



DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

SUBJECT: Request for Reasonable Accommodation

1. Individual Information:

Employee/Job Applicant Name:

E-mail:

Phone:

Pay Plan, Series and Grade:

Job Title:

Organization:

I am the employee/job applicant requesting accommodation

I am requesting accommodation on behalf of an employee/job applicant

If you are requesting ON BEHALF OF employee/job applicant, please complete the following:

Memo Completed by:

E-mail:

Phone:

* Initial Date of Request

2. Supervisor Information

Supervisor Name:

E-mail:

Phone:

2. Accommodation Requested:

Be as specific as possible in stating the request, for example, adaptive equipment, an interpreter, a reader, etc

3. Need for Requested Accommodation:

State the reason for the request.

Is this request time sensitive? Yes No

If yes, please explain:

Requestor's Signature

Supervisor's Signature

For office use only (Completed by the RA Coordinator/DPM)

4. Log Number:

Date: