



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING

CNATRA

250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRINST 5230.3A

N6

01 AUG 2005

### CNATRA INSTRUCTION 5230.3A

Subj: CNATRA WEB SITE POLICIES, ADMINISTRATION, AND  
GUIDELINES

Ref: (a) SECDEF 141553Z JAN 03  
(b) DOD Web Site Administration Policies & Procedures  
(c) SECNAVINST 5720.47A  
(d) CNATRINST 5000.2C  
(e) CNATRINST 5200.7B  
(f) OMB Circular A-130  
(g) DODD 8500.1  
(h) DODI 8500.2  
(i) DODI 5200.40  
(j) DODD 5230.9  
(k) DODI 5230.29  
(l) DOD 5500.7-R

(R)

(R)

Encl: (1) List of Web Links to References

#### 1. Purpose

a. To provide web site policies, administration, and guidelines for the Chief of Naval Air Training (CNATRA) and Naval Air Training Command (NATRACOM) 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 and NATRACOM.

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

2. Cancellation. CNATRINST 5230.3 and NRSINST 5230.2. The focus of this revision is to separate the joint CNATRA/NRS instruction. The only revision markings used are to show other modifications.

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

4. Authority. The policies, procedures and principles presented in references (a) through (l) apply to all CNATRA and NATRACOM military and civilian employees (including Government contractors) who manage or provide web site management support within CNATRA and NATRACOM units.

The CNATRA Command Information Officer (CIO) is responsible for ensuring compliance with DOD and DON Information Management and Information Technology (IMIT) policy and guidance for Information Systems (IS). Reference (d) identifies this authority. Reference (e) identifies Information Assurance (IA) Program for Information Security (INFOSEC) guidelines. Reference (i) specifies steps involved in the certification, accreditation and approval of Information Systems. Reference (c) identifies web site content responsibility by the DON Public Affairs (PA). Enclosure (1) shows web links to the references.

5. Policies

a. CNATRA CIO office will maintain, host and control a central consolidated Command web site. Subordinate unit content managers will provide respective data, forward updates and documentation to the central site webmaster. As-required data maintenance of respective local content managers rest with the units. However, stand alone web sites hosted by units will no longer be authorized to operate, but operated within the central CNATRA Command web site. The content managers will be appointed in writing by Commanding Officers (CO), with a copy provided to the CNATRA CIO office. The webmaster will be appointed by the CIO. Appointment orders will be kept current on an annual basis or upon change of the content managers and/or webmaster. The webmaster is the primary web site manager who maintains the web pages and has oversight responsibilities in the compliance with CIO policies, directives and Information Security (INFOSEC) requirements cited in this instruction. The content managers oversee web contents IAW SECNAVINST 5720.47A. After initial certification and accreditation documentation processing by the webmaster, the web site will be registered on the DOD Locator Service and an approval to operate granted by the CIO, in accordance with reference (i), DOD Information Technology Security Certification and Accreditation Process (DITSCAP). Reference (d) provides policy information for the CIO authority and reference (e) provides Information Assurance (IA) policy for Information Security (INFOSEC) guidelines. Web site content policies are contained in reference (c).

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b. Respective web page updates rest with unit content managers prior to incorporation into the central CNATRA Command web site. A full copy of the Certification and Accreditation documentation will be retained locally and also will be provided to the CNATRA CIO office. Web site approval to operate will be signed by the CIO, as the Designated Approval Authority (DAA). Thereafter, web site certifications and accreditations will be reviewed annually for compliance, due on 30 September every calendar year and an approval request to operate will be authorized by the CIO. In addition, the webmaster will review and delete all unit obsolete web site registrations residing on the Government Information Locator Service (GILS), as required. Current operational web site(s) will be updated on the DOD Locator Service residing at Fleet Information Warfare Center (FIWC). GILS requirement is no longer applicable to Navy web sites.

c. Units not adhering to this policy will have their individual site(s) access terminated immediately.

d. Consistent with other leadership responsibilities for public and internal communication, the decision, whether or not to establish an organization web site, within the limitations established by this document, is hereby delegated to each Commanding Officer. However, web site certification and accreditation must be approved by the CIO, as the Designated Approval Authority (DAA), prior to the operation of the web site, in accordance with the directions listed in this instruction.

e. Specific web site content policies are defined in reference (c), enclosure 2, at paragraph 3.

f. Note important specific web restrictions in reference (c), enclosure (2), at paragraph 3(d).

