

Reclamation Manual

Directives and Standards

REQUEST OF A REASONABLE ACCOMMODATION TEMPLATE

Employee or applicant's name _____

Please describe the disability and the need for a reasonable accommodation.

I hereby request an accommodation for the stated disability, as follows: (Be as specific as possible concerning the accommodation being requested, e.g., adaptive equipment, reader, sign language interpreter.)

If accommodation is time sensitive, please explain:

Signature

Date

Office: _____

Position title: _____ Series: _____ Grade: _____