



Guidelines for Creating and Maintaining NAVSEA Organization Public Websites

"The United States Navy is the envy of every other navy in the world. They don't want to be like us - they want to be us."

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1. INTRODUCTION

This document contains policies, procedures, and guidelines for the development and administration of public websites deployed by NAVSEA HQ component organizations as well as all offsite NAVSEA component organizations. This document reflects Department of Defense and Department of the Navy instructions and provides guidance that shall be followed by all of NAVSEA, with respect to establishing, operating and maintaining websites available to the public over the Internet.

2. RESPONSIBILITIES

The establishment of a public website on the World Wide Web remains a command prerogative, consistent with other leadership responsibilities for public communication. NAVSEA component organizations choosing to provide public websites shall provide the necessary resources to adequately support website operations to include funding, equipping, staffing and training. The head of each NAVSEA component organization with a public website shall designate a primary website manager, known as the Web Coordinator, in writing. At a minimum, the Web Coordinator shall serve as principal point of contact on all technical matters pertaining to administration of the website, oversee the operation of the website, and ensure compliance with appropriate guidelines, directives and instructions. In addition, the Web Coordinator should monitor the site on a periodic basis, reviewing content and performance of the site at least monthly.

3. POLICIES AND PROCEDURES

Appropriateness of Content - The appearance, accuracy, currency and relevance of information presented by NAVSEA component organizations over the Internet reflect upon NAVSEA's professional standards and credibility. The public interprets information associated with a .mil domain as reflecting official Department of Defense policies or positions. Each website sponsored by a NAVSEA component organization shall have a clearly defined purpose that supports the mission of the organizational component. The head of the organizational component or his/her designee shall approve the defined purpose and general content of the websites under their cognizance and establish procedures for regular management oversight and functional review of the website.

Accuracy and Timeliness - NAVSEA component organization websites should contain accurate and timely information. The head of organizational components shall ensure that reasonable efforts are made to verify the accuracy, consistency, appropriateness and timeliness of all information placed on the website. Effective customer service depends on providing up-to-date information. Out-of-date information should be removed or updated promptly. It is recommended that dates be provided on all web content so users are aware of the date of content posting and the date of expiration if applicable. Dead links inevitably occur on Web servers as pages are modified, moved or deleted. However, dead links can quickly render a site unusable. Organizations should establish procedures to ensure that the site is frequently monitored for dead links and that such links are corrected as soon as possible. When changing URLs for NAVSEA component organization website servers, coordination may be required with external servers, which point to those URLs. When moving a home page to a new URL, NAVSEA component organization Websites should refer users to the new URL or post a message providing the site location.

Security - The head of component organizations shall ensure that all information placed on public websites they sponsor is properly reviewed for security and sensitivity before it is posted. All material posted on public websites should be reviewed and cleared for public release in accordance with the established local procedures in each component organization. All information placed on publicly accessible websites should be appropriate for worldwide dissemination and should be suitable for viewing by anyone any place in the world, both friend and foe alike. Information on public websites shall not place national security, NAVSEA personnel and assets, mission effectiveness or the privacy of individuals at an unacceptable level of risk. If your organization has not established a policy for websites or website

security, refer to the DoD Web Site Administration Policies and Procedures and the ComNAVSEA Memo Ser 04IT3/123, Information Service Security Policy and Procedures for instructions.

Privacy - All NAVSEA component organization public websites shall have a Privacy Statement prominently displayed on any pages that are major entry points to the site. The Privacy Statement shall read:

Of the information we learn about you from your visit to this website, we store only the following: the domain name from which you access the Internet, the date and time you access our site, and the Internet address of the website from which you direct-linked to our site. This information is used to measure the number of visitors to the various sections of our site and to help us make our site more useful. Unless it is specifically stated otherwise, no additional information will be collected about you.

When inquiries or feedback are e-mailed to us, we store the question or comment and the e-mail address information so that we can respond electronically. Unless otherwise required by statute, we do not identify publicly who sends questions or comments to our website. We will not obtain information that will allow us to personally identify you when you visit our site, unless you chose to provide such information to us.

Questions about NAVSEA privacy policies should be sent to the NAVSEA Privacy Act Officer at foia@navsea.navy.mil

Because the electronic mail addresses of site visitors are personally identifying and are generally associated with a specific individual, their compilation into a database or mailing list may present privacy concerns. The use of cookies and the collection of session information may pose privacy concerns to website visitors because the accumulation of this data over time can reveal a visitor's personal preferences and particular interests.

