

RA Number:

Reasonable Accommodation Decision Form

To be completed by the Deciding Official.

Accommodation approved as specifically requested

Accommodation approved but different from original request. Alternative accommodation offered was

Accepted

Rejected

Please describe the alternative accommodation provided.

Explain why the original accommodation requested was not provided and why the alternative accommodation would be more effective.

Accommodation denied because (check all that apply):

Individual does not meet the definition of an individual with disability as defined under the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA)

Accommodation ineffective/inappropriate

Accommodation would cause an undue hardship

Employee rejected an alternative accommodation

Medical documentation inadequate

Accommodation would require removal of essential functions of the job

Accommodation would require lowering of performance or production standard

Other (please explain)

Detailed reason(s) for the denial of reasonable accommodation (e.g. explain specifically why an accommodation would be ineffective or cause undue hardship) Please seek advice from Reasonable Accommodation Coordinator, LER Division before finalizing these detailed reasons:

If the individual did not accept an alternative accommodation, explain how the alternative accommodation addresses the limitation, and why you believe the chosen accommodation would be effective.

Deciding Official's Signature

If an individual wishes reconsideration, he/she should first ask the Deciding Official to reconsider the decision within 10 (ten) business days of receiving the written denial to provide reasonable accommodation. Any request for reconsideration received after 10 (ten) business days of the denial will be treated as a new request. The individual may present additional information in support of his/her request. The Deciding Official will respond to the request for reconsideration within 5 (five) business days. If the Deciding Official does not reverse the decision, the individual may appeal the decision within 10 (ten) business days of receiving the Deciding Official's denial of the request for reconsideration. The appeal shall be decided by the next level manager in the Deciding Official's chain of command or other senior official in the Deciding Official's chain of command. A response to the appeal will be issued to the individual within 10 (ten) business days.

An individual who chooses to pursue other available remedies must comply with the following:

- EEO Complaint--Contact the EEO Office within 45 calendar days from the date of receipt of the Deciding Official's written notice of denial;
- Collective Bargaining Claim--File a grievance within 30 calendar days in under the provisions of the current effect Counsel/NTEU Agreement; or
- MSPB Appeal--Initiate an appeal within 30 days of an appealable adverse action as defined in 5 C.F.R. §1201.3.If you wish to file an EEO complaint, you must contact your local EEO Office within 45 calendar days from the date of receipt of the Deciding Official's written denial of accommodation.