



DOJ Form 100B Denial of Reasonable Accommodation Request

To be completed by Supervisor/Designated Official

Name of Employee	Date
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Accommodation Requested	Accommodation Offered to Employee (if alternative was offered)
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1. Reason for denial (*check all that apply*)
- Accommodation Ineffective/Inappropriate
 - Accommodation Would Cause Undue Hardship
 - Employee did not accept an alternative accommodation offered
 - Medical Documentation Inadequate
 - Accommodation Would Require Removal of Essential Function
 - Accommodation Would Require Lowering of Performance or Production Standard
 - Other (Identify) _____

2. Detailed reason(s) for the denial of reasonable accommodation (*e.g., why accommodation is ineffective or causes undue hardship*)

3. If the individual did not accept an alternative accommodation, explain how the alternative accommodation addresses the limitation and why you believe the chosen accommodation would be effective.

4. Notification of EEO Rights:

An employee who believes he or she was unlawfully denied an accommodation, did not receive an effective accommodation, or experienced an undue delay in processing and granting an accommodation may file a complaint of discrimination. A claim alleging the denial of a personal services assistant – whether to assist with job performance or with personal care – may be made, and will be addressed, using the federal sector EEO complaint process. An employee, who believes he or she was subjected to unlawful discrimination and desires to file a complaint of discrimination, must contact an EEO counselor **within 45 calendar days** of the alleged discriminatory action. The request for an EEO counselor should be made to the component or bureau EEO office where the employee or applicant believes the discrimination occurred.

Signature of Supervisor/Designated Official	Date
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Signature of Employee Acknowledging Receipt of Decision	Date
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Privacy Statement

The Department of Justice (“DOJ”) is collecting information using this form to assist the DOJ in making determinations regarding reasonable accommodation requests and to track such requests. DOJ is authorized to collect this information in accordance with federal law, such as the Rehabilitation Act of 1973, as amended (29 U.S.C. 791) and Executive Order 13164.

This form will be maintained separately from your personnel files and in accordance with the Privacy Act. Information may be disclosed to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government, when necessary to accomplish an agency function related to this system of records. A full list of the routine uses of this information can be found in the System of Records Notice, DOJ-007, Reasonable Accommodations for the Department of Justice, 67 FR 34955 (5-16-2002).

Disclosure of this information is voluntary, but failure to provide sufficient information in connection with your reasonable accommodation request may delay DOJ’s ability to grant or make a determination regarding your request.