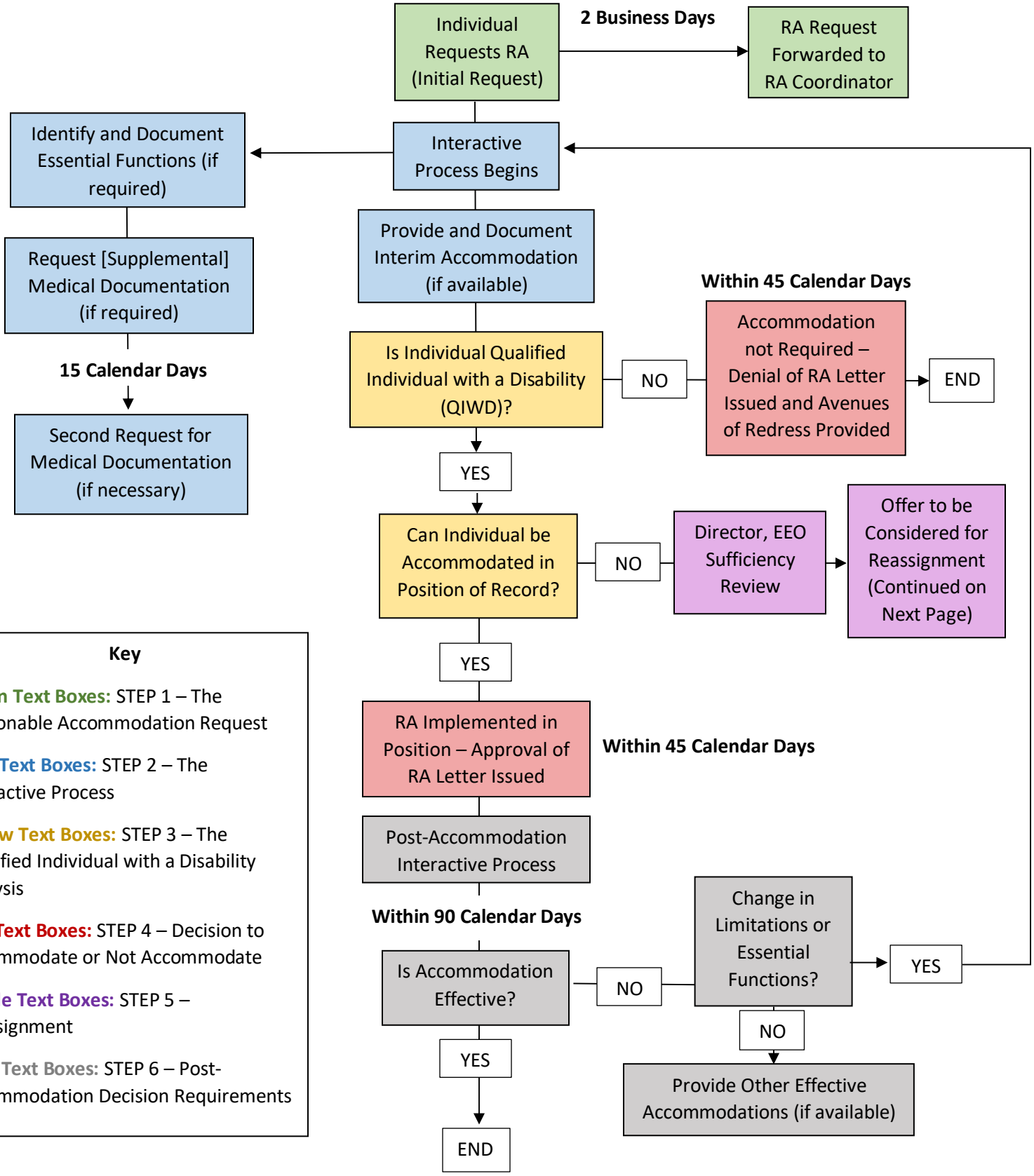
Attachment 2: Reasonable Accommodation (RA) Process Map



