INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202–4704

June 13, 2002

INSPECTOR GENERAL INSTRUCTION 8000.3[1]

SUBJECT: Office of the Inspector General of the Department of Defense (OIG DoD) Electronic Business/Electronic Commerce Program

References: *See* Appendix A.

A. Purpose. This Instruction updates and renames IGDINST 8000.3, *Office of the Inspector General World Wide Web Site Administration*, November 22, 1999.

B. Applicability and Scope. This Instruction applies to the Offices of the Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Deputy Chief Human Capital Officer, the Dean of Instruction, the Chief of Staff, and the Equal Employment Opportunity Director, hereafter referred to collectively as the OIG Components. It concerns both publicly accessible information on the Internet and non-publicly accessible information on the OIG DoD Intranet.

C. Definitions. *See* Appendix B.

D. Policy. It is OIG DoD policy that:

1. The responsibility for accuracy, credibility, and timeliness of Web content published on the OIG DoD Intranet and Internet is delegated to each OIG component.

2. The use of OIG DoD Intranet and Internet is encouraged because they provide the OIG components with a means to convey information quickly and efficiently on a broad range of topics relating to OIG DoD activities, objectives, policies, and programs.

3. Content must be developed and published in accordance with reference a.

4. Web content must reflect the mission of the OIG component.

5. The benefits gained by placing OIG DoD Web content on a publicly accessible Web site must be weighed against the potential risk to the OIG DoD and to other DoD interests, such as national security, the conduct of Federal programs, the safety and security of personnel or assets, or individual privacy created by having electronically aggregated DoD information more readily accessible to a worldwide audience.

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[1] This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

6. Each OIG component Web author developing and maintaining Web content within an area of the OIG DoD Intranet and Internet will secure the user-ID and password used to access their content on a Web site.

7. No classified information or Web content containing FOR OFFICIAL USE ONLY information or information not specifically approved for public release, information of questionable value to the general public, or information for which worldwide dissemination poses an unacceptable risk to the OIG DoD or the DoD, especially in electronically aggregated form, shall be available to the general public through any publicly accessible Web site.

8. Web content not in accordance with reference a or outside the scope of normal business operations must be reviewed and approved by the Web site producer, the Inspector General, Deputy Inspectors General, or their designees before such content is placed on a publicly accessible Web site.

9. An OIG component may publish only Web content that it originates or for which it is responsible normally.

10. The OIG DoD shall foster and promote integration of Electronic Business/Electronic Commerce (EB/EC) principles consistent with the requirements of references b through g. This includes adopting a customer-based approach for access to OIG DoD information.

11. The OIG DoD shall cooperate with other Government agencies to support a Government-wide EB/EC program that facilitates the emergence of an environment to support business and commerce**.** This shall include the use of digital technologies and DoD-wide standards to transform Government operations to improve effectiveness, efficiency, and service delivery.

12. The OIG DoD shall implement EB/EC security solutions that will afford data security based upon user and statutory requirements.

13. Access to OIG DoD information shall not be limited by customers' disabilities.

E. <u>Responsibilities</u>

1. The **Inspector General, OIG Component Heads, or their designees,** shall:

a. Foster and promote the use of EB/EC in OIG DoD operations.

b. Provide final approval for Web content to be published on a publicly accessible Web site, if the Web content varies from reference a or is outside the scope of normal business operations.

2. The **Information Systems Directorate (ISD), Office of the Chief of Staff (OCoS),** shall:

a. Designate a person, known as a Web site producer, to manage and administer the OIG DoD Intranet and Internet.

b. Develop, maintain, and publish reference a.

c. Procure, administer, operate, and maintain computer hardware, operating system, and web author software.

3. The **Web Site Producer** shall:

a. Procure, administer, operate, and maintain Web server software required to provide an OIG DoD Intranet and Internet.

b. Provide guidance addressing the security and vulnerability of Web content on the OIG DoD Intranet and Internet.

c. Conduct sensitivity assessments of OIG DoD Web sites, at least annually, and refer questionable content to the Office of Security (OS) or to the Administration and Logistics Service Directorate (ALSD), OCoS**.**

d. Perform technical review on Web content that varies from reference a or is outside the scope of normal business operations and provide recommendations to the Inspector General, OIG Component Heads, or their designees.

e. Establish and maintain procedures for Web authors to post Web content to the OIG DoD Intranet and Internet.

f. Provide Internet and Intranet technical support to the OIG components.

g. Grant and monitor Web author access to a Web site. Web author access to the OIG DoD Intranet and Internet may be revoked by the Web site producer because of failure to comply with reference a or for failure to adhere to professional standards within the OIG DoD.

h. Maintain and evaluate OIG DoD Intranet and Internet usage logs.

i. Gather and analyze OIG DoD Intranet and Internet performance data.

4. The **OIG Component Heads** shall:

a. Designate a person(s), known as a Web author, to develop, publish, and maintain the OIG components' Web content.

b. Designate persons to:

(1) Ensure approved OIG DoD and DoD security and privacy notices and applicable disclaimers are used on all Web content.

