

DEPARTMENT OF HOMELAND SECURITY
Federal Law Enforcement Training Centers
Confirmation of Employee Reasonable Accommodation (RA) Request

PRIVACY ACT STATEMENT

Authority: Sections 501, 504 and 701 of the Rehabilitation Act of 1973; ADA Amendments of 2008; Executive Order 13164 (July 28, 2000); and Executive Order 13548 (July 10, 2010).

Purpose: The purpose of this system is to allow FLETC to collect and maintain records on applicants for employment as well as employees with disabilities who requested or received reasonable accommodation as required by Sections 501, 504, and 701 of the Rehabilitation Act of 1973 and the ADA Amendments of 2008.

Routine Uses: System of Records Notice (SORN) DHS/ALL-033 located at <https://www.govinfo.gov/content/pkg/FR-2011-07-13/html/2011-17548.htm>.

Disclosure: Disclosure of this information is voluntary. Failure to provide requested information may lead to a delay in processing and/or denial of the request based on inadequate data on which to continue processing.

Employee Name:	Employee Phone/Email Address:
Job Title, Series & Grade:	Directorate/Division/Branch/Office:
Supervisor Name:	Supervisor Phone:
Briefly describe the nature of the physical or mental condition requiring accommodation:	
Describe the specific accommodation(s) being requested (if known):	
Describe how the requested accommodations will assist the employee in performing the essential duties of their position, using the job application process, or taking advantage of a benefit or privilege offered by FLETC:	
Printed Name and Signature of Individual Submitting Request:	Date of Request:

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