

**Federal Mine Safety and Health Review Commission
Reasonable Accommodation Procedures
Appendix A: Confirmation of Request for Reasonable Accommodation**

Applicant or Employee's Name:

Applicant or Employee's contact information:

- Email:
- Telephone Number:
- Office (for employees):

Date of Initial Request:

Describe Accommodation requested (be as specific as possible, e.g., assistive technology, reader, interpreter, schedule change. If the accommodation is time sensitive or will be needed on a repeat basis, please explain):

Reason for Request:

Description of Disability:

Employee/Applicant Signature _____

Disability Program Coordinator Signature _____

Privacy Act Statement

The Rehabilitation Act of 1973, 29 U.S.C. section 791, and Executive Order 13164, authorize collection of this information. The primary use of this information is to consider, decide, and implement requests for reasonable accommodation. Additional disclosures of this information may be: To medical personnel to meet a bona fide medical emergency; to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to a judicial or administrative proceeding; to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual; and to an authorized appeal grievance examiner, formal complaints examiner, administrative judge, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee.