after the interactive process has begun.*
  - (2) In cases where medical documentation is needed, the accommodation, if granted, will be provided within ten (10) business days for an applicant, and within 15 business days for an employee, from the date the decision maker receives the relevant information, absent any extenuating circumstances.*
- c. Where the Disability Program Manager is the decision maker on a request for reasonable accommodation, he/she will make a decision on the request and the accommodation, if granted, will be provided within 15 business days from the date of the request. If medical documentation is necessary, the decision will be made within 15 business days of receipt of the medical information, absent any extenuating circumstances.*

All requested appropriate documentation has been provided as requested including my doctors statement.  
Please advise soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



**FEMA**

---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Mr. Meindl:

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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**Meindl, Max**

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 6:47 AM  
**To:** Meindl, Max  
**Cc:** Terry, Detra  
**Subject:** FW: RA Request

Greetings, Mr. Meindl:

Please see the email string below. Supervisors of Record have 30 days within which to render a decision on a reasonable accommodation request. As you mentioned in your email to me, your request was submitted in August. It is now going on almost 120 days with no decision rendered. We cannot allow this case to languish any further. If the SOR is prepared to render a decision the case can be processed and closed. If not, the case will be closed until the SOR is prepared to render a decision. I hope this helps.

Respectfully,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:10 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:06 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry. I have not heard anything back. I will therefore close this case. If you are the employee want to proceed, a new case can be opened. Thank you.

Respectfully,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 31, 2018 11:03 AM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry:

Following up on the below e-mail. Please let me know the status. Thank you.

Regards,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 2:44 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request



Greetings, Ms. Terry:

Here are the RA documents you will need to review in order to make the determination to grant or deny Mr. Max Meindl's reasonable accommodation request. As the SOR, you are the deciding official. Page 2 of the 256 form should be completed by you. Please indicate in box #2 if the request is approved or denied. In box #16, please provide an explanation of what is being granted, why it is being granted, and for what period of time. If you have any questions, please let me know.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 9:45 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** FW: RA Request

I sent this email to you on the 15<sup>th</sup>.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From:* Meindl, Max  
*Sent:* Thursday, August 23, 2018 1:08 PM  
*To:* Terry, Detra <detra.terry@fema.dhs.gov>  
*Subject:* RA  
*See attached*  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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FEMA/HQ  
202-374-9426  
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---

**From:** Brathwaite, Winston

**Sent:** Monday, October 15, 2018 1:06 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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- How the impairment of the major life activity or activities affects the performance of the essential functions of the individual's position
- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | Winston.D.Brathwaite@fema.dhs.gov

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## Meindl, Max

---

**From:** Merritt, Lisa  
**Sent:** Thursday, November 8, 2018 6:51 AM  
**To:** Meindl, Max; Brathwaite, Winston; Henri, Foudiya  
**Subject:** RE: RA Request

Good morning Max,

I spoke with you several weeks ago and discussed that we received your RA Request Form, but no healthcare documentation. At that time, you said you would need to meet with a cardiologist to obtain requested paperwork. We are more than happy to assist you with the process. Will you be able to provide documentation shortly? Would you like to have another discussion as to what is required in the physician's note? I believe you are requesting a reasonable accommodation to telework. Have you spoke with field leadership and Equal Rights to see if they can accommodate this request and work from an alternative location?

Thank you,

Lisa Merritt | Asst. Reservist Program Manager  
Public Assistance Division  
Field Support Branch  
FEMA | HQ  
202-212-2524 | [lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)  
[FEMA-PA-Reservist-Program@fema.dhs.gov](mailto:FEMA-PA-Reservist-Program@fema.dhs.gov)

---

**From:** Meindl, Max  
**Sent:** Wednesday, November 7, 2018 5:10 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Asaro, Karen <[Karen.Asaro@fema.dhs.gov](mailto:Karen.Asaro@fema.dhs.gov)>; Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>; [femamax@gmail.com](mailto:femamax@gmail.com)  
**Subject:** RE: RA Request

Winston,  
I was just advised by my TFL (Detra Terry) that you were going to be closing my RA request and that I could open a new case. That is not acceptable to me.  
I filed my initial RA on AUGUST 23<sup>rd</sup> 2018 and here we are on November 7<sup>th</sup>, 2018 with no resolution nor response. I find that a tad unacceptable and would like to inquire as to why my request cannot be handled in a timely manner, approved or denied.

**According to policy:**

*FEMA Manual 1430.1 Chg.1 December 3, 2002*

*4-4*

*Chapter 5*

*Time Frames*

*5-1. Processing Requests. FEMA will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as reasonably possible. FEMA recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. Time frames for processing requests and providing reasonable accommodation where no supporting information is required are as follows:*

*a. Requests from applicants for employment should be expedited when necessary to ensure the applicant's ability to compete for the position. However, these requests should not exceed ten (10) business days.*

b. If a request from an employee is processed by the supervisor, the request should be processed, and the accommodation, if granted, provided within 15 business days from the date of receipt of the request. Requests for accommodation should be expedited when the accommodation is needed to enable the employee to participate in an Agency activity scheduled to occur in the near future.

(1) If the decision maker believes that it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify the functional limitations, the decision maker will request the information as soon as possible after his or her receipt of the request for accommodation. FEMA recognizes that the need for documentation may not become apparent until after the interactive process has begun.

(2) In cases where medical documentation is needed, the accommodation, if granted, will be provided within ten (10) business days for an applicant, and within 15 business days for an employee, from the date the decision maker receives the relevant information, absent any extenuating circumstances.

c. Where the Disability Program Manager is the decision maker on a request for reasonable accommodation, he/she will make a decision on the request and the accommodation, if granted, will be provided within 15 business days from the date of the request. If medical documentation is necessary, the decision will be made within 15 business days of receipt of the medical information, absent any extenuating circumstances.

All requested appropriate documentation has been provided as requested including my doctors statement.  
Please advise soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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---

**From:** Brathwaite, Winston

**Sent:** Monday, October 15, 2018 1:06 PM

**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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**Meindl, Max**

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 6:54 AM  
**To:** Merritt, Lisa  
**Cc:** Meindl, Max; Terry, Detra; Henri, Foudiya  
**Subject:** FW: RA Request

FYSA

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 7:47 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

Greetings, Mr. Meindl:

Please see the email string below. Supervisors of Record have 30 days within which to render a decision on a reasonable accommodation request. As you mentioned in your email to me, your request was submitted in August. It is now going on almost 120 days with no decision rendered. We cannot allow this case to languish any further. If the SOR is prepared to render a decision the case can be processed and closed. If not, the case will be closed until the SOR is prepared to render a decision. I hope this helps.

Respectfully,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:10 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:06 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry. I have not heard anything back. I will therefore close this case. If you are the employee want to proceed, a new case can be opened. Thank you.

Respectfully,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 31, 2018 11:03 AM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry:

Following up on the below e-mail. Please let me know the status. Thank you.

