

<b>DEPARTMENTAL REGULATION</b>		<b>NUMBER:</b> 3150-001
<b>SUBJECT:</b> Internet Domain Name Policy	<b>DATE:</b> December 5, 2006	
	<b>OPI:</b> Office of the Chief Information Officer (OCIO)	

1      **PURPOSE**

This Departmental Regulation (DR) establishes the policy for the management and use of Internet Domain Names within the United States Department of Agriculture (USDA).

2      **BACKGROUND**

This directive augments the USDA Internet Protocol (IP) Addressing Plan and other internal and external regulations that establish general policies governing the issuance of Internet Domain Names. Domain Names are a Departmental resource that must be managed to ensure that USDA exercises appropriate control and implementation of website content standards and applications.

3      **CANCELLATION**

This DR cancels portions of DR 3300-1-M, Appendix M, Internet Protocol (IP) Addresses, March 23, 1999, that relate to the Domain Name Approval process.

4      **DEFINITIONS**

.gov            A first level internet domain name controlled by the General Services Administration (GSA).

usda.gov       A second level internet domain name for which control has been delegated by GSA to the Department of Agriculture.

Commercial Domain Name    A domain name that is not maintained by USDA or GSA.

FISMA Federal Information Security Management Act of 2002. This Act addresses the development of a comprehensive framework to protect the government's information, operations, and assets.

## 5 POLICY

- a The use of the second level domain name, usda.gov, has been officially registered with the InterNIC (Internet Network Information Center). Official agency domain names must use the following format: domain-name.agency-abbreviation.usda.gov. Exceptions to this policy must be approved by OCIO.
- b There is no registration fee for a usda.gov domain name.
- c All domain names approved prior to this policy are granted an exemption.
- d Only the agency/staff office CIO may request a .gov or a usda.gov domain name.
- e The use of commercial domain names is prohibited.
- f. The activation or use of any domain name is prohibited without the approval of the USDA CIO and if warranted, the GSA registrar.
- g Agencies/staff offices must use the shared components of USDA's infrastructure to deploy internet/intranet applications as a condition of the domain name approval process. Consequently, the domain name approval request must include the agency's commitment to use the shared services and products defined in USDA's Enterprise Architecture. These include, but are not limited to, USDA's eAuthentication Service, AgLearn, Web Style Standards, and other common USDA or interdepartmental products and services.

## 6 RESPONSIBILITIES

- a Office of the Chief Information Officer.
  - (1) Manage the approval process for internet domain names.
  - (2) Enforce the use of shared internal and interdepartmental products and services.
  - (3) Recommend approval to GSA of an agency request for a .gov domain name.
  - (4) Maintain the USDA domain name server.

- (5) Check requests for availability of requested domain name(s). If available, the domain name will be reserved until the request is approved or denied.
- (6) Ensure that names are not activated until approved by the USDA CIO or the GSA registrar.

b Agencies/Staff Offices.

- (1) Request approval from OCIO for a usda.gov domain name. Change requests are handled in the same manner.
- (2) Request approval from OCIO for a .gov domain name. The agency/staff office is responsible for the annual registration fee.
- (3) Ensure that the use of the website conforms to all Departmental policies, regulations, and guidelines.

7 PROCESS

a To request approval of a usda.gov domain name.

- (1) Submit a domain name request letter from the agency CIO to OCIO. (See Appendix A for the required letter and approval criteria.)
- (2) OCIO will approve/disapprove an agency request for a usda.gov domain name.
- (3) If disapproved, OCIO will explain to the requestor why it was disapproved and allow the requestor to change the request to gain approval.
- (4) OCIO will send a copy of the domain name approval letter to the requestor and to the OCIO domain name server office for activation.

b To request approval of a .gov domain name.

- (1) Reserve the .gov domain name and provide contact information at the GSA registration website ([www.dotgov.gov](http://www.dotgov.gov)).
- (2) Submit a domain name request letter from the agency CIO to the USDA CIO. (See Appendix B for the required letter.)
- (3) The USDA CIO will prepare a recommendation letter to the GSA registrar requesting activation of the agency .gov domain name. (See Appendix C for the required letter.)

- (4) OCIO will electronically forward the recommendation letter to the GSA registrar, the OCIO domain name server office, and to the agency requestor.

-END-

## APPENDIX A - USDA DOMAIN NAME REQUEST

Only the Chief Information Officer for the Agency/Staff Office may request a usda.gov domain name.