Domain Names – All organizations hosting public websites at the NAVSEA HQ site, must register a domain name. The organizations should contact Sylvia Frasier at NAVSEA HQ (SEA001) at (703) 602-0336 or email her at frasiersr@navsea.navy.mil to coordinate domain name registration. All NAVSEA organization websites will use the naming convention www.sitename.navsea.navy.mil. All other offsite NAVSEA component organizations should contact your local security office to receive information on domain names.

IP Addresses – All organizations hosting public websites at the NAVSEA HQ site should contact Sylvia Frasier at NAVSEA HQ (SEA001) at (703) 602-0336 or email her at frasiersr@navsea.navy.mil, to establish an IP address. All other offsite NAVSEA component organizations should contact your local security office to receive information on IP addresses.

Notices and Disclaimers - All NAVSEA component organization websites must contain, at a minimum, the following:

- Full organizational name.
- A statement that the site is an official U.S. Navy website.
- A prominently displayed hypertext link to the Privacy Notice identified above and the tailored Security Notice identified below. A statement encouraging visitors to review the security notice is preferred. Overt warning signs or other graphics such as the “skull and crossbones” or “cloak and dagger,” or wording indicating danger or warning are specifically forbidden. The tailored Security Notice should be based on the following:

Notice: This is a U.S. Government website. This is a world wide website for official information about the Naval Sea Systems Command. NAVSEA provides it as a public service. The purpose is to provide information and news about NAVSEA to the general public. All information on this site is public domain and may be distributed or

copied unless otherwise specified. Use of appropriate byline/photo/image credits is requested. Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigation and to maintain required correspondence files, no other attempts are made to identify individual users or their usage habits. Raw data logs are used to simply determine how many users are accessing the site, which pages are the most popular, and, from time to time, from which top-level domain users are coming. This data is scheduled for regular destruction in accordance with National Archives and Records Administration guidelines.

NAVSEA component organization websites and associated files available for download should carry a Disclaimer of Liability. This disclaimer addresses merchantability and fitness for purpose. In effect, NAVSEA component organization websites need to notify users that there is no implicit warranty for the use of any materials on the website. The following Disclaimer of Liability should appear on NAVSEA component organization websites:

This document was prepared as a service to the NAVSEA community. Neither the United States Government nor any of their employees, makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial products, process, or service by trade name, trademark manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government. The opinions of the authors expressed herein do not necessarily state or reflect those of the United States Government, and shall not be used for advertising or product endorsement purposes.

Content Delivery – NAVSEA component organizations that are sponsoring websites need to decide what forms of material to publish on the site. The world wide web offers new opportunities for disseminating electronic materials and resources in a cost effective manner. Instead of publishing only documents, organizations may publish movies, sound, software, electronic data files and provide interactive experiences for website visitors. Web publishing may complement an existing paper publishing process. However, NAVSEA organizations should consider the new media of the web in determining how and what to publish. A few things to consider are provided below:

- Humans interface with computers in a very different way than they do with paper and ink documents. Mere conversion of paper and ink documents to HTML may not be useful to customers. In addition, Hypertext makes many paper and ink conventions obsolete.
- Because of the lower resolution on monitors, many users are not interested in reading long documents online but will print them and read them offline. Content to be read online requires authors to write short paragraphs using clear and concise prose.
- Effective content delivery provides users with choices. Some content should be viewed, read or browsed online while other content can best be made available in downloadable files. The choice of file formats used should be based on the following considerations: 1) The intended use of the material by the target audience; 2) The accessibility of the format to the target audience; 3) The type of material; and 4) The level of effort required to convert or prepare the material in the format desired.

- The most straightforward way to present material on the web is in HTML for text and tables and in GIF or JPEG files for graphics.

Usability – Website developers should focus on the user experience when designing and revising websites. In general, users want clear, easy-to-find information or services, which are delivered as quickly as possible. Whenever possible, NAVSEA Organizations should conduct usability testing to assist in improving the usability of sites.

