



THE ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MAR 7 2018

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Policy on Accessibility of Electronic and Information Technology and Facilities

The Department of the Navy (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 shall ensure that its electronic and information technology, such as websites, electronic documents, hardware and software, is accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act of 1973, as amended (or "Section 508"). Section 508 applies to the DON's development, procurement, maintenance, or utilization of electronic and information technology. In addition, the DON shall ensure that its facilities and physical infrastructure are accessible to individuals with disabilities in accordance with the standards issued under the Architectural Barriers Act (ABA) of 1968, and adopted by the Department of Defense (DoD). The ABA requires Federal agencies to ensure compliance with the ABA standards when funding the design, construction, alteration, or leasing of its facilities.

If you wish to report an accessibility issue related to electronic and information technology, or related to the physical accessibility of facilities, please send a detailed email to [donoeeo.fct@navy.mil](mailto:donoeeo.fct@navy.mil) with your contact information, the organization with which you are employed, and a description of the specific accessibility concern. You may also file a Section 508 complaint through DoD by submitting a form at this link: <http://dodcio.defense.gov/DoDSection508/Section-508-Form/>. You may find information on how to file an ABA complaint through the United States Access Board at this link: <https://www.access-board.gov/aba-enforcement/file-a-complaint>.

I ask each member of our workforce to take personal responsibility for creating and maintaining an accessible environment, as we work in increasingly diverse environments to carry out the DON mission. Please direct questions regarding Section 508 and ABA to Meena Farzanfar, DON Disability Program Manager, at [meena.farzanfar@navy.mil](mailto:meena.farzanfar@navy.mil).

A handwritten signature in blue ink, reading "Robert L. Woods".

Robert L. Woods  
Acting

SUBJECT: Department of the Navy Policy on Accessibility of Electronic and Information  
Technology and Facilities

Distribution:

Echelons 1, 2, 3 and 4 Commands

CDEEOOs

DCHR

DEEOOs

HRDs

OCHR Principals

OGC

Copy to:

DASN (CHR)

DON CIO

NAVFAC