The Reasonable Accommodation Process

Request for a Reasonable Accommodation

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

Approved
- The deciding official will:
  - Complete the CD-575, Part B
  - Give the employee a copy
  - Submit a copy to the RAC

Denied
- 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

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, along with medical documentation
- The supervisor (deciding official) will make a decision within 20 business days from date of initial request

Approved
- The deciding official will:
  - Complete the CD-575, Part B
  - Give the employee a copy
  - Submit a copy to the RAC

Denied
- 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