

OCIO DIRECTIVE 2004-011

To: Bureau and Office Directors

From: W. Hord Tipton
Chief Information Officer

Subject: The Department of the Interior Interim Web Policy

Purpose:

This moratorium institutes Web infrastructure and content management controls to assure that the Department of the Interior (DOI) Web architecture evolves in a coordinated and cost-effective fashion.

This moratorium is essential to accomplish the following:

- Empower bureau and office Chief Information Officers (CIOs) to institute and enforce policies and management controls for their respective bureau and office Web environment.
- Control proliferation of Web hardware, software and content.
- Respond to the Office of the Inspector General (IG) Report "Moving to a Customer-Centered Web Presence", June 2003, Report No. 2003-I-0051.
- Prepare for implementation of Enterprise Services Center (ESC) and Network.
- Prepare for implementation of new departmental enterprise solutions related to purchase of the FBMS.

This moratorium is intended to regulate Web-based technology until such a time as departmental enterprise technology, information and management control standards can be established. The purpose is to eliminate the potential of significant rework or acquisition cost due to non-conformance to planned standards and guidelines.

Scope:

This moratorium applies to all DOI, bureau and office owned and operated Web domains and Web sites, for Internet, Intranet and Extranet; this also includes acquisition of Web-related hardware and software.

Timeframe:

This moratorium is effective immediately and will remain in effect until it is superseded by the establishment of formal departmental enterprise technical solutions through the DOI Technical Reference Model (TRM) and content management control standards.

Policy:

This moratorium applies to the following activities:

1. Creation of new domains, sub-domains, and external Web sites (physical or virtual) or hosts (physical or virtual) without approval by bureau or office CIO. This includes .org, .com, .gov, .net, .biz, .fed, and .edu.
2. Acquisition of all Web-related software for Internet, Intranet, and Extranet. This includes procurement of search engines, portal technologies, content management applications or other Web-related products without a prior approved waiver from the Office of the Chief Information Officer (OCIO). Bureau or office CIOs may locally approve all other software purchases to support:
 - a) Software necessary to meet security Certification and Accreditation (C&A).
 - b) Software at the end of its usable life cycle.
3. Acquisition of hardware to fulfill new requirements for Internet, Intranet, and Extranet without a prior approved waiver from the Office of the Chief Information Officer (OCIO). Bureau or office CIOs may locally approve all other hardware purchases to support:
 - a) Server consolidation activities.
 - b) Preparation for migration to the ESC.
 - c) Hardware necessary to meet security Certification and Accreditation.
 - d) Hardware at the end of its usable life cycle.

Bureau and office CIO's are required to ensure that hardware and software acquisitions are identified as "Preferred" in the DOI Technical Reference Model (TRM). Hardware and software not identified as "Preferred" or not listed in the TRM must be approved for introduction into the DOI architecture. Bureau or office CIOs are required to submit a waiver to the OCIO for approval of all hardware and software identified as non-preferred or not listed in the TRM.

In addition, informational copies to the OCIO are required within 10 working days of all approvals granted by bureau and office CIOs for the following.

- a) creation of new domains, sub-domains, and external Web sites (physical or virtual) or hosts (physical or virtual).
- b) Procurement of TRM Preferred web-related hardware and software to meet security C&A.
- c) Procurement of TRM Preferred web-related hardware and software to replace end-of-life items.
- d) Procurement of TRM Preferred hardware for server consolidation activities.
- e) Procurement of TRM Preferred hardware for migration to ESC.

Bureaus and offices may continue with daily operations such as web page updates for existing pages provided these updates comply with DOI statutory and regulatory requirements.

Waivers:

Waiver Submission Procedure:

Waivers related to the acquisition of Web-related hardware or software are to be submitted through the bureau or office CIO for approval, and then forwarded to the OCIO. Where appropriate, waivers will be coordinated through the DOI Architecture Review Board.

Waiver requests should include:

- 1) Explanation of how the hardware/software acquisition supports the bureau or office Web Infrastructure Consolidation and Content Management Plan.
- 2) Estimates on cost and timeframes for the requested Web development effort.
- 3) Product selection criteria and other alternatives considered.
- 4) TRM compliance remarks or justification to introduce a non-Preferred TRM item into the architecture.
- 5) Justification for expedited processing if requested.
- 6) Signature and date of approval by your bureau or office CIO.

The OCIO will provide a response to the waiver request, based upon provided criteria, within 30 days, or the bureau or office may consider the waiver approved. Urgent requests will be expedited.

