

Equal Employment Opportunity Newsletter

Equality is OK!



USAG FORT SILL

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Computer/Electronic Accommodations Program (CAP)



Computer/Electronic Accommodations Program celebrates 25 years of ensuring people with disabilities have the assistive technology and accommodations to be part of today's workforce.

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 infor-

mation 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.

Identifying and requesting CAP accommodations is simple. Customers that already know what accommodations they need can request them through the online request form at www.cap.mil. Customers outside the Washington, DC metro area requiring assistance in identifying solutions may request an accommodation via the online request form at www.cap.mil. Once solutions have been identified, all requests can be made through the same online request form.

CAP offers a number of online

Special points of interest:

- CAP: ACCOMMODATING EMPLOYEES FOR 25 YEARS
- JAN: FINDING PRACTICAL SOLUTIONS IN ACCOMMODATION FOR WORKPLACE SUCCESS
- ERGONOMICS
- NATIONAL AMERICAN INDIAN HERITAGE

Providing Reasonable Accommodation Solutions

tools to help our customers, including:

Training: A series of online training modules to help federal employers understand how simple and beneficial hiring employees with disabilities can be.

Assistive Technology Videos: A series of short videos to demonstrate available assistive technology.

CAP Mobile App: Stay up to date on new assistive technology, disability events and more on the go.

Social Media: Stay connected with CAP on Facebook, Twitter and YouTube!

For further information and to use CAP online tools, please visit www.cap.mil, contact CAP at 703-614-8416 (Voice) or via

email at cap@mail.mil.

Online Training



CAP Webinar: The Needs Assessment Process

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<http://askjan.org>

MOST OF THE EMPLOYERS WHO CONTACT JAN FOR ACCOMMODATION IDEAS ARE VERY MOTIVATED TO DO THE RIGHT THING AND MAKE AN EFFECTIVE ACCOMMODATION, BUT COSTS ARE A COMMON CONCERN.



JAN's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings. These accommodation ideas are not all inclusive. If you do not find answers to your questions, please contact JAN directly. The staff of experienced consultants is happy to discuss specific accommodation needs in a confidential manner. Start your SOAR search.



And, download JAN's SOAR Widget for your Website!



Searchable Online Accommodation Resource

<http://askjan.org/soar/index.htm>

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Job Accommodation Network (JAN)

The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace.

JAN's trusted consultants offer one-on-one guidance on work-

place accommodations, the Americans with Disabilities Act (ADA) and related legislation, and self-employment and entrepreneurship options for people with disabilities. Assistance is available both over the phone and online. Those who can benefit from JAN's services include private employers of all sizes, government agencies, employee representatives, and service providers, as well as people with disabilities and their families.

JAN represents the most comprehensive job accommoda-

tion resource available. From Fortune 500 companies to entrepreneurs, JAN has served customers across the United States and around the world for more than 25 years. Its consultants are thought leaders and innovators on disability employment issues, and all have earned at least one Master's degree in their specialized fields, ranging from rehabilitation counseling to education and engineering.

Learn About Low Cost Solutions with a JAN Webcast

We all know how important it is to make workplace accommodations. Effective accommodations can bring about many benefits beyond ADA compliance. Most of the employers who contact JAN for accommodation ideas are very motivated to do the right thing and make an effective accommodation, but costs are a common concern. Fortunately, as JAN's research on the costs and benefits of accommodation shows, accommodations

do not always have to be expensive. In fact, information from the JAN study showed that over half of the accommodations reported in the study were made at no cost, and a typical cost of accommodation, when there was a price tag, was about \$500.

When you contact JAN for accommodation ideas, we will do our best to talk with you about a range of options to consider. Many times it is pos-

sible to come up with low cost or even no-cost alternatives. In some cases, a minor policy change can be an effective accommodation. Some examples include simple changes to scheduling procedures, leave, and attendance policies. Changes in procedures can also be helpful. Sometimes all that is necessary is a simple change in the way things are done, such as a change to the way job tasks are assigned.

