

[DoD Seal]

DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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[Jun 12 2001]

Communications Division

DoDEA Administrative
Instruction 1060.1

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

World Wide Web Site Administration

- References:
- (a) Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) Web Site Administration, Policies and Procedures, November 25, 1998, as amended
 - (b) DoDEA Web Publishing Guidelines, current edition
 - (c) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
 - (d) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
 - (e) Section 508 of the Rehabilitation Act, as amended; Sub-Section: 1194.22, "Web-Based Intranet and Internet Information and Applications"

1. PURPOSE

This Administrative Instruction (AI) establishes and delineates the policy, assigns responsibility, and prescribes the procedures related to operating and maintaining an unclassified Department of Defense Education Activity (DoDEA) Web site.

2. APPLICABILITY AND SCOPE

This AI applies to all DoDEA offices including headquarters, field activities, area offices, district offices, and schools of the Department of Defense Dependents Schools and the Domestic Dependent Elementary and Secondary Schools, hereinafter referred to as Components, and to all DoDEA personnel, contractors, volunteers, and/or students who provide publicly available information on a DoDEA Internet and/or non-publicly available information on a DoDEA Intranet Web site. Component Heads are listed in Enclosure 1.

3. DEFINITIONS

Terms used in this AI are defined in Enclosure 2.

4. POLICY

It is the policy of DoDEA that in accordance with references (a), (b), (c), (d), and (e), any Component Web site or logical group of Web pages contained within a Component Web site funded by DoDEA or the Department of Defense (DoD) is a DoDEA Web site, and is considered an official DoD Web site subject to all applicable DoD guidance. The use of Web sites is encouraged because they provide DoDEA with a means to convey information quickly and efficiently on a broad range of topics relating to Component activities, objectives, policies, and programs. Web content must reflect the mission of the Component.

5. RESPONSIBILITIES

5.1. The Director, DoDEA, or designee(s) shall provide final approval for all Web content to be published on a publicly available Web site if the Web content varies from the DoDEA Web Publishing Guidelines (reference (b)), or is outside the scope of normal business operations.

5.2. The Chief, Office of Communications, shall:

5.2.1. Designate a person known as the DoDEA Webmaster.

5.2.2. Obtain resources for the operation, communications, and maintenance associated with providing the Headquarters Web site.

5.2.3. Designate a person(s) to publish Headquarters Web content.

5.2.4. Provide recommendations to the Director, DoDEA.

5.3. The DoDEA Webmaster shall:

5.3.1. Administer, operate, and maintain the Headquarters Web site.

5.3.2. Provide guidance addressing the security and vulnerability of Web content.

5.3.3. Conduct security assessments of the Headquarters Web site, at least annually.

5.3.4. Perform technical review on all Web content that varies from the DoDEA Web Publishing Guidelines (reference (b)), or is outside the scope of normal business operations, and provide recommendations to the Chief, Office of Communications, or designee(s).

5.3.5. Report to the Chief, Office of Communications, any changes in the Headquarters Web site infrastructure or any anomalies in the operation of the Headquarters Web site.

5.3.6. Develop, maintain, and publish the DoDEA Web Publishing Guidelines (reference (b)).

5.3.7. Research and recommend Web content and Web site tools for Field Webmaster and Web Author use.

5.3.8. Provide Web site development guidance to Components.

5.3.9. Monitor Component Web content for compliance with DoDEA Web Publishing Guidelines (reference (b)).

5.3.10. Maintain and evaluate Headquarters Web site usage logs.

5.3.11. Gather and analyze Headquarters Web site performance data.

5.3.12. Ensure compliance with this AI.

5.4. The Headquarters Component Heads, as identified in Enclosure 2, shall:

5.4.1. Designate a person(s), known as a Web Author, to develop and maintain the Headquarters Component's Web content.

5.4.2. Designate persons to:

5.4.2.1. Review and approve Headquarters Component Web content before it is published on the Headquarters Web site.

5.4.2.2. Ensure that approved DoDEA security and privacy notices, and applicable disclaimers, are used on all Headquarters Web site entry points and whenever hyperlinks to non-DoDEA Web content are included.

