

## 5 FAH-8 H-340 NETWORKS

*(CT:WEB-1; 09-29-2005)*  
*(Office of Origin: IRM/BPC/RG)*

### 5 FAH-8 H-341 TYPES OF NETWORKS

*(CT:WEB-1; 09-29-2005)*

- a. The Department of State uses both internal and external networks, including the Internet, intranets, extranets, and demilitarized zones (DMZs). The Internet has no access controls and is publicly accessible while other networks, at a minimum, require a user name and password to access.
- b. Web site development must not be performed on an OpenNet+ work station. For Web site development, an unclassified standalone development network may be used. A standalone development network must not be deployed as a separate intranet serving the post, bureau, or office. Its sole purpose is to provide a test platform for developing finished Web pages before they are attached to the operational Web site. For this purpose, the development network will consist of not more than fifteen user accounts and used exclusively for developing Web sites and local applications. All hardware associated with the development network must meet the minimum IT Change Control Board (IT CCB) specifications and must be configured in accordance with DS/ACD/SAB published parameters. System configuration information can be found at [http://acd.ds.state.gov/branches/sab/sab\\_securityconfiguration.htm](http://acd.ds.state.gov/branches/sab/sab_securityconfiguration.htm). The standalone development network must **not** be connected to OpenNet+ unless specifically authorized by the IT CCB.
- c. Web page development for ClassNet may be accomplished on a classified workstation. Any workstation used for development purposes may not serve as the operational repository of images, files, or other information associated with a Web site.

### 5 FAH-8 H-342 DOMAIN NAMES

*(CT:WEB-1; 09-29-2005)*

All Department of State Web sites (post, bureau, program offices, etc.) must request domain names through the intranet at <http://intranet.state.gov/ds3081>. The structure of the main Department of State site at [state.gov](http://state.gov) follows a hierarchy based on Under Secretary/bureau with a small number of specialized Web sites using other specialized names. The intranet and post Internet [state.gov](http://state.gov) follows a hierarchy based on localities, bureaus and offices (e.g., [post.state.gov](http://post.state.gov) or [web.bureau.state.gov](http://web.bureau.state.gov)). This structure provides for more unique names, more easily located names, and the Department of State identification. With the implementation of domain-name policy, the Department of State has established a system of reliable domain names that will enhance both the accessibility and credibility of its Internet and intranet Web sites.

## 5 FAH-8 H-342.1 OpenNet+ Standards

### 5 FAH-8 H-342.1-1 Domain Names

*(CT:WEB-1; 09-29-2005)*

Domains are containers that hold the computer names that are associated with Internet Protocol (IP) addresses. On the OpenNet+, the domain structure uses top-level domain [.gov](http://.gov) (dot-gov) and second-level [state.gov](http://state.gov). A subdomain that indicates the organization will be either **postname.state.gov** or **bureauname.state.gov**. Posts and bureaus must not further divide the subdomain.

#### Examples:

**paris.state.gov** and **a.state.gov** are the domains for Paris and the A Bureau respectively.

### 5 FAH-8 H-342.1-2 Host Names

*(CT:WEB-1; 09-29-2005)*

- a. Hosts are computers or other devices that can be identified by an IP address and that provide Web based services. Host names must follow the naming standards set forth in this document.
  - (1) Post/Bureau Web sites. OpenNet+ Web sites associated with a post or bureau must use the domain name of the organization.

#### Example:

**m.state.gov** is the address for the Under Secretary for

Management Web site.

- (2) Office Web sites. Web sites associated with an office must be identified by an alias consisting of part of the office symbol and the bureau/post domain name.

**Example:**

**enm.irm.state.gov** is the address for the the Enterprise Network Management Office (IRM/OPS/ENM) Web site.

- (3) In rare cases where it is inappropriate for a Web site to be tied to a particular post or bureau, the host name or alias may be registered directly under the state.gov domain.

**Example:**

**openforum.state.gov** is the address for the Secretary's Open Forum.

b. Forbidden Host names.

- (1) Domain Name Server (DNS) host names may use a combination of alphabetic and numeric characters, but must begin with an alphabetic character. The only other character which may be used is a dash or hyphen (-). All other characters including underscores must not be used.
- (2) OpenNet+ Web sites must **not** use "www" which is reserved for use on the Internet.

## 5 FAH-8 H-342.2 ClassNet Standards

*(CT:WEB-1; 09-29-2005)*

The Domain structure and naming standards for ClassNet are the same as for OpenNet+ except for the insertion of "sgov" between state and gov:

**Example:**

**openforum.state.sgov.gov** is the address for the Secretary's Open Forum.

## 5 FAH-8 H-342.3 Internet Standards

*(CT:WEB-1; 09-29-2005)*

There are four second-level domains approved for Embassy, Consulate, Mission, and U.S. Interest Section public Internet Web sites. There are also domain names that may be established for each country.

## 5 FAH-8 H-342.3-1 Post Domain Names

*(CT:WEB-1; 09-29-2005)*

- a. Embassy. The second-level domain name for Embassy public Internet Web sites is "usembassy.gov". The third-level or host name will be the city in which the embassy is located.

### **Example:**

**ottawa.usembassy.gov** is the address for the Embassy Ottawa's public Internet Web site.

- b. Consulate. The second-level domain name for Consulate public Internet Web sites is "usconsulate.gov". The third-level or host name will be the city in which the consulate is located.