(2) Ensure all Web content placed on a publicly accessible Web site is approved for public release in accordance with references b through e and does not expose information or data that when electronically aggregated would expose national security, OIG DoD or other DoD personnel and assets, mission effectiveness, or the privacy of individuals to risk.

(3) Accomplish a regular functional and security review of Web content, at least quarterly. Reviews are to be documented and reported to the Web site producer.

(4) Ensure that OIG DoD Intranet and Internet content is accurate, consistent, timely, and supports the OIG components' mission.

c. Encourage providing customer access to all appropriate OIG DoD information.

5. The **Web Authors** shall:

a. Develop, publish, and maintain Web content in accordance with reference a and Section 508 Technical Standards (Subpart B) Web-based Intranet and Internet Information and Applications (1194.22) of reference h.

b. Before publishing, review and validate Web content with major commercial browsers, including the previous version of the browser.

c. Before publishing, obtain OIG Component Head or designee approval for Web content.

d. Maintain backup copies of all Web content.

e. Regularly check *https://intra.dodig.mil/OCoS/ISD/intra/index.html* for updated Web author information.

6. The **OS, OCoS,** shall

a. Develop information security policies, standards, and procedures to be applied to Web content.

b. Ensure Web content guidelines comply with applicable security laws, guidelines, regulations, and standards, both internal and external. That includes, but is not limited to, public laws and OIG DoD, General Services Administration, and Office of Management and Budget publications.

c. Advise and assist management on appropriate administrative action(s) if information security violations occur.

d. Perform the duties delegated by the Designated Approving Authority.

7. The **ALSD, OCoS,** shall advise and assist in determining what information is subject to the provisions of references d and e.

F. <u>Procedures</u>

1. The OIG Component Heads or their designee(s), Web site producers, and Web authors shall examine and verify Web content for sensitivity and distribution/release controls, including sensitivity of information in the aggregate before posting on an OIG DoD Intranet and Internet. If there is any question as to sensitivity, they shall seek the advice and counsel of the OS and the ALSD, OCoS.

2. The OIG Component Heads or their designee(s) and Web authors shall review hyperlinks not less than quarterly to ensure continued support of the component's mission and availability. If a hyperlink to an external Web site is found to contain questionable or objectionable content, that is sexually explicit, gambling or hate-speech related, or promote illegal or unethical activity, it is to be removed immediately.

3. Web authors shall ensure Web content is accessible by users with disabilities in accordance with reference h. Information is available at *http://www.section508.gov*.

4. Web authors shall ensure Web content posted to a publicly accessible Web site is accessible by users with the previous version of current market-leaders browser software.

G. <u>Effective Date</u>. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

Gregg E. Bauer
Chief of Staff

2 Appendices - a/s

APPENDIX A
REFERENCES

a. OIG DoD Web Content Guidelines, May 1, 2000 *(https://intra.dodig.mil/OCoS/ISD/webauthor /index.html)*

b. DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996, as changed

c. DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999

d. Electronic Freedom of Information Act Amendments of 1996, Public Law. No. 104-231, §1-12, 110 Stat. 3048 (codified as amended in 5 U.S.C. §552)

e. IGDINST 5400.7, *Inspector General Freedom of Information Act Program*, June 5, 2001

f. DoD Directive 8190.2, "The Department of Defense (DoD) Electronic Business/Electronic Commerce (EB/EC) Program," June 23, 2000

g. Public Law 104-106, Division E, Clinger-Cohen Act of 1996, February 10, 1996 (40 U.S.C. Chapter 25)

h. "Rehabilitation Act Amendments of 1998, Public Law No. 105-220, §508, 112 Stat. 1092, codified at 29 U.S.C. §701 Note"

APPENDIX B
DEFINITIONS

a. **Browser.** Computer software used to access Web content on the Internet.

b. **Electronic Business.** The application of electronic Commerce techniques and solutions to the OIG DoD, to include the entire range of functional areas.

c. **Electronic Commerce.** The interchange and processing of information using electronic techniques for accomplishing business transactions based upon the application of commercial standards and practices. Further, an integral part of implementing Electronic Commerce is the application of process improvements to enhance business processes, normally but not necessarily, before the incorporation of technologies facilitating the electronic exchange of business information.

d. **Hyperlink.** An area of Web content that, when activated by a user, transfers the user to other Web content within a Web site or to Web content in another Web site.

e. **Hypertext Markup Language.** A standard maintained by the World Wide Web Consortium for the presentation of Web content by a browser.

f. **Intranet.** An Internet without access to the general public.

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

h **Web Author**. A person appointed to develop, publish, and maintain OIG component-level Web content.

i. **Web Content.** A collection of Hypertext Markup Language-coded text, clip art, hypertext links, images, sound, and/or video clips.

j. **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 the linked subordinate information.

k. **Web Site Producer.** The person designated to manage and administer the OIG DoD Intranet and Internet.

l. **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. A means for 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 computers located throughout the world.