

Most Frequent Mistakes 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 give conclusions rather than specific information.
- 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 (e.g., reassignment or accommodation efforts are completed but not both; attempts to assist the applicant with his/her medical/psychological problems are not documented). Also there is no explanation of 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 completed (blocks are left blank, e.g., hours of leave used, and/or information regarding proposed personnel actions are not submitted). Supervisor's statement paraphrases medical report rather than saying what effect the medical condition has had on the applicant that has been observed by the supervisor and/or co-workers.
- Copy of the position description is not included in the package. Copy of the modified/reassigned position description is not included (if applicable).
- Applicants who are eligible to retire voluntarily are not apprised of this fact. (Note: Generally, there is no difference in the amount of the annuity to a disabled annuitant and a voluntary retired annuitant.)