### Instructions

Complete this request for a new or changed USDA domain name. All of the questions must be answered completely. Incomplete responses will result in disapproval of the request.

PLEASE NOTE: All requests for domain names will be evaluated for compliance with USDA's Enterprise Architecture. Applications that duplicate the capabilities of existing Enterprise Initiatives will be required to use those capabilities. For example, using userid/passwords falls within the application of USDA's eAuthentication service.

**Request Date:** mm/dd/yyyy

### **Requested Domain Name(s) and Associated IP Address(es)**

Domain Name:	IP Address
domain-name.agency-abbreviation.usda.gov	nnn.nnn.nnn.nn

### **Agency Information:**

Agency Name:  
Unit(s):  
Location:

### **Administrative Authority Information**

Name:  
Title:  
Email:  
Voice:  
Fax:  
Postal:

### **Technical Contact Information**

Name:  
Title:  
Email:  
Voice:  
Fax:  
Postal:

### **This request is for:**

- a server
- an Intranet site
- a domain name that is visible to the public
- other. Please explain.

**Please answer the following questions:**

- A) Please describe the functions that this domain will support, such as business processes, information delivery or related activities.
- B) Who are the target users (for example: citizens, business partners, other Government entities, or employees)?
- C) Does this website require a userid/password? (Y/N) If so, are you using the USDA Enterprise Authentication service for this purpose?
- D) Is this domain name part of an IT System? (Y/N) If so,
  - (1) System name from the FISMA list. (See your CyberSecurity Officer)
  - (2) C&A completion date.
- E) Does the website conform to the USDA Style Standards? (Y/N) If not, why not?
  - (1) Are there plans to convert to the standards?  
The USDA Style Standards may be found at the following url:  
[https://www.egov.usda.gov/Intranet/Program\\_Projects/Web\\_Standards\\_Team\\_Resources/Documents/USDA\\_Web\\_StyleGuide\\_v1.1.pdf](https://www.egov.usda.gov/Intranet/Program_Projects/Web_Standards_Team_Resources/Documents/USDA_Web_StyleGuide_v1.1.pdf). You must use your USDA Level II eAuthentication credential to access this document.
- F) Does the associated system contain personally identifiable information. (Y/N) If so,
  - (1) Has a privacy assessment been performed?
  - (2) Privacy assessment completion date.
- G) Does this website use Stellent for web content or document management? (Y/N)

**Review by Agency/Staff Office Chief Information Officer (or designee):**

I certify that the answers to the above questions are accurate and complete.

Name of Certifying Official:

Title:

Date:

Send domain name requests via e-mail to [domain.names@usda.gov](mailto:domain.names@usda.gov).

APPENDIX B - GOVERNMENT DOMAIN NAME REQUEST

TO: David M. Combs  
Chief Information Officer

From: **Name of Agency CIO**  
**Agency Name**

SUBJECT: Request for .gov domain name

As the CIO for the (**agency name**), I formally request that authority over the (**domain name**) second-level domain name be delegated to the (**agency name**). By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$125 .GOV domain name fee. In addition, I will ensure the website content of the requested domain name conforms to the USDA and .GOV website content policies.

(Explanation of how this website will be used and by whom. Explain why a .gov website name is needed as opposed to a usda.gov domain name.)

The use of this domain is consistent with the USDA Internet policy.

(**Contact name**) will be the Administrative Point of Contact (POC) for (**domain name**). If there are any questions, please contact **her/him** at (**phone number**) or via email at (**email address**).

Thank you for your assistance in this matter.

[Signature of Agency CIO]

APPENDIX C - USDA CIO RECOMMENDATION LETTER

**[USDA Letterhead]**

**[Date]**

.gov Domain Registration  
10304 Eaton Place  
FTS/TOI  
Fairfax, VA 22030

Dear Domain Manager:

As Chief Information Officer, the cabinet-level CIO for the Department of Agriculture (USDA), I formally request that authority over the [xxxxx.gov] second-level domain name be delegated to the [Agency Name]. By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$125 .GOV domain name fee. In addition, I will ensure the website content of the requested domain name conforms with the .GOV website content policy.

This domain name will be used for [purpose].

The use of this domain is consistent with the USDA Internet policy.

[Mr./Ms. first name, last name] will be the Administrative Point of Contact (POC) for [xxxxxx.gov]. If there are any questions, please contact [him/her] at [phone number] or via email at [email address].

Thank you for your assistance in this matter.

Sincerely,

**[Signature]**

**[Name]**  
Chief Information Officer  
Office of the Chief Information Officer