

November 24, 2004

# AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT  
PROCUREMENT POLICY DIVISION  
AGAR ADVISORY NO. 70

## Implementation of Section 508 of the Rehabilitation Act of 1973, as amended Instructions Specifically Addressing Purchase Card Users

**INTRODUCTION:** This Agriculture Acquisition Regulation (AGAR) Advisory provides information, specifically for purchase card users and purchase card system managers, on implementation of Section 508 of the Rehabilitation Act of 1973, as amended.

**SUMMARY:** The Federal Acquisition Regulation previously provided an exception to the application of the Section 508 standards found in 36 CFR Part 1194. That exception will expire on April 1, 2005 (59702 FEDERAL REGISTER Vol. 69, Number 192, Tuesday, October 5, 2004). Until April 1, 2005, card users are encouraged to seek compliance with the Section 508 standards to the maximum extent practicable. Purchase card system managers are to assure that the cardholders are trained in the use of the standards.

**CANCELLATION:** AGAR Advisory Number 50 is canceled by this Advisory.

### SPECIFIC ISSUES:

- What is "electronic and information technology?"

This phrase has a broad meaning. You should consider it to be most things of an electronic nature or anything that can in any way be considered information technology. This includes data systems, all forms of Internet sites, telecommunication products such as telephones, office equipment such as copiers and fax machines, calculators, computers, monitors, printers, software, hardware, and computer peripheral equipment. Operational electronic technology, such as elevator or heating and air conditioning controls and fire alarms, is not included.

- What has been the exception for cardholders?

If a purchase card is used for a micro-purchase, that is a stand-alone, open-market purchase of \$2,500 or less and the action occurs prior to April 1, 2005, the purchase is not covered by the Section 508 standards. After April 1, 2005 the exception expires and all purchases of EIT are covered by the Section 508 standards.

- What do I have to do to buy conforming products or services in a micro-purchase of "electronic and information technology"?

The cardholder must determine whether a particular product or service conforms with the Section 508 standards. One may examine the information included in the product advertising or ask the seller. Cardholders need to be trained in the application of the Section 508 standards issued by the Architectural and Transportation Barriers Compliance Board. The standards can be reviewed at <http://www.ocio.usda.gov/>.

- Do EIT products or services have to be completely conforming?

No. You should purchase the most conforming product or service that meets your needs.

- What documentation is necessary?

The documentation found in AGAR Advisory Number 49 is required of the purchase card holder.

- Who can provide further information on USDA's implementation of Section 508?

Your agency has a representative to the USDA 508 Team. The 508 Team Members are listed at <http://www.ocio.usda.gov/>.

If you have questions about this advisory, please contact J. R. Holcombe Jr. by telephone at (202) 720-8484, by fax at (202) 720-8972, or by email to [Richard.Holcombe@usda.gov](mailto:Richard.Holcombe@usda.gov). This advisory is available at <http://www.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** December 31, 2005.

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