



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS DISTRICT  
7400 LEAKE AVE  
NEW ORLEANS, LA 70118-3651

CEMVN-Z

27 September 2020

SUBJECT: Command Policy on Personal Assistance Services (PAS) for Individuals with Targeted Disabilities (MVN-CPL #2020-04)

MEMORANDUM FOR ALL NEW ORLEANS DISTRICT EMPLOYEES

1. Effective January 3, 2018, the Equal Employment Opportunity Commission (EEOC) Section 501 Rule requires federal agencies to provide Personal Assistance Services (PAS) to individuals with targeted disabilities. This is in addition to actively recruiting and hiring people with targeted disabilities, providing advancement opportunities, training, and reasonable accommodation.
2. As Commander of the New Orleans District, I am committed to providing PAS to employees with targeted disabilities to enjoy the benefits and privileges of employment, absent undue hardship on the agency. PAS provides assistance to these individuals with performing activities that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as a reasonable accommodation.
3. PAS provide assistance to persons with targeted disabilities to perform basic daily living activities, such as removing and putting on clothing, eating, or using the restroom, that an individual would typically perform if he or she did not have a disability. However, not everyone with a targeted disability will be entitled to PAS. Examples of impairments that are more likely to result in the need for PAS include missing limbs or paralysis due to spinal cord injury.
4. PAS are not required to assist employees in tasks such as, reviewing documents, answering questions that come in through a call-in center, typing or reading work materials because those types of job-related services are required as reasonable accommodations, absent undue hardship on the agency. Additionally, PAS do not perform medical procedures (e.g., administering shots) or medical monitoring (e.g., monitoring blood pressure).
5. Eligibility for PAS requires that the individual be an employee of the agency, has a targeted disability, and requires the services because of his or her targeted disability; that the individual is able to perform the essential functions of the job, without posing a direct threat to safety, once PAS and any reasonable accommodations have been provided; and that providing PAS will not pose an undue hardship on the agency.

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6. If you are eligible for PAS and are in need of services, please initiate a request with your immediate supervisor or the Individuals with Disabilities Program Manager (IWDPM) located in the EEO Office. Supervisors who receive a request should inform the IWDPM (EEO Office) of the request and seek guidance regarding the process. Requesting a PAS is an interactive process between the requestor and his or her supervisor, similar to requesting a reasonable accommodation.

7. Managers and supervisors will be held accountable for addressing requests for PAS in a timely manner, within thirty business days or sooner.

8. The proponent for this memorandum is the MVN Equal Employment Opportunity (EEO) Office at (504) 862-2238.

STEPHEN F. MURPHY  
COL, EN  
Commanding