If you have any questions concerning this directive, please contact me at (202) 208-6194. Staff may contact Julia Laws at (202) 208-6053.

Attachments

- A. Glossary
- B. Sample Waiver Request
- C. Process Flow Chart
- D. References

cc: Bureau Chief Information Officers
Deputy Chief Information Officers
Bureau Communications Officers
Procurement Specialists
DOI Web Council

Attachment A

Glossary

Application - A program or group of programs designed for end users.¹

Content Management Application - Software that enables one to add and/or manipulate content on a Web site.¹

Development Phase - The detailed specifications produced during the design phase are translated into hardware, communications, and executable software. Software shall be unit tested, integrated, and retested in a systematic manner. Hardware is assembled and tested.²

Domains - A group of computers and devices on a network that are administered as a unit with common rules and procedures. Within the Internet, domains are defined by the IP address. All devices sharing a common part of the IP address are said to be in the same domain.¹

External Web Site - A web site that is accessible by the general public.

Extranet - an intranet that is partially accessible to authorized outsiders. Whereas an intranet resides behind a firewall and is accessible only to people who are members of the same company or organization, an extranet provides various levels of accessibility to outsiders. You can access an extranet only if you have a valid username and password, and your identity determines which parts of the extranet you can view.¹

Hardware - objects that you can actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips.¹

Hosts - (1) A computer system that is accessed by a user working at a remote location. Typically, the term is used when there are two computer systems connected by modems and telephone lines. The system that contains the data is called the host, while the computer at which the user sits is called the remote terminal.¹

(2) A computer that is connected to a TCP/IP network, including the Internet. Each host has a unique IP address.¹

Implementation Phase - The system or system modifications are installed and made operational in a production environment. The phase is initiated after the system has been tested and accepted by the user. This phase continues until the system is operating in production in accordance with the defined user requirements.²

Integration and Test Phase - The various components of the system are integrated and systematically tested. The user tests the system to ensure that the functional requirements, as defined in the functional requirements document, are satisfied by the developed or modified

system. Prior to installing and operating the system in a production environment, the system must undergo certification and accreditation activities.²

Intranet - A network based on TCP/IP protocols (an internet) belonging to an organization, usually a corporation, accessible only by the organization's members, employees, or others with authorization. An intranet's Web sites look and act just like any other Web sites, but the firewall surrounding an intranet fends off unauthorized access.¹

Internet - A global network connecting millions of computers. More than 100 countries are linked into exchanges of data, news and opinions.¹

Operations and Maintenance Phase - The system operation is ongoing. The system is monitored for continued performance in accordance with user requirements, and needed system modifications are incorporated. The operational system is periodically assessed through In-Process Reviews to determine how the system can be made more efficient and effective. Operations continue as long as the system can be effectively adapted to respond to an organization's needs. When modifications or changes are identified as necessary, the system may reenter the planning phase.²

Physical - anything pertaining to hardware.¹

Portal Technologies - Web site or service that offers a broad array of resources and services, such as e-mail, forums, search engines, and on-line shopping malls.¹

Program - An organized list of instructions that, when executed, causes the computer to behave in a predetermined manner.¹

Search Engine - A program that searches documents for specified keywords and returns a list of the documents where the keywords were found.¹

Software - Computer instructions or data. Anything that can be stored electronically is software. Software is often divided into two categories:

systems software : Includes the operating system and all the utilities that enable the computer to function.

applications software : Includes programs that do real work for users. For example, word processors, spreadsheets, and database management systems fall under the category of applications software.¹

Sub-Domains - a subdomain is a domain that is part of a larger domain name. DNS hierarchy consists of the root-level domain at the top, underneath which are the top-level domains, followed by second-level domains and finally subdomains. For example, in the domain name webopedia.internet.com, "webopedia" is a subdomain of the larger second-level domain "internet.com."¹

Virtual - distinguishes something that is merely conceptual from something that has physical reality.¹

Web Related Products – Software used in the creation, management, maintenance of web sites, systems, applications.

Web Site - A site (location) on the World Wide Web. Each Web site contains a home page, which is the first document users see when they enter the site. The site might also contain additional documents and files. Each site is owned and managed by an individual, company or organization.¹

Attachment B

Waiver for the OCIO Directive 2004-011

1) Explanation of how the hardware / software acquisition supports the Bureau or Office Web Infrastructure Consolidation and Content Management Plan.

2) Estimates on cost and timeframes for the requested Web development effort.

