

**CONFIRMATION OF REQUEST
FOR RELIGIOUS ACCOMMODATION
(For Use by Applicants and Employees)**

Privacy Act Statement

Authority: The Privacy Act of 1974 (Privacy Act), 5 U.S.C. § 552a as amended, requires that you provide USAGM with certain information in order to process a request. The Civil Rights Act of 1964 stipulates that Federal agencies must provide reasonable accommodation to applicants and employees. Further, Executive Order 13164 mandates that Federal agencies provide written procedures for requesting reasonable accommodations and maintain records in order to monitor the procedure's effectiveness.

Purpose: To provide reasonable accommodations to employees and applicants on the basis of religion and religious beliefs.

Routine Uses: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ALL-033 - Reasonable Accommodations Records System of Records, 76 Fed. Reg. 41,274 (July 13, 2011) and upon written request, by agreement, or as required by law. **Disclosure:** USAGM's obligation to consider an individual's request for reasonable accommodation begins when the individual makes the request. However, the Request for Reasonable Accommodation form should be filled out as soon as possible following a request. The disclosure of information on this form is voluntary; however, failure to provide the requested information may prevent USAGM from accommodating your request.

Requestor's Name:

Date of Request:

Email Address:

Telephone Number:

Position:

Duty Location:

- 1) Please identify the EEOC requirement, policy, or practice that conflicts with your sincerely held religious observance, practice, or belief (hereinafter "religious beliefs").

- 2) Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflict with the EEOC requirement, policy, or practice identified above.

- 3) What is the accommodation or modification that you are requesting?

4) List any alternative accommodations that also would eliminate the conflict between the EEOC requirement, policy, or practice and your sincerely held religious beliefs.

Requester Signature:

Date:

Accommodation Decision

- Accommodations:
- approved as requested
 - approved but different from the original request
 - denied

Identify the accommodation provided.

If the approved accommodation is different from the one originally requested, explain the basis for denying the original request.

If an alternative accommodation was offered, indicate whether it was:

- accepted
- rejected

If it was rejected, state the basis for rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the

basis for denying the request without an alternative accommodation.

If an individual is dissatisfied with the resolution and wishes to pursue administrative, statutory, or collective bargaining rights, they must take the following steps:

- Seek redress through an Agency approved informal dispute resolution process (e.g. Alternative Dispute Resolution (ADR)) USAGM encourages the use of voluntary informal dispute resolution processes to allow individuals to obtain prompt reconsideration of denials of reasonable accommodation pursuant to 29 C.F.R. § 1614.203(d)(3)(i)(U). Individuals interested in pursuing the informal dispute resolution processes should contact OCR at 202-920-2265 or ocr@usagm.gov.
- For an EEO complaint pursuant to 29 C.F.R. part 1614, contact an EEO counselor in the Office of Equal Opportunity within 45 days from the date of receipt of this form or a verbal response, whichever comes first.
- For a collective bargaining claim, file a written grievance in accordance with the provisions of the collective bargaining agreement.
- For adverse actions over which the Merit Systems Protection Board has jurisdiction, initiate an appeal to the MSPB within 30 days of an appealable adverse action as defined in 5 C.F.R. § 1201.3

Request No:

Deciding Official Name:

Signature:

Date: