



U.S. MERIT SYSTEMS PROTECTION BOARD

Office of Equal Employment Opportunity

1615 M Street, NW, 6th Floor
Washington, DC 20419

OMB No. 3124-0NEW

Expiration: [date]

ACCOMMODATION REQUEST FORM

Name:

Office:

Supervisor:

Briefly describe your medical condition, and how your condition affects your ability to perform your job or participate in an interview:

What accommodation are you requesting to perform your job or participate in an interview?

**NOTE: If your need for an accommodation is not obvious, you must provide documentation from an appropriate medical professional, such as a doctor, rehabilitation counselor, or vocational counselor, concerning your disability and functional limitations as they pertain to the requirements of your current position or the one for which you are applying.*

Your medical information will be handled and evaluated by the reasonable accommodation coordinator, who determine whether there is sufficient documentation to proceed with your request. If you are unsure of accommodation options, the coordinator will work with you to determine the most appropriate reasonable accommodation for your condition. You will be contacted via email. Any documentation you submit will become part of your record of request for an accommodation, or part of your application package if you are an applicant for employment with our agency.

Your failure to provide this information may result in the inability of MSPB to grant your request.

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 applicants for employment and employees 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 to vary from 15 to 30 minutes, with an average of 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. 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 e-mail to mspb@mspb.gov.