5.4.2.3. Ensure that all Web content placed on a publicly available Web site is approved for public release in accordance with DoD Directive 5230.9 (reference (c)), and DoD Instruction 5230.29 (reference (d)), and that such content does not expose information or data that, when electronically aggregated or disaggregated, would expose national security; DoDEA; the community served by DoDEA; or other DoD personnel and assets, mission effectiveness, or the privacy of individuals, to risk.

5.4.2.4. Accomplish a regular functional and security review of Web content, at least quarterly. Reviews are to be documented and anomalies reported to the DoDEA Webmaster.

5.4.2.5. Ensure that Web content is accurate, consistent, and timely, and that it supports the Headquarters Component's mission.

5.5. The Web Authors shall:

5.5.1. Develop and maintain Web content in accordance with DoDEA Web Publishing Guidelines (reference (b)).

5.5.2. Review and validate Web content with major browsers, including the previous version of the browser.

5.5.3. Obtain Component Head or designee approval for Web content.

5.5.4. Collect and retain documentation granting the release of personal information over the Internet to include, but not be limited to, personnel from DoD, DoDEA, and the community served by DoDEA.

5.5.5. Maintain backup copies of all Web content.

5.6. The Field Component Heads, as identified in Enclosure 2, shall:

5.6.1. Designate a person known as the Field Webmaster.

5.6.2. Designate a person(s) known as a Web Author, to develop and maintain the Field Component's Web content.

5.6.3. Obtain resources for the operation, communication, and maintenance associated with providing the Field Component's Web site.

5.6.4. Designate persons to:

5.6.4.1. Review and approve Field Component Web content before it is published on a Field Component Web site.

5.6.4.2. Ensure that approved DoDEA security and privacy notices, and applicable disclaimers, are used on all Component Web site entry points and whenever hyperlinks to non-DoDEA Web content are included.

5.6.4.3. Ensure that all Web content placed on a publicly available Web site is approved for public release in accordance with DoD Directive 5230.9 (reference (c)) and DoD Instruction 5230.29 (reference (d)), and that such content does not expose information or data that, when electronically aggregated or disaggregated, would expose national security; DoDEA; the community served by DoDEA; or other DoD personnel and assets, mission effectiveness, or the privacy of individuals, to risk.

5.6.4.4. Accomplish a regular functional and security review of Web content, at least quarterly. Reviews are to be documented and anomalies reported to the Field Webmaster and DoDEA Webmaster.

5.6.4.5. Ensure that Web site content is accurate, consistent, and timely, and that it supports the Field Component's mission.

5.7. The Field Webmaster shall:

5.7.1. Administer, operate, and maintain the Field Component's Web site.

5.7.2. Perform the duties of a Web Author, as specified above.

5.7.3. Conduct security assessments of the Field Component's Web site, at least annually.

5.7.4. Report to the Field Component Head and the DoDEA Webmaster any changes in the Field Component's Web site infrastructure or any anomalies in the operation of the Field Component's Web site.

5.7.5. Maintain and evaluate Field Component Web site usage logs.

5.7.6. Gather and analyze Field Component Web site performance data.

6. PROCEDURES

6.1. Component Heads or their designee(s), Field Webmasters, and Web Authors shall examine and verify Web content for sensitivity and distribution/release controls, including sensitivity of information in the aggregate, or disaggregate, prior to being posted on a publicly available Web site.

6.2. Component Heads or their designee(s), Field Webmasters, and Web Authors shall review hyperlinks not less than quarterly to ensure continued support of the Component's mission and availability. If a hyperlink to an external Web site is found to contain questionable or objectionable content; material that is sexually explicit, gambling, or hate-speech related; or material that promotes illegal or unethical activity, it is to be removed immediately.

