

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Bureau of Reclamation Web Management
<b>Purpose:</b>	The purpose of this Directive and Standard (D&S) is to provide a procedure for development and publishing of Reclamation Web pages and establish requirements for Web/Internet developers, reviewers, and publishers. The benefit of this D&S is that it ensures a consistent Web site that meets all known requirements.
<b>Authority:</b>	Federal Records Act of 1950 (44 USC Chapter 29, Chapter 31, and Chapter 33); Freedom of Information Act (FOIA) of 1966, as amended (5 USC 552); Section 508 of the Rehabilitation Act of 1973 (29 USC 794d); Privacy Act of 1974, as amended, (88 Stat. 1896; Pub. L. 93-579; 5USC 552a); U.S. Copyright Act of 1976 (Pub. L. 94-553); Computer Security Act of 1987 (Pub. L. 100-235); Government Performance and Results Act (GPRA) of 1993 (Pub. L. 103-62); Clinger-Cohen Act (previously known as Information Technology Management Reform Act of 1996) (Pub. L. 104-106); Government Paperwork Elimination Act (GPEA) of 1998, Title XVII, (Pub. L. 105-277); Section 515A of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Pub. L. 106-554), Quality of Information Guidelines; OMB Circular A-130; OMB Circular A-16; Department of the Interior Web Standards; SLE 02-01, <i>Identifying and Safeguarding For Official Use Only Information</i> ; IRM 02-02, <i>Managing Information, Records, and Data Designed FOR OFFICIAL USE ONLY (FOUO)</i>
<b>Approving Official:</b>	Deputy Commissioner, External and Intergovernmental Affairs
<b>Contact:</b>	Reclamation Web Manager (92-40000)

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1. **Introduction.** Reclamation employees are utilizing the Internet more to disseminate information about its activities. This D&S describes the requirements for publishing to Reclamation's Internet and Intranet sites.
2. **Applicability.** This D&S applies to all employees who develop Reclamation Web sites published by Reclamation and residing on Reclamation's servers.
3. **Definitions.** Definitions of terminology within this D&S are available in the Reclamation Web Publishing Manual located at <http://www.usbr.gov/web/>.
4. **Responsibilities.** See Paragraph 4 of Reclamation Manual Policy, *Bureau of Reclamation Internet Use* (CMP-P02), for responsibilities associated with this release.
5. **Visual Identity.** All external and internal Intranet Web sites, with the exception of the region's Intranet sites, must comply with the visual identity (VI) Web template. Internal

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Intranet sites at the corporate level are required to utilize the corporate Intranet version of the VI Web template, but the VI Web template will be optional, though strongly recommended, for regional Intranet sites.

### 6. Maintenance of the Web Publishing Manual.

- A. **Maintenance.** Because of the nature of the evolving technology and processes, the Reclamation Web Publishing Manual will be a dynamic document that must be reviewed and revised on an ongoing basis in order to maintain its effectiveness and relevancy. The Deputy Commissioner, External and Intergovernmental Affairs, has assigned the responsibility for this process to the Reclamation Web Manager and Reclamation Web Team. Furthermore, it is necessary to include both mandatory (required) and recommended standards and guidance (discretionary) in the Reclamation Web Publishing Manual. It will be clearly indicated if each action is mandatory or recommended. The Web Publishing Manual will be available online at [www.usbr.gov/web](http://www.usbr.gov/web).
- B. **Revisions.** The Reclamation Web Manager and Reclamation Web Team are charged with the responsibility of deciding of updating the Reclamation Web Publishing Manual. Once updated, it will be provided to the Deputy Commissioner, External and Intergovernmental Affairs for approval in accordance with the requirements of Reclamation Manual D&S, *Reclamation Manual Release Procedures* (RCD 03-01). Factors in making this determination include the review of any additional significant financial expenditures which would be required by the revision, the necessity of additional human resources and time commitment of staff members, establishment of new or revised Reclamation policies or Directives and Standards, and other related criteria.
- C. **Reclamation Web Team.**
- (1) **Team Members.** The Reclamation Web Team was established by the RLT and is made up of the following:
    - (a) Reclamation Web Manager;
    - (b) Reclamation Technical Webmaster;
    - (c) Commissioner's Office (representing both Washington and Denver);
    - (d) Pacific Northwest Region;
    - (e) Mid-Pacific Region;
    - (f) Lower Colorado Region;

