

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

**DOCUMENTATION
COMPLIANCE WITH SECTION 508
OF THE REHABILITATION ACT,
29 U.S.C. & 794d & 36 C.F.R. & 1194**

Released under USTRANSCOM FOIA 12-31
FOIA Exemption 5 U.S.C. 552 (b)(6) applies

LISTING OF REDACTED DOCUMENTS – USTRANSCOM FOIA 12-31
SUBJ: 508 COMPLIANCE – DISABILITIES ACT

<u>DOCUMENT NO. & TITLE</u>	<u>NO. OF PAGES</u>	<u>FOIA EXEMPTION</u>
#1 Questions for USTRANSCOM Webmaster Regarding Sec. 508 Compliance	1	(b)(6)
#2 E-mail, Subj: 5144, 26Aug10, 10:48:12 AM	1	(b)(6)
#3 E-mail, Subj: DTR Review, 2Nov10, 2:21:57 PM	4	(b)(6)
#4 E-mail, Subj: FW: New Request (5188) Submitted, 12Oct10, 2:22:15 PM	2	(b)(6)
#5 E-mail, Subj: FW: 5188 Issues, 15Oct10, 8:37:18 AM	4	(b)(6)
#6 E-mail, Subj: RE: 5188 Issues, 14Oct10, 6:58:55 AM	2	(b)(6)
#7 E-mail, Subj: FW: Compliance with FAR Subpart 39.2 9Jan08, 6:26:52 PM	1	(b)(6)
#8 E-mail, Subj: FW: DTR Issues, 29Oct10, 4:18:17 PM	1	(b)(6)
#9 E-mail, Subj: FW: DTR Review, 03Nov10, 9:34:46 AM	4	(b)(6)
#10 E-mail, Subj: New Request (5191) Was Submitted, 27Oct10, 10:02:48 AM	1	(b)(6)
#11 E-mail, Subj: FW: New Request (5192) Was Submitted, 27Oct10, 11:02:38 AM	2	(b)(6)
#12 E-mail, Subj: FW: New Request (5196) Was Submitted, 4Nov10, 9:21:08 AM	2	(b)(6)
#13 E-mail, Subj: FW: New Request (5197) Was Submitted, 8Nov10, 11:03:52 AM	2	(b)(6)
#14 E-mail, Subj: FW: New Request (5209) Was Submitted, 7Dec10, 2:23:07 PM	2	(b)(6)
#15 E-mail, Subj: FW: New Request (5211) Was Submitted, 13Dec10, 6:57:53 AM	1	(b)(6)
#16 E-mail, JA, Subj: FW: Request 5181 Information Has been Updated, 5 Oct 10, 9:57:44 AM	2	(b)(6)

#17 E-mail, Subj: FW: Request 5182 Information Has Been Undated, 4Oct10, 3:56:33 PM	2	(b)(6)
#18 E-mail, Subj: FW: Status Change for Request 5730 7Nov11, 12:20:48 PM	2	(b)(6)
#19 E-mail, Subj: New Request (5338) Was Submitted, 22Apr11, 9:00:24 AM	1	(b)(6)
#20 E-mail, Subj: New Request (5647) Was Submitted, 4Oct11, 12:40:07 PM	1	(b)(6)
#21 USTRANSCOM Inspector General Inspection Report, Web Page Management, Conducted April – June 2006	9	(b)(6)
#22 E-mail, JA, Subj: RE: DTR Review, 2 Nov 10, 2:51 PM	4	(b)(6)
#23 E-mail, JA, Subj: DTR Review, 2 Nov 10, 2:22 PM	4	(b)(6)
#24 E-mail, JA, Subj: RE: 5198, 2 Mar 11, 12:01 PM	1	(b)(6)
#25 E-mail, JA, Subj: FW: DTR Review, 3 Nov 10, 9:35 AM	4	(b)(6)
#26 E-mail, JA, Subj: RE: 5188 Issues, 14 Oct 10, 6:59 AM	2	(b)(6)
#27 E-mail, J6, Subj: RE: Clarification, 21 Sep 11, 9:50 AM	2	(b)(6)
#28 E-mail, JA, Subj: RE: New Request (5211) Was Submitted, 13 Dec 10, 9:41 AM	2	(b)(6)
#29 E-mail, JA, Subj: RE: pdf/zip, 26 Aug 10,	2	(b)(6)
#30 E-mail, JA, Subj: RE: pdf/zip, 26 Aug 10, 7:45:21 AM	2	(b)(6)
#31 E-mail, J6, Subj: RE: Proposed Changes, 8 Nov 10, 2:48:28 PM	1	(b)(6)

#32 E-mail, JA, Subj: RE: Status Change for Request 5196, 8 Nov 10, 9:17:02 AM	3	(b)(6)
#33 E-mail, J6, Subj: RE: Stsatus Change for Request 5196, 8 Nov 10, 8:51:22 AM	3	(b)(6)
#34 E-mail, J6, Subj: RE: Status Change for Request 5192, 29 Oct 10, 7:52:29 AM	2	(b)(6)
#35 E-mail, JA, Subj: RE: Status Change for Request 5192, 29 Oct 10, 10:31:30 AM	2	(b)(6)
#36 E-mail, JA, Subj: RE: Status Change for Request 5196, 8 Nov 10, 8:32:20 AM	2	(b)(6)
#37 E-mail, JA, Subj: RE: Status Change for Request 5196, 8 Nov 10, 8:26:31 AM	2	(b)(6)
#38 E-mail, J6, Subj: RE: Status Change for Request 5196, 4 Nov 10, 2:58:33 PM	2	(b)(6)
#39 E-mail, Webmaster, Subj: Re: Status Change for Request 5730, 7 Nov 11, 3:30:34 PM	3	(b)(6)\
#40 E-mail, J6, Subj: RE: Video (508 Compliance), 8 Nov 11, 3:04:28 PM	2	(b)(6)
#41 E-mail, JA, Subj: RE: Video (508 Compliance), 15 Nov 11, 8:34:27 AM	3	(b)(6)
#42 E-mail, Subj: Video Capture Software, 8 Nov 11, 11:35 AM	1	(b)(6)
#43 E-mail, Subj: Request 5303 Information Has Been Updated, 10 Mar 11, 9:42:00 AM	1	(b)(6)
#44 E-mail, Subj: Request 5305 Information Has Been Updated, 23 Mar 11, 10:20:05 AM	1	(b)(6)
#45 E-mail, Subj: Request 5306 Information Has Been Updated, 22 Mar 11, 9:58:01 AM	1	(b)(6)
#46 E-mail, Subj: Request 5456 Information Has Been Updated, 22 Jul 11, 9:43:33 AM	1	(b)(6)

#47 E-mail, Subj: Video Capture Software 8 Nov 11, 11:36:04 AM	1	(b)(6)
#48 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3208)	7	(b)(6)
#49 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3289)	7	(b)(6)
#50 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3290)	7	(b)(6)
#51 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3309)	7	(b)(6)
#52 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3333)	7	(b)(6)
#53 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3589)	7	(b)(6)
#54 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3689)	7	(b)(6)
#55 USTRANBSCOM/JA Web Site Quick Evaluation Checklist (Request No. 3889)	7	(b)(6)
#56 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4051)	7	(b)(6)
#57 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4363)	7	(b)(6)
#58 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4366)	7	(b)(6)
#59 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4374)	7	(b)(6)
#60 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4618)	7	(b)(6)
#61 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4763)	7	(b)(6)

#62 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4828)	7	(b)(6)
#63 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 4906)	4	(b)(6)
#64 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 5065)	4	(b)(6)
#65 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 5073)	4	(b)(6)
#66 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 5111)	4	(b)(6)
#67 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 5113)	4	(b)(6)
#68 USTRANSCOM/JA Web Site Quick Evaluation Checklist (Request No. 5114)	4	(b)(6)

Total Documents: 68 (Redacted)

Total Pages: 230

Questions for USTRANSCOM Webmaster regarding Sec. 508 Compliance

Meeting with (b)(6) J6-OMW on 10 Jan 2008

- When did USTRANSCOM begin reviewing websites to ensure compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d)?

When (b)(6) started working at TCJA, about 2 ½ years ago.

- Are USTRANSCOM's top 20 web pages (those receiving the most hits) 508-compliant?

Yes, regarding the websites to which Larry has access (about 1/3 of USTRANSCOM's web content), nearly all have been reworked so they are compliant. Older sites and sites not visited are being mothballed. As far as C2 and C4 systems, SMS, CRIS, and Logbook, for example, which are web based, those sites probably are not compliant but the Web Shop does not maintain those sites.

- Approximately how many USTRANSCOM websites are not 508-compliant?

See previous question; probably all the legacy sites that (b)(6) doesn't have access to.

- Have you received any complaints from persons with disabilities that they are unable to access information on any USTRANSCOM websites? If so, how many in the last 2 years and how did you resolve them?

(b)(6) has not heard of any complaints; he is not aware that there are currently any USTRANSCOM employees with disabilities, and has heard of no complaints from the public.

- Is USTRANSCOM prepared to provide alternative means of access to websites that are not 508-compliant (alternative means may include, but are not limited to: voice, fax, relay service, TTY, qualified sign language interpreters, captioning, text-to-speech synthesis, readers, personal assistants, or audio descriptions)?

N/A; the sites to which (b)(6) has access are compliant.

- Do you have a plan for reviewing legacy websites (those that were created before websites were required to be 508-compliant) and bringing them into compliance?

Because older sites and sites not being accessed will be mothballed, and the rest of the sites are compliant, (b)(6) doesn't need to do this. As mentioned above, the legacy sites to which he has no access, such as CRIS, Logbook, and SMS, may not be compliant.

- Can you provide an explanation of the burden it would impose on the command to bring legacy (non-508-compliant) sites into compliance?

N/A, since the sites (b)(6) supervises are compliant. It would take quite some time to get the contractors who maintain Logbook, SMS, etc., to make the changes.

- Have you participated in a Department of Justice or GSA survey on the 508 compliance of USTRANSCOM's web policies, procedures and web pages? If so, when?

(b)(6) had not heard of any such survey being done. I gave him a copy of the 2003 DOJ survey questions (due in March 2004) so he could see what kinds of questions were asked.

CDR (b)(6), JAGC, USNR

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CTR USTRANSCOM J6
Cc: (b)(6) LTC USTRANSCOM JA
Subject: 5144
Date: Thursday, August 26, 2010 10:48:12 AM

(b)(6)

I've added comments on 5144. All are 508 compliant, but some need "leaving DOD" disclaimers for the facebook & twitter links.

I've asked (b)(6) to approve 5141 and 5143 as they are now compliant.

Have a great day!

(b)(6)

////Signed (b)(6) ////

(b)(6) YA-02, DAF
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: DTR Review
Date: Tuesday, November 02, 2010 2:21:57 PM

(b)(6)

Completed my 2-day review of the DTR encompassing all pages and sections therein.

The following, by Category, in order of DTR Part, are those pages where one of the below four issues were found.

Some items could not be reviewed (see Issue 4). I will have to review those once the links are fixed.

We may want to have them notify us as parts are fixed so that we can check those without having to re-check the entire DTR again.

=====

The category issues are:

- Issue 1. Links outside of DOD w/out disclaimer
- Issue 2. 508 Compliance Issues
- Issue 3. Inappropriate "mailto" links to classified servers
- Issue 4. Other (broken/mishandled links)

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ISSUE 1 - Links outside of DOD w/out disclaimer

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DTR Part I

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Chapter 103, pg 3, 4, 7

App. I, pg 2, 7

DTR Part II

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Chap 201, pg 33

Chap 202, pg 4, 21

Chap 203, pg 12

Chap 204, pg 4, 18

Chap 205, pg 4

Chap 206, pg 1

Chap 208, pg 13, 27

Chap 211, pg 13

App. B, pg 1

App. G-3, pg 1

App. G-4, pg 2

App. H, pg 1

App. o, pg 8

App. S, pg 2, 7

App. AA, pg 1

App. BB, pg 1

App. CC, pg 1

App. DD, pg 1

App. EE, pg 1

3

App. FF, pg 1
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App. MM, pg 1
App. NN, pg 1
App. OO, pg 1
App. PP, pg 1
App. TT, pg 1
App. UU, pg 1
App. WW, pg 1
App. XX, pg 1

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Chap 305, pg 7
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App. K, pg 1-2
App. T, pg 6
App. AA, pg 1
App. BB, pg 2, 7

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Chap 409, pg 1, 5
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App. K2, pg 9, 18, 19
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App. K4, pg 5, 10
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App. T3, pg 1
App. UA, pg 15

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Chap 505, pg 3, 4
Chap 506, pg 6
Chap 507, pg 2
Chap 508, pg 1, 3, 4, 10
Chap 510, pg 23
Chap 511, pg 2, 4

DTR Part VI
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Chap 601, pg 4
Chap 602, pg 4
Chap 603, pg 1, 2
Chap 605, pg 2
App. b, pg 1

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Issue 2 - 508 Compliance Issues
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DTR III

Chap 303, pg 34, 35 & 36

Chap 304, pg 9 (Fig. 304-1), pg 10 (fig. 304-2)

Chap 305, pgs 15-26 (fig 305-1 to 305-9)

APP. B, fig. B-1; B-2

APP. F, fig. F-1 through F-5

App. J, fig. J-1, J-2, J-4, J-8, J-9, J-10, J-11

App. P, Examples 1-5 @ fig. P-1

App. V, fig. V-2; V-5; V-8, V-10 to V-14; V-16; V-18

App. X, all 4 pages of illustrations

App. BB, fig. BB-2

DTR IV

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Chap 402, pg 21, 22, 23, 24

Chap 406, pg 14-17

Chap 407, pg 8, 9, 11-14

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Chap 413, pg 17-20

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Chap 504, pg 5, 6

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Chap 510, pg 35, 36, 37

Chap 511, pg 28, 30, 34

Chap 514, pg 3

DTR VI

Chap 602, pg 8-10, 12

Chap 603, pg 3-6

Chap 604, pg 8, 9, 10

Chap 610, pg 3

App. A, pg 1-13

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ISSUE 3 - Inappropriate "Mailto" links

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DTR Part I, App. B, pg 5 - "Mailto" link improperly set to .smil.mil account

DTR Part II, App. Q, pg 6 - "Mailto" link improperly set to .smil.mil account

=====

ISSUE 4 - Other

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DTR IV, Chap 403, 404 & 405 are inaccessible. They are improperly linked to Chap 402. Could not review for other issues.

DTR IV, Appendices L through T are inaccessible, they are improperly linked to Appendix K.

(b)(6)

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR:bob.simpson@ustranscom.mil

SIPR:robert.simpson@ustranscom.smil.mil

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From: (b)(6) IV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5188) was submitted
Date: Tuesday, October 12, 2010 2:22:15 PM

(b)(6)

Recommend denial due to following:

In the section: Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all current 6 link files.

1. In the Services Volume (2010) chart of DPS current status is not 508 compliant
2. In the DPS Shipments Processed by Type, the pie chart is not sufficiently descriptive to tell anyone under 508, what it is supposed to depict. Also, the PPM legend has a miss-spelling of the word "BLUE"
3. In the DPS v. Monthly HHG Comp, the bottom legend needs to be OCR'd or treated as a picture with ALT-TXT. Currently, the screen reader skips over this x-axis legend.
4. In the Total Moves chart, it has the same problem as #3 above.
5. In the DPS vs. TOPS Monthly HHG Volume chart, same as #3 above.

Everything else checked out okay.

I did notice that in looking at the links for different agency claims offices, the Navy had the following: "Claims for personal injury / death as a result of exposure to contaminated drinking water at Camp Lejeune." I would recommend NOT drinking the water there--Yikes!

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Tuesday, October 12, 2010 9:27 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6)
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC
USTRANSCOM JA

Subject: New Request(5188) was submitted

Approval ApplicationA
new Public website request has been submitted for approval. Please follow the

4

link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5188Page

Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>POC

Name: (b)(6) POC

Office: TCJ6-PPOC

Title: Ms.

POC Email: (b)(6) @ustranscom.milPOC

Phone: 220-5693

Comments:Location:

DPS Login -> DPS Login -> Login Process

ACTION: Replaced the current login steps

Location: DPS Registration -> DPS Registration

ACTION: Updated the current content

Location: DOD -> Moving Resources

ACTION: Add the new item "Claims" (above "Housing") in the menu and the following links: Air Force, Army, Coast Guard, Marine Corps, Navy

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all current 6 link files.

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) IV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: 5188 Issues
Date: Friday, October 15, 2010 8:37:18 AM

(b)(6)

Your call. They did fix the x-axis, but they didn't fix the individual data points issue.

////Signed-(b)(6)/////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Friday, October 15, 2010 8:28 AM
To: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM JA; (b)(6)
(b)(6) CIV USTRANSCOM JA (b)(6) CIV USTRANSCOM PA
Cc: (b)(6) CTR USTRANSCOM J6
Subject: RE: 5188 Issues

Thank you.

JA/PA

I really need the update to be posted by today. Can you review and approve at your earliest convenient time today?

thank you in advance.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-220 (b)(6) DSN 770

-----Original Message-----

From: (b)(6) CTR USTRANSCOM J6
Sent: Thursday, October 14, 2010 4:17 PM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM JA; (b)(6)
(b)(6) IV USTRANSCOM JA
Subject: RE: 5188 Issues

#5

I updated the approval process with the updated documents and verified that they are readable now.

(b)(6)
TCJ6-OMW Web Shop
Customer Support
229-1666

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, October 14, 2010 1:43 PM
To: (b)(6) CTR USTRANSCOM J6; USTCJ6-WEBMASTER
Cc: (b)(6) CTR USTRANSCOM J6
Subject: RE: 5188 Issues

Uploaded three new metrics PDFs: composition, volume and total moves.

As (b)(6) has suggested, aligned the X-axis from diagonal to vertical.
Verified with JA that OCR working.

Thank you for your excellent advice.

(b)(6)

-----Original Message-----

From: (b)(6) CTR USTRANSCOM J6
Sent: Thursday, October 14, 2010 9:14 AM
To: (b)(6) CIV USTRANSCOM J6; USTCJ6-WEBMASTER
Cc: (b)(6) CTR USTRANSCOM J6
Subject: RE: 5188 Issues

Can you please call me when you get a chance?

(b)(6)
TCJ6-OMW Web Shop
Customer Support
229-1666

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, October 14, 2010 8:55 AM
To: USTCJ6-WEBMASTER; (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues

Here they are. Thanks again.

-----Original Message-----

From: USTCJ6-WEBMASTER
Sent: Thursday, October 14, 2010 8:51 AM
To: (b)(6) CIV USTRANSCOM J6; USTCJ6-WEBMASTER; (b)(6) CIV
USTRANSCOM JA
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues

(b)(6)

Thank you for the document but the PowerPoint only has one side - the pdf we have been working with contained three pages. Can you send me another one?

Thank you,
(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, October 14, 2010 8:35 AM
To: USTCJ6-WEBMASTER; (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues

Yes. it is now attached.
Thank you for working the problem.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-220- (b)(6) DSN 770

-----Original Message-----

From: USTCJ6-WEBMASTER
Sent: Thursday, October 14, 2010 8:01 AM
To: (b)(6) CIV USTRANSCOM JA; USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues

(b)(6)

I tried to tag the document but I just couldn't get it to work.

(b)(6) - is there a way we could get the Excel document? I would like to try putting in into a PDF from there.

Thank you,
(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Thursday, October 14, 2010 6:59 AM
To: USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues

Ms. (b)(6)

This document still does not appear to be 508 compliant.

When I turn on the screen reader in Adobe Pro, I'm not getting any data from the X-Axis of the chart. The screen reader doesn't see this as text or graphic.

To make this 508 compliant the entire document must either have text or graphic areas regions identified.

(b)(6) CJA, has also asked, if possible, that ALT-TXT be added to the region of the bar to indicate the quantum value for each of the data points.

Please advise.

Thanks for your assistance,

(b)(6)

////Signed-(b)(6)/////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: USTCJ6-WEBMASTER

Sent: Wednesday, October 13, 2010 2:55 PM

To: (b)(6) CIV USTRANSCOM JA

Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)

(b)(6) CTR USTRANSCOM J6

Subject: RE: 5188 Issues

(b)(6)

I have updated this document for Move.

Thank you,

(b)(6)

TCJ6-OMW Web Shop

229-1666

From: (b)(6) CIV USTRANSCOM JA

Sent: Wednesday, October 13, 2010 1:52 PM

To: USTCJ6-WEBMASTER

Subject: 5188 Issues

From: (b)(6) CIV USTRANSCOM JA
To: USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) TR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CIV USTRANSCOM JA
Subject: RE: 5188 Issues
Date: Thursday, October 14, 2010 6:58:55 AM

Ms. (b)(6)

This document still does not appear to be 508 compliant.

When I turn on the screen reader in Adobe Pro, I'm not getting any data from the X-Axis of the chart. The screen reader doesn't see this as text or graphic.

To make this 508 compliant the entire document must either have text or graphic areas regions identified.

Mr. (b)(6) TCJA, has also asked, if possible, that ALT-TXT be added to the region of the bar to indicate the quantum value for each of the data points.

Please advise.

Thanks for your assistance,

(b)(6)

////Signed (b)(6)/////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: USTCJ6-WEBMASTER

Sent: Wednesday, October 13, 2010 2:55 PM

To: (b)(6) CIV USTRANSCOM JA

Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)

(b)(6) CTR USTRANSCOM J6

Subject: RE: 5188 Issues

(b)(6)

I have updated this document for Move.

#6

Thank you,

(b)(6)

TCJ6-OMW Web Shop

229-1666

From: (b)(6) CIV USTRANSCOM JA
Sent: Wednesday, October 13, 2010 1:52 PM
To: USTCJ6-WEBMASTER
Subject: 5188 Issues

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: Compliance with FAR Subpart 39.2?
Date: Wednesday, January 09, 2008 6:26:52 PM

(b)(6)

Do either of you have an opinion on this one?

(b)(6)
USTRANSCOM/TCJA
Comm: 618-229-1366
DSN: 779-1366

-----Original Message-----

From: (b)(6) CDR USTRANSCOM JA
Sent: Wednesday, January 09, 2008 10:19 AM
To: CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: Compliance with FAR Subpart 39.2?

Hi (b)(6)

I'm working on a project for (b)(6) relating to TRANSCOM's compliance with Section 508 of the Rehabilitation Act (29 USC 794d) and the accessibility standards found in 36 CFR Part 1194.

Our question is: do you know whether our contracting folks are aware of and are complying with FAR Subpart 39.2, which implements Section 508?

Thanks,

(b)(6)
CDR, JAGC, USNR
JTRU Navy Element/TCJA
USTRANSCOM
618.229.1366

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7

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: DTR issues
Date: Friday, October 29, 2010 4:18:17 PM

(b)(6)

Can you provide some of the examples you found in your review? See below.

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Friday, October 29, 2010 3:41 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: RE: DTR issues

(b)(6)

Could you give me some examples of the links? Perhaps we can fix these things under the guise of correcting during updates. Between the Public and Move.mil I'm going to lose what little hair I have left.

(b)(6)
USTCJ6-OMW
Web Shop
Web Master
DSN 779- (b)(6)

"Tolerance is for those that do not have any convictions." G.K. Chesterton

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Friday, October 29, 2010 12:23 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: DTR issues

(b)(6)

In reviewing the latest move.mil changes, we noticed, somehow for the first time, that the DTR we host on our site (also linked to at move.mil) has a number of issues that we need to fix. For example, there are links to external sites without appropriate disclaimers. Since changing the DTR is a huge deal around here, we'll probably need to review the issues together and come up with a way forward. Your thoughts?

(b)(6)

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: DTR Review
Date: Wednesday, November 03, 2010 9:34:46 AM

FYI

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 3:11 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: FW: DTR Review

(b)(6)

Here is that report on DTR issues. (b)(6) did Yeoman's work on this, obviously.

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 2:22 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: DTR Review

(b)(6)

Completed my 2-day review of the DTR encompassing all pages and sections therein.

The following, by Category, in order of DTR Part, are those pages where one of the below four issues were found.

Some items could not be reviewed (see Issue 4). I will have to review those once the links are fixed.

We may want to have them notify us as parts are fixed so that we can check those without having to re-check the entire DTR again.

=====

The category issues are:

Issue 1. Links outside of DOD w/out disclaimer Issue 2. 508 Compliance Issues Issue 3. Inappropriate "mailto" links to classified servers Issue 4. Other (broken/mishandled links)

=====

ISSUE 1 - Links outside of DOD w/out disclaimer

=====

DTR Part I
Table of Contents, pages 12, 13
Chapter 103, pg 3, 4, 7
App. I, pg 2, 7

DTR Part II

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Chap 203, pg 12 Chap 204, pg 4, 18 Chap 205, pg 4 Chap 206, pg 1 Chap 208,
pg 13, 27 Chap 211, pg 13 App. B, pg 1 App. G-3, pg 1 App. G-4, pg 2 App. H,
pg 1 App. o, pg 8 App. S, pg 2, 7 App. AA, pg 1 App. BB, pg 1 App. CC, pg 1
App. DD, pg 1 App. EE, pg 1 App. FF, pg 1 App. GG, pg 1 App. II, pg 1 App.
JJ, pg 1 App. KK, pg 1 App. LL, pg 1 App. MM, pg 1 App. NN, pg 1 App. OO, pg
1 App. PP, pg 1 App. TT, pg 1 App. UU, pg 1 App. WW, pg 1 App. XX, pg 1

DTR Part III

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Chap 302, pg 8

Chap 305, pg 7

App. H, pg 1, pg 9

App. K, pg 1-2

App. T, pg 6

App. AA, pg 1

App. BB, pg 2, 7

DTR Part IV

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Chap 408, pg 2, 3

Chap 409, pg 1, 5

App. K, pg 3

App. K1, pg 12, 15, 27-28

App. K2, pg 9, 18, 19

App. K3, pg 12, 13

App. K4, pg 5, 10

App. T2, pg 1

App. T3, pg 1

App. UA, pg 15

DTR Part V,

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Chap 501, pg 5

Chap 502, pg 4, 10, 13, 14

Chap 505, pg 3, 4

Chap 506, pg 6

Chap 507, pg 2

Chap 508, pg 1, 3, 4, 10

Chap 510, pg 23

Chap 511, pg 2, 4

DTR Part VI

Table of Contents, pg 9

Chap 601, pg 4

Chap 602, pg 4

Chap 603, pg 1, 2

Chap 605, pg 2

App. b, pg 1

=====
Issue 2 - 508 Compliance Issues
=====

DTR III

Chap 303, pg 34, 35 & 36

Chap 304, pg 9 (Fig. 304-1), pg 10 (fig. 304-2) Chap 305, pgs 15-26 (fig
305-1 to 305-9) APP. B, fig. B-1; B-2 APP. F, fig. F-1 through F-5 App. J,
fig. J-1, J-2, J-4, J-8, J-9, J-10, J-11 App. P, Examples 1-5 @ fig. P-1
App. V, fig. V-2; V-5; V-8, V-10 to V-14; V-16; V-18 App. X, all 4 pages of

illustrations App. BB, fig. BB-2

DTR IV

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Chap 402, pg 21, 22, 23, 24

Chap 406, pg 14-17

Chap 407, pg 8, 9, 11-14

Chap 408, pg 7-14, 16, 17

Chap 410, pg 17-18

Chap 413, pg 17-20

App G1, pg 2-11

App J, pg 7, 51-57, 61

App K, pg 3

App K1, pg 1

App K2, pg 1

App K3, pg 1, 20

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App K5, pg 1

App T1, pg 6, 7

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App UE, pg 3

App UI, pg 21, 23

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DTR V

Chap 502, pg 30, 32, 33

Chap 504, pg 5, 6

Chap 505, pg 4

Chap 506, pg 7

Chap 508, pg 12, 13, 14, 15

Chap 510, pg 35, 36, 37

Chap 511, pg 28, 30, 34

Chap 514, pg 3

DTR VI

Chap 602, pg 8-10, 12

Chap 603, pg 3-6

Chap 604, pg 8, 9, 10

Chap 610, pg 3

App. A, pg 1-13

=====

ISSUE 3 - Inappropriate "Mailto" links

=====

DTR Part I, App. B, pg 5 - "Mailto" link improperly set to .smil.mil account

DTR Part II, App. Q, pg 6 - "Mailto" link improperly set to .smil.mil account

=====

ISSUE 4 - Other

=====

DTR IV, Chap 403, 404 & 405 are inaccessible. They are improperly linked to Chap 402. Could not review for other issues.

