



U.S. Department of Justice  
Justice Management Division  
*Management and Planning Staff*

Washington, D.C. 20530

February 9, 2005

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS**

**FROM:**   
H.B. Myers  
Assistant Director  
Procurement Policy and Review Group

**SUBJECT:** Procurement Guidance Document 05-02  
Micro-purchase Exemption to Section 508 of the Rehabilitation Act of 1973, as amended in 1998, Ends April 1, 2005

The purpose of this memorandum is to remind you that the micro-purchase exemption for purchasing electronic and information technology (EIT) that conforms to the requirements of Section 508 of the Rehabilitation Act of 1973, as amended in 1998, **ends on April 1, 2005**. There will be no further extensions granted.

The Federal Acquisition Regulation (FAR) Council's extension of the micro-purchase exemption of Section 508, from October 1, 2004 to April 1, 2005, was granted to provide agencies time to update their purchase card training modules on the 508 requirements and train their personnel. As you are aware, most micro-purchases/purchase card transactions are completed by Federal employees other than contracting officers. Therefore, these employees as well as all procurement personnel responsible for executing micro-purchases must be advised to purchase products that are labeled and/or comply with EIT accessibility standards.

EIT includes products procured, developed, maintained, or used by a Federal agency such as, but not limited to the following: electronic and information technology products that store, process, transmit, convert, duplicate, or receive electronic information. (i.e. copiers, desktop and portable computers, fax machines, scanners, telecommunications products, printers, etc.)

After April 1, 2005, agency micro-purchases of EIT must comply with the Architectural and Transportation Barriers Compliance Board's ("Access Board") EIT standards. The standards are codified at 36 CFR Part 1194 and also available through the Access Board's web site at <http://www.access-board.gov>. Further, information pertaining to Section 508 can be obtained by visiting web site <http://www.section508.gov>.

In summary, Section 508 of the Rehabilitation Act requires Federal departments and agencies that develop, procure, maintain, or use electronic and information technology to ensure that Federal employees and members of the public with disabilities have access to and use of information and data comparable to that of the employees and members of the public without disabilities (unless an undue burden would be imposed on the department or agency). This law was implemented first through the standards developed by the "Access Board" and then incorporated into the FAR.

Therefore, you must ensure that all purchase cardholders and procurement personnel responsible for micro-purchases have had or will soon received adequate training that includes information pertaining to Section 508.

Please immediately distribute this information throughout your organization as appropriate. If you should have any questions, please contact Vernon L. Carter, Jr., at (202) 616-3681.