



Personnel

SIGN LANGUAGE INTERPRETER REQUEST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-2, *Employment and Affirmative Action*, by developing an affirmative action program which represents minorities, women, and persons with disabilities, and AFD 36-4, *Air Force Civilian Training and Education*, by ensuring fair and equitable access to training and education, and the use of WPAFB Form 1412, **Sign Language Interpreter Request Form**. It applies to all personnel who would request assistance from the Civilian Personnel Division (88 MSG/DPC), 4040 Ogden Avenue, WPAFB OH 45433-5763, by filling out WPAFB Form 1412. This instruction does not apply to military reserve personnel or the Air National Guard.

1. Purpose and Responsibility. The 88 MSG/DPC is responsible for providing interpreter service to WPAFB employees, upon request, for official functions such as meetings, seminars, training, commander/director calls, etc.

2. Request. The employee, or someone representing the employee, will initiate the request to 88 MSG/DPCYE. Requests must be received by 88 MSG/DPCYE at least three days prior to the date the service is required. Request form must be completed in all applicable spaces.

3. Documentation. Employee must obtain their supervisor's approval prior to submitting the WPAFB Form 1412.

4. WPAFB Form 1412. WPAFB Form 1412 will be filled in by requester and forwarded to the Sign Language Interpreter Program Manager, 88 MSG/DPCYE. Once the request has been approved, the program manager will notify requester.

5. **Form Prescribed.** WPAFB Form 1412.

MARIBETH T. CYNKAR
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