Browsers – NAVSEA organization websites should be designed to work with Netscape and Internet Explorer browsers at least three generations old. The use of features requiring browser plug-ins is optional. Browser plug-ins add capabilities for those users who install them. Often these plug-ins work within the browser, expanding its capabilities. These plug-ins accommodate video, audio, vector graphics, and provide other advanced viewing features. Newer versions of browsers recognize programming languages such as JAVA and JAVA Script, which provide interactive options for users. Users of government websites have a wide range of capabilities. Some still use text browsers while others have the latest versions of browsers and all of the plug-ins possible. NAVSEA component organization websites that use browser plug-ins should provide hyperlinks for downloading necessary plug-ins for user convenience and should give the user the option of skipping the portion of the content requiring the plug-in, in the event the user opts not to use it. NAVSEA component organization websites shall not require or encourage users to choose any specific browser software. Only text or hyperlinked text shall be used to direct visitors to software download sites. Graphics or logos depicting companies or products shall not appear on publicly accessible websites.

File Formats - Executable programs available for download from NAVSEA component organization websites should be accompanied with adequate documentation that should include specifications for the platform needed to run the package (i.e., memory, disk space, operating system, etc.), as well as instructions for installation and use. When several files are part of a downloadable collection, content managers may want to make them available in an archive format like .tar, .zip, or .gzip. These formats compress the files to reduce their size, thus speeding up download time. Web Coordinators should scan all files available for download using the latest virus signature files, before posting to ensure that they do not contain viruses.

Contact Information - NAVSEA component organization websites should provide an electronic means for users to contact the sponsoring organization about the technical aspects of the site. The Web Coordinator may accomplish this with a hyperlink to the e-mail address of the Web Coordinator, or a feedback form that captures comments for periodic viewing. The site should contain a phone number or e-mail address for the public affairs office of the component organization for all other inquiries by the public.

Registration - The Government Information Locator Service (GILS) is an electronic public resource of information available throughout the Federal Government. GILS provides a user with assistance to the government information through databases, hotlines, clearinghouses and catalogs of publications. All NAVSEA component organization public websites should be registered with GILS. To register, go to website below and follow the directions for filling out the registration form:
http://www.itpolicy.gsa.gov/eagency/virtuallibrary/defenselinkhomepageregistration/web_form.html.html

Accessibility - All NAVSEA component organization public websites must comply with Section 508 of the amended Rehabilitation Act of 1998. This states that all federal agencies must make their electronic and information technology accessible to people with disabilities regardless of the user's computing capability, platform, browser or other disabilities. In order to comply with public law concerning accessibility requirements, all NAVSEA component organization public websites must follow the guidelines below:

- A text equivalent for every non-text element shall be provided via "alt" (alternative text attribute), "longdesc" (long description tag), or in element content.
- Web pages shall be designed so that all information required for navigation or meaning is not dependent on the ability to identify specific colors.

- Changes in the natural language (e.g., English to French) of a document's text and any text equivalents shall be clearly identified.
- Documents shall be organized so they are readable without requiring an associated style sheet.
- Web pages shall update equivalents for dynamic content whenever the dynamic content changes.
- Redundant text links shall be provided for each active region of a server-side image map.
- Client-side image maps shall be used whenever possible in place of server-side image maps.
- Data tables shall provide identification of row and column headers.
- Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- Frames shall be titled with text that facilitates frame identification and navigation.
- Pages shall be usable when scripts, applets, or other programmatic objects are turned off or are not supported, or shall provide equivalent information on an alternative accessible page.
- Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- An appropriate method shall be used to facilitate the easy tracking of page content that provides users of assistive technology the option to skip repetitive navigation links.

For more information concerning Section 508 of the amended Rehabilitation Act of 1998, please visit <http://www.section508.gov/aboutfitai.html>.

External Links - The decision to include a link to an external source should be consistent with sound public policy, in support of our organizational mission, and complement the purpose of the website. External links should be reviewed periodically to ensure their continued suitability. Where appropriate, place external links in context for the user by including statements explaining the purpose of the link. All external links should be clearly identified as such by including the site description and the URL. All NAVSEA component organization public websites should contain the following external links at a minimum:

- NAVSEA's official website at <http://www.navsea.navy.mil>
 - The Navy's official website at <http://www.navy.mil/>
 - The Navy recruiting site at <http://www.navyjobs.com>
- No payment of any kind shall be accepted in exchange for an external link placed on a component organization's public website.
 - Organizations are encouraged to link to authorized activities in support of the organization's mission. If any linked sites contain commercial advertisements or sponsorships, the disclaimer for external links discussed below shall be given.
 - When external links to non-government websites are included, the head of the NAVSEA component organization is responsible for ensuring that a disclaimer is made that neither NAVSEA nor the component organization endorses the product or organization at the destination, nor does NAVSEA or the component organization exercise any responsibility over the content at the destination.
 - **Disclaimer for External Links** - The disclaimer below shall be displayed when linking to external sites. This disclaimer may appear on the page or pages listing external links, or through an intermediate "exit notice" page generated by the server machine whenever a request is made for any site outside the *sitename.navsea.navy.mil* domain.