6.3. DoDEA Webmaster, Field Webmasters, and Web Authors shall ensure that Web content is accessible by users with disabilities in accordance with Section 508 of the Rehabilitation Act, as amended (reference (e)).

6.4. DoDEA Webmaster, Field Webmasters and Web Authors shall collect and retain documentation granting the release of personal information over the Internet to include, but not be limited to, personnel from DoD, DoDEA, and the community served by DoDEA.

6.5. DoDEA Webmaster, Field Webmasters and Web Authors shall ensure that Web content posted to a publicly available Web site is accessible by users of major browser software, including the previous version of current browser software.

6.6. DoDEA Webmaster, Field Webmasters and Web Authors shall maintain Web content in a manner that conforms to a recommended or previously recommended Extensible Hypertext Markup Language (XHTML) / Hypertext Markup Language (HTML) standard as documented in the specifications of the World Wide Web Consortium (W3C) and that supports the current and last previous version of major browser software.

6.7. The responsibility for accuracy, credibility, and timeliness of Web content published on a Web site is delegated to each Component.

6.8. Web content must be developed and published in accordance with the DoDEA Web Publishing Guidelines (reference (b)).

6.9. DoDEA Webmaster and Field Webmasters must register their Web site in the Government Information Locator System and maintain the registration information as required.

6.10. The benefits gained by placing DoDEA Web content on a publicly available Web site must be weighed against the potential risk to DoDEA, the community served by DoDEA, and other DoD interests such as national security, the conduct of federal programs, the safety and security of personnel or assets, or individual privacy created by having electronically available DoD information more readily accessible to a worldwide audience.

6.11. Web content not in accordance with the DoDEA Web Publishing Guidelines (reference (b)), or outside the scope of normal business operations, must be reviewed by the DoDEA Webmaster and approved by the Chief, Office of Communications, and the Director, DoDEA, or their designee(s) before such content is placed on a publicly available Web site. Unapproved Web content not in compliance with the DoDEA Web Publishing Guidelines (reference (b)) will be removed from the Web site.

6.12. A Component may only develop Web content that they originate or for which they are normally responsible.

7. EFFECTIVE DATE

This AI is effective immediately.

[signed]
Joseph D. Tafoya
Director

Enclosures: 2

1. Component Heads
2. Definitions

DISTRIBUTION: X

E1. Enclosure 1

COMPONENT HEADS

E1.1. Headquarters Component Heads.

- Director, DoDEA
- Chief of Staff
- Chief, Communications Office
- Chief, Equal Employment Opportunity
- Comptroller
- General Counsel
- Associate Director for Education
- Associate Director for Management

E1.2. Field Component Heads.

- All Deputy Directors
- All District Superintendents
- All School Principals

E2. Enclosure 2

DEFINITIONS

E2.1. **Browser.** Computer software used to access Web content on the Internet.

E2.2. **Extensible Hypertext Markup Language (XHTML) / Hypertext Markup Language (HTML).** Standards maintained by the World Wide Web Consortium (W3C) for the presentation of Web content by a browser.

E2.3. **Hyperlink.** An area of Web content that, when activated by a user, transfers the user to other Web content within a Web site or to Web content in another Web site.

E2.4. **Infrastructure.** The operating platform and communication systems required to operate a Web site.

E2.5. **Internet.** The loosely connected worldwide collection of computer systems that uses a common set of communications standards to send and receive electronic information.

E2.6. **Intranet.** An Internet not readily available to the general public.

E2.7. **Web content.** A collection of Hypertext Markup Language-coded text, programmatic script, clip art, hypertext links, images, sound, and/or video clips.

E2.8. **Web site.** A collection of information organized into a number of Web documents, including a “home page” and its linked subordinate Web pages, related to a common subject or set of subjects.

E2.9. **World Wide Web or Web.** The subset of the Internet capable of providing the public with user-friendly, graphics-based, multi-media access to information on the Internet. A means for storing and linking Internet-based information in all multi-media formats. Navigation is accomplished through a set of linked documents that may reside on the same computer or on computers located throughout the world.