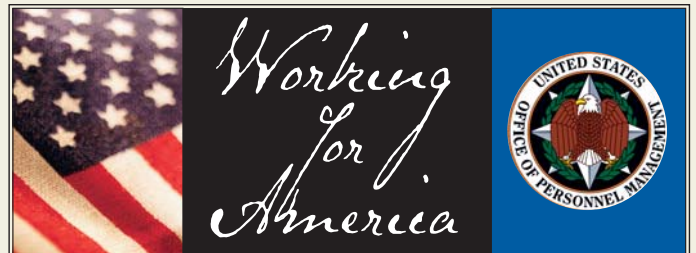




*UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT*

# WEB PUBLISHING POLICY

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



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## **1.0 General Information**

### **1.1 Introduction**

The OPM Web Publishing Policy has been created in compliance with Federal information resource management law and policy to promote a more citizen centered government. The efficient, effective, and appropriately consistent use of Federal agency public websites is important to accomplish that purpose. The Policy is implemented in accordance with the guidelines in [Office of Management and Budget \(OMB\) Policies for Federal Agency Public Websites \(M-05-04\)](#).

### **1.2 Scope**

The [OMB Policies for Federal Agency Public Websites \(M-05-04\)](#) applies to Federal public websites. Generally, a Federal public website:

- Is funded in whole or in part by the Federal government
- Is operated by an agency, contractor, or other organization on behalf of the agency
- Presents or disseminates government information or provides services to the public or a specific non-Federal user group
- Supports the proper performance of an agency function

For more information see [OMB's Policies for Federal Agency Public Websites \(M-05-04\)](#).

### **1.3 Roles and Responsibilities**

Program offices are responsible for assuring all content proposed for posting comply with this policy.

The Center for Information Services (CIS), Plans and Policies Group (PPG) and Office of Communications & Public Liaison (OCPL) will monitor website compliance with these policies as part of their oversight of agency web information resource management and remove content not in compliance with these guidelines.

The Office of General Counsel is responsible for providing legal guidance regarding interpretation of OMB policy and the rules of law.

### **1.4 Effective Date**

The effective date of this policy is December 31, 2005. OPM's public websites will be fully compliant with these policies and will continue compliance.

## **1.5 Enforcement**

Any violation of these policies will result in the removal of non-compliant content from the web, the removal of complete websites, or both. Exceptions to this policy must be cleared through CIS/PPG and OCPL.

## **1.6 Questions or Comments**

Questions or comments regarding this policy should be submitted to the Chief, Plans and Policies Group, CIS/PPG, [mamiller@opm.gov](mailto:mamiller@opm.gov)).

## **2.0 Policies**

### **2.1 Policy 1: Establish and Maintain Inventories, Priorities, and Schedules**

The Plans and Policies Group (CIS/PPG) and the OCPL will:

1. Develop and maintain an inventory of information products disseminated by OPM.
2. Ensure the inventory is posted on OPM's public website.

The inventory includes priorities and schedules for making OPM information available and accessible to the public, in accordance with public comment.

CIS/PPG and OCPL will consider anticipated needs as well as the need for current and historical (legacy) information in establishing the inventory, including priorities.

Program offices will work together to review inventory for any additions, deletions or modification to the categories, priorities, or publication targets. OCPL will work with the Center for Information Services to ensure that the inventory changes are posted on the OPM website by September 30 each year.

Each program office will:

1. Review the inventory.
2. Inform OCPL by November 30 of each year of any suggested changes.

### **2.2 Policy 2: Ensure Information Quality**

Program Offices will:

1. Follow OPM's [Information Quality Guidelines](#) to maximize the quality, objectivity, utility, and integrity of information and services provided to the public. This includes making information and services available on a timely and equitable basis.

2. Adhere to the [OPM Web Publishing Procedures](#) which include steps to ensure review and quality control of OPM websites.

### **2.3 Policy 3: Establish and Enforce Agency-wide Linking Policies**

Program Offices will:

1. Adhere to the guidance provided by [OPM External Links Policy](#) to limit external linking to information or services necessary for the proper performance of OPM's function.
2. Establish and maintain an inventory of external links on the website for which they are responsible. Review external links regularly to assure external links remain active or otherwise continue to provide the level of quality as intended.
3. Publish website Uniform Resource Locators (URL's) for websites funded by OPM as a link on the OPM main site.
4. Use the OPM standard header and footer for all websites funded by OPM unless an explicit exemption is provided by the OCPL.

### **2.4 Policy 4: Communicate with the Public, State and Local Governments**

Program Offices will:

1. Comply with the [Paperwork Reduction Act of 1995 \(PRA\)](#) to ensure information collected from the public via the web minimizes burden and maximizes public utility. Organizations must have OMB approval before collecting information from the public (for example forms, general questionnaires, surveys, instructions, and other types of collections), and they must display the current OMB control number on the collection.
2. Avoid publishing information for OPM employees on the main agency website by focusing the public website on information for the public, not on information specific to OPM employees. Use OPM Intranet site, THEO (<http://theo.opm.gov>), to provide information to employees.

### **2.5 Policy 5: Search capability**

The agency will:

1. Provide a search function to help the public find the government information and services they want and need.
2. Provide the data in open, industry standard formats or in alternative formats permitting users to aggregate, disaggregate, or otherwise manipulate and analyze the data to meet their needs when material and data are provided for download by the

user for off-line analysis or manipulation. See the standard file formats at [OPM Web Development Standards](#).

