

## REASONABLE ACCOMMODATION INFORMATION REPORTING FORM

Name of Individual Requesting Accommodation: \_\_\_\_\_

Agency and Office of the Requesting Individual: \_\_\_\_\_

1. Reasonable Accommodation (check one)

Approved - Name & Title of Deciding Official: \_\_\_\_\_

Denied (attach form AD-1164 "DENIAL OF REASONABLE ACCOMMODATION REQUEST")

2. Date accommodation requested and date referred, if applicable: \_\_\_\_\_

3. Name & position of individual to whom request was made: \_\_\_\_\_

4. Date accommodation approved or denied: \_\_\_\_\_

5. Date accommodation provided: \_\_\_\_\_

6. If time frames outlined in the Reasonable Accommodation Procedures were not met, please explain why:

7. Job held or desired by individual requesting accommodation (include occupational series, grade level and office):

8. Accommodation required for:

application process

performing job functions or accessing work environment

accessing a benefit or privilege of employment (e.g., attending training, social event)

9. Type(s) of accommodation requested:

**REASONABLE ACCOMMODATION INFORMATION REPORTING FORM (continued)**

10. Type(s) of accommodation provided:

11. Was medical information required to process this request? If yes, explain why:

12. Cost, if any, of accommodation:

13. Sources of technical assistance, if any, consulted (Job Accommodation Network, family member, rehabilitation counselor, other)

\_\_\_\_\_  
DEPM Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date