

MEDICAL RELEASE

Requestor's Name

I hereby authorize the installation to keep and maintain the medical documentation I provide as part of my request for reasonable accommodation in accordance with the following provisions:

(a) Supporting medical documentation obtained in connection with the reasonable accommodation process must be kept confidential. Such information and documentation, including information about functional limitations and reasonable accommodation needs, will be kept in a secured file separate from the supervisor's employee work folder (971). The folder may be labeled Personal Data Privacy Act 1974 Reasonable Accommodation. Any employee who obtains or receives such information is strictly bound by confidentiality requirements.

(b) Records will be maintained in accordance with the *Privacy Act of 1974*, the requirements of 29 CFR Section 1611, *Privacy Act Regulations*, the Equal Employment Opportunity Commission Order 150.003, *Procedures for Providing Reasonable Accommodations for Individuals with Disabilities*, and applicable Air Force instructions. This information may only be disclosed to:

(1) Supervisors, managers and personnel specialists who need to know may be told about necessary restrictions concerning the work or duties of the employee or applicant and about the necessary accommodations, but medical information will not be disclosed without consent of the employee in accordance with the *Privacy Act of 1974*.

(2) First aid and safety personnel may be informed when appropriate, if the disability might require emergency treatment.

(3) Government officials, as necessary, to investigate compliance with the Rehabilitation Act and/or defend the agency against a claim of failure to comply with the Act.

(4) The Workers' Compensation offices in certain circumstances or to the Office of Personnel Management in connection with disability retirement applications.

(5) The Occupational Medicine Services Flight of the installation.

Requestor

Date