"The appearance of hyperlinks does not constitute endorsement by the Naval Sea Systems Command of this website or the information, products or services contained therein. The Naval Sea Systems Command does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this NAVSEA Organization Website."

Images – Official Navy photos that have been cleared for public release may be used on NAVSEA component organization public websites. Official Navy photos may not be altered in any way. Standard photographic practices of cropping, sizing, dodging, or burning are not considered alteration. NAVSEA component organization websites should contain only those images which support the overall mission of the website. All images should have captioning, in accordance with accessibility guidelines discussed elsewhere in this document. Captions should be suitable for viewing by worldwide audiences. Captions should not contain names or duty addresses of personnel assigned to units that are sensitive, routinely deployable, or stationed in foreign territories.

User Information Collection - Organizations should be careful in collecting information from users. Website users should be notified of any user information collection activities and how the information will be used. There are numerous laws and regulations that govern this activity. Electronic surveys are subject to the provisions of the Paperwork Reduction Act. Any forms that collect information must be cleared by the Office of Management and Budget (OMB) and should have a privacy notice included that describes how the data will be used.

Copyrights - NAVSEA component organization public websites must not contain any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder. A copyright is the 'right' of an author or publisher to the 'copy' (text of an article), which that author or publisher produced. This has come to mean the right of intellectual property, whereby authors obtain, for a specific time, certain exclusive rights to their work. In the United States, and most other countries, a work is copyrighted automatically upon creation. No notice is required nor is registration required with a government agency. NAVSEA component organizations must honor copyright protections. Works prepared by NAVSEA personnel as part of their official duties and posted to organizational websites may not be copyrighted, nor may the website itself be copyrighted.

Commercial Endorsement - In general, the U.S. government does not endorse commercial products or services. However, a reference to a commercial product or service on a government website may be appropriate under certain circumstances. For example, when material in proprietary formats are available for download from NAVSEA Organization Websites, the website should inform the users regarding any commercial software programs that are needed to use the files.

4. GUIDELINES

The following guidelines are provided to assist NAVSEA component organizations in developing effective websites that reflect credibly upon the NAVSEA enterprise.

User Interface Design Guidelines - Below is a list of common objectives to keep in mind when creating and implementing websites:

- The information displayed within a website should answer the Who, What, When, and Where about your project or organization.
- Each page should contain a title, creation or revision date, and at least one link to the homepage and the homepage URL or the major menu pages in your site.
- Icons and graphics should be easily identified and used consistent throughout the entire site.
- Navigation to the major areas in the site should be fairly simple to follow.
- Allow for direct access from the homepage to specific information, avoiding unnecessary steps. Visitors to the site want to gain access to the information quickly.
- Optimize the size and number of graphics in accordance with the over-all bandwidth of the website server, assuming most public clients access the Internet at a linespeed of 56K.
- Websites should maintain a consistent look and feel for each of their pages. For example, the same background should be used throughout the pages of a site to maintain uniformity. Also, titles, subtitles, page footers, links etc. should have a similar style on all pages of the site.

Editorial Guidelines - All information presented in the site should be accurate, clear and to the point. From a design and style perspective, the following styles are recommended:

- The main headline should be bold, and have title case capitalization. These include:

- Document titles
 - References to other sites
 - Titles of other documents mentioned in the site
 - Proper names, product names, trade names, etc.
- Other subheading should be bold and have only the first word capitalized. These include:
 - References to other sections in the site
 - Figure titles
 - Lists of data
- The page title should include the name of the NAVSEA component organization, program or project, as well as a brief overview of the information within each page of the site.
- Design the link colors to complement the text color.
- Check spelling and punctuation of text and make sure all acronyms are in uppercase.
- Use standard formatting, fonts and other characters that are supported by HTML based text. Any special formatting technique including “all capitals “ produced by style sheets will not convert to ASCII text.
- Avoid using different font styles in the website.
- When using links to navigate from one page to another within the site, maintain the same graphic design and overall theme to emphasize the link.
- The website should have all of the necessary visual effects and text materials to explain the information contained within the framework of the site.
- If it is necessary to send the visitor to another website, make sure the background information makes it apparent that they are leaving the primary site.
- Maintain the framework of the website for external links by opening new browser windows over the main page, rather than allowing the page to disappear completely. This allows the reader to access other data within a separate window, without losing the visual contact of the main page.

