

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-118

SUBJECT: Interpretive Services for the Hearing Impaired.

1. **Purpose:** The purpose of this memorandum is to establish the policy for providing interpretive services for the hearing impaired at official USACE Finance Center meetings and presentations.

2. **Policy:**

- a. The Human Resources Liaison will be responsible for arranging for interpretive services at all official USACE Finance Center meetings and presentations.
- b. Any USACE Finance Center employee/supervisor who schedules an official meeting or presentation, at which a hearing impaired employee may attend, is responsible for coordinating with the Human Resources Liaison ten days prior to the meeting. This advance notice is required to ensure that arrangements for interpretive services can be made. If the individual responsible for the meeting fails to coordinate with the Human Resources Liaison in a timely manner, the meeting/presentation will be rescheduled to provide sufficient time to arrange for an interpreter.

3. **Changes:** This policy letter will be maintained on the UFC LAN. Changes will be made as needed to maintain current policy. The POC for this policy guide is Valerie Bacon, 4-8404.

FOR THE DIRECTOR:

BETH KRAUS
Deputy Director of Administration
USACE Finance Center

