



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
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ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY POLICY MEMO

1. Accomplishment of the Naval Air Training Command (NATRACOM) mission depends on its dedicated civilian work force; one-quarter (25%) of our employees self-identify as having a medical disability. This not only reflects the number of veterans in our civil service ranks, but also the fact that we take pride in being inclusive. We are and must remain committed to making the work environment accessible to individuals with disabilities, so that all members of our workforce can enjoy the benefits and privileges of employment that we offer.
2. As a part of this commitment, the NATRACOM shall ensure that its electronic and information technology – such as official websites, electronic documents, hardware, and software – is accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act of 1973 (“Section 508”).
3. All individuals within the NATRACOM play a role in ensuring compliance with Section 508. In utilizing Microsoft Office products – Word, PowerPoint, Excel – as well as Adobe Acrobat, NATRACOM personnel should be utilizing automated “Check Accessibility” tools to inspect and, when necessary, correct issues identified. The Attached DON OEEO Fact Sheet provides additional information and guidance in this regard.
4. Individuals with specific responsibilities to monitor and ensure Section 508 compliance include: Wing and Squadron Administrative Officers with regard to routine correspondence; Public Affairs Officers and other personnel involved in providing information to the public, specifically to include through postings to official webpages and social media accounts; and Information Assurance professionals. This includes providing training to new personnel as well as refresher training, as required.
5. NATRACOM personnel are encouraged to report any accessibility issues or concerns to individuals identified in paragraph 4, and/or to supervisory personnel within the chain of command. Alternatively, issues can be reported by sending a detailed email to donoeo.fct@navy.mil along with contact information, the activity with which the individual is assigned, and a description of the specific accessibility concern.
6. I request that each member of the NATRACOM take personal responsibility for creating and maintaining an accessible environment, as we work in increasingly diverse environments to carry out the DON mission.

A handwritten signature in black ink, appearing to read "K. H. DELANO".

K. H. DELANO
Chief of Staff

Attachment:
DON OEEO FACTSHEET, “Section 508: Creating Accessible Documents,” April 2020



DON OEEEO FACTSHEET

Section 508: Creating Accessible Documents

Issued: April 2020

Disability Program

This FactSheet:

- Provides an overview of Section 508 of the Rehabilitation Act of 1973
- Describes the importance of document accessibility
- Explains how to run Accessibility Checkers in frequently used electronic file formats
- Provides additional resources for ensuring Section 508 compliance and document accessibility

Background

Section 508 of the Rehabilitation Act of 1973 is a law that requires Federal agencies to make their electronic and information technology accessible to people with disabilities. Often called “Section 508,” it applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology, in order to give individuals with disabilities access to information comparable to the access available to others.

The Department of the Navy (DON) Policy on Accessibility of Electronic and Information Technology and Facilities, dated March 7, 2018, affirms that the DON “is dedicated to making its work environment accessible to individuals with disabilities, so that all members of the workforce can enjoy the benefits and privileges of employment that the DON has to offer.” As part of this commitment, the DON must ensure that public-facing and internal documents are accessible to individuals with disabilities in accordance with Section 508.

The Importance of Document Accessibility

Employees and applicants with disabilities, such as individuals with low vision or blindness, may rely on assistive technologies (e.g. screen readers, magnification software, etc.) to access information. In fact, all individuals benefit from accessible documents, as it improves overall usability of the information presented. Every member of the DON workforce can have a positive impact by taking personal responsibility for creating and maintaining an accessible environment, especially when creating and disseminating electronic documents.

Accessibility of Electronic Documents

There are key accessibility concepts that should be considered when creating documents, such as inserting headings to create document structure, assigning alternate text to images, and utilizing digital signatures where appropriate. The FAQs portion of this document contains additional accessibility concepts and various Section 508 resources with more comprehensive information.

To put these concepts into practice, DON employees can find tools in existing programs to check accessibility and fix areas that may be problematic. Here are the steps to check the accessibility of electronic documents in commonly used file formats:

Microsoft Word, PowerPoint, and Excel

1. Click the “File” tab.
2. In the “Info” section, click the “Check for Issues” button, and select “Check Accessibility” from the drop-down menu.
3. The “Accessibility Checker” will appear on the right side of the file, containing “Inspection Results” with a list of accessibility issues that need to be fixed.
4. The “Additional Information” section of the Accessibility Checker contains why the fixes are needed, and describes how to remedy the accessibility issue.

