



National
Aeronautics and
Space
Administration

Denial of Reasonable Accommodation Request

1. NAME OF INDIVIDUAL REQUESTING REASONABLE ACCOMMODATION

2. TYPE(S) OF REASONABLE ACCOMMODATION REQUESTED

3. REQUEST FOR REASONABLE ACCOMMODATION DENIED BECAUSE *(May check more than one box):*

- | | |
|--|--|
| <input type="checkbox"/> REASONABLE ACCOMMODATION INEFFECTIVE | <input type="checkbox"/> REASONABLE ACCOMMODATION WOULD REQUIRE LOWERING OF PERFORMANCE OR PRODUCTION STANDARD |
| <input type="checkbox"/> REASONABLE ACCOMMODATION WOULD CAUSE UNDUE HARDSHIP | <input type="checkbox"/> OTHER <i>(Please Identify)</i> |
| <input type="checkbox"/> MEDICAL DOCUMENTATION INADEQUATE | _____ |
| <input type="checkbox"/> REASONABLE ACCOMMODATION WOULD REQUIRE REMOVAL OF AN ESSENTIAL FUNCTION | _____ |
| | _____ |

4. DETAILED REASON(S) FOR THE DENIAL OF REASONABLE ACCOMMODATION *(Must be specific, e.g., why reasonable accommodation is ineffective or causes undue hardship)*

5. IF THE INDIVIDUAL PROPOSED ONE TYPE OF REASONABLE ACCOMMODATION WHICH IS BEING DENIED, BUT REJECTED AN OFFER OF A DIFFERENT TYPE OF REASONABLE ACCOMMODATION, EXPLAIN BOTH THE REASONS FOR DENIAL OF THE REQUESTED REASONABLE ACCOMMODATION AND WHY YOU BELIEVE THE OFFERED REASONABLE ACCOMMODATION WOULD BE EFFECTIVE

IF AN INDIVIDUAL WISHES TO REQUEST RECONSIDERATION OF THIS DECISION, THE INDIVIDUAL MAY TAKE THE FOLLOWING STEPS:

- First, ask the DM to reconsider the denial within 30 days of the requester's receipt of the denial (NF 1699B). Additional information may be presented to support this request.
- If the DM does not reverse the denial:
 - And the DM was the individual's supervisor, the individual can ask the next level of management to do so.
 - And the DM was the next level of management, the individual can ask the Disability Program Manager to do so.
 - And the DM was the Disability Program Manager, the individual can ask the official designated by the Director of the EO Office to do so.
- The request for review of the non-reversal must be made within 30 days of receipt of non-reversal by the DM.

IF A FEDERAL APPLICANT OR EMPLOYEE WISHES TO FILE AN EEO COMPLAINT OR PURSUE MERIT SYSTEMS PROTECTION BOARD (MSPB) AND UNION GRIEVANCE PROCEDURES, HE OR SHE MUST TAKE THE FOLLOWING STEPS:

- For an EEO complaint pursuant to 29 C.F.R. Part 1614, contact the Equal Employment Opportunity office within 45 days from the date of this notice of denial of reasonable accommodation and request to speak to an EEO Counselor.
- For a collective bargaining claim, file a written grievance in accordance with the provisions of the applicable collective bargaining agreement.
- Initiate an appeal to the Merit Systems Protection Board within 30 days of an appealable adverse action as defined in 5 C.F.R. § 1201.3.

6. LOG NUMBER	NAME OF DECIDING OFFICIAL	SIGNATURE OF DECIDING OFFICIAL
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DATE REASONABLE ACCOMMODATION DENIED

PRIVACY ACT STATEMENT 

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Pursuant to the Privacy Act of 1974, 5 U.S.C. §552a, the following statement is furnished to individuals supplying information for individuals requesting a reasonable accommodation with NASA.

AUTHORITY: Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, 794, 794d.

PURPOSES AND ROUTINE USES: The principal purpose for collecting this information is for NASA to be able to make a determination whether individuals are entitled a reasonable accommodation. This information is being collected and maintained by NASA.

Information collected in connection with a request for reasonable accommodation is confidential and may be shared with Agency officials or Agency contractors only when those other individuals need to know the information to make determinations on a reasonable accommodation request or to assist the DM in making such a determination.

The information collected may also be used for standard routine uses 1-6 inclusive as set forth in Appendix B of NASA's Annual Notice and Amendments to Systems of Records.

EFFECT OF NONDISCLOSURE: Supplying the information is voluntary on your part.

However, individuals not supplying the requested information will not be able to have the request for a reasonable accommodation processed.