VA Section 508 Intake Form
Version 5.1

The purpose of this document is to serve as the project/product entry document for VA Section 508. The document will provide information for scanning, auditing and evaluating VA systems and Information and Communication Technology (ICT) products to ensure they meet the Access Board's accessibility standards and follow compliance with legislative Section 508 requirements. Submit the completed document for each product to Section508@va.gov. If there is no new user functionality going into production, then an audit is not required and the intake doc does *not* need to be submitted.

Instructions: If the submitted product is one of the following:
　　Software applications　　Websites　　Web applications　　Documents　　Video/Multimedia products
　　Self-contained/Closed products　　Telecom products　　Tools
Complete **Sections 1 and 3** of this form and submit to section508@va.gov.

Instructions: If the submitted product is one of the following:
　　eLearning　　　　Mobile application
Complete **Sections 2 and 3** of this form and submit to section508@va.gov.

Section 1: Software applications, Websites, Web applications, Documents, Video/Multimedia products, Self-contained/Closed products, Telecom products, Tools

Project Information

VA Organizational Element	VACO　　VBA　　VHA　　NCA　　Other
Enterprise Project Structure (EPS or Project ID) number	
Portfolio or Director Name	
VA Project Name	
Build Release Number	
If this is a re-audit, please provide last audit number	
Date of last audit (MM/DD/YY)	
Were any new user functionality or features added since the last audit?	Yes　　　　　　No
Description of Application or Project (Provide additional information in attachment if needed)	

Access Credential Information for Audit

Name of POC to facilitate access	
Contact number of POC for project access	
Email of POC for project access	
Name(s) of person(s) who coded the work performed for this release, with name of commercial employer or government agency employer. Use the format "Joe Doe (XYZ Company) or Joe Doe (Dept. of Veterans Affairs)":	
Is this a COTS Product?	Yes　　　　　　No
Has it been customized for use at VA?	Yes　　　　　　No
Name of COTS/product and name of COTS/software product owner:	
Access Requirements for Auditors: Please detail (the more detailed the better) the steps the auditors will need to take to get access to the product for auditing purposes	

Section 2: eLearning and Mobile Application Products

Product Details

Product Type	eLearning Mobile/Application
Product Status	Prototype Fully Built / First submittal Remediation
Exact Title of Product	
URL of Content for Testing	
Identify all required information necessary for testing the application (i.e. URL; required login/password)	

eLearning Product Information

PROD VA TMS ID#	
TRAIN VA TMS ID#	
Which platforms should be tested for 508 compliance? Select all that apply.	HTML PDF PowerPoint Word Excel
Which MULTIMEDIA platforms should be tested for Section 508 compliance? Select all that apply.	Flash Flash (Captivate) HTML5 Video

Section 3: Contact Information

Developer Point of Contact

Name	
Email	
Phone	

Developer2 Point of Contact

Name	
Email	
Phone	

VA Government Project Manager Point of Contact

Name	
Email	
Phone	

_____
VA Government Project Manager Signature

Dated 1/23/2019 (previous versions of this document are obsolete)