Regards,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 2:44 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

Greetings, Ms. Terry:

Here are the RA documents you will need to review in order to make the determination to grant or deny Mr. Max Meindl's reasonable accommodation request. As the SOR, you are the deciding official. Page 2 of the 256 form should be completed by you. Please indicate in box #2 if the request is approved or denied. In box #16, please provide an explanation of what is being granted, why it is being granted, and for what period of time. If you have any questions, please let me know.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 9:45 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** FW: RA Request

I sent this email to you on the 15<sup>th</sup>.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

FYI

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max

**Sent:** Monday, October 15, 2018 2:16 PM

**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>

**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From: Meindl, Max*

*Sent: Thursday, August 23, 2018 1:08 PM*

*To: Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>*

*Subject: RA*

*See attached*

*Max J Meindl, PMP*

*Program Delivery Manager | Houston TRO*

*DHS | FEMA-Recovery Directorate*

*Public Assistance Division*

*FEMA/HQ*

*202-374-9426*

*[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)*

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DHS | FEMA-Recovery Directorate

Public Assistance Division

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**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RA Request

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, November 8, 2018 7:26 AM  
**To:** Brathwaite, Winston; Merritt, Lisa  
**Cc:** Terry, Detra; Henri, Foudiya  
**Subject:** Re: RA Request

Doctors Information was provided to Winston several weeks ago

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---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 6:53:54 AM  
**To:** Merritt, Lisa  
**Cc:** Meindl, Max; Terry, Detra; Henri, Foudiya  
**Subject:** FW: RA Request

FYSA

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 7:47 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

Greetings, Mr. Meindl:

Please see the email string below. Supervisors of Record have 30 days within which to render a decision on a reasonable accommodation request. As you mentioned in your email to me, your request was submitted in August. It is now going on almost 120 days with no decision rendered. We cannot allow this case to languish any further. If the SOR is prepared to render a decision the case can be processed and closed. If not, the case will be closed until the SOR is prepared to render a decision. I hope this helps.

Respectfully,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:10 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

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**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 7, 2018 12:06 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry. I have not heard anything back. I will therefore close this case. If you are the employee want to proceed, a new case can be opened. Thank you.

Respectfully,  
Winston

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**From:** Brathwaite, Winston  
**Sent:** Wednesday, October 31, 2018 11:03 AM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** RE: RA Request

Greetings, Ms. Terry:

Following up on the below e-mail. Please let me know the status. Thank you.

Regards,  
Winston

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 2:44 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

Greetings, Ms. Terry:

Here are the RA documents you will need to review in order to make the determination to grant or deny Mr. Max Meindl's reasonable accommodation request. As the SOR, you are the deciding official. Page 2 of the 256 form should be completed by you. Please indicate in box #2 if the request is approved or denied. In box #16, please provide an explanation of what is being granted, why it is being granted, and for what period of time. If you have any questions, please let me know.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 9:45 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** FW: RA Request

I sent this email to you on the 15<sup>th</sup>.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From:* Meindl, Max  
*Sent:* Thursday, August 23, 2018 1:08 PM  
*To:* Terry, Detra <detra.terry@fema.dhs.gov>  
*Subject:* RA  
*See attached*  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)

Max J Meindl, PMP

Program Delivery Manager | Houston TRO  
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# FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

The reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR) no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA). The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), the SOR requests the employee to provide medical documentation to support the specific need for the RA requested. Sufficient medical information provides the following information:

- Nature, severity and duration of the disability
- What major life activity or activities the disability impairs
- How the impairment of the major life activity or activities affects the performance of the essential functions of the individual's position
- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

In FEMA, the supervisor of record (SOR) is the individual that makes the decision of approving, denying or granting an alternate RA, after having an interactive discussion with the employee. OER staff can participate as facilitators, or neutral parties in the interactive discussion, if needed. The RA Analysts in the Office of Equal Rights (OER) RA Unit assist/facilitate the process. As the RA Analyst for this case, I will provide advice regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. If you need further assistance, or have any questions, please let me know.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 7:31 AM  
**To:** Meindl, Max  
**Cc:** Terry, Detra; Merritt, Lisa; Henri, Foudiya  
**Subject:** FW: RA Request  
**Attachments:** RA INFORMATION SHEET-Vista-Meindl.doc; RA information.pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf

FYSA. Documentation was forwarded to the SOR. Did the employee provide the medical documentation requested by the SOR/cadre to his SOR?

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, October 25, 2018 2:44 PM  
**To:** Terry, Detra <detra.terry@fema.dhs.gov>  
**Subject:** FW: RA Request

Greetings, Ms. Terry:

Here are the RA documents you will need to review in order to make the determination to grant or deny Mr. Max Meindl's reasonable accommodation request. As the SOR, you are the deciding official. Page 2 of the 256 form should be completed by you. Please indicate in box #2 if the request is approved or denied. In box #16, please provide an explanation of what is being granted, why it is being granted, and for what period of time. If you have any questions, please let me know.

Respectfully,  
Winston

---

**From:** Meindl, Max  
**Sent:** Thursday, October 25, 2018 9:45 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** FW: RA Request

I sent this email to you on the 15<sup>th</sup>.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:02 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>

**Subject:** RE: RA Request

FYI

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:18 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Thanks for your response, Mr. Meindl. I will follow up with your supervisor.

Best,  
Winston

---

**From:** Meindl, Max  
**Sent:** Monday, October 15, 2018 2:16 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>  
**Subject:** RE: RA Request

Previously sent to my supervisor as follows:

*From:* Meindl, Max  
*Sent:* Thursday, August 23, 2018 1:08 PM  
*To:* Terry, Detra <detra.terry@fema.dhs.gov>  
*Subject:* RA  
*See attached*  
Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO



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---

**From:** Brathwaite, Winston  
**Sent:** Monday, October 15, 2018 1:06 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>  
**Subject:** RA Request

Greetings, Mr. Meindl:

My name is Winston Brathwaite. I am a Reasonable Accommodation Analyst in the Office of Equal Rights. It has come to my attention that you may have recently applied for a reasonable accommodation. If that is the case, I will be the analyst assigned to your case. I have attached to this email for your convenience the RA information sheet, and a blank FEMA 256 Form. Once I have received these 2 completed forms, I will begin to expeditiously process your request.

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- How the RA requested will assist the employee in the performance of the essential functions of the position

In FEMA, the supervisor of record (SOR) is the individual that makes the decision of approving, denying or granting an alternate RA, after having an interactive discussion with the employee. OER staff can participate as facilitators, or neutral parties in the interactive discussion, if needed. The RA Analysts in the Office of Equal Rights (OER) RA Unit assist/facilitate the process. As the RA Analyst for this case, I will provide advice regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. If you need further assistance, or have any questions, please let me know.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 8:53 AM  
**To:** McAllister, Jamie  
**Cc:** Meindl, Max  
**Subject:** RA Request  
**Attachments:** Dr. Gay (002).pdf; RA INFORMATION SHEET-Vista-Meindl (005).pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018 (005).pdf; blank FEMA Form 256-0-1.pdf

Greetings, Ms. McAllister:

It was a pleasure to talk to you on the phone. Per our conversation, Mr. Max Meindl has filed a request for a reasonable accommodation. I am the Reasonable Accommodation Analyst assigned to the case and will be working with you on the request. If you are not familiar with the process, the reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR), no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA), attached. The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), or the SOR is not familiar with the employee's circumstances, the SOR requests the employee to provide medical documentation to support the need for the RA requested. Sufficient medical information provides the following information:

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- Limitations that the disability imposes on the individual as related to the performance of the essential functions of the individual's position
- How the RA requested will assist the employee in the performance of the essential functions of the position

Since the medical provider may not be familiar with the essential functions of the employee's position, here is some guidance to be applied in making the decision, regarding how essential functions are determined, as outlined in FEMA's RA policy:

Essential functions are "those job duties so fundamental to the position that the individual holds or desires that he/she cannot do the job without performing them. A function can be "essential" if, among other things, the position exists specifically to perform that function; there are a limited number of other employees who could perform the function; and/or the function is highly specialized and the individual is hired based on his/her expertise or ability to perform it. Determination of the essential functions of a position must be done on a case-by-case basis so that it reflects the job as actually performed, and not simply the components of a generic position description."

