



**US ARMY GARRISON FORT RILEY, KANSAS  
EQUAL EMPLOYMENT OPPORTUNITY**



**How to Request a Reasonable Accommodation**

1. Employee MUST inform supervisor of need for adjustment/change to job or benefit of employment for reason related to medical condition. Employees and supervisor must engage in the "interactive and flexible discussion" required as part of the RA Interactive Process.
2. Supervisor MUST then contact EEO Disability Program Manager (DPM) within 2 business days of receipt to obtain RA guidance/forms and to obtain RA log number for tracking purposes. Required per AR 690-12, Appendix C.
3. EEO Disability Program Manger (DPM) provides RA guidance/forms to employee and/or supervisor. DPM assigns RA Log Number for tracking purposes.
4. Employee completes "RA Confirmation of Request" form and has his/her medical provider respond in writing to medical verification of medical condition and submit the medical verification to his/her first line supervisor.
5. Supervisor must (without delay) provide the completed RA Forms to the EEO DPM. The DPM will then coordinate a Reasonable Accommodation Panel (RAP) meeting to review and provide recommendation to the supervisor in making an accommodation decision.
6. Supervisors will grant, modify or deny the accommodation. If necessary, supplemental documentation may be requested when the information already submitted is insufficient to document the disability and/or the functional limitation.
7. Supervisor issues RA Disposition Memo to employee granting, modifying or denying the accommodation. RA Disposition Memos are also issued when supplemental medical documentation is needed in order to make a final accommodation decision.
8. Supervisor implements accommodation for employee and ensures approved accommodation is provided/purchased. Supervisor also submits "Reasonable Accommodation of Information Report" to the EEO DPM for mandatory tracking purposes.



**Equal Employment Opportunity Office  
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