



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Electronic Information and Communication Policies

Instruction 5202.2

SEP 13 2006

(OUA)

ABSTRACT

This Instruction provides general guidance and assigns responsibilities for all Uniformed Services University of the Health Sciences (USUHS) faculty, staff, and students on the proper release and transfer of information by electronic means and assures compliance with appropriate regulations and guidelines. These electronic systems include e-mail, internet, intranet, web sites, and related modes of communication, which have become accepted standardized methods of moving information.

A. Purpose.

To provide guidance on the use of e-mail, WEB sites, and other electronic information and communication systems.

B. Reference. *See Enclosure.*

C. Policies. It is USUHS policy that:

1. The University's internet web address www.usuhs.mil indicates that a military system is being utilized to provide information to the world. Similar to using USUHS letterhead for official correspondence, these electronic systems reflect conveyance of official and informal USUHS information using government resources.

2. Federal government electronic resources used to distribute information shall not be used for personal gain, or for commercial, political, or partisan

purposes. The content and quality of material transferred by electronic means must reflect the standards and guidelines of the USUHS and those Department of Defense (DoD) standards set forth in the DoD Web Site Administration Policies and Procedures^a.

3. Per DoD Directives 5230.9^b and 7740.1^c, and USUHS Instruction 7900^d, the following types of information shall not be released by electronic means:

a. Analysis, educational materials, and recommendations concerning lessons learned that specifically would reveal sensitive military operations, exercises, or vulnerabilities,

b. Sensitive information that would reveal movements of military assets or the location of units, installations, or personnel where uncertainty regarding location is an element of a military plan or program,

c. Personal information including compilations of names of personnel assigned to overseas, sensitive, or routinely deployable units.

d. Information, the release of which would be a clearly unwarranted invasion of personal privacy, to include the following categories of information about U.S. citizens, DoD employees, and military personnel:

- (1) social security account numbers,
- (2) dates of birth,
- (3) home addresses, and
- (4) telephone numbers other than duty office numbers,

e. Names, locations, and specific identifying information about family members of DoD employees, others associated with the USUHS, and military personnel.

f. Proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement, and trade secrets, commercial and financial information submitted by an entity outside the government that considers the information to be protected from release to the public,

g. Test and evaluation information that could result in an unfair advantage or disadvantage to the manufacturer or producer, and

h. Technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.

4. Use of obscene, defamatory, or harassing material or language is strictly forbidden. Electronic access of obscene, defamatory or harassing material from other sites is strictly forbidden.

Violations may result in appropriate military or civilian disciplinary action(s).

5. An individual's use of the USUHS electronic systems must not place an extensive burden on available USUHS resources, nor unduly interfere with other individual's use and/or access. Except for an official teleconference, streaming audio or video (e.g. real video or media player) and instant messaging should not be employed. Similarly, downloading large files for personal use is prohibited. Personal use of equipment may be further restricted at the discretion of an individual's manager or supervisor.

6. E-mail messages will automatically be removed from the central server after a maximum of 60 days. The Automated Information System Policy Committee (AISPC) is granted authority to reduce this storage if necessary to meet system limitations. Messages required for longer retention should be moved to local memory devices.

D. E-mail, Newsgroups, and Bulletin Boards.

1. Electronic means of communications such as internet, e-mail, newsgroups, and bulletin boards are meant for administrative and academic use. Language, content, membership and use must be appropriate and in compliance with DoD publication guidelines and rules. **NOTE:** USUHS electronic communications resources and records are subject to monitoring and releasable under the freedom of Information Act (FOIA).

2. Singularly large files and attachments may interfere with other individuals' use of shared e-mail,

newsgroup, and bulletin board resources. Sending and receiving of such files and attachments should be limited and alternative means such as the use of File Transfer Protocol (FTP) or posting on Web pages should be considered.

3. Wide spread distribution of general interest information should be limited to appropriate newsgroups, e-mail groups, and bulletin boards.

4. Personal use of the USUHS electronic communication resources is permitted, provided it meets the general guidelines of Section C and does not adversely impact the USUHS systems, or the individual's job performance.

NOTE: Personal electronic communications and records on the USUHS system are subject to monitoring and the FOIA.

E. Internet and Usage.

1. Information available to the internet, represents the USUHS to the world, and therefore must be appropriate to the mission and functions of the USUHS, and follow the guidelines listed in Section C.

2. The USUHS will manage and maintain a central system of computer and communication servers and internet interfaces that will be the official means of information dissemination for the USUHS. In certain situations departments/activities may need to supplement these resources. In these cases, exceptions to this policy may be requested in writing to the President, USUHS, via the AISPC.

F. Web Pages.

1. USUHS web pages are a public face to the world. Therefore, they must have an appropriate professional look and feel, and follow the guidelines listed in Section C. A required standardized template for the USUHS and Department/Activity home page models will be centrally developed and made available via University Information Systems (UIS) to provide consistency.

2. Primary level home pages will be supported for Departments/Activities, classes, and officially sanctioned interest groups. While individual home pages will not be supported by the USUHS, individuals may be authorized to link up to 1 MB of appropriate personal professional information on Department/Activity, and class home pages. When greater amounts of information are necessary for personal home pages to support official duties, special arrangements need to be made with UIS or placement on a departmental Web server should be considered.

3. As required by DoD Web Policy and per AISPC Security Bulletin 97-001^e, the following disclaimer will be attached or activated upon initial entry to USUHS web pages:

You have entered an official government system. Inclusion of information and hyperlinks on this site does not necessarily represent endorsement by the Department of Defense, or the Uniformed Services University of the Health Sciences, of the content, product, or services contained therein. For other than official, authorized activities, the Department of Defense, or the Uniformed Services University of the

Health Sciences, does not exercise editorial control over the information you may find at these locations. This information is provided consistent with stated purpose of this military web site. *"This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes."*

4. Each page will contain at least the following information or links;
 - a. The name and means of contact for the webmaster, or individual responsible for the web page content;
 - b. Date of last update; and

- c. A link to the Department/Activity's top page. This provision shall not apply to each frame of multiple frames constituting one page provided that the information is contained within the entire page. This provision shall not apply to each page of a presentation or document such as an Acrobat or PowerPoint file provided that the information is contained in the page from which such presentation /document is linked.

There shall be full compliance with all applicable law (e.g. the Americans With Disabilities Act when it becomes applicable to government web sites). No technique may be employed which is prohibited or restricted by any DoD Directive or guidelines as in effect at any time unless in strict compliance therewith. (At present, prohibition of Active-X controls and limited use of javascript and java is under consideration).

USUHS and Department/Activity top pages will contain at least the following information or links to:

- a. The USUHS home pages.
- b. The element's mission and functions statement.
- c. The element's organizational structure information/element profile.
- d. A position roster; and
- e. The disclaimer and privacy statements.

5. Individual homepages published under the guidance of paragraph E.2 above, must adhere to these guidelines, but need not follow the prescribed templates.

6. Links to external sites will not use commercial logos, endorse or support the use of specific software and/or commercial products. Links will be appropriate to the mission of the USUHS. This does not limit the use of internet browser bookmarks on an individual's personal desktop computer.

G. Responsibilities.

1. The President, USUHS shall:

- a. Assure the maintenance and operation of appropriate USUHS information systems;
- b. Ensure adequate support in the form of funding, equipment, staffing, and training within the resources at his disposal;
- c. Establish a process for the identification of information appropriate for posting to Web sites and ensure that it is consistently applied;
- d. Appoint an AISPC; and
- e. Appoint an Electronic Editorial Board (EEB).

2. University Information Systems shall:

- a. Manage, maintain, and support a central academic and administrative system of computer and communication servers and internet interfaces, ensuring operational integrity and security;
- b. Maintain connectivity with external networks and within the USUHS to the desktop level;
- c. Conduct frequent reviews of USUHS Web sites, identify broken links, and assist with the verification of accuracy, consistency, appropriateness, and timeliness of the web sites by using electronic systems;
- d. Develop a standardized operating system disclaimer and

templates to ensure uniformity in the USUHS home page presentations;

- e. Provide periodic training of web masters in these standards; and

- f. Ensure the appropriate registration of USUHS web sites on DoD registers such as DoD LINK and the Government Information Locator Service (GILS).

