



## OFFER OF REASSIGNMENT

In response to your request for an accommodation, we agreed that reassignment was a suitable option. Based on your selection of the options provided on VA0857h, we identified a vacancy that appears to be suitable.

1. EMPLOYEE NAME		2. EMPLOYEE OFFICE (i.e. VBA, VHA, etc.)		
3. CURRENT STATION ID (i.e. 103 - Austin, TX)	4. CURRENT SUPERVISOR'S NAME	5. DATE		

### NEW JOB INFORMATION

6. JOB SERIES <i>(i.e., 0343 - Management &amp; Program Analyst)</i>	7. POSITION NO. <i>(i.e. PN-91655136)</i>	8. PAY LEVEL/SALARY <i>(i.e. GS-0343-12; \$36,000)</i>	9. ORGANIZATION (i.e. VBA, VHA, etc.)
10. LOCATION (City/State)	11. STATION ID (i.e. 103 - Austin, TX)	12. SUPERVISOR NAME	

You have fourteen (14) business days from today's date to consider whether to accept the offered reassignment. If you do not accept, we will not seek another position for you, unless you can show that the position offered is incompatible with your functional limitations.

Your decision is due by: \_\_\_\_\_

Due to extenuating circumstances, exceptions to the due date above can be granted based on the employee's official VA Duty Status at the time of issuance of this form.

13. HR MANAGER NAME (i.e. John Smith, Austin HR Director)	14. HR MANAGER SIGNATURE	15. DATE
16. NATIONAL REASONABLE ACCOMMODATION CONSULTANT (NRAC) NAME	17. NRAC SIGNATURE	18. DATE

### ACCEPTANCE / DECLINATION OF JOB OFFER

19. I, EMPLOYEE, CERTIFY THAT I ACCEPT THE JOB OFFERED ABOVE EMPLOYEE SIGNATURE	20. DATE
21. I, EMPLOYEE, CERTIFY THAT I DO NOT ACCEPT THE JOB OFFERED ABOVE. BELOW IS MY EXPLANATION. EMPLOYEE SIGNATURE	22. DATE

23. THE JOB OFFER IS INCOMPATIBLE WITH THE FUNCTIONAL LIMITATIONS THAT WERE LISTED IN MY ORIGINAL REQUEST FOR ACCOMMODATION BECAUSE *(must be specific)*

### PLEASE RETURN THIS SIGNED FORM TO:

24. REASONABLE ACCOMMODATION COORDINATOR (RAC) NAME	25. RAC PHONE NUMBER	26. RAC EMAIL ADDRESS
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**\*\*\* When sending this form via electronic means, please ensure the file is encrypted to protect the requestors PII & PHI information.**

This form should be retained separately from the employee's Official (paper or electronic) Personnel File.