



Director

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

October 1, 2021

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar
Director

SUBJECT:

Personal Assistance Services Policy Statement

The Equal Employment Opportunity Commission 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 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 they 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. Some individuals with such targeted disabilities experience barriers to employment in the absence of PAS, and thus, the provision of PAS for the federal workforce will provide greater employment opportunities for these individuals.

As a model employer, it is the Bureau of Engraving and Printing's (BEP) policy to provide PAS to its employees in accordance with Title 29 Code of Federal Regulations Part 1614.203(d)(5), absent undue hardship. In addition, BEP shall not discriminate against individuals in employment decisions based on their need for PAS.

The Office of Equal Opportunity and Diversity Management (OEODM) is responsible for processing reasonable accommodation requests; they are also responsible for handling PAS requests, and shall process these requests in accordance with BEP's Procedures for Processing Personal Assistant Services, Circular 67-13.11. BEP provides PAS funding and have the flexibility of using independent contractors whose primary job function is to perform the services requested by the employee entitled to PAS.

For additional information, contact OEODM by phone: 202-874-3460, TTY: 202-874-4931 or email: OEODM @bep.gov.