



UNITED STATES OF AMERICA  
Federal Trade Commission  
WASHINGTON, D.C. 20580

Office of the Executive Director

Susan Minson  
Office of Information and Regulatory Affairs  
Office of Management and Budget

**Re: Emergency Clearance Request under the  
Paperwork Reduction Act**

Dear Ms. Minson:

I am the Federal Trade Commission's COVID-19 Pandemic Response Team Leader. We are submitting an emergency clearance request for authority under the Paperwork Reduction Act to collect information from medical providers on part two of the form on which federal employees seek a medical exception to the requirement for a COVID-19 vaccination or a delay because of a temporary condition or medical circumstance. The FTC needs information requested on part two of the form from the medical provider to effectively evaluate the employee's reasonable accommodation request.

Special circumstances exist that require an emergency clearance pursuant to 5 CFR 1320.13(a), therefore no notice has been published in the Federal Register. Executive Order 14,043 directed the Safer Federal Workforce Task Force to issue guidance within 7 days of the date of that order (Sept. 9, 2021) on implementation by federal agencies covered by the order. The Task Force thereafter directed that Federal employees must be fully vaccinated by November 22, 2021, other than in limited circumstances where the law requires an exception.

Thus, the collection of information is needed prior to the expiration of time periods ordinarily required by the PRA statute and implementing rules and is essential to the mission of the FTC. 5 CFR 1320.13(a)(1)(i)-(ii). Additionally, public harm is reasonably likely to result if normal clearance procedures are followed. 5 CFR 1320.13(a)(2)(i). This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

Please feel free to contact Richard Gold at (202) 326-3355 or via email at [rgold@ftc.gov](mailto:rgold@ftc.gov) if you have any questions.

Respectfully,

David Robbins  
Executive Director