



Memorandum

From: Executive Director, Advisory Council on Historic Preservation
To: Staff and Membership of the Advisory Council on Historic Preservation (ACHP)
Date: November 27, 2023
Subject: **ACHP Policy and Procedures on Personal Assistance Services (PAS)**

It is the policy of the ACHP to provide personal assistance services (PAS) to employees with targeted disabilities. The ACHP is fully committed to complying with Section 501 of the Rehabilitation Act of 1973 and the Equal Employment Opportunity Commission's (EEOC's) implementing regulations (29 CFR Part 1614). The ACHP realizes its obligation to provide PAS to its employees with targeted disabilities unless doing so would cause an undue hardship on the agency. PAS are services that help individuals with targeted disabilities to perform basic activities of daily living at work, such as eating and using restrooms. The ACHP is prohibited from taking adverse actions against job applicants or employees based on their need for, or perceived need for, PAS.

Additional information on PAS can be found at EEOC's web site here:

<https://www.eeoc.gov/federal/directives/personal-assistance-services.cfm>

PAS requests will be processed in a manner similar to that provided for in the Department of the Interior's PERSONNEL BULLETIN 21-03, SUBJECT: Processing Requests for Reasonable Accommodation for Individuals with Disabilities.

ACHP personnel with targeted disabilities may request PAS by contacting his or her supervisor, an Office Director in his or her chain of command, the ACHP's Administrative Officer, or Gail M. Leary with the United States Postal Service, National EEO Services Office at gail.m.leary@usps.gov, 813.739.2037.¹

¹ The ACHP has an interagency agreement in place with the United States Postal Service, National EEO Services Office, to provide EEO services.