DTR IV, Appendices L through T are inaccessible, they are improperly linked to Appendix K.

(b)(6)

////Signed (b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) IV USTRANSCOM JA
Subject: FW: New Request(5191) was submitted
Date: Wednesday, October 27, 2010 10:02:48 AM

(b)(6)

Checked all 12 documents on that page. Brief 2 has a watermark photo on the last page of the briefing that is not readable. It is visible, but there is no text to describe what is being seen.

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [mailto:webmaster@ustranscom.mil]

Sent: Wednesday, October 27, 2010 8:07 AM

To: (b)(6) IV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6)
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC
USTRANSCOM JA

Subject: New Request(5191) was submitted

Approval ApplicationA

new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5191Page

Name: JIWG - References and Documents

<<https://preview.gatekeeper.transcom.mil/public/jiwig/>>

URL: <https://preview.gatekeeper.transcom.mil/public/jiwig/POC>

Name: (b)(6)

POC Office: TCJ5/4-IIPOC

Title: Mr.

POC Email: (b)(6) ctr@ustranscom.milPOC

Phone: 229 (b)(6)

Comments:location:

references & documents -->JIWG Meeting Agendas, Briefs, and Minutes-->June 2010

action:added briefs 1-10

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

10

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5192) was submitted
Date: Wednesday, October 27, 2010 11:02:38 AM

(b)(6)

We need to discuss this one. The main problem is that Move.mil is linking back to the DTR which has all kinds of 508 problems as well as links that take viewers outside of DOD without the disclaimer. I don't think we've ever reviewed the DTR page itself on the public page, so you will have to decide how we should proceed because it's going to be a massive amount of work to get all the DTR sections/links up to standards.

(b)(6)

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [mailto:webmaster@ustranscom.mil]

Sent: Wednesday, October 27, 2010 8:32 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA;
(b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5192) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5192

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: yong.cook@ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> DPS Process Chart

ACTION: added links to the DPS Process Chart

11

Location:DOD -> Before You Begin – DPS how-to Guides
ACTION: Replaced the link file "2-Logging into DPS"

Location: DOD -> Before You Begin – Weight Allowance -> below "It's Your move (Civilian)"
ACTION: Added a new link: 'It's your move - Mobile Home'

Location: PPSO -> PPSO Resources -> General -> above "DP3 POV" & TSP -> TSP Resources -> General -> above "TSP Brochure"
ACTION: Added a new link: 'Mobile Home'

Location: PPSO -> PPSO Resources -> Regulations -> Defense Transportation Regulation (DTR) & TSP -> TSP Resources -> Regulations -> Defense Transportation Regulation (DTR)
ACTION: Added the short description and hyperlink "Mobile Home"

Location: What is DPS? -> What is DPS?
ACTION: added a new item "What is Move.mil" and content below

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP
ACTION: Below "Email to webmaster", added link "Find out what's on Move.mil"

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP -> SRC ...
ACTION: updated link "DPS Helpdesk Template"

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit
ACTIONS: updated "Storage Facilities in US_18Oct10.zip" and updated "Storage Facilities in Overseas_18Oct10.zip".

Location: What's New
ACTION: added the following: 'DPS Version 1.4.04 Use Handout'

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) IV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5196) was submitted
Date: Thursday, November 04, 2010 9:21:08 AM

(b)(6)

Problems with this one.

DPS Current Status slide - Missing ALT TXT for "red" bar
DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves)
DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

/r (b)(6)

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil
SIPR (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [mailto:webmaster@ustranscom.mil]
Sent: Thursday, November 04, 2010 8:48 AM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5196) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5196

Page Name: Move.mil

<https://preview.gatekeeper.transcom.mil/move/tsp.htm#resources_tspMetrics>

URL: https://preview.gatekeeper.transcom.mil/move/tsp.htm#resources_tspMetrics

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> Weight Allowance

ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

12

ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Replaced the current 'US' & 'Overseas' link

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5197) was submitted
Date: Monday, November 08, 2010 11:03:52 AM

(b)(6)

Not as bad as I thought. Here's what needs to be fixed:

Doc #1 – pg 6, no alt-txt for picture; pg 35, no alt-txt and outside URL w/out disclaimer

Doc #8 – both pages have outside URLs w/out disclaimer

All other documents are fine.

/r (b)(6)

////Signed- (b)(6) ////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Monday, November 08, 2010 10:35 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5197) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review

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the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID:

5197

Page Name:

DTCI - Most Current PWS <<https://preview.gatekeeper.transcom.mil/public/dtci/pws.cfm>>

URL:

<https://preview.gatekeeper.transcom.mil/public/dtci/pws.cfm>

POC Name:

(b)(6)

POC Office:

SDDC

POC Title:

Mr.

POC Email:

(b)(6) @us.army.mil

POC Phone:

622- (b)(6)

Comments:

Updated:

- DTCI Contract Section C PWS as of P00018 Effective 17 Oct 10
- DTCI PWS App A as of P00018 Effective 17 Oct 10
- DTCI PWS App B as of P00018 Effective 17 Oct 10
- DTCI PWS App C as of P00018 Effective 17 Oct 10
- DTCI PWS App D as of P00018 Effective 17 Oct 10
- DTCI PWS App G as of P00018 Effective 17 Oct 10
- DTCI PWS App H as of P00018 Effective 17 Oct 10

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) IV USTRANSCOM JA
To: (b)(6) LTC USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5209) was submitted
Date: Tuesday, December 07, 2010 2:23:07 PM
Attachments: Legend Issue (121 KB).msg

(b)(6)

I would recommend approval with a provision/notation that the slide identified in the attached e-mail is fixed. There was a minor 508 issue with the legend in the .pdf document.

v/r (b)(6)

////Signed- (b)(6) ////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Tuesday, December 07, 2010 9:03 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA

Subject: New Request(5209) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5209

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/faq.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/faq.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256 (b)(6)

Comments:

location:PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all 6 metrics files

location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Updated the US and Overseas links

14

Location: FAQ -> DOD PKI Root Certificates -> How do I download and install the certificates?
ACTION: added (<http://dodpki.c3pki.chamb.disa.mil/rootca.html>) URL

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5211) was submitted
Date: Monday, December 13, 2010 6:57:53 AM

(b)(6)

In looking at the training slides, I noticed that pages of the briefing are all html photos with no alt-text whatsoever. How is this 508 compliant?

v/r (b)(6)
////Signed (b)(6) ////
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Friday, December 10, 2010 9:18 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5211) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5211

Page Name: 2010 Ethics <<https://preview.gatekeeper.transcom.mil/public/2010>>

URL: <https://preview.gatekeeper.transcom.mil/public/2010>

POC Name: (b)(6)

POC Office: TCJA

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 229-1366

Comments:

location: menu bar -->'Associated Websites' drop down

action: added 2010 Ethics training

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

15

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: Request 5181 information has been updated.
Date: Tuesday, October 05, 2010 9:57:44 AM

(b)(6)

Talked with (b)(6) The correct link is:
https://preview.gatekeeper.transcom.mil/public_new/about/timeline.cfm

The page photos are 508 compliant. Recommend approval of 5181.

////Signed (b)(6) ////

(b)(6) DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Tuesday, October 05, 2010 7:57 AM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6)
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC
USTRANSCOM JA

Subject: Request 5181 information has been updated.

Approval ApplicationThe
information in Request #5181 has been updated.

New Request Information

Request ID: 5181Page

Name: history <<https://preview.gatekeeper.transcom.mil/public/history.cfm>>

URL: <https://preview.gatekeeper.transcom.mil/public/history.cfm>POC

Name: Web ShopPOC

Office: Web ShopPOC

Title:POC

Email: webmaster@ustranscom.milPOC

Phone: 229-1666

Comments:https://preview.gatekeeper.transcom.mil/public_new/about/timeline.cfm

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5181Page

Name: history <<https://preview.gatekeeper.transcom.mil/public/history.cfm>>

URL: <https://preview.gatekeeper.transcom.mil/public/history.cfm>POC

#16

Name: Web ShopPOC

Office: Web ShopPOC

Title:POC

Email: webmaster@ustranscom.milPOC

Phone: 229-1666

Comments:add

time line (last link)

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: Request 5182 information has been updated.
Date: Monday, October 04, 2010 3:56:33 PM

(b)(6)

(b)(6) fixed the problems noted. Recommend approval.

////Signed-(b)(6)////

(b)(6) DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Monday, October 04, 2010 2:54 PM

To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC
USTRANSCOM JA

Subject: Request 5182 information has been updated.

Approval ApplicationThe
information in Request #5182 has been updated.

New Request Information

Request ID: 5182Page

Name: Privacy, Accessibility, Use, and DOD Non-Endorsement Disclaimer Notice

<<https://preview.gatekeeper.transcom.mil/public/access.cfm>>

URL: <https://preview.gatekeeper.transcom.mil/public/access.cfm>

POC Name: (b)(6) POC

Office: TCJ6-OMWPOC

Title: Ms.

POC Email: (b)(6) .ctr@ustranscom.milPOC

Phone: 618-229-1666

Comments:made

update per PA comment

updated content 'above the accessibility section'

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5182Page

Name: Privacy, Accessibility, Use, and DOD Non-Endorsement Disclaimer Notice

#17

<<https://preview.gatekeeper.transcom.mil/public/access.cfm>>

URL: <https://preview.gatekeeper.transcom.mil/public/access.cfm>

POC Name: (b)(6) POC

Office: TCJ6-OMWPOC

Title: Ms.

POC Email: (b)(6) ctr@ustranscom.milPOC

Phone: 618-229-1666

Comments:updated

content 'above the accessibility section'

Link to Approval Application:

<https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM J6
To: USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: Status change for request 5730
Date: Monday, November 07, 2011 12:20:48 PM
Attachments: DPS_Smart_Book_v25.2.pdf

Concerning the problems identified by JA:

1. Followed the instruction in Natasha
https://gatekeeper.transcom.mil/documentation/User_and_Admin_Documentation/Adobe_Disclaimer_Doc_2010.pdf
,

and applied disclaimer on the identified three links on page 17 (attached). However there is a minor problem with the javascript for the disclaimer: The disclaimer pops up in the background vs. foreground (in case of using one monitor screen) or the link website comes up before clicked disclaimer's OK or CANCEL button (in case of using two screens). Need to fix the disclaimer to popup in the foreground and the website to come up after clicked OK or Cancel button. Could you check on this ?

2. "DPS Registration...a key and a door that are not sec. 508 compliant." --> Could you add alt text to the graphics?

Thank you.

(b)(6) Civ, DAFC
J6-PI | Program IT Branch | USTRANSCOM | Commercial 618-220 (b)(6) DSN 770

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Monday, November 07, 2011 10:28 AM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5730

Approval Application
JA has changed the status of your request.

New Status
Status: No
Comments
Smart Book v25.2, pg 17, the following links do not have the "leaving DOD" disclaimer associated with them:

1. <http://www.identrust.com/index.html>
2. <https://www.verisign.com/authentication/government-authentication/DOD-interoperability/index.html>
3. <http://www.eca.orc.com/index.htm>.

Also noted:

DPS Registration, "What is ETA" (link on right side of page) this opened page has two graphics (a key and a door) that are not sec. 508 compliant.

Old Status
Status: Review
Comments

#18

Request Information

Request ID: 5730

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-PE

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 220- (b)(6)

Comments:

DPS Registration -> How to Register for DPS through ETA? (For PPSO and TSP)

ACTION: Update the line #4 as the following:

"If additional applications are required, login to ETA, and select "Request Additional Applications link."

PPSO -> DPS Monthly Metrics

TSP -> DPS Monthly Metrics

ACTION: Replace all current links with Oct 2011 metrics.

What's New

PPSO -> PPSO Resources -> General

TSP -> TSP Resources -> General

ACTION: Update the current DPS Smart Book v25 (revised) with v25.2. and update the link text as follows:

DPS Smart Book v25.2

Updated 4 November 2011

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: webmaster@ustranscom.mil
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA;
(b)(6) Bob CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5338) was submitted
Date: Friday, April 22, 2011 9:00:24 AM

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5338

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-PE

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256 (b)(6)

Comments:

1.DOD -> Before You Move -> DPS How-to Guides

ACTION: Replace the current "10-Filing a Claim (PDF) " with the new one, the same file name.

(NOTE: This update is a follow up to the GKR #5313, requested by JA to apply 508 compliance to the PDF.)

2. Contacts/Help -> Locator Maps -> Transportation Office (TO)

ACTION: Update XML for the map. XML will be emailed separately.

3.Contacts/Help -> Locator Maps -> Scale

ACTION: Update XML for the map. XML will be emailed separately.

4. What's New

ACTION: Remove the followings:

IMC to Air Force Supp 316th LRS

IMC to AF Supp Shipment Inspection

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

#19

From: webmaster@ustranscom.mil
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA;
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: New Request(5647) was submitted
Date: Tuesday, October 04, 2011 12:40:07 PM

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5647

Page Name: Distribute.mil <<https://beta.idistribute.ustranscom.mil/welcome/>>

URL: <https://beta.idistribute.ustranscom.mil/welcome/>

POC Name: (b)(6)

POC Office: TCJ6-AD

POC Title: Mr.

POC Email: (b)(6) ctr@ustranscom.mil

POC Phone: 229- (b)(6)

Comments:

This is very critical to get this welcome page approved. The plan is to release AT21 capability Thursday evening. The page has been updated for 508 compliance. Ensuring the welcome page meets 508 compliance is the priority so that Mr. (b)(6) can ensure it is released Thurs. night. Please advise daily as to status so Mr. (b)(6) can be briefed in regards to status. Next status update is Thursday at 1600.

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

20



US TRANSPORTATION
COMMAND
Inspector General

INSPECTION REPORT

Web Page Management

Conducted April - June 2006

~~This report is not releasable, in whole or part, outside of USTRANSCOM
without the express written permission of the USTRANSCOM
Inspector General~~

21

Web Page Management

Executive Summary:

The World Wide Web is a powerful tool that can convey information quickly and effectively across a broad range of topics. The evolving roles of USTRANSCOM require us to think smartly and efficiently as we leverage our business systems into world class solutions that partner with military and commercial industries alike. We must however balance the need to project our information requirements with the knowledge that it is this very information that can become a lucrative target for negative exploitation. The policies, activities, objectives and mission of USTRANSCOM must function with the same alacrity and efficiency as civilian enterprises, yet maintain higher levels of security to protect our vital mission, people and resources. Information provided on our Web sites must be balanced with the Public, Commercial and Government Partners need to know and operational security.

This report covers a review of web page management controls, regulatory compliance and other processes that impact the web pages of USTRANSCOM.

Methodology:

To perform this inspection TCIG reviewed the following Directives and Instructions:

- Department of Defense Directive (DODD), Information Operations, S-3600.1
- USTRANSCOM Command, Control, Communications and Computer Systems Internet Access and Use, I33-301, Mar 1997
- USTRANSCOM Internet Access and Use, PD 33-3, Feb 1997
- USTRANSCOM Computer Security Program I33-1, Jun 1994
- USTRANSCOM Operations Security (OPSEC) Program, PD 10-4, Mar 05
- USTRANSCOM Critical Information List (CIL), PD 10-7, Mar 2005
- USTRANSCOM Computer Security (COMPUSEC) Education, Training and Awareness Program, I33-1, Jun 1994
- USTRANSCOM Public Affairs, Objectives, Organization, and Policies I35-8, Oct 2003
- USTRANSCOM Public Affairs, Security and Policy Review Procedures, I35-2, Aug 2000
- USTRANSCOM Lineage, Honors, and Heraldry, I84-4, Feb 2006
- USTRANSCOM Freedom Of Information Program (FOIA), I33-26, Sep 2002

TCIG also reviewed all Combatant Command Web Pages, along with some Army, Navy and Air Force Web Pages. The web pages of our Transportation Component Commands: Air Mobility Command, Military Surface Deployment and Distribution Command, and Military Sealift Command were also examined along with several DOD Web Pages and the official site of the Office of the Vice President.

TCIG interviewed four principals of the elements of Web Page management: Public Affairs, Legal, Information Management and Operations Security as well as the Web Shop (TCJ6-PI) and the contractors in the USTRANSCOM Web Shop. TCIG also surveyed command web page Gatekeepers in regards to their training and web page management processes. A Gatekeeper is defined as the point of contact responsible for the maintenance of all web content uploaded onto the web server for a given Directorate, division, branch or sub-branch. Gatekeepers as a whole, reside within the area they support and are appointed by their supervisor in writing.

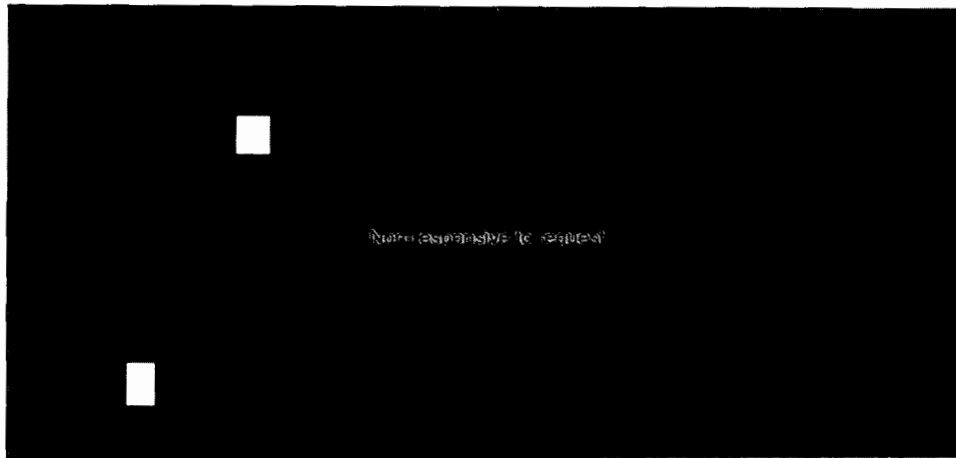
Additional reading included the recently conducted Joint Multi-Discipline Vulnerability Assessment (JMDVA) of USTRANSCOM conducted in March 2006, the recent Red Team report from April 2006 and Section 508, Standards (Rehabilitation Act regarding electronic and information technology accessibility to people with disabilities).

For purposes of clarification, the USTRANSCOM Web Pages reviewed were the Public Web Page (NIPRnet-external), the NIPRnet-Intranet and the SIPRnet pages.

Observations:

1. USTRANSCOM Instruction 33-301 Command, Control Communications and Computer Systems Internet Access and Use, Mar 1997 is outdated and requires immediate revision. The lack of current guidance has become a stumbling block for web page management and/or lack of management
2. USTRANSCOM PD 33-3, Feb 1997 USTRANSCOM Internet Access and Use and USTRANSCOM I33-1 Computer Security Education, Training and Awareness Program, Jun 94, are both long overdue for revision.

3.



[Redacted]

4.

[Redacted]

5.

[Redacted]

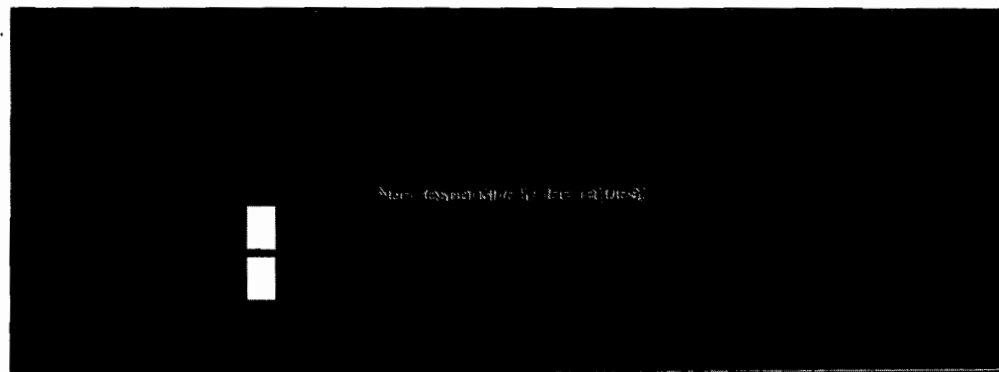
6.

[Redacted]

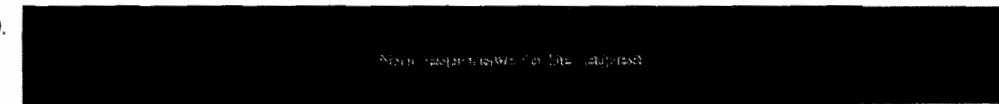
7.



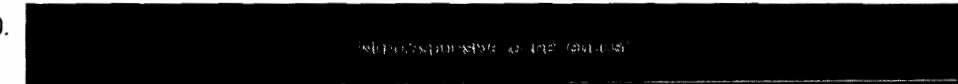
8.



9.



10.



Not responsive to the request

11.

Not responsive to the request

12.

Not responsive to the request

13.

Not responsive to the request

14. While Section 508 of the Rehabilitation Act mandates that all federal web content be accessible to those with disabilities, there is no formal process for mandating compliance within USTRANSCOM. Many Gatekeepers responded to the questionnaire that they trying to get it accomplished. Nineteen of the Gatekeepers responded that their pages were either not in compliance or that they were unsure whether they were or not. TCJA has been instrumental in ensuring compliance for public web pages submitted for their review. TCJA has provided review feedback to this issue on new posting requests during the last 18 months, but there is no mechanism in place for an overall review in achieving Section 508 compliance. Additionally, having successfully applied procedures to make our public web pages accessible to those with disabilities, we would be hard pressed to claim that we could not reasonably do so for our internal web pages, some of which are required tools for our employees. Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA) require us to provide reasonable accommodation for employees with disabilities.

15.

Methodology of the study

16.



Methodology of the study

17.

Methodology of the study

18.



Methodology of the study

19.

Methodology of the study

20.

Non-responsive to the request

Recommended Actions:

1.

Non-responsive to the request

2.

Non-responsive to the request

3.

Non-responsive to the request

4.

Non-responsive to the request

5. There is currently too much outdated and unmanaged information residing on the SIPRnet and NIPRnet web pages. Each Directorate should work with TCJ6-PI to standardize the information flow process to their Gatekeepers. Formalizing the information flow process would go a long way in ensuring the most up-to-date information is posted on all web pages. All Gatekeepers need to perform a review of all web pages/links and report to TCJ6-PI in regards to their currency, to include adding dates and OPR identification to those pages. Additionally, Gatekeepers should report with certainty that all their Public pages are Section 508 compliant. (OPR: TCJ6-PI OCR: All Directorates/Gatekeepers).

6.

Non-responsive to the request

7. TCJ6-PI to write an instruction giving them oversight of all Gatekeepers in setting standards (follow and submit a checklist) for postings, updates, 508 compliancy and removal of information. (OPR: TCJ6-PI).

8.

Non-responsive to the request

9.

Non-responsive to the request

10.

Not responsible to the request.

11.

Not responsible to the request.

12.

Not responsible to the request.

13.

Not responsible to the request.

14.

Not responsible to the request.

15.

Not responsible to the request.

Col, USAF
Deputy Inspector General

Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 2:51 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: RE: DTR Review

Wow! Great work. Hard work. Thanks for doing this. I'm sure (b)(6) will "appreciate" it. :)

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 2:22 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: DTR Review

(b)(6)

Completed my 2-day review of the DTR encompassing all pages and sections therein.

The following, by Category, in order of DTR Part, are those pages where one of the below four issues were found.

Some items could not be reviewed (see Issue 4). I will have to review those once the links are fixed.

We may want to have them notify us as parts are fixed so that we can check those without having to re-check the entire DTR again.

=====

The category issues are:

Issue 1. Links outside of DOD w/out disclaimer Issue 2. 508 Compliance Issues Issue 3. Inappropriate "mailto" links to classified servers Issue 4. Other (broken/mishandled links)

=====

ISSUE 1 - Links outside of DOD w/out disclaimer

=====

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=====

Issue 2 - 508 Compliance Issues

=====

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=====

ISSUE 3 - Inappropriate "Mailto" links

=====

DTR Part I, App. B, pg 5 - "Mailto" link improperly set to .smil.mil account
DTR Part II, App. Q, pg 6 - "Mailto" link improperly set to .smil.mil account

=====

ISSUE 4 - Other

=====

DTR IV, Chap 403, 404 & 405 are inaccessible. They are improperly linked to Chap 402. Could not review for other issues.

DTR IV, Appendices L through T are inaccessible, they are improperly linked to Appendix K.

(b)(6)

////Signed-(b)(6) ////

(b)(6) I, CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229 (b)(6) DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of this message.

Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 2:22 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: DTR Review
Signed By: (b)(6) 1019658127

(b)(6)

Completed my 2-day review of the DTR encompassing all pages and sections therein.

The following, by Category, in order of DTR Part, are those pages where one of the below four issues were found.

Some items could not be reviewed (see Issue 4). I will have to review those once the links are fixed.

We may want to have them notify us as parts are fixed so that we can check those without having to re-check the entire DTR again.

=====

The category issues are:

Issue 1. Links outside of DOD w/out disclaimer
Issue 2. 508 Compliance Issues
Issue 3. Inappropriate "mailto" links to classified servers
Issue 4. Other (broken/mishandled links)

=====

ISSUE 1 - Links outside of DOD w/out disclaimer

=====

DTR Part I

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DTR Part II

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Chap 206, pg 1

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App. B, pg 1

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App. G-4, pg 2

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App. AA, pg 1
App. BB, pg 1
App. CC, pg 1
App. DD, pg 1
App. EE, pg 1
App. FF, pg 1
App. GG, pg 1
App. II, pg 1
App. JJ, pg 1
App. KK, pg 1
App. LL, pg 1
App. MM, pg 1
App. NN, pg 1
App. OO, pg 1
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App. UU, pg 1
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Chap 305, pg 7

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App. K, pg 3

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App. T2, pg 1

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Chap 505, pg 3, 4

Chap 506, pg 6

Chap 507, pg 2

Chap 508, pg 1, 3, 4, 10

Chap 510, pg 23

Chap 511, pg 2, 4

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Chap 602, pg 4
Chap 603, pg 1, 2
Chap 605, pg 2
App. b, pg 1

=====

Issue 2 - 508 Compliance Issues

=====

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Chap 304, pg 9 (Fig. 304-1), pg 10 (fig. 304-2)
Chap 305, pgs 15-26 (fig 305-1 to 305-9)
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APP. F, fig. F-1 through F-5
App. J, fig. J-1, J-2, J-4, J-8, J-9, J-10, J-11
App. P, Examples 1-5 @ fig. P-1
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Chap 406, pg 14-17
Chap 407, pg 8, 9, 11-14
Chap 408, pg 7-14, 16, 17
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Chap 413, pg 17-20
App G1, pg 2-11
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App K2, pg 1
App K3, pg 1, 20
App K4, pg 1
App K5, pg 1
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App T2, pg 5, 6
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App UJ, pg 67
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Chap 506, pg 7
Chap 508, pg 12, 13, 14, 15
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Chap 511, pg 28, 30, 34
Chap 514, pg 3

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Chap 603, pg 3-6

Chap 604, pg 8, 9, 10
Chap 610, pg 3
App. A, pg 1-13

=====

ISSUE 3 - Inappropriate "Mailto" links

=====

DTR Part I, App. B, pg 5 - "Mailto" link improperly set to .smil.mil account
DTR Part II, App. Q, pg 6 - "Mailto" link improperly set to .smil.mil account

=====

ISSUE 4 - Other

=====

DTR IV, Chap 403, 404 & 405 are inaccessible. They are improperly linked to Chap 402. Could not review for other issues.

DTR IV, Appendices L through T are inaccessible, they are improperly linked to Appendix K.

(b)(6)

////Signed (b)(6) ////

(b)(6) CIV, DAFC

Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 610-779. (b)(6) JSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM JA
Sent: Wednesday, March 02, 2011 12:01 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: RE: 5198
Signed By: (b)(6) 4@us.af.mil

I agree--I just disapproved.

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Wednesday, March 02, 2011 11:51 AM
To: (b)(6) CIV USTRANSCOM JA
Subject: 5198

(b)(6)

I've looked at this as many ways as I can. This is not 508 compliant due to:

1. No alt-text for the bars or the color legend boxes
2. The X-Axis wording is neither OCR'd or has alt-text associated with it.
3. The green box at the bottom has no alt-text to identify it as anything.

The rest of the figures are OCR'd and the emblems at the top have alt-text assigned.

Recommend denial.

(b)(6)

Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM JA
Sent: Wednesday, November 03, 2010 9:35 AM
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: DTR Review

FYI

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 3:11 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: FW: DTR Review

(b)(6)

Here is that report on DTR issues. (b)(6) did Yeoman's work on this, obviously.

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 02, 2010 2:22 PM
To: (b)(6) CIV USTRANSCOM JA
Subject: DTR Review

(b)(6)

Completed my 2-day review of the DTR encompassing all pages and sections therein.

The following, by Category, in order of DTR Part, are those pages where one of the below four issues were found.

Some items could not be reviewed (see Issue 4). I will have to review those once the links are fixed.

We may want to have them notify us as parts are fixed so that we can check those without having to re-check the entire DTR again.

=====

The category issues are:

Issue 1. Links outside of DOD w/out disclaimer
Issue 2. 508 Compliance
Issue 3. Inappropriate "mailto" links to classified servers
Issue 4. Other (broken/mishandled links)

=====

ISSUE 1 - Links outside of DOD w/out disclaimer

=====

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App. I, pg 2, 7

DTR Part II

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App. DD, pg 1 App. EE, pg 1 App. FF, pg 1 App. GG, pg 1 App. II, pg 1 App.
JJ, pg 1 App. KK, pg 1 App. LL, pg 1 App. MM, pg 1 App. NN, pg 1 App. OO, pg
1 App. PP, pg 1 App. TT, pg 1 App. UU, pg 1 App. WW, pg 1 App. XX, pg 1

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Chap 305, pg 7
App. H, pg 1, pg 9
App. K, pg 1-2
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App. K, pg 3
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App. K4, pg 5, 10
App. T2, pg 1
App. T3, pg 1
App. UA, pg 15

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Chap 502, pg 4, 10, 13, 14
Chap 505, pg 3, 4
Chap 506, pg 6
Chap 507, pg 2
Chap 508, pg 1, 3, 4, 10
Chap 510, pg 23
Chap 511, pg 2, 4

DTR Part VI

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Chap 602, pg 4
Chap 603, pg 1, 2
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App. b, pg 1

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Issue 2 - 508 Compliance Issues
=====

DTR III

Chap 303, pg 34, 35 & 36

Chap 304, pg 9 (Fig. 304-1), pg 10 (fig. 304-2) Chap 305, pgs 15-26 (fig 305-1 to 305-9) APP. B, fig. B-1; B-2 APP. F, fig. F-1 through F-5 App. J, fig. J-1, J-2, J-4, J-8, J-9, J-10, J-11 App. P, Examples 1-5 @ fig. P-1 App. V, fig. V-2; V-5; V-8, V-10 to V-14; V-16; V-18 App. X, all 4 pages of illustrations App. BB, fig. BB-2

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Chap 602, pg 8-10, 12

Chap 603, pg 3-6

Chap 604, pg 8, 9, 10

Chap 610, pg 3

App. A, pg 1-13

=====

ISSUE 3 - Inappropriate "Mailto" links

=====

DTR Part I, App. B, pg 5 - "Mailto" link improperly set to .smil.mil account
DTR Part II, App. Q, pg 6 - "Mailto" link improperly set to .smil.mil account

=====

ISSUE 4 - Other

=====

DTR IV, Chap 403, 404 & 405 are inaccessible. They are improperly linked to Chap 402. Could not review for other issues.

DTR IV, Appendices L through T are inaccessible, they are improperly linked to Appendix K.

(b)(6)

////Signed. (b)(6) ////

(b)(6) CIV, DAFC

Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229- (b)(6) DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM JA
Sent: Thursday, October 14, 2010 6:59 AM
To: USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM JA
Subject: RF 5188 Issues
Signed By: (b)(6) 1019658127

Ms. (b)(6)

This document still does not appear to be 508 compliant.

When I turn on the screen reader in Adobe Pro, I'm not getting any data from the X-Axis of the chart. The screen reader doesn't see this as text or graphic.

To make this 508 compliant the entire document must either have text or graphic areas regions identified.

Mr (b)(6) TCJA, has also asked, if possible, that ALT-TXT be added to the region of the bar to indicate the quantum value for each of the data points.

Please advise.

Thanks for your assistance,

(b)(6)

////Signed- (b)(6) ///

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229- (b)(6) DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: USTCJ6-WEBMASTER
Sent: Wednesday, October 13, 2010 2:55 PM
To: (b)(6) CIV USTRANSCOM JA
CC: (b)(6) CIV USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6
Subject: RE: 5188 Issues

(b)(6)

I have updated this document for Move.

Thank you,

(b)(6)

TCJ6-OMW Web Shop

229- (b)(6)

From: (b)(6) CIV USTRANSCOM JA
Sent: Wednesday, October 13, 2010 1:52 PM
To: USTCJ6-WEBMASTER
Subject: 5188 Issues

Bien, Jolynn CIV USTRANSCOM CS

From: (b)(6) CIV USTRANSCOM J6
Sent: Wednesday, September 21, 2011 9:50 AM
To: (b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J5J4;
Lt Col USTRANSCOM J6; (b)(6) Lt Col USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6
Subject: RE: Clarification

(b)(6)

Thanks for your patience. I apologize for taking so long to reply.

First, you are correct. The Approval Process review is for external facing (public) sites only.

Second, having a review process for public sites does not eliminate the requirement for 508 compliance on internal facing sites. We still need to have documents made compliant.

Please keep in mind that the purpose for 508 compliance to support anyone needing assistance. As you're aware, we use SiteMinder as our authentication for access to our internal pages. We've issued over 24K SiteMinder accounts, and only 2K are used for USTRANSCOM users. Remainder are all external users. Are any of those 22K users blind? I don't know. But they could be. That's why you guys works so hard to train the gatekeepers and we work so hard to support them. I appreciate your support. Thanks.

(b)(6)

USTCJ6-OMW
Web Shop
Web Master
DSN 779- (b)(6)
Comm. 1-618-229- (b)(6)

Age is a number and mine is unlisted.
Anonymous

-----Original Message-----

From: (b)(6) CTR USTRANSCOM J6
Sent: Tuesday, September 20, 2011 1:41 PM
To: (b)(6) CTR USTRANSCOM J5J4; (b)(6) CIV USTRANSCOM
J6; (b)(6) Lt Col USTRANSCOM J6; (b)(6) Lt Col
USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CTR USTRANSCOM J6;
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6
Subject: Clarification
Importance: High

1st Subject regarding providing Alt Text for pictures in Word 2007. Here at USTRANSCOM, we need to right-click the picture, choose format picture, the format picture dialog box appears. Choose SIZE. The Size dialog box appears. Choose the Alt Text tab. Enter the picture information.

2nd Subject regarding 508 compliance on SharePoint/Web pages that are "internal facing" (not viewable by the public) are not subject to 508 compliance or review according to Mr. (b)(6) from the TCJA office. It is not known how the rumor got started about "all" documents and pages needing to be 508 compliant.

Please call me If you have any questions,

(b)(6)

SRA International/USTRANSCOM
TCJ6-C4S Training and Software Support
/s/ (b)(6)

@ustranscom.mil

(b)(6)

From: (b)(6) CIV USTRANSCOM JA
To: IV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: New Request(5211) was submitted
Date: Monday, December 13, 2010 9:41:01 AM

(b)(6)

HTML is a text-neutral format, so a reader (not Acrobat, but a real reader for the visually impaired) should be able to read the text on an HTML page. However, there are a handful of pages in this training that have clip art, and that clip art needs alt-text. We plug-and-play this training from SOCO. I will talk to (b)(6) to see if we can't raise the issue with SOCO so that next year, they include alt-text for images (or don't include images).

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Monday, December 13, 2010 6:58 AM
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: New Request(5211) was submitted

(b)(6)

In looking at the training slides, I noticed that pages of the briefing are all html photos with no alt-text whatsoever. How is this 508 compliant?

v/r (b)(6)

////Signed-(b)(6)////

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Friday, December 10, 2010 9:18 AM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) LTC USTRANSCOM JA
Subject: New Request(5211) was submitted

Approval Application

A new Public website request has been submitted for approval. Please follow the link below to review the submission.

Click here <<https://gatekeeper.transcom.mil/approval>> to review.

Request Information

Request ID: 5211

Page Name: 2010 Ethics <<https://preview.gatekeeper.transcom.mil/public/2010>>

28

URL: <https://preview.gatekeeper.transcom.mil/public/2010>

POC Name: (b)(6)

POC Office: TCJA

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 229-1366

Comments:

location: menu bar --> 'Associated Websites' drop down

action: added 2010 Ethics training

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6; (b)(6) LTC USTRANSCOM JA
Subject: RE: pdf/zip
Date: Thursday, August 26, 2010 7:16:27 AM

(b)(6)

I've "read" the document out-loud on the computer and the alt-text is being recited. This meets the requirements of Section 508.

As I mentioned to (b)(6) yesterday, I'm not sure what is preventing the clip art from displaying the alt-text when you mouse over it, but it will mean that all pages with clip art will have to be machine read to ensure they comply with Section 508, since we can no longer zip files that don't comply.

I think the DTCI 101 briefing can be approved.

/ (b)(6)

////Signed (b)(6) ///

(b)(6) YA-02, DAF
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Wednesday, August 25, 2010 4:43 PM
To: (b)(6) LTC USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: pdf/zip

LTC (b)(6)

I'm not sure how we should proceed. You'll see below an email from David when we had a similar issue with a DPO newsletter. All the tags were in place, but errors were reported by the accessibility report. I can't explain why we have these issues, but we do. I don't know what we can do to make the accessibility report correct. Would you accept (b)(6) previous decision so that we can proceed? Thank you.

(b)(6)
USTCJ6-OMW
Web Shop
Web Master
DSN 779- (b)(6)

"Tolerance is for those that do not have any convictions." G.K. Chesterton

29

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Friday, July 02, 2010 10:15 AM
To: (b)(6) CTR USTRANSCOM J6
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6
Subject: RE: pdf/zip

(b)(6)

I'm not worried about the report. If I can see the tags, I'll approve it.

(b)(6)

-----Original Message-----

From: (b)(6) CTR USTRANSCOM J6
Sent: Friday, July 02, 2010 9:56 AM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6
Subject: pdf/zip

Mr (b)(6)

I was working on the 508 compliancy for the DPO Newsletter that is currently in the approval process. I was able to tag everything; however, when the accessibility report is ran it still comes up a couple errors (need alt tags for images). Since everything is tagged and the reader still comes up with errors, how are we to proceed? Do we post a .pdf that is tagged but when the accessibility report is ran it has errors, or are we to zip the file?

I have attached the .pdf for you convenience.

Please contact us if you have any questions.

Thank you.

(b)(6)

TCJ6-OMW Web Shop

Customer Support

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6; (b)(6) LTC USTRANSCOM JA
Subject: RE: pdf/zip
Date: Thursday, August 26, 2010 7:45:21 AM

(b)(6)

I replied to this e-mail earlier today concerning the DTCI page (Request 5143) awaiting approval.

This second e-mail reply is for the DPO Newsletter (Request 5141) that is also awaiting approval. I've re-checked the page this morning and noted two minor issues that can easily be fixed. I've updated the web approval block accordingly.

Regards,

(b)(6)

////Signed- (b)(6) /
(b)(6) YA-02, DAF
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Wednesday, August 25, 2010 4:43 PM
To: (b)(6) LTC USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: pdf/zip

LTC (b)(6)

I'm not sure how we should proceed. You'll see below an email from David when we had a similar issue with a DPO newsletter. All the tags were in place, but errors were reported by the accessibility report. I can't explain why we have these issues, but we do. I don't know what we can do to make the accessibility report correct. Would you accept David's previous decision so that we can proceed? Thank you.

(b)(6)
USTCJ6-OMW
Web Shop
Web Master
DSN 779- (b)(6)

"Tolerance is for those that do not have any convictions." G.K. Chesterton

30

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Friday, July 02, 2010 10:15 AM
To: (b)(6) CTR USTRANSCOM J6
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6
Subject: RE: pdf/zip

(b)(6)

I'm not worried about the report. If I can see the tags, I'll approve it.

(b)(6)

-----Original Message-----

From: (b)(6) CTR USTRANSCOM J6
Sent: Friday, July 02, 2010 9:56 AM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CTR USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CTR USTRANSCOM J6; (b)(6) CTR USTRANSCOM J6; (b)(6)
(b)(6) CTR USTRANSCOM J6
Subject: pdf/zip

Mr. (b)(6)

I was working on the 508 compliancy for the DPO Newsletter that is currently in the approval process. I was able to tag everything; however, when the accessibility report is ran it still comes up a couple errors (need alt tags for images). Since everything is tagged and the reader still comes up with errors, how are we to proceed? Do we post a .pdf that is tagged but when the accessibility report is ran it has errors, or are we to zip the file?

I have attached the .pdf for you convenience.

Please contact us if you have any questions.

Thank you.

(b)(6)

TCJ6-OMW Web Shop

Customer Support

From: (b)(6) CIV USTRANSCOM J6
To: (b)(6) CIV USTRANSCOM JA
Subject: RE: Proposed Changes
Date: Monday, November 08, 2010 2:48:28 PM
Attachments: DPS Shipments processed by Type Oct 2010.pdf

Sorry about that. Here is the better one.

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Monday, November 08, 2010 2:21 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Proposed Changes

(b)(6)

In looking at the alt-txt for this slide, recommend changing the alt-txt for each pie slice to represent the numbers assigned. The current text only says what the colors stand for and there is no attachment to the text that is readable by each slice.

If I've confused you, please call me and I can clarify.

/r (b)(6)

31

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196
Date: Monday, November 08, 2010 9:17:02 AM

(b)(6)

The computer reads the alt-text fine, it's just the wording of the text that I think is in question. Someone hearing the page would get the same statistics from chart to chart whereas, a visual person would actually see the percentages.

////Signed (b)(6) //
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Monday, November 08, 2010 8:51 AM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196

(b)(6)
Good. Would users able to read the alt-text then or still problem?

Good point. I guess it would make more sense to show % than in #s. I can change that.

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Monday, November 08, 2010 8:27 AM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196

(b)(6)

On the service volume slide, I was eventually able to find the alt-txt for the chart. My question is about the text supplied, the text as written says:

The color coded graph depicting Services Volume of DPS vs TOPS for each month of the year 2010: green for Army, blue for Air Force, red for Marines, purple for Navy, yellow for Coast Guard. The shipments for the Army in Jan is 2,373, Feb 4,003, Mar 6,044, Apr 8,973, May 17,498, Jun 19,103, Jul 12,661, Aug 15,434, Sep 11,707, Oct 12,453. The shipments for the Air Force in Jan is 2,879, Feb

32

3,504, Mar 5,165, Apr 6,917, May 12,358, Jun 12,985, Jul 8,436, Aug 9,366, Sep 6,045, Oct 6,704. The shipments for the Marines in Jan is 560, Feb 1,001, Mar 1,831, Apr, 2,478, May 3,839, Jun 3,969, Jul 2,287, Aug 2,598, Sep 1,709, Oct 1,974. The shipments for the Navy in Jan is 1,250, Feb 1,933, Mar 3,225, Apr 4,264, May 6,076, Jun 7,217, Jul 5,124, Aug 5,211, Sep 3,715, Oct 4,193. The shipments for the Coast Guard in Jan is 61, Feb 132, Mar 497, Apr 1685, May 3,032, Jun 1,932, Jul 694, Aug 789, Sep 478, Oct 411.

As can be seen above, the ALT-TXT talks about #s of shipments by service and not % as what appears visually in the slide.

Was this intended?

(b)(6)

///Signed (b)(6) ///

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, November 04, 2010 2:59 PM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: USTCJ6-WEBMASTER
Subject: RE: Status change for request 5196

(b)(6)

The red bar of the composition slide already has alt text. The only change from Sep slide is that Oct info is added. All shipment numbers prior to Oct remain the same. Attached are the original slides from the POC of metrics. Since you said you can get to Natasha, I copied three PDFs from Natasha and attached to this email.

Alt text is already in place for Service Volume slide also.

Tried to call (b)(6) but wasn't there.

I will be out tomorrow. If you still find discrepancies, I will fix them on Mon.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256- (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [mailto:webmaster@ustranscom.mil]
Sent: Thursday, November 04, 2010 2:19 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5196

Approval Application
JA has changed the status of your request.

New Status
Status: No
Comments
Several Section 508 issues remain before we can approve.

DPS Current Status slide - Missing ALT TXT for "red" bar DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves) DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

(b)(6) TCJA, 4 Nov, 229-1012

Old Status
Status: Review
Comments

Request Information

Request ID: 5196
Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>
URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>
POC Name: (b)(6)
POC Office: TCJ6-P
POC Title: Ms.
POC Email: (b)(6) @ustranscom.mil
POC Phone: 256- (b)(6)
Comments:
Location: DOD -> Before You Begin -> Weight Allowance
ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics
ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit
ACTIONS: Replaced the current 'US' & 'Overseas' link
Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM J6
To: (b)(6) IV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196
Date: Monday, November 08, 2010 8:51:22 AM

(b)(6)
Good. Would users be able to read the alt-text then or still problem?

Good point. I guess it would make more sense to show % than in #s. I can change that.

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Monday, November 08, 2010 8:27 AM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196

(b)(6)

On the service volume slide, I was eventually able to find the alt-txt for the chart. My question is about the text supplied, the text as written says:

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As can be seen above, the ALT-TXT talks about #s of shipments by service and not % as what appears visually in the slide.
Was this intended?

(b)(6)

////Signed (b)(6) ///

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR (b)(6) @ustranscom.smil.mil

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-----Original Message-----

33

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, November 04, 2010 2:59 PM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: USTCJ6-WEBMASTER
Subject: RE: Status change for request 5196

(b)(6)
The red bar of the composition slide already has alt text. The only change from Sep slide is that Oct info is added. All shipment numbers prior to Oct remain the same. Attached are the original slides from the POC of metrics. Since you said you can get to Natasha, I copied three PDFs from Natasha and attached to this email.

Alt text is already in place for Service Volume slide also.

Tried to call (b)(6) but wasn't there.
I will be out tomorrow. If you still find discrepancies, I will fix them on Mon.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256 (b)(6) SN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Thursday, November 04, 2010 2:19 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5196

Approval Application
JA has changed the status of your request.

New Status
Status: No
Comments
Several Section 508 issues remain before we can approve.

DPS Current Status slide - Missing ALT TXT for "red" bar DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves) DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

(b)(6) TCJA, 4 Nov, 229-1012

Old Status
Status: Review
Comments

Request Information
Request ID: 5196
Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>
URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>
POC Name: (b)(6)
POC Office: TCJ6-P
POC Title: Ms.
POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> Weight Allowance

ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Replaced the current 'US' & 'Overseas' link

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM J6
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5192
Date: Friday, October 29, 2010 7:52:29 AM

(b)(6)

I am aware of the video 508 issue. Those videos were previously approved for temporary placement until we replace videos with audio and captions. The POC for the videos are no longer with the program so I am waiting for next DPS contract for the task assignment. As soon as JPMO office has a contract, we will work those videos and replace them.

Move.mil is back linked to USTC Public website for DTR info.

http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_5.zip. The DTR documents POC is J5/4.

USTC deployed the new public site yesterday afternoon which impaired all of DTR links that are on Move.mil. I have already submitted a gatekeeper request to Web Shop to repair them.

Thank you.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256- (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Thursday, October 28, 2010 5:39 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5192

Approval Application
JA has changed the status of your request.

New Status
Status: No
Comments

This is the first time we have seen the modified video content (no narrative to avoid closed captioning requirement, but now we have another Section 508 problem--with just the music playing, the visually impaired are unable to access the content of the video (something that a verbal narrative solves, but then requires closed-captioning for the hearing impaired). We have to take care of both groups, so we cannot approve the site until the videos are Section 508 or removed (or leadership makes an informed decision to post content that is not Section 508 compliant, with full understanding of the legal risks in doing so). Also, the DTR itself, linked to in these pages, is not fully Section 508 compliant (a long term project to resolve, for sure). Also, the DTR contains hyperlinks outside the DOD system without the required disclaimer. Finally, the link to the "Mobile Home" addition was broken--could not review. TCJA (b)(6) 28 October 2010 - 229-1012).

Old Status
Status: Review
Comments

34

Request Information

Request ID: 5192

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> DPS Process Chart

ACTION: added links to the DPS Process Chart

Location: DOD -> Before You Begin - DPS how-to Guides

ACTION: Replaced the link file "2-Logging into DPS"

Location: DOD -> Before You Begin - Weight Allowance -> below "It's Your move (Civilian)"

ACTION: Added a new link: 'It's your move - Mobile Home'

Location: PPSO -> PPSO Resources -> General -> above "DP3 POV" & TSP -> TSP Resources ->

General -> above "TSP Brochure"

ACTION: Added a new link: 'Mobile Home'

Location: PPSO -> PPSO Resources -> Regulations -> Defense Transportation Regulation (DTR) & TSP -> TSP Resources -> Regulations -> Defense Transportation Regulation (DTR)

ACTION: Added the short description and hyperlink "Mobile Home"

Location: What is DPS? -> What is DPS?

ACTION: added a new item "What is Move.mil" and content below

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP

ACTION: Below "Email to webmaster", added link "Find out what's on Move.mil"

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP -> SRC ...

ACTION: updated link "DPS Helpdesk Template"

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: updated "Storage Facilities in US_18Oct10.zip" and updated "Storage Facilities in Overseas_18Oct10.zip".

Location: What's New

ACTION: added the following: 'DPS Version 1.4.04 Use Handout'

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5192
Date: Friday, October 29, 2010 10:31:30 AM

Recommend that we at least create a text file describing the video content that users with visual disabilities can access using a reader. Anyone could type up such a text file, and then we can link to it somewhere near the video link itself (call it a transcript).

(b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Friday, October 29, 2010 7:52 AM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5192

(b)(6)

I am aware of the video 508 issue. Those videos were previously approved for temporary placement until we replace videos with audio and captions. The POC for the videos are no longer with the program so I am waiting for next DPS contract for the task assignment. As soon as JPMO office has a contract, we will work those videos and replace them.

Move.mil is back linked to USTC Public website for DTR info.

http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_5.zip. The DTR documents POC is J5/4.

USTC deployed the new public site yesterday afternoon which impaired all of DTR links that are on Move.mil. I have already submitted a gatekeeper request to Web Shop to repair them.

Thank you.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256 (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Thursday, October 28, 2010 5:39 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5192

Approval Application

JA has changed the status of your request.