3. The Office of University Affairs shall be the executive agent for the EEB.

4. The Learning Resource Center shall maintain a central link to appropriate library and other publication resources (including commercial, academic, and professional publications). In coordination with the LRC, activities or departments may maintain course materials and links appropriate to their mission.

5. The Automated Information Systems Policy Committee shall:

- a. Provide global oversight and review of USUHS information systems policy, procurement, and administration;
- b. Regularly review information technology that may impact Web policy and recommend to the President, USUHS, policies, procedures, requirements, and necessary changes relating to the use of these electronic information systems and networks; and
- c. Publish information lessons learned and, if suitable, share these insights with DoD components.

6. The Electronic Editorial Board shall:

- a. Ensure that the USUHS internet and Web information, content, and style are appropriate for a DoD academic and professional institution;

b. Ensure that appropriate privacy and security notices, as well as disclaimers are used in conjunction with all USUHS Web Sites;

c. Refer questions of information security to the USUHS Security (SEC) Office and legal questions to the Office of General Counsel (OGC) as appropriate and necessary; and

d. Approve the templates and disclaimers created by UIS.

7. In accordance with USUHS Instruction 5202.1^f, Deans, Chairs, Department/Activity Heads shall:

a. Have the primary responsibility for the information systems and internet or home page content under their cognizance and appropriate to their mission;

b. Be accountable for the accuracy, timeliness, and appropriate nature of the Web information;

c. Appoint a central manager (e.g., webmaster) for system oversight and administration and identify an individual(s) for maintaining the home page and electronic systems under their cognizance;

d. In accordance with Section C, ensure that information is reviewed for security and sensitivity, and that information affecting national security, personal and patient privacy, and mission effectiveness are not approved for posting on USUHS Web Sites, or transmission by unprotected electronic means; and

e. Refer questions on content to the EEB, SEC, or OGC for guidance.

8. School, Department/Activity Information Systems Managers, and Webmasters shall:

a. Be responsible, within the DoD and USUHS guidelines, for developing and maintaining home pages;

b. Provide oversight on home page content and systems used by the faculty, staff, and students in their area of responsibility; and

c. Join the DoD Web Master's List Server to obtain information on policies and procedures.

9. Faculty, staff, and students shall:

a. Observe that writing, revising, editing, and publishing scientific and professional publications (including electronic means) are considered to be acting in the academic interest of the USUHS and to be in the performance of an official duty;

b. Be accurate, exercise appropriate restraint, and show proper respect for the opinions of others; and

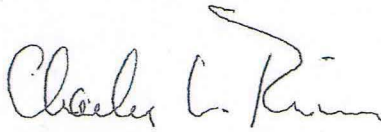
c. Observe that intellectual property developed and published as a result of government employment is not protected by copyright laws.

H. Exceptions to Policies.

1. With the recommendation of the AISPC and approval of the President, USUHS, appropriate non-standard computer equipment and network systems purchased through grant resources may be installed and used on the USUHS network, but will remain subject to the procedures and policies of this document.

2. Exceptions to the policies in this instruction may be requested by school Deans or Activity Heads in writing to the President, USUHS, through the AISPC, or the EEB, as appropriate.

3. There will be no exceptions to the
USUHS home page template
information requirements.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is fluid and cursive, with a prominent initial "C" and a long, sweeping underline.

Charles L. Rice, M.D.
President

Enclosures:

1. References

REFERENCES

- (a) DoD Web Site Administration Policies & Procedures, dated November 25, 1998, http://www.defenselink.mil/admin/dod_web_policy12071998.html
- (b) DoD Directive 5230.9, "Clearance of DoD Information For Public Release," dated April 9, 1996
- (c) DoD Directive 7740.1, "DoD Information Resources Management Program," dated June 20, 1983.
- (d) USUHS Instruction 7900, "Administration of Information Resource Management," dated June 28, 1993
- (e) AISPC Security Bulletin 97-001, "Acceptable Internet Use Guidelines"
- (f) USUHS Instruction 5202.1, "Clearance of Information and Scientific Material for Public Release by USUHS Personnel," dated October 12, 1999.