In FEMA, the supervisor of record (SOR) is the individual that makes the decision of approving, denying or granting an alternate RA, after having an interactive discussion with the employee. OER staff can participate as facilitators, or neutral parties in the interactive discussion, if needed. OER's role is to assist managers with the timely processing of reasonable accommodation requests consistent with all relevant statutes, regulations, EEOC, case law and the FEMA RA Policy. A supervisor has 30 days to make a decision on the employee's request. As the RA Analyst assigned to this case, I will provide advice to you regarding the law, the policy and procedure and can provide assistance with the language of the response to the RA, if needed. I have also attached Mr. Meindl's RA information sheet for you. Please also note that page 2 of the 256 Form must be filled out by you, with block 2 indicating whether the request is granted, and block 16 providing an explanation for what is being granted, and for what period of time. I have attached a blank 256 Form so that you can complete and return page 2 of it to me. I have also attached the medical documentation provided by Mr. Meindl's health care provider. Because it includes pii, I have password protected it. The password will be sent to you in a separate email. If you have any questions, or need any assistance, please let me know. I look forward to working with you.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, November 8, 2018 1:36 PM  
**To:** femamax@gmail.com  
**Subject:** FW: RA Request  
**Attachments:** Dr. Gay (002).pdf; RA INFORMATION SHEET-Vista-Meindl (005).pdf; Reasonable Accommodation-FEMA Form 256-0-1-08232018 (005).pdf; blank FEMA Form 256-0-1.pdf

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Thursday, November 8, 2018 8:53 AM  
**To:** McAllister, Jamie <jamie.mcallister@fema.dhs.gov>  
**Cc:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RA Request

Greetings, Ms. McAllister:

It was a pleasure to talk to you on the phone. Per our conversation, Mr. Max Meindl has filed a request for a reasonable accommodation. I am the Reasonable Accommodation Analyst assigned to the case and will be working with you on the request. If you are not familiar with the process, the reasonable accommodation (RA) request process is a confidential one that must not be shared with anyone that does not have a need to know. Besides the supervisor of record (SOR), no other individual should be included or copied in the process, to preserve confidentiality. The RA process starts with the request of the employee for a reasonable accommodation (RA), attached. The request can be done in any way, verbally, email, letter, etc. The SOR should request that the employee fill out a 256-0-1 form (Request for Reasonable Accommodation), attached, indicating what they are requesting as an accommodation, the reason for the request and if the request is time sensitive. The employee must sign and date the request. When an individual requests an RA, there should be an interactive process (meeting) between the SOR and the employee to better understand the employee's request and needs. If the disability is not obvious (visible), or the SOR is not familiar with the employee's circumstances, the SOR requests the employee to provide medical documentation to support the need for the RA requested. Sufficient medical information provides the following information:

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- How the RA requested will assist the employee in the performance of the essential functions of the position

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Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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**Meindl, Max**

---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 14, 2018 2:21 PM  
**To:** Meindl, Max  
**Cc:** Terry, Detra  
**Subject:** 256 Form  
**Attachments:** RA INFORMATION SHEET-empl.doc; blank FEMA Form 256-0-1.pdf

Greetings, Mr. Meindl:

I just spoke to your Supervisor of Record, Ms. Detra Terry, who is included in this email, regarding your recent reasonable accommodation request. Now that it appears all the documents are ready, this should hopefully not take very long to process. I have attached a blank 256 Form to this email for you to fill out at your convenience, as well as an RA information sheet. Once completed, these and the other supporting documentation for your request can be submitted via email to the [FEMA-Reasonable-Accommodation@fema.dhs.gov](mailto:FEMA-Reasonable-Accommodation@fema.dhs.gov) inbox for re-assignment. Thank you very much.

Respectfully,

*Winston D. Brathwaite, J.D.*

Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Efax: | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov)

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, November 15, 2018 9:22 AM  
**To:** Brathwaite, Winston  
**Cc:** Terry, Detra  
**Subject:** RE: 256 Form

Winston,  
I've already submitted all of these documents and my supervisor of record, per our discussion last week (11/08/2018 @ 08:21 HRS for 2 minutes), is:

*Jamie McAllister*  
*Deputy Infrastructure Branch Director*  
*DR 4332 TX JFO Austin*  
*Region 6 Infrastructure Branch*  
*DHS/FEMA*  
*(202) 709-0851 Cell*  
*[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Brathwaite, Winston  
**Sent:** Wednesday, November 14, 2018 2:21 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** Terry, Detra <[detra.terry@fema.dhs.gov](mailto:detra.terry@fema.dhs.gov)>  
**Subject:** 256 Form

Greetings, Mr. Meindl:

I just spoke to your Supervisor of Record, Ms. Detra Terry, who is included in this email, regarding your recent reasonable accommodation request. Now that it appears all the documents are ready, this should hopefully not take very long to process. I have attached a blank 256 Form to this email for you to fill out at your convenience, as well as an RA information sheet. Once completed, these and the other supporting documentation for your request can be submitted via email to the [FEMA-Reasonable-Accommodation@fema.dhs.gov](mailto:FEMA-Reasonable-Accommodation@fema.dhs.gov) inbox for re-assignment. Thank you very much.

Respectfully,

*Winston D. Brathwaite, J.D.*

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**From:** femamax@gmail.com  
**Sent:** Wednesday, December 12, 2018 3:50 PM  
**To:** Meindl, Max  
**Subject:** ra

December 12th, 2018

On or about August 13th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing. As of this date, I've received no answer, up or down, concerning my request. Although the RA request has passed through many hands/personnel from Washington D/C. to Houston to Austin, no one has seen it important enough to respond to my RA request. When considering that over four (4) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with. I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy. I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy. Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018? All requested and required information has been provided per policy and if you have any questions, please feel free to contact me. As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

**Meindl, Max**

---

**From:** Fernandez, Luz  
**Sent:** Wednesday, December 12, 2018 4:09 PM  
**To:** Meindl, Max  
**Subject:** Automatic reply: Reasonable Accommodation (RA) request

Greetings -

I'm out of the office on extended leave. I will have limited access to my phone and e-mails. For urgent matters, call the Office of Equal Rights Reasonable Accommodation Unit at 202-212-3535 Option 2.

Please forward all requests for reasonable accommodations directly to FEMA Reasonable Accommodation mailbox:  
**FEMA-Reasonable-Accommodation@fema.dhs.gov.**

For **ASL Reasonable Accommodations support**, email: FEMA-Reasonable- Accommodation@fema.dhs.gov, copy **Carol Curtis**: Carol.Curtis@fema.dhs.gov and **Gavin Junkins** at gavin.n.junkins@fema.dhs.gov.

Thank you -

Luz A. Fernandez

**Meindl, Max**

---

**From:** Henri, Foudiya  
**Sent:** Wednesday, December 12, 2018 4:09 PM  
**To:** Meindl, Max  
**Subject:** Automatic reply: Reasonable Accommodation (RA) request

I am out on use or lose leave from DEC. 10 - JAN. 5.

For a NEW RA Request please forward directly to FEMA-Reasonable-Accommodation@fema.dhs.gov for a RA Team member to assist.

For follow up to an existing request my back up while I am away is Mr. Winston. Brathwaite@fema.dhs.gov. For follow up please contact Mr. Brathwaite directly and copy me. You do not need to copy the FEMA RA mailbox.

Thank you  
Foudiya Henri  
DHS-FEMA  
Office of Equal Rights  
202-212-4490 Desk  
202-394-4633 Cell

## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Thursday, December 13, 2018 6:38 AM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation (RA) request

Mr. Meindl,

I was under the impression your SOR was granted. Please contact your SOR for clarification.

