

**National Science Foundation
OFFICE OF EQUAL OPPORTUNITY PROGRAMS
Arlington, VA 22230**

OEOP BULLETIN NO. 09-10

August 21, 2009

REASONABLE ACCOMMODATIONS

SUBJECT: Requesting Interpreting Services for Hearing Impaired Employees, Panelists and Visitors

The Office of Equal Opportunity Programs (OEOP) is responsible for providing interpreting services to hearing impaired NSF employees, panelists and visitors participating in all NSF-sponsored programs and activities, training assignments, and interviews.

In order to help OEOP provide services in an economically efficient manner, please take the following factors into consideration when making a request:

- Services for meetings and events that last one day or less can only be guaranteed when OEOP receives two weeks advance notice
- Services for meetings or events that last more than one day require a minimum of 30 days advance notice
- Service requests made with less than three business days advance notice are considered "urgent services" and carry a surcharge fee
- When an assignment is canceled for any reason - with less than three business days advance notice - OEOP is billed the full amount
- The interpreter is not required to stay overtime if the assignment runs over the specified time

All requests must include: the name of the individual(s) requiring the service; a description of the activity; the date, time and location of the activity; the name and telephone number of the contact person; and the preferred usage, i.e., American Sign Language, Signed English, Pigeon Signed English, Oral (lip-reading) or real-time captioning. All confirmations will be forwarded to the requester via e-mail.

To request interpreting services, or for additional information, please contact OEOP at 703-292-8020. Requests by e-mail should be addressed to Pamela Smith at pjsmith@nsf.gov with copies to Shawn Murray at smurray@nsf.gov. To ensure that requests are processed in a timely manner, it is helpful to send the information to both individuals.


Claudia J. Postell
Director

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