



REASONABLE ACCOMMODATION INFORMATION REPORTING

1. Reasonable Accommodation <input type="checkbox"/> Approved <input type="checkbox"/> Denied (attach a copy of denial notice)		
2. Requester Information		
Name	Telephone Number	
If Employee, Provide USAID Office	If Job Applicant, Provide Address	
3. Date of Reasonable Accommodation Request	Received By	
4. Date Request Referred to Decision Maker	Name of Decision Maker	
5. Date Request Approved or Denied	6. Date Reasonable Accommodation Provided (if different from the approval date)	
7. If time frames in the Reasonable Accommodation Procedures were not met, please explain why (continue response on separate sheet of paper if necessary)		
8. Job held or applied for by Individual requesting Reasonable Accommodation (including occupational series, grade level, and office)		
9. Reasonable Accommodation Needed For (check one):		
<input type="checkbox"/> Job Application Process		
<input type="checkbox"/> Performing Job Functions or Accessing the Work Environment		
<input type="checkbox"/> Accessing a Benefit or Privilege of Employment (such as attending a training program)		
10. Type(s) of Reasonable Accommodation Requested		
11. Type(s) of Reasonable Accommodation Provided (if different from what was requested)		
12. Was Medical Information required to process this request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13. Sources of Technical Assistance, if any, consulted for processing Reasonable Accommodation Request (such as Job Accommodation Network, Computer/Electronic Accommodation Program)		
14. Comments:		
15. Name of Decision Maker:	Signature of Decision Maker	Telephone Number of Decision Maker
OCRD/Reasonable Accommodation Log Number	Acknowledgement of Receipt	
	Reasonable Accommodation Program Manager	

PRIVACY ACT STATEMENT

Pursuant to the Privacy Act of 1974, 5.U.S.C. § 522a, USAID furnishes the following statement to individuals supplying information for a request for a reasonable accommodation at USAID.

AUTHORITY: Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, 794, 794d.

PURPOSES AND ROUTINE USES: USAID collects this information for use in determining whether individuals are entitled to a reasonable accommodation. This information is collected and maintained by USAID.

Information collected in connection with a request for reasonable accommodation is confidential. It is shared only with Agency officials or Agency contractors who need to review the information to make determinations on a reasonable accommodation request.

EFFECT OF NONDISCLOSURE: **Supplying the information is voluntary on your part.** However, without requested information, USAID will not be able to process requests for reasonable accommodation.