



NOAA Revised 508 Standards Applicability Checklist and Assessment Certification Form

System/Product Name: _____

Office: _____

Contact Person: _____ Telephone: _____

Requisition No. _____

Section 508 Standards do not apply to components/internal replacement parts to maintain any ICT. If this procurement is for components/internal replacement parts, complete the following and sign this form on the second page:

- ☐ Section 508 is **Not Applicable**. The standards do not apply because this requisition either
 - ☐ 1) is for a component/internal replacement part for any ICT or
 - ☐ 2) does not have any controls that fall under the Section 508 technical standard (e.g. USB flash drive).

Name of ICT Item: _____

Select all that apply:

General Exceptions

- ☐ [Legacy ICT](#)
- ☐ [National Security Systems](#)
- ☐ [ICT Acquired Incidental to a Federal Contract](#)
- ☐ [Functions Located in Maintenance or Monitoring Spaces](#)
- ☐ [Undue Burden](#)
- ☐ [Fundamental Alteration](#)
- ☐ [Best Meets](#)

Hardware Standards

- ☐ [402 Closed Functionality](#)
- ☐ [403 Biometrics](#)
- ☐ [404 Preservation of Information Provided for Accessibility](#)
- ☐ [405 Privacy](#)
- ☐ [406 Standard Connections](#)
- ☐ [407 Operable Parts](#)
- ☐ [408 Display Screens](#)
- ☐ [409 Status Indicators](#)
- ☐ [410 Color Coding](#)
- ☐ [411 Audible Signals](#)
- ☐ [412 ICT with Two Way Voice Communications](#)
- ☐ [413 Closed Caption Processing Technologies](#)
- ☐ [414 Audio Description Processing Technologies](#)
- ☐ [415 User Controls for Captions and Audio Descriptions](#)

Software Standards

- ☐ [502 Interoperability with Assistive Technology](#)
- ☐ [503 Application](#)
- ☐ [504 Authoring Tools](#)

Support Services & Documentation Standards

- ☐ [602 Support Documentation](#)
- ☐ [603 Support Services](#)

Functional Performance Requirements

The following apply when the 508 Standards do not address one or more functions of the ICT, or when determining "equivalent facilitation."

- ☐ [302.1 Without Vision](#)
- ☐ [302.2 With Limited Vision](#)
- ☐ [302.3 Without Perception of Color](#)
- ☐ [302.4 Without Hearing](#)
- ☐ [302.5 With Limited Hearing](#)
- ☐ [302.6 Without Speech](#)
- ☐ [302.7 With Limited Manipulation](#)
- ☐ [302.8 With Limited Reach and Strength](#)
- ☐ [302.9 With Limited Language, Cognitive, and Learning Abilities](#)

Electronic Content Standards

WCAG Level A Requirements

- ☐ [1.1.1 Non-text Content](#)
- ☐ [1.2.1 Audio-only and Video-only \(Prerecorded\)](#)
- ☐ [1.2.2 Captions \(Prerecorded\)](#)
- ☐ [1.3.1 Info and Relationships](#)
- ☐ [1.3.2 Meaningful Sequence](#)
- ☐ [1.3.3 Sensory Characteristics](#)
- ☐ [1.4.1 Use of Color](#)
- ☐ [1.4.2 Audio Control](#)
- ☐ [2.1.1 Keyboard](#)
- ☐ [2.1.2 No Keyboard Trap](#)
- ☐ [2.2.1 Timing Adjustable](#)
- ☐ [2.2.2 Pause, Stop, Hide](#)
- ☐ [2.3.1 Three Flashes or Below Threshold](#)
- ☐ [2.4.1 Bypass Blocks](#)¹
- ☐ [2.4.2 Page Titled](#)
- ☐ [2.4.3 Focus Order](#)
- ☐ [2.4.4 Link Purpose \(In Context\)](#)
- ☐ [3.1.1 Language of Page](#)
- ☐ [3.2.1 On Focus](#)
- ☐ [3.2.2 On Input](#)
- ☐ [3.3.1 Error Identification](#)
- ☐ [3.3.2 Labels or Instructions](#)
- ☐ [4.1.1 Parsing](#)
- ☐ [4.1.2 Name, Role, Value](#)

WCAG Level AA Requirements

- ☐ [1.2.4 Captions \(Live\)](#)
- ☐ [1.2.5 Audio Description \(Prerecorded\)](#)
- ☐ [1.4.3 Contrast \(Minimum\)](#)
- ☐ [1.4.4 Resize Text](#)
- ☐ [1.4.5 Images of Text](#)
- ☐ [2.4.5 Multiple Ways](#)¹
- ☐ [2.4.6 Headings and Labels](#)
- ☐ [2.4.7 Focus Visible](#)
- ☐ [3.1.2 Language of Parts](#)
- ☐ [3.2.3 Consistent Navigation](#)¹
- ☐ [3.2.4 Consistent Identification](#)¹
- ☐ [3.3.3 Error Suggestion](#)
- ☐ [3.3.4 Error Prevention \(Legal, Financial, Data\)](#)

