DOJ 100A Reasonable Accommodation Request

Date of Request:

Employee Information	Occupational Information	
Name	Title/Series/Grade	
Component/Office	City	State

Work Email Address/Phone Number

Supervisor/Designated Official Contact Information	
Name	Work Email Address/Phone Number

Disabling Condition *(Briefly describe the condition related to your request.)*

Accommodation Requested *(Describe the specific accommodation that you are requesting. If unsure of what to request, please note type of assistance that is needed.)*

Reason for Request *(Explain how the requested accommodation(s) would assist you in performing your essential jobs functions or enable you to access a benefit or privilege of employment.)*

I affirm that all statements made above are true to the best of my knowledge and belief.	
Signature of Employee	Date signed

Privacy Statement

The Department of Justice ("DOJ") is collecting information using this form to assist the DOJ in making determinations regarding reasonable accommodation requests and to track such requests. DOJ is authorized to collect this information in accordance with federal law, such as the Rehabilitation Act of 1973, as amended (29 U.S.C. 791) and Executive Order 13164.

This form will be maintained separately from your personnel files and in accordance with the Privacy Act. Information may be disclosed to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government, when necessary to accomplish an agency function related to this system of records. A full list of the routine uses of this information can be found in the System of Records Notice, DOJ-007, Reasonable Accommodations for the Department of Justice, 67 FR 34955 (5-16-2002).

Disclosure of this information is voluntary, but failure to provide sufficient information in connection with your reasonable accommodation request may delay DOJ's ability to grant or make a determination regarding your request.