Tasks	Assumptions	CY	CY+1	CY+2	CY+3	CY+4

3) Product selection criteria and other alternatives considered.

Alternative	Description

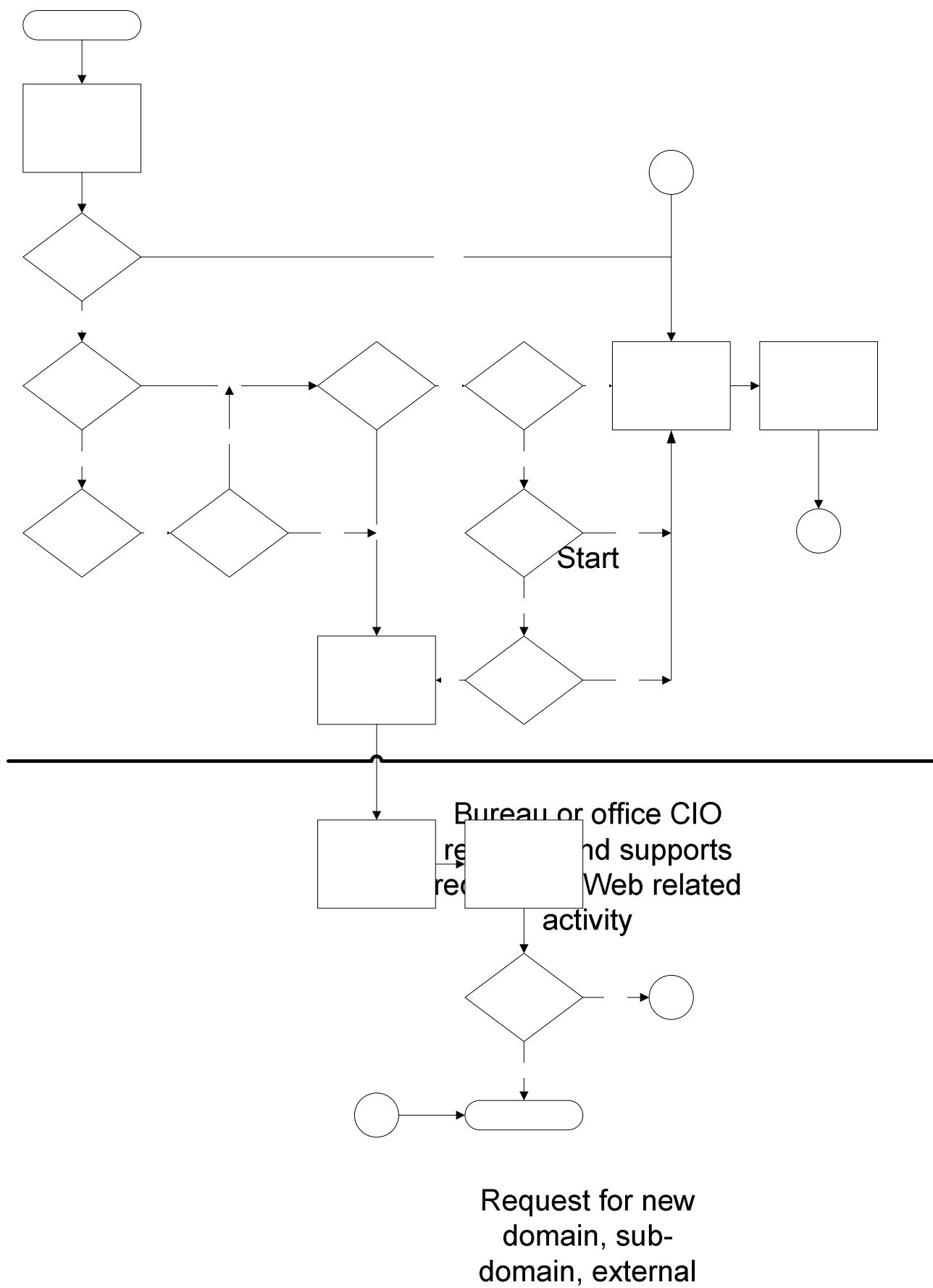
4) TRM compliance remarks or justification to introduce a non-Preferred technology into the architecture.

5) Justification for expedited processing if requested.

6) Signature of Approval

Bureau / Office CIO

Date



Attachment D

References

- 1) Webopedia (<http://www.webopedia.com>)
- 2) The Department of Justice, Systems Development Life Cycle, Guidance Document, January 2003 (<http://www.usdoj.gov/jmd/irm/lifecycle/table.htm>)