

SUBJECT: USAID Websites and .gov Domains

NEW MATERIAL: In accordance with the OMB Memo 05-04 on Policies for Federal Agency Public Websites, as of December 31, 2005, web pages containing official U.S. Government information must reside on .gov domains.

EFFECTIVE DATE: 12/31/2005

POLICY

USAID/General Notice
LPA/PIPOS
11/28/2005

Subject: USAID Websites and .gov Domains

In accordance with the OMB Memo 05-04 on Policies for Federal Agency Public Websites, as of December 31, 2005, web pages containing official U.S. Government information must reside on .gov domains.

OFFICIAL USAID/W WEB SITES: In the case of USAID-funded web sites that provide official agency information and are accessible to anybody other than individuals on the USAID network, provisions must be made to transfer this material to the www.usaid.gov domain no later than December 31, 2005. For the purposes of this Notice, "official agency information" is defined as narrative, graphics, multimedia or other information that seeks to provide an understanding of agency goals, objectives, results, operations or organization above the project-specific level. For the purposes of this Notice, the term "project" will have the same meaning as it does in chapters 200-203 of the Agency's ADS. Exceptions, as explained below, will be determined on a case-by-case basis.

Exceptions to this policy are available only if:

- the website provides support to and disseminates official agency information about US Government-financed projects or programs that cross agency jurisdictions (for example, <http://www.fightingmalaria.gov>),
- or have a urgent and compelling need not to be associated directly with USAID.

When exceptions are made for web sites that cross agency jurisdictions, the web site must reside on an LPA-approved .gov domain. Only the USAID Administrator may

approve of official government information residing on a non-.gov domain. LPA/PIPOS must be informed of the URLs of these web site before the web site is launched.

OFFICIAL USAID MISSION WEB SITES: In general, USAID Mission web sites should be maintained on USAID/Washington servers (www.usaid.gov). USAID Mission websites that cannot (for technical reasons or for administration issues) reside on USAID/Washington servers must use a subdomain of usaid.gov. In these instances, Missions must contact LPA/PIPOS via lpa.uploads@info.usaid.gov to request the allocation of a subdomain. Subdomains allocated to USAID missions will follow this format: countryname.usaid.gov. If missions decide on transferring mission web sites to USAID/Washington servers, please advise LPA/PIPOS via lpa.uploads@info.usaid.gov as soon as possible. Transfer procedures will then be described and a liaison staff assigned to the mission to ease the transition.

Mission web sites currently hosted on USAID/Washington servers will be transitioned to this subdomain scheme as soon as practicable. No exceptions to this naming scheme will be made. Missions wishing to host web sites on a non-USAID controlled server must follow all the guidelines provided at http://www.usaid.gov/info_technology/xweb/mission_remote.html as well as coordinate server security practices with the USAID CSSO.

WEB SITES FINANCED UNDER ACQUISITION INSTRUMENTS: Websites that are produced under USAID-financed acquisition instruments to achieve project implementation goals and DO NOT:

-- provide general or detailed descriptions of agency activities or projects intended to educate the public about Agency goals, objectives or operations above the level of that specific project,

-- provide Agency policy or official guidance,

-- disseminate "success stories" or other material describing in non-technical terms for a general audience the results of agency-financed projects; and,

-- disseminate any information related to Agency budget allocations, Agency administrative processes or other aspects of Agency operations or organization beyond what is necessary for project implementation should be hosted outside the .gov domain. Such sites must be marked appropriately on the index page of the site and every major entry point to the website with a disclaimer that states: "The information provided on this web site is not official U.S. government information and does not represent the views or positions of the U.S. Agency for International Development or the U.S. Government."

However, as is now the case, websites produced under USAID-financed contracts must comply with applicable Federal, USAID, and security and accessibility laws, policies, and regulations as outlined at:

http://www.usaid.gov/info_technology/xweb/contracts.html

WEB SITES FINANCED UNDER ASSISTANCE INSTRUMENTS: A different set of standards apply to websites produced under USAID-financed assistance instruments. In these instances, these websites must comply only with USAID branding guidelines for assistance instruments (<http://www.usaid.gov/branding/assistance.html>), and, as provided in ADS 557, LPA/PIPOS must be notified of the URL in advance of the site's launch. These sites must also be hosted outside the .gov domain and marked appropriately on the index page of the site and every major entry point to the website with a disclaimer that states: "The information provided on this web site is not official U.S. Government information and does not represent the views or positions of the U.S. Agency for International Development or the U.S. Government."

LPA/PIPOS will continue (or assume) the following responsibilities concerning subject matter related to this notice: 1) continue to maintain the agency's inventory of public web sites, 2) continue as the domain registrar for agency public web sites, 3) begin to distribute subdomains of the USAID.gov domain, and 4) continue enforce domain name violations and other guidelines and regulations applying to USAID-financed public web sites.

This notice will be incorporated into ADS Chapter 557 at a later date. Until such time, it is a mandatory reference to ADS Chapter 557.

In order to comply with the OMB compliance deadline of December 31, 2005, LPA/PIPOS asks that the transfer of information to the www.usaid.gov website, requests for mission web site domains or requests for other .gov domains (and the desired URLs, if applicable) be submitted to lpa.uploads@info.usaid.gov for approval by December 12, 2005.

The USAID Bureau for Legislative and Public Affairs, Public Information, Production and Online Services division, in consultation with the Office of the General Counsel and the appropriate geographic or technical bureau, may require the immediate shutdown of any USAID website using a domain name not in compliance with this Notice or require the retirement of any approved domain name and any USAID-owned domain name that has previously been granted a waiver when it is in the best interest of the Agency.

Point of Contact: Any questions concerning this Notice may be directed to Joe Fredericks, LPA/PIPOS, (202) 712-0502 or Rebecca Gustafson, LPA/PIPOS, (202) 712-0085.

Notice 1167

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0513_112905_cd42	11/28/2005	12/31/2005		CD 42	This IU will remain in effect until the policy in it is incorporated into the ADS.

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