



THE ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MEMORANDUM FOR DISTRIBUTION

JAN 23 2018

SUBJECT: Department of the Navy Policy for Personal Assistance Services (PAS)

The Equal Employment Opportunity Commission (EEOC) recently issued an amendment to its regulations implementing Section 501 of the Rehabilitation Act of 1973. The amended regulations require federal agencies to provide Personal Assistance Services (PAS), in addition to reasonable accommodations, during work hours and job-related travel as an affirmative action obligation to individuals who need them because of certain disabilities. PAS means assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, such as assistance with removing and putting on clothing, eating and using the restroom.

Employees who may require PAS have targeted disabilities, which are disabilities that are deemed more severe as defined on the Office of Personnel Management's Standard Form 256, such as Traumatic Brain Injury, deafness, blindness, missing extremities, significant mobility impairment, and paralysis. EEOC determined that some individuals with targeted disabilities experience barriers to employment in the absence of PAS, and thus, the provision of PAS for the federal workforce will provide greater opportunities for these individuals to participate in the workplace.

As a model employer, it is the Department of the Navy's (DON) policy to provide PAS to its employees in accordance with 29 Code of Federal Regulations § 1614.203(d)(5), absent undue hardship on the agency. In addition, the DON shall not discriminate against individuals in employment decisions based on their need for PAS.

DON employees responsible for processing requests for reasonable accommodation are also responsible for handling requests for PAS, and shall process these requests in accordance with the attached enclosure. Commands are responsible for providing the funding for PAS, and have the flexibility of using federal employees, independent contractors, or a combination of the two to provide PAS, as long as the provision of PAS is the PAS provider's primary job function.

Please direct questions regarding PAS to Meena Farzanfar, DON Disability Program Manager, at [meena.farzanfar@navy.mil](mailto:meena.farzanfar@navy.mil).

A handwritten signature in cursive script, reading "Robert L. Woods".

Robert L. Woods  
Acting