

## **REQUESTING SIGN LANGUAGE INTERPRETING AND COMPUTER AIDED REALTIME TRANSLATION (CART) SERVICES FOR LAKEHURST EMPLOYEES WHO ARE DEAF OR HARD OF HEARING**

- 1. When should interpreting and/or CART services be requested?** Interpreting and/or CART services should be requested for employees who are deaf or hard of hearing when they attend base-wide, team, and one-on-one meetings as well as training and special emphasis events.
- 2. Who should request interpreting and/or CART services?** Training coordinators should request services for individual training events and competency meetings for employees who are deaf or hard of hearing. The EEO Office will request services for EEO/HRO base-wide training. The person coordinating all other types of meetings, base-wide training and special emphasis events should request the interpreting and/or CART service.
- 3. How should interpreting and/or CART services be requested?** Interpreting and/or CART services should be requested **no less than one week in advance**. Interpreters and/or translators **cannot** be guaranteed for last minute requests. Cancellation of interpreting and/or CART services should be made **no later than 48 hours prior to the assignment** to avoid payment.
- 4. What information do I need to provide to request interpreting and/or CART services?** You will need to provide the name of the employee who is deaf or hard of hearing, type, purpose, date, time, length, exact location of event, and the telephone extension of the person requesting the services.
- 5. Who should pay for interpreting and/or CART services?** EEO funds will be used to pay for base-wide EEO/HRO related training and all other non-training events. Competencies must submit a DD1556, Training Request Form for individual training events. There is a 2-hour minimum charge for interpreting and/or CART services. The Computer/Electronic Accommodations Program (CAP) will pay for interpreting services for on-site or off-site training courses of two or more days in duration. CAP requests must be made 30 days in advance by filling out a CAP Request Form which must be submitted via EEO Specialist.
- 6. Who processes requests for interpreting and/or CART services?** For services, please contact the EEO Specialist at 732-323-1050 or a Support Staff at x2763.