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# United States Department of the Interior

FISH AND WILDLIFE SERVICE

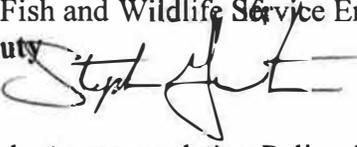
Washington, D.C. 20240

NOV 28 2016



## Memorandum

To: All U.S. Fish and Wildlife Service Employees

From: Deputy Director 

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. Headquarters (HQ) and Regional Offices (RO) are required to have a primary point of contact to ensure that Service-sponsored activities, events, and electronic information technologies meet the required accessibility standards. All Service event sponsors or coordinators are responsible for working with their HQ or RO 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 HQ and RO event announcements, and electronic and hard copy fliers:

"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, close captioning, or other accommodation needs to [name, phone, e-mail], TTY 800-877-8339 by close of business [deadline]."

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 Directors are scheduled to speak. Furthermore, event coordinators should not wait for requests from employees when it is known that employees with hearing impairments are expected to be present.

Service events include, but are not limited to: Service-sponsored events on and outside of Service property; management- or employee-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. If you have any questions or need more information, please contact Ms. Julia Bumbaca, the Service's Diversity Program Manager, at 703-358-2349 (Voice), TTY 800-877-8339, or [Julia\\_Bumbaca@fws.gov](mailto:Julia_Bumbaca@fws.gov).