

**RELIGIOUS ACCOMMODATION REQUEST FORM**

Applicant's or Employee's Name:

Date of Request:

Email Address:

Telephone Number:

Employee's Position:

Duty Location:

- 1) Please identify the OIG 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 conflicts with the OIG 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 OIG 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.

When a request for accommodation is denied, the Requestor may appeal the decision. An office head shall decide all such appeals, unless the office head was the Deciding Official, in which case the Principal Deputy Inspector General shall decide. An appeal shall be made by submitting Form C to the Reasonable Accommodation Coordinator. Appeals will normally be adjudicated within ten business days of receipt, where practicable.

Requestors whose requests are denied also have the right to file an EEO complaint pursuant to 29 C.F.R. § 1614.106. To begin the complaint process, the Requestor must contact the OIG EEO Officer within 45 days of the denial of the reasonable accommodation.

- 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

Deciding Official Name:

Deciding Official Signature:

Date: