Reclamation Manual

Directives and Standards

Subject: Reclamation Internet Use

Purpose: To make Government information more accessible.

Authority: U. S. Copyright Act of 1976; Freedom of Information Act (FOIA) (including the Electronic Freedom of Information Act Amendments of 1996 or E-FOIA); Privacy Act of 1974, as Amended; Americans With Disabilities Act; OMB Circular A-130; OMB Circular A-16; Paperwork Reduction Act of 1995; Computer Security Act of 1987; Federal Records Act of 1950 (44 USC Chapter 29, Chapter 31, and Chapter 33); Clinger-Cohen Bill (previously known as Information Technology Management Reform Act of 1996); Government Performance and Results Act (GPRA); American Disabilities Act of 1990; Department of the Interior Acceptable Use Policy (5/23/96); and other applicable regulations.

Contact: Policy and External Affairs, W-1500

1. **Scope.** These directives cover all items disseminated over the Internet to or from Reclamation computers.

2. **Publishing Information on Web Servers.** All Reclamation web pages will be published on a Reclamation server. Information placed on the Internet from Reclamation servers will enhance understanding of Reclamation. The types of audiences and the reasons they visit Reclamation websites vary widely. To be effective, information should be up-to-date, accurate, and relevant. Make your information as easy to understand as possible.

   A. **Corporate/Standard Appearance.** To serve Internet users most effectively, Reclamation will strive to have a corporate/standard appearance. To accomplish this, web pages will conform to the following:

      (1) All Regional Office, Area Office, PAO, and RSC homepages will contain the shadowed Reclamation logo as seen on Reclamation's homepage (www.usbr.gov) and available at http://intra.usbr.gov/graphics/logo. The same homepages will also contain light-colored backgrounds.

      (2) Links to other sites are permitted in Reclamation pages only when there is a clear common interest and related subject matter. All links to non-federal government sites (i.e., other than .gov) will use an exit script (i.e., http://www.usbr.gov/cgi-bin/goodbye).

(3) Rapidly changing information (e.g., reservoir elevations and water supply data) should include a date for the data collected (i.e., "Data current as of ……").

(4) All web pages will, where practical and appropriate, have a contact point. At a minimum, all homepages will have a contact point.

(5) When reasonable, all Reclamation web pages should link to the next higher page (i.e., Office, Area Office, Regional Office, or Reclamation homepage) so users can easily navigate through all of Reclamation's sites.

(6) To the extent practical, total file sizes for each page should be less than 150 K, including all graphics. This will help pages load quickly over modem connections.

(7) Web pages should be designed to avoid horizontal scrolling on a 640x480 screen.

3. Endorsements. Information contained on Reclamation Internet servers will not endorse or be perceived to endorse commercial products or services.

4. Captive Pages. Reclamation websites that use frames as a design element will not link to non-Reclamation websites and contain that site inside their frame; on linking to a non-Reclamation site, the user will be released from Reclamation's web server entirely. Reclamation websites that use frames as a design element will not show another Reclamation website within that frame without permission from that site.

5. Internet Security. 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.

6. Appropriate Level of Authority Needed for Approval.

A. Approval Procedures. Approvals generally will be the same as the delegation of authority already existing for other means of communication. In addition, specific web publishing approvals are:

(1) Information purely of a technical nature, with no policy implications (e.g., water supply or reservoir information or hydrologic model or data) will require approval from the process/system/project manager and/or supervisor directly related to the subject matter.

(2) Information related directly and specifically to a particular regional or area office, with policy implications exclusive to that region or area office (e.g., regional programs), will require approval from the Regional Public Affairs Officer.

In (1) and (2) above, regional offices may substitute other mechanisms for approvals, if desired.

(3) Information that could post a security threat to any Reclamation installation will require approval from the Director, Operations and the Reclamation Security/Law Enforcement Officer, after consultation with the Public Affairs Chief, but prior to being made available for access on the Internet. Such information includes drawings and information related to the access and operation of site-specific Reclamation water and power facilities, including their equipment and structures, whose disclosure could significantly assist in perpetrating potential acts of violence against these facilities.

(4) Information that reflects on Reclamation's mission and Reclamation-wide activities and programs will require approval from the Public Affairs Chief.

(5) Information relating to Reclamation-wide policies requires approval from the Director, Policy and External Affairs.

B. Timeliness. It is important that information published on the Internet be timely. Approval procedures should take a maximum of 1 (one) business day.

C. Copyrighted Materials. Legal approval will be obtained before publishing any copyrighted material.

7. **Internet Communications Committee (ICC).** This committee is responsible for developing, managing, and overseeing Reclamation's overall Internet communications presence, in concert with Reclamation offices and program managers. This effort is managed and directed as any other Reclamation initiative, ensuring that it meets and is in compliance with Reclamation's goals and objectives, is consistent, and that there is accountability.

8. Employee Responsibility. As with any other Government service or equipment, Internet use is not a right, but a privilege that can be revoked at any time for inappropriate conduct, as defined by existing policies. Employees are encouraged to use the training manuals available on the Intranet, and to attend formal Internet use training programs. Employees should not abuse their Internet use privilege. Use discretion and be prudent in using the Internet. Accessing inappropriate websites (e.g., pornography and/or racist information) is strictly prohibited.

A. Monitoring Use of Internet. Reclamation has the right to monitor its employees' use of the Internet. Monitoring will be conducted responsibly, occurring only when there is probable cause that an employee is involved in activities which violate laws or Federal regulations, or on a periodic short-term basis to determine Internet traffic levels.

B. Confidentiality. Information gathered about individuals by Reclamation websites will be managed according to appropriate laws and regulations. Reclamation personnel will exercise discretion when disclosing information about Internet access and use. Visitation records for Reclamation's websites will be used only to determine better ways to serve the public.

9. Records. Electronic files, backup tapes, etc., are records subject to the Freedom of Information Act, E-FOIA. Comments received via the Internet will be recorded and disseminated in the same manner as those received in any other way. [Refer to Reclamation Manual RCD 07-01 *Electronic Mail (E-Mail) Messages as Official Records*.] If information on a website does not exist elsewhere, that page must be treated as an official record. See your records officer for instructions on keeping records of the pages and any subsequent changes.