New Status

Status: No

Comments

This is the first time we have seen the modified video content (no narrative to avoid closed captioning requirement, but now we have another Section 508 problem--with just the music playing, the visually impaired are unable to access the content of the video (something that a verbal narrative solves, but then requires closed-captioning for the hearing impaired). We have to take care of both groups, so we

35-

cannot approve the site until the videos are Section 508 or removed (or leadership makes an informed decision to post content that is not Section 508 compliant, with full understanding of the legal risks in doing so). Also, the DTR itself, linked to in these pages, is not fully Section 508 compliant (a long term project to resolve, for sure). Also, the DTR contains hyperlinks outside the DOD system without the required disclaimer. Finally, the link to the "Mobile Home" addition was broken--could not review. TCJA (b)(6) 28 October 2010 - 229-1012).

Old Status
Status: Review
Comments

Request Information

Request ID: 5192
Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>
URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>
POC Name: (b)(6)
POC Office: TCJ6-P
POC Title: Ms.
POC Email: (b)(6) @ustranscom.mil
POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> DPS Process Chart
ACTION: added links to the DPS Process Chart

Location:DOD -> Before You Begin – DPS how-to Guides
ACTION: Replaced the link file "2-Logging into DPS"

Location: DOD -> Before You Begin – Weight Allowance -> below "It's Your move (Civilian)"
ACTION: Added a new link: 'It's your move - Mobile Home'

Location: PPSO -> PPSO Resources -> General -> above "DP3 POV" & TSP -> TSP Resources -> General -> above "TSP Brochure"
ACTION: Added a new link: 'Mobile Home'

Location: PPSO -> PPSO Resources -> Regulations -> Defense Transportation Regulation (DTR) & TSP -> TSP Resources -> Regulations -> Defense Transportation Regulation (DTR)
ACTION: Added the short description and hyperlink "Mobile Home"

Location: What is DPS? -> What is DPS?
ACTION: added a new item "What is Move.mil" and content below

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP
ACTION: Below "Email to webmaster", added link "Find out what's on Move.mil"

Location: Contacts/Help -> DPS, ETA, and Move.mil HELP -> SRC ...
ACTION: updated link "DPS Helpdesk Template"

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit
ACTIONS: updated "Storage Facilities in US_18Oct10.zip" and updated "Storage Facilities in Overseas_18Oct10.zip".

Location: What's New
ACTION: added the following: 'DPS Version 1.4.04 Use Handout'

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196
Date: Monday, November 08, 2010 8:32:20 AM

(b)(6)

DPS vs TOPS Monthly HHG Total Moves & Composition slides: In looking at the ALT-TXT, it reads:

The red bar graph represents TOPS HHG Total Moves, and its shipemnts for each month of the year 2010 are as follows: 35,033 in Jan; 33,250 in Feb; 46,271 in Mar; 32,277 in Apr; 21,633 in May; 29,768 in Jun; 18,235 in Jul; 17,793 in aug; 9,027 in Sep; 8,803 in Oct.

Again, as with the previous e-mail, this is talking about numbers and not percentages as how the slide visually appears. Was this intended?

(b)(6)

////Signed- (b)(6) ///

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, November 04, 2010 2:59 PM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: USTCJ6-WEBMASTER
Subject: RE: Status change for request 5196

(b)(6)

The red bar of the composition slide already has alt text. The only change from Sep slide is that Oct info is added. All shipment numbers prior to Oct remain the same. Attached are the original slides from the POC of metrics. Since you said you can get to Natasha, I copied three PDFs from Natasha and attached to this email.

Alt text is already in place for Service Volume slide also.

Tried to call (b)(6) but wasn't there.

I will be out tomorrow. If you still find discrepancies, I will fix them on Mon.

Respectfully,

(b)(6) Civ
Operations

36

JPMO HHGS/DPS
USTCJ6-P
Comm 618-256- (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Thursday, November 04, 2010 2:19 PM

To: (b)(6) CIV USTRANSCOM J6

Subject: Status change for request 5196

Approval Application

JA has changed the status of your request.

New Status

Status: No

Comments

Several Section 508 issues remain before we can approve.

DPS Current Status slide - Missing ALT TXT for "red" bar DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves) DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

(b)(6) TCJA, 4 Nov, 229-1012

Old Status

Status: Review

Comments

Request Information

Request ID: 5196

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> Weight Allowance

ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Replaced the current 'US' & 'Overseas' link

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5196
Date: Monday, November 08, 2010 8:26:31 AM

(b)(6)

On the service volume slide, I was eventually able to find the alt-txt for the chart. My question is about the text supplied, the text as written says:

The color coded graph depicting Services Volume of DPS vs TOPS for each month of the year 2010: green for Army, blue for Air Force, red for Marines, purple for Navy, yellow for Coast Guard. The shipments for the Army in Jan is 2,373, Feb 4,003, Mar 6,044, Apr 8,973, May 17,498, Jun 19,103, Jul 12,661, Aug 15,434, Sep 11,707, Oct 12,453. The shipments for the Air Force in Jan is 2,879, Feb 3,504, Mar 5,165, Apr 6,917, May 12,358, Jun 12,985, Jul 8,436, Aug 9,366, Sep 6,045, Oct 6,704. The shipments for the Marines in Jan is 560, Feb 1,001, Mar 1,831, Apr 2,478, May 3,839, Jun 3,969, Jul 2,287, Aug 2,598, Sep 1,709, Oct 1,974. The shipments for the Navy in Jan is 1,250, Feb 1,933, Mar 3,225, Apr 4,264, May 6,076, Jun 7,217, Jul 5,124, Aug 5,211, Sep 3,715, Oct 4,193. The shipments for the Coast Guard in Jan is 61, Feb 132, Mar 497, Apr 1,685, May 3,032, Jun 1,932, Jul 694, Aug 789, Sep 478, Oct 411.

As can be seen above, the ALT-TXT talks about #s of shipments by service and not % as what appears visually in the slide.
Was this intended?

(b)(6)

////Signed- (b)(6) //

(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779

NIPR: (b)(6) @ustranscom.mil

SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Thursday, November 04, 2010 2:59 PM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: USTCJ6-WEBMASTER
Subject: RE: Status change for request 5196

(b)(6)

The red bar of the composition slide already has alt text. The only change from Sep slide is that Oct info is added. All shipment numbers prior to Oct remain the same. Attached are the original slides from the POC of metrics. Since you said you can get to Natasha, I copied three PDFs from Natasha and attached to this email.

Alt text is already in place for Service Volume slide also.

37

Tried to call (b)(6) but wasn't there.

I will be out tomorrow. If you still find discrepancies, I will fix them on Mon.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256- (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]

Sent: Thursday, November 04, 2010 2:19 PM

To: (b)(6) CIV USTRANSCOM J6

Subject: Status change for request 5196

Approval Application

JA has changed the status of your request.

New Status

Status: No

Comments

Several Section 508 issues remain before we can approve.

DPS Current Status slide - Missing ALT TXT for "red" bar DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves) DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

(b)(6) CJA, 4 Nov, 229-1012

Old Status

Status: Review

Comments

Request Information

Request ID: 5196

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> Weight Allowance

ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Replaced the current 'US' & 'Overseas' link

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM J6
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: USTCJ6-WEBMASTER
Subject: RE: Status change for request 5196
Date: Thursday, November 04, 2010 2:58:33 PM
Attachments: [DPS vs TOPS HHG Composition Oct 2010.ppt](#)
[DPS vs TOPS HHG Volume Oct 2010.ppt](#)
[DPS TOPS HHG Composition\[1\].pdf](#)
[DPS vs TOPS HHG Total Moves\[1\].pdf](#)
[DPS vs TOPS Services Volume\[1\].pdf](#)

(b)(6)

The red bar of the composition slide already has alt text. The only change from Sep slide is that Oct info is added. All shipment numbers prior to Oct remain the same. Attached are the original slides from the POC of metrics. Since you said you can get to Natasha, I copied three PDFs from Natasha and attached to this email.

Alt text is already in place for Service Volume slide also.

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I will be out tomorrow. If you still find discrepancies, I will fix them on Mon.

Respectfully,

(b)(6) Civ
Operations
JPMO HHGS/DPS
USTCJ6-P
Comm 618-256- (b)(6) DSN 576

-----Original Message-----

From: webmaster@ustranscom.mil [<mailto:webmaster@ustranscom.mil>]
Sent: Thursday, November 04, 2010 2:19 PM
To: (b)(6) CIV USTRANSCOM J6
Subject: Status change for request 5196

Approval Application
JA has changed the status of your request.

New Status
Status: No
Comments
Several Section 508 issues remain before we can approve.

DPS Current Status slide - Missing ALT TXT for "red" bar DPS vs TOPS Monthly HHG Composition - has ALT TXT from previous slide (Total Moves) DPS vs TOPS Monthly Services Volume - Missing ALT Txt for colored lines

(b)(6) TCJA, 4 Nov, 229-1012

Old Status
Status: Review
Comments

Request Information
Request ID: 5196

38

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-P

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 256- (b)(6)

Comments:

Location: DOD -> Before You Begin -> Weight Allowance

ACTION: updated the information for 'Weight Estimator '

Location: PPSO -> DPS Monthly Metrics & TSP -> DPS Monthly Metrics

ACTION: Replaced all files for metrics.

Location: PPSO -> PPSO Resources -> Storage-in-Transit & TSP -> TSP Resources -> Storage-in-Transit

ACTIONS: Replaced the current 'US' & 'Overseas' link

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: USTCJ6-WEBMASTER
To: (b)(6) CIV USTRANSCOM JA; USTCJ6-WEBMASTER; (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5730
Date: Monday, November 07, 2011 3:30:34 PM

I moved the updated document. The disclaimer is there. It opens in the background and the web page opens without the user clicking ok. Let me know if it is acceptable this way. If not, I will continue to troubleshoot.

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Monday, November 07, 2011 3:20 PM
To: USTCJ6-WEBMASTER; (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5730

Just need a "leaving DOD" disclaimer to pop-up when you click the links in the Smart Book v25.2.

v/r (b)(6)
////Signed- (b)(6) //
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779
NIPR: (b)(6) @ustranscom.mil
SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: USTCJ6-WEBMASTER
Sent: Monday, November 07, 2011 3:18 PM
To: (b)(6) CIV USTRANSCOM J6; USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: RE: Status change for request 5730

I have added the alt text to the image. I'm not sure what the problem is with the disclaimer but I will take a look at it.

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Monday, November 07, 2011 12:21 PM
To: USTCJ6-WEBMASTER
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: Status change for request 5730

Concerning the problems identified by JA:

1. Followed the instruction in Natasha
https://gatekeeper.transcom.mil/documentation/User_and_Admin_Documentation/Adobe_Disclaimer_Doc_2010.pdf

and applied disclaimer on the identified three links on page 17 (attached). However there is a minor problem with the javascript for the disclaimer: The disclaimer pops up in the background vs. foreground (in case of using one monitor screen) or the link website comes up before clicked disclaimer's OK or CANCEL button (in case of using two screens). Need to fix the disclaimer to popup in the foreground and the website to come up after clicked OK or Cancel button. Could you check on this ?

39

2. "DPS Registration...a key and a door that are not sec. 508 compliant." --> Could you add alt text to the graphics?

Thank you.

(b)(6) , Civ, DAFC
J6-PI | Program IT Branch | USTRANSCOM | Commercial 618-220- (b)(6) DSN 770

-----Original Message-----

From: webmaster@ustranscom.mil [mailto:webmaster@ustranscom.mil]

Sent: Monday, November 07, 2011 10:28 AM

To: (b)(6) CIV USTRANSCOM J6

Subject: Status change for request 5730

Approval Application

JA has changed the status of your request.

New Status

Status: No

Comments

Smart Book v25.2, pg 17, the following links do not have the "leaving DOD" disclaimer associated with them:

1. <http://www.identrust.com/index.html>
2. <https://www.verisign.com/authentication/government-authentication/DOD-interoperability/index.html>
3. <http://www.eca.orc.com/index.htm>.

Also noted:

DPS Registration, "What is ETA" (link on right side of page) this opened page has two graphics (a key and a door) that are not sec. 508 compliant.

Old Status

Status: Review

Comments

Request Information

Request ID: 5730

Page Name: Move.mil <<https://preview.gatekeeper.transcom.mil/move/home.htm>>

URL: <https://preview.gatekeeper.transcom.mil/move/home.htm>

POC Name: (b)(6)

POC Office: TCJ6-PE

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 220 (b)(6)

Comments:

DPS Registration -> How to Register for DPS through ETA? (For PPSO and TSP)

ACTION: Update the line #4 as the following:

"If additional applications are required, login to ETA, and select "Request Additional Applications link."

PPSO -> DPS Monthly Metrics

TSP -> DPS Monthly Metrics

ACTION: Replace all current links with Oct 2011 metrics.

What's New

PPSO -> PPSO Resources -> General

TSP -> TSP Resources -> General

ACTION: Update the current DPS Smart Book v25 (revised) with v25.2. and update the link text as follows:

DPS Smart Book v25.2

Updated 4 November 2011

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

From: (b)(6) CIV USTRANSCOM J6
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: RE: Video (508 compliance)
Date: Tuesday, November 08, 2011 3:04:28 PM

Certainly. (b)(6) is our new contractor for Move.mil support and will be creating DPS videos for the site. What he should have asked you for were 508 compliance requirements that need to be met for a video to be legally acceptable, not for a software endorsement. My apology!

To avoid any slip up with the videos, we'd would like to verify 508 requirements with you. We basically need voice description and closed captioning, correct? Is there anything else we need to consider? Is there a good example video that Transcom has already approved that we can use to ensure our videos meet standards? Is the following video a good example of 508 compliance being met?

<http://www.universalsubtitles.org/en/videos/GAV1Sy5xcWtR/info/Universal%20Subtitles%20%28Tech%20Awards%20Video%29/>

Thank you.

(b)(6) Civ, DAFC
J6-PI | Program IT Branch | USTRANSCOM | Commercial 618-220- (b)(6) DSN 770

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 08, 2011 1:51 PM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: Video Capture Software

(b)(6)

I'm assuming that (b)(6) is a contractor.

If so, can you respond back to him or the government rep that we really are not in a position to answer his question. First off, we can't endorse any software company, secondly, his question about which software is the best calls for a technical solution/opinion that we are not qualified to render, and finally, we are prohibited from giving any advice to contractors.

I would suggest that if his company has the contract to produce Move.mil videos, that they should look at the Government's 508 website
<http://www.section508.gov/index.cfm>
for info on compliance vis-à-vis open and closed captioning.

Please let me know if you have any questions.

v/r (b)(6)
///Signed (b)(6) //
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

#40

Comm: 618-229-1366 DSN: 779
Fax: 618-256-8356 DSN 576
NIPR: (b)(6) @ustranscom.mil
SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) com]
Sent: Tuesday, November 08, 2011 11:35 AM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: (b)(6)
Subject: Video Capture Software

(b)(6)
I've been referred to you by (b)(6) I am going to be producing new Training Videos for the Move.Mil website and am reviewing Video/Screen Capture software options.

Do you have a list of or recommendation for software that can create screen capture movies and meet all 508 Compliance requirements?

v/r

--

(b)(6) | 703.304 (b)(6) | (b)(6) com

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From: (b)(4) CIV USTRANSCOM JA
To: (b)(6) CIV USTRANSCOM JA
Subject: RE: Video (508 compliance)
Date: Tuesday, November 15, 2011 8:34:27 AM

I don't know how/why we got here, but we really don't need the CO or AQ on this issue a (b)(6) is the Gov't person in charge of Move.mil and we have handled it with her. I don't see anything else that needs to be done.

v/r (b)(6)
////Signed (b)(6) ////
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779
Fax: 618-256-8356 DSN 576
NIPR: (b)(6) @ustranscom.mil
SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 15, 2011 8:32 AM
To: (b)(6) CIV USTRANSCOM JA
Subject: FW: Video (508 compliance)

I guess this is where it's supposed to be.

/r, (b)(6)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Monday, November 14, 2011 7:17 AM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA;
(b)(6) CIV USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CIV USTRANSCOM J6; (b)(6) CIV USTRANSCOM AQ
Subject: RE: Video (508 compliance)

(b)(6)
As the alternate COR for contract HTC711-12-F-D005, I'll coordinate with Ms (b)(6) and the contracting office on the video task. The contracting specialist is Deborah Young and the contracting officer is (b)(6)

Thanks.

V/R
(b)(6)

(b)(6) DAFC

#411

Information Technology Specialist
United States Transportation Command J6-P
Comm: 618-220 (b)(6) (DSN: 770-4624)

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Tuesday, November 08, 2011 3:37 PM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA;
(b)(6) CIV USTRANSCOM J6; (b)(6) CIV USTRANSCOM J6;
(b)(6) CIV USTRANSCOM J6
Subject: RE: Video (508 compliance)

Included in this email:

(b)(6) pri) - on leave this week
(b)(6) (alt)

Thank you.

(b)(6) Civ, DAFC
J6-PI | Program IT Branch | USTRANSCOM | Commercial 618-220- (b)(6) DSN 770

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 08, 2011 3:21 PM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: RE: Video (508 compliance)

All:

Where is the Contracting Officer in this discussion?

(b)(6)

(b)(6)
USTRANSCOM/TCJA
Contracts Attorney
229- (b)(6)

ATTORNEY CLIENT PRIVILEGED INFORMATION - DO NOT DISCLOSE OUTSIDE OF
USTRANSCOM WITHOUT THE EXPRESS CONSENT OF THE STAFF JUDGE ADVOCATE,
USTRANSCOM/TCJA

-----Original Message-----

From: (b)(6) CIV USTRANSCOM J6
Sent: Tuesday, November 08, 2011 3:04 PM
To: (b)(6) CIV USTRANSCOM JA
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: RE: Video (508 compliance)

Certainly. (b)(6) is our new contractor for Move.mil support and will be creating DPS videos for the site. What he should have asked you for were 508 compliance requirements that need to be met for a video to be legally acceptable, not for a software endorsement. My apology!

To avoid any slip up with the videos, we'd would like to verify 508 requirements with you. We basically need voice description and closed captioning, correct? Is there anything else we need to consider? Is there a good example video that Transcom has already approved that we can use to ensure our videos meet standards? Is the following video a good example of 508 compliance being met?

<http://www.universalsubtitles.org/en/videos/GAV1Sy5xcWtR/info/Universal%20Subtitles%20%28Tech%20Awards%20Video%29/>

Thank you.

(b)(6) Civ, DAFC
J6-PI | Program IT Branch | USTRANSCOM | Commercial 618-220 (b)(6) | DSN 770

-----Original Message-----

From: (b)(6) CIV USTRANSCOM JA
Sent: Tuesday, November 08, 2011 1:51 PM
To: (b)(6) CIV USTRANSCOM J6
Cc: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: FW: Video Capture Software

(b)(6)

I'm assuming that Mr. (b)(6) is a contractor.

If so, can you respond back to him or the government rep that we really are not in a position to answer his question. First off, we can't endorse any software company, secondly, his question about which software is the best calls for a technical solution/opinion that we are not qualified to render, and finally, we are prohibited from giving any advice to contractors.

I would suggest that if his company has the contract to produce Move.mil videos, that they should look at the Government's 508 website
<http://www.section508.gov/index.cfm>
for info on compliance vis-à-vis open and closed captioning.

Please let me know if you have any questions.

v/r (b)(6)
///Signed- (b)(6) ///
(b)(6) CIV, DAFC
Office of the Staff Judge Advocate
U.S. Transportation Command (USTCJA)

Comm: 618-229-1366 DSN: 779
Fax: 618-256-8356 DSN 576
NIPR (b)(6) @ustranscom.mil
SIPR: (b)(6) @ustranscom.smil.mil

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-----Original Message-----

From: (b)(6) [mailto:(b)(6) com]
Sent: Tuesday, November 08, 2011 11:35 AM
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: (b)(6)
Subject: Video Capture Software

(b)(6)
I've been referred to you by (b)(6) I am going to be producing new Training Videos for the Move.Mil website and am reviewing Video/Screen Capture software options.

Do you have a list of or recommendation for software that can create screen capture movies and meet all 508 Compliance requirements?

v/r

--
(b)(6) | 703.304 (b)(6) com

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#42

From: webmaster@ustranscom.mil
To: (b)(6) CIV USTRANSCOM CS; (b)(6) CIV USTRANSCOM CS
Subject: Request 5303 information has been updated.
Date: Thursday, March 10, 2011 9:42:00 AM

Approval Application

The information in Request #5303 has been updated.

New Request Information

Request ID: 5303

Page Name: Electronic Reading Room <<https://gatekeeper.transcom.mil/Foia/readingFoia.action>>

URL: <https://gatekeeper.transcom.mil/Foia/readingFoia.action>

POC Name: (b)(6)

POC Office: TCCS-IM

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 229- (b)(6)

Comments:

Added USTRANSCOM 2010 Annual Report under section (a)(2)(c) Records.

*Moved document from reading room to USTRANSCOM Annual Command Report Page
<https://gatekeeper.transcom.mil/Foia/commandreportsFoia.action>. Also made 508 compliant
Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5303

Page Name: Electronic Reading Room <<https://gatekeeper.transcom.mil/Foia/readingFoia.action>>

URL: <https://gatekeeper.transcom.mil/Foia/readingFoia.action>

POC Name: (b)(6)

POC Office: TCCS-IM

POC Title: Ms.

POC Email: (b)(6) @ustranscom.mil

POC Phone: 229 (b)(6)

Comments:

Added USTRANSCOM 2010 Annual Report under section (a)(2)(c) Records.

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

43

From: webmaster@ustranscom.mil
To: (b)(6) CIV USTRANSCOM CS; (b)(6) CIV USTRANSCOM CS
Subject: Request 5306 information has been updated.
Date: Wednesday, March 23, 2011 10:20:05 AM

Approval Application

The information in Request #5306 has been updated.

New Request Information

Request ID: 5306
Page Name: DTCI - Policy <<https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>>
URL: <https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>
POC Name: (b)(6)
POC Office: TCAQ-DTCI
POC Title: Mr.
POC Email: (b)(6) @us.army.mil
POC Phone: 220 (b)(6)
Comments:
Updated copy of the DTCI User's Guide

Changed to PDF per JA, made 508 compliant

Marked Mar 2011

-Correction made to 6.5 per JA

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5306
Page Name: DTCI - Policy <<https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>>
URL: <https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>
POC Name: (b)(6)
POC Office: TCAQ-DTCI
POC Title: Mr.
POC Email: (b)(6) @us.army.mil
POC Phone: 220 (b)(6)
Comments:
Updated copy of the DTCI User's Guide

Changed to PDF per JA, made 508 compliant

Marked Mar 2011

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

44

From: webmaster@ustranscom.mil
To: (b)(6) IV USTRANSCOM CS; (b)(6) CIV USTRANSCOM CS
Subject: Request 5306 information has been updated.
Date: Tuesday, March 22, 2011 9:58:01 AM

Approval Application

The information in Request #5306 has been updated.

New Request Information

Request ID: 5306
Page Name: DTCI - Policy <<https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>>
URL: <https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>
POC Name: (b)(6)
POC Office: TCAQ-DTCI
POC Title: Mr.
POC Email: (b)(6) @us.army.mil
POC Phone: 220 (b)(6)
Comments:
Updated copy of the DTCI User's Guide

Changed to PDF per JA, made 508 compliant

Marked Mar 2011

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5306
Page Name: DTCI - Policy <<https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>>
URL: <https://preview.gatekeeper.transcom.mil/public/dtci/policy.cfm>
POC Name: (b)(6)
POC Office: TCAQ-DTCI
POC Title: Mr.
POC Email: (b)(6) @us.army.mil
POC Phone: 220 (b)(6)
Comments:
Updated copy of the DTCI User's Guide

Marked Mar 2011

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

45

From: webmaster@ustranscom.mil
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA; (b)(6) IV USTRANSCOM JA;
(b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Subject: Request 5456 information has been updated.
Date: Friday, July 22, 2011 9:43:33 AM

Approval Application

The information in Request #5456 has been updated.

New Request Information

Request ID: 5456
Page Name: JIWG References and Documents
<<https://preview.gatekeeper.transcom.mil/public/jiwig/>>
URL: <https://preview.gatekeeper.transcom.mil/public/jiwig/>
POC Name: (b)(6)
POC Office: TCJ5J4-II
POC Title: Mr.
POC Email: (b)(6) ctr@ustranscom.mil
POC Phone: 220 (b)(6)
Comments:
Added 9 documents under June 2011 on References and Documents page

***Documents in question have been updated to be 508 compliant.

Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

Old Request Information

Request ID: 5456
Page Name: JIWG References and Documents
<<https://preview.gatekeeper.transcom.mil/public/jiwig/>>
URL: <https://preview.gatekeeper.transcom.mil/public/jiwig/>
POC Name: (b)(6)
POC Office: TCJ5J4-II
POC Title: Mr.
POC Email: (b)(6) ctr@ustranscom.mil
POC Phone: 220 (b)(6)
Comments:
Added 9 documents under June 2011 on References and Documents page
Link to Approval Application: <https://gatekeeper.transcom.mil/approval/admin/index.cfm>

46

From: (b)(6)
To: (b)(6) CIV USTRANSCOM JA; (b)(6) CIV USTRANSCOM JA
Cc: (b)(6)
Subject: Video Capture Software
Date: Tuesday, November 08, 2011 11:36:04 AM

(b)(6)
I've been referred to you by (b)(6) I am going to be producing new Training Videos for the Move.Mil website and am reviewing Video/Screen Capture software options.

Do you have a list of or recommendation for software that can create screen capture movies and meet all 508 Compliance requirements?

v/r

--

(b)(6) | 703.304. (b)(6) com

Please consider the environment and only print this email if absolutely necessary!

This electronic message transmission contains information from Complete Professional Services (CPS), LLC, which may be confidential, privileged or proprietary. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this information is strictly prohibited. If you have received this electronic information in error, please notify CPS immediately by telephone at 571-340-3500, and delete this message without copying or disclosing its contents.

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USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/dtci/pws.cfm>

(Request No: 3208)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 1/28/2008 by (b)(6) (b)(6) The following is noted: Link http://natasha.transcom.mil/dtci/docs/pws/DTCI_PWSAppB_AccessorialCodes_3Aug06.pdf and http://natasha.transcom.mil/dtci/docs/pws/DTCI_Contract_Section%20C_PWS.pdf http://natasha.transcom.mil/dtci/docs/pws/DTCI_PWSAppB_AccessorialCodes_3Aug06.pdf are broken links.

Page does not link to USTC. There is no "contact the web page maintainer" area.

Main page and two links

(http://natasha.transcom.mil/dtci/docs/pws/DTCI_Contract_SectionC_PWS.pdf) contains graphics that are not 508 compliant.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/ait/index.html>

(Request No: 3289)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 2/26/2008 by (b)(6) } The following is noted: Fails to list privacy notice on main page, but has link. Contacts lists JS/4I organizational e-mail address. Webpage does not link to USTC. There is no link for the webpage maintainer or USTRANSCOM home. Fails to list page as official USTC webpage. AIT 101, under "what is AIT" is a pdf document that is not 508 compliant. The other tabs within this area are downloadable zip files only. Under "Recent Briefings" the first of three briefings is zipped for download. The other two, NGWC and DOD RFID are active documents that are not 508 compliant. Recommend these links be converted to zipped pdf.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

- 6.1.1. Originates or is proposed for release in the Washington, DC area;
- 6.1.2. Is or has the potential to become an item of national or international interest;
- 6.1.3. Affects national security policy or foreign relations;
- 6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;
- 6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;
- 6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,
- 6.1.7. Bears on any of the following subjects:
 - 6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.
 - 6.1.7.2. Military operations, significant exercises, and operations security.
 - 6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.
 - 6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.
 - 6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/j6/j6t/tcj6tr.cfm>

(Request No: 3290)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

		ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (Procurement Integrity Act) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 2/27/2008 by (b)(6) The following is noted: The document at [http://natasha.transcom.mil/j6/j6t/Pandemic_Comms_Impact_Study_\(December_2007\).pdf](http://natasha.transcom.mil/j6/j6t/Pandemic_Comms_Impact_Study_(December_2007).pdf) is linked from the main page. This document does not appear to be 508 compliant. No other issues noted with the main page.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/deams/?page=library.cfm>

(Request No: 3309)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder <i>(DoD WEB SITE</i>	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

<input type="checkbox"/>	<input type="checkbox"/>	January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 3/3/2008 by (b)(6) The following is noted: All Fact Sheet links except Chage Management are not 508 compliant due to the logo graphics at the bottom of the page. Verified by downloading pdf and reading page through Adobe.

Reviewed the News Library links of the Deams Library. No issues noted.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/dtci/>

(Request No: 3333)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

<input type="checkbox"/>	<input type="checkbox"/>	January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 3/17/2008 by (b)(6) (b)(6) The following is noted: Minor change to previously approved webpage. No issues noted on DTIC site. However, the SDDC site linked to at the bottom left of the DTIC page, the banners on the SDDC site are not 508 compliant.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/move/>

(Request No: 3589)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval per AF-CIO memo dated 28 Feb 2002.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (Procurement Integrity Act) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

<input type="checkbox"/>	<input type="checkbox"/>	<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 6/3/2008 by (b)(6) The following is noted: Moving Ahead page links to May 08 Newsletter. Single ALT TAG for upper 1/2 of first page is consolidated tag that addresses three regions in one tag. Talked with Yong Cook in J6-P who advised that it was one graphic and it was not possible at this time to have 3 separate region tags. DPS Link - No ALT TAG on photo on that page.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: http://natasha.transcom.mil/rdte/ongoing_projects.cfm

(Request No: 3689)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 7/7/2008 by (b)(6) The following is noted: 508 compliance. The End-to-End Distribution Modeling Project, and Analysis of Mobility Platform - Joint Integrated Campaign Model (AMP-JICM) links have graphics that do not contain ALT TEXT to describe the graphic.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/dtci/metrics.cfm>

(Request No: 3889)

*Placing an "X" in the **BOLD** blocks indicates compliance.*

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder <i>(DoD WEB SITE</i>	

		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 8/27/2008 by (b)(6) The following is noted: All but one URL under Metrics are interactive charts that will display data points but upon viewing, there is no indication that the reminder of the page is 508 compliant. A general determination will need to be made on this type of graphical representation.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/rdte/index.cfm>

(Request No: 4051)

*Placing an "X" in the **BOLD** blocks indicates compliance.*

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder <i>(DoD WEB SITE</i>	

		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
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		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 10/8/2008 by (b)(6) The following is noted: Reviewed Transitioned/Completed Projects/Capabilities" page and the "Ongoing Projects" page . In Transitioned Projects/Capabilities page the following is noted: 508 Compliance on URL End-to-End Distribution Modeling, Analysis of Mobility Platform - Joint Integrated Campaign Model (AMP-JICM); No USTC Logo on: At Sea Selective Discharge System; URL All Mode Container Delivery System (ACDS) indicates only "pictures" on the ALT TEXT.

10/9/2008 - 2nd Review. All noted problem URL pages have been zipped. Alt Txt picture has had more discriptions noted.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/rdte/?page=references.cfm>

(Request No: 4363)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder <i>(DoD WEB SITE</i>	

		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

<input type="checkbox"/>	<input type="checkbox"/>	January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

<input type="checkbox"/>	<input type="checkbox"/>	<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 2/20/2009 by (b)(6) The following is noted: Reviewed Surface Deployment and Distribution Command (SDDC) Gap Analysis (SV 06-35, Paragraph 3.1, Mission Analysis and Research). Document does NOT comply with Section 508.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: http://natasha.transcom.mil/rdte/?page=ongoing_projects.cfm

(Request No: 4366)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder <i>(DoD WEB SITE</i>	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

<input type="checkbox"/>	<input type="checkbox"/>	January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

<input type="checkbox"/>	<input type="checkbox"/>	<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 2/26/2009 by (b)(6) The following is noted: Reviewed bottom 5 pdf files to "Ongoing Projects" section . The last link on the page (Data Quality (DQ) Improvement for Common Operating Picture (COP) Deployment and Distribution (D2)) has a graphic on the top right side that is not 508 compliant.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: http://natasha.transcom.mil:8080/Foia/displayPiaFoia.action

(Request No: 4374)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
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		January, 2002), Paragraph 7 and 12.2.)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 3/2/2009 by (b)(6) The following is noted: Reviewed Single Mobility System (SMS) Privacy Act Assessment (TIA) document. Document is scanned (photo) of a document from DOD. OPR inserted Alt-Text to tell reader to call J6 for more information.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

DOD Instruction 5230.29 *Security and Policy Review of DoD Information for Public Release, August 6, 1999, WHS*

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

- 6.1.1. Originates or is proposed for release in the Washington, DC area;
- 6.1.2. Is or has the potential to become an item of national or international interest;
- 6.1.3. Affects national security policy or foreign relations;
- 6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;
- 6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;
- 6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,
- 6.1.7. Bears on any of the following subjects:
 - 6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.
 - 6.1.7.2. Military operations, significant exercises, and operations security.
 - 6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.
 - 6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.
 - 6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil/dtci/metrics.cfm>

(Request No: 4618)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5., Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11</i>

		January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 7/9/2009 by (b)(6) The following is noted: Reviewed Program Dashboard document on the Metric page. Screenshot located under the link is NOT 508 compliant. 7/16/09 Update: screenshot converted to pdf w/alt text. Issues resolved. No other issues noted.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <http://natasha.transcom.mil:8080/Foia/displayPiaFoia.action>

(Request No: 4763)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE	

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		<i>ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.9 and DoD Instruction 5230.29 (paragraph 6.1) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (Procurement Integrity Act) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11

<input type="checkbox"/>	<input type="checkbox"/>	January, 2002), Paragraph 7 and 12.2.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in</i>

		<i>red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or "warning" indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are logos used by USTRANSCOM elements approved for use by TDDC? (<i>USTRANSCOMI 84-4, Paragraph 2.4.2</i>) [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 10/6/2009 by ^{(b)(6)} [REDACTED] The following is noted: Reviewed Gates.pdf link on main page. DOD emblem on first page of pdf document is not 508 compliant.

SECTION 508 Standards (Accessibility)

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

6.1. Clearance Requirements. Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted to the Director, WHS, ATTN: DFOISR, 1400 Defense Pentagon, Room 2C757, Washington, DC 20301-1155, for review and clearance, if the information:

6.1.1. Originates or is proposed for release in the Washington, DC area;

6.1.2. Is or has the potential to become an item of national or international interest;

6.1.3. Affects national security policy or foreign relations;

6.1.4. Concerns a subject of potential controversy among the DoD Components or with other Federal Agencies;

6.1.5. Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson;

6.1.6. Contains technical data, including data developed under contract or independently developed and controlled by the ITAR (reference (f)) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made; or,

6.1.7. Bears on any of the following subjects:

6.1.7.1. New weapons or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment, or techniques.

6.1.7.2. Military operations, significant exercises, and operations security.

6.1.7.3. National Command Authorities; command, control, communications, computers, and intelligence; information operations and computer security.

6.1.7.4. Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; and arms control treaty implementation.

6.1.7.5. Any other contemporary topic that is designated by the Head of a DoD Component.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: https://preview.gatekeeper.transcom.mil/public/j8/fy10_rates/fy10_rates.cfm

(Request No: 4828)

Placing an "X" in the BOLD blocks indicates compliance.

Yes	No	Criteria	Revised: Nov 09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (<i>DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see <i>DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)</i>). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (<i>USTRANSCOMI 33-3, para. 1.1.4.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (<i>DoD 5200.1-R</i>) (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)</i>)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.)</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3).</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on).

<input type="checkbox"/>	<input type="checkbox"/>	Under certain circumstances this is permissible if the secure site's contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for purposes of this limitation].
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 11/9/2009 by (b)(6) who reviewed "Single Mobility System (Account Required). The line is linked to: "https://sms.transcom.mil/sms-perf/SMSWEBStart.pl. This page is not 508 compliant. The "SMS" emblem does not contain alt-text.

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <https://preview.gatekeeper.transcom.mil/public/deams/?page=briefings.cfm>

(Request No: 4833)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para. 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>	

11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 11/17/2009 by [REDACTED] who reviewed Current DEAMS 101 Briefing. After discussion with [REDACTED] this document violates #27, 34 & 35.

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: https://preview.gatekeeper.transcom.mil/public/josac_public/index.html

(Request No: 4906)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>	

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11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 1/14/2010 by (b)(6) who reviewed Entire site w/all link. Problems with URLs going to direct login pages and IO has identified non-releaseable info.

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <https://preview.gatekeeper.transcom.mil/public/ait/>

(Request No: 5065)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>	

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11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 3/18/2010 by ⁽⁵⁾⁽⁶⁾ [REDACTED] who reviewed RFID Usage & Recovery PDF Document

This document has several 508 issues such as:

- PMJ-AIT at top is not readable or there is no alt-text
- ST 654 and ST56-I Tag Battery graphics have no alt-text
- WWW.EIS.Army.mil/ait reports as "blank" when read
- Emblem in lower right-hand corner is not able to be machine read and there is no alt-text

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <https://preview.gatekeeper.transcom.mil/public/move/>

(Request No: 5073)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>	

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11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

			information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 6/29/2010 by (b)(6) who reviewed current newsletter. Newsletter is not 508 compliant at the top and middle of the page and also has graphics that endorse "facebook" and "twitter"

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <https://preview.gatekeeper.transcom.mil/public/deams/?page=newsletters10.cfm>

(Request No: 5113)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>)	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>)	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>)	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>)	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>)	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>)	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>)	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>)	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>)	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>)	

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11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link</i>) <i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 6/29/2010 by ^{(b)(6)} [REDACTED] who reviewed June Newsletter. Not 508 compliant.

Recommend: Disapproval.

USTRANSCOM/JA Web Site Quick Evaluation Checklist

Site Reviewed: <https://preview.gatekeeper.transcom.mil/public/deams/>

(Request No: 5114)

Placing an "X" in the BOLD blocks indicates compliance.

#	Yes	No	Criteria	Revised: Nov 09
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays plans or lessons revealing sensitive military operations, technical data (e.g. computer maintenance, weapons, and military vehicles), exercises, or vulnerabilities (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.1.)</i>)	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reference to any info revealing sensitive movements of military assets or locations of units, installations, or personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.2.)</i>)	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays descriptive organizational charts, unit personnel rosters, telephone directories, names, and e-mail lists (Exceptions are designated command spokespeople) (DoD WEB SITE ADMINISTRATION, Part V – Examples & Best Practices, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 2.2)</i>)	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists commercial or private organization e-mail address, trademarks, advertisements or commercial sponsorship, product endorsements, etc. in violation of the Joint Ethics Regulation (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.6.)</i>)	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists any SSN's, date's of birth, home addresses or other personal information protected by the Privacy Act (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.4.)</i>)	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lists names, locations, or any other identifying information about ANY family members of DoD military and civilian personnel (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.3.5.)</i>)	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays materials or services for sale (includes command memorabilia, ball caps etc) (DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Definition of an Unofficial DoD Website)</i>)	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays any written information or logo indicating the web site is best viewed with any specific web browser, or that the website has been selected as recommended or featured site by any organization, point to any particular search engines or recommend any commercial software. (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.), Paragraph 8.1.4. (referenced in DODD 5500.7-R)</i>)	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains any material that is copyrighted or under trademark without the specific, written permission of the copyright or trademark holder (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 3.5.5.)</i>)	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays information not specifically cleared and approved for public release IAW DoD Directive 5230.09 and DoD Instruction 5230.29 (Encl 3 para 1a) (DoD WEB SITE ADMINISTRATION, Part I – Policy & Responsibilities, November 25, 1998, With Amendments and Corrections incorporated in red italics <i>(latest corrections from 11 January, 2002), Paragraph 4.3.1.)</i>)	

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11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses session or persistent cookies to collect user-identifying information without notice. (For session cookies, use of shall be explicitly identified in the site's privacy notice (see DoD WEB SITE ADMINISTRATION Part V, paragraph 4.1) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 12.3.1)). Persistent cookies require SecDef approval <i>per AF-CIO memo dated 28 Feb 2002.</i>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes proprietary information submitted by a contractor and protected by a Limited Rights Statement or other agreement or trade secrets or other financial information submitted by an entity outside the government which considers the information to be protected from release to the public, i.e., source selection info—41 USC 423 (<i>Procurement Integrity Act</i>) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.6.)
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uses information the disclosure of which would cause a foreseeable harm to an interest by one or more of the exemptions under FOIA (i.e., analysis related to lessons learned) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.)
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays technical information that can be used or adapted to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. (DoDD 5230.24) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.8.)
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unacceptable content formats (e.g. any dynamic content – JavaScript, Cold Fusion, Java Server pages, or any user-developed applications). (USTRANSCOMI 33-3, para. 1.1.4.)
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains test or evaluation materials that could result in an unfair advantage or disadvantage to the manufacturer or producer (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.3.7.)
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contains unclassified information pertaining to classified programs (consider likelihood of classification by compilation or aggregation with other publicly available information that may then meet standards for classification) (DoD 5200.1-R) (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.5.4.)
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collects personally identifying information without the use of a privacy advisory (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 and 12.2.)
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Displays external non-DoD links without the proper disclaimer/exit notice (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.2)
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays a privacy and security notice on first page of any major section of a site (DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.)
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays full organizational name and “Current as of...” date whenever possible. Note: The “Current as of...” date cannot be earlier than the information posted on the site.
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearly displays a statement that the site is an official USTRANSCOM web site
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site links to USTRANSCOM (http://www.transcom.mil)
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web site focus could include: unit fact sheet, mission, history, news stories (PAO cleared), overview of local community, external links, and recruiting. Within the context of information assurance, the WWW should not be treated any differently from any other potential vulnerability--information concerning training schedules, inspection results, unit strengths and weaknesses, organizational charts, deployment

	<input type="checkbox"/>	<input type="checkbox"/>	information, government conference and meeting information, etc. should be not displayed. (<i>DoD WEB SITE ADMINISTRATION, Part III – Definitions, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Definition of Official DoD Website</i>)
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site is registered with GILS at (http://www.dtic.mil/dtic/search/dod_search.html) . (<i>Defense Link DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 6</i>)
29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Information on how to contact the webmaster (using generic e-mail address, e.g. webmaster@base.mil)
27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodates accessibility by people with disabilities. Section 508 of the Rehabilitation Act requires that Federal agencies electronic and information technology is accessible to people with disabilities (e.g. text captions or descriptive “ALT Tags” on all photos/graphics). Additional Section 508 guidelines can be found at http://www.section508.gov/index.cfm (<i>USTRANSCOM Instruction 33-3, Para 1.1.1.2.</i>)
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site complies with the Single Source Information provision for the purpose of preventing duplication on the Web. Materials on the site are limited only to information for which the establishing organization is responsible and information from other sources on the Internet will not be copied but will be referenced or otherwise linked. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.3.</i>)
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site contains no links to DoD website that require security or access control (log-on). Under certain circumstances this is permissible if the secure site’s contents are not then revealed on the unsecure site. (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 3.6.3.</i>)
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the site avoid flashy graphics or other indicators that create a perception of danger (such as skull and crossbones or “warning” indicators)? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7.</i>)
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site collects information on usage or other log files, are visitors notified of what is collected, why and how it will be used? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 7 & 12.4.</i>)
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site uses frames while connecting to external pages, have proper trademark a copyright issues created by the use of a DoD frame around an external site been resolved? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.5.</i>)
33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the site serves a public purpose and links to external sites, does it link to all similar sites to avoid any appearance of endorsement? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 8.1.8.</i>)
34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does non-copyrighted material (text, clip-art, hypertext links, images, sound or video clips) used on the site directly relate to the mission? (<i>DoD WEB SITE ADMINISTRATION, Part II – Procedures, November 25, 1998, With Amendments and Corrections incorporated in red italics (latest corrections from 11 January, 2002), Paragraph 2.1.</i>)
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No logos appear? According to <i>USTRANSCOMI 84-4, Paragraph 2.4.2, & USTCRC</i> There are NO additional logos approved for display except DPS . [Note: Stylized fonts and scripting are not logos for

			purposes of this limitation].
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the originating Director or DRE (CSG) Chief (or their designated representative) approved the content of the website for release to the public? (<i>USTRANSCOMI 33-3, Paragraph 2.3.1</i>) [Generally, if not delegated, this requirement is met by having the Director or Chief forward the site for review, thus implying that officials approval]

COMMENTS: Reviewed on 6/29/2010 by (b)(6) who reviewed About DEAMS. Logos on page are not 508 compliant.

Recommend: Disapproval.

LISTING OF FULLY RELEASABLE DOCUMENTS – USTRANSCOM FOIA 12-31
SUBJ: 508 COMPLIANCE – DISABILITIES ACT

<u>DOCUMENT TITLE</u>	<u>NO. OF PAGES</u>
#1 USTRANSCOM Instruction 33-3, 5 Dec 11	10
#2 USTRANSCOM Instruction 33-3, 21 Sep 07	9
#3 USTRANSCOM Policy Directive 33-32, 23 Mar 10	11
#4 USTRANSCOM Instruction 33-50, 9 Nov 10	6
#5 USTRANSCOM Gatekeeper's User Guide, 7 Jan 09	46
#6 USTRANSCOM Pamphlet 38-1, Vol 3, 13 Apr 11	10
#7 USTRANSCOM 508 Compliance Documentation, 6 Jan 12	15
#8 USTRANSCOM Instructions—To Make a Document 508 Complaint, Undated	4
#9 USTRANSCOM Joint Operational Airlift Center (JOSAC) Website Procedures, Undated	1
#10 USTRANSCOM SharePoint Governance Plan, 22 Sep 09	11
#11 Defense Enterprise Accounting & Management System (DEAMS) System Summary, FY08 Stoplight v01	3
#12 Military Sealift Command (MSC) Instruction 5235.1B, 22 Feb 06	8
#13 Federal Transit Administration Office of Administration Office of Information Technology, Creating Section 508 Compliant Documents and Presentations	21

Total Fully Released Documents: 13

Total Pages: 155



Communications and Information

MANAGEMENT OF PORTALS AND WEB SITES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: TCJ6-OM
Supersedes: USTRANSCOMI 33-3, 21 Sep 2007

Approved By: TCJ6 (Brig Gen Gregory Touhill, USAF)
Pages: 10
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This instruction establishes policies and procedures for the use and management of web portals, sites, and applications within United States Transportation Command (USTRANSCOM). It applies to all personnel, including contractors, assigned or attached to USTRANSCOM. Compliance is mandatory. Failure by military personnel to observe the prohibitions and mandatory provisions of this instruction is a violation of Article 92, Uniform Code of Military Justice. Violations by civilian employees may result in disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel may result in denied access to systems, contractual remedies against the contractor, or debarment from the installation. This instruction does not establish any rights or entitlements. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by USTRANSCOM. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

SUMMARY OF REVISIONS

This instruction defines new policies and procedures for managing web content and documents published to portals and web sites. It redefines staff responsibilities in the publishing process, updates references, and defines all acronyms.

1. Policy and Procedures:

1.1. Policy:

1.1.1. Unrestricted Access Internet Protocol Router Network (NIPRNET) Portals and Web Sites:

1.1.1.1. Public access portals and web sites are those open to the public internet without restriction. They shall contain only unclassified information that has been properly reviewed and approved for public release. They will not contain classified information, unclassified information that is For Official Use Only, Privacy Act, or sensitive but unclassified data.

1.1.1.1.1. Content will be prepared by appointed USTRANSCOM organizational gatekeepers and subject matter experts (SME), and submitted for release and publication by the organizational gatekeeper.

1.1.1.1.2. All content submitted for public release will be reviewed within the context of operational security (OPSEC), Freedom of Information Act, Privacy Act, Section 508 of the Rehabilitation Act compliance for access by individuals with disabilities, other legal considerations, technical standards, and suitability for public release.

1.1.1.2. Restricted access portals and web sites use an authentication process to control access based on community membership, programs, or other criteria as defined by the functional manager. These sites will contain only unclassified information.

1.1.1.2.1. Content may be prepared by appointed USTRANSCOM organizational gatekeepers or SMEs and published directly where an interface is available. Content that cannot be published directly will be submitted for publication to the Web Development Team (Customer Support Section of Web Shop of Command, Control, Communications and Computer Systems Directorate (TCJ6)) by the gatekeeper.

1.1.1.2.2. Gatekeepers and SMEs will review all content prior to publication, or submission to the Web Development Team for publication, within the context of OPSEC, 508 compliance, and defined technical standards.

1.1.2. Secret Internet Protocol Router Network (SIPRNET) portals and web sites:

1.1.2.1. Content will be prepared by appointed USTRANSCOM organizational gatekeepers and SMEs and will meet the same 508 compliance and technical standards as NIPRNET content.

1.1.2.2. Prior to publication, SIPRNET documents will be reviewed by the Foreign Disclosure Officer (FDO) or Foreign Disclosure Representatives (FDR) to determine releasability to coalition partners.

1.1.2.3. In most cases, gatekeepers and SMEs will be able to publish directly onto SIPRNET portals and web sites.

1.1.3. Auditing and meta-data collection:

1.1.3.1. Auditing mechanisms will be implemented by the Web Development Team to ensure full attribution for all publishing transactions—upload, change, and delete. This will be implemented first on the SIPRNET and then the NIPRNET.

1.1.3.2. Tools implemented to provide the auditing mechanism will also provide the ability to capture meta-data for each document published to enable robust web content management.

1.1.4. Acceptable content for portal and web site publication. The following electronic file formats are authorized for publication on the command portals and web sites: static Hypertext

Markup Language (HTML), Microsoft Office products (.doc, .ppt, and .xls), Adobe Acrobat files (.pdf), Joint Photographic Experts Group images (.jpg), Tagged Image File Format (.tif or .tiff) and Bitmap (.bmp). Gatekeepers and SMEs are not permitted to publish dynamic content - JavaScript, Cold Fusion, Java Server pages, etc. User-developed applications will not be accepted for hosting on sites managed by the Web Development Team.

1.1.5. Public portal and web site review and approval. Command reviewing authorities for publication of content to public portal and web sites are: Public Affairs, Staff Judge Advocate, Information Operations (TCJ3-SI), and Freedom Office.

1.1.5.1. Public Affairs is the final approval authority for publication to the command portals and web sites.

1.1.5.2. In addition, a technical review will be performed by the Web Development Team prior to publication.

1.2. Procedures:

1.2.1. Preparing for publication. Web content management begins by defining ownership of all published information. Ownership begins with the originating SME developing new information for sharing with USTRANSCOM elements and customers. This information may take the form of documents, PowerPoint presentations, spreadsheets, etc. Prior to submitting information for publishing onto a USTRANSCOM network (NIPRNET or SIPRNET), the originating SME, gatekeepers and designated users with publication privileges shall review documents and content to ensure the following:

1.2.1.1. Content being published is allowed on the intended host system.

1.2.1.2. Classified material is properly marked in accordance with Department of Defense (DOD) 5200.1PH, *DOD Guide to Marking Classified Documents*, and USTRANSCOM Handbook 31-10, *USTRANSCOM Security Classification Guide*.

1.2.1.3. Special handling instructions are properly indicated and marked in accordance with DOD directives.

1.2.1.4. Classified information has been reviewed and approved for publication by the organizational FDR.

1.2.2. Publishing to public access portals and web sites:

1.2.2.1. Only organizational gatekeepers may forward content for publication on the public access systems. This is accomplished when the organizational gatekeeper submits a gatekeeper request to the Web Development Team to publish a document.

1.2.2.2. Upon receipt of a Gatekeeper Request, the Web Development Team will review the document or content for technical compliance and obvious OPSEC violations.

1.2.2.3. Following a successful review by the Web Development Team, the document or content will be placed into the Public Approval Process for review.

1.2.2.4. Once reviewing authorities complete their review, the document or content will either be published if approved or returned to the gatekeeper for further action.

1.2.3. Direct publishing to restricted SIPRNET and NIPRNET systems:

1.2.3.1. Gatekeepers, SMEs, and designated users may publish directly into most restricted systems via general purpose publishing interfaces provided by the Web Development Team or application-specific publishing mechanisms. Several publishing mechanisms are available to USTRANSCOM users and it is beyond the scope of this document to provide specific information on their use.

1.2.3.2. Auditing information will be automatically collected for each publishing transaction to ensure proper identification of the publisher, establish responsibility, and ensure attribution and non-repudiation.

1.2.3.3. Publishers must provide requested meta-data to complete a publishing transaction. Failing to provide such information will automatically abort the publication request.

1.2.3.4. Organization FDRs will review all classified documents and content to be published on SIPRNET systems for potential foreign disclosure issues.

1.2.3.5. Additional information may be required by the target host environment prior to publication. In these cases, failure to provide such certification will automatically abort the publication request.

2. Roles and Responsibilities:

2.1. USTRANSCOM TCJ6 is responsible for the security and administration of the command's unclassified and classified web servers.

2.2. Web Development Team (Systems Operations Branch (TCJ6-OM)) will:

2.2.1. Develop and maintain USTRANSCOM's Internet systems in conjunction with TCJ6-OM.

2.2.2. Use strict stylistic controls to ensure a consistent and professional image is presented on all USTRANSCOM web sites.

