

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

**ACKNOWLEDGEMENT OF REASONABLE ACCOMMODATION OR
PERSONAL ASSISTANCE SERVICE REQUEST**

The reasonable accommodation process begins as soon as an oral or written request for accommodation is made to any supervisor or manager in an employee's chain of command. A family member, health professional, or other representative may also request an accommodation on behalf of an employee or applicant. When requesting a reasonable accommodation, an applicant or employee must notify the Coast Guard of an adjustment or change concerning some aspect of the application process, the job, or a benefit of employment for a reason related to a medical condition.

1. EMPLOYEE/APPLICANT NAME		2. OFFICE LOCATION AND ADDRESS	
3. TITLE, OCCUPATIONAL SERIES AND GRADE		4. TELEPHONE NUMBER	
5. DECISION MAKER'S NAME		6. DECISION MAKER'S TELEPHONE NUMBER	
7. DATE OF REQUEST	8. METHOD OF REQUEST <input type="checkbox"/> VERBAL REQUEST <input type="checkbox"/> WRITTEN/EMAIL REQUEST <input type="checkbox"/> CG-6079 PROVIDED	9. REQUESTED BY <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> APPLICANT <input type="checkbox"/> REPRESENTATIVE	10. REQUEST TYPE <input type="checkbox"/> REASONABLE ACCOMMODATION <input type="checkbox"/> PERSONAL ASSISTANCE SERVICE
11. REQUEST			
12. EXPEDITED PROCESSING REQUESTED? <input type="checkbox"/> YES (<i>Explain in block 13</i>) <input type="checkbox"/> NO		13. EMPLOYEE/APPLICANT REASON FOR REQUESTING EXPEDITED PROCESSING	
14. EMPLOYEE/APPLICANT MEDICAL CONDITION			
15. MEDICAL DOCUMENTATION REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		Under the Rehabilitation Act, the USCG is permitted to request medical information in support of a request for reasonable accommodation where the disability and/or the need for reasonable accommodation are not obvious or otherwise already known . In these instances, the USCG may require reasonable documentation necessary to establish that the individual has a disability and needs accommodation. Refer to the Coast Guard Civil Rights Manual or contact your servicing Civil Rights Service Provider for additional information and guidance.	
16. TEMPORARY/INTERIM ACCOMMODATION OR PERSONAL ASSISTANCE SERVICE PROVIDED (<i>If none, state "None"</i>)			
17. INTERIM DATES THRU		Temporary/interim accommodations may be granted while awaiting any medical documentation or additional information to make a final decision. Granting a temporary accommodation does not guarantee that a permanent accommodation will be granted or that the same accommodation will be granted in the final decision.	
18. DECISION MAKER'S SIGNATURE			19. DATE

PRIVACY ACT NOTICE

Authority: The Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; Executive Order 13164, dated July 26 2000, Section 1(b)(9); and Equal Employment Opportunity Commission's Policy Guidance on Executive Order 13164; Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, Directives Transmittal Number 915.003, October 20, 2000.

Purpose: The United States Coast Guard will use this information solely to record and track requests for reasonable accommodation or personal assistance service by individuals with disabilities, their provision, and the disposition of such requests.

Routine Uses: The information will be used by and disclosed to Coast Guard personnel or other agents who need the information to assist in activities related to the provision of reasonable accommodations. Additionally, the Coast Guard may share the information pursuant to its published Privacy Act System of Records Notice.

Disclosure: The provision of information for Form CG-6079 is voluntary; however, if you do not provide this information, the Coast Guard may be delayed in completing the processing of your request. Forms CG-6080 and CG_6081 are mandatory for Decision Makers.