



DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

DEC 7 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Web Site Administration

This memorandum provides the DoD policy, assigns responsibility, and describes the procedures for establishing, operating and maintaining DoD unclassified Web sites. DoD is committed to maximizing the availability of timely and accurate Defense information to the public as well as maintaining a secure framework for our use of Internet-based technologies. At the same time, we must be continually mindful of our responsibility to protect our most precious resource—our men and women who serve this Nation, and their families.

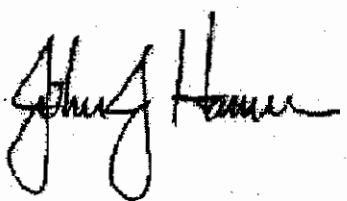
To accomplish the above, all DoD Components have the responsibility to ensure sound information assurance practices are in place and operating for Web sites. Heads of Components shall be responsible for managing the use and content of the information placed on the Web consistent with the guidance and processes contained in the attached. This memorandum cancels the joint ASD (PA) and ASD (C3I) memorandum entitled "Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service," and dated July 18, 1997 (as amended).

In view of the changing environment and the impact of information technology on the sensitivity of information, I further direct that within the next 120 days:

- The DoD General Counsel lead a review of statutes as they relate to our ability to safeguard sensitive, unclassified information and advise me of any recommended changes;
- The Director Administration and Management lead a review of "privacy-related" policies, and release of information to ensure that we are maintaining the proper balance with respect to individuals' privacy;
- The USD (A&T) lead a review of the Department's ability to safeguard sensitive, unclassified information in our electronic commerce systems.

I further direct that the Senior Civilian Official OASD(C3I), working with the ASD (PA) and the Director of Administration and Management ensure that the web site administration policy and procedures are codified in the DoD Publication System within 120 days.

Comments, suggestions and recommendations for changes to the attached policy and guidance should be directed to OASD(C3I). An electronic copy of this guidance is available at <http://www.defenselink.mil/admin/about.html#WebPolicies>.

A handwritten signature in black ink, appearing to read "John J. Hamre", is written over a vertical line that extends from the top of the signature down to the caption below.

John J. Hamre