

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 manager (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 manager (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:

Draft a letter (including the basis for denial)
Submit it to the RAC
The RAC will contact OGC for review
After review, the RAC will contact the manager of OGC's advice
The manager will give the employee and RAC a copy of the final denial letter

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:

Draft a letter (including the basis for denial)
Submit it to the RAC
The RAC will contact OGC for review
After review, the RAC will contact the manager of OGC's advice
The manager will give the employee and RAC a copy of the final denial letter