2.2.3. Maintain an Internet development environment and provide assistance to and ensure training of USTRANSCOM gatekeepers.

2.2.4. Investigate emerging Internet technologies in conjunction with USTRANSCOM Test Facility, to maintain technical currency of software and hardware.

2.3. Information Owner (Directorate/Command Support Group) will:

2.3.1. Ensure publicly accessible web pages and common folders consist of information that is properly cleared for public release in accordance with DOD Directive 8500.01E, *Information Assurance*, and all other official security and classification guidance. Directors may delegate content approval to the lowest capable level of responsibility in their organizations. For example, some directorates may feel it appropriate to delegate their authority to the branch chief level because that is the lowest organizational level with a gatekeeper.

2.3.2. Identify gatekeepers through an appointment letter. Appointing official will ensure that the appointee receives gatekeeper training prior to assuming duties. Appointing officials will prepare an appointment letter designating what networks and offices the assignee will support. Before appointing contractors as gatekeepers, appointing officials must review their contract duties with the contracting officer or contracting officer representative. Contractors may not be gatekeepers if their contracts do not cover such duties. Appointing officials should contact Staff Judge Advocate for guidance. All appointment letters must be reviewed semiannually or whenever a gatekeeper departs or is reassigned. Gatekeepers should be a United States citizen. Non-United States citizens must be vetted and approved by the USTRANSCOM FDO and will have limited capabilities on what they can post.

2.4. Gatekeepers:

2.4.1. Organizational gatekeepers are the organizational point of contact for all organizational content published on USTRANSCOM SIPRNET and NIPRNET portals and web sites. They prepare and manage content for their branch/division/directorate and publish the content on USTRANSCOM portals and web sites.

2.4.2. Gatekeepers are responsible for maintaining currency and accuracy of information placed on their site. A quarterly review by all gatekeepers will be conducted with SMEs to determine if content is current or requires deletion. A review/deletion of content will be directed by the Web Development Team, as required. Notification of the review/deletion will be done via email to all gatekeepers.

2.4.3. Gatekeepers will be responsible for ensuring content complies with standards for publication on both NIPRNET and SIPRNET systems.

2.4.4. Prior to assuming gatekeeper duties, training is mandatory with an emphasis on education and familiarization for OPSEC, foreign disclosure, Section 508 compliance, and public affairs issues. Gatekeeper training is scheduled through the respective Directorate/Command Support Group training officials.

2.4.5. Following training, gatekeepers shall access and use instructional and reference material located on the NIPRNET. Included for use are checklists for release requests, updates, Section 508 of the Rehabilitation Act compliancy methods and guidance on removal of information. The Web Development Team will provide individual assistance to all gatekeepers, as needed.

Semiannual review of all gatekeeper letters will be conducted by the Web Development Team. Gatekeepers and Appointing Officials will be notified of the status of the appointment letters.

2.5. FDR. Directors shall appoint, in writing, an FDR to review all documents and information to be published on SIPRNET portals and web sites for releasability to coalition partners. An individual is only considered an FDR after they receive required training by the USTRANSCOM FDO and will not be tasked to perform duties as an organizational gatekeeper. An FDR must be a United States citizen.

2.6. TCJ3-SI. TCJ3-SI is responsible for the command's Critical Information List and overall command OPSEC program. TCJ3-SI will conduct semiannual training classes to provide OPSEC guidance to gatekeepers, SMEs, and information owners, as necessary.

2.7. FDO. The USTRANSCOM FDO is responsible for training gatekeepers and FDRs on foreign disclosure of information. The FDO will provide, at a minimum, semiannual training to gatekeepers, SMEs, and information owners on proper classification and releasability of information.

3. Security. In accordance with DOD Directive 8500.01E, TCJ6 has been appointed the Designated Approval Authority (DAA) for all USTRANSCOM computer systems. The DAA approves establishment of USTRANSCOM web sites. USTRANSCOM Information Assurance Manager will establish and implement security measures to protect information on command web portals and web sites.

GREGORY J. TOUHILL
Brigadier General, USAF
Director, Command, Control, Communications
and Computer Systems

2 Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. USTRANSCOM Web Site Configuration Guidance

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A—References

Federal Rehabilitation Act, Section 508
Department of Defense (DOD) 5200.1PH, *DOD Guide to Marking Classified Documents*
DOD Directive 8500.01E, *Information Assurance*
USTRANSCOM Handbook 31-10, *USTRANSCOM Security Classification Guide*

Section B—Abbreviations and Acronyms

DAA – Designated Approval Authority
DOD - Department of Defense
FDO - Foreign Disclosure Officer
FDR - Foreign Disclosure Representative
HTML - Hypertext Markup Language
NIPRNET - Unclassified but Sensitive Internet Protocol Router Network
OPSEC - Operations Security
SIPRNET - Secret Internet Protocol Router Network
SME - Subject Matter Expert
TCJ3-SI – Operations and Plans Directorate, Information Operations Division
TCJ6 - Command, Control, Communications and Computer Systems Directorate
TCJ6-OM – TCJ6 Systems Operations Branch
USTRANSCOM - United States Transportation Command

Section C - Terms

Not Used

Attachment 2

USTRANSCOM Web Site Configuration Guidance

A2.1. Web Server Configuration Criteria. Users should first take advantage of USTRANSCOM's established web capability before considering establishing a new web server. Where existing capabilities are inadequate, new web servers can be established after requirements have been approved through the Cyberspace Infrastructure Planning System (CIPS) process. All USTRANSCOM web servers must meet the following requirements.

A2.1.1. The web site must be secured from publicly accessible networks by a stateful packet inspection firewall which has policies prohibiting protocols not necessary for business operation. The placement of the web server on the network must be reviewed and approved by TCJ6-O prior to installation.

A2.1.2. The Domain Naming Service (DNS) entries for all Universal Resource Locator (URL) referenced systems comprising the site must be verifiable and, where possible, resolvable, both as a Fully Qualified Domain Name and as an Internet Protocol (IP) address. All USTRANSCOM servers will be part of the "ustranscom.mil" domain.

A2.1.3. All mobile code must comply with the DOD Mobile Code Policy.

A2.1.4. Logging within the web server and web application must conform to USTRANSCOM's auditing policy.

A2.1.5. A generally accepted encryption/security mechanism (i.e., Secure Socket Layer (SSL)) must be used for sensitive data transmissions. A risk assessment--balance the risk of unauthorized disclosure against level of protection and cost--is required if privacy act data is transmitted.

A2.1.6. If the site requires a certificate, a DOD server certificate must be used. Demo or vendor-provided certificates will not be used.

A2.1.7. Pages containing or accepting sensitive data must be non-cacheable.

A2.1.8. All pages containing sensitive material must use two factor authentications. The current command standard is use of the Common Access Card (CAC).

A2.1.9. Database servers will not be run on the same system on which the web server is operating. Any back-end transaction processes must be documented and available for review. All communications between the web server and the database server must be secure and logged.

A2.1.10. No development should be done on a production server, and there must be strict separation between development and production system.

A2.1.11. Public and restricted applications cannot reside on the same system.

A2.1.12. Multiple public or multiple restricted applications can reside on the same system provided they are segmented appropriately.

A2.1.13. Data sources such as a database or file server must not be shared between restricted and public applications. This includes schemas, views, etc.

A2.1.14. Any system accounts used for system to system communication (e.g., database connections) shall not be shared between systems or applications. This prevents a compromised system from providing access to another system.

A2.1.15. Administration of the web server and application will not be done through the standard user interface. A unique interface on a different port with strong Access Control Lists (ACL) shall be used.

A2.1.16. The web server must meet various physical and logical security checks such as physical location, locks, access controls, backup procedures, emergency contact, etc.

A2.1.17. The Operating System (OS) of the server must be documented to certify that the software came from a known, reputable vendor or site. The OS must be configured to USTRANSCOM guidelines and have current software patches in place.

A2.1.18. The web server software shall be installed and configured in accordance with the best common security practices as defined by TCJ6-OIP and the configuration guidelines common to USTRANSCOM. Any web application is subject to security assessment and/or source code review upon request by TCJ6-OIP.

A2.1.18.1. File permissions of the server should follow a strict need to know policy for both the document root (where HTML documents are stored) and the server root (where log and configuration files are kept).

A2.1.18.2. A minimal system install must be performed. Only software and application modules that are required for the operation of the server are to be installed.

A2.1.18.2.1. All demo/default documentation-type files must be removed.

A2.1.18.2.2. All operating system services and web server optional features that are not required should be disabled. Examples of potentially dangerous web server optional features include: automatic directory listings, symbolic link following, and server side includes.

A2.1.18.3. Web server cannot be run with elevated privileges. Servers can be launched as root but must have the capability and be configured to run child processes as an unprivileged user.

A2.1.18.4. All user input must be validated on the server before any action is taken with it to prevent unauthorized access to system functionality or data. Invalid data attempts must be logged.

A2.1.18.4.1. All characters that are part of HTML tags or entities ('<', '>', '&', etc.) should be removed from user input before it is presented back to a web-site visitor to prevent Cross Site Scripting (XSS) attacks.

A2.1.18.4.2. User form input that is submitted that will be used as part of a SQL database query must be validated for format and content before it is passed to the database. SQL injection vulnerabilities exist when invalidated user input that contains SQL commands is passed through a web-form to a back-end database.

A2.1.18.5. The World Wide Web Security Frequently Asked Questions is located at <http://www.w3.org/Security/Faq/>. It provides the why, and some how, concerning best common security practices.

A2.1.19. The administration of the Operating System (OS) and the web server will be reviewed to verify compliance with USTRANSCOM security practices.

A2.1.20. All servers to be connected to the Internet must have formal, written accreditation from the DAA or TCJ6-O. Guidance and assistance on completing the accreditation process are available from TCJ6-OIP.

A2.2. USTRANSCOM Web Server Baseline Standards. USTRANSCOM's general purpose web architecture is designed to be flexible, scalable, and supportable using readily available approved commercial hardware and software components. A three tier model is used to provide functionality, i.e., Apache Server, Cold Fusion Application Server, and an Oracle database. OS specific programs and scripting and proprietary solutions are avoided to ensure, as much as possible, long-term supportability. Systems developed that do not conform to the following specifications may not be supportable at USTRANSCOM.

A2.2.1. Hardware, Software, and Operating System. Must be supportable by the TCJ6-OM.

A2.2.2. Database Server. Must be supportable by the Database Administrations teams, TCJ6-OM.

** Note: Criteria are based on the recommendations of the National Computer Security Association and will be updated on an as needed basis in order to ensure that USTRANSCOM web sites are as secure as possible in the dynamic, ever changing Internet environment.*



Communications and Information

MANAGEMENT OF PORTALS AND WEB SITES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

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This Instruction incorporates policy and guidance contained in United States Transportation Command (USTRANSCOM) Policy Directive 33-3. It establishes policies and procedures for the use and management of web portals, sites, and applications within USTRANSCOM. This Instruction applies to all personnel, including contractors, assigned or attached to USTRANSCOM. Compliance is mandatory. Failure to observe the prohibitions and mandatory provisions of this Instruction by military personnel is a violation of Article 92, Uniform Code of Military Justice. Violations by civilian employees may result in disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel may result in denied access to systems, contractual remedies against the contractor, or debarment from the installation. This Instruction does not establish any rights or entitlements.

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SUMMARY OF REVISIONS

This instruction defines new policies and procedures for managing web content and published documents to portals and web sites. It redefines staff responsibilities in the publishing process, updates references, and defines all acronyms. Since this Instruction has been revised in its entirety, asterisks are not used to identify revised material.

1. Policy and Procedures:

1.1. Policy:

1.1.1. Unrestricted Access Internet Protocol Router Network (NIPRNET) Portals and Web Sites:

1.1.1.1. Public Access Portals and Web Sites. Public access portals and web sites are those open to the public internet without restriction. These shall contain only unclassified information that has been properly reviewed and approved for public release. They will not contain classified information, unclassified information that is For Official Use Only (FOUO), Privacy Act, or Sensitive but Unclassified data.

1.1.1.1.1. Content will be prepared by appointed USTRANSCOM organizational gatekeepers and Subject Matter Experts (SMEs), and submitted for release and publication by the organizational gatekeeper.

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1.1.1.1.2. All content submitted for public release will be reviewed within the context of Operational Security (OPSEC), Freedom of Information Act (FOIA), Privacy Act (PA), Section 508 of the Rehabilitation Act compliance for access by individuals with disabilities, other legal considerations, technical standards, and suitability for public release.

1.1.1.2. Restricted Access NIPRNET Portals and Web Sites. Restricted access portals and web sites use an authentication process to control access based on community membership, programs, or other criteria as defined by the functional manager. These sites will contain only unclassified information.

1.1.1.2.1. Content may be prepared by appointed USTRANSCOM organizational gatekeepers or SMEs and published directly where an interface is available. Content that cannot be published directly will be submitted for publication to the Web Development Team (Customer Support Section of Web Shop of TCJ6) by the gatekeeper.

1.1.1.2.2. Gatekeepers and SMEs will review all content prior to publication, or submission to the Web Development Team for publication, within the context of OPSEC, 508 compliance, and defined technical standards.

1.1.2. Secret Internet Protocol Router Network (SIPRNET) Portals and Web Sites:

1.1.2.1. Content will be prepared by appointed USTRANSCOM organizational gatekeepers and SMEs and will meet the same 508 compliance and technical standards as NIPRNET content.

1.1.2.2. Prior to publication, SIPRNET documents will be reviewed by the Foreign Disclosure Officer (FDO) or Foreign Disclosure Representatives (FDR) to determine releasability to coalition partners.

1.1.2.3. In most cases, gatekeepers and SMEs will be able to publish directly onto SIPRNET portals and web sites.

1.1.3. Auditing and Meta-Data Collection:

1.1.3.1. Auditing mechanisms will be implemented by the Web Development Team to ensure full attribution for all publishing transactions—upload, change, and delete. This will be implemented first on the SIPRNET and then the NIPRNET.

1.1.3.2. Tools implemented to provide the auditing mechanism will also provide the ability to capture meta-data for each document published to enable robust web content management.

1.1.4. Acceptable Content for Portal and Web Site Publication. The following electronic file formats are authorized for publication on the command portals and web sites: static Hypertext Markup Language (HTML), Microsoft Office products (.doc, .ppt, and .xls), Adobe Acrobat files (.pdf), Joint Photographic Experts Group (JPEG) images (.jpg), Tagged Image File Format (.tif or .tiff) and Bitmap (.bmp). Gatekeepers and SMEs are not permitted to publish dynamic content - JavaScript, Cold Fusion, Java Server pages, etc. User-developed applications will not be accepted for hosting on sites managed by the Web Development Team.

1.1.5. Public Portal and Web Site Review and Approval. Command reviewing authorities for publication of content to public portal and web sites are: Public Affairs (TCPA), Staff Judge Advocate (TCJA), Information Operations (TCJ3-OI), and Information Management (TCCS-IM).

1.1.5.1. TCPA is the final approval authority for publication to the command portals and web sites.

1.1.5.2. In addition, a technical review will be performed by the Web Development Team prior to publication.

1.2. Procedures:

1.2.1. Preparing for publication. Web content management begins by defining ownership of all published information. Ownership begins with the originating SME developing new information for sharing with USTRANSCOM elements and customers. This information may take the form of documents, PowerPoint presentations, spreadsheets, etc. Prior to submitting information for publishing onto a USTRANSCOM network

(NIPRNET or SIPRNET), the originating SME, gatekeepers and designated users with publication privileges shall review documents and content to ensure the following:

1.2.1.1. Content being published is allowed on the intended host system.

1.2.1.2. Classified material is properly marked in accordance with (IAW) current Department of Defense (DOD) directives.

1.2.1.3. Special handling instructions are properly indicated and marked IAW DOD directives.

1.2.1.4. Classified information has been reviewed and approved for publication by the organizational FDR.

1.2.2. Publishing to Public Access Portals and Web Sites:

1.2.2.1. Only organizational gatekeepers may forward content for publication on the public access systems. This is accomplished when the organizational gatekeeper submits a 'Gatekeeper' request to the Web Development Team to publish a document.

1.2.2.2. Upon receipt of a 'Gatekeeper' request, the Web Development Team will review the document or content for technical compliance and obvious Operational Security (OPSEC) violations.

1.2.2.3. Following a successful review by the Web Development Team, the document or content will be placed into the 'Public Approval Process' for review.

1.2.2.4. Once reviewing authorities complete their review, the document or content will either be published if approved or returned to the gatekeeper for further action.

1.2.3. Direct Publishing to Restricted SIPRNET and NIPRNET Systems:

1.2.3.1. Gatekeepers, SMEs, and designated users may publish directly into most restricted systems via general purpose publishing interfaces provided by the Web Development Team or application-specific publishing mechanisms. Several publishing mechanisms are available to USTRANSCOM users and it is beyond the scope of this document to provide specific information on their use.

1.2.3.2. Auditing information will be automatically collected for each publishing transaction to ensure proper identification of the publisher, establish responsibility, and ensure attribution and non-repudiation.

1.2.3.3. Publishers must provide requested meta-data to complete a publishing transaction. Failing to provide such information will automatically abort the publication request.

1.2.3.4. Organization FDRs will review all classified documents and content to be published on SIPRNET systems for potential foreign disclosure issues.

1.2.3.5. Additional information may be required by the target host environment prior to publication. In these cases, failure to provide such certification will automatically abort the publication request.

2. Roles and Responsibilities:

2.1. USTRANSCOM TCJ6 is responsible for the security and administration of the command's unclassified and classified web servers.

2.2. Web Development Team (Systems Operations Branch TCJ6-OM):

2.2.1. Develops and maintains USTRANSCOM's Internet systems in conjunction with the Systems Operations Branch (TCJ6-OM).

2.2.2. Uses strict stylistic controls to ensure a consistent and professional image is presented on all USTRANSCOM web sites.

2.2.3. Maintains an Internet development environment and provides assistance to and ensures training of USTRANSCOM gatekeepers.

2.2.4. Investigates emerging Internet technologies in conjunction with USTRANSCOM Test Facility (TCJ6-XT), to maintain technical currency of software and hardware.

2.3. Information Owner (Directorate/Command Support Group):

2.3.1. Ensure publicly accessible web pages and common folders consist of information that is properly cleared for public release IAW Department of Defense Directive (DODD) 8500.1 Information Security and all other official security and classification guidance. Directors may delegate content approval to the lowest capable level of responsibility in their organizations. For example, some directorates may feel it appropriate to delegate their authority to the branch chief level because that is the lowest organizational level with a gatekeeper.

2.3.2. Gatekeepers are identified through an appointment letter. Appointing official will ensure that the appointee receives gatekeeper training prior to assuming duties. Appointing officials will prepare an appointment letter designating what networks and offices the assignee will support. Before appointing contractors as gatekeepers, appointing officials must review their contract duties with the contracting officer or contracting officer representative. Contractors may not be gatekeepers if their contracts do not cover such duties. Appointing officials should contact TCJA for guidance. All appointment letters must be reviewed semiannually or whenever a gatekeeper departs or is reassigned.

2.4. Gatekeepers:

2.4.1. Organizational gatekeepers are the organizational point of contact (POC) for all organizational content published on USTRANSCOM SIPRNET and NIPRNET portals and web sites. They prepare and manage content for their branch/division/directorate and publish the content on USTRANSCOM portals and web sites.

2.4.2. Gatekeepers are responsible for maintaining currency and accuracy of information placed on their site. A quarterly review by all gatekeepers will be conducted with SMEs to determine if content is current or requires deletion. A review/deletion of content will be directed by the Web Development Team, as required. Notification of the review/deletion will be done via email to all gatekeepers.

2.4.3. Gatekeepers will be responsible for ensuring content complies with standards for publication on both NIPRNET and SIPRNET systems.

2.4.4. Prior to assuming gatekeeper duties, training is mandatory with an emphasis on education and familiarization for OPSEC, foreign disclosure and public affairs issues. Gatekeeper training is scheduled through the respective directorate/CSG training officials.

2.4.5. Following their training, gatekeepers shall access and use instructional and reference material located on the NIPRNET. Included for use are checklists for release requests, updates, Section 508 of the Rehabilitation Act compliancy methods and guidance on removal of information. The Web Development Team will provide individual assistance to all gatekeepers, as needed. Semiannual review of all Gatekeeper letters will be conducted by the Web Development Team. Gatekeepers and Appointing Officials will be notified of the status of the appointment letters.

2.5. Foreign Disclosure Representatives (FDR). Directors shall appoint a FDR to review all documents and information to be published on SIPRNET portals and web sites for releasability to coalition partners. Individuals functioning as FDRs will not be tasked to perform duties as an organizational gatekeeper.

2.6. OPSEC. TCJ3-OI is responsible for the command's Critical Information List (CIL) and overall command OPSEC program. TCJ3-OI will conduct semiannual training classes to provide OPSEC guidance to gatekeepers, SMEs, and information owners, as necessary.

2.7. Foreign Disclosure Officer (FDO). TCJ2-P is responsible for training gatekeepers and FDRs on foreign disclosure of information. The FDO will provide, at a minimum, semiannual training to gatekeepers, SMEs, and information owners on proper classification and releasability of information.

3. Security. IAW DODD 8500.1, *Information Assurance*, TCJ6 has been appointed the Designated Approval Authority (DAA) for all USTRANSCOM computer systems. The DAA approves establishment of USTRANSCOM web sites. USTRANSCOM information assurance manager will establish and implement security measures to protect information on command web portals and web sites.

DANIEL R. DINKINS, JR., Brigadier General, USAF
Director, Command, Control, Communications
and Computer Systems

2 Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. USTRANSCOM Web Site Configuration Guidance

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A—References

Department of Defense Directive (DODD) 8500.1, *Information Assurance*, 24 October 2002

Federal Rehabilitation Act, Section 508

Section B—Abbreviations and Acronyms

ACL	Access Control Lists
AF	Air Force
AFSSI	Air Force Security System Instruction
ASCRD	Automated Communications Computer Systems Requirement Document
CAC	Common Access Card
CIL	Critical Item List
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CSG	Command Support Group
DAA	Designated Approval Authority
DOD	Department of Defense
DODD	Department of Defense Directive
FDO	Foreign Disclosure Officer
FDR	Foreign Disclosure Representative
FOIA	Freedom of Information Act
FOUO	For Official Use Only
HTML	Hyper Text Markup Language
IP	Internet Protocol
JPEG	Joint Photographic Experts Group
JER	Joint Ethics Regulation
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
OPSEC	Operations Security
OS	Operating System
PA	Privacy Act
POC	Point of Contact
SIPRNET	Secret Internet Protocol Router Network
SME	Subject Matter Expert
SSL	Secure Socket Layer
URL	Universal Resource Locator
USTRANSCOM	United States Transportation Command
XSS	Cross Site Scripting

Section C - Terms

Not Used

Attachment 2

USTRANSCOM Web Site Configuration Guidance

A2.1. Web Server Configuration Criteria. Users should first take advantage of USTRANSCOM's established web capability before considering establishing a new web server. Where existing capabilities are inadequate, new web servers can be established after requirements have been approved through the Automated Communications Computer Systems Requirement Document (ASCRD) process. All USTRANSCOM web servers must meet the following requirements.

A2.1.1. The web site must be secured from publicly accessible networks by a stateful packet inspection firewall which has policies prohibiting protocols not necessary for business operation. The placement of the web server on the network must be reviewed and approved by TCJ6-O prior to installation.

A2.1.2. The Domain Naming Service entries for all Universal Resource Locator (URL) referenced systems comprising the site must be verifiable and, where possible, resolvable, both as a Fully Qualified Domain Name and as an Internet Protocol (IP) address. All USTRANSCOM servers will be part of the "ustranscom.mil" domain.

A2.1.3. All mobile code must comply with the DOD Mobile Code Policy.

A2.1.4. Logging within the web server and web application must conform to USTRANSCOM's auditing policy.

A2.1.5. A generally accepted encryption/security mechanism (i.e., Secure Socket Layer [SSL]) must be used for sensitive data transmissions. A risk assessment--balance the risk of unauthorized disclosure against level of protection and cost--is required if privacy act data is transmitted.

A2.1.6. If the site requires a certificate, a DOD server certificate must be utilized. Demo or vendor provided certificates will not be utilized.

A2.1.7. Pages containing or accepting sensitive data must be non-cacheable.

A2.1.8. All pages containing sensitive material must use two factor authentications. The current command standard is use of the Common Access Card (CAC).

A2.1.9. Database servers will not be run on the same system on which the web server is operating. Any "back-end" transaction processes must be documented and available for review. All communications between the web server and the database server must be secure and logged.

A2.1.10. No development should be done on a production server, and there must be strict separation between development and production system.

A2.1.11. Public and restricted applications cannot reside on the same system.

A2.1.12. Multiple public OR multiple restricted applications can reside on the same system provided they are segmented appropriately.

A2.1.13. Data sources such as a database or file server must not be shared between restricted and public applications. This includes schemas, views, etc.

A2.1.14. Any system accounts used for system to system communication (e.g., database connections) shall not be shared between systems or applications. This prevents a compromised system from providing access to another system.

A2.1.15. Administration of the web server and application will not be done through the standard user interface. A unique interface on a different port with strong Access Control Lists (ACL) shall be used.

A2.1.16. The web server must meet various physical and logical security checks such as physical location, locks, access controls, backup procedures, emergency contact, etc.

A2.1.17. The Operating System (OS) of the server must be documented to certify that the software came from a known, reputable vendor or site. The OS must be configured to USTRANSCOM guidelines and have current software patches in place.

A2.1.18. The web server software shall be installed and configured in accordance with the best common security practices as defined by TCJ6-OIP and the configuration guidelines common to USTRANSCOM. Any web application is subject to security assessment and/or source code review upon request by TCJ6-OIP.

A2.1.18.1. File permissions of the server should follow a strict "need to know" policy for both the document root (where HTML documents are stored) and the server root (where log and configuration files are kept).

A2.1.18.2. A minimal system install must be performed. Only software and application modules that are required for the operation of the server are to be installed.

A2.1.18.2.1. All demo/default documentation-type files must be removed.

A2.1.18.2.2. All operating system services and web server optional features that are not required should be disabled. Examples of potentially dangerous web server optional features include: automatic directory listings, symbolic link following, and server side includes.

A2.1.18.3. Web server cannot be run with elevated privileges. Servers can be launched as root but must have the capability and be configured to run child processes as an unprivileged user.

A2.1.18.4. All user input must be validated on the server before any action is taken with it to prevent unauthorized access to system functionality or data. Invalid data attempts must be logged.

