

IPS 2 - 07 Post Website Policies

Date: July 20, 2007

Responsible Offices: Office of Communication; Office of CIO; Regions
(MS 545)

Issuance Memo

Peace Corps Authorization to Use Personal Material Form

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1.0 Authority

22 U.S.C. 2501, et seq.; MS 542, Subsection I

2.0 Purpose

This Interim Policy Statement (IPS) sets out policies and procedures for post websites. Beginning on October 1, 2007, the responsible offices (Office of Communications, Office of the Chief Information Officer, and the Regional Directors) shall evaluate the effectiveness of the pilot program and will make recommendations to the Peace Corps Director regarding whether to continue, modify, and/or expand the program to all posts.

3.0 Policies

3.1 Peace Corps posts are authorized under this IPS to create and manage post-specific website materials developed in collaboration with Peace Corps headquarters and using a standard template developed by the Office of Communications. The website template will include sections under the control of headquarters, such as the home page, and sections in which the post can electronically include post-specific materials, as approved by the Country Director.

3.2 Post-specific website content shall reflect and support the Peace Corps mission, goals, objectives, and policies. It shall also be consistent with the Agency's programs, IT security, and privacy policies and procedures.

3.3 The web hosting and web address of the sites will be created and maintained by the Office of the CIO using sub-domains of the Agency's primary peacecorps.gov domain as follows: country.peacecorps.gov. Secure File Transfer Protocol (SFTP) accounts will be provided to allow posts to upload and alter the content of their post's website.

3.4 Volunteers may provide content to the post materials, but shall not have access to the Peace Corps IT system.

3.5 Use of the new templates shall not be required in this interim policy statement for an already existing post website, as long as the existing website content is in compliance with the requirements in Sections 3.2 and 4.2 of this IPS, including any content maintained in a grandfathered password protected section of the website.

4.0 Procedures

4.1 Upon request by a post, the Office of Communications will supply the post a website template that may be customized and updated using standard text editors. If the post opts to use specialized website development software, it is recommended that it use the same web development software as headquarters.

4.2 Posts shall ensure that their post-specific content is consistent with the following requirements and restrictions:

(a) Copyrighted material may be posted on the website only if the Agency obtains written copyright authorization to do so;

(b) Before posting photos of individuals, it is Peace Corps policy to get permission in writing from the individuals using a standard Peace Corps Authorization to Use Personal Material form that is attached.

(c) Posting of photos of V/Ts is allowed as long as the V/T's site location, training site location, or other similar information, is not listed. Photographs shall have an authorization form for use of personal material signed by the VT. A full name may be used to identify both in-country staff and V/Ts;

(d) Sites shall not be identified by town or village name; use of region or province name is permitted;

(e) Use of the website for soliciting funds or in-kind donations or promoting commercial activity is prohibited;

(f) No individual or personal emails shall be posted. Instead, role specific aliases may be used for staff. For example, use *webmaster@country.peacecorps.gov*. Volunteer email addresses/aliases shall not be posted;

(g) Postal addresses of any kind shall not be permitted, including the post's address. This shall apply to the content of downloadable files as well;

(h) The Post's main phone and fax numbers may be posted, but home or business contact information for individual staff or V/Ts shall not be posted;

(i) Postings shall be sensitive to the local culture, politics, and values;

(j) The host country's economic or political system shall not be described or discussed on the site, however, links to the State Department description of the country's economic and political information are permitted;

(k) Posts shall not post travel or crime warnings, however, links to the State Department travel advisories are permitted;

(l) No links to sites providing commercial goods or services or soliciting donations shall be permitted other than those under the purview of the Office of Gifts and Grants Management. Links shall be consistent with the restriction on Peace Corps endorsement of any goods, services, or organizations;

(m) No links to websites run by or affiliated with a military or intelligence organization shall be permitted;

(n) Posts may optionally develop the content in the host country's official language(s) as analogs to the Country Director's Message and the Projects pages to explain Peace Corps and its mission. In order to exercise this option, the Post shall

provide a proofed and error free text in both English and the local language to the regional country desks;

(o) Posts may develop a resource webpage, which may be an orphaned web page, with commonly used forms, downloadable resources, and links to partnering NGOs;

(p) Content on orphaned pages shall be subject to the same constraints as publicly promoted content, including the aforementioned copyright and safety and security restrictions previously cited; and

(q) Posts shall not post sensitive information or create password-protected sections on post websites, other than as provided for under Section 3.5.

5.0 Responsibilities

5.1 Country Director: Country Directors shall be responsible for overseeing and approving post content consistent with the requirements and restrictions of this IPS prior to posting.

5.2 Chief Information Officer: The CIO shall be responsible for providing advice on hosting, IT security, and tools for content development and management.

5.3 Office of Communications: The Office of Communications shall be responsible for content usage guidelines, post website template design, and headquarters' control of content.

5.4 Regional Directors: The Regional Directors shall periodically review the post website in their regions for conformance to the policies in this IPS. For posts needing assistance in developing content for a post website, the Regional Director may provide assistance.

6.0 Instruction

This IPS will be integrated into Manual Section 545 in a timely manner.

7.0 Effective Date

This Interim Policy Statement will be effective on the day of issuance.