## **RA REQUEST FORM**

## CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION

1. INDIVIDUAL INFORMATION			
Applicant or Employee Name:		Date of Request:	
Email:		Phone:	
Pay Plan, Series, Grade:	Job Title:		
Organization:			
Supervisor & Email:		Date Completed:	
		Phone:	

2. ACCOMMODATION REQUESTED (Be as specific as possible, e.g., adaptive equipment, reader, interpreter, etc)

**3. REASON FOR REQUEST** 

If accommodation is time sensitive, please explain:

**Return Form to Supervisor** 

(Disability Program Manager will assign Number)

4. LOG NUMBER:

Date:

**Note:** This form should be completed by the employee making the reasonable accommodation request and provided to his/her supervisor. An applicant should return the form to any Army employee with whom the applicant has had contact in connection with the application process. If a third party is completing the form on behalf of the employee or a management official is documenting an oral reasonable accommodation request, a copy of the completed form will be provided to the employee to confirm receipt of the reasonable accommodation request. Supervisors must provide a copy of this form to the EEO Disability Program Manager, who will assign a log number and return a copy of the form to the supervisor.

This document may contain information covered under the Privacy Act, 5 USC552 (a), and/or the Health Insurance Portability and Accountability Act (PL104-191) and it's various implementing regulations and must be protected in accordance with those provisions. Health care information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information, it is being provided to you after appropriate authorization from the patient or under circumstances that do not require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure, and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of an appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made.