



Coast Guard Mobility Program

Purpose

The Coast Guard Mobility Program is an assistive service that provides Coast Guard members, applicants and visitors with temporary mobility accommodations, such as motorized scooters and wheelchairs. Mobility accommodations are ideal for individuals recovering from surgery, illnesses, or injuries.

Benefits

Mobility accommodations allow individuals to return to work earlier than otherwise possible, to move around Coast Guard facilities, and to attend meetings or events. This program is in support of the Coast Guard's reasonable accommodations policy.

Program Management

The Civil Rights Directorate (CRD) is the key administrator of this program. At Coast Guard Headquarters, Base National Capital Region (BNCR) has partnered with CRD to house and to equip the facility with requirements for the mobility devices. CRD objective is to establish mobility device partnerships with key Coast Guard bases throughout Coast Guard locations.

THE MOBILITY PROGRAM GUIDANCE

Responsibility

Users are responsible for the safe operation and security of the equipment while on loan. The user and or the requesting representative may be held responsible for loss or damages to equipment, the facility or personal property, if the loss or damage is caused due to misuse or negligence. Users or requesting representatives are responsible for returning mobility devices to pickup locations unless otherwise instructed to a different location. Supervisors or requesting representatives are responsible for notifying the Mobility Coordinator of any unreturned devices (due to changes in employment, permanent change of station (PCS), reassignment, retirement, etc.).

Mobility Device Assignment Period

Devices requested through the Coast Guard Mobility program are for short-term usage and may be assigned up to 60 days, if required. They are available on a first-come, first-served basis and are subject to availability. If unavailable, the Mobility Coordinator will maintain a waiting list for any devices. Extensions may be granted, depending on availability. The Mobility Coordinator will maintain a waiting list, if the requested equipment is not immediately available. If you require a long-term mobility device to move around Coast Guard facilities, consider requesting a device from your supervisor via the Coast Guard reasonable accommodation procedures, COMDTINST M5350.4 (series).

Coast Guard Mobility Program

Eligibility

All Coast Guard personnel, civilian and military are eligible for mobility devices. Visitors, including applicants for employment are eligible to request mobility devices. Devices may be requested by the visitor's sponsor. At Coast Guard Headquarters, request can be made through the BNCR visitor request system.

Area of Use

Mobility devices may be used throughout the Coast Guard facilities only. Removing devices from Coast Guard facilities will result in immediate cancellation of the assigned device.

Device Request Process

Application - To request a mobility accommodation at Coast Guard Headquarters, contact a Mobility Coordinator via email at HQS-SMB-CRD-EMP@uscg.mil or by telephone at (202) 372-4263 or 4264. The completed application must be submitted to your supervisor for review and approval. Once approved by the supervisor, the application may be submitted via email to HQS-SMB-CRD-EMP@uscg.mil or delivered to a Civil Rights Directorate office located at 7AA23.

Issuance - The Mobility Coordinator will contact the requesting individual once the application is received and the mobility device is available. The coordinator will make all efforts to provide the accommodation within 24 hours.

The Mobility Coordinator will provide the requestor with information about the program, process, user responsibilities, orientation, and guidelines on the safety and operations of the device. The coordinator will ensure that the device is in good working order prior to being issued and upon its return. If there are any issues with the device while on loan, contact the Mobility Coordinator.

Return – Users will receive an expected return date when the device is issued. Users should contact the Mobility Coordinator at least 48 hours prior to the expected return date if an extension is needed. Users should contact the Mobility Coordinator prior to the scheduled return date to coordinate the return. Upon the return, the Mobility Coordinator and the user will inspect the equipment and closeout the assignment of the device by completing the return section of the originating application form.

Mobility Coordinators Contact Information

Facility	Telephone	Location
Region 1 Primary	(202) 372-4263	Lower Level 7/7AA23
Region 1 Alternative	(202) 372-4264	Lower Level 7/7AA23

Coast Guard Mobility Program

Motorized Scooters Safety and Usage

- Read the Operator's Manual and specifications.
- Operate scooters carefully and lookout for the safety of others.
- Do not carry passengers or items that would exceed weight limitations indicated on the scooter; scooters are for single use only.
- Limit scooter speed to average walking speed. Use caution when turning corners or proceeding through heavy pedestrian traffic.
- Do not park scooters in an area that would restrict access to emergency exits, fire extinguishers, shelter-in-place rooms, or other egress routes.
- Users are responsible for the security of assigned scooters. Keys shall not be left in unattended scooters.
- Scooters are Coast Guard property and must remain free of any personal adornments.
- Operate scooters on pedestrian walkways and crosswalks only. Roadway use is prohibited.
- Contact the Mobility Coordinator if a scooter does not function properly.

Scooters Designated Parking

Overnight parking for scooters must be in designated areas only. Parking is authorized in the following locations at Coast Guard Headquarters:

- Within the department or office of the user in an area clear of normal walkways, hallways, emergency exits, fire extinguishers, or other egress routes.
- Within the parking garage on Parking Level 4 in the designated scooter parking/charging area.

Wheel Chairs Safety and Usage

- Ensure that brakes are locked before exiting or entering the wheelchair.
- Adjust foot rests and arm rests if needed before transferring.
- Avoid staircases, steep slopes or inclines. Ask for assistance if needed.
- Avoid extreme leans that could possibly cause you to fall from a wheelchair.
- Avoid sliding or positioning yourself too far forward on the seat.
- Do not overreach for an object.
- Wheelchairs shall not be placed in an area that would restrict access to emergency exits, fire extinguishers, shelter-in-place rooms, or other egress routes.

Coast Guard Mobility Program

Wheel Chair Designated Storage

When not in use, storing/parking the wheelchair is authorized within the office of the user. Stay clear of narrow walkways, emergency exits, fire extinguishers, or other egress routes. Overnight storage must be secured, or left in designated areas.