



RESOLUTION OF REQUEST FOR REASONABLE ACCOMMODATION

Items 1-5 must be completed, Complete Item 6 if applicable.

1. Name of Individual Requesting Reasonable Accommodation	1a. Date
2. Type of Reasonable Accommodation Requested	
<p>3. Accommodation(s)</p> <p><input type="checkbox"/> Approved as specifically requested</p> <p><input type="checkbox"/> Approved but different from original request*</p> <p><input type="checkbox"/> Denied</p> <p><small>*If the approved accommodation is different from the one(s) originally requested, identify the alternative accommodation(s) in the Remarks block</small></p>	
<p>4. If Alternative Accommodation Was Offered, Indicate Whether it Was</p> <p><input type="checkbox"/> Accepted</p> <p><input type="checkbox"/> Rejected</p>	
<p>5. Request Denied Due to <i>(Check all that apply)</i></p> <p><input type="checkbox"/> Requestor does not have a Rehabilitation Act disability</p> <p><input type="checkbox"/> Accommodation ineffective</p> <p><input type="checkbox"/> Accommodation would cause undue hardship</p> <p><input type="checkbox"/> Medical documentation inadequate</p> <p><input type="checkbox"/> Accommodation would require removal of essential function</p> <p><input type="checkbox"/> Accommodation would require lowering performance or production standard</p> <p><input type="checkbox"/> Other <i>(identify)</i>:</p>	
<p>6. Detailed Reason(s) for the Denial of Reasonable Accommodation <i>(Must be specific, e.g., why accommodation is ineffective or causes undue hardship)</i>:</p>	
<p>7. If the deciding official offered an accommodation that is different from the one originally requested, explain: (a) the reasons for the denial of the accommodation originally requested; and (b) why the alternative accommodation would be effective.</p>	

8. An individual who disagrees with the resolution of the request may ask the Director of the Equal Employment Opportunity Office to reconsider that decision within 10 business days of receiving the "Resolution" form. Note that requesting reconsideration does not extend the time limits for initiating administrative, statutory, or collective bargaining claims.

Deciding Official Name	Signature of Deciding Official	Date Accommodation Resolved
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Remarks