



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

MEMORANDUM FOR RELIGIOUS ACCOMMODATION DECISION

SUBJECT: Religious Accommodation Decision

Request Number:

The employee listed below is engaged in the interactive process for requesting a religious accommodation. The request is being processed by the Equal Employment Opportunity Office.

To be filled out by the Disability Program Coordinator at:

Supervisor must return to EEO NLT:

- Employee Name:
- Position Title:
- Pay Plan-Series-Grade:
- MSC/J-Code & Office Code:
- Supervisory Status:

1. Requested Accommodation:

2. Describe the employee's workplace limitation(s):

To be filled out by the employee's supervisor:

4. Describe the essential functions of the employee's position:

5. Can the employee's essential functions be performed with this request?

Yes

No- Provide a detailed explanation of why duties cannot be performed with this request:

6. Method by which the employee interacts with customers, supervisors, co-workers, team, etc...

7. Describe typical work products the employee produces and explain how work products are submitted. List the operating systems the employee must rely on to complete work assignments and tasks:

8. Access to Classified and/or Sensitive Information:

Yes

No

9. Anticipated frequency of travel:

Position does not have travel requirements

Up to 25%

Between 25% to 50%

Greater than 50%

10. State if you recommend approval, denial, or alternate approval. Provide justification for your recommendation.

Name of Consulting General Counsel:

Supervisor's Name:

Organization:

Email:

Supervisor's Signature

To be completed by the Decision Authority:

Approve

Deny

Reason for denial:

Alternate Accommodation:

Decision Maker's Signature