

OASP and SOL, and other agencies or offices as appropriate for the purpose of implementing DOL-wide Internet and Intranet Web site policies consistent with other applicable Departmental review processes; and

(7) Consistent with other applicable Departmental review processes, approving or disapproving, after consultations with the Web Site Management Group, the creation of all new Internet Web sites and Intranet Web sites, including new individual agency Internet Web Sites and Intranet Web sites.

b. *The Assistant Secretary for Policy (ASP)* is delegated authority and assigned responsibility for:

(1) Establishing, managing, and overseeing, in coordination with DOL agencies, OPA, OASAM, SOL and other relevant offices, the Departmental Internet Web site content clearance process and the Departmental Internet Web site content clearance requirements, which shall provide for:

(a) Appropriate and timely approval or disapproval of content for policy consistency, prior to publication on all Departmental Internet Web sites; and

(b) Appropriate coordination with SOL to ensure compliance with legislative and administrative mandates, including the Federal Records Act, Privacy Act, and Section 508 of the Rehabilitation Act.

(2) In coordination with DOL Agencies, OPA, OASAM, and SOL, establishing appropriate Department-wide policy for designing, developing, and overseeing implementation of an electronic correspondence tracking and reporting process to manage responses to electronic correspondence received via Internet Web sites. The process shall ensure that all information published on the Internet Web sites, all e-correspondence coming into the Internet Web sites as well as responses, and all records of business transacted in whole or in part via the Web sites are managed in accordance with the Federal Records Act, Privacy Act and other applicable legislative and administrative mandates and guidance to protect the legal rights of, and minimize the legal risks to, the Department.

(3) Participating as a Vice-Chair of the Web Site Management Group.

c. *The Chief Information Officer (CIO)* is delegated authority and assigned responsibility for:

(1) In consultation with SOL as appropriate, supporting, consistent with Secretary's Order 1-2000, all information technology aspects of DOL Internet Web sites and Intranet Web sites pursuant to the Clinger-Cohen Act, E-Government Act, Paperwork

Reduction Act, Section 508 of the Rehabilitation Act, Federal Information Security Management Act (FISMA) and other applicable statutory and administrative mandates;

(2) In consultation with SOL as appropriate, set Departmental Web Site Information Technology Standards and technical policy for all Departmental Web sites, including standards to ensure compliance with the technical requirements of legislative and administrative mandates, such as Section 508 of the Rehabilitation Act;

(5) Ensuring information technology resources are in alignment with the Department's capital planning and investment management program, in accordance with CIO statutory responsibilities, under the Clinger-Cohen Act, and E-Government Act.

(6) Participating as a Vice-Chair of the Web Site Management Group; and

(7) Coordinating and consulting, as appropriate, with other DOL agencies in fulfilling the above responsibilities.

d. *The Assistant Secretary for Administration and Management (ASAM)* is delegated authority and assigned responsibility for:

(1) Ensuring, through the Department's budget review process, that agencies have appropriate plans and budgetary commitment to support the continuing development, implementation, operation, and expansion of DOL Web services.

(2) Providing operational and maintenance support to OPA for the hardware and operating system used to run Internet Information Services, Internet Web sites, and Labornet, including network connectivity and backups.

(3) In coordination with OASP, OPA, OCIO and SOL, ensuring that information published on Internet Web sites, e-correspondence coming in via Internet Web sites, and records of business transacted in whole or in part via Internet Web sites are managed in accordance with the Federal Records Act, Privacy Act and other applicable legislative and administrative mandates and guidance to protect the legal rights of, and minimize the legal risks to, the Department.

e. *The Solicitor of Labor (SOL)* is delegated authority and assigned responsibility for:

(1) Providing legal advice and counsel to the DOL agencies and offices on all matters arising in the administration of this Order;

(2) Reviewing all Internet content for legal issues, in accordance with Departmental and Agency Web site content clearance processes and requirements; and

(3) Participating as a Vice-Chair of the Web Site Management Group.

f. *DOL Agency Heads* are delegated authority and assigned responsibility for developing, implementing, operating, and expanding their respective agency Internet services in accordance with this Order and DOL policy and standards. These responsibilities include the following:

(1) Designating an agency Web site Coordinator at the policy level to serve as point of contact on any Internet Web site-related issue, and to serve as a member of the Web Site Management Group;

(2) Ensuring compliance with all Federal and Departmental mandates, policies, and legislative requirements, including the Federal Records Act, Privacy Act, and Section 508 of the Rehabilitation Act, Clinger-Cohen Act, and E-Government Act;

(3) Overseeing and ensuring appropriate clearance of all Agency Internet Web site content for publication prior to providing the content to OPA;

(4) Supporting and implementing Departmental Web Site Information Technology Standards and initiatives;

(5) Developing, implementing and maintaining Agency Internet Web site content clearance processes, in consultation with SOL and OASP, which comport with Departmental review and clearance requirements;

(6) Producing appropriate plans and budgets to support their Internet and Intranet Web sites in compliance with the Department's Capital Planning and Investment Control guidelines and the Enterprise Architecture;

(7) Providing the resources and training necessary to develop, implement, operate, and expand individual agency Web site services;

(8) Developing, implementing and maintaining Agency Internet and Intranet Web site design processes, which shall comport with the Departmental Internet and Intranet Web site design requirements and be properly integrated with general Department and agency design processes, as evidenced by review and approval by OPA and SOL;

(9) Developing, implementing and maintaining Agency Internet Web site information technology practices, which shall accord, at a minimum, with the Departmental Internet Web Site Information Technology Standards, and be properly integrated with the Federal and Departmental Enterprise Architectures;

(10) Ensuring that all information published on agency Web sites, all e-correspondence coming into the Web sites as well as responses, and all