

Technology Investment Plan (TIP) No.: _____

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Acquisition Title: _____

Attachment 1

CHECKLIST OF STANDARDS

(Modified from Attachment Seven of AGAR Advisory No.49)

The Requiring Official shall consider the following measurement indicators and statements from 36 CFR Part 1194, to the products or services needed and indicate the letter in each checkbox that applies.

Instructions for completing checklist:

- 1) Identify each of the nine major sections that apply to your requirement.
- 2) Indicate the status of 508 compliance by noting appropriate selection, (i.e., N, E, S, P, or F, listed below), in the checkbox associated in the major sections that apply to your requirement.

- N No compliance and there is no expectation of compliance.
- E Eventually will be made compliant, but does not comply now.
- S Somewhat compliant and no expectation of full compliance, what %
- P Partially compliant with progress toward full compliance, what %
- F Fully compliant

(1) Software Applications and Operating Systems (36 CFR 1194.21)

- (i) When software is designed to run on a system that has a keyboard, product functions are executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
- (ii) Applications do not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications do not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.
- (iii) A well-defined on-screen indication of the current focus is provided that moves among interactive interface elements as the input focus changes. The focus is programmatically exposed so that assistive technology can track focus and focus changes.
- (iv) Sufficient information about a user interface element including the identity, operation and state of the element is available to assistive technology.

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When an image represents a program element, the information conveyed by the image is also available in text.

- (v) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images is consistent throughout an application's performance.
- (vi) Textual information is provided through operating system functions for displaying text. Text content, text input caret location, and text attributes are available.
- (vii) Applications do not override user selected contrast and color selections and other individual display attributes.
- (viii) When animation is displayed, the information is displayable in at least one non- animated presentation mode at the option of the user.
- (ix) Color coding is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- (x) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels are provided.
- (xi) Software does not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.
- (xii) When electronic forms are used, the form allows people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(2) Web-based Intranet and Internet Information and Applications (36 CFR 1194.22)

- (i) A text equivalent for every non-text element is provided (e.g., via "alt", "longdesc", or in element content).
- (ii) Equivalent alternatives for any multimedia presentation are synchronized with the presentation.

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(iii) Web pages are designed so that all information conveyed with color is also available without color, for example from context or markup.

(iv) Documents are organized so they are readable without requiring an associated style sheet.

(v) Redundant text links are provided for each active region of a server-side image map.

(vi) Client-side image maps are provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

(vii) Row and column headers are identified for data tables.

(viii) Markup is used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

(ix) Frames are titled with text that facilitates frame identification and navigation.

(x) Pages are designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(xi) A text-only page, with equivalent information or functionality, is provided to make a web site comply with the Access Board Standards (36 CFR Part 1194) when compliance cannot be accomplished in any other way. The content of the text-only page is updated whenever the primary page changes.

(xii) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script is identified with functional text that can be read by assistive technology.

(xiii) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page provides a link to a plug-in or applet that complies with 36 CFR 1194.21(a) through (1).

(xiv) When electronic forms are designed to be completed on-line, the form allows people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

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(xv) A method is provided that permits users to skip repetitive navigation links.

(xvi) When a timed response is required, the user is alerted and given sufficient time to indicate more time is required.

(3) Telecommunications Products (36 CFR 1194.23)

(i) Telecommunications products or systems which provide a function, allowing voice communication and which do not themselves provide a TTY functionality provide a standard non-acoustic connection point for TTYs. Microphones are capable of being turned on and off to allow the user to intermix speech with TTY use.

(ii) Telecommunications products which include voice communication functionality support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.

(iii) Voice mail, auto-attendant, and interactive voice response telecommunications systems are usable by TTY users with their TTY's.

(iv) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, give an alert when the time interval is about to run out, and provide sufficient time for the user to indicate more time is required.

(v) Where provided, caller identification and similar telecommunications functions are also available for users of TTY's, and for users who cannot see displays.

(vi) For transmitted voice signals, telecommunications products provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain is provided.

(vii) If the telecommunications product allows a user to adjust the receive volume, a function is provided to automatically reset the volume to the default level after every use.

(viii) Where a telecommunications product delivers output by an audio transducer, which is normally held up to, the ear, a means for effective magnetic wireless coupling to hearing technologies is provided.

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(ix) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) is reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.

(x) Products that transmit or conduct information or communication will pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies, which use encoding, signal compression, format transformation, or similar techniques do not remove information needed for access or restore it upon delivery.

(xi) Products which have mechanically operated controls or keys, comply with the following:

(A) Controls and keys are tactilely discernible without activating the controls or keys.

(B) Controls and keys are operable with one hand and do not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys is 5 lbs. (22.2 N) maximum.

