



## United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



OCIO Directive 2007-003

MAY 02 2007

To: Heads of Bureaus and Offices  
Bureau and Office Chief Information Officers  
Assistant Secretaries  
Deputy Assistant Secretaries

From: Karen Siderelis, Acting Chief Information Officer 

Subject: Creating Accessible Portable Document Format (PDF) Files

### Purpose

The purpose of this directive is to ensure that the Department, and its Bureaus and Offices are complying with Section 508 of the U.S. Rehabilitation Act requirements by producing accessible PDF files.

### Background

Section 508 of the U.S. Rehabilitation Act prohibits federal agencies from buying, developing, maintaining, or using electronic and information technology that is inaccessible to people with disabilities. Specifically, the law directs all Federal agencies that develop, procure, maintain, or use electronic and information technology to ensure that this technology is accessible to employees and members of the public.

PDF is commonly used to sustain the "look and integrity" of original documents. It is a standard for electronic document distribution. PDF is an excellent vehicle for presenting highly formatted documents.

### Scope

All PDF files posted to Web sites and disseminated both internally and externally.

**Timeframe**

This policy is effective immediately

**Policy**

It is imperative that the Department, and its Bureaus and Offices produce accessible documents and content for all people, including people with disabilities who use assistive technologies. Assistive technologies such as screen readers rely on computer-based information to effectively interpret and navigate PDF content. While converting documents to PDF may prove quick and simple, there are several steps that must be taken to ensure the PDF is accessible.

**Contact**

If you have any questions concerning this guidance, please contact me on 202-208-6194. The staff may contact Mr. Sid Sharma at 202-219-0963 or their Bureau (Office) Section 508 coordinator (Attachment 1).

Thank you for your timely cooperation.

Attachment

Attachment 1: U.S. Department of the Interior Section 508-Assistive Technology  
Contact List:

**U.S. DEPARTMENT OF THE INTERIOR SECTION 508-ASSISTIVE  
TECHNOLOGY CONTACT LIST**

<b>Bureau/Office</b>	<b>Contact Name</b>	<b>Phone Number</b>
Department	Sid Sharma	202-219-0963
BIA	Thao Le	703-735-4107
BLM	Jim Horan	202-452-5023
BOR	Casey Snyder	303-445-2048
MMS	James Graham	703-787-1005
NPS	Robert Stearns	202-354-2209
OIG	Susan Del Vecchio	703-487-5451
OSM	Mark Moore	202-208-2908
OST	Bernilda Quintana	505-816-1167
SOL	Craig Littlejohn	202-208-6611
FWS	Julie Rundgren	703-358-1946
USGS	Amy Berger	703-648-7124