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THE JOINT STAFF

WASHINGTON, DC

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08 June 2020

MEMORANDUM FOR ALL JOINT STAFF PERSONNEL

SUBJECT: Policy on Personal Assistance Services

1. On 3 January 2017, the Equal Employment Opportunity Commission (EEOC) amended its regulations implementing Section 501 of the Rehabilitation Act of 1973, which prohibits the Federal government from employment discrimination based on disability and requires affirmative action engagement for people with disabilities. 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 with certain disabilities.
2. Employees who require PAS have targeted disabilities, such as traumatic brain injury, deafness, blindness, missing extremities, significant mobility impairment, or paralysis. The EEOC has determined that individuals with targeted disabilities experience barriers to employment. The provisioning of PAS for the Federal workforce will provide greater opportunities in the workplace.
3. It is Joint Staff policy to provide PAS to its employees in accordance with title 29, Code of Federal Regulations, section 1614.203(d)(5), absent undue hardship on the organization. In addition, the Joint Staff will not discriminate against individuals in employment decisions based on their need for PAS.
4. Joint Staff employees responsible for processing requests for reasonable accommodation are also responsible for handling requests for PAS, and will process these requests in accordance with this policy and associated guidance.
5. Please contact the Joint Staff Equal Employment Opportunity and Diversity Office for further information on the Joint Staffs PAS program at 757-203-5456, 703-692-2471, or via e-mail at [js.pentagon.dom.mbx.eeod-mailbox@mail.mil](mailto:js.pentagon.dom.mbx.eeod-mailbox@mail.mil).

A handwritten signature in black ink, appearing to read "WDBJr", is positioned above the typed name.

WILLIAM D. BYRNE, JR., RADM, USN  
Vice Director, Joint Staff

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