



UNITED STATES MARINE CORPS
MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001
and
III MARINE EXPEDITIONARY FORCE, FMF
UNIT 35601
FPO AP 96606-5601

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26 MAY 1999

MARINE CORPS BASES JAPAN/III MEF POLICY LETTER 4-99

From: Commander, Marine Corps Bases Japan
Commanding General, III Marine Expeditionary Force
To: Distribution List
Subj: POLICY AND PROCEDURES FOR WORLD WIDE WEBSITE
Ref: (a) DEP SECDEF MEMO 25SEP98
(b) MARADMIN 083/98
(c) ALMAR 388/97

1. Purpose. To provide policy and guidance for posting information on the unclassified publicly accessible World Wide Web (WWW) sites.
 2. Background. Publication of information on the WWW has become a common, convenient, and effective method to disseminate information, but without proper diligence, unclassified, but sensitive, information could be placed on the WWW. Per the guidance expressed by the Deputy Secretary of Defense in reference (a) and to minimize the threat of potential adversaries from gathering intelligence about MarForPac units, the following actions will be implemented to police organizational websites. Organizational website should be viewed in the same light as command newspapers; therefore, information published on websites should meet the same criteria for information security, accuracy, policy, and propriety. Website information is both an operational security and force protection issue and should be regarded as such.
 3. Definitions. Reference (a) is the Deputy Secretary of Defense memorandum that address information vulnerability and the WWW. Reference (b) is the Marine Administrative Message which established a website review. Reference (c) is the All Marine Message which set guidance for publication of unclassified information on the WWW.
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4. Action. As the command designate releasing authority for all information on unclassified publicly accessible websites, the Public Affairs Officer is responsible for the content and review of organizational websites. The following actions are required to implement this program as directed in the references.

a. Director, Consolidated Public Affairs Office: The Public Affairs Officer will provide overall program leadership, guidance, direction, and coordination throughout Marine Corps Bases Japan/III Marine Expeditionary Force.

b. Webmaster, Consolidated Public Affairs office: Review all WWW pages prior to posting. Periodically review command websites and ensure compliance with the following requirements. Determine the suitability and propriety of information posted on websites. Specific responsibilities include, but are not limited to:

(1) Ensure a privacy and security notice is given to users of each publicly accessible web information service and is prominently displayed or announced on at least the first page of all major sections of each web information service.

(2) Ensure each website contains a link to the official Marine Corps website (www.usmc.mil) and the official MarForPac homepage (www.mfp.usmc.mil).

(3) Review and certify that the contents of publicly accessible WWW pages meet operational security and privacy regulations. Specifically, ensure that the following information is not contained in, or has been removed from publicly accessible WWW pages:

(a) Biographical data to include SSN, DOB, addresses, telephone number (except duty numbers for the general public), names and locations of family members, and operational unit organizational charts that include names with billets.

(b) Operations/exercise plans and lessons learned. References to programs or activities relying on stealth or unit location to perform their missions.

(c) References to information that would reveal sensitive movements of military assets or the location of units,

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installations, or personnel where uncertainty regarding location is a key element of security.

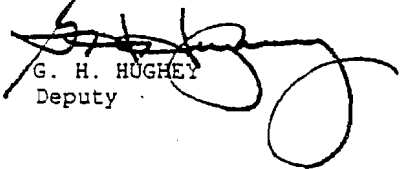
(d) All other data which if aggregated could produce classified or sensitive unclassified information (e.g., network configuration diagrams, topology, addresses, etc.).

(4) When necessary, consult the Consolidate Public Affair Office Webmaster to determine the suitability and security classification of information intended for the web.

(5) Consult the Command Information Systems Security Manager or G-6 for system specific security issues.

c. Commanders, Major Subordinate Commands (MSC):

Periodically review command websites and ensure compliance with the following outlined instructions. Determine the suitability and propriety of information posted on websites. Also ensure that your WWW site accessed by the public is registered with the Government Information Locator Service (GILS). GILS provides an on-line catalog which identifies information resources throughout the federal government and describes how to obtain it.


G. H. HUGHEY
Deputy

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III MEF LIST I/II