



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
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GREAT LAKES, ILLINOIS 60088-6000

NTCGLAKESINST 5720.22  
(N1)

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NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 5720.22

From: Commander, Naval Training Center, Great Lakes

Subj: POLICIES AND PROCEDURES GOVERNING NAVAL TRAINING CENTER  
GREAT LAKES WORLD WIDE WEB (WWW) SITE

Ref: (a) DoD Policy Memorandum "Web Site Administration," 7 Dec 98 (NOTAL)  
(b) SECNAVINST 5720.44A, "Department of the Navy Public Affairs Policy and Regulations"  
(c) SECNAVINST 5430.97, "Assignment of Public Affairs Responsibilities In the Department of the Navy"  
(d) SECNAVINST 5720.47, "Department of The Navy Policy For Content of Publicly Accessible World Wide Web Sites"

1. Purpose. To implement references (a) through (d) within Naval Training Center Great Lakes (NTC) and provide additional policies and procedures governing Naval Training Center, Great Lakes World Wide Web (WWW) site.

2. Scope. This instruction is applicable to all CNET claimancy commands at the Naval Training Center that report to the Commander, Naval Training Center, Great Lakes.

3. Background. The Department of Defense (DoD) and the Department of the Navy (DON) have established policy and assigned responsibilities related to establishing, operating, and maintaining unclassified military sites on the World Wide Web (WWW). The World Wide Web is an extremely powerful public information tool, and its use, within the guidelines here, is encouraged. This instruction assigns responsibilities and prescribes policies implementing references (a) through (d) within NTC, to ensure appropriate use of the WWW to provide public information about NTC to a global audience.

a. The development of Web browsers and the ease with which documents may be created has given rise to the importance of maintaining an NTC web presence on the World Wide Web. The World Wide Web is, and was specifically designed to be, open and accessible to a global audience. While this global accessibility makes the Web a powerful public information tool, as well as being a productivity enhancer for all commands and staffs in the conduct of daily business, it also can present a danger to NTC personnel, assets and operations if inappropriate information is published.

b. Millions of Web users around the world can easily gain access to the NTC public Web site, rapidly collect information, add it to information already collected from other public sites, and

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assemble it in a way that is not possible through any other form of media. Because of this, information about NTC disseminated on the World Wide Web must be consistent and secure.

c. As the World Wide Web proves itself to be a cost-effective method of moving information and as NTC becomes increasingly dependent on the Internet, any sustained attack on NTC's Internet site could have serious ramifications. Computer network attacks often begin by gleaning information about a command from its publicly accessible Web sites and combining it with other publicly accessible information. Additionally, this information may be used by an adversary to disrupt NTC operations or target individuals. By its very nature, the World Wide Web greatly facilitates information collection and aggregation.

d. The appearance, accuracy, currency and relevance of the information presented by NTC on its Web site reflects on NTC's professional standards and credibility. Additionally, information residing on a Web server associated with NTC is interpreted by the world wide public, including the American taxpayer and media, as reflecting official NTC policies or positions.

e. The benefits of using the World Wide Web as a public information tool must be balanced with security and safety concerns. Potential risks must be judged and weighed against potential benefits prior to posting any NTC information to the World Wide Web.

#### 4. Action

a. The Naval Training Center Public Affairs Office (PAO) is responsible for the development and administration of the Naval Training Center World Wide Web presence. Accordingly, PAO will:

(1) Maintain WWW pages for all CNET claimancy commands that report to NTC. Separate command Internet sites by NTC commands are not authorized.

(2) Administer and maintain the official NTC site at [www.ntcgl.navy.mil](http://www.ntcgl.navy.mil).

(3) Maintain overall cognizance for NTC WWW site content-related questions. This responsibility includes cognizance regarding Privacy Act (PA), Freedom of Information Act (FOIA) and public affairs material.

(4) Ensure all information posted on the NTC Web site meets requirements set forth in references (a) through (d) and this instruction and is appropriate for viewing by a world wide audience. Information not suitable for a publicly accessible Web site will not be placed on the NTC site.

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(5) Designate, in writing, a primary Web site manager, known as the Webmaster. Information on how to contact the Webmaster will be included in the NTC's "home page" source code. The Webmaster will serve as principal point of contact on all technical matters pertaining to administration of the Web site. He will oversee the Web site and ensure compliance with current directives. Oversight includes monitoring the site as often as possible to ensure no unauthorized changes have occurred.

b. Commanding officers of CNET claimancy commands reporting to CNTC will:

(1) Provide NTC PAO with current information for their command/activity.

(2) Provide NTC PAO with a point-of-contact for updates to information contained on the NTC web site.

5. All issues and questions regarding this instruction shall be directed to the NTC's Assistant Chief of Staff for Public Affairs at 688-2201 or 688-2430.

  
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Chief of Staff, Operations

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