

**REQUEST FOR REASONABLE ACCOMMODATION
(For Record Keeping Purposes Only)**

1. Applicant's or Employee's Name:
2. Applicant's or Employee's Tel. No.:
3. Date of Request:
4. Accommodation Requested. (*Be as specific as possible, e.g., adaptive equipment, reader, interpreter*)

5. Was Accommodation Provided: YES NO
6. Date Reasonable Accommodation was provided:
7. If Accommodation is Denied, provide the date of denial and the reason for the denial:

8. If individual wishes to request reconsideration of the Denial, s/he may ask a Deputy Director of his/her designee to reconsider the Denial within 10 days of receiving the Decision.
9. If a federal applicant or employee wishes to file an EEO complaint, or pursue MSPB and union grievance procedures, s/he must take the following steps:
 - For an EEO complaint pursuant to 29 C.F.R. ' 1614, contact an EEO counselor in the Equal Employment Opportunity office *within 45 days from the date of this notice of denial of reasonable accommodation*; or
 - For a collective bargaining claim, file a written grievance in accordance with the provisions of the Collective Bargaining Agreement; or
 - Initiate an appeal to the Merit Systems Protection Board *within 30 days of an appealable adverse action* as defined in 5 C.F.R. § 1201.3.

Natalie C. Samuels
Name of Deciding Official

Signature of Deciding Official

Log No.

Copies to Disability Manager and EEO Director

Privacy Act Statement. 29 U.S.C. 172, et seq. and Title VII of the Civil Rights Act of 1964 authorize the FMCS to require the reporting of this information. The primary use of the information on this form is to allow FMCS officials to ensure compliance with Title VII in making business decisions. Additional disclosures of the information on this report may be made: (1) to a Federal, State, or local law enforcement agency if FMCS becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to the National Archives and Records Administration or the General Services Administration in record management inspections; (4) to the Office of Management and Budget during legislative coordination on private relief legislation; (5) in a judicial or administrative proceeding if the information is relevant to the subject matter; and (6) to the Equal Employment Opportunity Commission through their mandatory reports. This confidential information will not be disclosed to any requesting person unless authorized by law. Failure to provide the requested information could result in FMCS's delay or inability to render a decision on a requested accommodation. By submitting this form, I consent to providing this information pursuant to 5 U.S.C. 552a(e)(7).