

November 16, 2001

TO: Distribution

FROM: Code AO/Chief Information Officer  
Code J/Associate Administrator for Management Systems  
Code X/Associate Administrator for Security Management  
and Safeguards

SUBJECT: NASA Web Site Registration and Internet Publishing Content  
Guidelines

In light of the terrorist attacks of September 11, 2001, and the possibilities for further terrorist activity in their aftermath, Federal agencies must increase protection, not only of their personnel but also of their critical systems, facilities, stockpiles, and other assets from security breaches and harm as well as from their potential use as weapons in and of themselves. Such efforts include the protection of any related agency information. Therefore, NASA is taking steps to ensure that its approach to the electronic dissemination of such information is appropriate.

The steps outlined below are consistent with actions taken by other Federal agencies, and are considered prudent to safeguard NASA's employees and infrastructure.

1. Effective immediately, access to public Web sites from the Internet shall be blocked for all unapproved sites residing on NASA networks.
2. Until a site has been registered, reviewed and approved, access to unregistered and unapproved sites will be limited to the NASA network domain ("nasa.gov") only.
3. Public access will remain for those sites already designated for the public, such as the NASA Home Page, but some links may become inaccessible until approved. Outbound Internet connections are not affected by this change.
4. Procurement Web sites/pages that have not been reviewed and approved may be blocked with the concurrence of the Agency Office of Procurement. Procurement Web sites/pages made publicly available 120 days after the date of this memorandum are subject to the registration and approval process as set forth herein.

Effective immediately, Enterprise and Center CIO's will work with Center NASA Officials Responsible for Content and Web site curators to implement a Web

content management process to ensure that the information contained on all NASA Web sites are suitable for public access. For these purposes, the following definitions are provided:

- "Information" is text, graphics, photos, or imagery of all types.
- "Web site" is a logical collection of web pages hierarchically structured under the same Internet/HTTP domain name. A non-working example is "<http://www.hq.nasa.gov/WWW/yoursite-directory-name>."
- "Publicly-accessible web site" is any web site that can be reached from outside the NASA.gov domain by the general public without restrictions.
- "NASA-only Web site" is any website that accessible to only those within the NASA.gov domain. This includes access by NASA Centers other than your own.
- "Web site curator" is a person or group responsible for developing, deploying, and maintaining a Web site.
- "NASA Official Responsible for Content" is a NASA civil service employee accountable for reviewing and approving the accuracy, timeliness, and appropriateness of information, including links, contained within the Web site.

Several Center CIO's have already developed a Center process for Web content evaluation and registration (including Ames Research Center, Glenn Research Center, and Johnson Space Center). We have incorporated several aspects of these content review concepts in our guidelines. At a minimum, Center processes must include:

- The NASA Officials Responsible for Content must register all of their Web sites with the office designated by the Center registration process.
- Each Web site that will be publicly accessible must be reviewed for appropriate content and approved by the respective line and Directorate Management.
- The Center CIO or a delegated representative will have the final approval authority. (Note that the Office of Inspector General (OIG) or a designated representative will have final approval authority for the OIG public Web sites to maintain the integrity of the OIG's independence.)
- Center CIO's are accountable for:
  - (1) establishing a process to implement these guidelines; and,
  - (2) monitoring the process to ensure on-going appropriate and thorough Web site reviews compliant with the process.

The Office of the CIO will work with the Enterprise and Center CIO's to establish meaningful metrics which ensure the protection of NASA's information disseminated electronically.

Section 5.1 of the enclosed Internet Publishing Content Guidelines identifies categories of information that must not be published via the Internet and provides a criteria checklist for Web site review and approval of information to be made

available outside of the nasa.gov domain. This list will be updated as the Agency deems appropriate. Be sure to check the latest document version posted to the NASA CIO's internal website at <http://www.hq.nasa.gov/office/codea/codeao/its2.html> before performing a site review. Center CIO's must contact the Office of the CIO for a waiver if a Center wishes to deviate from these criteria checklists.

It is understood that these actions will have an impact on many activities across the Agency; however, this action is considered prudent and necessary given the present threat conditions. This policy has been coordinated with the Agency Office of General Counsel and the Freedom of Information Act Officer as well as with others across the Agency. We are sure that you will support our efforts to safeguard NASA and its employees and on-site contractors. We encourage each Center CIO to work with their Enterprise CIO, Center managers, Center IT Security Managers, and Center Security Officials to accommodate critical situations on a case by case basis. Additionally, note that we are working with the Agency Office of Procurement towards sensitizing NASA contractors to our web content concerns.

Please note that the restriction on internal Center-specific policies and procedures listed in Section 5.1 of the guidelines is intended to be only temporary. In keeping with NASA's philosophy to serve the public and share information to the greatest extent reasonable, we are developing a procedure to make appropriate Center policies and procedures publicly accessible once again. These procedures will be forthcoming soon in a subsequent memorandum.

If you have any questions or concerns regarding these guidelines, please contact Dabney Hibbert, of the Office of the CIO, at 202-358-1377.

(signed by)

Lee B. Holcomb

(signed by)

Jeffrey E. Sutton

(signed by)

David A. Saleeba

Enclosure

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