Service GitHub Management Plan

Introduction:

GitHub is a popular third-party source code sharing, collaboration and revision management service for publishing open-source software. GitHub provides a free web-based interface to interact with the site's underlying technology, a software package known as Git.

GitHub for Government, a new initiative from GitHub, Inc., provides accounts to Government agencies to make sharing software with the developer community very easy. From a social perspective, GitHub makes it possible for the public to propose or comment on code changes. GitHub users can follow other developers, and "star" a project, which is roughly equivalent to a Facebook "like". The community encourages public participation and version control; and makes adapting coding projects to individual needs very easy.

Department of Interior Adapted Privacy Impact Assessment for GitHub:
http://www.doi.gov/ocio/information_assurance/privacy/upload/GitHub-Adapted-PIA.pdf

Github and Government site:
https://government.github.com/

1.1 Why do we need a management plan?

GitHub Inc, has created a community called "GitHub for Government" to promote public participation and collaboration. In providing government agencies with an organizational account, public employees can easily host and share their coding projects with the public. A management plan is necessary to grant Service employees access to post projects under the Fish and Wildlife Service Organization and to provide a common repository for Service projects. Guidance is also required to provide a clear sense of accountability for the use of GitHub by Service employees. By creating and maintaining a public profile on GitHub.com the Service provides the public with a de facto home to find software and coding projects in the public domain, which meets executive office goals for transparency, accountability and value in DOI data-driven science.

Management and Administration

2.1 Should the Service have a single account or multiple GitHub accounts?

Individual Federal agencies are best represented as GitHub organizations that support multiple projects and employees. The Service presence on GitHub will be through a single USFWS Organization. The Organizational account will be administered by the Branch of Digital Strategy in External Affairs, HQ. The administrator(s) of the Organization will invite

employees with a GitHub user account to join the Service's Organization on GitHub. Organizations have their own distinct online presence, can own repositories, and can have unlimited teams and members. Individual employees maintain their own GitHub user account. A user can become a member of several organizations. For example, a Service employee would likely be a member of the Government, DOI, and USFWS Organizations. A single Github account can have multiple email addresses associated with it and this allows maintaining and collaboration through the organization projects.

3.1 Are there common elements that should be part of every official USFWS Github repository?

All projects posted to a GitHub public repository should be open, considered in the public domain and the following disclaimer should be included in the README file:

> *The United States Fish and Wildlife Service (FWS) GitHub project code is provided on an "as is" basis and the user assumes responsibility for its use. FWS has relinquished control of the information and no longer has responsibility to protect the integrity, confidentiality, or availability of the information. Any reference to specific commercial products, processes, or services by service mark, trademark, manufacturer, or otherwise, does not constitute or imply their endorsement, recommendation or favoring by FWS. The FWS seal and logo shall not be used in any manner to imply endorsement of any commercial product or activity by FWS or the United States Government.*

Managing Content

3.3 Can the Service post copyrighted material?
Github users should avoid using copyrighted material when possible and must unambiguously acknowledge ownership of any copyrighted content they use. When linking to non-Service code libraries, repositories must include attribution within the body of the code or link to a page that clearly establishes content attribution. Additional information about copyright issues can be found in the U.S. Fish and Wildlife Service Web Standards Handbook under section 2.1.2.

4.0 What kind of content will the Service post through this account?

GitHub is designed to host the full editing history of any text file managed with Git software. Code and scripts that support FWS mission are likely to be the most common files posted through this account. Other possibilities include software produced by contractors for the Service, analysis and decision making processes, and files that compose web pages and applications to name a few.

Each project repository can also host a static webpage provided as *GitHub Pages*. This page is generally used to describe a specific project, or to provide a working demo of the code contained within the repository.

With the exception of any third party copyrighted content noted as such, any content posted will be in the public domain and free to use by the public. GitHub must not be used to post sensitive content, including PII, or any other content not suitable for public consumption.

4.2 Are there other characteristics of the content that must be considered?

The use of third-party software and application programming interfaces (APIs) in Git repositories requires adherence to the licensing terms provided by the respective owner. For example, a project that uses the Flickr API for including photos in a web page must adhere to the Flickr API's terms of use.

4.3 What will be done to ensure accessibility of the content for people with disabilities?

Contributors are identified for each project hosted on GitHub. Citizens with accessibility issues can contact a contributor directly if they have trouble accessing a project. Additionally, Service employees can produce project templates that conform to graphics, and web standards in an effort to minimize accessibility issues.

4.6 Is the material being posted records-worthy? If so, how will it be preserved?

FWS should extract and archive mirrors of FWS coding activities on a regular basis. This could be accomplished through a server-side script that uses git to replicate code repositories to a machine inside the FWS network, leveraging the ability of Git itself to manage the entire change record. Additionally, when a Service employee creates a project on their Government computer, a full history of the project is maintained locally. Following this strategy there would be a minimum of three copies of the project in three distinct locations.

Managing Users

5.2 Can FWS employees interact with the FWS account? If so, what guidance do they need to cover that interaction?

The FWS Organization account is a page to organize Service repositories. FWS employees will use the Service GitHub to access code, follow projects, or to have their own Service project(s) hosted. Only page administrators change information on the Organization page. In order to ensure that content that we post on the FWS page is suitable for public use, FWS employees who wish to add a project there must complete the GitHub repository request form and its requirements. Completed forms should be submitted to a regional new media manager

or the national social media manager. A current list of new media managers can be found at http://www.fws.gov/home/socialmedia/contacts.html

README Requirement:

All projects under the FWS Organization must have a readme file. On GitHub, project readme files are prominently displayed below your project files on the repository homepage. For simple projects it should be sufficient to document how to install and use your project. For longer-term projects it can be helpful to describe big picture goals, project next steps, instructions for contributing, and reporting issues for a project. Additionally your readme should include a disclaimer statement ensuring the end user assumes responsibility for use of the software.