



CAPtions

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March is Brain Injury Awareness Month

Brain Injury Awareness Month includes Traumatic brain injuries (TBI) which are the most common form of brain injuries that can happen after a blow or jolt to the head. TBIs can result in symptoms such as difficulty with memory, concentration, focus, and organizational skills. CAP provides assistive technology devices for Service members and employees experiencing TBI symptoms. Examples of assistive technology devices for Cognition include: cueing/memory aids, noise-cancelling headsets, word prediction, and speech recognition software. For more information about available assistive technology devices visit the [Cognitive section](#) of the CAP website.



CAP Needs Assessments and How to Submit a Request

CAP provides Needs Assessments for DoD employees, Service members and non-DoD customers who are uncertain of available assistive technology devices. Our Assessment Analysts help customers identify assistive technology solutions based on the limitations the customer is experiencing, and the requirements of the position. To submit a request for a Needs Assessment, please select “I want CAP to contact me” via www.cap.mil or submit an accommodation request.



Why You Should Check With Your Agency Before Submitting a Request

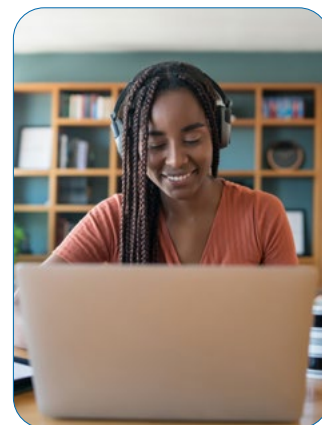
CAP is a resource available to DoD agencies and employees to procure assistive technology devices as reasonable accommodations. CAP encourages customers to check with their supervisor, disability program manager, reasonable accommodations manager/coordinator, or equal employment officer to ensure customers are following their agencies internal accommodation process before submitting an on-line request. More importantly, this keeps all required personnel informed and aware of the process, and allows your agency an opportunity to provide your needed accommodation if possible.

Why Approving Official/Supervisor's Approval is Needed

CAP requires the Approving Official/Supervisor's approval on all requests. This is to ensure that your agency's approving authorities/POC's officially acknowledge and approve the request is a valid government requirement.

Teleworking: CAP Provides Assistive Technology Devices for Your Telework Environment

COVID-19 mandated telework for all DoD employees. As a result, CAP adjusted its policies and processes to provide assistive technology devices to employees' telework locations. Examples of assistive technology devices distributed to employee telework environments include: noise-cancelling headsets, document holders, alternative keyboards and mice, and lumbar supports. Unfortunately, due to liability reasons, CAP cannot provide items that will require installation (i.e. monitor arms, keyboard trays, arm rests, etc.). If you need an assistive technology device for your telework environment, contact CAP to see how we may be able to assist!



COVID Implications: Supply Chain Delays and Cost Increases

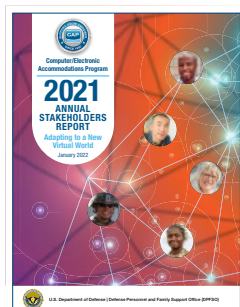
Many items CAP provides continue to face backorders or are being discontinued due to continued supply constraints. Additionally, these factors have combined with inflation to make the timely procurement of some items more difficult. CAP is and will be continuing to process and order the assistive technology, but we ask for your continued patience if some items take longer to be delivered.



Did You Know?

Mike Young's Retirement

After nearly 22 years of supporting CAP, Mike Young retired at the end of February, 2022. Mike may be known to some of you from his time overseeing the Wounded Service Member initiative and his integral role in the implementation of DoDI 6025.22 and establishing partnerships with over 50 Military Treatment Facilities. You may know Mike as the CAPTEC Manager or overseeing CAP's Outreach and Assessment initiatives. During his time with CAP, Mike made a considerable impact on Service members and Federal employees with disabilities including overseeing the requests of 13,698 CAP customers totaling 35,212 assistive technology devices. CAP appreciates Mike's contributions and assistance in making CAP what it is today!

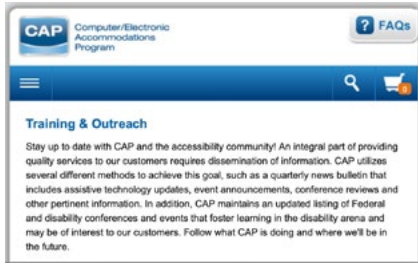


CAP's Fiscal Year 2021 (FY21) Annual Report

The CAP FY21 Annual Report; *Adapting to a New Virtual World*, is now available! Access the [Annual Report](#) by visiting the Annual Report section of the [CAP website](#).

Did You Know? (cont.)

Outreach Events



CAP has a variety of resources to help you inform your agency about all of the services CAP offers! We also have disability etiquette and reasonable

accommodation trainings as well. Check out the [Training and Outreach](#) section on CAP's website to download flyers and watch the trainings/webinars. You can also watch most of these videos on [CAP's YouTube](#). Still want to know more? [Request a virtual event](#) for CAP to present to your agency about all of the services that your employees are eligible for.

CAP Briefings: How can CAP Assist Your Agency?

Agencies can request CAP to provide presentations and briefings on various topics including a general CAP overview, information about specific assistive technology devices, or equipment demonstrations.



In addition to these presentations, CAP can provide digital outreach materials that can be downloaded and distributed within your agency. Requests for presentations can be made using the [event request form](#). Additional materials are available in the [Training and Outreach](#) section of the CAP website!



Useful Resources

Share Your CAP Experience Within Your Agency and Team and Let Us Know How We Can Help

Share your experience with CAP! What worked well? What could CAP do to make your experience better? Please email your experience to CAP@mail.mil.

Wanted: Your Photos and Videos!

Please share videos and photos of you using your assistive technology devices at work, during meetings, or at events. You may be featured on CAP's social media pages! Please email your photos or videos to CAP@mail.mil, along with your permission for CAP to use them!

Stay Connected to CAP

Stay up-to-date on recent CAP happenings by following CAP on social media!



Facebook

www.facebook.com/DoDCAP



Instagram

www.instagram.com/dod_cap



Twitter

www.twitter.com/DoDCAP



YouTube

www.youtube.com/thedodcap

