



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

CHIEF INFORMATION OFFICER

28 FEB 2002

MEMORANDUM FOR DISTRIBUTION C  
ALMAJCOM-FOA-DRU/CV

FROM: AF-CIO  
1155 Air Force Pentagon  
Washington DC 20330-1155

SUBJECT: AF-CIO Policy Memorandum 02-02, Web Site Policy

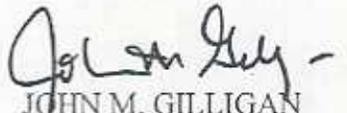
DoD recently issued new web policy (attached) requiring removal of personally identifying information on DoD personnel from publicly accessible web pages and IP, domain or .mil-restricted web pages. Personally identifying information includes name, rank, e-mail address, and other identifying information regarding DoD personnel, on rosters, directories (including telephone directories), detailed organizational charts, and similar documents showing lists of personnel. This guidance does not apply to approved public affairs products.

In addition, DoD now prohibits use of persistent cookies on public web sites even when collecting non-user identifying information. Except for system log files/site usage data, the use of any other automated means to collect information requires Secretary of Defense approval.

These changes are effective immediately and will be included in the next revision to AFI 33-129. SAF/PAI will insure web sites above are reviewed to conform to this policy during the annual multi-disciplinary review beginning in March 2002. SAF/PAI will send AF-CIO a report no later than 15 June 2002 with the results of the review, and confirm removal of personally-identifying information and persistent cookies from applicable web sites.

The entire DoD policy with amendments and corrections can be viewed at [http://www.defenselink.mil/webmasters/policy/dod\\_web\\_policy\\_12071998\\_with\\_amendments\\_and\\_corrections.html](http://www.defenselink.mil/webmasters/policy/dod_web_policy_12071998_with_amendments_and_corrections.html). Pass this information to all Privacy Act managers, public affairs officers, network control centers, system administrators, Web site administrators, and Web page maintainers.

Refer questions through Air Force channels to my POC, Mrs. Rollins, AF-CIO/P, DSN 329-4043, commercial (703) 601-4043; e-mail [Anne.Rollins@af.pentagon.mil](mailto:Anne.Rollins@af.pentagon.mil).

  
JOHN M. GILLIGAN  
Chief Information Officer

Attachment:  
OSD(C3I) Memo, 28 Dec 01

cc:  
CIO EXCOM



COMMAND, CONTROL,  
COMMUNICATIONS, AND  
INTELLIGENCE

ASSISTANT SECRETARY OF DEFENSE  
6000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-6000

December 28, 2001



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Removal of Personally Identifying Information of DoD Personnel from  
Unclassified Web Sites

In accordance with DoD 5400.7-R, "DoD Freedom of Information Act Program," unclassified information which may be withheld from the public by one or more Freedom of Information Act (FOIA) exemptions is considered For Official Use Only (FOUO). DoD Web Site Administration policy ([www.defenselink.mil/webmasters](http://www.defenselink.mil/webmasters)), issued by Deputy Secretary of Defense memorandum, December 7, 1998, prohibits posting FOUO information to publicly accessible web sites and requires access and transmission controls on sites that do post FOUO materials (see Part V, Table 1).

The attached November 9, 2001, memorandum from the Director, Administration and Management (DA&M), citing increased risks to DoD personnel, states that personally identifying information regarding all DoD personnel may be withheld by the Components under exemption (b)(6) of the FOIA, 5 USC §552. This action makes the information which may be withheld FOUO and inappropriate for posting to most unclassified DoD web sites.

Thus, all personally identifying information regarding DoD personnel now eligible to be withheld under the FOIA must be removed from publicly accessible web pages and web pages with access restricted only by domain or IP address (i.e., .mil restricted). This applies to unclassified DoD web sites regardless of domain (e.g., .com, .edu, .org, .mil, .gov) or sponsoring organization (e.g., Non-Appropriated Fund/Morale, Welfare and



Recreations sites; DoD educational institutions). The information to be removed includes name, rank, e-mail address, and other identifying information regarding DoD personnel, including civilians, active duty military, military family members, contractors, members of the National Guard and Reserves, and Coast Guard personnel when the Coast Guard is operating as a service in the Navy.

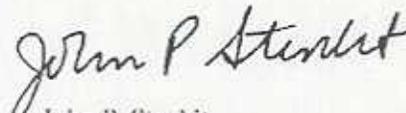
Rosters, directories (including telephone directories) and detailed organizational charts showing personnel are considered lists of personally identifying information. Multiple names of individuals from different organizations/locations listed on the same document or web page constitutes a list. Aggregation of names across pages must specifically be considered. In particular, the fact that data can be compiled easily using simple web searches means caution must be applied to decisions to post individual names. If aggregation of lists of names is possible across a single organization's web site/pages, that list should be evaluated on its merits and the individual aggregated elements treated accordingly.

Individual names contained in documents posted on web sites may be removed or left at the discretion of the Component, in accordance with the DA&M guidance. This direction does not preclude the discretionary posting of names and duty information of personnel who, by the nature of their position and duties, frequently interact with the public, such as flag/general officers, public affairs officers, or other personnel designated as official command spokespersons. Posting such information should be coordinated with the cognizant Component FOIA or Public Affairs office.

In keeping with the concerns stated in the referenced memorandum and in the October 18, 2001, DepSecDef memorandum, "Operations Security Throughout the Department of Defense," the posting of biographies and photographs of DoD personnel identified on public and .mil restricted web sites should also be more carefully scrutinized and limited.

Sites needing to post contact information for the public are encouraged to use organizational designation/title and organizational/generic position e-mail addresses (e.g., office@organization.mil; helpdesk@organization.mil; commander@base.mil).

Questions regarding Web Site Administration policy may be directed to Ms. Linda Brown. She can be reached at (703) 695-2289 and e-mail [Linda.Brown@osd.mil](mailto:Linda.Brown@osd.mil). Questions regarding Component-specific implementation of the DA&M memorandum should be directed to the Component FOIA office.

  
John P. Stenbit

Attachment  
As stated