

**NATIONAL WEATHER SERVICE INSTRUCTION 60-102**  
**MAY 26, 2005**

**Information Technology**  
**Technical and Content Requirements for Internet Servers**  
**CONTENT REQUIREMENTS**

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**Certified by:** W/CIO (P. Chan)

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***SUMMARY OF REVISIONS:***

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Signed  
Paul Chan  
Chief Information Officer

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5/12/05  
Date

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1. Introduction. All NWS World Wide Web presentations will comply with all OMB, DOC, NOAA, and NWS standard content requirements as defined in NDS 60-1:

1.1 Link to NWS Disclaimer. A link to the NWS disclaimer (<http://www.weather.gov/disclaimer.php>).

1.2 Link to NWS Privacy Policy. A link to the NWS privacy policy statement (<http://www.weather.gov/privacy.php>) that is labeled “Privacy Policy.”

1.3 Link to NWS Credits Page. A link to the NWS credits page (<http://www.weather.gov/credits.php>) that is labeled “Credits.” This page will contain links to commonly used plug-ins and application downloads used to present content on NWS Web pages. Examples of these include PowerPoint viewers, Java, and Adobe Reader.

1.4 Link to NWS Careers Information. A link to the NWS careers information (<http://www.weather.gov/careers.php>) that is labeled “Career Opportunities.”

1.5 Link to OMB Mandatory Links. A link to the OMB mandatory links (<http://www.weather.gov/admin.php>) that is labeled “About Our Organization.” (this page under development)

1.6 Link to NWS Glossary. A link to the NWS Glossary (<http://www.weather.gov/glossary/>) that is labeled “Glossary”

1.7 Contact Information for the Web Master. Contact information for the web master for technical feedback, and for the individual(s) responsible for page content.

1.8 Date of Last Update to Page. The date of last update to the page.

1.9 Electronic Submission Comments. A means for users to electronically submit comments, questions, or accessibility concerns. This may include <mailto> email links and feedback forms. Use of web forms is preferred. In cases where use of forms is not practical, the text of a <mailto> link should be descriptive (e.g. Contact Us, Webmaster, etc.) and the actual email address should be masked using scripting or encryption so that the actual email address from the web pages or code cannot be obtained.