

UNCLASSIFIED

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SECNAV WASHINGTON DC//SN//

ALNAV 058/02

UNCLAS

MSGID/GENADMIN/ALNAV//

SUBJ/REMOVAL OF PERSONALLY IDENTIFYING INFORMATION FROM DON /PUBLICLY ACCESSIBLY WEB SITES.//

REF/A/DOC/FOIA/020CT1996//

REF/B/DOC/ASD/28DEC2001//

REF/C/DOC/SECNAV/01JUL1999//

NARR/REF (A) IS THE FREEDOM OF INFORMATION ACT (FOIA) ACT 5 U.S.C. 552, AS AMENDED BY PUBLIC LAW NO. 104-231, 110 STAT. 3048. REF (B) IS ASD(C3I) MEMO ON REMOVAL OF PERSONALLY IDENTIFYING INFORMATION OF 000 PERSONNEL FROM UNCLASSIFIED WEB SITES. REF (C) IS SECNAVINST 5720.47, DON POLICY FOR CONTENT OF PUBLICLY ACCESSIBLE WORLD WIDE WEB SITES.//

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1. THIS IS A JOINT CHINFO/DONCIO MESSAGE. BASED ON THE HEIGHTENED INTEREST IN THE PERSONAL PRIVACY OF DOD PERSONNEL CONCURRENT WITH THE INCREASED SECURITY AWARENESS DEMANDED IN TIMES OF NATIONAL EMERGENCY, DOD, IN COMPLIANCE TO EXEMPTION (B) (6) OF REF (A), HAS EXPANDED WHICH INFORMATION MAY BE WITHHELD AS -FOR OFFICIAL USE ONLY- UNDER FOIA.
2. IAW REF (B), ALL PERSONNEL DIRECTORIES, COMMAND DIRECTORIES, DETAILED ORGANIZATION CHARTS, OR PHONE LISTS THAT PROVIDE PERSONALLY IDENTIFYING INFORMATION (I.E. -NAME, RANK, DUTY STATION AND E-MAIL) MUST BE IMMEDIATELY REMOVED FROM PUBLICLY ACCESSIBLE DON WEB PAGES (I.E. - WEB PAGES ACCESSIBLE TO A WORLDWIDE AUDIENCE WITHOUT RESTRICTION). THIS DIRECTION APPLIES TO ALL UNCLASSIFIED PUBLICLY ACCESSIBLE DON WEB SITES REGARDLESS OF DOMAIN (I.E. .COM, .EDU, .MIL), NAVY ECHELON, OR THE SPONSORING ORGANIZATION (I.E. NON-APPROPRIATED FUND/MWR SITES, DON EDUCATIONAL INSTITUTIONS). PERSONNEL DIRECTORIES, COMMAND DIRECTORIES, DETAILED ORGANIZATION CHARTS, OR PHONE LISTS MAY REMAIN ON LINE IF DEPERSONALIZED TO LIST 'ONLY ORGANIZATIONAL TITLE/DESIGNATION, OFFICE PHONE NUMBER AND/OR ORGANIZATIONAL/GENERIC E-MAIL ADDRESSES, SUCH AS CIVPERSOFF@COMMAND.NAVY.MIL, CHENG@SHIP.NAVY.MIL, OR HELPDESK@ORGANIZATION.NAVY.MIL. ADDITIONALLY, NAMES AND DUTY INFORMATION OF PERSONNEL WHO, BY THE NATURE OF THEIR POSITION AND DUTIES, FREQUENTLY INTERACT WITH THE PUBLIC MAY REMAIN ON LINE. FOR THE DEPARTMENT OF THE NAVY, THIS INCLUDES FLAG OFFICERS, GENERAL OFFICERS, COMMANDING OFFICERS, AND EXECUTIVE OFFICERS OR THE CIVILIAN EQUIVALENTS OF THESE; COMMAND MASTER CHIEFS OR SERGEANT MAJORS; SENIOR EXECUTIVE SERVICE MEMBERS; PUBLIC AFFAIRS OFFICERS; AND OTHER PERSONNEL DESIGNATED AS OFFICIAL COMMAND SPOKESPERSONS.
3. ALL DON COMMANDS, ORGANIZATIONS, STAFF AND UNITS ARE REMINDED THAT ALL DON PUBLICLY ACCESSIBLE WEB SITES MUST BE IN COMPLIANCE WITH REFERENCE CC) WHICH WILL INCORPORATE THIS GUIDANCE UPON ITS NEXT REVISION.
4. RELEASED BY THE HONORABLE GORDON R. ENGLAND, SECRETARY OF THE NAVY.