



Computer/Electronic
Accommodations
Program



Real Solutions for Real Needs

Stephen M. King
Director

June 17, 2014

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:



Stephen M. King
Director



Sharon Terrell-Lindsay
Deputy Director

Assessment Team:

Mark Rew
Michael Young
Jeffrey Dallos
Jerome Lyons

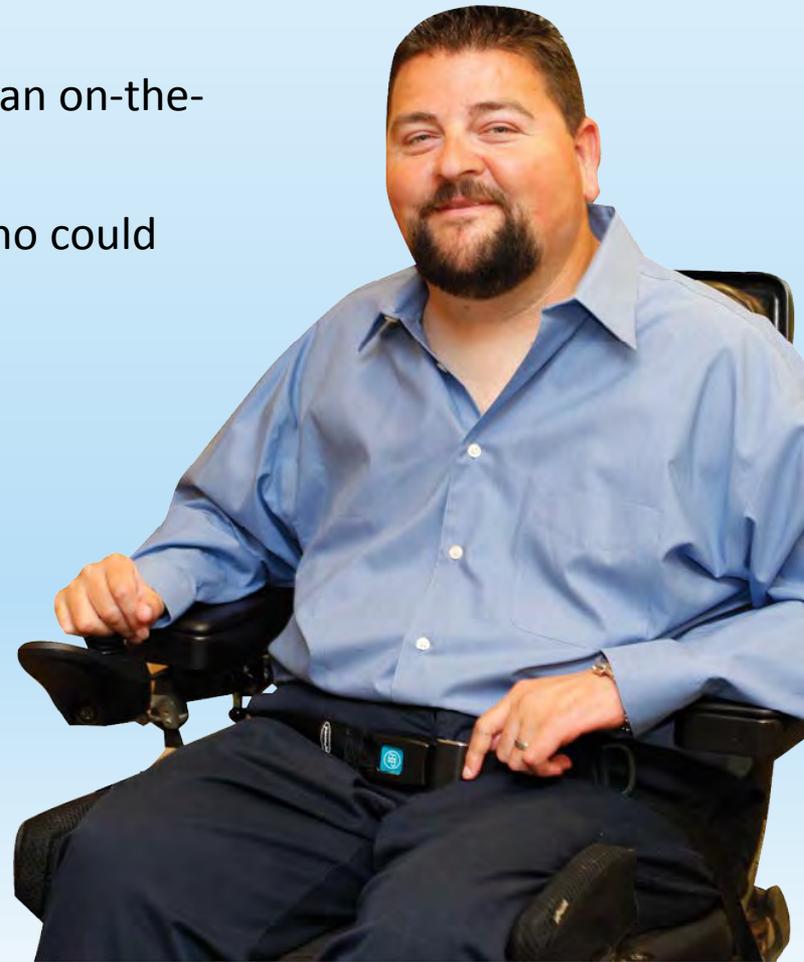
Acquisitions Team:

Kameelah Montgomery
Ryan Heist

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



CAP Services



- 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 individual's 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

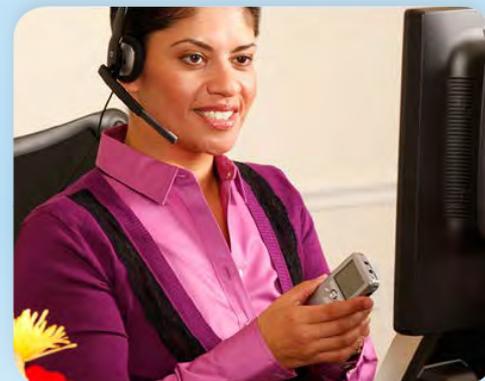
Assistive listening devices (ALDs), TTYs, videophones and captioning services

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)

CAP Computer/Electronic Accommodations Program

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CAP Customers Accommodation Solutions Programs Publications/Forms News, Events & Training About CAP

NEW CAP Online Training: Deaf or Hard of Hearing

New online training module, "Providing Reasonable Accommodations for People Who are Deaf or Hard of Hearing." This training addresses accommodation solutions for people who are deaf or hard of hearing and how CAP can help.

1 2 3 4 5

What does it mean to be deaf or hard of hearing?

Request an Accommodation

Ready to place a request for an accommodation? [Start here](#). Need to [browse assistive technology](#), or help to determine the appropriate accommodation to meet your needs? We can help!

Get Started NOW!

Explore CAP

FREE download on iTunes! CAP Mobile App

View CAP Videos

Support WSM

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.

Recent News & Upcoming Events

Recent News

- ▶ [Tell Us Your Story!](#): Help us reach out to other Federal employees and wounded Service members by telling your story.

Upcoming Events

- ▶ [ATIA 2014](#) | 1/28/2014
- ▶ [2014 JDVAC Audiology Conference](#) | 3/10/2014
- ▶ [CSUN](#) | 3/17/2014

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Step 2: Getting Started



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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://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

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Step 3: How Can CAP Best Help You?



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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.

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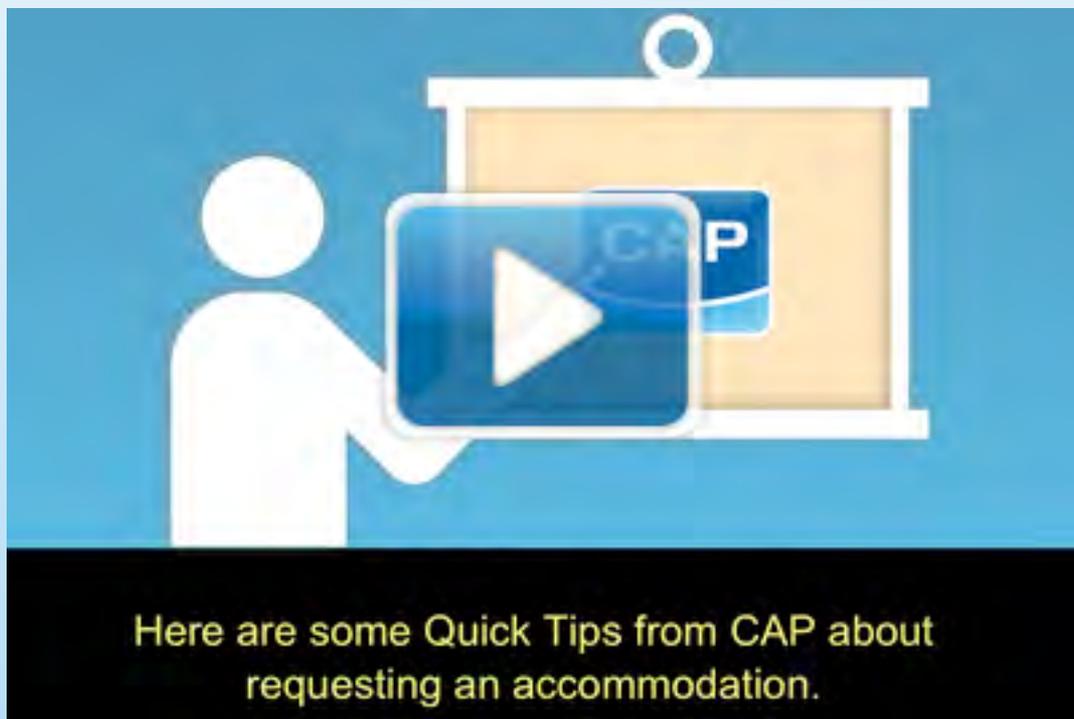
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New Tools to Assist Our Customers



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

Public Accessibility & Communication (PAC)

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



Term and Temporary Employees

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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