

Section 1 Web Site Development, Maintenance, and Removal

WEB SITE DEVELOPMENT, DEPLOYMENT, MAINTENANCE, AND REMOVAL

LMS-CP-5909
Revision: F

Section 1 Web Site Development, Maintenance, and Removal

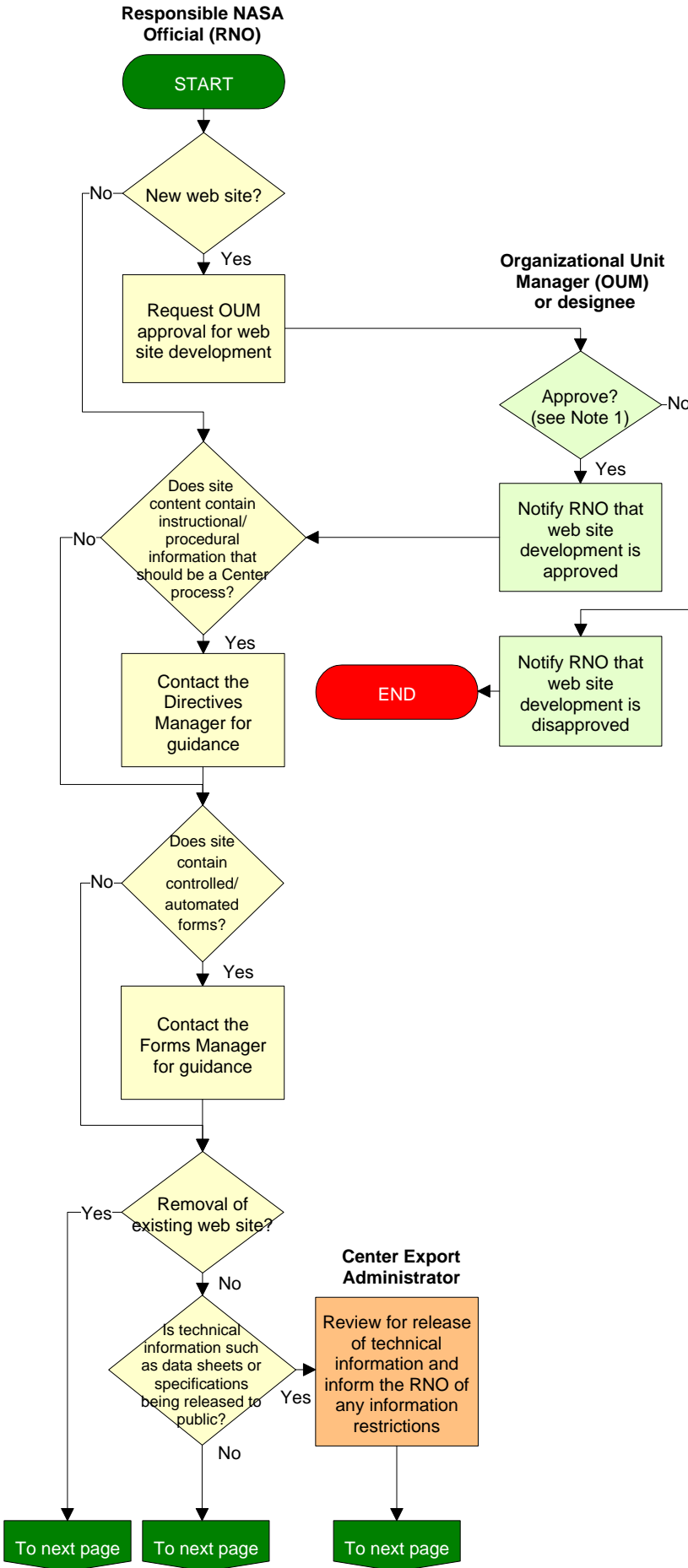
Section 2 Web Site Deployment

Section 3 System Configuration Changes

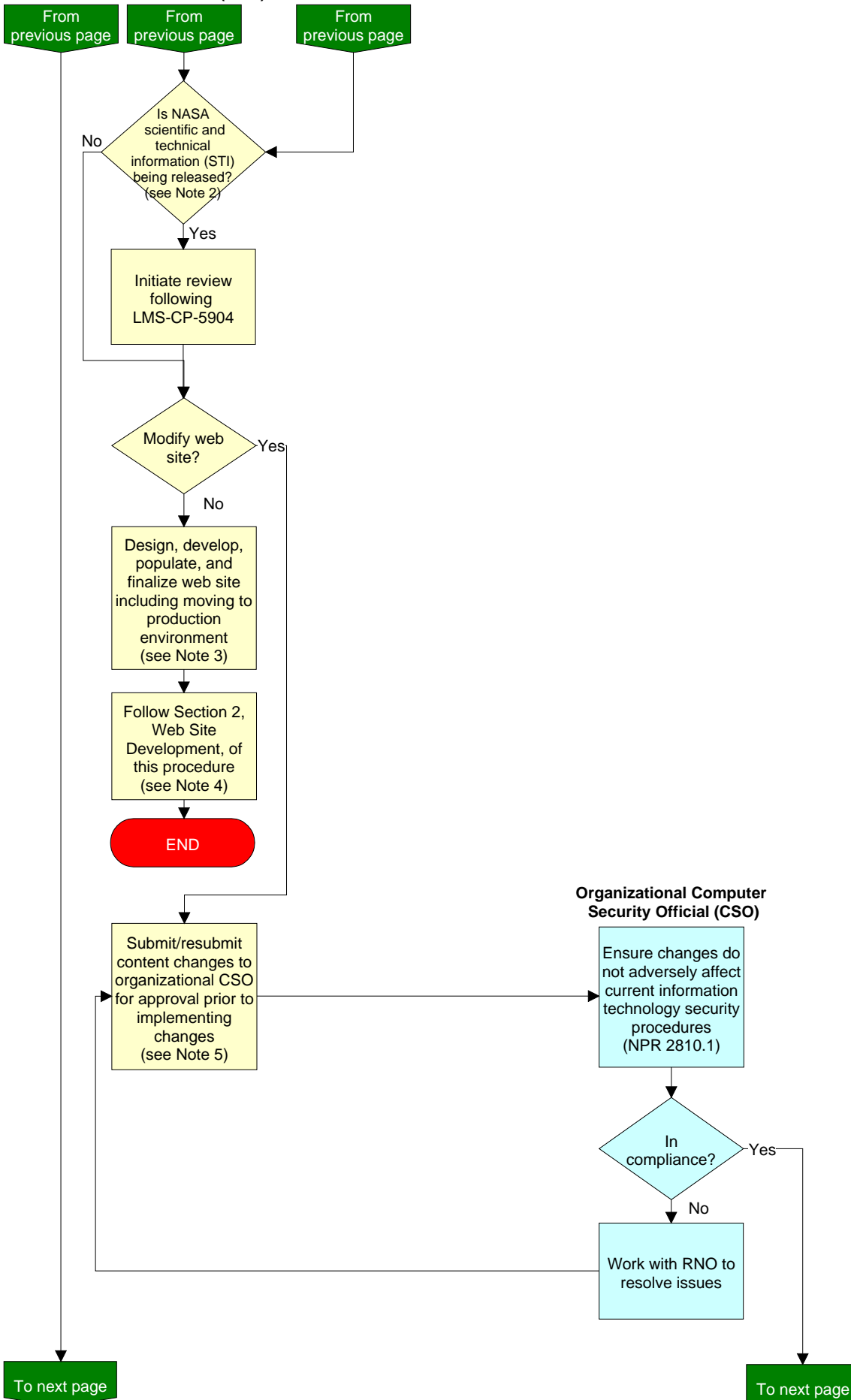
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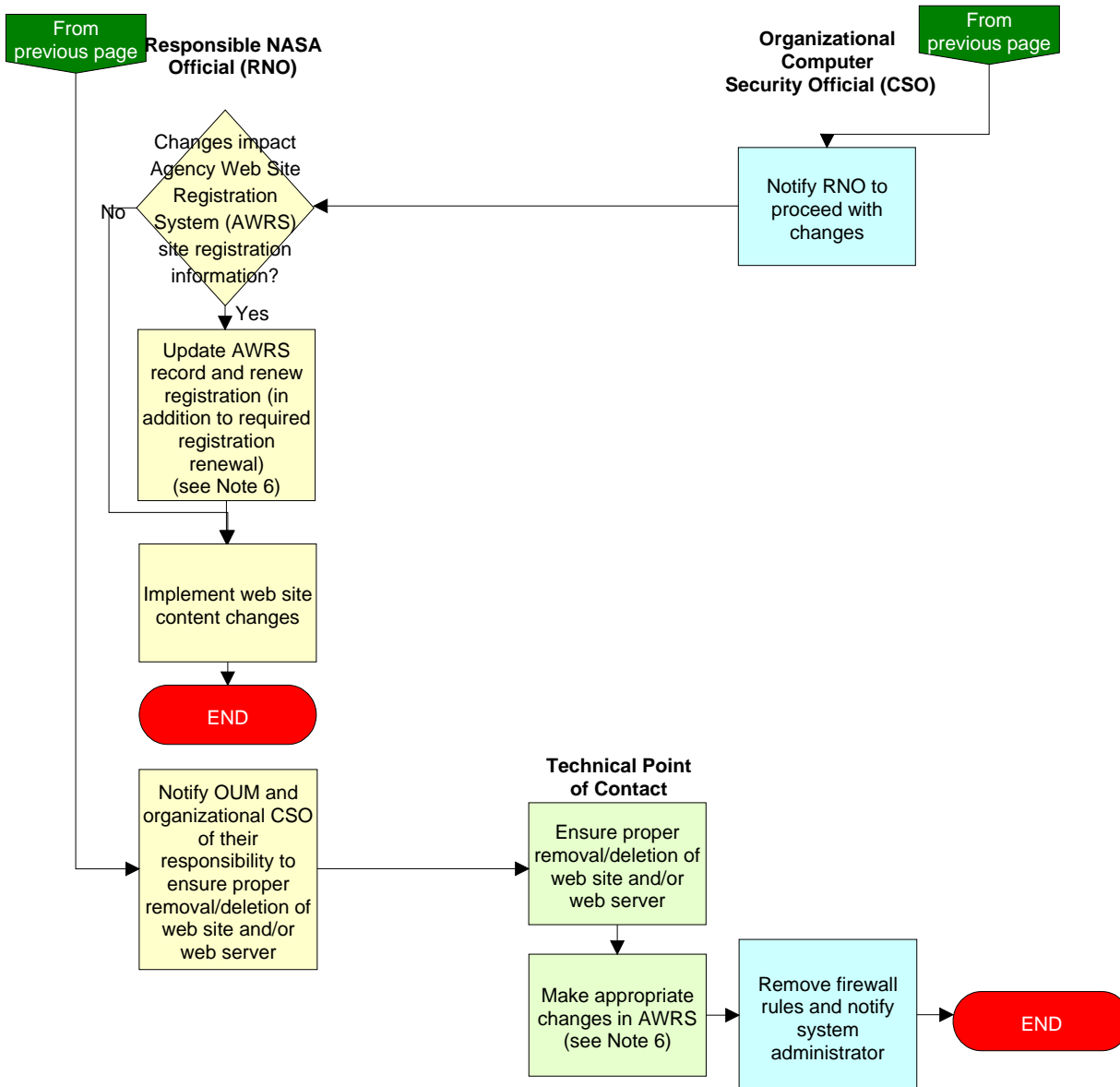
- to ensure adherence to Agency and LaRC requirements for web site development, deployment, maintenance, and removal
- to ensure security of Center networks and computer systems
- to ensure security of web information