Practical Solutions—Workplace Success

Purchasing equipment, can also cost less than you might think. Sometimes it is possible to use a mainstream product, like a special kind of pen to accommodate an individual as an alternative to buying more expensive dedicated assistive technology. Sometimes it's even possible to find a way to accommodate using equipment

that is already available in the workplace, for example by buying an app for a tablet that the person is already using. In other cases an accommodation approach may involve the purchase of equipment that seems expensive, but the long-term cost could be less over time because the approach is effective and the product is durable.

Here are two situations and solutions that involve low cost accommodations:

Situation: A legal secretary was having difficulty using her computer effectively because of dry eye syndrome.

Solution: The employer provided an air purifier and anti-glare filter for the employee's monitor.

Scents & Sensitivity in the Workplace

Situation: An office employee had a problem with fragrance sensitivity and had asked the employer for an accommodation.

Solution: His employer sent a memo telling people to be aware of how much fragrance they wear, which proved effective in this case.

For more information on low cost solutions, check out [JAN's Webcast Series Archives](#) where you can find JAN's Webcast on Low Cost Solutions. You may also be interested in JAN's publication on

teners, and cleaning products. People with fragrance sensitivity often experience symptoms such as breathing difficulties: wheezing, a tight feeling in the chest, or worsening of asthma symptoms; headaches; nausea; hives and other skin irritations; and limitations in memory and concentration.

Situations involving fragrance or scent sensitivity can be a little complicated because accommodations sometimes impact others in the work environment. For example, some

workstation near areas of heavy foot traffic or congregation (i.e., break room, rest-room, elevator area)

-Provide an enclosed workspace

-Provide an air cleaner of the right size to effectively clean the space (i.e., select a model sufficient for gaseous filtration) and make sure the HVAC system is working properly

-Provide a desk fan

Workplace Accommodations: Low Cost, High Impact.

For some people, irritants like fragrances, deodorizers, scented candles, and other chemicals in the air can be as much an access barrier as a missing ramp or inoperative elevator. People with asthma, allergies, or other respiratory disorders may be more susceptible to the effects of these irritants at levels that are much lower than what might cause problems for those in the general population.

In particular, exposure to fra-

employers have implemented workplace policies or made requests that all employees refrain from wearing and using scented products in the workplace. While a 100% fragrance-free environment may not be reasonable, an employer may still take measures to reduce exposure to such irritants. It becomes an issue of fragrance-use awareness. As with any accommodation situation, it is up to the employer to determine what is reasonable with regard to the type of accommodation(s) that

-Allow a flexible work schedule so the employee who is sensitive can work when fewer people are in the building

-Allow the employee to wear a mask (e.g., <http://www.icanbreathe.com/favorite.htm>)

-Allow breaks to take medication or get fresh air

-Allow telework

-Implement and enforce a fragrance-free policy

granced products can make it difficult for some employees to function effectively at work. [JAN](#) Consultants talk to employers who are trying to accommodate employees who report fragrance sensitivity. Fragrance sensitivity is either an irritation or an allergic reaction to some chemical or combination of chemicals in a product. Although perfumes and colognes are generally what come to mind, fragrance is commonly added to a variety of daily use items like toiletries, cosmetics, air fresheners, laundry soaps and sof-

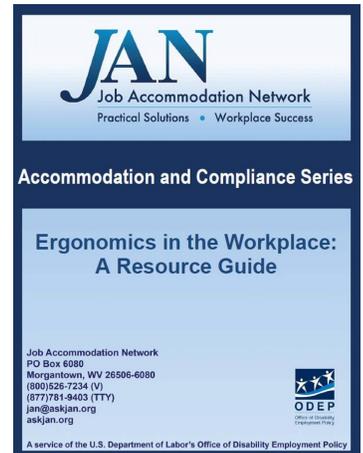
can be implemented. [JAN](#) offers a number of accommodation solutions that may help:

-Reduce exposure to scented products by asking employees to be conscious of their choice of products (opt for non-scented) and to refrain from wearing fragrances and colognes to the workplace

-Move the employee's workstation away from co-workers who use heavily scented products, fragrances, etc.

