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E-MAIL TO EMPLOYEE FROM LOCAL DELEGATED OFFICIAL– RECOMMENDATION OF PARTIAL ACCEPT/DENIAL OF RA AND TRANSMISSION TO NRAC

To: Employee

cc: RAC, ^DCHR OPE CADS NRAC REVIEW

Subject Line: Reasonable Accommodation - Partial Intent to Grant and Partial
Recommendation of Denial

Dear **XXXX**,

On **[date]**, you made a request for a reasonable accommodation(s) [to **your supervisor [or other management official, the Regional Accommodation Coordinator (RAC), the Center for Accommodations and Disability Services (CADS),]** [through the **[Reasonable Accommodation Wizard, SSA Form, etc. ...]**. You requested reasonable accommodations of **[List Requested Accommodations]** due to your medical condition or impairment.

After full consideration of your request, I have determined that the agency will grant you the reasonable accommodation of **[insert accommodation]**. Management will work towards implementing the accommodation within thirty days. If there are any delays, we will notify you.

However, I have also decided to recommend denial of your request for a reasonable accommodation of **[list accommodation]**. Per SSA policy, I have transferred this reasonable accommodation request along with a recommendation for denial to the National Reasonable Accommodation Coordinator (NRAC) in the Center for Accommodations and Disability Services (CADS) for consideration and a final decision.

The NRAC Review Team will contact you to discuss your request.

Thank you,

[Insert Name]
[Insert Title]