




REPLY TO
ATTENTION OF

HEADQUARTERS
MULTI-NATIONAL CORPS – IRAQ
BAGHDAD, IRAQ
APO AE 09342-1400

06 APR 2005

FICI-CE-I

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MNC-I Policy #9 - Unit and Soldier Owned and Maintained Websites 

1. References.

- a. DoDD 5230.9, Clearance of DoD Information for Public Release, 9 Apr 96.
- b. AR 25-1, Army Knowledge Management and Information Technology Management, 30 June 2004.
- c. AR 25-2, Information Management, 14 Nov 03.
- d. AR 360-1, The Public Affairs Program, 15 Sep 00.
- e. MCO 5720.76, Standardization of Publicly Accessible Web Pages, 14 Sep 01.

2. Purpose. This policy provides general guidance and operational policy for unit and Soldier owned and maintained websites. It applies to currently owned and maintained websites or plans for future purchases or leases of websites. These sites may be on a military network (.mil address) or commercial network (.com, .org, .biz, .edu, etc.). Internet websites published and sponsored by Army commands but hosted on commercial services are considered official sites and subject to this policy.

3. Applicability. This policy applies to all United States servicemembers, DoD civilian personnel, and DoD contractor personnel assigned to or working for MNC-I.

4. Definitions.

- a. Official websites. Any website hosted on the “.mil” domain, or any website published or sponsored by a military command but hosted on a commercial server. Websites are published or sponsored by a command if the website is created or maintained as part of official duties, on duty time, and paid for with appropriated funds.
- b. Unofficial websites. These websites are created on personal time, are not produced in connection with military duties, and are not paid for with DoD funds.
- c. Web log or “blog”. This refers to a web page maintained as a journal for personal comments. It may include photographs or hyperlinks to other web pages.

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d. Uniform Resource Locator (URL). This refers to the web address of the web site, usually typed as http://, for example http://www.cnn.com, or http://www.msnbc.com. Some sites use the actual Internet Protocol (IP) address specifically, e.g. http://12.145.194.62.

e. Webmaster. This refers to the individual who maintains the web page, portal or site.

f. Army Web Risk Assessment Cell (AWRAC). A team of information assurance personnel that conduct ongoing operational security and threat assessments of Army publicly available web sites to ensure compliance with DoD and Army policy and best practices.

g. Official information. All information that is in the custody and control of DoD, relates to information in the custody and control of DoD, or was acquired by DoD employees as part of their official duties or because of their official status within DoD.

h. Prohibited information. Any official information that is generally not available to the public and which would not be released under the Freedom of Information Act. Examples include but are not limited to:

(1) Classified information.

(2) Casualty information before the next-of-kin has been formally notified by the Military Service concerned.

(2) Information protected by the Privacy Act.

(3) Information regarding incidents under ongoing investigation.

(4) For Official Use Only information.

5. General Procedures.

a. MNC-I units or personnel owning or desiring to own or maintain a unit or individual web page, portal or site, must register that web site(s) with the unit chain of command. MSC are responsible for collecting all unit or individually owned websites within their organization. Lists will be maintained at the division level with copies furnished to the MNC-I, C6. This registration requirement applies to both official and unofficial websites.

b. MNC-I personnel will provide POC information for each website requiring registration. The required information will include Unit, location (e.g. LSA Anaconda), Webmaster name and DSN telephone contact, Website IP address and company hosting the website.

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c. MNC-I personnel who post web logs must register the URL at which the blog is posted with their unit. This information will be handled and maintained with the same procedures used for web page registrations.

d. MNC-I personnel who supply editorial content to but do not themselves administer a web page, web site, or web log must register any page or site to which they contribute editorial content by providing the same information required in paragraph a above.

e. Units and individuals must ensure that at no time will prohibited information be posted to any unit or Soldier maintained website.

6. Information Publishing Process.

a. Official websites. Official websites must comply with Service clearance procedures for publicly accessible websites. Army websites must comply with procedures published in Army Regulation 25-1, paragraph 6-4n, and Army Regulation 360-1, chapter 5. Marine Corps websites must comply with procedures published in Marine Corps Order 5720.76.

b. Personal web sites and web logs. Personal web sites and web logs produced in a personal capacity and not in connection with official duties need not be cleared in advance. However, it is the responsibility of MNC-I personnel to ensure that any personal web sites and web logs do not contain prohibited information as defined in this policy. MNC-I personnel who have any questions regarding prohibited information may submit the information to their servicing S2/G2/C2 for classification questions or to their PAO for other questions.

c. Web Publishing. All information residing on a publicly accessible website is public information, even if it is intended for an internal audience. Information contained on websites is subject to the policies and clearance procedures listed here and in appropriate regulations for the release of information to the public.

d. Website Review. Unit commanders at the appropriate level are required to review those websites registered within their MSC on a quarterly basis to ensure compliance (Appendix C, AR 25-1, paragraph C-4). Risks of the release of information must be weighed against the benefits of publishing to the Internet. Internet website owners notified by the Army Web Risk Assessment Cell (AWRAC) of a violation will close their website or link until corrections have been made.

e. Monitoring. All information, including personal information placed on or sent over DoD computer systems, may be monitored. E-mail, personal user files and directories, and any use of the Internet or records created by Internet use are subject to monitoring, inspection, and audit by command or agency management or its representatives at any time, with or without notice. Use of DoD computer systems indicates that the user consents to monitoring and understands that the


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command or agency has the right to inspect and audit all information, including e-mail communications and records created by Internet use on a DoD computer system.

h. Violations. This is a punitive policy. Servicemembers in violation to this policy may be subject to adverse administrative action or punishment under the UCMJ. DoD civilians and DoD contractor personnel may be subject to adverse administrative action.

7. Points of contact are MAJ Biggerstaff, MNC-I, C6, at DSN 318-822-2547;
LTC McHugh, MNC-I, SJA, Chief Admin Law, at DSN 318-822-2581.



JOHN R. VINES
Lieutenant General, USA
Commanding

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