

Section 508 Compliance Policy

Federal Retirement Thrift Investment Board
Effective Date: October 31, 2019

Section 508 Compliance Policy

TABLE OF CONTENTS

| | | |
|-----|-----------------------------|---|
| 1.0 | Overview | 3 |
| 2.0 | Policy | 4 |
| 3.0 | Applicable Procedures | 5 |
| 4.0 | Revision History | 5 |
| 5.0 | Approval | 5 |

1.0 OVERVIEW

The Federal Employees' Retirement System Act of 1986 (FERSA) authorized the Federal Retirement Thrift Investment Board (FRTIB), an independent agency of the U.S. Executive Branch, to administer the Thrift Savings Plan (TSP), one of the three components of the Federal Employees' Retirement System (FERS). The TSP is a defined contribution plan for U.S. Federal civilian employees (including those covered by the Civil Service Retirement System (CSRS) as well as members of the uniformed services). FRTIB and TSP are collectively referred to as the Agency. The mission of FRTIB is to administer the TSP solely in the interest of its participants and beneficiaries.

The Office of Resource Management (ORM) supports and manages human resources and administration activities for FRTIB in accordance with Office of Personnel Management (OPM) regulations and other applicable Federal regulations. ORM serves as a strategic partner with FRTIB leadership to drive the design of innovative, effective administrative services and human resource programs that support FRTIB employees and its overall mission. The Human Resources Division (HRD) is a sub-office within ORM that manages the key business processes related to human resources programs and initiatives.

Section 508 is a Section of the Rehabilitation Act of 1973, which establishes guidelines for Information Technology accessibility. It creates opportunities for individuals with disabilities inside and outside the government and encourages the development of technology products and services using accessible design. Section 508 applies when federal agencies develop, procure, maintain, or use information and communications technology (ICT).

This document sets forth FRTIB's policy related to 508 Compliance. The FRTIB Office responsible for administering and implementing this policy is ORM.

2.0 POLICY

The purpose of the Section 508 Compliance Policy is to ensure that all ICT, previously referred to as Electronic and Information Technology (EIT), developed, procured, maintained, funded, and used by the agency, will be accessible to persons with disabilities. The Policy is comprised of the following components:

2.1 Needs Identification

ORM, in partnership with FRTIB Offices, will identify the needs of users with disabilities when it procures, develops, maintains or uses ICT. This includes a determination of how users with disabilities will perform the functions supported by the ICT and how the ICT will be developed, installed, configured, and maintained to support users with disabilities.

2.2 Access to Electronic Information and Data

ORM, in partnership with FRTIB Offices, will ensure that FRTIB employees, participants and beneficiaries and members of the public with disabilities have access to and use of electronic information and data that is comparable to the access available to people without disabilities unless a valid Section 508 exception applies and has been approved. When FRTIB determines that compliance with Section 508 would impose an undue burden, the determination will be documented and the information and data will be provided by an alternate method or format.

2.3 Procuring ICT

ORM, in partnership with FRTIB Offices, will ensure that when procuring ICT, the most compliant product that best meets the stated business needs is selected. When procuring systems and/or services, FRTIB must ensure that the systems and/or services procured and rendered is Section 508 compliant, regardless of the type of service. FRTIB will incorporate applicable Section 508 language in solicitations, contracts, blanket purchase agreements (BPAs), and task orders for all ICT procurements.

2.4 Electronic Content and Communications

ORM, in partnership with FRTIB Offices, will ensure that all electronic content and communications, including published content on the Internet and Intranet, are in compliance with

applicable Section 508 requirements and that all FRTIB programs follow accessibility requirements for activities and communications that they deliver electronically.

2.5 IT Processes

ORM, in partnership with the Office of Technology Services, will ensure that all IT life cycle checkpoints and other IT governance processes include Section 508 review criteria.

2.6 Complaints Process

ORM will provide the FRTIB employees, participants, beneficiaries and members of the public a way to file complaints regarding noncompliance with Section 508 (See Section 508 Compliance Procedures).

3.0 APPLICABLE PROCEDURES

- Section 508 Compliance Procedures

4.0 REVISION HISTORY

| Date | Version | FRTIB Author | Comments <i>(briefly summarize change)</i> |
|----------|---------|--------------------------|---|
| 08/08/19 | 1 | Kristin Hanmer, ORM, HRD | Initial Version |

5.0 APPROVAL

Name: _____
Gisile Goethe

Title: Director, ORM

Name: _____
Suzanne Tosini

Title: Chief Operating Officer