---

**From:** Meindl, Max  
**Sent:** Wednesday, December 12, 2018 5:09 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,  
December 12th, 2018

On or about August 23th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

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All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk:

202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA





## Meindl, Max

---

**From:** FEMA-Reasonable-Accommodation  
**Sent:** Thursday, December 13, 2018 7:35 AM  
**To:** Meindl, Max; Brathwaite, Winston  
**Cc:** FEMA-Reasonable-Accommodation  
**Subject:** RE: Reasonable Accommodation (RA) request

Good morning –

To whom did you submit your request? The supervisor of record is the decision maker on all RA request. OER's role is to provide technical guidance to managers and employees to ensure that RA requests are processed in accordance with FEMA's RA policy and the law.

I note that Winston in our office is the case manager assigned to this request. We will follow-up with you and your supervisor to determine the status of your request. As RAs are confidential, I have replied and omitted the other recipients included on the email below.

### Donna M. Peterkin

Deputy Director  
Office of Equal Rights (OER)



FEMA

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---

**From:** Meindl, Max  
**Sent:** Wednesday, December 12, 2018 5:09 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,  
December 12th, 2018

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As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, December 13, 2018 9:31 AM  
**To:** TERRY, DETRA S.  
**Subject:** FW: Reasonable Accommodation (RA) request

Detra,  
Please see below and contact Jamie for me, please.  
According to Winston, it was granted.  
I'm at a loss to understand.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Thursday, December 13, 2018 6:38 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

Mr. Meindl,

I was under the impression your SOR was granted. Please contact your SOR for clarification.

---

**From:** Meindl, Max  
**Sent:** Wednesday, December 12, 2018 5:09 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,  
December 12th, 2018

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202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov) , and if you have any questions, please feel free to contact me.

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Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, December 13, 2018 9:32 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: Reasonable Accommodation (RA) request

I don't understand Winston.  
Was the RA granted or the Supervisor of Record (SOR) identified?  
Appreciate all you've done Winston.  
Thank you very much.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Brathwaite, Winston  
**Sent:** Thursday, December 13, 2018 6:38 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
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Mr. Meindl,

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---

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**Sent:** Wednesday, December 12, 2018 5:09 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,  
December 12th, 2018

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202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov) , and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, December 13, 2018 9:34 AM  
**To:** Brathwaite, Winston  
**Subject:** RE: Reasonable Accommodation (RA) request

I noticed that Ms. McAllister did approve an annual leave request yesterday but that is all I see anywhere.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
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**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

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**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
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<Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
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10-4 Winston, thank you.

The specific RA would have assisted in my situation for the past few days if it is actually in place.

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Ok. The point of the RA is to assist you in doing your job. So, I apologize if you were not informed, or it was not put in place for you. I am sure there is a simple solution to this. Something may have just fallen through the cracks. As soon as I hear something, I will reach out to you and let you know.

-W

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10-4 Winston, thank you.

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Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**Subject:** RE: Reasonable Accommodation (RA) request

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**Sent:** Thursday, December 13, 2018 10:34 AM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>  
**Subject:** RE: Reasonable Accommodation (RA) request

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**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
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December 12th, 2018

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## Meindl, Max

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**Sent:** Thursday, December 13, 2018 9:45 AM  
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**Subject:** RE: Reasonable Accommodation (RA) request

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**Sent:** Wednesday, December 12, 2018 5:09 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian

<Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
**Subject:** Reasonable Accommodation (RA) request

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December 12th, 2018

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All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Thursday, December 13, 2018 10:05 AM  
**To:** TERRY, DETRA S.  
**Subject:** FW: Reasonable Accommodation (RA) request

Please see below, from Winston.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
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**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
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**Subject:** RE: Reasonable Accommodation (RA) request

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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**Sent:** Wednesday, December 12, 2018 5:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>

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202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

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**To:** Brathwaite, Winston  
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Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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**Subject:** RE: Reasonable Accommodation (RA) request

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I was under the impression your SOR was granted. Please contact your SOR for clarification.

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**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,  
December 12th, 2018

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I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
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## Meindl, Max

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**To:** Meindl, Max  
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Good morning Mr. Meindl:

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Respectfully,  
Winston

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**Subject:** RE: Reasonable Accommodation (RA) request

10-4, thanks.

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**Subject:** RE: Reasonable Accommodation (RA) request

It looks like your SOR is in the process of reviewing the documentation again to make a final decision.

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Any update or is everything still unclear?

Regards,

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**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
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Thank you Winston, you're a gentleman and scholar in my book.

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-W

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**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
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As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

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## Meindl, Max

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**From:** Meindl, Max  
**Sent:** Friday, December 14, 2018 1:17 PM  
**To:** Brathwaite, Winston  
**Subject:** RE: Reasonable Accommodation (RA) request

10-4 Winston, appreciate the update.  
A box checked yes would pretty quick to do so  
I'm guessing a reason to deny would take a bit longer.  
All conjecture I admit, but no other way to look at it, in my opinion,

Have a great day!

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<Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>  
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As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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## Meindl, Max

---

**From:** McAllister, Jamie  
**Sent:** Friday, December 14, 2018 2:02 PM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation (RA) request

Max,

I apologize for the delay.

I submitted the response and you should be receiving it shortly from Winston. Please do not hesitate to reach out to me to discuss once you get it.

*Jamie McAllister*

Deputy Infrastructure Branch Director  
DR 4332 TX JFO Austin  
Region 6 Infrastructure Branch  
DHS/FEMA  
(202) 709-0851 Cell  
[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)

---

**From:** Meindl, Max  
**Sent:** Wednesday, December 12, 2018 4:09 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation (RA) request

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December 12th, 2018

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Friday, December 14, 2018 2:14 PM  
**To:** Brathwaite, Winston  
**Subject:** FW: Reasonable Accommodation (RA) request

Well Winston, I received the email below from Jamie and apparently she sent the information to you and not to me but I guessing that it was a denial or a qualified denial.

Looking forward to hearing from you soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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202-374-9426  
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**From:** McAllister, Jamie  
**Sent:** Friday, December 14, 2018 2:02 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

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*Jamie McAllister*

Deputy Infrastructure Branch Director  
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(202) 709-0851 Cell  
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**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation (RA) request

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December 12th, 2018

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Friday, December 14, 2018 2:29 PM  
**To:** femamax@gmail.com  
**Subject:** RA  
**Attachments:** Reasonable Accommodation-FEMA Form 256-0-1-08232018.pdf; Request for Work Schedule FEMA Form 106-1-1-1 (002).pdf; RA INFORMATION SHEET-Vista-Meindl.doc; Dr. Gay.pdf; 123-9-0-1.pdf; 1430\_1.pdf; fema\_manual\_1430\_1\_reasonable\_accommodations.pdf; FM 123-9-1.pdf; MEDICAL TELEWORK REQUIREMENTS FORM.pdf; OPM telework agency2a-guide.pdf; TELEWORK REQUEST FOR 07242018-PLUS 4 HOURS SICK DAY.pdf; WH-382.pdf; WH-381.pdf; WH-380-E-1.pdf; wh-380-e.pdf; 123-9-0-1.pdf; TELEWORK REQUEST FOR 07242018-PLUS 4 HOURS SICK DAY.pdf; fema\_manual\_1430\_1\_reasonable\_accommodations.pdf

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Tuesday, February 12, 2019 1:49 PM  
**To:** Brathwaite, Winston; Johnson, Jo Linda; Peterkin, Donna  
**Cc:** FEMA-Reasonable-Accommodation; Fernandez, Luz; Maddox Britt, Sandra; Oke, Nicole; Goudy, Douglas; Henri, Foudiya; Avery, Darlene  
**Subject:** RE: Reasonable Accommodation (RA) request

To whom it may concern,  
Feb 12<sup>th</sup> 2019

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**Sent:** Wednesday, December 12, 2018 4:09 PM  
**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
**Subject:** Reasonable Accommodation (RA) request

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**Meindl, Max**

---

**From:** Peterkin, Donna  
**Sent:** Tuesday, February 12, 2019 1:50 PM  
**To:** Meindl, Max  
**Subject:** Automatic reply: Reasonable Accommodation (RA) request

Thank you for your email. I am out of the office on leave.

If you have an urgent Reasonable Accommodation matter, please contact Winston Braithwaite at [Winston.Braithwaite@fema.dhs.gov](mailto:Winston.Braithwaite@fema.dhs.gov).

Please see the following OER points of contact:

Reasonable Accommdattion - [FEMA-Reasonable-Accomodation@fema.dhs.gov](mailto:FEMA-Reasonable-Accomodation@fema.dhs.gov)  
Anti-Harassement Unit - [FEMA.Harassment@fema.dhs.gov](mailto:FEMA.Harassment@fema.dhs.gov)

## Meindl, Max

---

**From:** Oke, Nicole  
**Sent:** Tuesday, February 12, 2019 2:22 PM  
**To:** Meindl, Max; Brathwaite, Winston; Johnson, Jo Linda; Peterkin, Donna  
**Cc:** FEMA-Reasonable-Accommodation; Fernandez, Luz; Maddox Britt, Sandra; Goudy, Douglas; Henri, Foudiya; Avery, Darlene  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I will research the matter and circle back with a response and next steps.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



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---

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**Sent:** Tuesday, February 12, 2019 2:49 PM  
**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>  
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**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>  
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All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk:



202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov) , and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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## Meindl, Max

---

**From:** Brathwaite, Winston  
**Sent:** Tuesday, February 12, 2019 2:43 PM  
**To:** Oke, Nicole; Meindl, Max; Johnson, Jo Linda; Peterkin, Donna  
**Cc:** FEMA-Reasonable-Accommodation; Fernandez, Luz; Maddox Britt, Sandra; Goudy, Douglas; Henri, Foudiya; Avery, Darlene  
**Subject:** RE: Reasonable Accommodation (RA) request

Hi Nicole. I was awaiting language from Mr. Meindle's cadre management to justify their denial of his request. I received that language and have been working on a draft response yesterday and today. I hope to have a draft completed by the end of this week.

Respectfully,  
Winston

---

**From:** Oke, Nicole  
**Sent:** Tuesday, February 12, 2019 3:22 PM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I will research the matter and circle back with a response and next steps.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



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**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

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Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

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FEMA

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---

**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

Merritt, Lisa <lisa.merritt@fema.dhs.gov>

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## Meindl, Max

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**Sent:** Wednesday, February 27, 2019 4:00 PM  
**To:** Oke, Nicole; Brathwaite, Winston; Johnson, Jo Linda; Peterkin, Donna  
**Cc:** FEMA-Reasonable-Accommodation; Fernandez, Luz; Maddox Britt, Sandra; Goudy, Douglas; Henri, Foudiya; Avery, Darlene; TERRY, DETRA S.; 'rick@guerradays.com'; Slie, Brian; McAllister, Jamie  
**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

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**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

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Feb 12<sup>th</sup> 2019

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Program Delivery Manager | Houston TRO



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**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>

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**Meindl, Max**

---

**From:** Johnson, Jo Linda  
**Sent:** Wednesday, February 27, 2019 4:01 PM  
**To:** Meindl, Max  
**Subject:** Automatic reply: Reasonable Accommodation (RA) request

Thank you for your email. I am TDY the week of February 25. I will return to the office March 4, 2019. I will check email periodically. Thank you for your patience with any delay in responding.

Jo Linda Johnson  
Director  
Office of Equal Rights  
DHS/FEMA

**Meindl, Max**

---

**From:** Goudy, Douglas  
**Sent:** Wednesday, February 27, 2019 4:01 PM  
**To:** Meindl, Max  
**Subject:** Automatic reply: Reasonable Accommodation (RA) request

I will be out of the office from February 22-March 1, 2019 attending training and have limited email access, if you require immediate assistance please contact Nicole Oke, Informal Unit Lead at ext. (202) 717-1595.

## Meindl, Max

---

**From:** Oke, Nicole  
**Sent:** Monday, March 4, 2019 5:57 AM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I apologize for the delay. You should have a response by close of business this week.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



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**Sent:** Wednesday, February 27, 2019 5:00 PM  
**To:** Oke, Nicole <nicole.oke@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>  
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**Sent:** Tuesday, February 12, 2019 2:22 PM

**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>; Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Johnson, Jo Linda <[jolinda.johnson@fema.dhs.gov](mailto:jolinda.johnson@fema.dhs.gov)>; Peterkin, Donna <[donna.peterkin@fema.dhs.gov](mailto:donna.peterkin@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>

**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I will research the matter and circle back with a response and next steps.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: [nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)



# FEMA

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**From:** Meindl, Max

**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

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Feb 12<sup>th</sup> 2019

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I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13<sup>th</sup>, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>

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DHS | FEMA-Recovery Directorate

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**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 1:45 PM  
**To:** Oke, Nicole  
**Cc:** femamax@gmail.com  
**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

Why is the RA process so ignored/abused by the process?

I've done everything required on my end yet the "institution" can't seem to take the request seriously nor process the request pursuant to DHS/FEMA policy.

This seems unjust, unfair and unreasonable to an individual requesting/requiring a timely response to a request.

Instead of a reasonable accommodation, so I can be allowed to do a couple of hours of telework before driving 60 miles to the office, I am required to take "leave without pay" on a regular basis resulting in a diminished paycheck.

All in all, it seems as if the default position of DHS/FEMA is to stall and/or decline any request, for whatever reason.

I would expect or request that the process, mine specifically, be looked in to, and to identify process disconnects and put eyes on a way to improve the process, especially the timeliness requirements or lack thereof

**According to policy:**

*FEMA Manual 1430.1 Chg.1 December 3, 2002*

*4-4*

*Chapter 5*

*Time Frames*

*5-1. Processing Requests. FEMA will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as reasonably possible. FEMA recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. Time frames for processing requests and providing reasonable accommodation where no supporting information is required are as follows:*

*a. Requests from applicants for employment should be expedited when necessary to ensure the applicant's ability to compete for the position. However, these requests should not exceed ten (10) business days.*

*b. If a request from an employee is processed by the supervisor, the request should be processed, and the accommodation, if granted, provided within 15 business days from the date of receipt of the request. Requests for accommodation should be expedited when the accommodation is needed to enable the employee to participate in an Agency activity scheduled to occur in the near future.*

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*(2) In cases where medical documentation is needed, the accommodation, if granted, will be provided within ten (10) business days for an applicant, and within 15 business days for an employee, from the date the decision maker receives the relevant information, absent any extenuating circumstances.*

*c. Where the Disability Program Manager is the decision maker on a request for reasonable accommodation, he/she will make a decision on the request and the accommodation, if granted, will be provided within 15 business days from the date of the request. If medical documentation is necessary, the decision will be made within 15 business days of receipt of the medical information, absent any extenuating circumstances.*

We are going on 132 business days since AUGUST 23rd 2018 and 196 calendar days.