WCAG Conformance Requirements

- ☐ [Conformance Level \(level AA\)](#)
- ☐ [Full Pages](#)
- ☐ [Complete Processes \(for software, see E207.3\)](#)
- ☐ [Only Accessibility-Supported Ways of Using Technologies](#)
- ☐ [Non-Interference](#)

Approving Official Review – Name: _____

Signature: _____

Date: _____

This checklist was developed by the U.S. Federal Government Revised 508 Standards Transition Workgroup. Members include the U.S. Federal CIO Council Accessibility Community of Practice, the U.S. Access Board, and the General Services Administration.

NOAA Version was Reviewed/Updated: December 2021

¹(not required for non-web documents and software)

Instructions:

1. To determine the applicable Section 508 ICT standards, refer to this GSA web site: <https://www.section508.gov/buy/determine-ict-standards>. A description of the criteria associated with each of these standards is available here: <https://www.access-board.gov/ict/#508-chapter-1-application-and-administration>. If the requisition involves existing ICT, the standards may not be applicable in some circumstances and the checklist can be completed and signed. Include any explanation on or with the checklist.
2. Conduct market research with vendors offering products or services. The purpose of this research is to identify what features of the vendor's product meet the specific criteria of the Section 508 technical standard(s). Document your research by printing out the vendor's product features or asking the vendor to complete a Voluntary Product Accessibility Template (VPAT).
3. If an exemption applies, identify which exemption applies by using the checklist. Document your rationale for undue burden and commercial non-availability exemptions, get appropriate signatures and forward to your servicing Acquisition office. You are done.
4. The requisitioner, Line Office / Staff Office Section 508 Coordinator, and approving official are responsible for determining if a vendor's product complies with the Section 508 technical standards. Accordingly, please forward your market research along with this checklist to your servicing Acquisition office.
5. By signing the checklist, the approving official is representing that the technical standards are properly identified or the stated exemption is proper and appropriate. The "approving official" is normally the Section 508 Coordinator or the official with authority to approve the requisition. (NOTE: If "Undue Burden" is identified as an exemption, additional documentation is required and a higher level approval is required.)

A glossary of terms is set forth below:

1. Section 508 does not apply to national security systems, as that term is defined in section 5142 of the Clinger-Cohen Act of 1996 (40 U.S.C. 1452).
2. The Access Board is an independent Federal agency established by section 502 of the Rehabilitation Act (29 U.S.C. 792) whose primary mission is to promote accessibility for individuals with disabilities. The Access Board consists of 25 members. Thirteen are appointed by the President from among the public, a majority of who are required to be individuals with disabilities. The other twelve are heads of the following Federal agencies or their designees whose positions are Executive Level IV or above: The departments of Health and Human Services, Education, Transportation, Housing and Urban Development, Labor, Interior, Defense, Justice, Veterans Affairs, and Commerce; the General Services Administration; and the United States Postal Service.
3. Whenever the Access Board revises its standards, the Federal Acquisition Regulatory Council is required to revise the FAR, and each appropriate Federal agency is required to revise its procurement policies and directives within six months to incorporate the revisions.

E103.4 Defined Terms:

For the purpose of the Revised 508 Standards, the terms defined in E103.4 have the indicated meaning.

Agency

Any agency or department of the United States as defined in 44 U.S.C. 3502, and the United States Postal Service.

Alteration

A change to existing ICT that affects interoperability, the user interface, or access to information or data.

Application

Software designed to perform, or to help the user to perform, a specific task or tasks.

Assistive Technology (AT)

Any item, piece of equipment, or product system; whether acquired commercially, modified, or customized; and used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Audio Description

Narration added to the soundtrack to describe important visual details not understandable from the main soundtrack alone. Audio description is a means to inform individuals who are blind or who have low vision about visual content essential for comprehension. Audio description of video provides information about actions, characters, scene changes, on-screen text, and other visual content. Audio description supplements the regular audio track of a program. Audio description is usually added during existing pauses in dialogue. Audio description is also called "video description" and "descriptive narration".

Authoring Tool

Any software, or collection of software components, that can be used by authors, alone or collaboratively, to create or modify content for use by others, including other authors.

Closed Functionality

Characteristics that limit functionality or prevent a user from attaching or installing assistive technology. Examples of ICT with closed functionality are self-service machines, information kiosks, set-top boxes, fax machines, calculators, and computers that are locked down so that users may not adjust settings due to a policy such as Desktop Core Configuration.

