

**Enclosure C**  
**Personal Assistance Services**

**1. Requesting PAS.**

a. The process for requesting PAS, the process for determining whether such services are required, and the agencies right to deny such requests when provision of the services would pose an undue hardship, are the same as for RA process.

b. The Oklahoma National Guard is only required to provide PAS if:

- 1) An individual is an employee of the Oklahoma National Guard;
- 2) An individual has a targeted disability;
- 3) An individual requires the services because of his or her targeted disability;
- 4) An individual will be able to perform the essential functions of the job, without posing a direct threat to safety, once PAS and any required RA have been provided; and
- 5) Providing PAS will not impose an undue hardship on the Oklahoma National Guard.

c. Personal assistance services will be provided by a PAS provider. The Oklahoma National Guard may require PAS providers to perform services to more than one individual, and PAS providers may perform tasks unrelated to personal assistance services, but only to the extent that doing so does not result in failure to provide PAS in a timely manner.

d. If the Oklahoma National Guard is utilizing a PAS provider who will be assigned to a single individual, and if that individual prefers a particular provider (e.g. because the provider has worked with the individual in the past), the Oklahoma National Guard will give primary consideration to the employee's choice to the extent permitted by law.

e. The Oklahoma National Guard is prohibited from taking adverse actions against job applicants or employees based on their need for, or perceived need for PAS.