Unreasonable and unnecessary.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

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# FEMA

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---

**From:** Oke, Nicole  
**Sent:** Monday, March 4, 2019 5:57 AM  
**To:** Meindl, Max <max.meindl@fema.dhs.gov>  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I apologize for the delay. You should have a response by close of business this week.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



# FEMA

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---

**From:** Meindl, Max  
**Sent:** Wednesday, February 27, 2019 5:00 PM  
**To:** Oke, Nicole <nicole.oke@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>  
**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Terry, Detra <detra.terry@fema.dhs.gov>; rick@guerradays.com; Slie, Brian <Brian.Slie@fema.dhs.gov>; McAllister, Jamie



<jamie.mcallister@fema.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

As of this date I've yet to receive an answer to my RA request filed in August of 2018.

I am at a loss trying to understand how FEMA/DHS policy can be so blatantly ignored/violated in such a casual manner by so many. My request was based on a serious heart condition requiring a bit of flexibility in my morning schedule to accommodate issues I face daily.

My heart surgery, which was scheduled for 01/25/2019, had to be postponed/rescheduled for a different time, but I am hoping it will be soon.

My simple request to FEMA/DHS was for some understanding and flexibility to assist me over the past 6 months, in a challenging time, and the FEMA team, thus far, has deemed me insignificant and not worthy of a response nor consideration of assistance.

Can you explain this?

**NOTE: Equal Rights Office policy requires the agency to provide requested Reasonable Accommodation within 10 days, barring extenuating circumstances.**

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

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202-374-9426

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**From:** Oke, Nicole

**Sent:** Tuesday, February 12, 2019 2:22 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

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Informal Unit Chief, Office of Equal Rights

DHS/Federal Emergency Management Agency

500 C Street, SW Room 4SW-0915

Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



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Feb 12<sup>th</sup> 2019

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

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Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

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## Meindl, Max

---

**From:** Oke, Nicole  
**Sent:** Wednesday, March 6, 2019 1:48 PM  
**To:** Meindl, Max  
**Subject:** RE: Reasonable Accommodation (RA) request

Mr. Meindl,

I am in training today. Let's talk tomorrow. Did you request fulltime telework?

Thanks,

Nicole

---

**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 2:45 PM  
**To:** Oke, Nicole <nicole.oke@fema.dhs.gov>  
**Cc:** femamax@gmail.com  
**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

Why is the RA process so ignored/abused by the process?

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*4-4*

*Chapter 5*

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Unreasonable and unnecessary.

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[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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---

**From:** Oke, Nicole  
**Sent:** Monday, March 4, 2019 5:57 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I apologize for the delay. You should have a response by close of business this week.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: [nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)



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---

**From:** Meindl, Max

**Sent:** Wednesday, February 27, 2019 5:00 PM

**To:** Oke, Nicole <nicole.oke@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Terry, Detra <detra.terry@fema.dhs.gov>; rick@guerradays.com; Slie, Brian <Brian.Slie@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

As of this date I've yet to receive an answer to my RA request filed in August of 2018.

I am at a loss trying to understand how FEMA/DHS policy can be so blatantly ignored/violated in such a casual manner by so many. My request was based on a serious heart condition requiring a bit of flexibility in my morning schedule to accommodate issues I face daily.

My heart surgery, which was scheduled for 01/25/2019, had to be postponed/rescheduled for a different time, but I am hoping it will be soon.

My simple request to FEMA/DHS was for some understanding and flexibility to assist me over the past 6 months, in a challenging time, and the FEMA team, thus far, has deemed me insignificant and not worthy of a response nor consideration of assistance. Can you explain this?

***NOTE: Equal Rights Office policy requires the agency to provide requested Reasonable Accommodation within 10 days, barring extenuating circumstances.***

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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**From:** Oke, Nicole

**Sent:** Tuesday, February 12, 2019 2:22 PM

**To:** Meindl, Max <max.meindl@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

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I will research the matter and circle back with a response and next steps.



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Nicole

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**From:** Meindl, Max

**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

To whom it may concern,

Feb 12<sup>th</sup> 2019

**On or about August 27th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.**

As of this date, I've received no answer, up or down, concerning my request.

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When considering that nearly SIX (6) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with.

I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk:

202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.



Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



# FEMA

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**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; McAllister, Jamie <[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)>; Slie, Brian <[Brian.Slie@fema.dhs.gov](mailto:Brian.Slie@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>; McPhie, Regina <[Regina.McPhie@fema.dhs.gov](mailto:Regina.McPhie@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>; Merritt, Lisa <[lisa.merritt@fema.dhs.gov](mailto:lisa.merritt@fema.dhs.gov)>

**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,

December 12th, 2018

On or about August 23th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

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As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 1:52 PM  
**To:** Johnson, Jo Linda  
**Cc:** femamax@gmail.com  
**Subject:** FW: Reasonable Accommodation (RA) request

Ms. Johnson,

As of this date I've yet to receive an answer to my RA request filed in August of 2018.

I am at a loss trying to understand how FEMA/DHS policy can be so blatantly ignored/violated in such a casual manner by so many. My request was based on a serious heart condition requiring a bit of flexibility in my morning schedule to accommodate issues I face daily.

My heart surgery, which was scheduled for 01/25/2019, had to be postponed/rescheduled for a different time, but I am hoping it will be soon.

My simple request to FEMA/DHS was for some understanding and flexibility to assist me over the past 6 months, in a challenging time, and the FEMA team, thus far, has deemed me insignificant and not worthy of a response nor consideration of assistance. Can you explain this?

Why is the RA process so ignored/abused by the process?

I've done everything required on my end yet the "institution" can't seem to take the request seriously nor process the request pursuant to DHS/FEMA policy.

This seems unjust, unfair and unreasonable to an individual requesting/requiring a timely response to a request.

Instead of a reasonable accommodation, so I can be allowed to do a couple of hours of telework before driving 60 miles to the office, I am required to take "leave without pay" on a regular basis resulting in a diminished paycheck.

All in all, it seems as if the default position of DHS/FEMA is to stall and/or decline any request, for whatever reason.

I would expect or request that the process, mine specifically, be looked in to, and to identify process disconnects and put eyes on a way to improve the process, especially the timeliness requirements or lack thereof

**According to policy:**

*FEMA Manual 1430.1 Chg.1 December 3, 2002*

*4-4*

*Chapter 5*

*Time Frames*

*5-1. Processing Requests. FEMA will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as reasonably possible. FEMA recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. Time frames for processing requests and providing reasonable accommodation where no supporting information is required are as follows:*

*a. Requests from applicants for employment should be expedited when necessary to ensure the applicant's ability to compete for the position. However, these requests should not exceed ten (10) business days.*

*b. If a request from an employee is processed by the supervisor, the request should be processed, and the accommodation, if granted, provided within 15 business days from the date of receipt of the request. Requests for accommodation should be expedited when the accommodation is needed to enable the employee to participate in an Agency activity scheduled to occur in the near future.*

*(1) If the decision maker believes that it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify the functional limitations, the decision maker will request the information as soon as possible after his or her receipt of the request for accommodation. FEMA recognizes that the need for documentation may not become apparent until after the interactive process has begun.*

*(2) In cases where medical documentation is needed, the accommodation, if granted, will be provided within ten (10) business days for an applicant, and within 15 business days for an employee, from the date the decision maker receives the relevant information, absent any extenuating circumstances.*

*c. Where the Disability Program Manager is the decision maker on a request for reasonable accommodation, he/she will make a decision on the request and the accommodation, if granted, will be provided within 15 business days from the date of the request. If medical documentation is necessary, the decision will be made within 15 business days of receipt of the medical information, absent any extenuating circumstances.*

We are going on 132 business days since AUGUST 23rd 2018 and 196 calendar days.

Unreasonable and unnecessary.

