

## Tab D

### E-MAIL TO EMPLOYEE FROM NRAC REVIEW TEAM – RECOMMENDATION OF DENIAL OF RA AND TRANSMISSION TO NRAC

Date

**To Employee:**

Social Security Administration

**[Address]**

Re: Review of Reasonable Accommodation Request

Dear **XXXX**,

On **[date]**, you made a request for a reasonable accommodation **[through the Reasonable Accommodation Wizard, via the SSA-501 Form, verbally, by e-mail, (to your supervisor or other management official, the Regional Accommodation Coordinator (RAC), the Center for Accommodations and Disability Services CADS)]** due to your **[list condition or impairment]**. You requested **[List Requested Accommodation(s)]**.

Local management has notified us that they are recommending denial on your request for the following reasons:

**Add rationale**

As part of the National Reasonable Accommodation Coordinator (NRAC) Review Team, I will contact you and will give you an opportunity to set up a time to talk by telephone to make sure the NRAC Review Team has all relevant information and documents from you to consider when making a decision on the recommended denial. You have the option of submitting any additional information in writing for consideration to the NRAC by e-mail to ^DCHR OPE CADS NRAC REVIEW, by fax to (410) 966-8120, or by mail to:

National Reasonable Accommodation Coordinator  
Social Security Administration  
Office of Personnel  
Center for Accommodations and Disability Services  
6401 Security Boulevard  
Annex Bldg; 2261

Baltimore, MD 21235

We must receive your submission within five (5) business days of receipt of this letter for consideration. However, you are not required to submit any additional information.

Thank you,

**[Analyst's Name]**

NRAC REVIEW ANALYST

cc:

[Local Delegated Official]

[RAC]