6. Web Site Administration. Specific administration guidelines for webmasters are found in DOD Web Site Administration Policies & Procedures, reference (b) and Handbooks provided in web links attachments, as references. The CNATRA webmaster operating DON Web pages will implement technical security best practices in regard to its establishment, maintenance and administration. Some highlights, not all inclusive, are as follows:

a. Web Content documentation for each unit must be kept on file locally and by the webmaster to satisfy site inspections, with a copy provided to the CNATRA CIO office. Refer to Handbooks for details and sample formats.

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b. After initial certification, accreditation and approval by the CIO, the web site approval to operate will be valid for one (1) year and a copy kept on file. Thereafter, an annual review will be required on 30 September of each year with an approval request to the CIO in order to continue to operate the website. CNATRA CIO will return an approval or disapproval to the requestor.

c. Detailed requirements for clearance of information for public release are found in references (j) and (k).

7. Responsibility. CNATRA CIO is the official Designated Approval Authority (DAA) authority for Information Management and Information Technology (IMIT), which include operation of the website for CNATRA and NATRACOM units. All actions and documentations relative to web site administration will be channeled and coordinated through the respective chain, the webmaster, then to the CNATRA CIO office. Unit Commanding Officers will implement these policies, administration, guidelines and procedures within their commands.

R) 8. Contact Information for CNATRA CIO: CNATRA (N6),  
250 Lexington Boulevard, Suite 102, Corpus Christi, TX 78419-  
5041, DSN 861-1430 or Commercial (361) 961-1430.



D. B. GRIMLAND  
Chief of Staff

Distribution  
CNATRAINST 5215.1R  
LIST I

Copy to:  
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COMDRAWING TWO (COOP file)

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Web Links to References

SECDEF Memorandum

[http://www.defenselink.mil/webmasters/policy/rumsfeld memo to DOD webmasters.html](http://www.defenselink.mil/webmasters/policy/rumsfeld_memo_to_DOD_webmasters.html)

DOD Website Administration Policies & Procedures

[http://www.defenselink.mil/webmasters/policy/dod web policy 1207 1998 with amendments and corrections.html](http://www.defenselink.mil/webmasters/policy/dod_web_policy_1207_1998_with_amendments_and_corrections.html)

CNATRAINST 5000.2C CNATRA CIO Mission, Functions and Policy

<https://cnatra.navaltx.navy.mil/cnatra/folder2/5000.2c.pdf>

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CNATRAINST 5200.7B Naval Air Training Information Assurance (IA) Program

<https://cnatra.navaltx.navy.mil/cnatra/folder2/5200.7b.pdf>

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OMB Circular No. A-130 Management of Federal Information Resources

<http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>

DOD 8500.1

[http://www.dtic.mil/whs/directives/corres/pdf/d85001\\_102402/d85001p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/d85001_102402/d85001p.pdf)

DOD 8500.2

[http://www.dtic.mil/whs/directives/corres/pdf/i85002\\_020603/i85002p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/i85002_020603/i85002p.pdf)

DOD Instruction 5200.40 (rev July 24, 2003) DITSCAP

<http://iase.disa.mil/ditscap/index.html>

DOD 5500.7-R Joint Ethics Regulation (JER 1-4)

[http://www.defenselink.mil/dodgc/defense ethics/ethics regulation/jer1-4.doc](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/jer1-4.doc)

SECNAVINST 5720.47A DON Policy for Content of Publicly accessible World Wide Web sites

[http://neds.nebt.daps.mil/Directives/5720\\_47a.pdf](http://neds.nebt.daps.mil/Directives/5720_47a.pdf)

DODD 5230.9

[http://www.dtic.mil/whs/directives/corres/pdf/d52309wch1\\_040996/d52309p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/d52309wch1_040996/d52309p.pdf)

DODI 5239.29

[http://www.dtic.mil/whs/directives/corres/pdf/i523029\\_080699/i523029p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/i523029_080699/i523029p.pdf)

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DOD Resource Locator form

Navy Web Site Registration form at Fleet Information Warfare  
Center (FIWC)

<https://www.fiwc.navy.mil/wra/forms/websitereg.shtml>

DISA World Wide Web Handbook (provided as a help for Webmasters)

<http://www.disa.mil/handbook/toc.html>

Certification and Accreditation Handbook within DITSCAP

(provided as a help for Webmasters)

[http://iase.disa.mil/ditscap/CA\\_Handbook.doc](http://iase.disa.mil/ditscap/CA_Handbook.doc)

Government Information Locator Service (GILS)

<http://sites.defenselink.mil/>