

CAPtions

Spring 2015

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CAP's Updated Mission, Vision and Core Values

As part of CAP's planning effort to address internal and external needs, we recently reviewed and refined critical elements for program success, including our Mission, Vision and Core Values.

CAP's Mission

Provide assistive technology and accommodations to support individuals with disabilities and wounded, ill and injured Service members throughout the Federal Government in accessing information and communication technology.

CAP's Vision

Empowered people accessing information and technology to positively impact work, rehabilitation and customer experience throughout the Federal Government.

CAP Core Values

Relevance: We are responsive to today's accommodation requirements.

Quality: We pride ourselves in producing quality support and services in all we do.



Partnership: We accomplish our mission in collaboration with DoD and federal agencies.

Access: Our customers can obtain all CAP materials and services through online accessible means.

Accountability: Our program and services are evaluated by how well they solve reasonable accommodation challenges.

Diversity: Our employees reflect the full spectrum of diversity found within our nation.

Integrity: We work with a steadfast adherence to our moral and ethical code.

We remain steadfast in our commitment to accessibility and positively impacting the lives of our customers. We look forward to working with you in our 26th year of operations to leverage technology to help realize CAP's Mission, Vision and Core Values.



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CAP Service Member Initiative



CAP helps ensure that people with disabilities and Service members with limitations, including those who are wounded, ill and injured, have equal access to the information environment and opportunities in the Federal Government. The Service Member Initiative allows CAP to directly support wounded, ill, and injured Service members, their service providers, and Service members with functional limitations by providing free assistive technology (AT), training and individualized needs assessments. CAP works with recipients and support personnel to ensure that all Service members are supported whether they are in recovery/rehab or on an active duty assignment.

Department of Defense Instruction (DoDI) 6025.22, "Assistive Technology (AT) for Wounded, Ill and Injured Service Members," was re-issued on January 30, 2015. With the reissuance of the DoDI, CAP now partners with both military treatment facilities (MTF) and wounded warrior programs to ensure that wounded, ill, and injured Service members are supported throughout their recovery and rehabilitation. The DoDI 6025.22 was created

to ensure all MTFs and transition units are able to provide AT to Service members in an appropriate timeframe without the burden of establishing internal AT experts and funding resources. To partner with CAP, MTF and wounded warrior program representatives are required to complete and submit the "CAP Partnership Representative Form," DD Form 2988. To explore partnership opportunities, please contact cap.wsm@mail.mil. To view DoDI 6025.22, please visit www.cap.mil/WSM/DoDIInstruction/DoDIInstruction.aspx.

For Service members with functional limitations, CAP works directly with them and their supervisor or commander to identify and provide AT that can assist them in performing essential job requirements. Additionally CAP provides Service members with accommodations for internships while still on active duty. Accommodations provided to a Service member who is continuing on active duty orders may be different from those provided during the recovery and rehabilitation phase.



For more information on CAP's Service Member Initiative, please contact us at cap.wsm@mail.mil.

Remote Assessments

For individuals in the immediate Washington, DC metropolitan area, CAP's Technology Evaluation Center (CAPTEC) is available for one-on-one needs assessments. For individuals who require needs assessments and are not in the DC area, CAP can provide remote assessments. There are two options for remote assessments, telephone and video teleconference (VTC).



Telephone assessments can be conducted with federal employees anywhere in the world. Individuals with dexterity impairments

have the option to provide photographs of themselves seated at their workstation prior to the phone call. This allows CAP staff to better understand the individual's current

work environment and how they interact with the current workstation set-up. At the conclusion of the assessment, the customer will be provided with an assessment summary that includes a list of any suggested products and instructions on how to formally request accommodations from CAP.

VTC assessments can be conducted with customers anywhere in the world. For these assessments, CAP will ask the employee to schedule a test connection prior to the assessment to ensure a seamless connection at the time of the appointment. For VTC assessments, CAP can demonstrate some of the more commonly provided accommodations and show the individual how software and products function, how they can be adjusted and how they could be utilized to assist in their unique situation. At the conclusion of the assessment, the employee will be provided with an assessment summary that includes a list of suggested products and instructions on how to formally request accommodations from CAP.

To schedule an assessment with CAP, you may contact cap.assessment@mail.mil.

Accommodating Federal Employees with Work-Related Injuries

Did you know that CAP assists federal employees who are workers' compensation beneficiaries? CAP supports the needs of workers' compensation beneficiaries by providing free assistive technology to federal employees to stay on the job or expedite their return to work.

CAP's Workers' Compensation Initiative helps improve return to work outcomes by providing assistive technology, accommodations and services. When necessary, CAP works closely with workers' compensation officials and evaluates the needs of employees to help ensure that they work in an improved, safer and more productive work environment. CAP also helps these employees continue as productive and active members of the workforce by recommending and providing the

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appropriate accommodation equipment and services, including:

- Coordinating the with workers' compensation officials to conduct needs assessments
- Exploring methods of retaining experienced workers who may be developing disabling conditions due to work-related injuries
- Providing assistive technology accommodations to enhance productivity
- Working with agencies to assess what telework options may be available

If you are a workers' compensation beneficiary and believe you may benefit from CAP services and products, please fill out our online CAP Accommodation Request Form at www.cap.mil. CAP will ask for your acceptance letter to verify your eligibility.

Upcoming Events

Throughout the year, there are several conferences on issues related to assistive technology, the employment of people with disabilities and disability-related policies. The following is a summary of some upcoming events.

EXCEL Training Conference Examining Conflicts in Employment Laws

What: EXCEL is a national training conference for federal and private sector EEO managers, supervisors, practitioners, HR professionals, attorneys and ADR specialists.

Where: Washington, D.C.

When: August 10-13, 2015

Web: www.eeotraining.eeoc.gov/EXCEL2015/index.htm

Federal Dispute Resolution Training (FDR)

What: The Federal Dispute Resolution Conference has earned a reputation for providing a solid professional development experience for federal civil service law practitioners and professionals.

Where: Phoenix, AZ

When: August 3-6, 2015

Web: www.fdrconferences.org/



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Computer/Electronic Accommodations Program (CAP)
1700 N. Moore Street, Suite 1000, Arlington, VA 22209
T 703-614-8416, **Videophone** 571-384-5629, **F** 703-697-5851
Email cap@mail.mil, www.cap.mil