



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

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9 September 2020

MEMORANDUM FOR All Louisiana National Guard (LANG) Managers, Supervisors, and Technicians

SUBJECT: Policy and Procedures for Providing Personal Assistance Services (PAS) for Federal Employees with Disabilities

1. On 3 January 2017, the Equal Employment Opportunity Commission (EEOC) issued a final rule amending the regulations implementing Section 501 of the Rehabilitation Act of 1973. The amended regulations require federal agencies, as an affirmative obligation, to provide Personal Assistance Services (PAS), absent undue hardship, to individuals who need them because of their disability. This policy defines and establishes the procedure for current Federal Employees and prospective applicants.
2. The LANG is committed to providing PAS for Federal Employees with disabilities in accordance with Section 501 of the Rehabilitation Act. These services help persons who, because of their disabilities, require assistance to perform basic activities in the workplace.
3. PAS help make employment possible for many individuals with disabilities. Examples of workplace PAS vary but may involve activities such as: Retrieving materials out of reach, providing travel assistance for an employee with a mobility impairment, helping an employee with a cognitive disability in decision-making, reading printed materials to an employee who is visually impaired, or ensuring a sign language interpreter is present during meetings for an employee who is deaf.
4. As a model employer, it is LANG's policy to provide PAS to its Federal Employees in accordance with 29 Code of Federal Regulations § 1614.203(d) (5).
5. The point of contact regarding PAS is the State Equal Employment Manager at Ng.la.laarng.mbx.eo-eeo@mail.mil.
6. This policy statement is effective until rescinded and replaces all previous versions.

D. KEITH WADDELL
BG, LAARNG
The Adjutant General

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