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Private and Confidential – To protect your privacy, only submit this form as part of your USAJOBS application, via Fax, or as a response to an applicant help desk ticket. See below for additional information.

### **Reasonable Accommodation Request Form**

**Complete and submit by the Job Opportunity Announcement closing date or other specified time frame, if provided.**

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First Middle Initial*

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
*Street City State Zip Code*

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_  
*Day Evening Cell*

**Last 4 digits of Social Security Number:** \_\_\_\_\_

**Job Opportunity Announcement Number:** \_\_\_\_\_

**Claimed disability:** \_\_\_\_\_  
\_\_\_\_\_

**Accommodation requested:** *(describe the specific assessment accommodation that you are requesting)*  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation:** You must provide documentation from an appropriate professional such as a doctor, rehabilitation counselor, or vocational counselor, concerning your asserted impairment and functional limitations as they pertain to the online assessment process. **Note: Your failure to provide supporting documentation may result in a delay or the inability to grant your request.**

**Process:** Your request will be evaluated by the USA Hire Reasonable Accommodations team, in cooperation with you, to determine an appropriate accommodation for the online assessments for your asserted impairment; however, this will not be a generalized determination that you are a qualified individual with a disability under the Rehabilitation Act and the Americans with Disability Act for purposes of job accommodations. You will be contacted via the email address or phone number you provided above. Submit this form and supporting documentation as part of your USAJOBS application or **fax this completed form and supporting documentation to (888)765-5552**. You may otherwise submit a help desk ticket at <https://apply.usastaffing.gov/HelpTicket> to request a reasonable accommodation or assistance.