

The Reasonable Accommodation Process

Request for a Reasonable Accommodation

Obvious Disability

Non Obvious Disability

Employee completes Form CD-575, Part A
The Interactive Process begins
The employee contacts and forwards the CD-575 to the RAC
The supervisor (deciding official) will make a decision within 20 business days from date of initial request

Employee completes Form CD-575, Part A
The Interactive Process begins
The employee contacts and forwards the CD-575 to the RAC, along with medical documentation
The supervisor (deciding official) will make a decision within 20 business days from date of initial request

Approved

Denied

Approved

Denied

The deciding official will:

- Complete the CD-575, Part B
- Give the employee a copy
- Submit a copy to the RAC

The deciding official will:

- Complete the CD-575, Part B
- Submit a copy to the RAC
- The RAC will contact OGC for review
- After review, the employee will be notified of the decision and reason(s) for denial

The deciding official will:

- Complete the CD-575, Part B
- Give the employee a copy
- Submit a copy to the RAC

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- Submit a copy to the RAC
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- After review, the employee will be notified of the decision and reason(s) for denial