(C) If key repeat is supported, the delay before repeat is adjustable to at least 2 seconds. Key repeat rate is adjustable to 2 seconds per character.

(D) The status of all locking or toggle controls or keys is visually discernible, and discernible either through touch or sound.

(4) Video and Multimedia Products (36 CFR 1194.24)

(i) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, are equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital. Television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners. The various televisions whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, are to be equipped with caption decoder circuitry, which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.

(ii) Television tuners, including tuner cards for use in computers, are to be equipped with secondary audio program playback circuitry.

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(iii) All training and informational video and multimedia productions which support the Agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, are open or closed captioned.

(iv) All training and informational video and multimedia productions which support the Agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, are audio described.

(v) Display or presentation of alternate text presentation or audio descriptions are user-selectable unless permanent.

(5) Self Contained, Closed Products (36 CFR 1194.25)

(i) Self-contained products shall be usable by people with disabilities without requiring an end-user to attach assistive technology to the product. Personal headsets for private listening are not assistive technology.

(ii) When a timed response is required, the user is alerted and given sufficient time to indicate more time is required.

(iii) Where a product utilizes touchscreens or contact-sensitive controls, an input method is provided that complies with 36 CFR 1194.23 (k) (1) through (4).

(iv) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, is also provided.

(v) When products provide auditory output, the audio signal is provided at a standard signal level through an industry standard connector that will allow for private listening. The product provides the ability to interrupt, pause, and restart the audio at anytime.

(vi) When products deliver voice output in a public area, incremental volume control is provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level is user selectable. A function is provided to automatically reset the volume to the default level after every use.

(vii) Color coding is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

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(viii) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels is provided.

(ix) Products are designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(x) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls comply with the following:

(A) The position of any operable control is determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length.

(B) Where any operable control is 10 inches or less behind the reference plane, the height is 54 inches maximum and 15 inches minimum above the floor.

(C) Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height is 46 inches maximum and 15 inches minimum above the floor.

(D) Operable controls are not more than 24 inches behind the reference plane.

(6) Desktop and Portable Computers (36 CFR 1194.26)

(i) All mechanically operated controls and keys comply with 36 CFR 1194.23 (k) (1) through (4).

(ii) If a product utilizes touch-screens or touch-operated controls, an input method is provided that complies with 36 CFR 1194.23 (k) (1) through (4).

(iii) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, is also provided.

(iv) Where provided, at least one of each type of expansion slots, ports and connectors complies with publicly available industry standards.

(7) Equivalent Facilitation (36 CFR Part 1194.5)

Equivalent Facilitation design allows the use of designs or technologies as alternatives to provide a substantial equivalent or greater access to and use of a

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product for people with disabilities. This provision is not a "waiver" or "variance" from the requirement to provide accessibility, but an avenue that future technologies may be developed, or existing technologies used in a particular way that could provide the same functional access in ways not envisioned by these standards. In evaluating whether a technology results in "substantially equivalent or greater access," it is the functional outcome, not the form, which is important. Accessibility is sometimes attained through products that do not strictly comply with these design standards, which could result in the development of better access solutions for individuals with disabilities. Explain which features or components use equivalent facilitation and how it provides equivalent or greater access.

(8) Functional Performance Criteria (Subpart C)

(i) At least one mode of operation and information retrieval that does not require user vision is provided, or support for assistive technology used by people who are blind or visually impaired is provided.

(ii) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 is provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired is provided.

(iii) At least one mode of operation and information retrieval that does not require user hearing is provided, or support for assistive technology used by people who are deaf or hard of hearing is provided.

(iv) Where audio information is important for the use of a product, at least one mode of operation and information retrieval is provided in an enhanced auditory fashion, or support for assistive hearing devices is provided.

(v) At least one mode of operation and information retrieval that does not require user speech is provided, or support for assistive technology used by people with disabilities is provided.

(vi) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength is provided.

(9) Information, Documentation, and Support (Subpart D)

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- (i) Product support documentation provided to end-users is available in alternate formats upon request, at no additional charge.
- (ii) End-users have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.
- (iii) Support services for products accommodate the communication needs of end- users with disabilities.

(Select one)

The IT Solution **shall be / shall not be** Section 508 compliant in accordance with the standards checked in this determination document. If it is determined that the requirement **shall not be** 508 compliant, the Requiring Official must also complete the appropriate determination that applies to this investment (requirement). Attach Checklist of Standards, any applicable determinations, and all supporting documentation on market research analysis to the procurement package, for inclusion in the Contracting Officer's file.

Signed _____
Program Requiring Official Date

Signed _____
Program Section 508 Representative Date

Signed _____
AMS Section 508 Coordinator (Designee) Date

Signed _____
AMS Chief Information Officer Date