Approval original signed on file 7/14/08
Associate Director Date



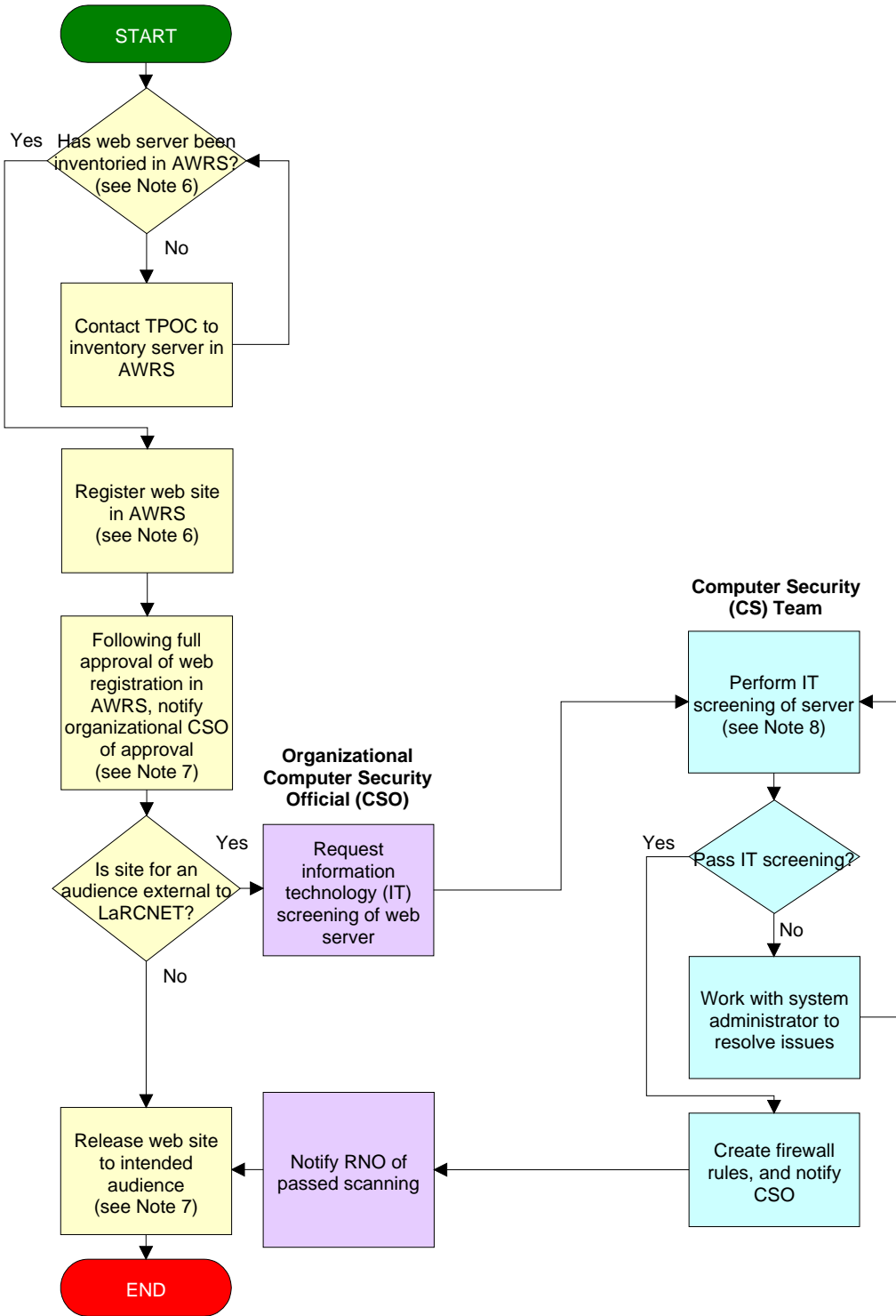
**Responsible
Official NASA (RNO)**





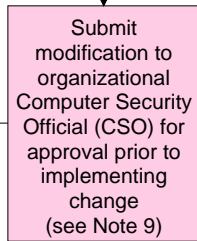
Section 2 Web Site Deployment

NASA Responsible
Official (NRO)

