# Instructions for Biannual OMB 508 Report

Background:

The CXOC Accessibility Community of Practice and the General Services Administration use the information in the biannual reports for interagency analysis, trending, and planning to improve collaboration across agencies, reduce redundancies, and develop solutions and recommendations for improving Section 508 management across the Federal government. Your participation in this report allows those resources to be better targeted for your needs.

Requirements for Submission:

Agencies are to provide the following using the reporting template:

1. Complete the “Mandatory 508 Program Maturity Metrics” section for each of the 5 “Reporting Requirements” listed
2. Complete the website “Compliance Metric” per your existing testing processes
3. Complete the “Narrative” section, which is mandatory for this submission. Please consider the following prompts to assist with that section:
   1. What progress has been made since the initiation of the mandated reporting
   2. What challenges have you faced in making additional progress
   3. What is your plan for advancing your program’s maturity and what, if any, external dependencies are required to achieve it
   4. For your website conformance results, what testing process did you use? If automated, what tools were used? If manual, what methodology (ex. Trusted Tester) was used?

Additional Resources:

There is a detailed instructions document for the biannual reporting available to all agencies at: <https://section508.gov/content/manage/monitoring>. This document, which was developed based on agency feedback and proven best practices, includes additional descriptions, examples and guidance for completing the template. Specifically, it includes decision trees that can assist in determining program maturity as well as a suggested approach for rolling up program maturity data from multiple components or agencies into a single departmental submission.

The CXOC Accessibility Community of Practice has also developed a playbook to help agencies in improving their agency’s 508 program maturity. This playbook, titled the [IT Accessibility Playbook](https://www.section508.gov/sites/default/files/Technology%20Accessibility%20Playbook%20Version%201%20%28last%20updated%206_2_2016%29.doc), can be found in the Best Practices’ Library on [www.section508.gov](http://www.section508.gov).

Point of Contact:

Questions and completed templates can be sent to [feedback@cio.gov](mailto:feedback@cio.gov)