



FEDERAL ELECTION COMMISSION
Washington, DC 20463

Procedures for Providing Personal Assistance Services (PAS) for Employees with Targeted Disabilities

This notice prescribes the process for employees with targeted disabilities to obtain Personal Assistance Services (PAS) at the Federal Election Commission (FEC). On September 18, 2017, the Equal Employment Opportunity Commission (EEOC) issued the following statement:

"As part of the agencies' obligation to engage in affirmative action, federal agencies are required by the new regulations to provide [PAS] to individuals who need them because of certain disabilities. PAS are services that help individuals who, because of targeted disabilities, require assistance to perform basic activities of daily living, like removing and putting on clothing, eating, and using the restroom."

<https://www.eeoc.gov/federal/directives/personal-assistance-services.cfm>

Pursuant to EEOC directives, beginning on January 3, 2018, the FEC will provide PAS to an individual if:

- The individual is an employee of the Agency.
- The individual has a targeted disability.
- The individual requires the services because of their targeted disability.
- The individual will be able to perform the essential functions of the job, without posing a direct threat to safety, once PAS and any required reasonable accommodations have been provided; and
- Providing PAS will not impose undue hardship on the agency.

Although distinguishable from requests for accommodation, requests for PAS will be initiated, processed, and otherwise addressed in the same manner.

Please address any questions concerning this notice directly to: Kevin Salley, EEO Director @ (202) 694-1228, or at: ksalley@fec.gov.