Audit Selection

All software applications/products, which are in production and considered Section 508 conformant, are candidates for an Audit to validate they are Section 508 conformant. Applications/products considered Section 508 conformant include: those which the Program/Project Manager self-certified as conformant; those which the Section 508 Program Office previously tested and found to be conformant; and those operating under a Section 508 Exception. Application/products operating under a waiver are not treated as Section 508 conformant until the waiver expires and the associated remediation plan has been executed. (The remediation plan includes some form of a Plan of Action and Milestones (POAM) that identifies which DME increment, or which sustainment release, of the software application/product will be Section 508 conformant.)

Application/products which are subject to audit will be selected either by senior management or via random selection by the Section 508 Program Office. Random selections will be weighted or skewed based on five OIT priorities, the dollar value of the project, and the size of the application being deployed throughout the enterprise. The five OIT priorities are: external veteran – facing applications; internet web pages /content; internal applications in development (e.g., Major Initiatives); intranet sites/ content; and legacy applications.

Audit Process

The audit process begins when the Section 508 Program Office informs the Program/Project Manager of the impending audit and requests Program/Project Manager update the Conformance Validation Statement (CVS) on file with the Section 508 PO. After the updated CVS is mailed to section508@va.gov, the Program/Project Manager will be notified of which test team has been assigned to perform the audit and will receive instructions on what the PM will need to do to facilitate the audit.

The assigned 508 conformance test team will audit the application using test scripts provided by the Program/Project Manager, and produce an Audit Report that either states the system under test meets 508 conformance standards, or it will list the defects that must be addressed in order to meet 508 conformance. The Audit Report will be sent to the Program/Project Manager and senior OIT leadership. Audited applications/products will be briefed during the routine 508 compliance briefings.

Audit Outcome

If the applications/project is not conformant, the Program/Project Manager will be responsible for bringing it into conformance and will be required to submit a new waiver request and remediation plan. Depending on the CIO’s guidance the Program/Project Manager may be requested to participate in a TechStat meeting.