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New Mexico Governor

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Acting Cabinet Secretary & State CIO

Policy Title:	Domain Name Management Policy
Policy Number:	DoIT-361-705
Effective Date:	3/21/22
Issued By:	DoIT CIO
Distribution:	DoIT IT Resource Users
Approved by:	Raja Sambandam, Acting Cabinet Secretary

1. AUTHORITY

Pursuant to the New Mexico Department of Information Technology Act, NMSA 1978, § 9-27-1 *et seq.*, the Secretary of the Department of Information Technology (DoIT or Department) shall exercise general authority over all department employees, manage all operations of the Department, and administer and enforce the laws with which the Secretary or the Department is charged.

2. PURPOSE

This Policy establishes naming standards for Uniform Resource Locators (URLs) in the .gov domain, including direction regarding internet domain management, registration, and naming to ensure uniformity across State of New Mexico agencies. DoIT, on behalf of the State of New Mexico, manages and authorizes use of state.nm.us, newmexico.gov, and nm.gov domain names.

3. SCOPE

This policy applies to the acquisition, management, and use of all State domain names by Executive Branch agencies and by semi-autonomous delegated State agencies regardless of where agency sites are hosted.

4. DEFINITIONS

- a. **DoIT IT Resource Users** - All DoIT employees, contractors, and other users of DoIT Information Technology (IT) resources.
- b. **Domain** – A region of jurisdiction on the Internet for naming assignment. The United States General Services Administration (GSA) is responsible for registrations in the “.gov” domain space.
- c. **Domain Name** – A name assigned to an Internet server that locates an organization or entity on the Internet. Internet domain name servers have registries of Internet protocol address numbers that relate to a readable text name. These names are used to promote governmental services and to increase the ease of finding these services. The “.gov” part of the domain name – the “top-level” domain name – reflects the governmental nature of the organization. The second-level domain name to the left of “.gov” identifies the government entity (e.g., the State of New Mexico is newmexico.gov).



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- d. **Domain Name System (DNS)** – DNS is a hierarchal distributed naming system for computers, services, or any resources connected to the Internet or to a private network. DNS translates easily memorized domain names to numerical Internet protocol (IP) addresses needed to locate computer services and devices worldwide.
- e. **.gov** –The “.gov” domain hosts only official government sites at the federal, state, and local government levels. The “.gov” domain provides the official and trusted Internet presence for these government entities.
- f. **Namespace** – A container for a set of identities that provides a level of indirection to specific identifiers while retaining a global uniqueness.
- g. **Semi-Autonomous or Delegated State Agency** – An agency created by an act of the New Mexico Legislature that is not part of the Executive Branch. This term does not include the Legislative Branch, Judicial Branch, Office of the Attorney General, Office of the Secretary of State, Office of the State Treasurer, or Office of the State Auditor.
- h. **Uniform Resource Locator (URL)** - A specific character string that constitutes a reference to a specific resource.
- i. **Spoofed Webpage** – A website created as a hoax with the intention of misleading readers to believe the website was created by a different person or organization. Normally, the spoofed website will adopt the design of the target website with a similar URL.

5. POLICY

Establishing and protecting the newmexico.gov brand assures the citizens and customers of the State of New Mexico that they are using an official New Mexico State government website. It further assures that State policies and standards related to websites are employed, including protections such as privacy, security, and accessibility for all New Mexico citizens. Unmanaged use of domain names can result in spoofed webpage titles and expired domain names and can generate confusion as to who is responsible for sites and services.

DoIT centrally coordinates and manages domain names and may delegate agencies with subdomain authority. DoIT is the only entity that may register the newmexico.gov, nm.us, nm.gov, and other domain name permutations for an indefinite term.

DoIT will ensure domain names for newmexico.gov, state.nm.us, nm.us, nm.gov, and other domain name permutations have SSL certificates from an authoritative source for the security of the domain site and are managed from DoIT-approved external domain naming service (DNS) servers to ensure the integrity and up-time of the newmexico.gov branded sites.

State agencies within the newmexico.gov domain must use their standard agency acronym, shown as [agency acronym].newmexico.gov. DoIT may authorize use of the full agency name in lieu of the acronym, provided the terminology is unique to the agency and is recognizable by the public.

Agencies seeking use of a second-level or third-level domain name must submit that request in writing to DoIT for approval by the State Chief Information Officer (CIO) in accordance with this Policy and with



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federal General Services Administration (GSA) guidance governing the use of the “.gov” domain nationwide.

Domain Name Exceptions. In cases where DoIT authorizes a domain name that is an exception to the specified domain naming convention, DoIT will periodically review the use of those domain names to determine whether continued use is acceptable. If an agency wishes to use a domain that is an exception to the specified naming convention, the agency head or designee must approve the agency’s written request to DoIT to use the domain name. The exception request, submitted to DoIT using the technology exception form and process posted on the DoIT website, must acknowledge that the requested domain name does not conform with this Policy.

6. ROLES AND RESPONSIBILITIES

a. DoIT CIO

Only the DoIT CIO, as State CIO, may authorize eligible entities to use a “.gov” domain name in New Mexico, as authorized by Federal Management Regulation (FMR).

b. DoIT DNS server administrators

Delegated DoIT DNS server administrators – or DNS server administrators at sub-delegated agencies – are required to manage the newmexico.gov domain name in accordance with the authority and naming conventions in FMR 41 CFR Part 201-173, Section 102-173.35.

7. EXCEPTIONS

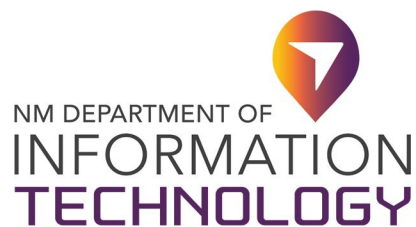
The DoIT CIO must approve in advance and in writing any exceptions to this Policy.

8. VIOLATIONS OF POLICY

Any DoIT IT Resource User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

9. REFERENCES

- a. Federal Management Regulation 41 CFR part 102-173. Section 102-173.35
- b. National Institute of Standards and Technology Special Publication SP800-53 r4: SC-20, **SC-21, SC-22**
- c. Request for Comment 1480



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10. CHANGE HISTORY

Date	Version	Changed By	Change Comments
09/30/2019	1		Initial Draft
09/30/2020	2		Revision Draft
02/26/2021	3	Raja S	Revised and routed for Union approval
05/27/2021	4	Olga Serafimova	Reviewed and revised for legal compliance
10/13/2021	5	Brenda Fresquez	Reviewed for quality assurance
03/15/2022	6	Marko Satarain	No changes, reviewed and accepted by HR—Marko Satarain, Legal—Todd Baran and CWA—Dan Secrist

Approval

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3/21/2022

Raja Sambandam, Acting Cabinet Secretary

Date