

# Reclamation Manual

## Policy

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<b>Subject:</b>	Bureau of Reclamation Internet Use
<b>Purpose:</b>	The purpose of this Policy is to make Reclamation more accessible by providing information on the Internet for a variety of users in an easily accessible manner through a variety of means. The benefit of this Policy is that it provides consistent requirements across all of Reclamation.
<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 Controlled Unclassified Information</i> ; The 21st Century Integrated Digital Experience Act (2018)
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Deputy Commissioner (92-00000)

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1. **Introduction.** The Internet is a communication tool used to promote interaction, provide access to electronic information, encourage professional development, and disseminate information. The Internet is also used to share and exchange data between public, Federal, State, and local agencies; therefore, it is critical to doing business today.
2. **Applicability.** This Policy applies to all Reclamation staff who use and disseminate information through the Internet.
3. **Policy.** Reclamation will make use of the Internet in order to:
  - A. exchange information;
  - B. more efficiently accomplish work; and
  - C. enhance understanding of Reclamation with customers, stakeholders, and the public.

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### 4. Requirements and Responsibilities.

- A. **Deputy Commissioner.** The Deputy Commissioner is responsible for establishing, reviewing, and approving Directives and Standards related to information dissemination through the Internet by all Reclamation organizations.
- B. **Directors of Reclamation Regions and Offices.** Directors and Senior Leaders of Reclamation regions and offices have ultimate responsibility for the Web site content and information on the Internet and Intranet sites managed by their organizations.
- C. **Director Information Resources Office.** The Director Information Resources Office is responsible for:
- (1) coordinating, executing, and overseeing Reclamation's information technology (IT)/information management program (including Privacy Act, FOIA, Section 508 of the Rehabilitation Act, Quality of Information Guidelines, and records) functions;
  - (2) ensuring IT is acquired and managed in a manner consistent with legislation, policies and procedures;
  - (3) developing, maintaining, and facilitating the implementation of a sound and integrated IT architecture for Reclamation; and
  - (4) promoting the effective and efficient design and operation of all IT management processes, including improvements to work processes and IT security.<sup>1</sup>
- D. **Reclamation Digital Engagement Manager.** The Reclamation Digital Engagement Manager is responsible for:
- (1) providing the overall guidance, direction, and coordination for Reclamation's Web presence;
  - (2) developing and maintaining the Reclamation Web Publishing Manual and related Directives and Standards with the Reclamation Web Team; and
  - (3) serving as the chairperson of the Reclamation Web Team.
- E. **Reclamation Technical Webmaster.** The Reclamation Technical Webmaster is responsible for:

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<sup>1</sup>The IT architecture and security provides oversight of the servers and additional hardware/software that allows the Websites to function efficiently in a secure environment.

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- (1) providing guidance, direction and coordination on Web-related technologies, architecture, infrastructure, hardware, software, servers, applications; and
  - (2) representing Reclamation system administrators, regional technical webmasters, and other IT staff on the Reclamation Web Team.
- F. **Reclamation Web Team.** The Reclamation Web Team, which represents the Information Resources Office, Directors of the Regional Offices and Commissioner's Office, is responsible for:
- (1) reviewing, evaluating, and revising Web related Reclamation Manual releases;
  - (2) providing direction and guidance to those involved in the development and implementation of Web sites and Internet services or tools; and
  - (3) maintaining the Reclamation Web Publishing Manual.
- G. **Public Affairs Officers.** Public affairs officers are responsible for reviewing the content and presentation of information on their region or office Internet and Intranet sites.
- H. **Web Site Sponsors/Owner.** Web site sponsors or owners are responsible for:
- (1) ensuring the accuracy and appropriateness of Web site content;
  - (2) obtaining technical, security, and management approval prior to site development;
  - (3) obtaining approval prior to the initial site/page being published; and
  - (4) certifying the site/page in accordance with the process detailed in the Reclamation Web Publishing Manual.
- I. **Information on Reclamation Web Servers.** Information will conform to the requirements listed in the Reclamation Manual Directive and Standard, *Reclamation Web Management* (CMP 03-01).
- J. **Confidentiality of User Information.** Reclamation will follow the privacy policy of the Department of the Interior.
5. **Definitions.** Definitions of terminology within this Policy are available in the Reclamation Web Publishing Manual
6. **Review Period.** The originating office will review this release every four years.

## 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: \_\_\_\_\_