

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 44-161**



**10 AUGUST 2009**  
Certified Current 26 August 2016

**Medical**

**ASSISTIVE TECHNOLOGY (AT) AND  
COMPUTER ELECTRONIC ACCOMMODATIONS PROGRAM (CAP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 59 ORS/SG04PO

Certified By: 59 ORS/CC (Col Spencer Frink)  
Pages: 5

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This instruction implements Air Force Policy Directive 44-1, *Medical Operations*. This instruction outlines guidelines for providing assistive technologies and services to individuals with a variety of disabilities and functional deficits that impact the use of information technology and/or job performance. This instruction applies to all personnel assigned, attached, or on contract to the 59 Medical Wing (MDW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) on the Air Force Portal available at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

**1. Program Overview.** Everyday, United States soldiers, sailors, airmen, and marines are recovering at various military treatment facilities (MTFs) due to injuries sustained while on active duty status. As a result, the Department of Defense (DoD) has implemented the Computer Electronic Accommodations Program (CAP) for DoD employees and service members, to include our Wounded Warriors. CAP provides real solutions for real needs while ensuring that people with disabilities and wounded service members have equal access to the information environment and opportunities in the Federal government. CAP works closely with service members across the nation to ensure they receive appropriate assistive technology for their needs. Accommodations are available for service members and DoD employees with injuries that have caused cognitive and communication difficulties, dexterity impairments, hearing and vision loss.

**2. Inclusion Criteria.** CAP services are available to individuals in the following categories:

2.1. All wounded service members (sailors, marines, airmen, and soldiers) to include those injured stateside and in support of OPERATION ENDURING FREEDOM and OPERATION IRAQI FREEDOM.

2.2. Employees with disabilities in DoD throughout the Federal government are eligible for CAP services.

2.3. Individuals with all types of disabilities including but not limited to variety of upper extremity trauma (amputations, neuropathies etc.), cognitive disabilities, visual deficits and complete blindness (i.e. no light perception), communication deficits, deafness/auditory impairments, and hand dexterity deficits secondary to fractures and/or other musculoskeletal condition(s).

### **3. Responsibilities.**

3.1. 59 MDW Commander. Appoints a facility CAP Representative and ensures Occupational Therapy (OT) services establishes a Memorandum of Understanding with CAP. The MOU can be found at [http://www.tricare.mil/cap/documents/CAP\\_WSM\\_MOU.pdf](http://www.tricare.mil/cap/documents/CAP_WSM_MOU.pdf)

3.2. 59 MDW CAP Representative. Coordinates assistive technology (AT) needs assessments and related services with the DoD CAP Office to ensure eligible service members receive appropriate accommodations solutions.

3.2.1. Should be an occupational therapist, Health Care Integrator (HCI), case manager, or provider.

3.2.2. Takes advantage of training available from the DoD CAP office.

3.2.3. Submits online needs assessment for patients via the DoD CAP website.

3.3. 59 MDW Provider/Therapist.

3.3.1. Evaluates and assesses patients for assistive technology (AT).

3.3.2. Submits online needs assessment for patients via the DoD CAP website.

3.3.3. Provides additional medical documentation and tests as required by DoD CAP Office.

### **4. CAP Guidelines and References.**

4.1. Department of Defense Instructions (DoDI) 6025.22, *Assistive Technology for Wounded Service Members*, establishes policy, defines terms, assigns responsibilities, and provides procedures for establishing AT programs within the Military Health System (MHS).

4.1.1. TRICARE Handbook, *Providing Assistive Technology to Wounded Service Members*, supports DoDI 6025.22 and provides and creates an interdependent AT system that enables service members to identify and use AT early in the rehabilitation process.

[http://www.tricare.mil/cap/documents/CAP\\_WSM\\_Handbook.pdf](http://www.tricare.mil/cap/documents/CAP_WSM_Handbook.pdf)

4.1.2. Computer/Electronic Accommodations Program website, provides important information about the CAP program and online needs assessment, <http://tricare.mil/cap/>.

4.1.3. HQ USAF/SG Policy letter, *Assistive Technology for Wounded Service Members*.

**5. CAP Accommodation Process.** The first step in the CAP process is completing the online needs assessment to determine the most appropriate AT solution for the patient. A complete needs assessment is a critical step in the CAP accommodation process and should be done on a case-by-case basis.

5.1. Wounded Service Member (WSM) needs assessment provides the CAP office with information to identify the best assistive technology for the patient. Needs assessments shall include identification of training needs, technical specifications for computers and/or telecommunication systems, and aspects of service members' functional limitations and computing or communication tasks. Once completed, the needs assessment information shall be submitted to CAP as part of the AT request via the URL:

[http://tricare.mil/cap/wsm/accom\\_process/request.cfm?type=request](http://tricare.mil/cap/wsm/accom_process/request.cfm?type=request)

5.1.1. CAP will make the accommodation solution based on the responses in the assessment. It is critical that complete information on all limitations experienced due to the injury/impairment is provided.

5.1.2. The 59 MDW CAP representative, case manager, therapist/provider may complete and submit WSM needs assessment to the DoD CAP office.

5.1.2.1. Service members and their families may submit WSM needs assessment only after they coordinate their assessment with their medical providers, CAP representative and/or therapist.

5.1.3. The CAP office may request additional medical documentation or medical test after receiving WSM needs assessment request. Thus, it is recommended to disclose all functional limitations and disabling conditions when completing the assessment.

5.1.4. The DoD CAP office will notify the patient and therapist/59 MDW CAP Representative regarding the best assistive technology for the patient (if approved) after receiving the WSM needs assessment.

5.1.5. The AT shall be procured by DoD CAP office and delivered to the 59 MDW or other appropriate location at no cost to the 59 MDW or location. If requested, CAP shall also procure training and technical integration support services for the patient.

5.1.6. Service members or patients shall be provided access to ongoing support from DoD CAP following receipt of an AT device until separation from active duty service, at which time, AT and rehabilitative services shall become the responsibility of the Veterans Administration.

5.1.7. AT is authorized by law to become the property of the service member at his or her separation from active service.

SVEN T. BERG, Colonel, USAF, MC, FS  
Chief of the Medical Staff

***1 Attachment:***

Glossary of References and Supporting Information

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 44-1, *Medical Operations*, 1 September 1999

DoDI 6025.22, *Assistive Technology for Wounded Service Members*, 9 September 2008

HQ USAF/SG Policy letter, *Assistive Technology for Wounded Service Members*, 24 December 2008

TRICARE Handbook, *Providing Assistive Technology to Wounded Service Members*, December 2008

***Abbreviations and Acronyms***

**AT**—Assistive Technology

**CAP**—Computer Electronic Accommodations Program

**DoD**—Department of Defense

**DoDI**—Department of Defense Instructions

**HCI**—Health Care Integrator

**MDW**—Medical Wing

**MHS**—Military Health System

**MTF**—Military Treatment Facility

**OT**—Occupational Therapy

**WSM**—Wounded Service Member