



Software Application & Operating Systems Checklist for Section 508 Compliance

REVIEWER INFORMATION

Product Name:

Reviewer Name:

Version #:

Date:

Filenames/URL:

Locations:

Intranet

Training Academy

DCMA360

Other (explain)

REVIEW GUIDELINES

Complete this review, using the following answers:

NA = Not Applicable

Yes = Meets Standard

No = Standard Not Met

CHECKLIST FOR SOFTWARE APPLICATIONS & OPERATING SYSTEMS REVIEW

The checklist below provides checkpoints to conforming software applications (including web apps and the applets, plug-ins, or applications required to use them, such as Flash, Java apps, and media players) and operating systems to Section 508. Please use the comment section to indicate any necessary information in the review for clarification or disagreement with any criterion (ex. keyboard functionality). For questions or assistance completing this document, contact section508@dcma.mil.

1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS

Checkpoint	Meets Criteria	Comments	Role (Reviewer, Auditor)
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. User can navigate and use all aspects of the application with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
i. Content menus have keyboard or redundant methods of access such as hot keys.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
ii. If contiguous or noncontiguous text and data is selected, copied, and/or pasted via mouse, these tasks can be accomplished with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
iii. Object/windows can be moved, resized, and manipulated with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
iv. Meaningful rollover content can be triggered with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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v. Drop-down list can be opened with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
vi. Keyboard user can navigate between application panes with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
vii. The focus order is equivalent to the visual reading order.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
viii. The toolbar functionality is accessible via keyboard or there is duplicate menu structure for access.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. The keyboard focus moves to all visible, meaningful, and interactive elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
i. Dynamically changing text is accessible with the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
ii. Focus changes can be avoided unless initiated by keyboard user.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
iii. If focus change cannot be avoided, the user is notified before unanticipated keyboard focus shift.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
iv. If focus changes occur, context is maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
v. Excessive keystrokes to activate an element though tabbing is avoided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. The keyboard user can unselect, uncheck or change the selection if a control is auto-selected or checked when focused.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. The keyboard users can move focus away from the control without the use of a pointing device.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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the manufacturer of the operating system and is available to the product developer.		
a. All documented accessibility options available via the operating system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. Application allows assistive technology to function without interruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. Application does not override the functions and settings of assistive technology?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. Assistive technology can operate within the open application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. All interactive controls expose programmatic focus.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. Keyboard focus is visually indicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. The focused control scrolled into view can be focused by the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. The focus is appropriately set after keyboard user action?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
e. If data auto-populates based on keyboard user selection, it is focusable by the user.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. User interface elements including custom controls and graphics contain a textual name, state, role and description.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. All page layers and content are available to assistive technology.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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c. If tabbing is not in order, shortcut keys are indicated for keyboard user to navigate interface elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. A meaningful and descriptive title is assigned to every page including dialog boxes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. Individual icons have consistent meaning throughout the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. All text presented in the application is readable via assistive technology.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. Text information and text attributes are visually displayed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. Text information is properly displayed in windows and dialog boxes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
g) Applications shall not override user selected contrast and color selections and other individual display attributes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. User's color, contrast or other display settings and attributes are unaffected by application. (e.g., client-base system)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. Text and image-only elements follow user settings for color and contrast.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. Application can enlarge text without distortion.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. Information conveyed by animated objects is available in another non-animated method (e.g. transcript).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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b. Animated content is sufficiently described in audio and text.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. There is an equivalent functionality for alternate animation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. The screen transitions animation with 3 seconds.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. Information conveyed in color is also available in black/white or another format that does not require the user to distinguish colors.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. There is a means to identify selection other than color and text formatting alone.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c. There is a means to identify errors other than color and text formatting alone.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d. If instructions are given, action or controls are described in terms other than color alone.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. If user can adjust color and contrast settings, there are a variety of options available to choose.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. If user can adjust color and contrast settings, highlighting is available with inverted colors.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
a. Flicker is not slower than twice per second.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b. Flicker is not so fast that it is unnoticeable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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functionality required for completion and submission of the form, including all directions and cues.		
a.	Keyboard users are able to access all areas of the form and submit with only the keyboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
b.	The tab order of the form can proceed logically and reflect the same equivalent as the normal flow.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
c.	All form elements should have meaningful accessible names.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
d.	Elements with multiple labels expose the name.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
e.	Alternate means of indicating completion or error on form are indicated besides audio alone.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
f.	Focus returns to the last focused elements when returned to an open form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
g.	Any form constraints are clearly indicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
h.	Error messages are clearly indicated and accessible to user.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
i.	Form control groups are properly labeled.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
j.	Radio button groups are properly labeled.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
k.	If a timed response is required, a warning is provided to the user that is available to assistive technology.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
l.	The user is given sufficient time to interact and/or request more time.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor
m.	Pop-up errors and dialog boxes displayed receive focus.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Reviewer <input type="checkbox"/> Auditor



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SIGNATURES:

Section 508 Compliant Signatures:

By signing below you are required to certify accuracy and completeness of the checklist and Section 508 compliance. Your signatures and comments as entered are digitally locked upon submission. Click in the signature field to submit your signature.

Sign	Section 508 Compliant	Comments (Optional)
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X

Section 508 Reviewer

Yes No

X

Section 508 Auditor

Yes No

X

Section 508 Coordinator

Yes No