Key

Green Text Boxes: STEP 1 – The Reasonable Accommodation Request

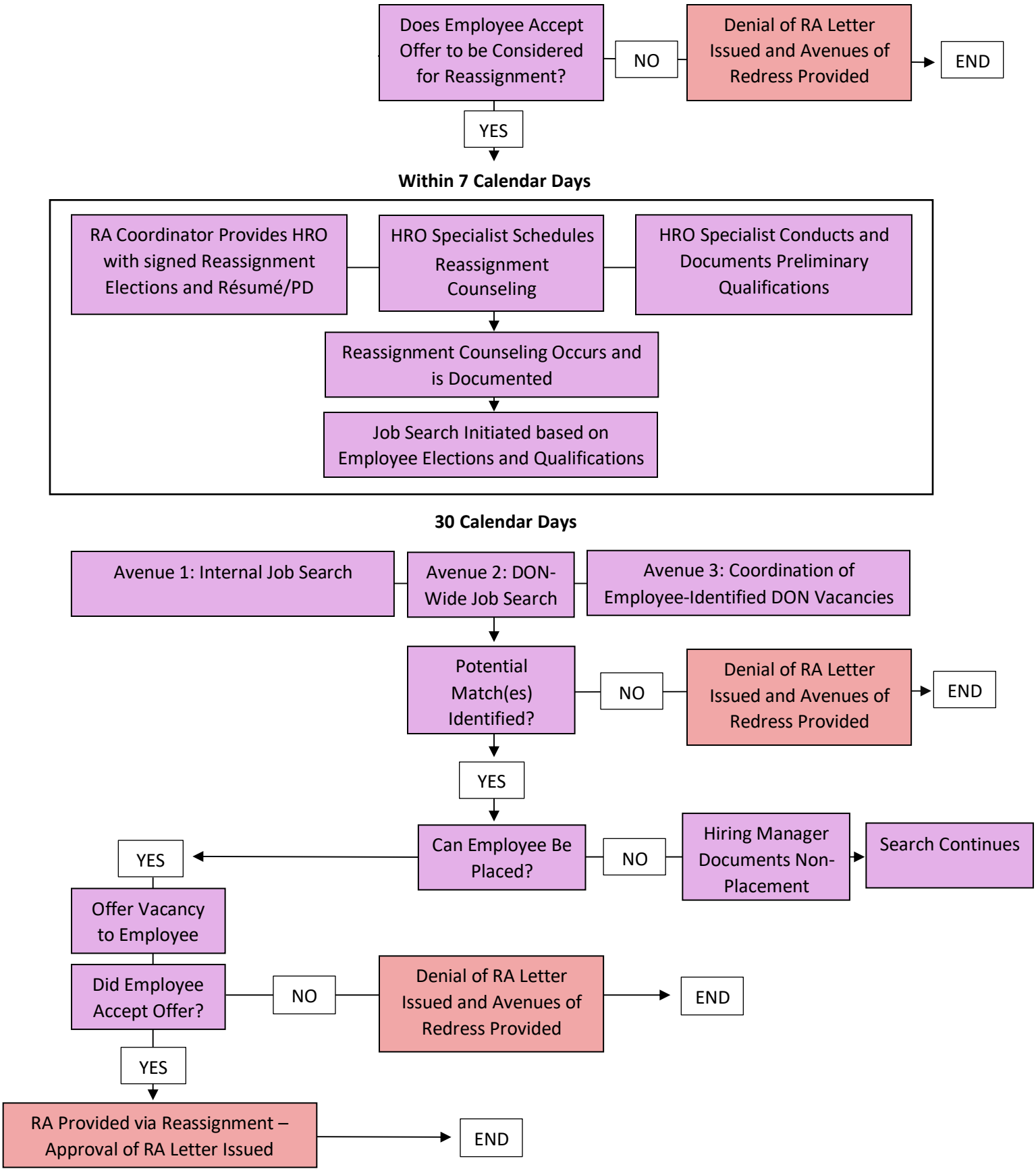
Blue Text Boxes: STEP 2 – The Interactive Process

Yellow Text Boxes: STEP 3 – The Qualified Individual with a Disability Analysis

Red Text Boxes: STEP 4 – Decision to Accommodate or Not Accommodate

Purple Text Boxes: STEP 5 – Reassignment

Gray Text Boxes: STEP 6 – Post-Accommodation Decision Requirements


Does Employee Accept Offer to be Considered for Reassignment?
NO
Denial of RA Letter Issued and Avenues of Redress Provided
END
YES
Within 7 Calendar Days
RA Coordinator Provides HRO with signed Reassignment Elections and Résumé/PD
HRO Specialist Schedules Reassignment Counseling
HRO Specialist Conducts and Documents Preliminary Qualifications
Reassignment Counseling Occurs and is Documented
Job Search Initiated based on Employee Elections and Qualifications
30 Calendar Days
Avenue 1: Internal Job Search
Avenue 2: DON-Wide Job Search
Avenue 3: Coordination of Employee-Identified DON Vacancies
Potential Match(es) Identified?
NO
Denial of RA Letter Issued and Avenues of Redress Provided
END
YES
Can Employee Be Placed?
NO
Hiring Manager Documents Non-Placement
Search Continues
YES
Offer Vacancy to Employee
Did Employee Accept Offer?
NO
Denial of RA Letter Issued and Avenues of Redress Provided
END
YES
RA Provided via Reassignment – Approval of RA Letter Issued
END