September 15, 2023

MEMORANDUM FOR AIR FORCE INFORMATION SYSTEMS SECURITY MANAGERS

FROM: SAF/CN
        1800 Air Force Pentagon
        Washington, D.C., 20330-1665

SUBJECT: Identifying, Approving, and Acquiring Adaptive Technologies for Use on
           Department of the Air Force (DAF) Information Systems

References: (a) Executive Order 13548, 26 July 2010, *Increasing Federal Employment of*
               Individuals with Disabilities.
          (b) DoDI Instruction 1000.31, 28 October 2018, *Computer/Electronics*
               Accommodations Program.
          (c) DAFI 36-2710, 18 June 2020, *Equal Opportunity Program.*
          (d) DAFMAN 17-1203, 13 September 2022, *Information Technology Asset*
               Management (ITAM) and Accountability.

This memorandum provides guidance on identifying, approving, and acquiring adaptive technologies, specifically software, for use on DAF information systems.

Personal Health Information (PHI) and Personally Identifiable Information (PII) must be handled in accordance with The Privacy Act of 1974. It is essential that all personnel who encounter such information be familiar with the requirements and procedures for handling it. Individual disability information should be treated as PHI and must be protected accordingly.

Products and services related to adaptive technologies can be requested and acquired through the DoD Computer/Electronic Accommodations Program (DoD CAP). The DoD CAP provides valuable resources and support in procuring adaptive technologies. For more information or to submit a request, visit the website at https://www.cap.mil.

As a matter of reciprocity, software accepted by The Defense Information Systems Agency Joint Service Provider (DISA JSP) and documented on their Software Product List (SPL) is authorized for use within the DAF. Major Commands, Field Commands, and their equivalent can rely on the approval process conducted by DISA JSP to determine the suitability of adaptive technology software for use on the DAF Network. The DISA JSP SPL website, located at the URL, https://jsp.sp.pentagon.mil/spl/Pages/default.aspx contains the latest in approved software. This reciprocity is appropriate for Non-classified Internet Protocol (IP) Router Network (NIPRNet) only. Adaptive technology for information systems operating on other networks and classifications must be coordinated with the local Information System Security Manager (ISSM), Information System Security Managers (ISSMs), and appropriate Authorizing Official.

Wing-level ISSMs, IT asset management equipment custodians, and Software License Managers (SLMs) must track all software and IT products acquired in accordance with Reference (d). This includes maintaining accurate records of licenses, monitoring compliance, and ensuring proper tracking of usage and life cycle updates.

For questions, guidance, and assistance, contact the Air Force Disability Program Manager (DPM) at SAF.Reasonable.Accommodations@us.af.mil. Supervisors or employees seeking assistance identifying reasonable accommodations may contact a local DPM. A listing of local DPMs can be found by accessing the Air Force Portal and searching: "Disability Program Manager."

Adherence to this guidance ensures streamlined and legally compliant processes for the acquisition and deployment of adaptive technologies and software for use on DAF information systems. Publication and dissemination of this guidance will assist with improving accessibility for employees with disabilities as directed in Reference (a), and facilitate the effectiveness of all DAF employees.

For questions regarding approval and use of assistive technologies on Air Force networks please contact your local ISSM, SLM or the Air Force DPM at the email provided above.

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