



MILITARY COMMUNITY & FAMILY POLICY

Microsoft Excel Document Requirement Checklist for 508 Compliance

The following checklist should be used Department-wide by Military Community and Family Policy staff to verify that Excel documents meet the requirements established by Military Community and Family Policy. The checklist includes compliance with Section 508, in addition to other Military Community and Family Policy requirements. For guidance specific to a requirement, refer to the Requirement Guidelines Section of this document or to the Military Community Outreach Office of Strategic Outreach Programs.

DOCUMENT INFORMATION

Document Title:	
Reviewer/Tester Name/Signature:	
Review/Testing Date:	
The program manager approves that this work has been validated that it is 508 compliant:	

ID	I.O MASTER REQUIREMENTS FOR ALL DOCUMENTS	PASS	FAIL	N/A
1.1	Does the document file name not contain spaces and/or special characters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2	Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.3	Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per MC&FP guidance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.4	Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.5	Have track changes been accepted or rejected and turned off?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.6	Have comments been removed and formatting marks been turned off?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.7	Does the document refrain from using flashing/flickering text and/or animated text?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.8	Is the document free of background images or watermarks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ID	1.0 MASTER REQUIREMENTS FOR ALL DOCUMENTS	PASS	FAIL	N/A
1.9	Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.10	Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.11	Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here" and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.12	Are all URLs linked to correct Web destinations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.13	Are e-mail links accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.14	Has a separate accessible version of the document been provided when there is no other way to make the content accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.15	If there are tables, are blank cells avoided?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.16	Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.17	Has the document been reviewed in Print Preview for a final visual check?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ID	2.0 GENERAL LAYOUT AND FORMATTING REQUIREMENTS	PASS	FAIL	N/A
2.1	Is the table free of merged cells? (If not, but the final format will be PDF or HTML, then merged cells are okay).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.2	Do the active worksheets have clear and concise names that allow users (and assistive technology) to identify the table's source and content?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.3	Is each table prefixed (titled) with the table name and table number?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.4	Does the table header repeat at the top of the table as it goes from one page to another?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.5	If color is used to emphasize important text, is there is an alternate, compliant method used as well?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.6	Have all extraneous comments have been removed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.7	Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are okay).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.8	Are fonts easily readable and at least 12 pt?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ID	3.0 CHARTS/IMAGE REQUIREMENTS	PASS	FAIL	N/A
3.1	Are associated images on the same page, such as boxes in an organizational chart, grouped as one object?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2	Have all multilayered objects been flattened into one image?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.3	Do all nontext elements that convey information, including images, have descriptive captions (alternative text does not currently work in Excel)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.4	Do all charts have titles, legends, and axis labels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>