



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**

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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.

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**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: \_\_\_\_\_
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**SECTION II.**

**ACCOMMODATION REQUESTED**

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

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**SECTION III.**

**REASON FOR REQUEST**

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**SECTION IV.**

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**Signature**

**Date**