



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
914 CHARLES MORRIS CT SE  
WASHINGTON DC 20398-5540

COMSCINST 5235.2  
N6  
15 November 1999

## COMSC INSTRUCTION 5235.2

Subj: MILITARY SEALIFT COMMAND INTRANET POLICY

Ref: (a) COMSCINST 5235.1  
(b) DEPSECDEF Memorandum of 7 Dec 98, Web Site Administration

Encl: (1) Definitions

1. Purpose. To implement policy and guidance regarding the Military Sealift Command (MSC) Intranet.

2. Background

a. An "Intranet" is an organization's internal use of Web and Internet technology to efficiently share data and documentation. The MSC Intranet is an internal web-based data and communications tool that provides interconnection worldwide between MSC offices, codes and, when technologically and cost effective to do so, ships. The availability of information provided by the MSC Intranet gives the command a powerful corporate tool for maintaining a leading edge in the business world. Therefore, it is imperative that the command properly manages the MSC Intranet.

b. MSC also maintains a Web site that is accessible from outside of MSC via the Internet. Reference (a) provides guidance for that site, as well as the use of the Internet by MSC. While both the MSC Intranet and Internet web sites are Official DOD Web sites, as defined in reference (b), access to the Intranet web site is restricted to MSC and may, with proper approval, contain items that are not necessarily endorsed as the official position of COMSC.

3. Applicability. This instruction applies to all MSC activities and personnel involved in support and use of the MSC Intranet.

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4. Objective. To define organizational responsibilities for the preparation, review and approval of information published within the MSC Intranet and the operation of the Intranet itself.

5. Policy. It is COMSC policy that the MSC Intranet be implemented and maintained in compliance with [reference \(b\)](#), and operated in accordance with the following.

a. Confidentiality, availability and integrity protection mechanisms shall be provided for all data within this unclassified system. The MSC Intranet may contain sensitive, financial or other information that has access or use limitations other than security classification.

b. The MSC Intranet is for internal use only. Public access to the MSC Intranet is not authorized. Access to the MSC Intranet may only be established from computers using Windows NT/2000, or through the use of a security mechanism approved by the MSC Delegated Approving Authority (DAA) for Information Systems Security.

c. COMSC N6 shall appoint an Intranet Web Master, who is to maintain and operate the MSC Intranet.

d. Each MSC office or organizational unit, including Area Commanders, Program Managers, Functional Directors and Special Assistants, shall have an Intranet Office Web Master appointed in writing to COMSC N6, as a prerequisite for a link to any pages or information on behalf of that office or organizational unit.

e. All content published on the MSC Intranet is the property of the U.S. Government and shall only be published in support of the MSC mission. The Deputy Commander shall decide any questions regarding content of the MSC Intranet.

f. The MSC Intranet may be used to post work papers and other items that do not constitute part of the official position of COMSC nor any other organization. All pages published on the MSC Intranet will be done in a professional manner and in accordance with any relevant command policies.

## 6. Responsibilities

a. Deputy Commander, Military Sealift Command (COMSC N01). COMSC N01 shall decide any questions regarding content of the MSC Intranet. COMSC N01 shall approve or disapprove any request to post information to the Intranet web site that is not part of the official position of COMSC.

b. Area Commanders, Program Managers, Functional Directors and Special Assistants. Area Commanders, Program Managers, Functional Directors and Special Assistants have overall responsibility for pages published under their link from the Intranet Home Page, including:

(1) Authorizing Intranet Web Page Authors, who may create pages and establish links accessed from, or below, their link on the MSC Intranet Home Page.

(2) Obtaining approval from COMSC N01 prior to posting information or creating any link to information that is not part of the official position of COMSC, and providing a copy of all approvals to COMSC N6.

(3) Providing for the display of a notice regarding information that is not part of the official position of COMSC in accordance with the standards promulgated by COMSC N6.

(4) Designating an Intranet Office Web Master in writing to N6.

(5) Ensuring their staff uses only MSC supported software for the Intranet.

c. Command, Control, Communication & Computer Systems Director (COMSC N6)

(1) COMSC N6 has the overall responsibility for hardware, software and services required to support the MSC Intranet, including software for use in developing, posting and accessing information on the MSC Intranet. COMSC N6 maintains the MSC Intranet Home Page, and ensures a structure that provides a link to the top web page for each of the Commander; Area Commanders, Program Managers, Functional Directors and Special Assistants; and any special pages as approved by COMSC N01.

(2) COMSC N6 shall appoint an individual as the MSC Intranet Web Master in writing, with a copy of the appointment posted on the Intranet. If the individual is a contractor, then the MSC employee to whom the contractor reports for Intranet issues will be designated in the appointment.

(3) Maintain a link to electronic copies of all authorizations for exceptions to any policy, procedure or practice related to the Intranet, including authorization to post information that is not part of COMSC's official position. Maintain a set of notices on the Intranet web site for use by all codes to notify users what is or is not part of COMSC's official position. Monitor the overall content of the Intranet regarding the relative amount of official versus non-official content and provide for the most cost and technologically effective manner of providing notification to those viewing a page as to status as official position.

