

CHAPTER 6. PROVISION OF INFORMATION TECHNOLOGY TO DISABLED  
END USERS

## 6-1. Policies

- a. It is Departmental policy to provide electronic equipment designed and equipped in such a way as to enable accessibility to identified disabled end users, in accordance with Title V of the Rehabilitation Act of 1973, as amended by Public Law 99-506, Section 508, Electronic Equipment Accessibility. Such disabled end users will:
  - (1) Have access to the same data bases, operating and application programs as non-disabled end users;
  - (2) Be equipped with adaptive programs and devices to support them in overcoming their disabilities;
  - (3) Have computing capability not appreciably less than that of non-disabled end users in the same position and office; and
  - (4) Be supported in manipulating data so as to attain end results equivalent to the non-disabled end user.
- b. HUD managers will be kept informed of their responsibilities for ensuring electronic office equipment accessibility for handicapped employees. HUD managers of IRM and procurement will ensure that the requirements of end users with disabilities are incorporated into the procurement planning and requirements determination phase of systems and equipment acquisition plans.
- c. Electronic equipment which is part of a telecommunications system shall permit specific disabled end users to transmit and receive messages in a form amenable to their disabilities and having a content comparable to messages transmitted by non-disabled end users.

- d. The Office of Administration will periodically assess the special needs of disabled end users of electronic equipment who need to use, or would benefit from the use of, electronic equipment in

support of their work.

- e. Supervisors of disabled end users are responsible for notifying IPS of the special accommodation needs of their employees and of any requirements to replace or modify existing equipment so that appropriate funding can be placed in the IPS budget and steps can be taken to acquire the necessary special accommodation equipment.
- f. The special computer accommodation needs of disabled end users of electronic equipment shall be included in equipment procurements. Procurement documents shall include, where necessary, functional performance specifications requiring equipment vendors to provide electronic equipment with special input/output devices and to maintain a copy of all current user documentation in a format suitable for computer-based auditory review and/or braille to permit disabled end user access to information technology.
- g. Special input/output devices may include, but are not limited to, the use of modified standard keyboard controls, alternative input devices, keyboard orientation aids, auditory output capabilities, information redundancy such as visual warning signals for the hearing impaired user, and special monitor display capabilities.
- h. Equipment contracts will provide for flexibility over the life of the contract in order that the contracts can accommodate equipment and/or software upgrades readily, to take advantage of new technology and changes in the requirements for the special equipment needed to accommodate disabled end users.