Web Graphic Guidelines

- When choosing colors, use the browser safe color palette. It is restrictive in color options, but you must take in consideration that many users have their monitors set to 256 colors and designs may look differently if other colors are used.
- Most personal computers have a resolution that varies between 72 and 96 pixels per inch. Images are limited to the resolutions on each computer screen. When designing graphics use a 1:1 ratio, where one pixel in the image (ppi) equals one pixel on the screen because this is how an image will display on a web page. Reduce any images that you may use to the 72 ppi before inserting them in the page. When using images and graphics in a website, keep in mind that the more intense the graphic the slower the downloading time. Compress and minimize graphics used.
- Web graphics should be .gif or .jpg files.
- Include the HEIGHT and WIDTH tags in HTML coding. The tags tell the browser how much space to assign to the graphic on the page. The browser can layout the web page including the graphic space even before the graphics have downloaded.
- Use background colors rather than background graphics or complicated textures and patterns. The background colors can change the look of the page without graphics, and overall legibility increases.

Page Design Guidelines

- When establishing a page design, consider the overall purpose of the site, the nature of the content, and the expectations of the user.
- When images are used, they should be displayed as "thumbnails," which take up less memory and load faster than full-size inline images

- Establish a layout grid and a style for handling text and graphics, and then apply it consistently to build rhythm and unity across the pages of the site.
- Minimize page scrolling.
- Design for discrete screens of information rather than have long text that requires scrolling.
- Page headers and footers should be consistent across all pages.
- If tables are used for page layout, first define cell widths with absolute values. This will keep the tables from expanding to fill the window. Then, to keep tables from collapsing when the browser window is too small to accommodate their dimensions, include a visible image equal to the width of the cell in each table cell. These two techniques will force table cells to maintain their dimensions regardless of the size of the browser window.
- Include standard page elements on the site. Each page should contain a title, an author, an institutional affiliation, a revision date, copyright information, and a link to the "home page" of your site.
- Use either plain-color backgrounds or extremely subtle background patterns.
- Each web page should contain meta tags (author, subject, title, keyword, description, etc.).
- Pertinent web pages should contain appropriate notices (i.e., privacy, disclaimer, security, and/or external link exit notices).
- Check the site frequently to ensure that all external and internal links are working.
- Incorporate feedback mechanisms. Websites should provide a direct link to the Web Coordinator responsible for running the site for technical issues, and a link to information regarding how to contact the public affairs office for other questions.
- Avoid producing a website that depends on a single browser technology. Minimize the number of browser plug-ins required. (Refer to Section 3, "Browsers")
- Build "Next Page" and "Previous Page" buttons into your website. This interface tool helps users navigate through the information in your website in the sequence you intended.

Site Design Standards

- Incorporate a table of contents, site indexes or site maps in the overall website. Include a frequently asked questions or resource page to direct viewers to sources of information needed.
- Check all links throughout the website to ensure they are working before you launch the website. Also, run your website using Netscape and Internet Explorer browsers at least three generations old.
- Design the website to support multi-platform and cross-platform systems so that it is viewable by the maximum number of computers and browsers.

Frames

- Frames present a more complex way to display your material and preserve the overall design of the site. Using frames a designer can:
 - ◆ Split the browser screen between information that you want to be present on each screen and other material you want to bring up by a link.
 - ◆ Supply a reader with additional information from another site, while keeping the links from the other site available.
 - ◆ Provide a new page on the viewer's screen, without rewriting the whole screen.
 - ◆ Give the viewer a wider choice in accessing the material.

- Frames can also have design limitations. Because the browser window is split from a frame, there is less space on the screen for new content. Careful consideration should be taken when deciding on the overall formatting of the pages with frames so that the viewer is not forced to scroll to see the full content of the page.
- Lots of links can be a distraction to the viewer. Place relevant links within the body of the text remembering that these links should open up new browser windows. Place other minor or descriptive links at the bottom of the page, where they are accessible, but not disturbing to the flow of the overall page.

Multimedia

- Create content in common standard formats for operating systems and browser software.
- Explain to users what browser software and plug-ins are required to use the site or page and provide links to download necessary software and plug-ins.
- Use compression to eliminate redundant data and reduce file size.

