



## Request for Religious Accommodation

**INSTRUCTIONS:** All TSA employees requesting religious accommodations in scheduling, dress and appearance or in other areas should complete this form. TSOs should use this form when requesting exemptions to MD 1100.73-2, *TSA Dress and Appearance Responsibilities*. Employees who are located at an airport should submit the completed form to their Federal Security Directors or their designees. Employees who are not located at an airport should submit the completed form to their first-level supervisors. Supervisors with questions about processing religious accommodation requests should contact their Office of Chief Counsel representative for assistance. **Supervisors must provide the requesting employee with a copy of the completed form.**

### SECTION I. EMPLOYEE INFORMATION

Employee Name (First, MI, Last)

Position

☐ TSA HQ ☐ Airport (enter 3-letter code)

☐ Other

Shift/Terminal (if located at airport)

Phone Number

( ) -

### SECTION II. REQUEST INFORMATION

Describe the requested accommodation(s):

Describe the reason(s) for the requested accommodation(s) (Please provide sufficient information, such as the nature of your belief, practice or observance, and how it conflicts with your job requirement(s)):

### SECTION III. CERTIFICATION

My statements on this form, and any attachments, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (See section 1001 of title 18, United States Code).

Employee Signature

Date

### SECTION IV: SUPERVIORY ACKNOWLEDGEMENT

I am the FSD (airport employees only) or the first-level supervisor (field employees only) of the employee named on this form, and I acknowledge receipt of this form.

Manager Name

Title

Signature

Date

**PRIVACY ACT STATEMENT:** Authority: 49 U.S.C. § 114(n) and 42 U.S.C. § 2000e, et seq. **Principal Purpose(s):** This information will be used to evaluate your request for religious accommodation. **Routine Use(s):** This information may be shared in response to a request for discovery or for appearance of a witness, in response to a request for information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, or for routine uses identified in the Office of Personnel Management's system of records, OPM/GOVT-1 General Personnel Records. **Disclosure:** Voluntary; failure to provide the requested information may delay the processing of your religious accommodation request.