A2.1.18.4.1. All characters that are part of HTML tags or entities ('<', '>', '&', etc.) should be removed from user input before it is presented back to a web-site visitor to prevent Cross Site Scripting (XSS) attacks.

A2.1.18.4.2. User form input that is submitted that will be used as part of a SQL database query must be validated for format and content before it is passed to the database. SQL injection vulnerabilities exist when invalidated user input that contains SQL commands is passed through a web-form to a back-end database.

A2.1.18.5. The World Wide Web Security FAQ is located at <http://www.w3.org/Security/Faq/>. It provides the why and some how concerning best common security practices.

A2.1.19. The administration of the OS and the web server will be reviewed to verify compliance with USTRANSCOM security practices.

A2.1.20. All servers to be connected to the Internet must have formal, written accreditation from the DAA or TCJ6-O. Guidance and assistance on completing the accreditation process are available from TCJ6-OIP.

A2.2. USTRANSCOM Web Server Baseline Standards. USTRANSCOM's general purpose web architecture is designed to be flexible, scalable, and supportable using readily available approved commercial hardware and software components. A three tier model is used to provide functionality, i.e., Apache Server, Cold Fusion Application Server, and an Oracle database. OS specific programs and scripting and proprietary solutions are avoided to ensure, as much as possible, long-term supportability. Systems developed that do not conform to the following specifications may not be supportable at USTRANSCOM.

A2.2.1. Hardware, Software, and Operating System. Must be supportable by the TCJ6-OM.

A2.2.2. Database Server. Must be supportable by the Database Administrations teams, TCJ6-OM.

** Note: Criteria are based on the recommendations of the National Computer Security Association and will be updated on an as needed basis in order to ensure that USTRANSCOM web sites are as secure as possible in the dynamic, ever changing Internet environment.*

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**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM) POLICY DIRECTIVE 33-32
23 MARCH 2010**

Chief Information Officer (CIO) Program

A. REFERENCES: References are listed in Attachment 1, Section A.

B. PURPOSE: Per USTRANSCOM Memorandum; Subject: USTRANSCOM Chief Information Officer (CIO), dated 30 July 1998, the Commander, USTRANSCOM appointed the Director, USTRANSCOM Command, Control, Communications, and Computer Systems (TCJ6) as the command CIO to provide the required centralized management and accountability for the command's information resource management (IRM) and information technology (IT). This policy directive provides policies and assigns responsibilities for the USTRANSCOM CIO program, which includes USTRANSCOM IRM and IT. Additionally, it delineates the USTRANSCOM CIO's IRM role, responsibilities, and authority in relation to those of the other USTRANSCOM Directorates and the Transportation Component Commands (TCC). It implements the provisions of the Clinger-Cohen Act, Public Law (PL) 104-106; E-Government Act of 2002, PL 107-347; and other related Federal laws and Department of Defense (DOD) directives. The USTRANSCOM Corporate Governance Process (CGP) implements those provisions of the Clinger-Cohen Act that pertain to capital planning and investment control.

C. APPLICABILITY: Applicable to all personnel at USTRANSCOM and the TCCs, IT contained in USTRANSCOM command and control and business systems and services developed or purchased by USTRANSCOM, and all Defense Transportation System (DTS) and Transportation Working Capital Funds (TWCF) funded IT systems/programs under the purview of the USTRANSCOM combatant command authority in relation to the TCCs. Not applicable to the Joint Worldwide Intelligence Communications System. DTS systems/programs are a subset of the distribution and distribution-related systems/programs managed by the Distribution Portfolio Manager per DODI 5158.06, *Distribution Process Owner (DPO)*.

D. POLICIES AND PROCEDURES:

1. POLICY: It is USTRANSCOM policy to:

1.1. Employ governance structures to develop, analyze, coordinate, and prioritize IT capability needs in collaboration with the USTRANSCOM Directorates and TCCs.

1.2. Comply with, and promptly, efficiently, and effectively implement information policies and IRM responsibilities of the CIO program.

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1.3. Exchange views and solidify relationships among the TCCs to identify and establish IRM best practices and resolve issues to effectively and efficiently manage information and the supporting technology.

1.4. Participate in Joint Community, government, and non-government forums to exchange views and gain insight into new information initiatives, technologies, and management approaches.

1.5. Conduct USTRANSCOM's long-range strategic planning to take advantage of the opportunities that IT can provide and ensure that the IT infrastructure will support mission and business strategies.

1.6. Integrate IT requirements analysis, planning, budgeting, and evaluation processes to strengthen the quality of decisions about using IT to meet mission needs, maximize the value, and to assess and manage the risks of IT acquisitions.

1.6.1. Establish performance and results-based management processes and tools to guide IT investments and ensure they provide measurable improvements to mission performance. Key elements in implementing these management processes and tools include strategic plans that horizontally and vertically integrate information resources activities throughout USTRANSCOM and align IT investments to mission-related outcomes.

1.6.2. Use the Planning, Programming, and Budgeting Execution (PPBE), Defense Acquisition System, and DOD IT Portfolio Management processes as the IT capital planning, investment selection, and control processes for maximizing the value, and assessing and managing the risks, of IT investments.

1.6.3. Apply, at a minimum, the following evaluations in considering whether to undertake a particular investment in IT: mission need, economic analysis; risk-adjusted return on investment; and quantitative and qualitative criteria for comparing and prioritizing alternative IT investment projects. Apply other criteria in addition to these as required and deemed applicable for IT investment analysis.

1.6.4. Use a system of milestones for measuring progress and communicating the status of IT investments to senior leaders. Milestones should measure costs and the capability to meet specified requirements, timeliness, and quality.

1.7. Develop and maintain enterprise architecture (EA) to cover all DTS systems/programs, and the USTRANSCOM functions and activities supported. The EA shall be sufficiently defined to effectively guide, constrain, and permit implementation of interoperable DTS system/program solutions and a transition plan for implementing the EA for DTS systems/programs.

1.8. Prepare and maintain a portfolio of DTS IT and a process that monitors investments and prevents redundancy of existing or shared IT capabilities. The portfolio will provide information demonstrating the impact of alternative IT investment strategies and funding levels, identify opportunities for sharing resources, and consider the Command's inventory of information resources. It will also demonstrate alignment with the Command's EA future state and ensure compliance with the EA's architecturally significant concepts.

1.9. Develop and implement an information assurance (IA) program focused on assurance of USTRANSCOM and DTS information and systems/programs.

1.10. Use a disciplined lifecycle approach to manage information resources from acquisition through retirement. Establish and track clear goals (e.g., cost, schedule, and performance), measures, and accountability for IT project progress so that problems can be averted in a timely manner or corrected quickly as they arise.

1.11. Prior to investing in IT capabilities:

1.11.1. Determine whether the functions that IT will support are central to or are priorities for the mission.

1.11.2. Develop, simplify, or refine functional processes.

1.11.3. Identify IA requirements during business process reengineering, business process management, and outsourcing.

1.12. Acquisition of IT capabilities should take maximum advantage of commercial-off-the-shelf (COTS) and government-off-the-shelf options unless the cost effectiveness of developing custom software is clear and has been documented through pilot projects or prototypes.

1.13. Acquire, develop, and retain a well-trained core of highly qualified IRM, IT, and IA professionals who can understand, adapt, and implement new technology, methodologies, and management practices.

1.14. Provide individuals seeking information or services from USTRANSCOM access to, and use of, information and data comparable to that provided to individuals who are not disabled, consistent with the Rehabilitation Act of 1973, Section 508.

1.15. Maintain an inventory of USTRANSCOM information systems and dissemination products; a USTRANSCOM information locator service; and a description of USTRANSCOM information and record locator systems.

2. RESPONSIBILITIES.

2.1. The TCJ6, as the USTRANSCOM CIO, is responsible for:

2.1.1. Ensuring that USTRANSCOM complies with and promptly, efficiently, and effectively implements information policies and IRM responsibilities of the CIO program.

2.1.2. Leading forums to exchange views and solidify relationships among the TCC CIOs and other senior managers to identify and establish IRM best practices and resolve issues to effectively and efficiently manage information and the supporting technology. This includes chairing the CIO Forum which shall serve as the principal transportation community advisory body on matters concerning CIO policy, responsibilities, and requirements.

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- 2.1.3.** Participating in Joint Community, government, and non-government forums to exchange views and gain insight into new initiatives, technologies, and management approaches.
- 2.1.4.** Maintaining core knowledge, skills, and abilities to ensure compliance with CIO legal and regulatory guidance.
- 2.1.5.** Providing advice and other assistance to the Commander and other USTRANSCOM senior leadership to ensure that information resources are acquired, used, and managed by USTRANSCOM in accordance with legal and regulatory guidance.
- 2.1.6.** Consulting with the Joint Community Warfighter CIO (Joint Staff J6), senior Warfighting forums, and Joint IT requirements boards, and ensuring alignment with Joint Staff IRM policies and initiatives.
- 2.1.7.** Developing, disseminating, implementing, enforcing, and reporting compliance with CIO policies to ensure that CIO policy and resource decisions are fully responsive to the guidance of the Secretary of Defense, Chairman, Joint Chiefs of Staff, and Commander, USTRANSCOM.
- 2.1.8.** Participating in USTRANSCOM long-range strategic planning to take advantage of the opportunities that IT can provide and ensure that the IT infrastructure will support mission and business strategies.
- 2.1.9.** Achieving USTRANSCOM strategic goals by issuing IT enterprise-wide plans, policies, and procedures that enable USTRANSCOM and its TCCs to effectively and efficiently manage information resources.
- 2.1.10.** Assisting USTRANSCOM Strategy, Policy, Programs, and Logistics (TCJ5/4) in compiling the USTRANSCOM input to Warfighter Mission Area (WMA) and Business Mission Area (BMA) Enterprise Transition Plans (ETPs).
- 2.1.11.** Participating through the USTRANSCOM CGP to advise and recommend to the Commander IT capital planning and investment decisions; capability resource and acquisition solutions; allocation of funds by system/program; and prioritization of funding requirements.
- 2.1.12.** Implementing the following portfolio management practices:
 - 2.1.12.1.** Monitoring investments and preventing redundancy of existing or shared IT capabilities.
 - 2.1.12.2.** Providing information demonstrating the impact of alternative IT investment strategies and funding levels, identifying opportunities for sharing resources, and considering the Command's inventory of information resources.
 - 2.1.12.3.** Demonstrating alignment and compliance with the Command's Joint Deployment and Distribution Architecture – Enhanced (JDDA-E).
- 2.1.13.** Developing, implementing, and evaluating on an ongoing basis an IA program focused on assurance of USTRANSCOM and DTS information and systems/programs.

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2.1.14. Serving as the Designated Accrediting Authority for all Scott Air Force Base USTRANSCOM collateral information systems and TWCF systems/programs.

2.1.15. Developing a service-oriented, information centric JDDA-E that:

2.1.15.1. Provides authoritative guidance on how to implement the Corporate Services Vision to USTRANSCOM partners, functional leaders, IT leaders, and program managers.

2.1.15.2. Enables the alignment of enterprise resources with the Command's mission, vision, goals, and objectives through enterprise governance.

2.1.15.3. Delivers decision support for business processes, IT, and other enterprise investments.

2.1.15.4. Establishes a Service-Oriented Architecture migration strategy with prescribed interfaces, standard message templates, and a common vocabulary.

2.1.15.5. Conducts analysis to improve IT efficiency, eliminate unnecessary redundancies, and redirect underutilized or duplicative resources that can then be applied to other priorities.

2.1.15.6. Supports improvements to USTRANSCOM operational workflow processes and supportive information resources. Develops, maintains, and establishes operational architecture process improvement methodologies and their supporting suite of procedures and tools.

2.1.16. Maximizing the value and assessing and managing the risks of IT acquisitions through the CGP.

2.1.17. Institutionalizing performance- and results-based management for information resources, including IT.

2.1.18. Monitoring and evaluating the performance of DTS systems/programs and other USTRANSCOM IT systems/programs and making recommendations on whether to continue, modify, or terminate a system/program.

2.1.19. Establishing implementation and monitoring guidance for the use of COTS and non-developmental item capabilities, in coordination with the USTRANSCOM Command Acquisitions (TCAQ), as part of the EA.

2.1.20. Establishing recruitment and training policies, programs, and initiatives with the USTRANSCOM Manpower & Personnel (TCJ1) to strengthen USTRANSCOM personnel's ability to manage information resources effectively.

2.1.21. Ensuring compliance with the Rehabilitation Act of 1973, Section 508.

2.2. USTRANSCOM Directors are responsible for:

2.2.1. Promoting commonality and interoperability of functional processes across USTRANSCOM and resolving functional issues affecting IRM.

2.2.2. Performing functional management control and oversight of their supporting IT to include data quality and ensuring functional leadership throughout a system/program's lifecycle phases.

2.2.3. Reviewing funding requirements for IRM and IT systems/programs during PPBE activities and recommending appropriate adjustments and allocations.

2.2.4. Participating in governance structures and Command efforts to:

2.2.4.1. Design, maintain, and execute IT capital planning, investment selection, and control processes.

2.2.4.2. Advise the Commander, USTRANSCOM on major resource allocation and investment decisions, including recommending whether to initiate, continue, modify, or terminate IT investments.

2.2.5. Participating in governance structures and Command efforts to institutionalize performance- and results-based management for information resources, including IT.

2.3. The TCAQ is responsible for acquiring best value IT products for the government within compliance of applicable laws, regulations, and policy.

2.4. The TCJ1 is responsible for providing guidance and assisting in establishing recruitment and training policies, programs, and initiatives with the CIO to strengthen USTRANSCOM personnel's ability to utilize and manage information resources effectively.

2.5. The USTRANSCOM Director Operations and Plans, is responsible for:

2.5.1. Leading USTRANSCOM governance structures, as directed, and to develop, analyze, coordinate, and prioritize IT capability needs.

2.5.2. Providing leadership and functional advocacy to improve the USTRANCOM's transportation and distribution activities, supporting systems/programs, data quality, and transformational efforts.

2.6. The TCJ5/4 is responsible for:

2.6.1. Leading USTRANSCOM governance structures, as directed, and to develop, analyze, coordinate and prioritize IT capability needs.

2.6.2. Providing leadership and functional advocacy to improve the USTRANCOM's transportation and distribution activities, supporting systems/programs, data quality, and transformational efforts.

2.6.3. Developing and maintaining the USTRANSCOM input to WMA and BMA ETPs.

2.6.4. Serving as the Command lead for USTRANSCOM's responsibilities as the DOD military co-lead functional proponent for logistics capabilities portfolio management and serving as the deployment and distribution capability area manager as delegated by the Commander.

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2.7. The USTRANSCOM Program Analysis and Financial Management Directorate is responsible for:

2.7.1. Establishing policies and procedures to ensure that financial management systems/programs are Chief, Financial Officer, compliant.

2.7.2. Ensuring that economic analyses for IT investments are prepared and validated, as required.

2.7.3. Supporting program managers in completing Office of Management and Budget (OMB) budget submissions (Exhibits 300/53).

2.8. The TCC CIOs are responsible for:

2.8.1. Maintaining core knowledge, skills, abilities, and experiences to carry out CIO legal and regulatory guidance.

2.8.2. Providing advice and other assistance to the TCC Commanders and the USTRANSCOM CIO to ensure that information resources are acquired, used, and managed by the TCC in accordance with legal and regulatory guidance.

2.8.3. Consulting with the USTRANSCOM CIO and ensuring alignment with USTRANSCOM CIO policies and initiatives.

2.8.4. Assisting the USTRANSCOM CIO to accomplish portfolio management in the following areas:

2.8.4.1. Monitor investments and prevent redundancy of existing or shared IT capabilities.

2.8.4.2. Provide information demonstrating the impact of alternative IT investment strategies and funding levels, identify opportunities for sharing resources, and consider the Command's inventory of information resources.

2.8.4.3. Demonstrate alignment and compliance with the Command's JDDA-E.

2.8.5. Participating in the CIO Forum that shall serve as the principal transportation community advisory body on matters concerning CIO policy, responsibilities, and requirements.

2.8.6. Promoting improvements to TCC work processes and supportive information resources. This shall include developing, maintaining, and issuing guidance on functional process improvement methodologies and their supporting suite of procedures and tools.

2.8.7. Ensuring compliance with the Rehabilitation Act of 1973, Section 508.

E. EFFECTIVE DATE: This policy directive is effective immediately.

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~~FOR OFFICIAL USE ONLY~~

APPROVED BY

MARK D. HARNITCHEK
Vice Admiral, USN
Deputy Commander

OPR: TCJ6

Attachment
Glossary of References, Abbreviations, Acronyms, Terms, and Definitions

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Attachment 1

Glossary of References, Abbreviations and Acronyms, and Terms and Definitions

Section A: References

National Defense Authorization Act for Fiscal Year 1999 (PL 105-261, Sec. 331)

Clinger-Cohen Act of 1996 (PL 104-106, 40 U.S.C. 1451)

Paperwork Reduction Act of 1995, (PL 104-13, 44 U.S.C.)

E-Government Act of 2002, (PL 107-347, 44 U.S.C 101)

National Defense Authorization Act for Fiscal Year 2005, PL 108-767; Sec. 2222. "Defense Business Systems: Architecture, Accountability, and Modernization."

Section 508 of the Rehabilitation Act of 1973, as amended (PL 105-220, 29 U.S.C. 794d)

OMB-M-09-02: "Information Technology Management Structure and Governance Framework", October 21, 2008

OMB Circular A-130 Revised, Transmittal Memorandum No. 4, "Management of Federal Information Resources"

OMB Memorandum 03-22, 26 September 2003, "OMB Guidance for Implementing the Privacy Provision of the E-Government Act of 2002"

DODI 5158.06, *Distribution Process Owner*

DODD 8000.01, *Management of Department of Defense (DOD) Information Enterprise*

DODD 8115.01, *Information Technology Portfolio Management*

DODI 8115.02, *Information Technology Portfolio Management Implementation*

DODD 8500.01E, *DOD Information Assurance*

DODD 7045.20, *Capability Portfolio Management*

DOD Memorandum, Subject: DOD Net-Centric Data Strategy, May 09, 2003

DOD Memorandum, Subject: DOD Information Sharing Strategy, May 04, 2007

DOD Memorandum, Subject: Department of Defense (DOD) and the Intelligence Community (IC) Commitment to an Interoperable, Services-Based Environment, July 13, 2007

USTRANSCOMI 90-6, *USTRANSCOM Corporate Governance Process*

USTRANSCOM Memorandum: Subject: USTRANSCOM Chief Information Officer, July 30, 1998

CJCSI 8010.01B, *Joint Community Warfighter Chief Information Officer*

CJCSI 6212.01D, *Interoperability and Supportability of Information Technology and National Security Systems*

Section B: Abbreviations and Acronyms

BMA	Business Mission Area
CGP	Corporate Governance Process
CIO	Chief Information Officer
COTS	Commercial-Off-The-Shelf
DOD	Department of Defense
DTS	Defense Transportation System
EA	Enterprise Architecture
ETP	Enterprise Transition Plan
IA	Information Assurance
IRM	Information Resource Management
IT	Information Technology
JDDA-E	Joint Deployment and Distribution Architecture – Enhanced
OMB	Office of Management and Budget
PL	Public Law
PPBE	Planning, Programming, Budgeting, and Execution
TCAQ	USTRANSCOM Command Acquisition
TCCs	Transportation Component Commands
TCJ1	USTRANSCOM Manpower & Personnel Directorate
TCJ5/4	USTRANSCOM Strategy, Policy, Programs, and Logistics Directorate
TCJ6	USTRANSCOM Command, Control, Communications, and Computer Systems Directorate
TWCF	Transportation Working Capital Fund
USTRANSCOM	United States Transportation Command
WMA	Warfighter Mission Area

Section C: Terms and Definitions

Corporate Governance Process (CGP). The CGP is the capital planning and investment control process linking budget formulation, execution, and management of information technology to satisfy the Clinger-Cohen Act and other regulatory requirements. It is the process through which capability-based decisions are made. It assures the most relevant, highest priority deployment and distribution capability-based initiatives and systems/programs are accomplished commensurate with authorized resources.

Commercial- Off-The- Shelf (COTS). It is frequently used as a synonym for commercial items; however, it is now defined in statute as 'unmodified commercial items'.

Exhibit 300: Also known as "Capital Asset Plan and Business Case" is for the Federal Government to effectively manage its portfolio of capital assets to ensure scarce public resources

are wisely invested. Capital programming integrates the planning, acquisition, and management of capital assets into the budget decision-making process, and is intended to assist agencies in improving asset management and in complying with the results-oriented requirements (Source: OMB Circular A-11).

Exhibit 53: Also known as the Agency Information Technology (IT) Investment Portfolio was developed jointly by OMB and the Chief Information Officers' Council. It provides basic information an agency needs to link its internal planning, budgeting, acquisition, and management of IT resources (i.e., the capital planning and investment control process). In addition, as an output of the agency's internal capital planning process, the budget justification for IT must provide results oriented information on IT operations and improvement initiatives in the context of the agency's missions and operations (Source: OMB Circular A-11).

Information. Any communication or representation of knowledge such as facts, data, or opinion in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Information Assurance. Information operations that protect and defend information and IT by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of IT by incorporating protection, detection, and reaction capabilities.

Information Lifecycle. The stages through which information passes, typically characterized as creation or collection, processing, dissemination, use, storage, and disposition.

Information Resources Management (IRM). The process of managing information resources to accomplish Agency missions and to improve Agency performance, including through the reduction of information collection burdens on the public.

Information Technology (IT). Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by the DOD Component. For purposes of the preceding sentence, equipment is used by a DOD Component if the equipment is used by the DOD Component directly or is used by a contractor under a contract with the DOD Component that:

- Requires the use of such equipment; or
- Requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Notwithstanding the above, the term "information technology" does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.



Communication and Information

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) SHAREPOINT
GOVERNANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: TCCS-IM

Approved By: TCCS (BG Gregory E. Couch, USA)

Pages: 6

Distribution: e-Publishing

This Instruction provides the policies and procedures for implementing the USTRANSCOM SharePoint Governance. It is applicable to all USTRANSCOM personnel. Refer recommended changes and questions about this publication to Information Management (TCCS-IM) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

The USTRANSCOM SharePoint Governance is a set of policies, roles and responsibilities, and processes established to guide and direct the use of SharePoint technologies in USTRANSCOM. SharePoint is designed to enhance the USTRANSCOM enterprise by facilitating information sharing and collaboration. The effective governance of SharePoint services will ensure the proper protection of USTRANSCOM information while retaining the value provided by SharePoint.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this Instruction are listed in Attachment 1.

2. Roles and Responsibilities. Individuals and organizations are assigned SharePoint roles and responsibilities to govern and manage their SharePoint organizational workspace. SharePoint customers may be assigned multiple roles within the context of a specific site; the customer may be a Site Owner and have responsibility for an organizational division, yet on another site their permissions may only be that of a contributor or user.

2.1. TCCS-IM. TCCS-IM is the USTRANSCOM Functional Owner of SharePoint. TCCS-IM will:

2.1.1. Manage the USTRANSCOM front page under the direction of the Strategic Communication Board.

#4

2.1.2. Set the standard look and feel of the Directorate and Command Support Group (CSG) front pages.

2.1.3. Work functional and operational SharePoint issues with Air Mobility Command (AMC) SharePoint administrator.

2.1.4. Assist USTRANSCOM users in developing functional workspaces.

2.1.5. Assist USTRANSCOM users in determining when an item on a work site is a record and must be filed in Total Records Information Management (TRIM) per USTRANSCOMI 33-32.

2.1.6. Chair site owner meetings for Directorate/CSG Site Owners.

2.2. Webshop Division, Directorate of Command, Control, Communications, and Computer Systems (TCJ6-OMW) will:

2.2.1. Manage Directorate/CSG Site Owner permission.

2.2.2. Act as point of contact (POC) for USTRANSCOM SharePoint customer support, except where indicated in this Instruction.

2.3. Site Owners. Supervisors will appoint Site Owners through their Directorate Site Owner (sample appointment letter at Attachment 2). Directorate Site Owners will endorse the request and forward to TCJ6-OMW. It is recommended that organizations have two fully trained Site Owners at all times. Site Owners will:

2.3.1. Complete SharePoint User and Site Owner training, provided by USTRANSCOM C4S Training before being granted privileges as a SharePoint Site Owner.

2.3.2. Be the initial SharePoint POC for users.

2.3.3. Manage the front page for their area of responsibility with TCCS-IM guidance.

2.3.4. Manage the creation and deletion of worksites for their area of responsibility.

2.3.5. Ensure permissions are set correctly on all sites created below their level.

2.3.6. Perform periodic review to ensure outdated content is removed. Delete outdated organizational worksites when the task or mission is no longer needed. Prior to deletion, ensure records are filed in TRIM per USTRANSCOMI 33-32.

2.3.7. Be responsible for workspaces within their area of responsibility

2.3.8. Notify their Directorate/CSG SharePoint Site Owner to have their SharePoint permissions removed if/when no longer required.

2.3.9. Ensure site contributors have access to content only, or portions of sites for which they need to contribute content.

2.3.10. Directorate/CSG Site Owners will set owner permissions for sites below their organization. They will confirm site owner training is completed prior to setting permissions.

2.4. Approvers. Approve announcements, documents, and other SharePoint content before being distributed to SharePoint. Approver permissions are set by the Site Owner.

2.5. Contributors. USTRANSCOM personnel have contribute permission to their organizational site by default. Contribute permissions are also assigned to personnel on worksites in which they are a participant by the Site Owner. Contributors will:

2.5.1. Add content to existing lists and document libraries where permissions are granted.

2.5.2. Ensure content is appropriate for the venue, e.g., foreign releasability, Operations Security (OPSEC), classification, and Privacy Act.

2.5.3. File completed USTRANSCOM records from SharePoint to TRIM upon completion of a project.

2.5.4. Notify Site Owner when a worksite is no longer needed.

3. Policies and Procedures

3.1. Users. All users must have an AMC2K SharePoint account to participate in USTRANSCOM's SharePoint. All USTRANSCOM enterprise users will be authorized/provided a SharePoint account upon request.

3.1.1. Requests for SharePoint accounts flow through the organizational security manager to AMC.

3.1.2. Once a user has been issued an account, an appropriate role and permissions will be defined within SharePoint by TCJ6-OMW.

3.2. Contributors. When publishing content to the SharePoint sites, contributors will adhere to the following standards and practices when preparing documents for publication:

3.2.1.. OPSEC and Critical Information List. See USTRANSCOMI 31-11, *USTRANSCOM Security Program*.