Appendix A. DEFINITIONS

1. **World Wide Web** - A part of the Internet displaying text and pictures through the use of computer software called a browser. The World Wide Web originated at the European Laboratory for Particle Physics (CERN) in Geneva, Switzerland.
2. **Internet** - A network of networks - a worldwide public network that links many smaller networks. No one owns the Internet. It is funded and managed locally within different countries. Having access to the Internet means being able to send and receive e-mail, partake in interactive conferences, access information resources and network news, and transfer files.
3. **Website** - A website can be thought of as being similar to a "Welcome Aboard" brochure. It describes the organization and its services, and may be a single page or a collection of related, and linked, pages. Information represented on Department of the Navy pages is considered to be official.
4. **Web Coordinator** - The person who maintains a web page, website, and/or the server upon which the website resides.
5. **Domain** - A part of the Domain Name System. The domain to the farthest right is called the top-level domain. The top-level domain in "www.navy.mil" is ".mil" which stands for military. The domain name for the U.S. Navy is "navy.mil" and the domain name for the U.S. Marine Corps is "usmc.mil". Other top-level domains include ".edu", ".gov", and ".com".
6. **.HTM, .HTML** - The extension for Web documents written in Hypertext Markup Language (HTML) which is the format (code) in which web pages are written. The extension "signals" the browser (reading software) what type of file to decode and display.
7. **Web Page** - An HTML document which is usually served by a Web server. Although a Web page usually contains links to other pages, only the information currently being accessed (i.e., viewed) by a Web browser is a part of the current logical page. The logical page is the building block of a WWW document and is composed of text and possibly graphics and multimedia. The term logical is used because unlike a physical piece of paper, a web page can be as long as needed (from less than one physical page to many physical pages in length). When scrolling down a web page with a browser, the end of the current page is reached when the scroll bar reaches the bottom.
8. **Home Page** - The usual or primary starting (entry) point of a World Wide Web (WWW) site. It is similar to the title page and table of contents of a hard copy document. A home page usually contains links to subsequent (logical) pages in the site. While the home page is the most common access point to a site, it is not the only access point. Any WWW document can be accessed directly from a link or by using its URL (Uniform Resource Locator) address.
9. **Source Code** - The HTML coding which tags and formats the information to make it viewable by the browser. The browser does not normally view the source code.
10. **URL** - Uniform Resource Locator. An Internet "address" of a resource. URLs can refer to web pages, file transfer protocol (FTP) sites or files, Gopher resources, or NNTP (Usenet) Newsgroups. The URLs for pages on the World Wide Web normally begin "http://".
11. **HTTP** - Hypertext Transfer Protocol is the method by which WWW HTML pages are transferred (served) from the Internet to the local computer's Web browser and then displayed.
12. **Link** - A connection from one Web document or file to another, not necessarily within the same website. The link typically appears as a word, or phrase, with blue, underlined letters (Hypertext). As the cursor touches the link, the cursor takes the form of a hand. Clicking the mouse button causes the Web browser to connect to the document pointed to by the link.
13. **Web Browser** - Software that acts as a client, allowing a person to retrieve information from various sources, particularly Web servers.
14. **Web Server** - A software/hardware combination, connected to the Internet, which serves as the "container" for websites and is accessed by Web browser software.

Appendix B. REFERENCES

- 44 USC Chapter 35, "Paperwork Reduction Act", as amended
- Amended Rehabilitation Act, 1998, Section 508 (29 U.S.C. § 794d)
- Americans with Disabilities Act of 1990 (42 U.S.C. 12101 note) and the Rehabilitation Act Amendments of 1992 (29 U.S.C. 794) and General Services Administration Regulation.
- Com NAVSEA Memo Ser 04IT3/123, dtd 4 Aug 97, Information Service Security Policy and Procedures
- Copyright Act of 1976 (Title 17, United States Code, Sections 101-810.) and Copyright Basics, Circular 1, Copyright Office, Library of Congress, Washington, DC, January 1991.
- Deputy Secretary of Defense Policy Memorandum, "Government Information Locator Service (GILS), " September 2, 1995
- DoD, Website Administration, Policies and Procedures November 25, 1998
- Freedom of Information Act (5 U.S.C. 552).
- Privacy Act (5 U.S.C. 552a).
- SECNAVINST 5430.97, "Assignment of Public Affairs Responsibilities in the Department of the Navy"
- SECNAVINST 5720.47, "Department of the Navy Policy for Content of Publicly Accessible World Wide Websites"