Real Solutions for Real Needs

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Director

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FECA Interagency and POWER Return to Work Council • Washington, DC
CAP Overview

- CAP was established in 1990 as the Department of Defense (DoD) centrally funded program to provide accommodations to DoD employees.

- Today, CAP provides assistive technology and support services to ensure federal employees with disabilities at 68 partnering organizations and wounded, ill, and injured Service members have equal access to opportunity.

Leadership Team:

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Outreach Team
Who are our Customers?

• Federal employees from CAP partnering agencies who:
  – have an existing disability
  – recently acquired a disability, possibly from an on-the-job injury (Workers’ Compensation)
  – are managers, ready to hire an individual who could benefit from our services
  – take advantage of telework

• Wounded, ill, and injured Service members
• Provide assistive technology and associated training
• Conduct needs assessments and technology demonstrations
• Provide training on disability program management and creating an accessible environment
• Support the compliance of federal laws, regulations, and Executive Orders
Employment Lifecycle

- **Come to Work**
  (WRP, Schedule A)
- **Stay at Work**
  (Telework, Work Life Wellness)
- **Return to Work**
  (Workers’ Comp, Wounded Service Members)
- **Goal**
  The Federal Government becomes the Model Employer of People with Disabilities and Wounded Service Members
The Needs Assessment Process

The Job

• Identify the individuals job tasks and duties
• Discuss the diagnosis affecting the individual’s ability to perform their job functions

The Individual

• Determine if it is an existing or newly acquired disability
• Discuss if it is progressive or temporary
• Discuss the individual’s functional limitations

The Solution

• Define the procedures for installing software on your network to include security and integration
• Determine if the individual needs training on the proposed solutions
Assistive Technology

Dexterity Impairments
Alternative keyboards, input devices and voice recognition software

Vision Impairments
Screen readers, Braille terminals, magnification software and closed circuit televisions (CCTVs)

Hearing Loss
Assistive listening devices (ALDs), TTYs, videophones and captioning services

Cognitive/TBIs Impairments
Cueing/memory aids, literacy software, screen readers and ALDs

Embedded Technology
Magnifier, Text to Speech Narrator, On Screen Keyboard
CAP Technology Evaluation Center (CAPTEC)

- Assists in choosing appropriate computer and electronic accommodations
- Offers a wide variety of assistive technology
  - VTC Capability
  - Tours
- Located in the Pentagon (2D1049)
  - 703-693-5160 (V)
  - 703-693-6189 (TTY)
Step 2: Getting Started

Request an Accommodation from CAP

Getting Started
CAP will use the information in this form to ensure we get the correct information from you to best accommodate your individual needs. Questions about how CAP uses your information? See our Privacy Policy below.

Are you submitting this request for yourself or on behalf of someone else?

- [ ] Myself
- [ ] Another Person

Is the person to be accommodated currently on Active Duty with the US Military?

- [ ] Yes
- [ ] No

Privacy Act Statement
This statement serves to inform you of the purpose for collecting personal information required by the Computer/Electronic Accommodations Program (CAP) Portal and how it will be used.

Authority
10 U.S.C. 1582, Assistive technology, assistive technology devices, and assistive technology services; 29 U.S.C. 794d, Electronic and information technology; 42 U.S.C. Chapter 126, Equal opportunity for individuals with disabilities; and DoD Instruction 6025.22, Assistive Technology (AT) for Wounded Service Members.

Purpose
To collect information from an individual in order to determine whether that individual qualifies for the Computer/Electronic Accommodations Program (CAP) and what assistive technology is appropriate for that individual.

Routine Uses
Collected information may be disclosed to Federal Government agencies participating in CAP as necessary to permit the agency to carry out its responsibilities under the program. Information may be provided to commercial vendors to permit the vendor to identify and provide assistive technology solutions for individuals with disabilities. Information may also be used and disclosed in accordance with 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, which incorporates the DoD “Blanket Routine Uses” published at: [http://dodcio.defense.gov/privacy/SORNS/blanket_routine_uses.html](http://dodcio.defense.gov/privacy/SORNS/blanket_routine_uses.html).
Step 3: How Can CAP Best Help You?

Request an Accommodation from CAP

Thank you for your interest in submitting a CAP request for accommodation. As the first step in the request process, please ensure your familiarity with your agency's reasonable accommodation procedures. Check your agency's Point of Contact on CAP's website to learn if you must follow a specific process for placing CAP Requests. By following your agency's process for working with CAP, we will support required agency procedures, help provide appropriate accommodation solution(s), and be able to expedite your request.

How can CAP best help you?

- I know which solutions I need and just want to request them.
  - request an accommodation

- I would like CAP to recommend solutions for me based on my limitation(s).
  - request an accommodation

- I would like CAP to contact me to discuss possible solutions.
  - request an accommodation

Need Assistance?

Contact us from 8am-5pm Eastern Time by phone at (703) 614-8416, (571) 384-5629 VP, or anytime by email at cap@mail.mil.
New Tools to Assist Our Customers

We continue to add to our series of “Quick Tips” tutorials, which address the questions most frequently asked by our customers and agency POCs.

Have an idea for a Quick Tip?

Email us at cap@mail.mil
CAP’s PAC Initiative provides assistive technology to increase access to federal programs and services for members of the general public with disabilities

• Federal personnel and members of the general public have equal access to onsite services and information as required by the Rehabilitation Act

• Includes accommodations for training centers, libraries, museums, auditoriums and other event venues, etc
CAP now provides assistive technology and services for individuals with disabilities on term and temporary appointments employed by CAP partnering agencies

- If the appointment is 12 months or less, CAP will provide assistive technology:
  - on a loan basis (and must be returned at the end of the appointment)
  - if under the micro purchase limit or on our Blanket Purchase Agreement, which is available on our website

- CAP will not provide:
  - Ergonomic chairs to temporary or term employees, even if employed by DoD
  - Training on assistive technology for employees whose appointments are three months or less
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