### **Example:**

**montreal.usconsulate.gov** is the address for Consulate Montreal's public Internet Web site.

- c. Mission. The second-level domain name for Mission public Internet Web sites is "usmission.gov". The third-level or host name will be the city in which the mission is located.

### **Example:**

**geneva.usmission.gov** is the address for the Mission Geneva's public Internet Web site.

- d. U.S. Interest Sections. U.S. Interest Sections are those that do not fall into the Embassy, Consulate or Mission category. The second-level domain name for U.S. Interest Sections public Internet Web sites is "usinterestsection.gov". The third-level or host name will be the city in which the U.S. Interest Section is located.

### **Example:**

**havana.usinterestsection.gov** is the address for the Havana's public Internet Web site.

- e. Country Sites. Country names are linked to either a menu page listing all

the official U.S. Government Web sites in that country or to the existing main embassy site if there is only one site in that country. The second-level domain name for country public Internet Web sites is "usembassy.gov". The third-level or host name will be the name of the country.

**Examples:**

**japan.usembassy.gov** (multiple Department of State offices). This name points to a page with links to all U.S. diplomatic public Internet Web sites in the country.

**argentina.usembassy.gov** (only one Department of State office). This name points directly to the existing U.S. Embassy's public Internet Web site in Buenos Aires.

## **5 FAH-8 H-342.3-2 Secondary or Local Domain Names**

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Embassies, Consulates, and Missions may retain a second, or "local" domain name, whether in a different language or to meet other political or technical requirements. Second Internet addresses are mapped to the same site as the standard usembassy.gov or usconsulate.gov address. These domain names have some flexibility but must include either a "dot-org" or a two-letter country top-level domain name.

**Example:**

A French language translation of the Embassy Paris Web site could be either **AmbassadeDesEtatsUnis.Paris.org** or **AmbassadeDesEtatsUnis.Paris.fr**

## **5 FAH-8 H-342.3-3 Required Domain Names**

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Domain names must be approved through the intranet site at (<http://intranet.statet.gov/ds3081>). The Department of State Web sites must use a state.gov domain name or .gov according to the naming convention for posts. The top-level name .com and others, such as .net and .org, are not permitted. Second-level names usis.gov and usia.gov are prohibited. Only one domain name per Web site may be used unless an exception is granted, such as for posts.

## **5 FAH-8 H-342.3-4 Domain Names for Public Internet Sites**

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The Bureau of Public Affairs (PA) manages the main Department of State Web site at [www.state.gov](http://www.state.gov). For other public Web sites, domestic bureaus and offices must use [state.gov](http://state.gov) as part of their URL, unless an exception has been requested and approved (see paragraph 2 below).

- (1) If the bureau or office is hosting interagency Web sites, a .gov extension is required. Thorough justification for the Web site must be submitted through the online Form DS-3081, "Request for Registering of New or Recurring Website Information Dissemination" process. Where relevant, justifications should demonstrate the interagency content and need for interagency sponsorship that precludes the use of a single agency, e.g., [state.gov](http://state.gov), in the domain name.
- (2) Web sites maintained by non-governmental entities sponsored by the Department of State are considered "information dissemination" and must be approved by the Bureau of Public Affairs (PA/EI) using Form DS-1837, "Request for New or Recurring Electronic Information Dissemination." The domain names for such sites will depend upon the review of the content and management of the sponsored sites.
- (3) Any Department of State Web site currently using another extension such as .org in the domain name must be moved to a [state.gov](http://state.gov) domain name by September 30, 2005. Requests for new or changed domain names must be submitted through the online Form DS-3081 process (<http://intranet.state.gov/ds3081>) or be granted an extended deadline or an exception.
  - (a) IIP and PA approve requests submitted online and forward them to the IRM Business Center for processing.
  - (b) The Business Center will assist with any redirects that may be needed on a temporary basis to guide Web site visitors to the new site.
  - (c) For concerns relating to what happens to phased-out .com or .org sites, please contact the Internet Steering Committee.

## **5 FAH-8 H-342.3-5 Password Requirement for Internet Sites for Internal Business**

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If a Department of State Web site is on the Internet or an extranet, but is for internal business (whether for employees or specialized audiences with content not relevant to general public), it must have at least a generic, simple password to obtain access.

The intent is to prevent easy access to information that is not meant for public consumption. Creation of such sites will be reviewed and closely coordinated by PA, IRM, and IIP as appropriate.

## **5 FAH-8 H-342.3-6 Phasing Out Multiple Domain Names for a Single Web site**

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The use of multiple domain names for a single Department of State Web site will be phased out by October 1, 2005, in light of the ability of Internet search engines to quickly locate Web site information and of recent administrative and other costs associated with maintaining multiple domain names.

- (1) The CIO is the consolidated point of contact for billing invoices for .gov domain names (for example, state.gov, usembassy.gov, usconsulate.gov, and usmission.gov etc.).
- (2) All Web sites routinely using multiple names should work with the IRM Business Center to create redirect(s) to one URL by October 1, 2005.
- (3) Redirects will be allowed to remain in existence for 90 days.
- (4) Justifications for exceptions will be considered by IRM, PA, and IIP via a new request for a domain name (Form DS-3081, Request for Registering of New or Recurring Website Information Dissemination).

**NOTE:** The concern that a private entity may use a domain name that is not .gov (i.e., country.usembassy.com) in a misrepresentative way is not valid justification for retention of the old domain name. If such misrepresentation should occur, you must notify the Office of the Legal Adviser which will refer the matter to the Justice Department for possible prosecution.

# **5 FAH-8 H-343 THROUGH H-349 UNASSIGNED**