*NOTE: Equal Rights Office policy requires the agency to provide requested Reasonable Accommodation within 10 days, barring extenuating circumstances.*

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
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---

**From:** Oke, Nicole  
**Sent:** Tuesday, February 12, 2019 2:22 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>; Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Johnson, Jo Linda <[jolinda.johnson@fema.dhs.gov](mailto:jolinda.johnson@fema.dhs.gov)>; Peterkin, Donna <[donna.peterkin@fema.dhs.gov](mailto:donna.peterkin@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I will research the matter and circle back with a response and next steps.

Respectfully,

Nicole

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**From:** Meindl, Max

**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

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Feb 12<sup>th</sup> 2019

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Program Delivery Manager | Houston TRO

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**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz

<Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>

**Subject:** Reasonable Accommodation (RA) request

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December 12th, 2018

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Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 2:00 PM  
**To:** Oke, Nicole  
**Subject:** RE: Reasonable Accommodation (RA) request

No, I specifically requested "Tele-work option when not feeling well" which is typically a couple of hours in the mornings until my heart levels out and/or quits threatening me, (that's a joke), but depending on many variables, weather, ability to sleep, ability to lie down or not. I need to sit and meditate or do breathing exercises, but for sure I'm not ready to get in a car and drive 60 miles in Houston traffic. BUT, I am able to log in and answer emails, make telephone calls, work in Grants Manager on behalf of my applicants. When all levels out, I get in the car and head to the office to finish my day. I am a producer and take care of my applicants to the point of when management wanted to transfer an applicant to another PDMG they received a letter from the applicants congressman stipulating disagreement with that decision. Lo and behold I was reassigned the applicant. I do my job, I do it well and I was just wanting some accommodation.

Max J Meindl, PMP  
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202-374-9426  
[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



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---

**From:** Oke, Nicole  
**Sent:** Wednesday, March 6, 2019 1:48 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

Mr. Meindl,

I am in training today. Let's talk tomorrow. Did you request fulltime telework?

Thanks,

Nicole

---

**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 2:45 PM  
**To:** Oke, Nicole <[nicole.oke@fema.dhs.gov](mailto:nicole.oke@fema.dhs.gov)>  
**Cc:** [femamax@gmail.com](mailto:femamax@gmail.com)  
**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,  
Why is the RA process so ignored/abused by the process?



I've done everything required on my end yet the "institution" can't seem to take the request seriously nor process the request pursuant to DHS/FEMA policy.

This seems unjust, unfair and unreasonable to an individual requesting/requiring a timely response to a request.

Instead of a reasonable accommodation, so I can be allowed to do a couple of hours of telework before driving 60 miles to the office, I am required to take "leave without pay" on a regular basis resulting in a diminished paycheck.

All in all, it seems as if the default position of DHS/FEMA is to stall and/or decline any request, for whatever reason.

I would expect or request that the process, mine specifically, be looked in to, and to identify process disconnects and put eyes on a way to improve the process, especially the timeliness requirements or lack thereof

According to policy:

FEMA Manual 1430.1 Chg.1 December 3, 2002

4-4

Chapter 5

Time Frames

5-1. Processing Requests. FEMA will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as reasonably possible. FEMA recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. Time frames for processing requests and providing reasonable accommodation where no supporting information is required are as follows:

a. Requests from applicants for employment should be expedited when necessary to ensure the applicant's ability to compete for the position. However, these requests should not exceed ten (10) business days.

b. If a request from an employee is processed by the supervisor, the request should be processed, and the accommodation, if granted, provided within 15 business days from the date of receipt of the request. Requests for accommodation should be expedited when the accommodation is needed to enable the employee to participate in an Agency activity scheduled to occur in the near future.

(1) If the decision maker believes that it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify the functional limitations, the decision maker will request the information as soon as possible after his or her receipt of the request for accommodation. FEMA recognizes that the need for documentation may not become apparent until after the interactive process has begun.

(2) In cases where medical documentation is needed, the accommodation, if granted, will be provided within ten (10) business days for an applicant, and within 15 business days for an employee, from the date the decision maker receives the relevant information, absent any extenuating circumstances.

c. Where the Disability Program Manager is the decision maker on a request for reasonable accommodation, he/she will make a decision on the request and the accommodation, if granted, will be provided within 15 business days from the date of the request. If medical documentation is necessary, the decision will be made within 15 business days of receipt of the medical information, absent any extenuating circumstances.

We are going on 132 business days since AUGUST 23rd 2018 and 196 calendar days.

Unreasonable and unnecessary.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

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---

**From:** Oke, Nicole

**Sent:** Monday, March 4, 2019 5:57 AM

**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>

**Subject:** RE: Reasonable Accommodation (RA) request



Dear Mr. Meindl,

I apologize for the delay. You should have a response by close of business this week.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
E-mail: nicole.oke@fema.dhs.gov



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---

**From:** Meindl, Max

**Sent:** Wednesday, February 27, 2019 5:00 PM

**To:** Oke, Nicole <nicole.oke@fema.dhs.gov>; Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Terry, Detra <detra.terry@fema.dhs.gov>; rick@guerradays.com; Slie, Brian <Brian.Slie@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

Nicole,

As of this date I've yet to receive an answer to my RA request filed in August of 2018.

I am at a loss trying to understand how FEMA/DHS policy can be so blatantly ignored/violated in such a casual manner by so many. My request was based on a serious heart condition requiring a bit of flexibility in my morning schedule to accommodate issues I face daily.

My heart surgery, which was scheduled for 01/25/2019, had to be postponed/rescheduled for a different time, but I am hoping it will be soon.

My simple request to FEMA/DHS was for some understanding and flexibility to assist me over the past 6 months, in a challenging time, and the FEMA team, thus far, has deemed me insignificant and not worthy of a response nor consideration of assistance. Can you explain this?

**NOTE: Equal Rights Office policy requires the agency to provide requested Reasonable Accommodation within 10 days, barring extenuating circumstances.**

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
FEMA/HQ  
202-374-9426  
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**Sent:** Tuesday, February 12, 2019 2:22 PM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>; Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Johnson, Jo Linda <[jolinda.johnson@fema.dhs.gov](mailto:jolinda.johnson@fema.dhs.gov)>; Peterkin, Donna <[donna.peterkin@fema.dhs.gov](mailto:donna.peterkin@fema.dhs.gov)>  
**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>  
**Subject:** RE: Reasonable Accommodation (RA) request

Dear Mr. Meindl,

I will research the matter and circle back with a response and next steps.

Respectfully,

Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
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**From:** Meindl, Max

**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; Johnson, Jo Linda <jolinda.johnson@fema.dhs.gov>; Peterkin, Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

To whom it may concern,  
Feb 12<sup>th</sup> 2019

On or about August 27th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

As of this date, I've received no answer, up or down, concerning my request.

Although the RA request has passed through many hands/personnel from Washington D/C. to Houston to Austin, no one has seen it important enough to respond to my RA request.

When considering that nearly SIX (6) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with.

I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
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---

**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas

<Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>

**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,

December 12th, 2018

On or about August 23th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

As of this date, I've received no answer, up or down, concerning my request.

Although the RA request has passed through many hands/personnel from Washington D/C. to Houston to Austin, no one has seen it important enough to respond to my RA request.

When considering that nearly four (4) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with.

I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA | DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk:

202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

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# FEMA

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## Meindl, Max

---

**From:** Meindl, Max  
**Sent:** Wednesday, March 6, 2019 2:03 PM  
**To:** Oke, Nicole  
**Subject:** RE: Reasonable Accommodation (RA) request

I had to submit my FMLA paperwork today, to cover all the bases, to deal with the RA nonactivity, again a penalty option, considering it is a no pay option.

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
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Mr. Meindl,

I am in training today. Let's talk tomorrow. Did you request fulltime telework?

