



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: All FWS Employees

From: **Deputy** Director *Rowan W. Gould*

Subject: Reasonable Accommodation Policy for Scheduled Events

The U.S. Fish and Wildlife Service (Service) is committed to ensuring its programs, facilities, and activities are accessible to all individuals, including persons with disabilities. Each Regional Office is therefore required to have a primary point of contact to ensure that Service sponsored activities, events, and electronic information technology meet the required accessibility standards. All event sponsors or coordinators are responsible for working with their Regional point of contact to ensure that events are accessible to all Service employees. When announcing an event or meeting, it is required that all Service sponsored activities include an accessibility statement explaining how individuals with disabilities may request an accommodation or program modification.

The following statement is required for inclusion in all Washington Office event announcements, electronic and hard copy fliers. Regional Offices are also required to use a similar statement, tailoring the language to meet Regional needs.

“The U.S. Fish and Wildlife Service is committed to providing access to this meeting (or event) for all participants. Please direct all requests for sign language interpreting services, Computer Aided Realtime Translation (CART), or other accommodation needs to Ms. Julia Bumbaca at Julia_Bumbaca@fws.gov.

If you need alternative formats or services because of a disability or have any questions concerning a reasonable accommodation, please contact Ms. Julia Bumbaca at 703-358-2349 or Julia_Bumbaca@fws.gov, TTY 800-877-8339 with your request by close of business (deadline).”

Service events include, but are not limited to: Service sponsored events on and outside of Service property, such as management-sponsored meetings and briefings; special emphasis observances; announcements of reports or major initiatives; conferences; training programs; and

office social functions, such as retirement celebrations and holiday parties. This includes meetings sponsored by Service employees.

Please note that sign language interpreters should be requested at least five business days in advance of the event. Interpreters must be provided for Service sponsored events that are open to all employees or the public and for all events at which the Director or Deputy Director are scheduled to speak. Further, event coordinators should not wait for requests from employees when it is known that employees with hearing impairments are expected to be present.

If you have any questions or need more information, please contact Ms. Julia Bumbaca, Service Disability Program Manager, at 703-358-2349 (Voice), TTY 800-877-8339 or Julia_Bumbaca@fws.gov.