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- (g) Upper Colorado Region; and
  - (h) Great Plains Region.
- (2) **Resource Members.** The following areas will designate a contact to serve as a resource to the Reclamation Web Team (others may be added as needed):
- (a) Security, Safety and Law Enforcement (SSLE);
  - (b) Information Management Division;
  - (c) FOIA;
  - (d) Quality of Information (QOI);
  - (e) privacy;
  - (f) records; and
  - (g) Information Technology (IT) Policy and Security Division:
    - (i) architecture; and
    - (ii) security.
7. **Reclamation Web Publishing Manual.** The Reclamation Web Publishing Manual contains the official standards for all Reclamation Web sites (Internet, Intranet, and extranet) published by Reclamation and residing on Reclamation's servers.
8. **Approval/Governance Procedures for Information on Reclamation Web Sites.** Please see the Reclamation Web Publishing Manual at [www.usbr.gov/web](http://www.usbr.gov/web).
9. **Corporate/Standard Appearance.** The Reclamation Web Publishing Manual and the VI project specifications for Web pages will govern the appearance of Reclamation Web sites.
10. **Naming Structure.** All Web pages published on Reclamation servers will adhere to the Uniform Resource Locator (URL) naming structure as defined in the Reclamation Web Publishing Manual.
11. **Accessibility.** All pages published on the Web, both Internet and Intranet, must meet requirements established in Section 508 of the Rehabilitation Act ([www.section508.gov](http://www.section508.gov)). This Act requires all Federal agencies to provide information and data to individuals with disabilities in a format which is accessible to them, such as Web sites that can be read by screen readers. In situations where this is not feasible or technically possible, the

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information and data will be made available by an alternative means. Additional information is available from the Information Resources Office, Information Management Division, in Denver, CO.

12. **Quality of Information.** All pages published on the Web, both Internet and Intranet, must meet requirements established in [Section 515A of Public Law 106-554](#) and the [Department of the Interior](#) and [Bureau of Reclamation QOI Guidelines](#). The QOI Guidelines require those developing Web sites to ensure and maximize the quality, objectivity, utility, and integrity of information (including statistical information). Web site owners must certify annually that the information on their sites has been reviewed to ensure they meet these requirements. Additional information is available from the Information Resources Office, Information Management Division, in Denver, CO.
13. **Security.** Reclamation does create and use information that, if inappropriately released, could compromise the safety and security of our facilities, employees, and the public. Reclamation Manual D&S, *Identifying and Safeguarding FOR OFFICIAL USE ONLY (FOUO) Information* (SLE 02-01) will be used to determine the types of documents/information that will not be posted on Internet Web sites, or that may be posted on Reclamation Intranet Web sites if authentication techniques are employed. Documents, drawings, or information that may expose vulnerabilities of a Reclamation facility that could be exploited by a potential attacker will not be posted on any Web site. Any information deemed to potentially be a security risk must be reviewed by regional or Denver Office security staff prior to posting on the Web. The Director, SSLE, or their designee, has the final authority for determining what information may pose a security risk to Reclamation installations. Restricted data will not be made available on Reclamation public Web servers. Sensitive data, that needs to be accessed by approved personnel outside Reclamation, will be password protected and adhere to the Reclamation password requirements in Reclamation Manual D&S, *Managing Information, Records, and Data Designed FOR OFFICIAL USE ONLY (FOUO)* (IRM 02-02) which defines and establishes the responsibilities and procedures required to safeguard Reclamation's information/data and will be strictly followed. The Internet is not a secure network; therefore, sensitive information, as defined in the [Computer Security Act of 1987](#) (e.g., proprietary and Privacy Act information), will not be transmitted over the Internet without encryption. Additional information is available from the Information Resources Office, IT Policy and Security Division, in Denver, CO.
14. **Copyrighted Materials.** Legal approval will be obtained before publishing any copyrighted material. More specific information is contained in the Reclamation Web Publishing Manual.
15. **Confidentiality/Privacy Act.** Reclamation Web sites will comply with all applicable Federal regulations and Departmental/Reclamation privacy policies. Additional Web-related requirements, as defined in the Reclamation Web Publishing Manual, will be

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- followed. Additional information is available from the Information Resources Office, Information Management Division, in Denver, CO.
16. **Endorsements.** Information contained on Reclamation Internet servers will not endorse or be perceived to endorse commercial products or services.
17. **Exceptions.** Exceptions to this D&S or Reclamation Web Publishing Manual requirements must be approved by the Deputy Commissioner, External and Intergovernmental Affairs (see Reclamation Manual D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* (RCD 03-03)). The request must be submitted through the appropriate Public Affairs Officer to the Reclamation Web Manager prior to publishing on the Web.
18. **Records.**
- A. **The Federal Records Act.** The Federal Records Act defines the term record as “all books, paper, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of business. Records are preserved or are appropriate for preservation by an agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the value of their information.”
- B. **Official Record under the Federal Records Act.** Information published only on a Reclamation Internet Web site and available in no other format is considered the Official Record under the Federal Records Act. All authors of this information and Web site/LAN administrators are to be fully aware of National Archives and Records Administration (NARA) requirements to transfer official records in accordance with [36 CFR, Sub Chapter B, Part 1220, Subpart A, L \(1228.270\)](#). The transfer of Official Records will be coordinated through the Records Management Team in the Denver Office. Additional information is available from the Information Resources Office, Information Management Division, Denver, CO.
19. **Archiving.** Web sites will be archived on September 30 each year in accordance with [NARA regulations 36 CFR, Sub Chapter B, Subpart L, part 1228.270](#) or current [NARA standards](#). The Web sites will be archived by the IT systems administrator in Denver, CO. Records management will process and accession the Official Records to NARA. Additional information is available from the Information Resources Office, Information Management Division, Denver, CO.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_