

CAPtions

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October is National Disability Employment Awareness Month

Since 1988, October has been designated as National Disability Employment Awareness Month (NDEAM) by Congressional declaration. This designation has served as a focal point for raising awareness about individuals with disabilities in the workplace, their employment needs, and the contributions these individuals make to their respective organizations every day.

During October, CAP’s operational tempo increases for accommodations, outreach, and engagement activities. CAP is invited by many of our partner agencies to help support their NDEAM observances through presentations, product demonstrations, and various forms of social media. This past October was no different; as CAP attended 23 different NDEAM events hosted by 19 different organizations, and gave presentations to over 700 individuals. For example, on October 24, CAP was able to exhibit different assistive technologies at the State Department’s charter signing ceremony for their new assistive technology center. CAP understands that it is not



always common that the contributions and needs of individuals with disabilities are squarely in the public eye. October serves as a springboard to both raise awareness and to start the important conversations regarding disabilities and inclusions that benefit everyone. CAP will continue to do a wide variety of activities during NDEAM in the Octobers to come as well, so if you or your agency is interested in having CAP attend an event next NDEAM, you can request CAP attend via the following link: cap.mil/newsevents/marketing/EventRequest.aspx. Please note that CAP does receive many invitations for events during October, so the sooner you submit your request the better!



Computer/Electronic
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Operation Warfighter

Service members transitioning out of the military face a world that is ripe with opportunity, but sometimes it can be hard to know the appropriate first step that will allow one to transition effectively into the civilian world. One program that serves as a launching pad to help Service members gain entry to the civilian workforce is Operation Warfighter (OWF). Since its inception in 2009, OWF has matched over 2,500 qualified wounded, ill, and injured Service members with non-funded



federal internships so that they can gain important work experience as they complete their recovery process. The goal of OWF is to show employers that skills obtained in the military are not only transferrable but can allow an individual to thrive in the civilian world. It also maintains the skill sets of the individual and provides an opportunity to gain additional training and knowledge. By providing employers with qualified, talented individuals and by helping Service members identify their skills and see how those skills can transition from military to civilian settings, OWF works to create an environment for as smooth of a transition as possible. For Service members who may need assistive technology or reasonable accommodations during their OWF internship, CAP can provide tools at no cost to either the employing agency or the Service member's command. For more information on OWF, please visit warriorcare.dodlive.mil/carecoordination/operation-warfighter.

Telework Accommodations

During inclement weather, in winter or summer, and in order to maintain continuity of operations (COOP), many employees may find themselves in a position to be teleworking. Other employees may have formal agreements that allow them to telework on a regular basis. Sometimes, if an employee has a reasonable accommodation at their workplace, they may need similar accommodations to work effectively in telework locations.

If a CAP customer has a telework agreement in place with their agency, CAP can provide accommodations for use at the customer's telework location. Having the tools they need to work at peak efficiency regardless of their physical location helps ensure consistent productivity while mitigating any negative impacts due to disabling conditions or limitations. Please

note there are some tools that CAP is unable to provide for use in a telework location. CAP is unable to provide certain tools for the telework environment that require assembly, installation or attachment to furniture. Examples of such items include (but are not limited to) keyboard trays and monitor arms. CAP customers who may need to use these types of tools at their telework location should work with their employing agencies to obtain these types of accommodations that are outside CAP's scope for telework locations.

Please contact us for more information if you have questions about this policy.



Workforce Recruitment Program Intern Provides Support for 200,000 Transitioning Service Members

A Workforce Recruitment Program (WRP) intern has wrapped up six months of service to the Department of Defense (DoD). Kevin Christensen, a McDaniel College alumnus, provided substantive assistance to the DoD Transition to Veterans Program Office (TVPO).

TVPO is responsible for designing, overseeing, and evaluating the DoD Transition Assistance Program (TAP). TAP provides information, tools and training to ensure service members and their spouses are prepared for the next step in civilian life. This Congressionally mandated program supports 200,000 transitioning service members on an annual basis.

“When Kevin first started, we immediately knew he was going to have an impact on our team. He quickly became a valued member of TVPO and provided substantive copyediting support to our curriculum team. We were able to do so much as an office in the six months that he spent with us,” said CDR Frank Lencz, Military Program Analyst, TVPO.

In his time with TVPO, he was responsible for editing, reviewing and copyediting over 500 pages of DoD curriculum for TAP. He helped the TVPO curriculum team streamline the curriculum development and review process. The TAP curriculum is executed at 185 military installations across the world.

Christensen also provided support to the Defense Personnel and Family Support Center (DPFSC), TVPO’s parent organization, Zero Based Review (ZBR) team, and helped them to achieve a seamless execution of the ZBR process, which included analysis, reporting and review.



Pictured above, Kevin Christensen, a McDaniel College alumnus and Workforce Recruitment Program (WRP) intern, has wrapped up six months of service to the Department of Defense (DoD). He provided substantive assistance to the DoD Transition to Veterans Program Office (TVPO).

“We quickly realized that he [Kevin] has a unique skill set that would be valuable to any team. He’s smart, adaptive, and has a keen eye for detail,” continued Lencz.

“I am extremely grateful for WRP and this amazing experience,” he said. “The time I spent at TVPO really laid the groundwork I need to begin my career.”

He will be starting a new job with the DoD in February.

WRP is a recruitment and referral program that connects federal sector employers worldwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through temporary or permanent jobs.

Coordinated by the Department of Labor’s Office of Disability Employment Policy (ODEP) and the Department of Defense’s Diversity Management Operations Center, CAP works closely with the WRP to provide participants with assistive technology and workplace accommodations at no cost to the employing agency.

For more information on the WRP, please visit www.wrp.gov.

Partner Accessibility & Communications

CAP's Partner Accessibility & Communications (PAC) Initiative provides assistive technology to increase access to federal programs and services for employees or members of the public with disabilities. This can help agencies comply with Section 504 of the Rehabilitation Act, As Amended, which prohibits discrimination based on disability in federally funded programs and activities in the U.S., including employment programs. Some examples of locations that CAP could provide PAC accommodations for include:

- Agency libraries
- Emergency preparedness programs
- Recurring meetings with members of the general public or political appointees
- Customer service centers, such as passport offices, parks or forest stations
- Federal employment and training centers
- Auditoriums and conference rooms

Many agencies have effectively utilized CAP's PAC initiative to increase accessibility in their facilities including the Department of Agriculture, Department of the Interior, and the DoD's own Defense Acquisition University.

One example of a successful PAC request is from this past year at Midewin National Tallgrass Prairie. In order to help make their visitor center more accessible to individuals with disabilities, they requested multiple portable magnifiers and personal FM systems, which CAP was able to provide. These tools will work to help visitors to the Midewin's visitor center that have vision or hearing limitations fully interact with all exhibitions, maps, and tours that Midewin makes available to the public.

Before receiving these accommodations, if an individual with hearing loss wanted to participate in a guided tour, they may have been unable to fully hear and participate. With a portable FM system, the tour guide can wear a small microphone that is remotely connected to headphones provided to the visitor, allowing the individual to control the volume of the tour guide as their needs dictate.

CAP is ready to help all of our partner agencies make their facilities more accessible! CAP partner agencies may submit PAC requests using the online request form located at www.cap.mil and indicating in the form that the request is for Partner Accessibility & Communications.

