



US ARMY GARRISON

Fort Lee, Virginia

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE
NEWS BULLETIN



VOL. 1, ISSUE 4

January 2013

BEFORE YOU TELL IT TO EEO: Attempt to resolve wrongs, violation of law, regulation, or policy at lowest level before you contact the EEO Office.

FUNCTIONS OF EEO: Compliance & Program Evaluation, Advisory Services, Complaint Processing, Training & Education, Affirmative Employment Program, and Special Employment Programs

Computer/Electronic Accommodations Program (CAP)

Recognizing the potential of its workforce, the Department of Defense (DoD) established the Computer/Electronic Accommodations Program (CAP) to eliminate employment barriers for people with disabilities. CAP's mission, since its inception in 1990, is to provide assistive technology and accommodations to ensure people with disabilities and wounded Services members have equal access to the information environment and opportunities in the DoD and throughout the federal government.

Today, CAP has expanded beyond the DoD to partner with 68 federal agencies making it the largest provider of reasonable accommodations in the world. The program's vision is to increase employment of people with disabilities and disabled veterans by ensuring they have access to accommodations throughout the DoD and federal government.

CAP does this by paying for and providing a wide variety of assistive technology for people with hearing, visual, dexterity, cognitive, and communication disabilities. While CAP mainly focuses on purchasing assistive technology for employees with disabilities, it also supports federal employees throughout the employment lifecycle, including; coming to work, staying at work, and returning to work to help ensure the Federal Government is the model employer of people with disabilities and wounded Service members. Frequently requested accommodation solutions include videophones, personal amplification devices, screen magnification software, screen readers, cueing/memory aids, literacy software, alternative keyboards, pointing devices, and speech recognition software.

The process for customers to identify and request accommodations from CAP is simple. Customers that already know what accommodations they need can request them through our online request form available at www.cap.mil. For customers that need assistance in identifying solutions, there are a number of options available. The CAP Technology Evaluation Center (CAPTEC) at the Pentagon contains several computer workstations equipped with a wide variety of assistive technology designed to accommodate people with disabilities and will conduct in-person, phone, and video teleconferencing needs assessments. For customers not located in the DC metro area and who require an on-site assessment, one can be requested through the online request form at www.cap.mil.

Once solutions have been identified, all requests can be made through the same online request form. The CAP office is available to answer any disability or accommodation related questions. The CAP staff works with individuals to ensure the federal community complies with federal laws and assist in creating a more accessible information environment. CAP is committed to making the Federal Government workplace a productive and healthy environment for all employees. For further information, please contact CAP at 703-681-8813 (Voice) Videophone: 571-384-5629 or via email at cap@tma.osd.mil.

EEO Counselor – Spotlight



Leon Hence
Chief of Bridging Information Systems Division

Mr. Hence has worked for the Federal Government for 33 years. He has worked 31 of those years for the Software Engineering Center-Lee. He is the Chief for the Bridging Information Systems Division. Mr. Hence has served as a collateral duty EEO Counselor for over 20 years. He has received recognition as the EEO Counselor of the Year on four occasions. He said he wanted to be an EEO Counselor because he wanted to know how to be a great supervisor and the experience has served him well. Thanks for your support!

CAP's Wounded Service Member (WSM) Initiative

CAP provides needs assessments, assistive technology and training to support wounded service members throughout all phases of recovery and transition to employment, directly impacting their rehabilitation process. By implementing DoD Instruction 6025.22, AT for Wounded Service Members, CAP partners with Military Treatment Facilities (MTFs) to integrate AT into the recovery and seamless transition process. CAP is committed to giving Service members the tools to prepare them for employment opportunities in the public or private sectors by allowing them to maximize their abilities. For more information, visit www.cap.mil/wsm.

"Life's most persistent and urgent question is, What are you doing for others? The time is always right to do what is right." Rev. Dr. Martin Luther King, Jr.

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