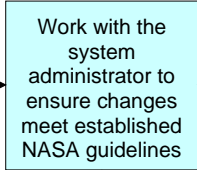


Section 3 System Configuration Changes

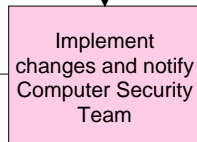
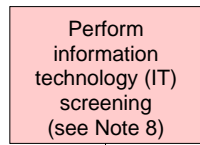
System Administrator



Organizational CSO



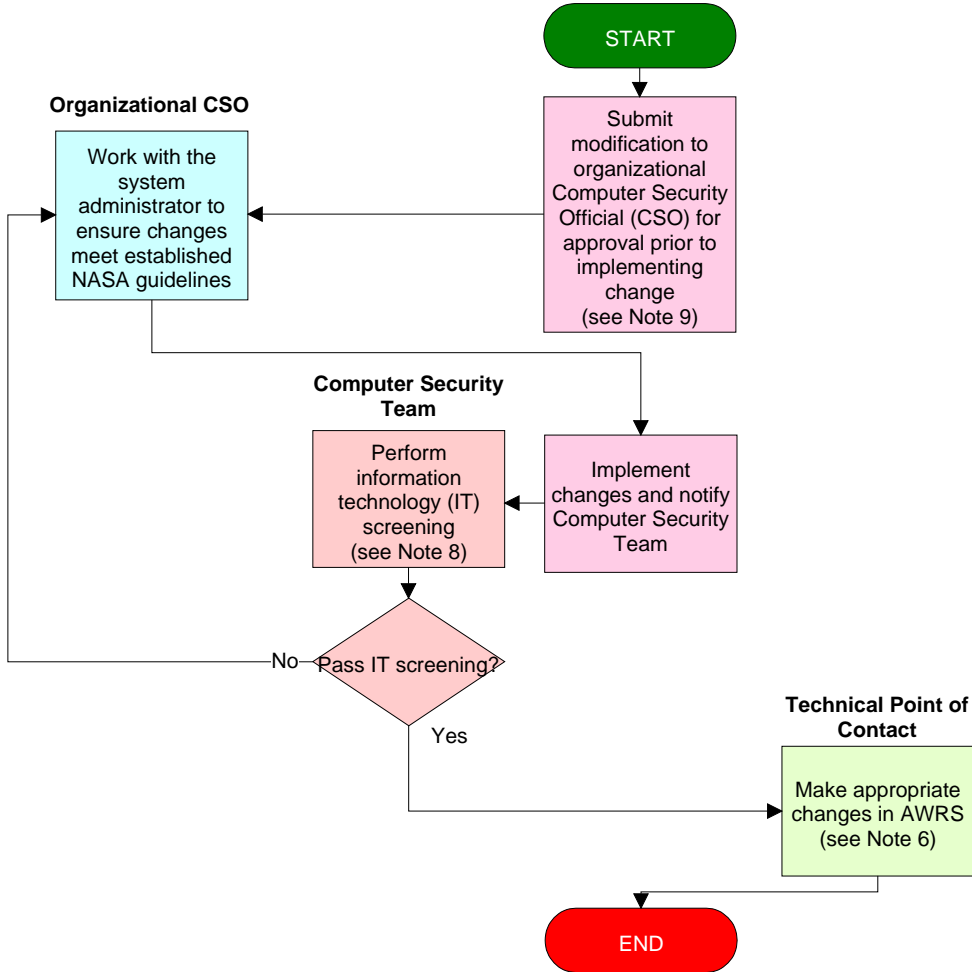
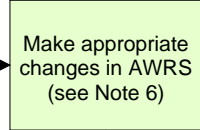
Computer Security Team



Pass IT screening?

Yes

Technical Point of Contact



General Information

The following records are generated by this procedure and are maintained in accordance with LMS-CP-2707:

-Web Site Registration Record

A list of acronyms and definitions used in this procedure may be found at the end of this procedure.

