



Department of Energy Headquarters Disability Program

The Headquarters Disability Program

The Headquarters Disability Program Coordinator works with DOE managers, employees and visitors to provide information and assistance related to persons with disabilities. Areas of assistance include:

- ✚ Auxiliary services, such as sign language interpreting services, readers for the blind, or personal assistants for the physically challenged
- ✚ Guidance and information regarding laws and regulations related to persons with disabilities
- ✚ Department-wide coordination of the Computer/Electronic Accommodations Program (CAP) for assistive/adaptive technology removal of physical, environmental or attitudinal barriers for individuals with disabilities
- ✚ Training in the areas of disabilities, deafness, and reasonable accommodation.

All services are confidential

Who Qualifies As An Individual With A Disability?

An qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

In order for an individual to be entitled to a reasonable accommodation, s/he must have a “disability” pursuant to the definition outlined in the Rehabilitation Act, as amended. An individual has a disability for purposes of the Act if s/he:

- (1) has a physical or mental impairment that substantially limits a major life activity
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

However, if the individual has little or no difficulty performing any major life activity because s/he uses a mitigating measure, then that person will not meet the Act’s definition of disability.

For assistance on whether a disability is covered under the law, contact the Headquarters Disability Program Coordinator.

Requesting An Accommodation

An individual with a disability may request an accommodation at any time during the application process or period of employment. Qualified* individuals recognizing the need for an adjustment or change at work for a reason related to a medical

Assistive Technology

Assistive or Adaptive Technology commonly refers to "...products, devices or equipment, whether acquired commercially, modified or customized, that are used to maintain, increase or improve the functional capabilities of individuals with disabilities..."---Assistive Technology Act of 1998

At DOE, the Computer/Electronic Accommodations Program (CAP) provides assistive technology, devices and services, such as needs assessments and assistance, free of charge to federal employees with disabilities at work or in the flexiplace environment.*

To place a request with CAP, go to: <http://www.tricare.mil/cap/>
The site provides information about the program and how to apply for technology or assessments. Applicants may submit the request on-line or print and submit a hard copy to the CAP office. Contact the Headquarters Disability Program Coordinator or a CAP representative for assistance.

*Once the technology has been provided, assistive technology support services are handled through the IT Help Desk.

Reasonable Accommodation

The Department of Energy is required to afford reasonable accommodations to qualified individuals with disabilities.

A reasonable accommodation is any adjustment or alteration to a job or the work environment that will enable a qualified applicant or employee with a disability to perform essential job functions. It may also include adjustments to assure that a qualified individual with a disability has the same rights and privileges in employment as non-disabled employees.

Accommodations are provided on a case-by-case basis, taking into consideration the individual's need, the specific disability and existing limitations, the essential functions of the job, and the work environment. Many accommodations can be provided at little or no-cost, such as job restructuring; while some may require funds* and time to put in place, such as acquiring or modifying equipment. In all cases, the employee must be involved with the selection of the accommodation, and management must work with the individual to provide an accommodation that will be effective.

Contact the Headquarters Disability Program Coordinator for assistance.

*See Assistive Technology

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