

# REQUEST FOR REASONABLE ACCOMMODATION

*(Read Instructions And Privacy Act Statement on back of form Before Completing)*

Request for reasonable accommodation must be related to attendance at this course.

1. NAME:

2. GRADE:

3. PHONE NUMBER:

4. EMAIL:

5. ORGANIZATON ASSIGNED TO:

6. COURSE TITLE:

6A. COURSE START DATE:

6B. COURSE END DATE:

7. ACCOMMODATION(S) REQUESTED:

8. REASON FOR REQUEST:

9. REQUESTOR'S SIGNATURE:

10. TODAY'S DATE:

11. REASONABLE ACCOMMODATION COORDINATOR:

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

12. COMMANDANT: APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## **PRIVACY ACT STATEMENT**

**AUTHORITY:** 29 U.S.C. 791, Employment of Individuals with Disabilities; 42 U.S.C. Chapter 126, Equal Opportunity for Individuals with Disabilities; 29 CFR Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act; E.O. 13163, Increasing the Opportunities for Individuals with Disabilities to be Employed in the Federal Government; E.O. 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation; DoD Directive 1020.1, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense; and Director of Administration and Management Administrative Instruction 114, Reasonable Accommodation Program for Individuals with Disabilities

**PRINCIPAL PURPOSE(S):** To establish case records and document the consideration, decision, and implementation of requests for reasonable accommodation made by DEOMI students with physical and mental impairments.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries, Disclosure to the Office Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx..>

**DISCLOSURE:** Voluntary; however, failure to provide information may delay or impede the process of this Reasonable Accommodation Request.