

FMP's Commitment to Accessibility & 508 Compliance

Federal Management Partners is committed to ensuring that electronic and information technology products we deliver to our customers are accessible and compliant with Section 508 standards and requirements. FMP has created and implemented SOPs that leverage the use of best practices in the development and testing of all products provided to our Federal customers and tailors its products to agency-specific guidelines when applicable. During the product development phase, FMP works closely with developers to understand product requirements and assist them in identifying potential risks and mitigation strategies related to accessibility and compliance standards in order to minimize the remediation required during user acceptance testing and deployment. All products are carefully tracked throughout the development cycle, and ample time is built in for multiple rounds of manual and automated testing using multiple tools, web browsers, and assistive technologies.

Accessibility testing is performed periodically, using the following tools (where applicable):

- IBM Policy Tester (automated scanning software - <http://www-01.ibm.com/software/awdtools/tester/policy/accessibility/index.html>)
- Multiple browsers:
 - Internet Explorer 11
 - Firefox 29
 - Google Chrome 34/35
- WAVE Accessibility Evaluation Tool for Firefox (wave.webaim.org)
- Juicy Studio: Luminosity Colour Contrast Ratio Analyser (juicystudio.com)
- Contrast Ratio Analyzer (<http://leaverou.github.io/contrast-ratio/>)
- Colorblind Web Page Filter (colorfilter.wickline.org)
- Photosensitive Epilepsy Analysis Tool (PEAT) from the Trace Center (trace.wisc.edu/peat/)
- Screen reader: JAWS 14 for Windows
- Fangs (screen reader emulator plug-in for Firefox)
- Screen reader: NonVisual Desktop Access (NvDA)
- FireEyes Automated Scanning Software
- Adobe Acrobat X Pro Accessibility Checker
- Keyboard testing is performed as part of the manual testing process
- Closed captioning and reading order are standard items tested during the manual testing process

Example Voluntary Product Accessibility Template

Version 1.2

The following is an example VPAT from our work on the MyCareer@VA project, and is representative of the process and products we would create for any IT product developed by FMP. The purpose of the Voluntary Product Accessibility Template, or VPAT, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial “Electronic and Information Technology” products and services with features that support accessibility. It is assumed and recommended that offerors will provide additional contact information to facilitate more detailed inquiries.

Date: May 2014

Name of Product: MyCareer@VA

MyCareer@VA is an interactive, online career development experience that represents VA’s commitment to supporting current and prospective employees throughout the Department with training, education and development opportunities. MyCareer@VA was developed to engage and excite VA employees and potential applicants about the career opportunities available within VA, and to provide them with the information and tools they would need to pursue a successful career with the Department.

Compliance testing on MyCareer@VA’s portal, tools and resources was performed using both automated and manual methods, and deemed compliant by the Veterans Affairs Section 508 Program Office in February 2012.

The first table of the Template provides a summary view of the section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

Summary Table Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	N/A	MyCareer@VA is not a software application or operating system.

<i>Criteria</i>	Supporting Features	Remarks and explanations
Section 1194.22 Web-based Internet Information and Applications	Supported with Exceptions.	See section 1194.22 below.
Section 1194.23 Telecommunications Products	N/A	MyCareer@VA does not directly support a medium by which two people communicate.
Section 1194.24 Video and Multi-media Products	Supported with Exceptions.	See section 1194.24 below.
Section 1194.25 Self-contained, Closed Products	N/A	MyCareer@VA is not a self-contained, closed product.
Section 1194.26 Desktop and Portable Computers	N/A	MyCareer@VA is not a desktop or portable computer.
Section 1194.31 Functional Performance Criteria	Supported with Exceptions.	See section 1194.31 below.
Section 1194.41 Information, Documentation and Support	Not Supported.	

