



# Military Community and Family Policy

## Microsoft Excel Document Requirement Checklist for 508 Compliance

The following checklist should be used departmentwide by Military Community and Family Policy staff to verify that Excel documents meet the requirements established by MC&FP. The checklist includes compliance with Section 508, in addition to other MC&FP requirements. For guidance specific to a requirement, refer 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  | 1.0 Master Requirements for all Documents   | Pass | Fail | N/A |
|-----|---|------|------|-----|
| 1.1 | The document file name does not contain spaces and/or special characters.   |      |      |     |
| 1.2 | Is the document file name concise (generally limited to 20-30 characters) and does it make the contents of the file clear?  |      |      |     |
| 1.3 | Have the Document Properties for Title, Author, Subject (aka description), Keywords, Language and Copyright Status been applied per Department of Health and Human Services guidance? |      |      |     |
| 1.4 | Does the document use recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica or Calibri)?  |      |      |     |
| 1.5 | Have track changes been accepted or rejected and turned off?  |      |      |     |
| 1.6 | Have comments been removed and formatting marks turned off?   |      |      |     |

|      |  |  |  |  |
|------|--|--|--|--|
| 1.7  | The document has no flashing objects.  |  |  |  |
| 1.8  | Is the document free of background images or watermarks?   |  |  |  |
| 1.9  | Do all images, grouped images and nontext elements that convey information have meaningful alternative-text descriptions?  |  |  |  |
| 1.10 | Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)? Do all charts have titles, legends and axis labels?   |  |  |  |
| 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)? |  |  |  |
| 1.12 | Are all URLs linked to correct web destinations?   |  |  |  |
| 1.13 | Are email links accessible?  |  |  |  |
| 1.14 | Has a separate accessible version of the document been provided when there is no other way to make the content accessible?   |  |  |  |
| 1.15 | If there are tables, are blank cells avoided?  |  |  |  |
| 1.16 | Is all the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?  |  |  |  |
| 1.17 | Has the document been reviewed in Print Preview for a final visual check?  |  |  |  |
| 1.18 | Is information in the header and footer available in the main body of the document?  |  |  |  |
| 1.19 | Are blank sheets removed?  |  |  |  |
| 1.20 | The reading order matches the visual layout on each spreadsheet.   |  |  |  |
| 1.21 | The file type is Excel 2016 or later.  |  |  |  |
| 1.22 | A visual check has confirmed no hidden data is present. This can be confirmed by clicking File and then Inspect Document.  |  |  |  |

| 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 OK.)   |      |      |     |
| 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?                              |      |      |     |
| 2.3 | Is each table titled with the table name and table number?   |      |      |     |
| 2.4 | The table header only has one row even across one page to another.   |      |      |     |
| 2.5 | If color is used to emphasize important text, is there also an alternate, compliant method?  |      |      |     |
| 2.6 | Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are OK.)  |      |      |     |
| 2.7 | Are fonts easily readable and at least 12 point?   |      |      |     |
| 2.8 | Vital information is duplicated at or near the start of the related information. Header, footer and watermark should be read as content if they contain vital information. |      |      |     |
| 2.9 | Tables are not images or pictures but actual live tables.  |      |      |     |

| 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?   |      |      |     |
| 3.2 | Have all multilayered objects been flattened into one image?   |      |      |     |
| 3.3 | Do all nontext elements that convey information, including images, have descriptive captions? (Alternative text does not currently work in Excel.) |      |      |     |
| 3.4 | Forms should not be enabled.   |      |      |     |

## Noncompliant Element Tracking

The following table should be used to document any elements of the asset that failed or were identified as being noncompliant. Identify each failed/noncompliant element of the asset by ID Number and include a description of the reason why the element failed or is noncompliant.

| ID | Description of Failure/Noncompliance |
|----|--------------------------------------|
|    |                                      |
|    |                                      |
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