

Information Sheet

Most Frequent Deficiencies Found In Disability Retirement Application Packages

- ❖ **Medical documentation is incomplete** (copies of diagnostic tests and/or reports are not submitted).
- ❖ **Medical documentation is limited and does not contain specific information** to show why the applicant is not able to perform his/her duties nor how long restrictions will last.
- ❖ **Medical reports are not conclusive** and do not give specific information.
- ❖ **Medical reports are not signed, dated and/or not on physician's letterhead.**
- ❖ Medical reports reference **enclosures** that **are missing**.
- ❖ **Agency physician recommendations** (when made) regarding disability **are not well documented**, e.g., summary statement made with no documented basis for the recommendation.
- ❖ **Agency Certification of Reassignment and Accommodation Efforts is incomplete** (each of the blocks pertaining to reassignment and accommodation efforts should be completed). Also there is no explanation as to why reassignment and/or accommodation is not possible or cannot continue.
- ❖ **Information** on supervisory statement is in **conflict** with information on agency accommodation/reassignment form.
- ❖ **Supervisor's statement is incorrectly filled out** (blocks are left blank, e.g., hours of leave used; and/or information regarding efforts to accommodate the employee or proposed reassignment actions are not submitted). Supervisor's statement paraphrases medical report rather than stating the effect of the medical condition on the applicant that has been observed by the supervisor and/or co-workers.
- ❖ Copy of the **position description** is **not included** in the retirement application package. Copy of the **modified/reassigned position description** is **not included** (if applicable).

- ❖ **Agencies failing to provide** FERS and CSRS Offset employees **the new Federal Medical Evidence of Record (FEDMER) Social Security Eligibility Statement.** This form indicates proof that the applicant has applied for Social Security Disability benefits which improves disability claims and shortens the processing time.