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DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
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NGB-AIS (25-1a)

APR 5 1996

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO,
THE VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF
COLUMBIA

SUBJECT: (All States Log Number P96-0052) Policy on the Use
of Internet

1. References:

a. DoDD 5230.9, 17 Feb 95, subject: Clearance Procedures
for Making Electronic Information Available to the Public.

b. Chairman of the Joint Chiefs of Staff Instruction, CJCSI
6211.02, Enclosure A, 23 Jun 93, subject: Defense Information
System Network and Connected Systems

c. All States Memorandum, Log Number P95-088, DARNG,
NGB-AIS, 1 Jun 95, subject: Use of Electronic Mail (E-Mail)

d. AR 25-1, 18 Nov 88, The Army Information Resources
Management Program.

e. AR 25-5, 1 Mar 86, Information Management for the
Sustaining Base.

f. AR 380-5, 25 Feb 88, Department of the Army Information
Security Program.

g. AR 380-19, 1 Aug 90, Information Systems Security.

h. AR 340-21, 5 Jul 85, The Army Privacy Program.

i. DA PAM 25-1, 20 Aug 91, Army Information Architecture.

j. DA PAM 25-1-1, 27 Aug 91, Installation Information
Services.

2. This memorandum establishes policy and procedures for the use
of Internet by all Army National Guard (ARNG) Directorates and
all State and Territory ARNG activities. Guidance contained
herein will expire one year from the date of signature unless
superseded.

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3. Access to the Internet through the use of government equipment and communications lines is for official use only. As stated in DoD Directive 5200.28, 'DDN communication systems are for use by government agencies, their employees, and authorized contractor personnel for the conduct of official DoD business only.' AR 25-11 defines official messages as those that specifically pertain to the official functions of the military establishment. Internet communications cannot be used to send personal messages, post advertisements, propagate chain letters, or other non-official communications.

4. All information placed on information sources such as World-Wide-Web or File Transfer Protocol (FTP) servers for public access must be reviewed and approved by the Public Affairs Office (PAO) for public dissemination. The approval authority for State and Territory homepages is the State PAO. The approval authority for Directorate homepages is NGB-PA. In addition NGB-ARZ-G will be the clearinghouse for all ARNG Directorate input. Information residing on a server with "army.mil" as the domain name will likely be interpreted by the public as reflecting official positions. Therefore, utmost care must be exercised in the creation and use of Web home pages. Additionally, care is required in stating views and opinions posted on the Internet in areas accessed by the public, as they may be construed as official policy when they are not.

5. Functional Directors may create and maintain the content of their home pages. Each director is responsible for the content of his or her home page. The name of a single author responsible for the content, timeliness, links, and security for each Web home page will be located on the page along with off-line access information. It is suggested that Hypertext Markup Language (HTML) be used and pages be well designed without complex graphics to improve response time and reduce network bandwidth requirements. In addition, the following information will not be posted on the Web home page:

- a. Classified information.
- b. Information protected by Privacy Act without a signed waiver.
- c. For Official Use Only (FOUO) information.

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d. Unclassified information that requires special handling.

e. Freedom of Information Act (FOIA) exempt information.

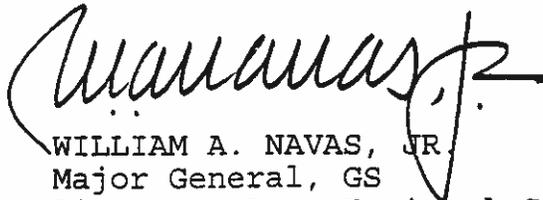
6. The current ARNG network, National Guard Network (NGNET), does not have the capacity to support all users in the States/Territories for connection to the Internet. However, action is currently underway to expand this network.

7. Security measures must be implemented and maintained before placing an Internet access point in service. Firewalls and authentication procedures are key to maintaining security. The National Guard Bureau, Army Information Systems (NGB-AIS) is the network administrative authority that will control all Internet .mil connections. Links to vendor Web sites which might be seen as endorsement of commercial products are not authorized.

8. The DoD policy precludes contracting with a commercial Internet provider to connect with a domain of army.mil. Due to security concerns, DoD does not consider E-mail via Multi Channel Memorandum Distribution Facility (MMDF), Internet, America on Line (AOL), etc. as an official message transport media. The future Defense Message System (DMS) will be implemented as the official message transport media.

9. Point of contact is MAJ Moser, DSN 327-7681, 703-607-7681, or MAJ Hutto, DSN 327-7626, 703-607-7626.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



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