Adobe Acrobat Pro DC Portable Document Files (PDF)

1. Click the “Tools” tab, and select “Accessibility.”
2. On the right side of the page, click “Full Check.”
3. Select preferences in the Accessibility Checker Options, and click “Start Checking.”
4. The Accessibility Checker will appear on the left side with a list of issues to be remedied.
5. Right-click the issue in the Accessibility Checker menu, and select “Fix.”

ENSURING EQUAL
EMPLOYMENT OPPORTUNITIES
ACROSS THE
DEPARTMENT OF THE NAVY

DON OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

Frequently Asked Questions (FAQs)

Q. Who is responsible for ensuring accessibility of electronic and information technology?

A. Nearly every DON employee plays a role in ensuring an accessible work environment and carrying out Section 508. Individuals who author or edit documents, manage projects or programs, supervise employees, oversee DON contracts, procure technological solutions, develop website content, or work in a digital environment can advocate for and take measures to put Section 508 and technological accessibility in the forefront of everyday employment activities.

Q. When generating a new electronic document, what can I do to make my content accessible?

A. Here are some accessibility measures to take when creating text documents and visual presentations:

- Use recommended fonts (e.g. Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri).
- Use font size 12-point or greater on Word documents.
- Use built-in Heading Styles (e.g. Heading 1, Heading 2) in logical order.
- Ensure that color is not the only means of conveying information.
- Use sufficient contrast for text and background colors.
- Add meaningful hyperlinks by including language that conveys relevant information about the destination of the link.
- Decorative images on presentations should be set to "artifact," so screen readers can skip over them.
- Add alternate text for images by entering information in the description field.
- Identify document language for screen reading software (e.g. English, Spanish, French, etc.).
- Ensure PDF files are in logical reading order by applying tags.
- Enable Optical Character Recognition (OCR) in PDF documents.

B. Where can I find more resources for Section 508 compliance?

A. There are a number of resources available to federal agencies in order to learn more about Section 508.

The United States Access Board is an independent federal agency that promotes equality for people with disabilities through leadership in accessible design, and is responsible for developing Section 508 accessibility guidelines and standards. The Section 508 standards can be found at this link: [Access Board Page; https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines).

The General Services Administration (GSA) is tasked under this law to provide technical assistance to help Federal agencies comply with Section 508 requirements. GSA has a number of resources available:

Online Section 508 Training and Webinars: [Section 508 Training Page; https://section508.gov/training](https://section508.gov/training)

Accessible documents: [Accessible Documents Page; https://www.section508.gov/create/documents](https://www.section508.gov/create/documents)

Accessible PDFs (Adobe Acrobat Pro required): [Accessible PDFs Page;](https://www.section508.gov/create/pdfs)

<https://www.section508.gov/create/pdfs>

Accessible Spreadsheets: [Accessible Spreadsheets Page; https://www.section508.gov/create/spreadsheets](https://www.section508.gov/create/spreadsheets)

Accessible PowerPoints: [Accessible PowerPoints Page; https://www.section508.gov/create/presentations](https://www.section508.gov/create/presentations)

The Department of Defense (DoD) provides comprehensive Section 508 management, implementation, and governance infrastructure for DoD components. DoD has issued DoD Manual 8400.01, Procedures for Ensuring Accessibility of Information and Communications Technology, which can be found on their website: [DoD CIO Section 508; https://dodcio.defense.gov/DoDSection508.aspx](https://dodcio.defense.gov/DoDSection508.aspx)

The Department of the Navy (DON) issued a policy on Accessibility of Electronic and Information Technology and Facilities on March 7, 2018, affirming DON's commitment to Section 508 compliance. The policy can be found here: [DON Policy; https://www.secnav.navy.mil/donhr/Site/EEO/Pages/Accessibility-of-IT-and-Facilities.aspx](https://www.secnav.navy.mil/donhr/Site/EEO/Pages/Accessibility-of-IT-and-Facilities.aspx)

The Computer/Electronic Accommodations Program (CAP) provides free assistive technologies and services to people with disabilities throughout the federal government, to assist individuals in accessing information and communication technology. Contact your local Reasonable Accommodations (RA) Point of Contact (POC) or visit the [CAP Page; https://www.cap.mil](https://www.cap.mil) for more information.

Where to Find Additional Information

For more information, please contact your local or command CIO Office, your local EEO Office, or the DON Office of EEO at donoeeo.fct@navy.mil.

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