s, MSC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Telework and Remote Work as a Reasonable Accommodation (RA) Decision Authority Chart** | | | | |  |
|  | | | | |  |
| **Authority Officials** | **First Line Supervisor or Designated Management Official** | **Interim Decision Authorities IDAs** | **Decision Authorities DAs** | **HQ-Approval Authority AAs** | **Religious Approval Authorities RAAs** |
| **Level of Authority** | Provides recommendations on interim, temporary and long-term RA requests for telework or remote Work or makes final decision on employee RAs that **Do Not Involve** telework or remote work. | Review and make final decision on interim RA requests for  situational telework, regular recurring telework and remote work. | Review and make final decision on RA requests for situational telework, regular recurring telework or remote work that are 179 days or less. | Review and make final decision on RA requests for situational telework, regular recurring telework or remote work that are 180 days or more. | Review and make final decision on religious RA requests for situational telework, regular recurring telework and remote work. |
| **Process Timeframes** | **7 Days** | **5 Days** | **5 Days** | **6 Days** | **5 Days** |
| Notes:   * IDAs and DAs are Designated in writing and must be a GS-15 or higher * AAs are Designated in writing by the DLA Vice Director | | | | |  |