

REQUEST FOR REASONABLE ACCOMMODATION FORM

Applicant/employee name:	
Title/series/pay band:	
Supervisor name:	
Office address:	
Office phone:	
E-mail:	
Current date:	Request date:
Briefly identify and describe the medical condition requiring accommodation.	
Briefly identify and describe the specific accommodation requested.	
Explain how the requested accommodation will assist you in (a) performing the essential duties of your position, (b) participating in the job application processes, or (c) taking advantage of an OCC benefit or privilege of employment.	
If this request is time sensitive, explain.	
Requestor signature: _____ Date: _____	

*If additional space is needed, attach separate sheets.

*Attach any documentation that may be helpful in evaluating this request.

The Genetic Information Non-Discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. We are asking that you do not provide any genetic information when responding to a request for medical information. 'Genetic information' includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Please complete, print, and submit form to:

HR Specialist at the address listed on the vacancy announcement or to:
National Accommodation Coordinator
400 7th Street SW, Suite 5E-733 Washington, D.C. 20219
Fax (571) 293-4125

For more information, call (202) 649-6636 or e-mail Kelly.Gauvin@occ.treas.gov.

PRIVACY ACT STATEMENT

This solicitation and collection of information is authorized by 12 U.S.C. § 482 and Executive Order 13164. Information that is furnished will be used principally to determine the qualification for reasonable accommodation by any employee of the Office of the Comptroller of the Currency (OCC) or applicant for employment with the OCC. The provision of requested information is voluntary. The failure to provide complete and accurate information may, however, result in denial or delay in the granting of an accommodation request.

Disclosures of this information may be made to: (1) the Merit System Protection Board, the Office of Special Counsel, the Federal Labor Relations Authority, the Equal Employment Opportunity Commission, arbitrators, and hearing examiners when relevant and necessary to the performance of authorized functions; (2) the Office of Federal Employees Group Life Insurance, the Federal Thrift Investment Board, and federal, state, and local agencies when necessary to the adjudication of claims under a retirement, insurance, or health benefit program; (3) health insurance carriers for the purpose of determining eligibility for payment of a health benefit claim; (4) courts, adjudicative, and other administrative bodies when relevant to proceedings before any such entity; (5) federal, state, and local agencies: (a) having law enforcement responsibilities when the information is relevant to the investigation of an actual or potential violation of law; or (b) in connection with hiring or retention decisions, the issuance of security clearances, or the conduct of security or suitability investigations; (6) labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties for exclusive representation; (7) a Congressional office when relevant to an inquiry made at the request of the individual to whom the information pertains; (8) OCC contractors; and, (9) the National Archives and Records Administration.