

SUBJECT: Division of Responsibilities for USAID External Web Site

NEW MATERIAL: The purpose of this notice is to restate the division of responsibility for the USAID external web site and to amplify the matter contained in ADS Chapter 557, Public Information. This policy notice is considered a mandatory reference to ADS Chapter 557. (See [ADS 557](#))

EFFECTIVE DATE: 07/06/2000

POLICY

USAID/General Notice
AA/LPA
07/12/2000

Subject: Division of Responsibilities for USAID External Web Site

Since 1994, the Bureau for Management and the Bureau for Legislative and Public Affairs have shared responsibility for the USAID external web site. The purpose of this notice is to restate the division of that responsibility and to amplify the matter contained in ADS Chapter 557, Public Information. This policy notice is considered a mandatory reference to ADS Chapter 557.

Information posted by the various organizational units of the Agency to the Agency's external web site is generally deemed to be public information. The only exceptions to this rule are those portions of the web site that are posted behind some type of security or screening mechanism, such as a password protected site or a site that limits access based on user identification technologies (such as Internet Protocol (IP) number recognition).

This general rule has guided the division of responsibility for the external USAID web site between the Bureau for Legislative and Public Affairs, Information Center (LPA/IC) and the Bureau for Management, Office of Information Resources Management, Consulting and Information Services Division (M/IRM/CIS). It continues to be the guiding principle.

The following is a brief listing of responsibilities concerning the USAID external web site, the organizational unit responsibility for carrying out the responsibility, and explanatory material where appropriate.

ITEM 1: Content

RESPONSIBILITY: Originating Agency unit & LPA/IC

DISCUSSION: Content posted on the Agency's external web site comes from a wide variety of sources within the Agency. To ensure accountability and accuracy of this information, the responsible Agency unit must designate a U.S. direct hire that is the cognizant officer responsible for the material posted.

LPA/IC must perform a review of the material for appropriate style for public distribution and to ensure consistency with publicly stated Agency positions.

All budget figures or funding levels presented must be cleared in advance of posting with the Office of Budget or those presented in the Agency's annual Congressional Budget Justification.

ITEM 2: Coding and Technical Standards

RESPONSIBILITY: M/IRM/CIS with LPA/IC

DISCUSSION: Items posted to the Agency's external web site reside on servers maintained by M/IRM/CIS. To ensure the continued uninterrupted operations of these servers, M/IRM/CIS must set standards and review and approve all pages before posting for appropriate and supported coding. These standards and reviews include defining which software packages are supported on the Agency's external web servers and the appropriateness of additional functionality achieved through the use of scripts, etc.

ITEM 3: Presentation, Navigation, and Accessibility Standards

RESPONSIBILITY: LPA/IC with M/IRM/CIS

DISCUSSION: Materials posted to the Agency's external web site are presented as a total information package, reflective of the entire Agency. As such, the presentation and navigation of materials must be consistent across the site. In order to achieve this, LPA/IC must designate directory structure and design and navigation standards to be used on all materials posted to the Agency's external web site.

The Agency's goal is that all pages posted to the USAID external web site should be as accessible as possible to people with disabilities. Therefore, a review is conducted by either M/IRM/CIS and/or LPA/IC as to the compliance with the standards set by the W3C Web Accessibility Initiative (<http://www.w3.org/WAI/>).

ITEM 4: Server Maintenance, Connectivity, Security and Operating Systems

RESPONSIBILITY: M/IRM/CIS

DISCUSSION: M/IRM/CIS is responsible for issues surrounding the access, securing, configuration, operations, and maintenance of the servers that comprise the Agency's external web presence.

M/IRM/CIS also determines, configures, and maintains the operating systems and software packages on the USAID external servers.

ITEM 5: Security and Privacy Statements

RESPONSIBILITY: LPA/IC

DISCUSSION: Office of Management and Budget Memorandum 99-18 requires that every Federal web site include a privacy policy statement, even if the site does not collect any information that results in creating a Privacy Act record.

LPA/IC has outlined specific requirements for privacy and security notices on USAID-funded web sites. See USAID Policy Notice dated 11/09/1999 for further details.

ITEM 6: Communications Between Content Providers, etc.

RESPONSIBILITY: LPA/IC and M/IRM/CIS

DISCUSSION: A wide variety of methods are used to communicate web site developments and to discuss issues among information providers and technicians involved in creating the USAID external web site. Among these methods are --

- An e-mail discussion group called 'XWEB' and a corresponding web site that lists guidelines for developing material for posting to the USAID external web site and provides a tool-kit and resources for the USAID web developer,
- One-on-one logistical consultations with content providers, and
- Tutorials concerning the technologies used on the USAID external web site.

LPA/IC and M/IRM/CIS both play an integral role in providing these services and will continue to collaborate in providing this important information.

LPA/IC has assembled a team to implement these standards, conduct a comprehensive review of existing content, and create new content for the Agency's web site. The members of this team will be assigned specific responsibilities for each section of the Agency's external web site. In the coming weeks they will be contacting current Agency content providers to review materials already posted on the USAID external web site. If the content is over six months old, they must determine the relevance and timeliness of the material, remove old, outdated materials, and offer assistance in generally updating the specified portion of the USAID external web site.

Depending on availability and workload, this LPA team is also available to assist content providers without access to the necessary technical assistance to convert information for posting on the web.

Point of Contact: Any questions concerning this Notice may be directed to Joe Fredericks, Acting Director, LPA/IC, (202) 712-0502.

Notice 0717

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