

RIGHTS ADVISEMENT

Case Number

Date Received by Program Manager

Requestor

Decision Maker

Notice to Requestor:

On _____, you were advised of my decision regarding your request for a reasonable accommodation.

If you believe this action was motivated, in whole or in part, by unlawful discrimination based on race, color, religion, sex, national origin, age or disability, you may raise such allegations before the Equal Employment Opportunity Commission by filing an EEO complaint at the installation EO office. You must contact an Agency EEO counselor within 45 days of the effective date of this action and filing a formal complaint of discrimination after EEO counseling is completed. You are also entitled to take this matter to the installation's Alternative Dispute Resolution Office and submit it to mediation.

Requestor Signature

Supervisor Signature