

PRIVACY ACT

Requests for Accommodation:

The Privacy Act of 1974, 5 U.S.C. 552a requires that Federal agencies: limit disclosure of personal information except as prescribed by law; be accountable for disclosure of personal information; and allow individuals access to their records. The Privacy Act requires that each agency: maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by Executive order of the President; collect information to the greatest extent practicable directly from the subject individual, even when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs; and inform each individual whom it asks to supply information the Authority which authorizes solicitation of the information, the principal purpose for which the information is intended to be used, the routine uses which may be made of the information, and the effects to the individual of not providing all or any part of the requested information.

The Army is authorized to collect the information requested in the attached Request for Accommodation form by Section 501 of the Rehabilitation Act, 29 USC 791. The information provided by you will be used primarily to facilitate the processing of your request for reasonable accommodation. This information will be kept confidential, except as made necessary by the following conditions: the release of medical information may be necessary (1) to inform supervisors and managers regarding necessary restriction on the work or the employee and necessary accommodations; (2) to inform first aid and safety personnel for the purposes of emergency treatment; or (3) as necessary for government officials investigating compliance.

Additional uses of the information may be to disclose information to: appropriate Federal, state or local agencies when relevant to civil, criminal or regulatory investigations or prosecutions, when necessary to adjudicate a claim for benefits or to comply with a law governing the reporting of communicable diseases; to a Federal agency in connection with a decision in hiring, retention or the granting of a security clearance; and to a Federal agency, court or party in litigation when the Army is a part to the proceeding or served with a subpoena.

Furnishing of the requested information and documentation is voluntary; however, failure to fully complete this form or provide the necessary information may result in either the delay of the needed accommodation or the outright denial. An employer is not required to provide an accommodation if it is unaware of the need.