Domain Name Standard

Introduction

The State of Oklahoma domain, its subdomains and the URLs where content and services are published are part of the identity of the state and communicate the state's image and reputation to the public. To ensure the identity of the state is appropriately supported, OMES Information Services has implemented a standard for issuing, recording and managing internet domain names. This standard encompasses past and present domains issued by OMES IS, and domains purchased by the state that are outside of the Oklahoma.gov top-level domain.

This standard fosters a consistent aesthetic and common navigational framework across government, so users recognize they are accessing official State of Oklahoma information.

Purpose

This document defines statewide standards for internet top-level and subdomains within the oklahoma.gov/agency state domain. The purpose is to provide state agency domain administrators with a clear naming standard to assign appropriate domains and domain names.

Standard

Organizations providing government services should be easy to identify on the internet. The DotGov Program, part of the General Services Administration, operates the .gov top-level domain and makes it available to US-based government organizations. The use of a .gov domain is enforced by strict requirements set in federal policy. Each domain is carefully examined to ensure the domain is authentic and its contents do not mislead on its purpose. The GSA continually works to make .gov websites more trusted, secure and authoritative space. To ensure this, the following are requirements for all .gov domains:

- Eligibility is limited to qualified government organizations and programs, which helps assure customers access an official site.
- A .gov domain may not be used for private individuals, firms or corporations.
- Naming conventions are regulated by federal policy.
- Eligibility of a domain is reviewed on an annual basis.
- Policies are in place relating to privacy and use.

Additional benefits of using the .gov domain are:

- Security features that prevent the use of passwords identified in publicly known data breaches.
- HSTS preloading that protects visitors by ensuring their browsers always enforce an HTTPS connection to a website.
- Two-step verification to help prevent malicious actors from accessing a .gov domain account. This standard requires a user's password and a code from the user's mobile device for access.
- Security incident notification from the registry and registration authority. The US-CERT is notified of all incidents involving a .gov domain. US-CERT then assists the administrative contact for the domain with investigative and reporting services.

The web domain name for the State of Oklahoma is oklahoma.gov/agency. All state government entity websites must utilize the oklahoma.gov/agency standard domain naming convention.

Agencies must use this domain for all official state and agency website URLs published on the internet unless an exception is submitted and approved by the state CISO. The email domain name for the State of Oklahoma is agency.ok.gov. All state government entity email addresses are required to utilize the agency.ok.gov email naming convention. Additionally, agencies must have a secure socket layer (SSL) certificate before publishing the URL

The following requirements apply to domain names:

- Second-level domain name.
    - An example is Oklahoma.gov/agency.
    - The domain Oklahoma.gov/agency is reserved for the official website of the State of Oklahoma.
    - The State of Oklahoma is the rightful owner of the second-level government name of oklahoma.gov and the issuer of the third-level state government names using the oklahoma.gov/agency naming scheme.
- Third-level domain names.
    - Third-level domains are typically used as identifiers to distinguish between various agencies or statewide programs (e.g., dept.ok.gov).
    - All state agencies have reserved third-level domains according to their official agency name or abbreviation.
    - Generic names for the third-level should be avoided (e.g., tree.ok.gov). In the event there is a business justification for using a generic name, the agency must request the use of the generic name. Generic names are issued first-come, first-served, and must not conflict with other official agency names (e.g., education.ok.gov).
    - Third-level generic names are subject to CISO approval for the sake of naming disputes or conflicts.
- Fourth-level ok.gov domain names.
    - Fourth-level domains are typically used as state agency program-level domains (e.g., citizen.sos.ok.gov).
    - Agencies can use any fourth-level domain names past their official third-level given domain name (e.g., example.sos.ok.gov). However, the fourth-level domain name is subject to the agency's communication policies.
- Other top-level domain names.
    - Other top-level domains may be used at an agency's discretion for agency programs or branded campaigns (e.g., okjustice.org and okteach.com) but must redirect to the appropriate oklahoma.gov site.
    - The purchase of this type of top-level domain must be through OMES IS for proper ownership, record handling and security purposes. Domain purchase requests are submitted through the OMES Service Desk.
    - The official website of each agency must use the oklahoma.gov/agency schema for consistency and branding.
- Grandfathered state domain names.
    - Previously, the United States were issued a naming schema (e.g., example.state.ok.us). This schema is no longer issued, but those names currently used may be used in perpetuity.
    - Should an agency need to add additional state domain names, an exception request must be submitted to OMES IS for CISO approval. The exception request should include the business justification for deviating from the oklahoma.gov/agency standard.
- Redirected URL paths.
    - The use of redirects using the oklahoma.gov/example schema is allowed for each agency's primary website but is not recommended for any other purpose (e.g., oklahoma.gov/dhs). The issuance of redirects is strictly enforced.

- o The named path past the first slash in oklahoma.gov/ must match precisely with the agency's abbreviated domain name or the accepted name of the agency (e.g., oklahoma.gov/SDE must match sde.ok.gov or oklahoma.gov/education must match education.ok.gov). The limitation is for the sake of the official state website file paths.

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

References

- DotGov.

Revision history

This standard is subject to periodic review to ensure relevancy.

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Approved by: Joe McIntosh, Chief Information Officer	