



Confirmation of Reasonable Accommodation Request

[See final page of this form for the Privacy Act Statement](#)

1. REQUESTER'S NAME	2. ORGANIZATION SYMBOL (AFN, BX, etc.)
3. REQUESTER'S TELEPHONE NO.	4. DATE OF REQUEST
5. NARA OFFICIAL RECEIVING REQUEST (select one, if Other selected, please specify) Other (please specify) _____ If Other selected, please specify _____	
6. DECISION MAKER/ORG SYMBOL	7. DECISION-MAKER'S TELEPHONE NO.
8. ACCOMMODATION REQUESTED <i>(Be as specific as possible, e.g., adaptive equipment, request for an interpreter)</i> See NARA 303, Processing Reasonable Accommodation Requests for Employees and Applicants with Disabilities	

Characters remaining:

9. REASON FOR REQUEST

Characters remaining:

10. IF ACCOMMODATION IS TIME-SENSITIVE, PLEASE EXPLAIN

Characters remaining:

11. EMPLOYEE SIGNATURE/DATE

12. SUPERVISOR SIGNATURE/DATE

Return completed form to Disability Program Manager (DPM), NEEQ, within 3 business days

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Privacy Act Statement

The Rehabilitation Act of 1973, 29 U.S.C. § 791, and Executive Order 13164 authorize collection of this information, as does the Federal Records Act, at 44 U.S.C. 2104(a). The primary use of this information is to consider, decide, and implement requests for reasonable accommodation. While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to: a Federal, State, or local agency, to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners, to the extent necessary to carry out their authorized duties regarding Federal employment; to an expert, consultant, agency or contractor for NARA, to the extent necessary for them to assist NARA in the performance of its duties; to the Department of Justice in a proceeding before a court; and to appropriate agencies and entities in the event of a data breach. A complete list of routine uses can be found in the system of records notice associated with this collection of information, NARA 44, Reasonable Accommodation Request Records, 78 Fed. Reg. 77255 (Dec. 20, 2013). Providing this information is voluntary. However, if you fail to provide this information, NARA will not be able to process your Reasonable Accommodation request.