3. Inform the public when any OPM website undergoes changes that may affect the public's ability to locate information, such as a website redesign. Help visitors to locate information in the new format by explaining the changes to them. If a change is made to the URL(s), notify the staff at FirstGov.gov to update the link to the website(s) that will enable the public to locate the data.

## **2.6 Policy 6: Use Approved Domains**

Program Offices will:

1. Use only domains exclusive to the U.S. government: .gov, .mil, .fed or .us.
2. Clearly display the name of OPM on every web page to show visitors the website sponsor. Be sure it's clear on every page the site is maintained by the U.S. government.
3. Use the agency [Domain Name Standard \(DNS\) Request Tracking System](#) to request new domains or change any existing domain name.

## **2.7 Policy 7: Implement Security Controls**

Program Offices will:

1. Adhere to [OPM's IT Security Policy](#) to provide adequate security controls; ensure information is resistant to tampering; preserve accuracy; assure content remains confidential as necessary; and assure the information or service is available as intended by the agency and expected by users.
2. Implement management, operational and technical controls to prevent the inappropriate disclosure of sensitive information.
3. Implement [OPM's Password Guide](#) for password protected content.
4. Adhere to CIS guidance to [Certify and Accredite](#) all major information systems before they are placed into production and after any major modifications have been made.

## **2.8 Policy 8: Protect Privacy**

The agency (which includes all program offices) will comply with the [Privacy Act of 1974](#) and directives that address the need to protect the privacy of personally identifiable information (name, email address, Social Security Number, or other unique identifier) of those who interact with OPM websites.

## 2.9 Policy 9: Maintain Accessibility (Section 508)

Program Offices will:

1. Comply with OPM's [Policy of Accessibility](#) to make information and services fully available to individuals with disabilities.
2. Provide appropriate access for people with limited English proficiency. Determine whether any individual document on their website requires translation and provide translation on their website as required by an assessment of the potential audience.
3. Design, develop, and test their websites for a broad range of visitors, including those with lower-end hardware and software capabilities.

## 2.10 Policy 10: Manage Records

Program Offices will ensure their websites comply with existing laws and regulations related to the management of public web records defined in [OPM Records Management Handbook](#).

## 3.0 External References and Supporting Documents (Alphabetized)

1. [Department of Justice \(DOJ\) Guidance on Executive Order 13166, "Providing Meaningful Access to Individuals Who Are Limited English Proficient to Federally Assisted and Federally Conducted Programs and Activities"](#)
2. [E-Government Act of 2002, Section 207](#)
3. [E-Government Act of 2002, Section 208](#)
4. [Executive Order 13166, "Improving Access to Services for People with Limited English Proficiency"](#)
5. [Federal Information Security Management Act of 2002 \(FISMA\)](#)
6. [Government Domain Registration and Services \("GSA Domain Name Policy and Registration Website"\)](#)
7. [Information Quality Act \(P.L. 106-445\) \(See Section 515\(a\) within the text\)](#)
8. [OMB Circular A-130, "Management of Federal Information Resources"](#)
9. [OMB Guidelines for Information Quality and Information Dissemination: \(67 FR 5365\)](#)
10. [OMB Memorandum M-03-22, "OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002"](#)
11. [OMB Memorandum M-04-25, "Reporting Instructions for the Federal Information Security Management Act and Updated Guidance on Quarterly IT Security Reporting"](#)
12. [OMB Memorandum 05-04, "Policies for Federal Agency Public Websites"](#)
13. [Paperwork Reduction Act of 1995 \(PRA\)](#)
14. [Section 508 of the Rehabilitation Act of 1973, as amended](#)
15. [Section 508 Web-based Intranet and Internet Information and Applications](#)



**4.0 Internal References and Supporting Documents (Alphabetized)**

1. [OPM External Link Policy](#)
2. [OPM Information Quality Guidelines](#)
3. [OPM IT Security Policy](#)
4. [OPM IT Security Policy Implementation Guide Certification and Accreditation](#)
5. [OPM Password Guide](#)
6. [OPM Policy of Accessibility](#)
7. [OPM Records Management Handbook](#)
8. [OPM Domain Name Standard \(DNS\) Request Tracking System](#)
9. [OPM Standard Web Approval Process](#)
10. [OPM Web Development Standards](#)
11. [OPM Web Publishing Procedures](#)
12. [OPM Web Standards](#)

## 5.0 Glossary

### Federal public website:

- Is funded in whole or in part by the Federal government;
- Is operated by an agency, contractor, or other organization on behalf of the agency;
- Presents or disseminates government information, products or provides services or disseminates government information, products and provides services to the public or a specific non-Federal user group; and
- Supports the proper performance of an agency function.

Source: [OMB Memorandum 05-04, "Policies for Federal Agency Public Websites"](#)

### Information:

Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Source: [OMB Circular A-130, "Management of Federal Information Resources"](#)

### Information Resource Management:

The process of managing information resources to accomplish agency missions. The term encompasses both information itself and the related resources, such as personnel, equipment, funds, and information technology.

Source: [OMB Circular A-130, "Management of Federal Information Resources"](#)

### Personally Identifiable Information:

Information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

Source: [OMB Memorandum 03-22, "OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002"](#)

### Program Office:

Any organizational unit responsible for performing a function that supports OPM's mission.