Thanks,

Nicole

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**Subject:** RE: Reasonable Accommodation (RA) request

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FEMA Manual 1430.1 Chg.1 December 3, 2002

4-4

Chapter 5

Time Frames

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Unreasonable and unnecessary.

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DHS | FEMA-Recovery Directorate

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**Subject:** RE: Reasonable Accommodation (RA) request

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Nicole

Nicole Oke  
Informal Unit Chief, Office of Equal Rights  
DHS/Federal Emergency Management Agency  
500 C Street, SW Room 4SW-0915  
Washington, DC 20472-3505  
Cell: 202.717.1595  
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**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Terry, Detra <detra.terry@fema.dhs.gov>; rick@guerradays.com; Slie, Brian <Brian.Slie@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>  
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# FEMA

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**Sent:** Tuesday, February 12, 2019 2:22 PM

**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>; Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Johnson, Jo Linda <[jolinda.johnson@fema.dhs.gov](mailto:jolinda.johnson@fema.dhs.gov)>; Peterkin, Donna <[donna.peterkin@fema.dhs.gov](mailto:donna.peterkin@fema.dhs.gov)>

**Cc:** FEMA-Reasonable-Accommodation <[fema-reasonable-accommodation@fema.dhs.gov](mailto:fema-reasonable-accommodation@fema.dhs.gov)>; Fernandez, Luz <[Luz.Fernandez@fema.dhs.gov](mailto:Luz.Fernandez@fema.dhs.gov)>; Maddox Britt, Sandra <[sandra.maddox-britt@fema.dhs.gov](mailto:sandra.maddox-britt@fema.dhs.gov)>; Goudy, Douglas <[Douglas.Goudy@fema.dhs.gov](mailto:Douglas.Goudy@fema.dhs.gov)>; Henri, Foudiya <[Foudiya.Henri@fema.dhs.gov](mailto:Foudiya.Henri@fema.dhs.gov)>; Avery, Darlene <[Darlene.Avery@hq.dhs.gov](mailto:Darlene.Avery@hq.dhs.gov)>

**Subject:** RE: Reasonable Accommodation (RA) request

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DHS/Federal Emergency Management Agency

500 C Street, SW Room 4SW-0915

Washington, DC 20472-3505

Cell: 202.717.1595

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# FEMA

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**From:** Meindl, Max

**Sent:** Tuesday, February 12, 2019 2:49 PM

**To:** Brathwaite, Winston <[winston.d.brathwaite@fema.dhs.gov](mailto:winston.d.brathwaite@fema.dhs.gov)>; Johnson, Jo Linda <[jolinda.johnson@fema.dhs.gov](mailto:jolinda.johnson@fema.dhs.gov)>; Peterkin,



Donna <donna.peterkin@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>

**Subject:** RE: Reasonable Accommodation (RA) request

To whom it may concern,

Feb 12<sup>th</sup> 2019

On or about August 27th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

As of this date, I've received no answer, up or down, concerning my request.

Although the RA request has passed through many hands/personnel from Washington D/C. to Houston to Austin, no one has seen it important enough to respond to my RA request.

When considering that nearly SIX (6) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with.

I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk: 202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov), and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

Public Assistance Division

FEMA/HQ

202-374-9426

[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)



FEMA

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**From:** Meindl, Max

**Sent:** Wednesday, December 12, 2018 4:09 PM

**To:** Brathwaite, Winston <winston.d.brathwaite@fema.dhs.gov>; McAllister, Jamie <jamie.mcallister@fema.dhs.gov>; Slie, Brian <Brian.Slie@fema.dhs.gov>

**Cc:** FEMA-Reasonable-Accommodation <fema-reasonable-accommodation@fema.dhs.gov>; Fernandez, Luz <Luz.Fernandez@fema.dhs.gov>; Maddox Britt, Sandra <sandra.maddox-britt@fema.dhs.gov>; Oke, Nicole <nicole.oke@fema.dhs.gov>; McPhie, Regina <Regina.McPhie@fema.dhs.gov>; Goudy, Douglas <Douglas.Goudy@fema.dhs.gov>; Henri, Foudiya <Foudiya.Henri@fema.dhs.gov>; Avery, Darlene <Darlene.Avery@hq.dhs.gov>; Merritt, Lisa <lisa.merritt@fema.dhs.gov>

**Subject:** Reasonable Accommodation (RA) request

To whom it may concern,

December 12th, 2018

On or about August 23th, 2018, I submitted a Reasonable Accommodation (RA) request for consideration/processing.

As of this date, I've received no answer, up or down, concerning my request.

Although the RA request has passed through many hands/personnel from Washington D/C. to Houston to Austin, no one has seen it important enough to respond to my RA request.

When considering that nearly four (4) months have passed since my initial RA request, it would be safe to say that policy governing this specific RA request has not been complied with.

I am respectfully requesting that a response to my RA request be provided forthwith as required by FEMA policy.

I am at a loss in trying to understand the lack of response, in a timely manner, as required by policy.

Would someone, willing to take ownership, please respond to the RA on file since August 13th, 2018?

All requested and required information has been provided per policy to Winston D. Brathwaite, J.D., Affirmative Employment Specialist | AEP/RA| DHS/FEMA/Office of Equal Rights | 500 C Street SW, 4SW-0809, Washington, DC 20472-3505 | Desk:

202.212.4102 | Mobile: 202.735.4449 | Fax: 202.646.4320 | [Winston.D.Brathwaite@fema.dhs.gov](mailto:Winston.D.Brathwaite@fema.dhs.gov) , and if you have any questions, please feel free to contact me.

As a veteran and senior citizen with a documented disability in my files, it is incumbent upon someone to step forward and address this egregious oversight/situation soonest.

Max J Meindl, PMP

Program Delivery Manager | Houston TRO

DHS | FEMA-Recovery Directorate

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# FEMA

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**Meindl, Max**

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**From:** McAllister, Jamie  
**Sent:** Friday, March 8, 2019 7:23 AM  
**To:** Meindl, Max  
**Cc:** Nguyen, Tam  
**Subject:** RA Request Response  
**Attachments:** Meindl\_1stLineDecisionFTTWRequest - Oke review (002) to JLJ.pdf

Max,

Please see response attached.

*Jamie McAllister*

Deputy Infrastructure Branch Director  
DR 4332 TX JFO Austin  
Region 6 Infrastructure Branch  
DHS/FEMA  
(202) 709-0851 Cell  
[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)

## Meindl, Max

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**From:** Meindl, Max  
**Sent:** Friday, March 8, 2019 10:47 AM  
**To:** TERRY, DETRA S.  
**Subject:** FW: RA Request Response  
**Attachments:** Meindl\_1stLineDecisionFTTWRequest - Oke review (002) to JLJ.pdf

FYI, confidential

Max J Meindl, PMP  
Program Delivery Manager | Houston TRO  
DHS | FEMA-Recovery Directorate  
Public Assistance Division  
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202-374-9426  
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**From:** McAllister, Jamie  
**Sent:** Friday, March 8, 2019 7:23 AM  
**To:** Meindl, Max <[max.meindl@fema.dhs.gov](mailto:max.meindl@fema.dhs.gov)>  
**Cc:** Nguyen, Tam <[Tam.Nguyen@fema.dhs.gov](mailto:Tam.Nguyen@fema.dhs.gov)>  
**Subject:** RA Request Response

Max,

Please see response attached.

*Jamie McAllister*

Deputy Infrastructure Branch Director  
DR 4332 TX JFO Austin  
Region 6 Infrastructure Branch  
DHS/FEMA  
(202) 709-0851 Cell  
[jamie.mcallister@fema.dhs.gov](mailto:jamie.mcallister@fema.dhs.gov)