Appendix B: Idaho Military Division (IMD)
Reasonable Accommodation (RA) Request Flowchart

Requester (Employee/Applicant/or Representative)
1. Submit RA request, orally or written on IMD RA Request Form, part A (IMD RA SOP, appendix A)
2. Provide additional information or medical documentation if requested

DPM
Proponent for RA
- Advise
- Assist
- Coordinates
- Review/ Approve RA Request
- Track/Monitor RA Process

Interactive Process/Dialogue
Consult with Direct Supervisor (process RA)
Employee/Applicant – Submit RA request to Management (Supervisor, DPM, HRO, or Occ Health)

HRO
- Advise
- Approve/ concur with Personnel Actions

Occ Health
- Advise
- Coordinate
- Review RA upon request

Management / Supervisor
1. Receive and process the request (IMD RA SOP, App A, part B)
2. Begin interactive dialogue process: discuss specific limitation, problems, barriers; essential functions of duty; identify possible recommendations, etc.
3. Collect documentation/information and attach to RA request
4. Submit RA request to Disability Program Manager (DPM)
5. Consult with DPM, HRO,Occupational Health (Occ Health) as needed
6. Notify requester that medical information may be required to establish underlying disability or medical issue.
7. Process the request and complete the action NLT 30 calendar days

Denied/No
1. Supervisor or DPM notify requester in writing of the denial per para 6.2, IMD RA SOP.
2. Notification informs requester of informal resolution request process per para 9, IMD RA SOP

Approved/Yes
- Notify requester of the approval in writing and forward a copy (minus medical documents) to DPM

Provide Accommodation within 30 calendar days

Requester (Employee/Applicant/or Representative)
Submit a Request for Appeal to next higher supervisor or deciding official within 7 calendar days of the notice of denial

Deciding Official
1. **Act on Appeal Request**
2. **Consult with DPM, HRO, Occ Health as applicable**

Denied/No
-Notify requester of denial in writing within 14 days of the original denial. Provide copy to DPM.

Approved/Yes
-Inform Requester of the approval in writing and forward a copy (minus medical documents) to DPM

Other statutory claims requester may seek for denials:

1. **Equal Employment Opportunity (EEO)**: Pursuant to 29 CFR 1614, contact the EEO office to file an EEO Complaint within 45 calendar days of the notice of denial of reasonable accommodation; or
2. **Collective Bargaining**: File a grievance in accordance with the provisions of the Collective Bargaining Agreement; or
3. **Merit System Protection Board (MSPB):** Initiate an appeal to the MSPB within 30 calendar days of an appealable adverse actions as defined in 5 CFR 1201.3

For more information concerning Reasonable Accommodation, contact the IMD DPM Office 208-272-3334 or 208-272-4226 located in HRO, B442