

National Aeronautics and
Space Administration

Headquarters

Washington, DC 20546-0001



DEC 19 2005

Reply to Attn of:

Office of the Chief Information Officer

TO: Distribution

FROM: Chief Information Officer
Assistant Administrator of Public Affairs

SUBJECT: NASA Web Site Linking Policy

Enclosed is the revised NASA Web Site Linking Policy which complies with the E-Government Act of 2002, the Privacy Act of 1974, the Federal Information Security Management Act of 2002, the Children's Online Privacy Protection Act, and the Office of Management and Budget (OMB) Memoranda M-03-22, and M-05-04, "Policies for Federal Agency Public Web sites," dated December 17, 2004.

All NASA public-facing web sites must comply with the following requirements:

- The linking policy must "appropriately limit external linking to information or services necessary for the proper performance of an agency function."
- Though hyperlinks are specifically excluded from OMB's Information Quality guidelines, when agencies determine that external links are necessary, "they must take reasonable steps to ensure the presentation is accurate, relevant, timely and complete."
- Agencies must "reasonably assure suitable information and service quality." Reasonable steps include:
 - a. Identify clearly the possibility of errors, degree of reliability and validity of the information being linked to;
 - b. take reasonable steps to remove the limitations inherent in the information;
 - c. review links to the information or services.
- "Agency links to commercial organizations or interest groups present special challenges and thus must be used judiciously."

In addition, the following mandatory links are required from the principal Agency website and "any known major entry points:"

- a. NASA's strategic plan and annual performance plans
- b. Organizational structure, mission and statutory authority
- c. Freedom of Information Act
- d. Website privacy policy
- e. FirstGov.gov
- f. No Fear Act of 2002
- g. Point of contact for small businesses
- h. "Other cross-government portals or links required by law or policy"

NASA considers www.nasa.gov and the center main public pages as the "major entry points" to NASA's web space.

The attached NASA Linking Policy is immediately applicable to all NASA sites operated using NASA funding. A NASA Information Technology Requirement (NITR) is being prepared and will follow shortly.

Any questions regarding this memorandum should be directed to Dr. Nitin S. Naik (202-358-1519 or nitin.naik@nasa.gov) or Brian Dunbar (202-358-0873 or brian.dunbar@nasa.gov).

Signature on File

Patricia L. Dunnington
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David R. Mould
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Enclosure

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