



Director

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

October 25, 2022

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar *L 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 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, PAS provides 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 PAS requests and shall process these requests in accordance with BEP's Procedures for Processing Personal Assistant Services, Circular 67-13.11. BEP uses 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 or email: OEODM@bep.gov. For deaf and hard of hearing individuals, call (202) 874-3460, using the Federal Communications Commission Telecommunications Relay Service program by dialing 711.