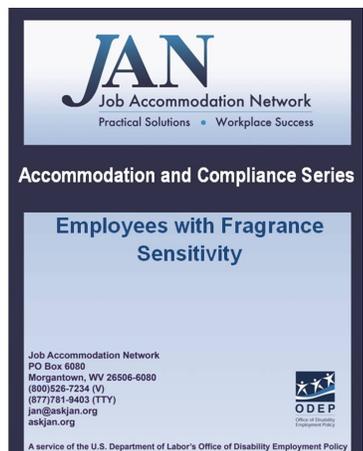
-Do not situate the employee's

For additional information regarding accommodation ideas for people who are sensitive to fragrances, see [JAN's publication Employees with Fragrance Sensitivity](#) or contact [JAN](#) to speak with a consultant.



Ergonomics is the relationship between the worker and the job and focuses on the design of work areas to enhance job performance.

WHILE A 100% FRAGRANCE-FREE ENVIRONMENT MAY NOT BE REASONABLE, AN EMPLOYER MAY STILL TAKE MEASURES TO REDUCE EXPOSURE TO SUCH IRRITANTS.



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USAG FORT SILL

1670 Craig Rd
Building 1670
Fort Sill, OK 73503

Phone: 580-442-4024
Fax: 580-442-7205

MISSION

Manage the civilian Equal Employment Opportunity (EEO) program, ensuring a workplace environment that is free of illegal discrimination and fosters equality and opportunity for everyone.

VISION STATEMENT

The installation leadership is committed to respect, fairness, and equality for all civilian employees by ensuring a professional work environment free from unlawful discrimination. Equal Employment Opportunity is provided to all qualified persons. Discrimination based on an individual's race, color, religion, gender, national origin, age (40 and above), mental and physical disabilities, reprisal for participating in a protected activity and genetic information is unlawful.

Have an EEO question? Access via EEO website.

<http://sill-www.army.mil/USAG/eeo/index.html>



The American Indian cultures are known for their rich oral tradition used to share their history, customs, rituals, and legends through vivid narratives.

Each time a story was told, it breathed life into their culture, cultivated their verbal language, gave meaning to the tribe's history, and also taught life lessons about leadership and honor.



-November is National American Indian Heritage Month, honoring American Indians and Alaska Natives. For 2014, the Society of American Indian Government Employees has selected the theme *Native Pride and Spirit: Yesterday, Today and Forever*.

-Historically, American Indians have the highest record of service per capita when compared to other ethnic groups. The reasons are deeply rooted in traditional cultural values that drive them to serve their country. These include a proud warrior tradition, best exemplified by the following qualities said to be inherent to most, if not all, Native American societies: strength, honor,

pride, devotion, and wisdom. These qualities fit perfectly with military tradition.

-On November 20, 2013, American Indian code talkers from 566 tribes were honored with Congressional Silver Medals, and leaders from the tribes' 33 nations received Congressional Gold Medals. These medals recognized the contributions of the code talkers during World War I and World War II, when they used their native languages to encode secret or sensitive information so that the enemy could not decipher radio transmissions.

-In 2010, there were 15 states with more than 100,000

American Indian and Alaska Native residents. The state with the largest American Indian and Alaska Native population was California (723,225), followed by Oklahoma (482,760) and Arizona (353,386). The state with the highest percentage of its population being American Indian and Alaska Native was Alaska (19.5%).

-In the 2010 U.S. Census, tribal groupings with 100,000 or more responses were Cherokee (819,105), Navajo (332,129), Choctaw (195,764), Mexican American Indian (175,494), Chippewa (170,742), Sioux (170,110), Apache (111,810), and Blackfeet (105,304).

Hours of Operation Monday-Friday 7:30 a.m. — 4 p.m.

National American Indian Heritage Month Facts

-Defense Equal Opportunity Management Institute (DEOMI)