## **HQ SDDC PERSONAL ASSISTANCE SERVICES (PAS) REQUEST PROCESS**

Per AR 690-12, "Employees are encouraged to contact their supervisor as the first step in requesting a reasonable accommodation."

Request acknowledgements should be forwarded to: usarmy.scott.sddc.mbx.ra@mail.mil

**Employee submits PAS** request to supervisor.



**Employee and Supervisor discuss PAS required functions.** 



PAS approved. Supervisor notifies employee and EEO (DPM) in writing, PAS ordered.



Supervisor forwards a copy of the PAS request to EEO (DPM) within 2 business days of receipt.



Supervisors seeks EEO (DPM)
assistance with questions
concerning processing request./
RAC convened

RAC convened. PAS denied. Supervisor notifies employee and EEO (DPM) in writing. Alternative services sought.



## The Spirit & Intent of a PAS

The spirit and intent of a Personal Assistance Provider is to assist individuals with a targeted disability perform basic activities of daily living than an individual would typically perform if he/she did not have the disability and that is not otherwise required as a RA.

Alternative services received.

Supervisor notifies EEO (DPM)
in writing and routinely
reassesses the accommodation
for adjustments.

PAS received. Supervisor notifies EEO (DPM) in writing and routinely reassesses the accommodation for adjustments.

For more information about the PAS Process, contact the SDDC EEO Office at 220-5706