The following URLs contain information and guidance relevant to this procedure:

-NASA OCIO Web Site

<http://insidenasa.nasa.gov/ocio/home/>

-NASA Internet Publishing Content Guidelines

http://nodis-dms.gsfc.nasa.gov/restricted_directives/tech_guidance/N_ITR_2810_3_.html

-NASA Logo Policy

<http://www.hq.nasa.gov/pao/insignia/text/newlogopolicy.html>

-NASA Insignia Use

<http://www.hq.nasa.gov/pao/insignia/text/>

-Export Control guidance

<http://expcon.larc.nasa.gov/>

-LaRC Organizational Computer Security Official (CSO) Information

<https://computer-security.larc.nasa.gov/itservices.htm>

-Section 508 of the Rehabilitation Act guidance

<http://www.section508.gov>

-Agency Web Site Registration System (AWRS)

<https://webregister.larc.nasa.gov>

General Note

Web sites shall be reviewed yearly for public web sites and every three years for all other web sites by the RNO for the web site. This review shall be reflected by renewal of web site registrations in AWRS.

Policy and content reviews shall be performed yearly for public web sites and every three years for all other web sites by Center subject matter experts tracked by AWRS as required by the Agency and LaRC Office of Chief Information Officer (OCIO). Any violations of these policies and content restrictions constitute grounds for removal of the web site from the LaRC Network. The RNO for web sites that do not meet established guidelines will be contacted and informed of necessary changes. Failure to incorporate required changes within 30 days will necessitate removal from the LaRC Network.

Network scans are performed periodically by the LaRC OCIO. Any violations of the established NASA guidelines for information technology security constitute grounds for removal of the web site from the LaRC Network. The RNO and organizational Computer Security Official (CSO) for web sites that do not meet these guidelines will be contacted and informed of changes necessary to avoid removal from the LaRC Network if guidelines are not met.

If apparently unresolvable issues of web site approval, compliance with policy or guidelines, or IT screening are identified at any point in the procedure, individuals responsible for that portion of the procedure must inform the appropriate contacts (e.g., RNO, organizational CSO, system administrator, Computer Security Team) of the situation and provide instructions about any actions that must be taken, e.g., cancellation or reversal of web site release or modification, or cancellation or reversal of system configuration changes. Any party may request arbitration by the LaRC CIO to help resolve disputes between the parties.

Note 1 (Section 1)

OUMs or their designees have the responsibility to approve development of web sites that originate in their chain of command. The following approval criteria shall be used:

-Web sites shall be directly related to the official duties and responsibilities of individuals and organizations within NASA.

-Web sites are subject to the same laws and regulations as are hard copy materials and must follow all appropriate policies, regulations, and directives as mandated by the Agency.

Note 2 (Section 1)

NPR 2200.2, "Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information," defines STI as "the results (facts, analyses, and conclusions) of the Agency's basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research. Examples include, but are not limited to, technical papers and reports, journal articles, meeting, workshop, and conference papers and presentations, conference proceedings, preliminary or non-published STI, including any of these examples that will be posted to a public website."

Note 3**Review the web site to ensure the web site and information:**

- is accurate and current.
- is suitable for dissemination.
- is secure pertinent to its sensitivity. Proprietary, export controlled, procurement confidential, Privacy Act, and other sensitive information requires adequate computer security.
- is not management required instructions.
- does not contain unsuitable links. External links must be consistent with sound public policy and in support of the web site's purpose. Links to external sites shall be clear to the user, either through explicit labeling in the link itself, or through a visual cue, such as opening a new web browser window.
- meets accessibility standards required by Section 508 of the Rehabilitation Act (29 U.S.C. 794d), which requires that members of the public and Federal employees with disabilities have access to information that is comparable to that provided to individuals without disabilities.

Each page within the web site shall display:

- the full name of the Responsible NASA Official (RNO) who must be a NASA Civil Service Employee.
- the Page Curator.
- a date. Static web pages must display the date the page was last updated. Dynamic web pages must display an appropriate date such as the current date, date the content was last updated, date the associated database was last updated, date the web page was last reviewed, etc.

