

### EXHIBIT 3

#### Sample Request to Bureau PHRM for Vacant Funded Search

***SUBJECT: Search for Vacant Funded Positions***

**(Insert Name of Requesting Bureau)** has an employee that has been approved for reassignment as a reasonable accommodation. Due to the employee's limitations, he/she can no longer perform the essential functions of their current position. There are no effective reasonable accommodations available that will permit the employee to perform the essential functions of his/her current position or that would not cause undue hardship.

In accordance with Federal law and *DAO 215-10, Reasonable Accommodation for Employees or Applicants with Disabilities*, reassignment is the accommodation of last resort and must be considered as an accommodation prior to terminating an employee with a disability. **(Insert Name of Requesting Bureau)** needs your assistance with identifying all current and/or anticipated (within next 60 days), vacant-funded positions within your Bureau to which we could possibly reassign this employee. The employee understands s/he must be qualified for the position. The employee has completed the *Declaration of Availability for Reassignment Within the Department of Commerce* (DOC) indicating her/his geographic and position availability preferences (see attached).

**(If there is a specific reasonable accommodation needed for the reassigned position it should be stated here. For example, due to the employee's medical condition s/he would also need a position which allows telework 3 days a week.)**

The employee is currently employed as a (i.e., **Management Analyst, ZA-0343-03**). Attached is a sanitized copy of the employee's resume.

Please reply to this email within **10 days or NLT COB (Insert MONTH, DAY, and YEAR)** and provide a listing of the search results for current/anticipated vacant positions in your organization. Even if you are not able to identify any vacant positions for which the employee qualifies, you are required to send a negative response so we are able to document our search.

Should you have any questions, please contact **(Insert Name, email, and phone number of Bureau RAC)**.