

U.S. Department of Labor
Office of Inspector General



OIG Manual

Transmittal Sheet

Date: **SEP 24 2018**

IGD 5-100

INFORMATION: Websites

This Directive establishes policies and procedures governing the overall coordination and management of the Office of Inspector General's (OIG's) websites (both internal and external)

This Directive rescinds IGD 5-100 websites, dated 10/07/2004.

This Directive is effective immediately and will remain in effect until canceled or superseded. It requires implementation of action items, and contains information of a continuing nature.

A handwritten signature in black ink, appearing to read "S. Dahl".

SCOTT S. DAHL
Inspector General



Inspector General Directive

Chapter 5 – Information

Title: Websites

Number: 5-100

Date:

1. PURPOSE AND SCOPE

The purpose of this Inspector General Directive (IGD) is to establish policies and procedures governing the overall coordination and management of the Office of Inspector General's (OIG's) websites (both internal and external). This directive applies to all OIG employees.

2. POLICY

The OIG will maintain pertinent and relevant information on its internal (intranet) site and its external (internet) site. The internal website is available only to OIG employees to conduct official business and the external website is available to the public. The goal of posting information is to provide employees and stakeholders with the latest information about the OIG. The information posted should be relevant to the mission of the OIG, accurate, and timely.

3. DEFINITIONS

- A. **Content Approver**: The content approver is responsible for approving information about their office on all OIG websites. The content approver: ensures that the content is appropriate and accurate; and clears for publication the information to be posted on the websites.
- B. **Content Developer**: The content developer: writes, edits, and seeks approval to post on the OIG websites; ensures that the information is compliant with Section 508 of the Americans with Disabilities Act; ensures that the information developed for posting is relevant to the organization and the content is technically correct in terms of accuracy, grammar, and spelling; and periodically reviews information on OIG websites to ensure that it is up-to-date.
- C. **Content Contributor**: The content contributor may be any employee of the OIG. Employees submit information to their office's content developer for possible inclusion on any OIG website.
- D. **Site**: A site can be either an internal website, an external website, or a SharePoint site.

- E. **Site Developer**: The site developer is responsible for designing the overall layout and functionality of all OIG webpages and SharePoint sites.
- F. **Site Approver**: The site approver is responsible for approving requests for new sites and functionality.

4. RESPONSIBILITIES

- A. **Inspector General (IG) and Deputy Inspector General (DIG)**: The IG and DIG are responsible for the overall message and information presented on all OIG websites.
- B. **Assistant Inspectors General (AIGs), the Counsel to the Inspector General (CIG), and other Office Directors (e.g. OISI, OPRM)**: AIGs, CIG, and Office Directors are responsible for approving information about their office on all OIG websites. AIGs, CIG, and Office Directors are content approvers, but they may designate other individuals within their offices to be the content approvers. In addition, each AIG, CIG, and Office Director is responsible for designating at least one content developer within their office.
- C. **Content Developers and Approvers**: The content developer is responsible for writing, editing, verifying information, and seeking approval from the appropriate content approver of information to be posted. The content developers screen information received from content contributors to determine if the information should be posted to the OIG websites. In instances where the content is novel, or non-routine they should seek legal review from the OIG's Office of Legal Services to ensure compliance with the Freedom of Information Act, the Privacy Act, and other applicable laws.
 - **Internal website (Intranet) responsibilities**: The content developer submits the proposed content to the content approver. Once cleared by the content approver, the information can be posted to that office's OIG intranet page. For postings on the home page of the OIG Intranet, content developers must coordinate with the, the Office of Management and Policy (OMAP) – Division of Information Technology (DIT) and the Office of Congressional and Public Relations (OCPR) prior to posting.
 - **External website (Internet) responsibilities**: After obtaining approval for publication, content developers must forward the information to OCPR for final review and approval. OCPR will coordinate with OMAP-DIT for posting.
- D. **Office of Management and Policy, Division of Information Technology is responsible for:**
 - Technical issues related to support and maintenance of all OIG webpages on the Intranet or Internet;
 - Reviewing and approving requests for new sites or new functionality;
 - Coordinating the efforts of the site developer with the content developer; and
 - Serving as the OIG's point of reference for Web activities to the Department of Labor.

E. Office of Congressional and Public Relations is responsible for:

- Coordinating with OMAP-DIT site developer in designing the overall layout and functionality of all OIG webpages and SharePoint sites;
- Developing content for the main OIG internal page and other pages as necessary; and
- Developing content for the OIG external website.

F. **Office of Legal Services:** is responsible for reviewing novel or non-routine website content upon request from OIG components to ensure compliance with the Freedom of Information Act, the Privacy Act, and any other applicable laws and/or regulations. Requests for review must be submitted in writing to:
OIGLegalServicesRequests@oig.dol.gov.

G. **All Employees:** All OIG employees should familiarize themselves with the webpages. They may submit information to their respective office's content developer for possible inclusion on OIG websites.

5. PROCEDURES FOR SUBMITTING RECOMMENDED CONTENT

A. **Approval:** OIG employees should submit information to their respective office's content developer for possible inclusion on the OIG websites. The content developer reviews the submissions; submits requirements for a new site or new functionality to the site approver; ensures accuracy, corrects grammar and spelling, obtains the submitter's approval for any changes; and, seeks approval for information to be posted on the webpage from their AIGs, CIG, and Office Directors or their designated content approver. The content developer coordinates the posting of information with the site developer when necessary. The AIGs, CIG, and Office Directors or designated content approver will ensure that the information posted is relevant to the organization and is accurate.

B. **Posting:** After AIG, CIG, and Office Directors (or their designee) approve the content:

- **Internal website postings:** The content may be posted to that office's Intranet page. For postings on the home page of the OIG Intranet, content developers must coordinate with OCPR prior to posting.
- **External website postings:** The content developer sends the information to OCPR, who will review for consistency, and work with DIT site developer to post on the OIG external webpages. The site developer will ensure that information is submitted to GovDelivery for email distribution to subscribers when appropriate.

6. EFFECTIVE DATES AND CANCELLATION

This Directive is effective immediately and will remain in effect until canceled or superseded. It requires implementation of action items, and contains information of a continuing nature.