



**INTER-AMERICAN FOUNDATION**

EMPOWERED COMMUNITIES, SUSTAINABLE RESULTS

MEMORANDUM

Date: October 31, 2019

To: All Inter-American Foundation (IAF) Employees

From: Paloma Adams-Allen, President & CEO

Subject: IAF Policy and Procedures on Personal Assistance Services (PAS)

It is the policy of the Inter-American Foundation (IAF) to provide personal assistance services (PAS) to employees with targeted disabilities. IAF is fully committed to comply with Section 501 of the Rehabilitation Act of 1973 and EEOC's amended regulation of its implementation (29 CFR 1614). The IAF fully 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 IAF is prohibited from taking adverse actions against job applicants or employees based on their need for, or perceived need for, personal assistance services.

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 similar manner as noted in IAF's Reasonable Accommodation Policy, Reasonable Accommodation Policy, IAF (Legal Notices). Employees with targeted disabilities may request PAS by contacting their supervisor, a more senior official in their chain of command, Ms. Felicia Ellis, Disability Program Manager, U S Geological Survey (USGS) at [fellis@usgs.gov](mailto:fellis@usgs.gov) or (703) 648-7786, or Federal Relay Service at (800) 877-8339.<sup>1</sup>

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<sup>1</sup> IAF has established an Inter-Agency Agreement with the USGS, Office of Diversity and Equal Opportunity (DEO) to provide EEO Services to the IAF.