## **HQ SDDC REASONABLE ACCOMMODATION (RA) PROCESS**

Per AR 690-12, "Employees are encouraged to contact their supervisor as the first step in requesting a reasonable accommodation."

Request acknowledgements should be forwarded to: usarmy.scott.sddc.mbx.ra@mail.mil

**Employee submits RA** request to supervisor.



Employee and Supervisor discuss accommodation options.



Accommodation approved.

Supervisor notifies employee and EEO (DPM) in writing, accommodation ordered.



Supervisor forwards a copy of the RA request to EEO (DPM) within 2 business days of receipt.



Supervisors seeks EEO (DPM) assistance with questions concerning processing request.

Accommodation denied.
Supervisor notifies employee and EEO (DPM) in writing.
Alternative accommodation sought.



The spirit and intent of a reasonable accommodation is to assist those with a **qualified disability** the ability to perform the essential functions of **their job**.

Alternative accommodation received. Supervisor notifies EEO (DPM) in writing and routinely reassesses the accommodation for adjustments.

Accommodation Received.
Supervisor notifies EEO (DPM)
in writing and routinely
reassesses the accommodation
for adjustments.

For more information about the RA Process, contact the SDDC EEO Office at 220-5706.