



UNITED STATES MARSHALS SERVICE

Reasonable Accommodation Procedures for Personal Assistance Services (PAS)

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**UNITED STATES MARSHALS SERVICE
PERSONAL ASSISTANCE SERVICES (PAS) PROCEDURES
FOR INDIVIDUALS WITH DISABILITIES**

The United States Marshals Service, a component agency of the United States Department of Justice is committed to providing reasonable accommodation to all employees and applicants with disabilities consistent with guidance from the United States Equal Employment Opportunity Commission. This policy supports the government's national policy to expand employment opportunities for individuals with disabilities. The USMS is obligated to provide personal assistance services (PAS) during work hours and job-related travel to employees as mandated in 5 USC § 3102 and described in 29 C.F.R. 1614.203. Questions on policy or procedural guidance on reasonable accommodation and personal assistance services within the Marshals Service headquarters and Districts offices, please contact Katrina Queen, Office of Equal Employment Opportunity, (703) 740-8510.

- A. Federal agencies are required to provide personal assistant services (PAS) during working hours and job-related travel to qualified persons with disabilities, who need assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as an accommodation. These services include, for example, assistance with removing and putting on clothing, eating, and using the restroom. Individuals should use the DOJ reasonable accommodation process to request PAS.
- B. Definitions
1. **PERSONAL ASSISTANCE SERVICE PROVIDER** an employee or independent contractor whose primary job function includes provision of personal assistance services.
 2. **PERSONAL ASSISTANCE SERVICES** means assistance with performing activities of daily living 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. Examples include removing and putting on clothing, eating, and using the restroom.
- C. Funding PAS - PAS activities are centrally funded by the USMS. District and Division work plans will not be affected. District and Division Administrative Officers (AO) may contact the Office of EEO (AO) to coordinate funding once PAS activities are approved.
- D. Requesting PAS - Procedures outlined in the reasonable accommodation Procedures accommodation will be utilized to request PAS.

- E. The mandate requires that services must be performed by a personal assistant services provider. The USMS can require that provider to provide services to more than one employee. The provider can also be required to perform task unrelated to personal assistance services, but only to the extent that doing so does not result in failure to provide PAS as required in a timely manner.
- F. No adverse action – The law prohibits any agency from taking adverse action against any job applicant or employee based on their need for, or perceived need for PAS.
- G. Consideration to the employee when selecting for a single individual in the selection of the PAS provider is allowable to the extent as permitted by the law. Existing procedures as described in the reasonable accommodation procedures Section 11. Employee Rights apply to employees Denied PAS.

For additional information about PAS, please visit: [Questions & Answers: Federal Agencies' Obligation to Provide Personal Assistance Services Under Section 501 of the Rehabilitation Act](https://www.eeoc.gov/laws/guidance/questions-answers-federal-agencies-obligation-provide-personal-assistance-services)
<https://www.eeoc.gov/laws/guidance/questions-answers-federal-agencies-obligation-provide-personal-assistance-services>