

Tab F

DECISION TRANSMITTAL MEMO TO LDO

Date: [Date]

To: [Local Delegated Official]
[Title]
[Component]

From: Tamara F. Stenzel
National Reasonable Accommodation Coordinator
Center for Accommodations and Disability Services
Office of Personnel, Deputy Commissioner of Human Resources

Subject: Recommendation for Denial of Reasonable Accommodation – DECISION
[Name of Employee]

On [Date of Recommendation], I received your recommendation for denial of a reasonable accommodation for the above referenced employee.

This memo is to inform you of my decision.

_____ I concur with the recommendation.

_____ I disagree with the recommendation.

_____ I agree in part/disagree in part.

_____ Other.

Rationale for decision:

Instructions:

Please contact [Name of Analyst] at [e-mail address] or [telephone number] if you have additional questions.

cc:

Reasonable Accommodation Coordinator