U.S. Department of Labor
Office of the Assistant Secretary for Administration and Management
Civil Rights Center

Appendix A
Employee or Applicant
Confirmation of request for
REASONABLE ACCOMMODATION

Executive Order 13164 dated July 26, 2000, requires that agencies track the processing of requests for reasonable accommodation and maintain the confidentiality of medical information in accordance with applicable law and regulations.

SECTION I.

1. **Name:**_____

Employee/Applicant (circle one)

2. **Home Address:**_____

3. **Home Telephone:** _____ 4. **Work Telephone:**_____

5. **Agency and Agency component:**_____

6. **The title, occupational series and grade of the position for which reasonable accommodation is requested (vacancy number for applicant only):**

_____

7. **Date of the request for reasonable accommodation:** _____

SECTION II. **ACCOMMODATION REQUESTED**

(Be as specific as possible, e.g., adaptive equipment, reader, interpreter, etc., or attach a description.)

SECTION III. **REASON FOR REQUEST**

SECTION IV.

Signature **Date**