For web sites that are publicly accessible:

- the home page and any web pages where substantial information is collected from the public will display a link to the Agency's official web site privacy statement, and this link must be labeled with at least the words "Privacy Statement." URL for this statement is http://www.nasa.gov/about/highlights/HP_Privacy.html.
- the home page must contain a link to www.nasa.gov.

For web sites using commercial off the shelf (COTS) interfaces:

- if the interface can be modified, the web site shall adhere to the standards set forth in this procedure.

Note 4 (Section 1)

Release, marketing, and public availability phase of web site must be completed only after Section 2 of this procedure is completed.

Note 5 (Section 1)

Web Site Content Changes include:

- Addition of subdirectories that relate to current web site information under an approved web site
- Additional pages on an approved web site
- Substantial changes to content of existing pages on an approved web site

Substantial changes to web site content must be evaluated by the organizational CSO prior to implementation. Changes involving grammatical corrections and spelling errors can be done immediately by the RNO. See Note 3 for review criteria.

Note 6 (Sections 1 and 2)**Agency Web Site Registration System (AWRS)**

AWRS is an Agency OCIO mandated, centralized, web-based system for conducting web site registration and web/FTP server inventory. The term web site as used by AWRS is a generic term referring to static web sites, dynamic web applications, and FTP sites. AWRS provides an easily accessible, yet secure web space data location; enhances the ability of the Centers to meet compliance mandates; provides efficient enterprise architecture management; and improves security management, operations, and support.

AWRS URLs:

- request an account: <http://requestaccount.larc.nasa.gov>
- register web site inventory web server (host): <https://webregister.larc.nasa.gov>

Note 7 (Section 2)**Publishing Public Web Sites**

Web sites must be fully approved in AWRS prior to being allowed access through Langley's firewall. This means that an AWRS system generated e-mail has been received by the sites registrant, RNO, and web site curator stating that the site has been approved by Langley's policy and content reviewers.

External web site registrations are required to be renewed yearly, internal sites every 3 years. When notified by e-mail from AWRS that renewal of web site registration is due, complete the renewal in AWRS.

Note 8 (Sections 2 and 3)

Final IT screening includes:

- htaccess screening
- machine vulnerability screenings
- verify the machine is maintaining access logs

Note 9 (Section 3)

System configuration changes include:

- operating system changes
- hardware and software changes
- modification to access log collection
- htaccess changes
- internal/external access changes

Acronyms

AWRS - Agency Web Site Registration System

CSO - Computer Security Official

FTP - File Transfer Protocol

HTML - HyperText Markup Language

HTTP - HyperText Transfer Protocol

LaRCNET - Langley Research Center Network

OUM - Organizational Unit Manager

RNO - Responsible NASA Official

STI - scientific and technical information

TPOC - Technical Point of Contact

URL - Uniform Resource Locator

WWW - World Wide Web

Definitions**File Transfer Protocol**

-used to transfer data from one computer to another over the internet, or through a network

Page Curator

-A person or group performing the service of publishing and maintaining information on each web page in a web site as assigned by the Responsible NASA Official.

Public Sites

-A web site that is accessible from outside the the NASA network or non-NASA IP address space.

Responsible NASA Official

-A NASA Civil Service employee responsible for a NASA web page or web application. The RNO is accountable for reviewing and approving accuracy, timeliness, and appropriateness of information posted on a web site, making sure that both the content and structure comply with applicable policies and guidelines.

Technical Point of Contact

-An individual responsible for input and maintenance of web host information in AWRS for a NASA Center.

Web Manager

-The individual at Langley who is responsible for informing Langley's web curators and Responsible NASA Officials of Agency policies and guidelines for publishing NASA content on the internet.

Web Page

-A block of data available on the WWW and referenced by a URL. Typically it is a file containing HTML, although it may be dynamically generated HTML as well.

Web Server

-A computer running the HTTP which, at a minimum, allows clients running web browsers to access resident web pages.

Web Site

-A collection of one or more files (static content) and/or programs (dynamic content) that are accessible on the WWW using a common URL, including FTP sites.