**Section 1194.21 Software Applications and Operating Systems -
Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	N/A	
(b) Applications shall 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 also shall 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.	N/A	The product does not disrupt or disable the accessibility features of end-user technology.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	N/A	
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	N/A	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	N/A	
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	N/A	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	N/A	
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	N/A	
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	N/A	
(j) 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 shall be provided.	N/A	
(k) Software shall 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.	N/A	
(l) When electronic forms are used, the form shall allow 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.	N/A	

**Section 1194.22 Web-based Internet Information and Applications – Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supported	
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supported	
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supported.	
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supported.	
(e) Redundant text links shall be provided for each active region of a server-side image map.	Supported.	
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	N/A	No client-site image maps used.
(g) Row and column headers shall be identified for data tables.	Supported.	
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supported.	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Supported.	The Contact Us page uses the Third Party reCAPTCHA tool as a security method to prevent abuse from automated programs usually written to generate spam. reCAPTCHA does offer accessibility features, but the generated form elements do not contain an iframe title. Please note: As a work around, title is added on page load via script which satisfies the requirement.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supported.	
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supported.	
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supported.	
(m) 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 must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Supported.	

<i>Criteria</i>	Supporting Features	Remarks and explanations
<p>(n) When electronic forms are designed to be completed on-line, the form shall allow 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.</p>	<p>Supported.</p>	<p>The Contact Us page uses the Third Party reCAPTCHA tool as a security method to prevent abuse from automated programs usually written to generate spam. reCAPTCHA does offer accessibility features, but the reCAPTCHA generated form elements do not contain an associated label. Please note: As a work around, an associated label is added on page load via script which satisfies the requirement,</p>
<p>(o) A method shall be provided that permits users to skip repetitive navigation links.</p>	<p>Supported.</p>	
<p>(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.</p>	<p>Not Supported.</p>	<p>MyCareer@VA's InterviewStream feature is the only function that requires timed responses, but it does not have a method for indicating more time is required, and its use is not required for the use of the website. However, users are permitted to retake the tool an unlimited number of times.</p>

Section 1194.23 Telecommunications Products – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	N/A	
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	N/A	
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	N/A	
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	N/A	
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	N/A	
(f) For transmitted voice signals, telecommunications products shall 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 shall be provided.	N/A	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	N/A	
(h) 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 shall be provided.	N/A	
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	N/A	
(j) Products that transmit or conduct information or communication, shall 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 shall not remove information needed for access or shall restore it upon delivery.	N/A	
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	N/A	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	N/A	
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	N/A	
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	N/A	

Section 1194.24 Video and Multi-media Products – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be 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, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	N/A	
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	N/A	
(c) 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, shall be open or closed captioned.	Supported.	
(d) 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, shall be audio described.	Supported.	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Supported.	

Section 1194.25 Self-contained, Closed Products – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) 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.	N/A	MyCareer@VA is not a self-contained product.
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	N/A	
(c) Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	N/A	The product does not use touch screens or contact-sensitive controls.
(d) 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, shall also be provided.	N/A	The product does not require biometric forms of user identification or control.
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at any time.	N/A	
(f) When products deliver voice output in a public area, incremental volume control shall be 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 shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	N/A	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	N/A	
(h) 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 shall be provided.	N/A	
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	N/A	
(j1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be 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 on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	N/A	
(j2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	N/A	

<i>Criteria</i>	Supporting Features	Remarks and explanations
(j3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	N/A	
(j4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	N/A	

Section 1194.26 Desktops and Personal Computers – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with 1194.23(k)(1) through (4).	N/A	
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with 1194.23(k)(1) through (4).	N/A	
(c) 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, shall also be provided.	N/A	
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.	N/A	

Section 1194.31 Functional Performance Criteria – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supported.	
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supported.	
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supported.	
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Supported.	
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supported.	
(f) 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 shall be provided.	Supported.	The product utilizes standard operating system controls and does not require fine motor control, strength or reach.

**Section 1194.41 Information, Documentation and Support -
Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Not Supported.	Majority of the website requires no additional documentation, but some tools feature advanced functionality. These tools do not have accompanying documentation.
(b) End-users shall 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.	Not Supported.	Majority of the website requires no additional documentation, but some tools feature advanced functionality. These tools do not have accompanying documentation.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Not Supported.	Majority of the website requires no additional documentation, but some tools feature advanced functionality. These tools do not have accompanying documentation.