



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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DTRA Reasonable Accommodation Request

Privacy Act Statement

AUTHORITY: 5 U.S.C. 301; 29 U.S.C. 209, 211, 216, 217, 625; 44 U.S.C. 3101; 2 U.S.C. 1220 and EO 9397 (SSN).

PURPOSE: To investigate facts and circumstances surrounding reported situations involving issues associated with Equal Opportunity statutes.

ROUTINE USE(S): To manage programs, produce reports, and to control various aspects of program processes. Information may also be disclosed to the EEOC, or to another Federal Agency, including the Department of Defense (DoD), to carry out their legally authorized functions.

DISCLOSURE: Voluntary, however; failure to furnish the information may delay the process.

1. NAME (Last, First, MI):

2. POSITION TITLE / PAY SCHEDULE / OCCUPATIONAL CODE / PAY BAND:

3. SUPERVISOR:

4. DUTY LOCATION:

5. REASONABLE ACCOMMODATION REQUEST:

ATTACHMENTS: Yes No

6. SIGNATURE OF EMPLOYEE: _____

7. DATE: _____

8. REMARKS: *(e.g. If the supervisor approves the accommodation after reviewing all documents, please indicate what accommodation(s) are being approved)*

9. SUPERVISOR APPROVAL: _____

10. SUPERVISOR DISAPPROVAL: _____

11. DATE: _____