



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111

WING-Z

1 September 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management of World Wide Web Sites and Intranet Sites Within the Department of Military Affairs and the Wisconsin National Guard – TAG POLICY MEMORANDUM 18

1. The purpose of this memorandum is to establish policy and provide guidance for establishing and operating World Wide Web (WWW) and intranet sites within the State of Wisconsin Department of Military Affairs and the Wisconsin National Guard.
2. The WWW and our WING intranet are efficient and effective means for the DMA and the WING to share information. Our web and intranet sites are intended to share accurate, timely, and relevant information that will assist our users, customers, the DMA/WING, and the general public as appropriate. This memorandum is intended to assist us in leveraging the capabilities of the WWW and WING intranet in a manner that is efficient, focused on saving resources, and moving toward a digital environment. Web and intranet sites have the potential to save resources currently consumed on traditional means of communication.
3. The DMA and WING WWW site is hosted on the State of Wisconsin Badger Server; a state resource furnished to agencies for this purpose. The URL is <http://badger.state.wi.us/agencies/dma>. All DMA and WING WWW sites will be hosted on this server. No person subject to this policy is permitted to host a WWW site that implies affiliation with the DMA or WING without proper review and approval. Official web sites may only be hosted as approved by WIAR-IM. For example, a soldier could not create and host a web site related to the WING or DMA using their private Internet service provider or even another government agency.
4. The content and appearance of the Wisconsin National Guard WWW site is approved by the Wisconsin National Guard Public Affairs Officer on behalf of the Adjutant General. Information presented on the public web pages is presented in a uniform manner to allow users to gain the same public information about any command while at the same time accessing overall agency unique information.
5. Security issues and technical standards for WWW sites are maintained by WIAR-IM.
6. Submissions for the WING enterprise intranet are coordinated directly with WIAR-IM. Routine postings to the intranet can be e-mailed to WI-Intranet Postings using the enterprise e-mail directory or to [wihintranetpostings@wi-arng.ngb.army.mil](mailto:wihintranetpostings@wi-arng.ngb.army.mil).

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7. The software standard for developing web and intranet pages in the DMA is Microsoft Front Page.

8. Definitions. The following definitions distinguish between the WWW and the WING intranet.

a. World Wide Web, WWW, or Web: Refers to world wide web pages prepared by the DMA/WING that are cleared for public release and intended for access by the general public. The key concept is that once information is made available on the WWW, it is available world wide.

b. Intranet: A web based system internal to our WING/DMA enterprise computer system that is not accessible to users outside of our office automation system. An intranet is a private network that uses Internet software and Internet standards. In essence, it is the private Web of the DMA/WING and is not intended for the general public.

c. Extranet: A web based site that provides information to internal users and secure areas to external users utilizing their local Internet Service Provider (ISP). External access requires valid user names and passwords.

9. POC is the Chief Information Officer at WIAR-IM.

///Signed\\  
DONALD P. DUNBAR  
Brig Gen (WI), WI ANG  
The Adjutant General

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