



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

SEP 07 2017

OCIO Directive 2017-003

To: Associate Chief Information Officers

From: Sylvia Burns
Chief Information Officer

Subject: Requirement to Create Accessible Audio and Visual Media

Purpose:

This directive requires Department of the Interior (DOI) personnel to ensure that all audio and visual media produced or published by DOI bureaus and offices are accessible to individuals with disabilities at the time of posting or distribution. This directive and enclosed Standard Operating Procedures assist personnel in complying with the Information and Communication Technology (ICT) Standards and Guidelines ([36 CFR Part 1194](#)). The original accessibility standards and guidelines were published on December 21, 2000 and have been revised in response to market trends and innovations, such as the convergence of technologies.

Background Information:

Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and [375 DM 8, Section 508 Program and Responsibilities](#), requires DOI to ensure that any (ICT)¹ it develops, procures, uses or maintains is accessible to both Federal employees and members of the public with disabilities. Audio and visual media files include two or more media types such as video, audio, and animation. Examples of audio and visual media include, but are not limited to, videos, podcasts, webcasts and online training presentations. Audio and visual media that is not accessible can be a major obstacle to an individual with a vision or hearing impairment.

Directive Requirements:

All audio and visual media productions, including live audio productions that contain speech or other audio information necessary for the comprehension of the content must be captioned. Captions are necessary for individuals who are unable to hear the audio in a video.

All audio and visual productions, including video-only productions, that contain visual information necessary for the comprehension of the content must be audio described. Audio Description makes audio/visual media accessible to individuals who have low vision or who are blind by conveying visual information through audible descriptions.

¹ ICT includes information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content

Effective Date:

This Directive is effective immediately and remains in effect until further notice.

Point(s) of Contact:

Questions regarding this policy, or Section 508 requirements in general, should be directed to the Departmental Section 508 Program Manager, Sid Sharma, via email at Siddhartha_Sharma@ios.doi.gov.

Attachment: *U.S. Department of the Interior, Office of the Secretary, Office of the Chief Information Officer - Standard Operating Procedures (SOPs) for Creating Accessible Audio and Visual Media*

cc: Associate Chief Information Officers
DOI Bureau Section 508 Coordinators