NETC HRO
Reasonable Accommodation (RA) Process

NETC Disability Program Manager
Employee Requests RA to Supervisor

Request

Beginning of Interactive Process

Supervisor Contacts NETC HRO

RA Coordinator provides Supervisor guidance

Supervisor Conducts Interactive Dialogue w/ employee

Supervisor Requests Medical Documentation & HIPAA Consent to Release

Supervisor provides Medical documentation To RA Coordinator

**Note: Commands must track the number for RA requests for MD715 reporting**
NETC HRO RA ADVISORY TEAM (RAT)

RAT Assesses Employees Medical Documentation

Does the person have a Disability as defined by the Rehabilitation Act?

- No
- Yes

RAT Submits Disability Analysis w/ Recommendation to Command

Next Step
Command Issues Approval/Disapproval RA Letter

1. Request
2. Beginning of Interactive Process
3. Disability Determination
4. Qualification

- Command or Supervisor Issues Approval or Disapproval
  - Letter to Employee
    - Disapproval of Reasonable Accommodation
    - Approval of Reasonable Accommodation

All RA Case Files are maintained at the NETC HRO Office