Content

Electronic information and data, as well as the encoding that defines its structure, presentation, and interactions.

Document

Logically distinct assembly of content (such as a file, set of files, or streamed media), which functions as a single entity rather than a collection; is not part of software; and does not include its own software to retrieve and present content for users. Examples of documents include, but are not limited to, letters, email messages, spreadsheets, presentations, podcasts, images, and movies.

Existing ICT

ICT that has been procured, maintained or used on or before January 18, 2018.

Hardware

A tangible device, equipment, or physical component of ICT, such as telephones, computers, multifunction copy machines, and keyboards.

Information Technology

Shall have the same meaning as the term "information technology" set forth in 40 U.S.C. 11101(6).

Information and Communication Technology (ICT)

Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; Web sites; videos; and, electronic documents.

Keyboard

A set of systematically arranged alphanumeric keys or a control that generates alphanumeric input by which a machine or device is operated. A keyboard includes tactilely discernible keys used in conjunction with the alphanumeric keys if their function maps to keys on the keyboard interfaces.

Label

Text, or a component with a text alternative, that is presented to a user to identify content. A label is presented to all users, whereas a name may be hidden and only exposed by assistive technology. In many cases, the name and the label are the same.

Menu

A set of selectable options.

Name

Text by which software can identify a component to the user. A name may be hidden and only exposed by assistive technology, whereas a label is presented to all users. In many cases, the label and the name are the same. Name is unrelated to the name attribute in HTML.

Non-Web Document

A document that is not: a Web page, embedded in a Web page, or used in the rendering or functioning of Web pages.

Non-Web Software

Software that is not: a Web page, not embedded in a Web page, and not used in the rendering or functioning of Web pages.

Operable Part

Hardware-based user controls for activating, deactivating, or adjusting ICT.

Platform Accessibility Services

Services provided by a platform enabling interoperability with assistive technology. Examples are Application Programming Interfaces (API) and the Document Object Model (DOM).

Platform Software

Software that interacts with hardware or provides services for other software. Platform software may run or host other software, and may isolate them from underlying software or hardware layers. A single software component may have both platform and non-platform aspects. Examples of platforms are: desktop operating systems; embedded operating systems, including mobile systems; Web browsers; plug-ins to Web browsers that render a particular media or format; and sets of components that allow other applications to execute, such as applications which support macros or scripting.

Programmatically Determinable

Ability to be determined by software from author-supplied data that is provided in a way that different user agents, including assistive technologies, can extract and present the information to users in different modalities.

Public Facing

Content made available by an agency to members of the general public. Examples include, but are not limited to, an agency Web site, blog post, or social media pages.

Real-Time Text (RTT)

Communications using the transmission of text by which characters are transmitted by a terminal as they are typed. Real-time text is used for conversational purposes. Real-time text also may be used in voicemail, interactive voice response systems, and other similar application.

Revised 508 Standards

The standards for ICT developed, procured, maintained, or used by agencies subject to Section 508 of the Rehabilitation Act as set forth in 508 Chapters 1 and 2 (36 CFR part 1194, Appendix A), and Chapters 3 through 7 (36 CFR part 1194, Appendix C).

Software

Programs, procedures, rules, and related data and documentation that direct the use and operation of ICT and instruct it to perform a given task or function. Software includes, but is not limited to, applications, non-Web software, and platform software.

Software Tools

Software for which the primary function is the development of other software. Software tools usually come in the form of an Integrated Development Environment (IDE) and are a suite of related products and utilities. Examples of IDEs include Microsoft® Visual Studio®, Apple® Xcode®, and Eclipse Foundation Eclipse®.

Telecommunications

The signal transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

Terminal

Device or software with which the end user directly interacts and that provides the user interface. For some systems, the software that provides the user interface may reside on more than one device such as a telephone and a server.

Text

A sequence of characters that can be programmatically determined and that expresses something in human language.

TTY

Equipment that enables interactive text based communications through the transmission of frequency-shift-keying audio tones across the public switched telephone network. TTYs include devices for real-time text communications and voice and text intermixed communications. Examples of intermixed communications are voice carry over and hearing carry over. One example of a TTY is a computer with TTY emulating software and modem.

Variable Message Signs (VMS)

Non-interactive electronic signs with scrolling, streaming, or paging-down capability. An example of a VMS is an electronic message board at a transit station that displays the gate and time information associated with the next train arrival.

Voice over Internet Protocol (VoIP)

A technology that provides real-time voice communications. VoIP requires a broadband connection from the user's location and customer premises equipment compatible with Internet protocol.

Web page

A non-embedded resource obtained from a single Universal Resource Identifier (URI) using HyperText Transfer Protocol (HTTP) plus any other resources that are provided for the rendering, retrieval, and presentation of content.