

Operational Guidelines for EFA LANT Website

Refs: (a) SECNAVINST 5720.47 Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites.

Section A. Overview

This paper documents the guidelines and requirements for the EFA LANT web pages, addresses the layout of the website, and outlines how documents are added and maintained on the web site. The EFA LANT web pages will be accessible as a component link under the EFD Atlantic (LANTDIV) web site and the code for the web pages will be physically located on the LANTDIV network. The URL address for the EFA LANT website is:

<http://www.efdlant.navfac.navy.mil/efalant>

The requirements for the web pages come under two categories: content and maintenance. Content requirements describe what is supposed to go on the web pages, how the web pages look, and how to navigate amongst the pages. Maintenance requirements describe how the content of the pages is to be maintained and upgraded.

LANTDIV has personnel who are responsible for all content of information hosted on the LANTDIV site. The LANTDIV Webmaster is responsible for the availability of the web site on the World Wide Web. The LANTDIV Public Affairs Officer (PAO) is responsible for ensuring that the content of the web site is in accordance with DON and DOD guidelines. Unit members should direct inquiries and requests for web site updates to the appropriate DCOS content manager.

The pages for the EFA LANT web site are split into two categories: public facing and private facing. The public facing material is accessible by anyone who accesses the EFA LANT pages through the LANTDIV web site. Public information can include unit mission, organizational charts (without names) and aliases to email addresses. The public content contains information of general interest and also contains links to the private facing material. In general, the public information is relatively static and will not have to be updated very often.

Private facing information is information that needs to be protected in accordance with Department of the Navy guidelines. This is information that has operational unit information such as personnel names, phone numbers, etc. The private information needs to be accessible from a single point through the EFA LANT public web pages. This means that when someone wants to gain access to private material, they must go through an entry page that will prompt for a username and password.

Each section of the EFA LANT website consists of two frames. Frames are separate display areas within the browser window. The left frame contains links in a table of contents format that list what can be accessed. The right frame contains a view of the accessed information.

SUBJ: OPERATIONAL GUIDELINES FOR EFA LANT WEBSITE

Section B – Points of Contact

The following are key Points of Contact (POC) in Atlantic Division, and EFA LANT for issues regarding the website. Unless the matter is of urgent nature all interactions with the LANTDIV regarding the website should be channeled through the EFA LANT Website Manager.

EFD Atlantic POCs			
LANTDIV Webmaster	John Sutton	757-322-4576	suttonjm@efdlant.navy.mil
Public Affairs Officer (PAO)	John Peters	757-322-8005	petersje@efdlant.navy.mil
EFA Atlantic POCs			
EFA LANT Website Manager	LT Tony Rochon	(see recall list)	(see recall list)
EFA LANT PAO	TBD	(see recall list)	(see recall list)
Homepage - Chief of Staff Content Manager	DCOS Admin		
DCOS Operations Content Manager	TBD	(see recall list)	(see recall list)
DCOS Readiness & Training Content Manager	TBD	(see recall list)	(see recall list)
DCOS Manpower & Admin Content Manager	LT Tony Rochon	(see recall list)	(see recall list)

Section C. Content Requirements

Information will be grouped according to the EFA staff organization. The exact content of the EFA LANT home page is flexible, but contains general information about EFA LANT that can include (but is not limited to):

- EFA LANT Organization
- Command Brief
- Naval Reserve Brief
- Concept of Operations
- Goals and Objectives
- Welcome Aboard Package
- Monthly SitReps
- Quarterly Reports
- Annual Report
- Links to sections for DCOS areas (Administration and Manpower, Operations, and Training and Readiness)
- Information about the EFA LANT component units
- Links

The DCOS areas contain information of interest specific to that part of the organization. These can include reports, briefs, contacts, and links. The DCOS of each functional area is responsible for what goes into the respective section.

SUBJ: OPERATIONAL GUIDELINES FOR EFA LANT WEBSITE

Every item that goes into the home page or a DCOS section falls into one of two categories: public or private. Information is classified by the PAO according to guidelines set forth in reference (a). The submitter of the information to be placed on the web site should be familiar with the guidelines, but do not need to worry about doing the classification. The LANTDIV PAO and Webmaster will do the classification of information.

When someone tries to access a page that contains private information, they will be prompted for a username, password, and domain. Once someone is successfully authenticated to the system, that person will not have to re-logout while the session is active. The private information will also be accessible to someone who is already logged into the LANTDIV intranet (the local network). Currently, access to private information only works through Microsoft Internet Explorer. The Internet Explorer browser can be downloaded from:
<http://www.microsoft.com/windows/ie/download/ie55sp1.htm>

When submitting information for inclusion on the website, the submitter should keep the following guidelines in mind:

- Date all documents (Preferably on each page - do not use auto date function) – this will make it easy to ensure everyone has the same copy.
- Limit updates to posted documents to no more than once a month. If significant changes occur more often, consider not posting the document, but providing a POC to obtain the current copy.
- Spend more time proofing the document
- Use logical file names, consider using long file names, and make the version number part of the file name
- Consider file size. Fancy formatting may look nice, but it increases file size. If people are using a modem to access the site – a 50K file is much better to download than a 1 Meg file, because a fancy graphic was embedded in it. PDF files tend to be significantly smaller files, even with graphics, but they can't be edited.

Section D. Content Responsibilities

Each Deputy Chief of Staff (DCOS) is responsible for the content and organization of the appropriate section of the web site concerning the area in which they are in charge.

- Chief of Staff: Responsible for the EFA LANT home page, which contains general information.
- DCOS Administration and Manpower: Responsible for content and organization of the Administration and Manpower page.
- DCOS Training and Readiness: Responsible for content and organization of the Training and Readiness page.
- DCOS Operations: Responsible for content and organization of the Operations page.

It is the responsibility of the EFA LANT Website Manager to place the content on the web site. The Website Manager is not responsible for formatting or proofing of the web page content. The author of the information needs to make sure that it is in final form to be posted to the web site.

SUBJ: OPERATIONAL GUIDELINES FOR EFA LANT WEBSITE***Section E. Maintenance Requirements***

This section outlines how information gets onto the EFA LANT web pages. In order to update files for the EFA LANT web pages, one must have a way to put files on the LANTDIV local network. The departments that want to put information onto the web site will send that information to the respective DCOS Content Manager, who will then forward the files in appropriate format to the EFA LANT Website Manager, who will then forward the files to the LANTDIV Webmaster. The LANTDIV Webmaster will then copy the files to the LANTDIV local network so that users can access them via the web.

Section F. Privacy Policy

All private information will be protected by the same username/password combination across the site. Once a user has successfully logged in, then the user should not have to log in to see additional private information while the session is active. The submitter of information for the website can specify that information be password protected, but cannot specify not to use a password unless the information meets the requirements of reference (a).

The password will be changed quarterly, normally on the last day of the month of the core drill weekend. EFA LANT personnel will be notified of updates to the password whenever it changes, through mail in the monthly mailings for the core drill weekend. If you forget the password, please contact your Chain of Command.