

CAPtions

News Bulletin of the Computer/Electronic Accommodations Program
 U.S. Department of Defense, Defense Human Resources Activity

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CAP POC Policy

Effective October 1, 2018, all reasonable accommodation requests submitted to CAP will require an approval email from an approving official of the customer’s agency to ensure the accommodation fulfills a valid federal government requirement.

An email notification will be sent to the Supervisor/POC included on all CAP requests for reasonable accommodations.

The Supervisor/POC must “Reply All” within five business days stating that the request is approved, and that it fulfills a valid federal government requirement before CAP can continue processing the request for reasonable accommodations.

Failure to obtain approval by the indicated deadline will result in a denial or cancellation of the reasonable accommodation(s). This new policy ensures that CAP processes are fully audit ready from request to delivery.



Change: Sit-to-Stand Workstations

Effective October 1, 2018, due to the complex budget environment in which the program operates, CAP will no longer provide sit-to-stand workstations and associated sit-to-stand accessories, such as monitor arms and platform extensions for sit-to-stand workstations. This impacts Department of Defense civilians and active duty service members. This scope change goes into effect immediately. CAP will remain a viable resource for needs assessments to help you and your agency identify an appropriate sit-to-stand station for your workplace.

Any new requests received by CAP for sit-to-stand workstations and associated sit-to-stand accessories will be declined as outside CAP’s scope of services.

Customers should contact the appropriate personnel in their agency for assistance in fulfilling this accommodation need.



Computer/Electronic
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DoD Instruction 1000.31



On October 26, 2018, the Department of Defense (DoD) signed the DoD Instruction 1000.31 which establishes the policy, assigns responsibilities, and prescribes procedures for the development and implementation of the Computer/Electronic Accommodations Program (CAP). This issuance applies to:

The Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

Other departments or agencies of the Federal Government outside of DoD that are eligible to receive support from DoD pursuant to Section 1582 of Title 10, U.S.C. if the Executive department or federal agency has a signed DD Form 2988, "CAP Partnership Agreement Form."

More information about the DoDI 1000.31 can be found at this link:

http://www.cap.mil/Documents/DoDI_1000_31p_CAP.pdf

Best Practices Tip:

Employees requesting reasonable accommodations should notify their immediate supervisor, and consult with the agency's Reasonable Accommodation Manager or Disability Program Manager to find the most efficient accommodation solutions or recommendations for assistance.

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