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(4) Area Command N6 Directors have the overall responsibility for hardware, software and services required to support the MSC Intranet within their area of responsibility, and in compliance with technical direction and standards provided by COMSC N6.

(5) N6 shall support use of the Intranet by periodically conducting training in the preparation of web pages and other aspects of placing information on the Intranet, and for users of the Intranet. N6 shall maintain a page on the Intranet that lists the currently supported software and any technical practices and policies for use of the Intranet, so as to enable protection of the Intranet from loss or access by unauthorized personnel.

(6) COMSC N6 shall maintain web pages under the Commander, Military Sealift Command's link from the Intranet Home Page as required to support the Commander and his immediate staff, including N01, N02, N03 and N002. Area Command and Field Activity N6 offices shall maintain web pages under the link of the applicable Area Commander.

d. MSC Intranet Web Master. The MSC Intranet Web Master is the program manager for the MSC Intranet, and serves as the primary point of contact (POC) on all issues pertaining to the MSC Intranet. The MSC Intranet Web Master will take any action necessary to protect the overall integrity of the Intranet, and to enforce any directive or law authorized by proper authority, while ensuring prompt notice to COMSC N6, or delegate, of such action.

e. Intranet Office Web Master

(1) The Intranet Office Web Master manages the web pages for their office or organization unit, such as an Area Commander, Program Manager, Functional Director or Special Assistant, and coordinates with the MSC Intranet Web Master on all Intranet issues. The Intranet Office Web Master ensures that only authorized Intranet Web Page Authors are granted access rights to pages within the linkage under their cognizance.

(2) There shall be one Intranet Office Web Master appointed in writing to COMSC N6 for each link from the Intranet Home Page (top most page on the Intranet). The appointed person has authority and responsibility for content and function on all subordinate pages and links.

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f. Intranet Web Page Authors. An Intranet Web Page Author is anyone who seeks to create, modify or store information on the MSC Intranet. Intranet Web Page Authors will ensure they have the proper authority and permissions to publish their page. Intranet Web Page Authors are responsible for determining permissions for the access to their own page. Authors will use only authorized web publishing software as provided by N6. Page design will be left up to the creator in order to enhance creativity, however, the author must ensure that the content is displayed in a professional manner.

g. MSC Intranet Users. Anyone using the MSC Intranet shall only access information for business purposes and shall not seek to disrupt services, improperly modify data, or take any action contrary to the best interests of MSC. Access shall only be made using software and access methods approved by COMSC N6.

"Signed"  
JOHN J. BEPKO III  
Deputy Commander

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)

41M (MSC TAGOS Project Office and DET)

## DEFINITIONS

**Home Page.** The index or introductory document for a Web site. (*Reference (b)*)

**Internet.** The loosely connected worldwide collection of computer systems that uses a common set of communications standards to send and receive electronic information. (*Reference (b)*)

**Intranet.** A network belonging to an organization, usually a corporation, accessible only by the organization's members, employees or others with authorization. An intranet's Web sites look and act just like any other Web sites, but the security surrounding an intranet fends off unauthorized access.

**Official DoD Web Site.** A DoD Web site that is developed and maintained with command sponsorship and approval, and for which the DoD Component, a subordinate organization or individual, exercises control over content. The content of official DoD Web sites is of an official nature that may be endorsed as the official position of the DoD Component. Content may include official news releases installation history, command position papers, etc. Official DoD Web sites are prohibited from displaying sponsorships or commercial advertisements. (*Reference (b)*)

**Unofficial DoD Web Site.** A DoD Web site that is developed and maintained with non-appropriated funds; and for which the DoD component, or a subordinate organization, does not usually exercise editorial control over content. The content of unofficial DoD Web sites is not endorsed as the official position of the DoD component. Content will not normally include official news releases, installation history, command position papers, etc. Unofficial DoD Web sites may include sponsorships and commercial advertisements, and may also advertise products for sale, in accordance with the mission of the organization. In most cases, unofficial DoD Web sites are developed and maintained by commercial or nonprofit organizations. Certain military-affiliated organizations may develop and maintain unofficial DoD Web sites. Such organizations include service exchanges and Morale, Welfare and Recreation activities that use non-appropriated funds. (*Reference (b)*)

**World Wide Web or Web.** The subset of the Internet capable of providing the public with user-friendly graphics-based multi-media access to information on the Internet. It is the most popular means of storing and linking Internet-based information in all multi-media formats. Navigation is accomplished through a set of linked documents that may reside on the same computer or on computer located almost anywhere else in the world. (*Reference (b)*)

**Web site.** A collection of information organized into a number of Web documents related to a common subject or set of subjects, including the "home page" and linked subordinate information. (*Reference (b)*)