



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

DEC 19 2005

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MEMORANDUM FOR EMPLOYEES OF THE OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT (OACSIM)

SUBJECT: OACSIM Policy Memorandum #8: Guidance for Posting Content on Public Web Sites

1. References.

- a. AR 25-1, Army Information Management, 15 July 2005.
- b. DA PAM 25-1-1, Information Management, Information Technology Support and Services, 1 November 2005.
- c. DoD Web Site Administration Policies and Procedures, 25 November 1998 (updated 11 January 2002).
- d. DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release, 6 August 1999.
- e. DoD Directive 5230.9, Clearance of DoD Information for Public Release, 9 April 1996.

2. Purpose. To establish the Office of the Assistant Chief of Staff for Installation Management (OACSIM) standardized procedure for the review, approval, and posting of content on web sites maintained by OACSIM, its divisions and Field Operating Agencies (FOAs).

3. Scope. This policy applies to all members of OACSIM, civilian, military, and contractors.

4. Definitions.

a. **Content Originators.** Individuals who author content intended for publication on a web site.

b. **Web Site Authorities.** Individuals who have the authority to approve content for posting on public web sites. These individuals are defined as Commanders, Directorate/Division Chiefs and their Deputies, and personnel appointed in writing by their Directorate/Division Chiefs to function in that capacity. Due to the inherently

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governmental functions associated, contractors are precluded from serving as Web Site Authorities.

c. Web Masters/Maintainers. Individuals responsible for managing the technology to place approved content on the web server.

5. Directive.

a. All Content Originators must follow pre-publication steps for proposed web site content:

- 1) Proofread the content for accuracy, timeliness, and proper grammar.
- 2) Determine the appropriate access and security controls for the proposed content.
- 3) Review the content for sensitivity to ensure that classified or sensitive information is not made available to the general public. For clearance procedures and specific prohibitions concerning the release of information, refer to AR 25-1, paragraph 6-4n, and AR 360-1, chapter 5; and consult your public affairs officer.

b. Web Masters/Maintainers, as appointed by a Division, Directorate or Field Operating Agency (FOA) Director, must complete the Webmaster Training Course of the web-based Army CIO/G6 Information Assurance Training Program. Proof of satisfactory completion, in the form of Webmaster Module Certificate, must be presented to the appointing official within thirty (30) days of appointment or designation. URL: <https://iatraining.us.army.mil/index.php>

c. All Content Originators must obtain the approval of a Web Site Authority prior to submitting their content to the Web Master/Maintainer for posting.

d. Web Site Authorities have the responsibility of ensuring that the pre-publication steps listed in item 5a of this policy are followed.

e. Web Site Authorities can convey approval via hardcopy signature, email directive, or a forwarded email in which prior Web Site Authority approval can be viewed within the request.

f. Content presented to the Web Master/Maintainer without evidence of Web Site Authority approval will be returned to the Content Originator for additional action.

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g. It is suggested that Web Site Authorities who are also Content Originators should have another party review their proposed web content prior to submission. Content submitted directly by the Web Site Authority to the Web Master/Maintainer will be deemed "approved."

h. Content submitted for publication on the Internet can be viewed internally on a development server prior to being made available to the general public. Content Originators and Web Site Authorities are encouraged to request a viewing from their Web Master/Maintainer prior to final staging.

6. Point of contact is Mr. Michael Logan, (703) 602-5819, email:
OACSIM.Webmaster@hqda.army.mil

A handwritten signature in black ink, appearing to read "David W. Barno", with a stylized flourish at the end.

DAVID W. BARNO
Lieutenant General, GS
Assistant Chief of Staff
for Installation Management