



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

Office of the Executive Director

Sharon Block  
Acting Administrator  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

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

Dear Ms. Block:

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-

- (1) individuals that receive a job offer to be FTC employers relating to their vaccination status and, if they seek a medical exception,
- (2) medical providers on part two of the form on which such prospective employees seek a medical exception to the requirement for a COVID-19 vaccination or a delay because of a temporary condition or medical circumstance.<sup>1</sup>

The FTC needs information requested on the job offer letter to determine if the prospective employee complies with the vaccination requirement and, separately if a medical exception is sought, information from their medical provider to effectively evaluate the prospective employee's reasonable accommodation request.

The FTC requests a 180-day emergency clearance to obtain this information. During the 180-day emergency clearance period, the FTC will work to establish a regular clearance submission. As this request for approval concerns an urgent safety need, the FTC is also seeking

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<sup>1</sup> This request technically revises an existing clearance for OMB Control Number 3084-0170, which authorized information collections from medical providers for federal employees that request a medical exception to the vaccination requirement. That clearance has been approved by OMB through May 31, 2022.

OMB's approval to waive the need for the Federal Register Notices otherwise required by 5 C.F.R. 1320.5(a)(1)(iv) and 1320.8(d)(1) prior to publication and implementation of this disclosure.

Special circumstances exist that require an emergency clearance pursuant to 5 CFR 1320.13(a). 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. Agencies were also directed to require that individuals who start their government service after November 22, 2021, be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required.

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