



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5230.3B
N6
22 Jun 2018

CNATRA INSTRUCTION 5230.3B

Subj: CHIEF OF NAVAL AIR TRAINING PUBLIC WEB SITE POLICIES,
ADMINISTRATION, AND GUIDELINES

Ref: (a) DODI 8550.01 DOD Internet Services and Internet-Based Capabilities
(b) SECNAVINST 5720.44C DON Public Affairs Policy and Regulations
(c) CNATRAINST 5200.9A Chief of Naval Air Training Command Information Officer
Responsibilities, Functions, Relationships and Authorities
(d) CNATRAINST 5239.3A CNATRA Command Cybersecurity Program
(e) OMB CIRCULAR A-130 Managing Information as a Strategic Resource
(f) DODD 5230.09 Clearance of DOD Information for Public Release
(g) DODI 5230.29 Security and Policy Review of DoD Information for Public Release
(h) Navy Web Risk Assessment Cell Registration
(i) Defense Information Systems Agency Web Handbook
(j) DOD Website Registration

Encl: (1) Web Links to References

1. Purpose

a. To provide web site policies, administration, and guidelines for the Chief of Naval Air Training (CNATRA), Naval Air Training Command (NATRACOM), and Navy Flight Demonstration Squadron (NFDS)/Blue Angels units.

b. To define the organizational structure of web site administration.

c. To issue policies and guidelines necessary for consistent and effective implementation throughout CNATRA, NATRACOM, and NFDS/Blue Angels.

d. To apply basic policies, principles of administration of web sites and guidelines as they relate to Information Technology (IT) and Information Systems (IS) associated with and connected to the CNATRA, NFDS/Blue Angels and NATRACOM networks.

2. Cancellation. CNATRAINST 5230.3A.

3. Objective. To provide Command policies and guidelines for web site maintenance.

4. Authority. The policies, procedures and principles presented in references (a) through (j) apply to all CNATRA, NFDS/Blue Angels and NATRACOM military and civilian employees

(including Government contractors) who manage or provide web site management support within CNATRA, NFDS/Blue Angels and NATRACOM units. Per reference (c), the CNATRA Command Information Officer (CIO) is responsible for ensuring compliance with Department of Defense (DOD) and Department of the Navy (DON) IT policy and guidance. Per reference (d), all requests for web site changes will be approved before the website content is updated. Unregistered and unauthorized web sites are not allowed.

5. Policy

The CNATRA N6 webmaster will be appointed by the CNATRA N6 CIO. Appointment will be designated in writing to the person(s) authorized to add, remove or update content to the command website. Written assignment will be kept on an annual basis or upon change of the content managers and/or webmaster. The CNATRA N6 webmaster is the primary web site manager who maintains the web pages and has oversight responsibilities in the compliance with DOD/DON policies, directives and Cybersecurity requirements cited in this instruction.

CNATRA N6 webmaster will revise, update, maintain, host and control a central consolidated Command web site. CNATRA HQ, Wing, and Squadron content managers will provide updates to web content via a CNATRA Help Desk Ticket. All respective data, updates and documentation should be attached to the ticket. If content is too large to upload to the ticket or email to the CNATRA N6 webmaster, contact the N6 webmaster directly. Per reference (b), data maintenance of content will be the responsibility of the activity PAO. PAO is responsible for ensuring content is publicly releasable and does not contain Personally Identifiable Information (PII). Content not pre-approved by the PAO will be immediately removed from the website.

a. Per references (e) and (j) all NATRACOM Websites will be registered by the CNATRA Webmaster at <http://www.defense.gov/RegisteredSites/SubmitLink.aspx>. Webmaster will review and re-register websites on an annual basis or as needed. Specific administration guidelines for webmasters are available in references (b), (f), (g) and (h). The CNATRA webmaster operating DON Web pages will implement technical security best practices in regard to its establishment, maintenance and administration.

b. For a complete list of permissible and prohibited content and links, see reference (b).

c. Establishment of an organization website will be at the Commanding Officer's discretion and approved by the CNATRA CIO. Websites must reside at a "navy.mil" domain.

d. For a list of required website content, see reference (b) section 0702 REQUIREMENTS APPLICABLE ONLY TO DON WEBSITES.

e. Units not adhering to policy, responsibilities and guidelines for public website content as described in references (a), (b), (f) and (g) will have their individual site(s) access removed until compliant.

f. CNATRA N62 will perform monthly audits on all public websites for policy compliance.

6. Contact Information for CNATRA CIO: CNATRA (N6), 9035 Ocean Drive, Suite 322, Corpus Christi, TX 78419, DSN 861-3213 or Commercial (361) 961-3213.

S. B. STARKEY
Chief of Staff

Distribution:
CNATRA SharePoint
CNATRA Website

WEB LINKS TO REFERENCES

Note: If clicking the link does not work, try copying the link and pasting it into the web browser.

DODI 8550.01 DOD Internet Services and Internet-Based Capabilities

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

SECNAVINST 5720.44C DON Public Affairs Policy and Regulations

<http://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-700%20General%20External%20and%20Internal%20Relations%20Services/5720.44C%20CH-1.pdf>

CNATRAINST 5200.9A Chief of Naval Air Training Command Information Officer Responsibilities, Functions, Relationships and Authorities

<https://www.cnatra.navy.mil/pubs-instructions.asp>

CNATRAINST 5239.3A CNATRA Command Cybersecurity Program

<https://www.cnatra.navy.mil/pubs-instructions.asp>

OMB Circular A-130 Managing Information as a Strategic Resource

<https://a130.cio.gov//Proposed%20A-130%20for%20Public%20Comment.pdf>

DODD 5230.09 Clearance of DOD Information for Public Release

<http://www.dtic.mil/whs/directives/corres/pdf/523009p.pdf>

DODI 5230.29 Security and Policy Review of DoD Information for Public Release

<http://www.dtic.mil/whs/directives/corres/pdf/523029p.pdf>

Navy Web Risk Assessment Cell (NWRAC) Registration

<http://www.public.navy.mil/fcc-c10f/nioonorfolk/Pages/RegisterYourSite.aspx>

Defense Information Systems Agency (DISA) Web Handbook (Provided as a help for Webmasters)

https://ca.intranet.disa.mil/handbook/handbook_v1.9-3.pdf

DOD Website Registration

<https://www.defense.gov/Resources/Register-A-Site?page=Navy&tab=Website>