

FEMA TEMPORARY DIRECTIVE TRANSMITTAL

ARP-FA

July 23, 2001

01-01(T)

Interim Guidance for Electronic and Information Technology Buys

1. **Purpose.** This temporary directive transmittal establishes FEMA's standards and procedural guidance for electronic and information technology buys. The provisions of this transmittal are intended to (a) provide guidance in the acquisition of electronic and information technology services and products, (b) meet the requirements under Section 508 of the Rehabilitation Act of 1973 (as amended in 1998), and (c) establish forms for use in certifying and documenting compliance with Section 508.
2. **Applicability and Scope.**
 - a. This temporary directive is applicable to FEMA employees in headquarters, regions, and field establishments who procure electronic and information technology requirements.
 - b. The guidance covers procurement requests for: software applications and operating systems; web-based intranet and internet information and applications; telecommunications products; video and multimedia products; self contained, closed products; desktop and portable computers; functional performance criteria; and, information, documentation, and support.
3. **Authorities.**
 - a. Title 29, United States Code, Section 794 (d), Section 508 of the Rehabilitation Act of 1973, as amended.
 - b. Title 36, Code of Federal Regulations, Part 1193, Telecommunications Act Accessibility Guidelines.
4. **Guidance.** The Financial and Acquisition Management Division has developed interim guidance and forms (see attachment) for use by FEMA staff to ensure that purchase requests involving electronic and information technology are in compliance with Section 508 of the Rehabilitation Act. The Act requires that Federal agencies ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an "undue burden. FEMA contracting, program, and administrative office staff who procures electronic and information technology requirements must use this interim guidance to ensure compliance for their specific requirement.

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5. **Forms.** The following forms must be completed and attached to a procurement request to procure electronic and information technology requirements. These forms are available in electronic format at <http://docnet.fema.gov/> or may be available from the Printing, Publications, and Graphics Section, Program Services and Systems Branch, Facilities Management and Services Division, Administration and Resource Planning Directorate.
 - a. FEMA Form 40-31, EIT Undue Burden Exception Determination and Certification.
 - b. FEMA Form 40-32, Section 508 Determination and Findings.
 - c. FEMA Form 40-33, EIT Commercial Non-availability Certification.
6. **Point of contact.** Direct comments and questions regarding this guidance to Curtina Arnold, Procurement Analyst, Financial & Acquisition Management Division, Administration and Resource Planning Directorate, FEMA Headquarters, Federal Center Plaza Building, room 350, telephone number FSN 651-4686.
7. **Subject Classification.** When the guidance is finalized, it will be issued under the FEMA Directives Management System as FEMA Manual 4100.2, Guidance for Electronic and Information Technology Buys—And Update to Section 508 of the Rehabilitation Act of 1973.
8. **Expiration Date.** July 20, 2002.

/s/

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Directorate