

DTRA Reasonable Accommodation Request

CUI

ATTENTION

Use this space to indicate categories, limited dissemination controls, special instructions, points of contact, etc. if needed.

Controlled by:

CUI Categor(ies):

LDC or Distribution Statement:

POC:

ATTENTION

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CUI

DTRA Reasonable Accommodation Request

Privacy Act Statement

AUTHORITY: 5 U.S.C. 301; 29 U.S.C. 209, 211, 216, 217, 625; 44 U.S.C. 3101; 2 U.S.C. 1220 and EO 9397 (SSN).

PURPOSE: To investigate facts and circumstances surrounding reported situations involving issues associated with Equal Opportunity statutes.

ROUTINE USE(S): To manage programs, produce reports, and to control various aspects of program processes. Information may also be disclosed to the EEOC, or to another Federal Agency, including the Department of Defense (DoD), to carry out their legally authorized functions.

DISCLOSURE: Voluntary, however; failure to furnish the information may delay the process.

1. NAME (Last, First, MI):

2. POSITION TITLE / PAY SCHEDULE / OCCUPATIONAL CODE / PAY BAND:

3. SUPERVISOR:

4. DUTY LOCATION:

5. REASONABLE ACCOMMODATION REQUEST:

ATTACHMENTS: ☐ Yes ☐ No

6. SIGNATURE OF EMPLOYEE:

7. DATE:

8. REMARKS: (e.g. If the supervisor approves the accommodation after reviewing all documents, please indicate what accommodation(s) are being approved)

9. SUPERVISOR APPROVAL:

10. SUPERVISOR DISAPPROVAL:

11. DATE: