

Personal Assistance Services (PAS) Decision Form

(To be completed by the Deciding Official, but only after speaking to EEO Office.)

PAS approved as specifically requested

PAS approved but different from original request. Alternative PAS offered was

Accepted by employee

Rejected by employee

Please describe the alternative PAS offered. Explain why the original PAS requested was not provided and why the alternative PAS would be more effective including resources consulted.

PAS denied because (check all that apply):

The employee does not have a targeted disability (see the definition of Targeted Disabilities in the definitions section of EEO's PAS procedures);

PAS ineffective/inappropriate

PAS would cause an undue hardship Hardship identified:

Employee rejected an alternative PAS

Medical documentation inadequate

PAS would require removal of essential functions of the job

PAS would require lowering of performance or production standard

Other (please explain)

Detailed reason(s) for the denial of PAS (e.g. explain specifically why PAS requested would be ineffective or cause undue hardship)
Please seek advice from EEO Office before finalizing these detailed reasons:

If the individual did not accept an alternative PAS, explain how the alternative PAS addresses the limitation, and why you believe the chosen PAS would be effective.

Deciding Official's Signature

Reconsideration and Appeal Process

If an individual wishes reconsideration, he/she should first ask the Deciding Official to reconsider the decision within 10 (ten) business days of receiving the written denial to provide PAS. Any request for reconsideration received after 10 (ten) business days of the denial will be treated as a new request. The individual may present additional information in support of his/her request. The Deciding Official will respond to the request for reconsideration within 5 (five) business days. If the Deciding Official does not reverse the decision, the individual may appeal the decision within 10 (ten) business days of receiving the Deciding Official's denial of the request for reconsideration. The appeal shall be decided by the next level manager in the Deciding Official's chain of command or senior official in the Deciding Official's chain of command. A response to the appeal will be issued to the individual within 15 (fifteen) business days.

An individual who chooses to pursue other available remedies must comply with the following:

- **EEO Complaint**--Contact the EEO Office within 45 days from the date of receipt of the Deciding Official's written notice of denial. 29 CFR 1614
- **Collective Bargaining Claim**--File a grievance within 30 calendar days under the provisions of the current Counsel/NTEU Agreement; or
- **MSPB Appeal**--Initiate an appeal within 30 days of an appealable adverse action as defined in 5 C.F.R. §1201.3.
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