

Script for accommodations for MSPB programs under Section 504 of the Rehabilitation Act.

1. What accommodation(s) are you requesting to fully participate in the appeals process?
2. What medical conditions impact your ability to fully participate in the appeals process, and how do they manifest in your daily life, and what is the prognosis/are the prognoses?
3. What major bodily functions or major life activities are impacted by your disabling medical condition(s)?
4. What treatment, medication, or other mitigating factors do you typically use to treat or ameliorate the above condition(s)?
5. When necessary: What supporting documentation (medical records, doctors' notes, etc.) support your request?

[The Privacy Act Statement and the Burden Statement will be provided via email and are available on MSPB's internal SharePoint website.]

Privacy Act Statement

Authority: The authority for this collection is derived from the Rehabilitation Act of 1973, 29 U.S.C. 701, 791, 794; 29 C.F.R. 1614 (Federal Sector Equal Employment Opportunity); 29 C.F.R. 1630 (Regulations To Implement the Equal Employment Provisions of the Americans With Disabilities Act); Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation (July 26, 2000); Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities (July 26, 2010); the Pregnant Workers Fairness Act (effective June 27, 2023), Pub. L. 117-328, 42 U.S.C. 2000gg; and Providing Urgent Maternal Protections for Nursing Mothers Act (effective December 29, 2022), Pub. L. 117-328, 29 U.S.C. 218d. The authority for the system of records notice (SORN) associated with this collection of information is [MSPB-3, Reasonable Accommodations, 90 Fed. Reg. 335 \(Jan. 3, 2025\)](#).

Purpose: The purpose of this system of records is to allow the U.S. Merit Systems Protection Board (MSPB) to collect and maintain records on participants in MSPB programs and activities who request or receive reasonable accommodations or other appropriate modifications from MSPB for medical reasons; to process, evaluate, and make decisions on individual requests; to track and report the processing of such requests to comply with applicable requirements in law, regulation, and policy; and to maintain the confidentiality of the information provided in support of the accommodation.

Routine Uses: While the information requested is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to adjudicative bodies, arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to other agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in MSPB's system of records notice, [MSPB – 3, Reasonable Accommodations, 90 Fed. Reg. 335 \(Jan. 3, 2025\)](#).

Consequence of Failure to Provide Information: Providing this information is voluntary. Failure to provide this information may delay or impede the processing of your reasonable accommodation request.

Burden Statement

Public reporting burden for this data collection is estimated at 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and documenting data collected from the script. You are not required to respond to this collection of information unless a valid Office of Management and Budget (OMB) control number is displayed on this form. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to Office of the Clerk of the Board, Merit Systems Protection Board, 1615 M Street, NW, Washington, DC 20419; by fax to 202-653-7130; or by email to mspb@mspb.gov.