COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP)
PARTNERSHIP REPRESENTATIVE FORM

In accordance with the Department of Defense Instruction 6025.22, Assistive Technology (AT) for Wounded, Ill, and Injured Service Members, the Commander at the Military Treatment Facility (MTF) or transition unit shall designate an appropriate individual to serve as the CAP Representative. The CAP Representative will coordinate AT needs assessments, requests and related services with the DoD CAP Office to ensure eligible Service members receive appropriate accommodation solutions. The MTF CAP Representative shall identify when CAP staff members are required to assist in the assessment process. Needs assessments shall include aspects of Service members' functional limitations, computing or communication tasks, technical specifications for computers and/or telecommunication systems, and identification of training needs. Once completed, the needs assessment information shall be submitted to CAP as part of the AT request. After receipt of AT, CAP Representatives will ensure that independent verification of property receipt is provided to CAP. MTFs and wounded warrior programs must also record the transfer of property to the Service member upon separation from active service or to his or her next duty station if he or she returns to active service.

CAP, located in Arlington, VA, provides a centrally funded process to increase accessibility of electronic and information technology systems. CAP provides AT to increase access to computer and telecommunication systems by employees with disabilities within the Department of Defense, Federal partner agencies, and Service members with cognitive, communication, dexterity, hearing and vision impairments. The CAP mission is to ensure that people with disabilities and wounded Service members have equal access to the information environment and opportunities in the Department of Defense (DoD) and throughout the Federal government.

Department of Defense CAP Contact Information:

DoD Computer/Electronic Accommodations Program
CAP Director
1700 N. Moore Street, Suite 1000
Arlington, VA 22209

Voice: 703-614-8416
Fax: 703-697-5851
Email: cap.wsm@mail.mil

1. CAP REPRESENTATIVE CONTACT INFORMATION

a. MTF OR TRANSITION UNIT			
b. REPRESENTATIVE NAME *(Last, First, Middle Initial)*		c. TITLE	
d. OFFICE/DUTY STREET ADDRESS			
e. CITY		f. STATE	g. ZIP CODE
h. OFFICE/DUTY TELEPHONE/TTY *(Include area code)*	i. FAX *(Include area code)*	j. EMAIL	

2. APPROVAL

a. NAME *(Last, First, Middle Initial)*	b. TITLE	
c. OFFICE/DUTY TELEPHONE/TTY *(Include area code)*	d. EMAIL	
e. SIGNATURE		f. DATE SIGNED *(YYYYMMDD)*

Please email agreement to cap.wsm@mail.mil or fax to 703-697-5851.