3.2.2. Foreign Disclosure. See USTRANSCOMI 14-8, *Foreign Disclosure Program*.

3.2.3. Section 508 Disabilities Act (Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d)) prescribes requirements for publishing electronic documents.

3.2.4. Privacy Act. See USTRANSCOMP 33-40, *Privacy Act Program Manager's Guide*.

3.3. SharePoint Site Hierarchy. The top site will be the USTRANSCOM Front Page. Each Directorate and the CSG will have a front-facing site where any USTRANSCOM user may view general information about the organization. Each division and branch may have sites created subordinate to the Directorate.

3.4. SharePoint Site Creation. Site Owners create SharePoint sites/workspaces.

3.4.1. Requests for organizational SharePoint sites must conform to USTRANSCOM's official organizational structure and be verified with TCCS-IM prior to implementation. In general, each staff office (e.g., directorate, division, and branch) may be represented.

3.4.2. All sites will use standard USTRANSCOM template to ensure consistent navigation and presentation throughout USTRANSCOM's SharePoint.

3.4.3. At a minimum, organizational sites will contain a mission statement and reflect leadership and Site Owner information.

3.5. Outdated Content. SharePoint will automatically delete content not modified for 18 months. All required records must be filed in TRIM upon completion of task to ensure USTRANSCOM records are not lost.

GREGORY E. COUCH
Brigadier General, USA
Chief of Staff

Attachment 1

RELATED PUBLICATIONS:

USTRANSCOMI 14-8, *Foreign Disclosure Program*
 USTRANSCOMI 31-11, *USTRANSCOM Security Program*
 USTRANSCOMI 33-32, *USTRANSCOM Records Management Program*
 USTRANSCOMP 30-40, *Privacy Act Program Manager's Guide*
 Section 508 Disabilities Act

ACRONYMS:

AMC – Air Mobility Command
 CSG – Command Support Group
 OPSEC – Operations Security
 POC – Point of Contact
 TCCS-IM – Information Management
 TCJ6-OMW – Webshop Division, Command, Control, Communications, and Computer Systems
 USTRANSCOM – United States Transportation Command

TERMS:

Content: Any information, in any media form, added to a SharePoint site.

Contributor: A member of the Windows SharePoint Services Contributor role can add content to existing document libraries and lists.

Designer: A member of the Windows SharePoint Services Web Designer role that can create lists and document libraries and customize pages in the Web site.

Organization: Used to refer to an approved directorate, division, or branch in the USTRANSCOM organization.

Site: As defined by SharePoint, any unique page created in SharePoint associated with the overall site collection or sub-sites.

SharePoint: Microsoft SharePoint is a software platform and a family of software products developed by Microsoft for collaboration, file sharing, and web publishing.

Strategic Communication Board mission: Coordinate USTRANSCOM's communications organizations to ensure a tailored, focused, congruent message. The Board focuses USTRANSCOM elements to understand and engage key audiences in order to create, strengthen, or preserve conditions favorable for the advancement of U.S. Government interests, policies, and objectives through the use of coordinated programs, plans, themes, messages, and instruments of national power.

Attachment 2

MEMORANDUM FOR TCJ* SHAREPOINT SITE OWNER

FROM: TCJ*-**

SUBJECT: SharePoint Site Owner Appointment Letter

The below is appointed the TCJ*-** SharePoint Site Owner.

- Rank and Name
- Office
- SharePoint User Training is scheduled for or completed on:

OFFICE CHIEF SIGNATURE BLOCK

1 Attachment:
SharePoint User Training Certificate (if completed)

1st Ind TCJ* Site Owner

MEMORANDUM FOR TCJ6-OMW

Please schedule Rank Name for SharePoint site owner training.

Directorate SharePoint Site Owner

UNITED STATES TRANSPORTATION COMMAND

USTC Gatekeeper's User Guide



USER DOCUMENTATION

07 January 2009

#5

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Introduction: This manual depicts the responsibilities of gatekeepers and explains how to use their applications.

1: Natasha's Corner

Natasha's Corner is the place where gatekeepers go to find helpful information and tidbits on creating their web site(s). It is also the place where they get the gatekeeper request form, which lets the webmasters know what needs to be updated on their web site(s). Also, Natasha's Corner directs the gatekeeper where to go if they are having problems with their permissions or if they are having problems accessing information.

1a. General Presentation Rules for Business, Public, and Classified Pages

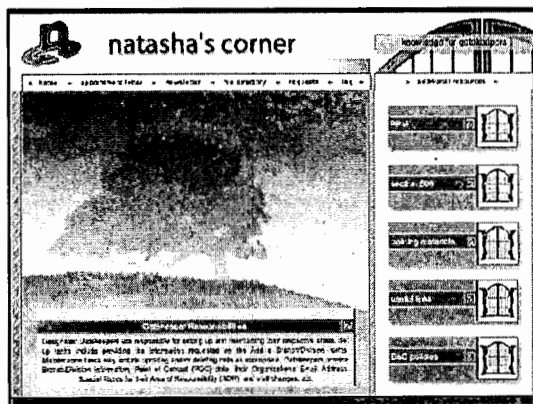
Generally speaking it is a good idea to keep the following rules in mind when modifying any business, public or classified pages:

- Look for FOUO, OPSEC issues.
- All changes should be professional and in good taste
- Animations and AVI's should generally not be used.
- Image use should be limited.

1b. Using Natasha's Home Page

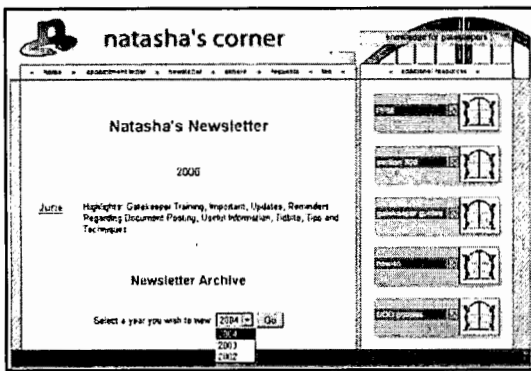
To reach the Natasha Developmental Web Server you will enter the following URL into your browser: <https://gatekeeper.transcom.mil>. This URL will take you to Natasha's Corner homepage.

The following information directs you on how to maneuver around and what each section does in Natasha's Corner.



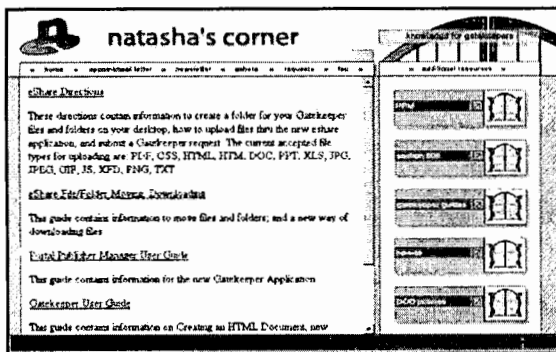
Gatekeeper guides: The Gatekeeper Section is located on the right side of screen. The gatekeeper guide is used for referencing on how to perform duties as gatekeeper. Gatekeeper guides is a list of useful references material that can be easily referred back to if needed.

Appointment letter: Click on "Appointment Letter" in the top tool bar. It opens a new window to allow printing and filling in the blanks. (Note: Please fill in all appropriate information and submit to the Web Shop) **NOTE: All gatekeeper requests must be digitally signed.**



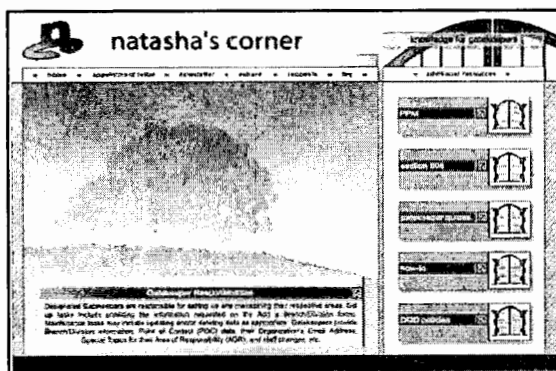
Newsletter: Archive of gatekeeper newsletters. Natasha's newsletter section is an archive of newsletters sent out to gatekeepers to keep them up to date with information and to assist them with their duties.

Requests: Click on "Request" on the top tool bar to send a gatekeeper request to the webshop. It opens a new window to the Gatekeeper request form. (See Below for more information)



FAQ: Frequently asked Questions on all topics gatekeeper related.

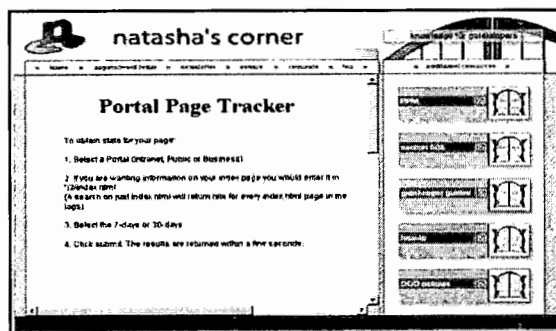
E-Share: To get to E-Share click on "E-Share" on the top tool bar. E-Share is a web-based management system that allows users to administer their files and folders through a web-based interface. This database is where the file directory is located and is a new way of looking at your files on Natasha.



PPM: The "PPM" icon on the right side of screen takes you to your Portal Publishing Manager where you update to your portal pages.

Section 508: The 508 Section is located on the right side of screen. All documents must be 508 compliant before being posted to the web. The 508 Section located on the right side of the screen are references to assist making document 508 compliant.

How-To: The How-To Section is located on the right side of screen. Techniques and How-To's.



DOD Policies: The DPO Section is located on the right side of screen. Reference to DOD and USTRANSCOM Policies.

Additional Resources: Links to Portal Page Tracker. Portal Page Tracker is a tracker that can be used to see how many times a single page has been referred to.

2: Understanding USTRANSCOM Gatekeeper Basics:

Each USTRANSCOM directorate and direct reporting element located at Scott AFB will appoint at least one Gatekeeper and an alternate.

2a. Gatekeeper Responsibilities:


The Gatekeeper is responsible for:

- Verifying all web content uploaded onto the web server.
- Maintaining content and accuracy of their web pages on the portal, public, business, and classified sites. This includes but is not limited to homepages, documents and slide presentations.
- Ensuring that all of the information posted to the web pages is 508 compliant.
- Areas without a Gatekeeper assigned are the responsibility of the Gatekeeper up the chain. (Ex. TCJ6 is responsible for TCJ6-O who is responsible for TCJ6-OS, etc.)
- Ensuring that all of the information posted to web pages is current.
- Maintaining portal, business, public, and classified Internet web servers using HTML documents, E-Share, and the Portal Publishing Manager (PPM).
- Ensuring personnel lists and mission statement are current.
- Submitting *Gatekeeper Request* to update or request web pages editing assistance.

2b. Software Requirements

Currently the following software is loaded onto a Gatekeeper's computer system in addition to the standard load. Any deviation from the software listed below must be approved by TCJ6-OMW:

- Browser Software:
 - Microsoft Internet Explorer
 - Mozilla
 - Adobe Acrobat 8.0: The standard image for USTRANSCOM machines has Reader installed; you will need to be certain that Writer is installed in order to create Portable Document Format (PDF) Files.

 FYI: When developing your web pages, you should ensure that they work properly in both Internet Explorer and Mozilla. Both browsers are used by USTRANSCOM.

2c. Section 508

This section is to familiarize the gatekeepers with Section 508. Section 508 is a guideline and is required to use when creating and maintaining web pages to help ensure that the pages are accessible to everyone.

“In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. ‘ 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.” (to see how to make documents 508 compliant go to section 9 of this document)

2d. Prohibited Activities

FOUO on Classified .mil and .gov Websites (reference PD 10-4, PD 10-7)

All directorate Gatekeepers need to review and remove **ALL** “For Official Use Only” (FOUO) information from their web page’s on websites that are only .mil or .gov restricted.

In addition, the Gatekeepers need to review all other documentation to ensure that those not marked as FOUO, but warrant a FOUO marking are removed or moved to the Intranet Portal at <https://portal.transcom.mil>. The Intranet Portal is exempt because it uses a user id/password challenge.

2e. Business Rules for Internet Use (reference PD 33-3 USTRANSCOM Internet Access & Use)

The use of the Government systems and its related services for any of the following types of activities is specifically prohibited:

- Illegal, fraudulent, or malicious activities.
- Partisan political activity or political or religious lobbying or advocacy.
- Activities on behalf of organizations having no affiliation with USTRANSCOM or DOD except as authorized by the Joint Ethics Regulation and approved by proper authority.
- Activities whose purposes are for personal or commercial financial gain. These activities may include, but are not restricted to, chain letters, solicitation or business or services, and sales of personal property.
- Unauthorized fundraising or similar activities, whether for commercial, personal, or charitable purposes.
- Accessing, storing, processing, displaying, transmitting, or distributing offensive, sexually explicit, or obscene material such as pornography and hate literature.
- Storing, processing, or distributing classified, proprietary, or other sensitive information on a computer or network not explicitly approved for such processing, storage, or distribution
- Annoying or harassing another person, e.g., by sending or displaying uninvited e-mail of a personal nature or by using lewd or offensive language in an e-mail message.
- Using another person's account or identity without his or her explicit permission, e.g., by forging e-mail, except when authorized by proper authority. Users with a requirement to access other user accounts should contact their FACCSM or TCJ6-OMN for guidance.
- Viewing, damaging, or deleting files or communications belonging to others without permission or authorization by proper authority.
- Attempting to circumvent or defeat security or auditing systems without prior authorization and other than as part of legitimate system testing or security research.
- Obtaining, installing, storing, or using software obtained in violation of the appropriate vendor's patent, copyright, trade secret, or license agreement. All software loaded must be authorized through the formal ACSRD process and approved prior to installation or use.
- Permitting any unauthorized person to access an U.S. Government-owned system. Request for access by otherwise unauthorized personnel shall be submitted to TCJA for review and approval.
- Modifying or altering the operating system or system configuration without first obtaining permission from the owner or administrator of that system. Any modifications to the system configuration or operating system require that an ACSRD be submitted PRIOR to making modifications.

- Mobile code that executes with full access to all systems without intervention or knowledge of the user is not authorized on USTRANSCOM systems.


3: How to become a Gatekeeper?

A Gatekeeper is the point of contact responsible for the maintenance of all web content uploaded onto the web server for a given directorate, division, branch or sub-branch.

3a. Prerequisites for Becoming a Gatekeeper

In order to properly prepare you for becoming a Gatekeeper the following list of course prerequisites has been established:

- Gatekeeper Training
- Windows 2000
- Word XP/2003
- Excel XP/2003
- Microsoft Internet Explorer (IE) and Mozilla

 FYI: You can register for these classes by contacting your training coordinator or Nancy Wobbe and Kandice White in the J1 training office at (229-7095).

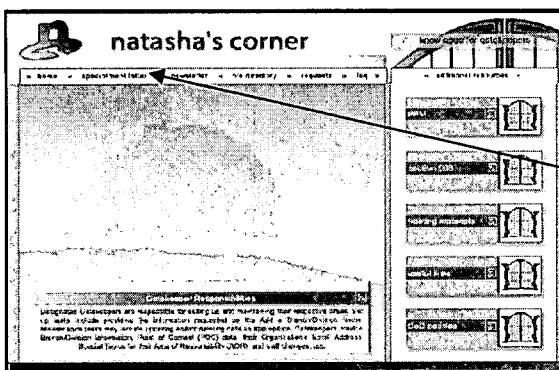
3b. Need Assistance and Account Permissions

- If you require any assistance or have any questions concerning your pages, changes or permissions, please contact the Web Shop at 229-1666. The Web Shop is located in Bldg. 1961 near the Post Office Entrance. They will also be happy to assist you with One-on-One training if you would like, please call the Ops Department to schedule this training. In addition please contact the Ops Department directly for any Gatekeeper issues, do not open a helpdesk ticket.
- **IMPORTANT:** Initially, you are assigned permissions according to your Gatekeeper Appointment Letter. If your Directorate changes, you will need to submit an updated Gatekeeper Appointment Letter to have your permissions changed. (Note: if you need access to more than one directorate you will need to specify specifically which ones.)

3c. I am No Longer a Gatekeeper, What Should I Do?

When you are no longer a Gatekeeper or even if you just change from one job to another, please submit an updated Gatekeeper Appointment Letter so that they can either transfer your permissions or have the software removed from your machine. We are under licensing restrictions so it is important to keep track of them.

In order to be assigned as a Gatekeeper you must download and complete a Gatekeeper appointment letter.



- On Natasha's Corner (<https://gatekeeper.transcom.mil>) click on appointment letter on the top tool bar.
- Download the letter to your desk top and fill in all appropriate boxes.
- Once you have filled out the letter you then need to have your branch chief or supervisor sign the letter.
- Once this has been completed return it to the USTRANSCOM Web Shop. The Web Shops phone number is 229-1666.

[illegible]

IMPORTANT: When completing the Gatekeeper Appointment Letter, be sure to fill in all areas and **digitally sign the document. Gatekeeper Letters that are not digitally signed will not be accepted.**

IMPORTANT: Once Gatekeeper Training has been completed and your account has been set up, you will then need to open a help desk ticket (256-8021) to have the Gatekeeper software package loaded onto your PC.

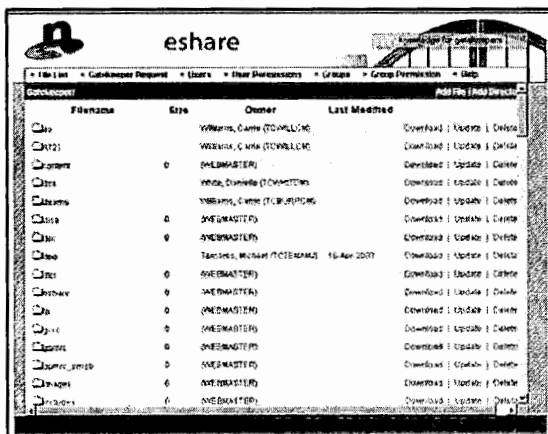
IMPORTANT: You will need to create a folder on your desktop where you will save all of your Gatekeeper related documents. Name the folder ***Gatekeeper***, for consistency purposes.

4. E-Share:

E-Share is a web-based management system that allows users/Gatekeepers to administer their files and folders through a web-based interface. E-Share allows users/Gatekeepers to view the files directory, view documents through the browser, and upload files to directories.

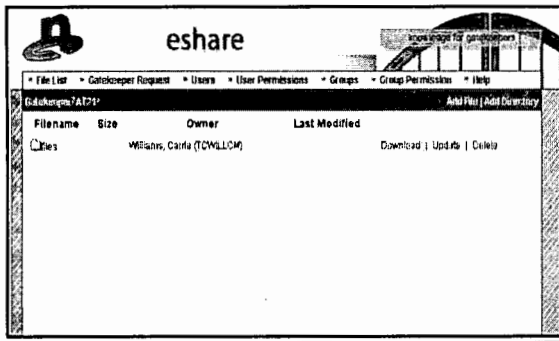
Gatekeepers are to create a folder on their desktop named “Gatekeepers.” To create folders on the desktop; right click on your computer desktop, select ‘New’ from the cascading menu, Select ‘Folder’. A new folder will appear on your desktop-name it “Gatekeeper.” No mapping is necessary for E-Share.

(Note: When naming or saving folders or files do not use any spaces. If spaces are required, use an underscore. When referencing a file or folder within a document, the location must contain the exact file location, e.g., j6/j6o/index.html. When a file or folder name is changed, all documents that contain link to that file or folder must be updated to reflect the changes, otherwise, it will result in broken links.)



Administrators can get to E-Share by going through the Opscheck page or through Natasha's Corner.

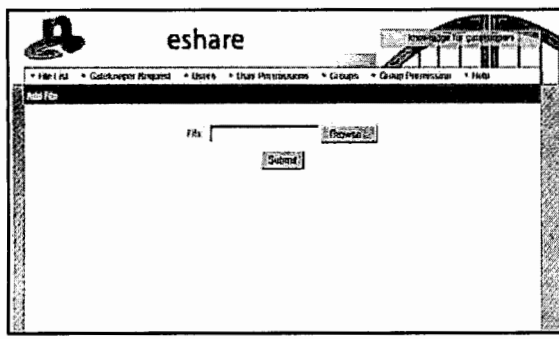
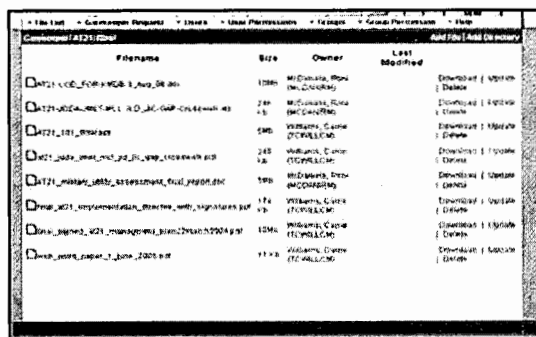
When E-Share opens a file list or directorates it will display as the default window.

4a. Uploading Files to Directorates:

Go to file list and click on a directory. Then click on Add file, located in the upper right hand corner of the screen.

You will then have to click the browse button and go find the file you wish to upload.

After you have found the file click Submit.
(Note: when you click you submit you are certifying that your document is 508 compliant.)

**4b. Viewing & Deleting Files/Directories:**

To view files/directories, click 'Download' across from the appropriate item you wish to view.

To delete files/directories, click 'Delete' across from the appropriate item you wish to delete.

4c. Gatekeeper Request:

natasha's corner

Gatekeeper Web Request

Please fill out the form completely. The form will not be submitted unless all information has been entered.

Select one or more servers to receive the update:

☐ Business ☒ Public

☐ Other ☐ SIPRNET (Classified network)
Do Not Enter Classified Information in this Page

Comments: (Please give the path to the folders/web pages to be posted)

Release Certification (Required)

☐ I certify that these documents contain no Section 552.

☐ I certify that these documents have been reviewed for Security OPSEC Violations (Per 25 USC 552).

☐ I certify that these documents have been approved by the DRE Chief or Director.

Gatekeeper: _____ User ID: _____

Phone: _____

Your Unclass E-mail: _____ CC: _____

Note: Please ensure you have entered your email address correctly. An incorrect email address may result in delay in notifying you of completion of the request.

SUBMIT **RESET**

OPR For this Page: USTRANSCOM Web Shop Last Modified: 03/24/2006

This is a Department of Defense (DOD) computer system. Please read our [Privacy](#), [Accessibility](#), [Use](#), and [Non-Endorsement Disclaimers](#) [Here](#)

Located on the top tool bar of E-Share there is a tab titled "Gatekeeper Request." If you click on it, it will take you to the form you need to fill out when asking the webmaster to update your web site(s).

- Then put check marks in the boxes next to the location(s) of where you want your document posted.
- Business – By checking this box you are requesting documents/web pages to be placed on the Business Server to be posted as links on the Intranet or Customer Portals.
- Public – By checking this box you are requesting documents/web pages to be placed on the Public Server to be linked on the Public Portal.
- Other – By checking this box you are requesting that documents/web pages to be placed on the Public Server to be linked on the Public Portal.
- Other – By checking this box you are requesting that documents/web pages be placed on the another server. (Please be sure to specify in the comments area.)
- SIPRNET – By checking this box you are requesting that documents/web pages be placed on the another server. (Please be sure to specify in the comments area.)
- Type any special instructions to the Webmaster in the Comments text box. Make sure you include the directorate and folder name associated with the files you need uploaded. If you do not provide this information the web shop will be unable to process your request.
- Fill in the Gatekeeper, USERID, Phone, Your E-mail, and CC (optional) boxes with your information.
- Then click on SUBMIT

5. Announcements

“Announcements” on the USTRANSCOM websites are an ideal method to release information for your directorate in addition to and sometime in lieu of USTC mailers (Outlook emails). We encourage gatekeepers to spread the word about this capability throughout your directorate. TCJ6-OMW (Web Shop) will post the information for your directorate, division, or branch. Please be sure to include any documents that might need to be linked up to the announcement so that we can post them to the live server.

“Announcements” are used to present information and events with a shorter term exposure (less than a week or perhaps only a day). Only 3 Announcements may be listed on the homepage at a time and subsequent announcements cause the oldest announcement to drop from the listing. At the gatekeeper’s request, Announcements may be posted to the Portal and Customer Portal, as well as SIPRNET. Requests are normally accepted only from appointed gatekeepers. The Web Sop will contact the gatekeeper should questions result regarding an Announcement.

6. Maintaining Portal Pages:

6a. What is a Portal?

A web portal is simply a ‘starting point’ for accessing an organization’s website content. It is a highly structured entry page that provides ‘dynamic’ navigation features to assist the web visitors in using the website. The web portal approach provides employees, Defense Transportation Systems (DTS) customers, and business partners’ information to facilitate their administrative and transportation requirements. Web portals provide integrated access to all DTS information, including display information from DTS, DOD, and civilian database, access to DTS applications through a single login, and access to E-mail accounts through a web browser. USTRANSCOM maintains the following Portals: USTRANSCOM Intranet, DOD Customer Portal; and Commercial Customer Portal with similar portals on the SIPRNET. Each portal is designed for a specific visitor.

6b. USTRANSCOM Intranet:

Most restrictive of all of our portals requires a user ID and password for entry. Accessible to the HQ and USTRANSCOM component commands only. Primarily informational and administrative in nature with access to information and applications on the DOD Customer site, and Customer site. The intended audience is all USTRANSCOM and components employees with current/valid accounts. The USTRANSCOM Intranet provides:

- 'One stop' web access to information and systems.
- Participates in a Single-Sign-On (SSO) system with LogBook and the Single Mobility System (SMS) allowing users to move between these websites with only one use ID and password.
- USTRANSCOM users can access their email through the portal and apply limited filtering by originator or subject matter.
- Access granted by User ID and password, <https://portal.transcom.mil/>

6c. Customer Portal:

Moderately restrictive with access controlled by domain identification – user IDs and passwords are not required. It is accessible to anyone within the .gov and .mil domains. Its primary use is to gain information with a focus on the DTS customer. The intended audience is USTRANSCOM customers, including units, Components Commanders, uniformed services, agencies, transportation offices, etc. The Customer Portal provides:

- 'One stop' web access to transportation information and DTS systems
- Transportation request grouped by Air, Operational Airlift, Land/Sea, Patient Movement, and Contingency Operations with tools to track requirements.
- Command news and information on programs and initiatives.
- Accessible from .gov and .mil domains to <https://customer.transcom.mil/>

6d. Public Portal:

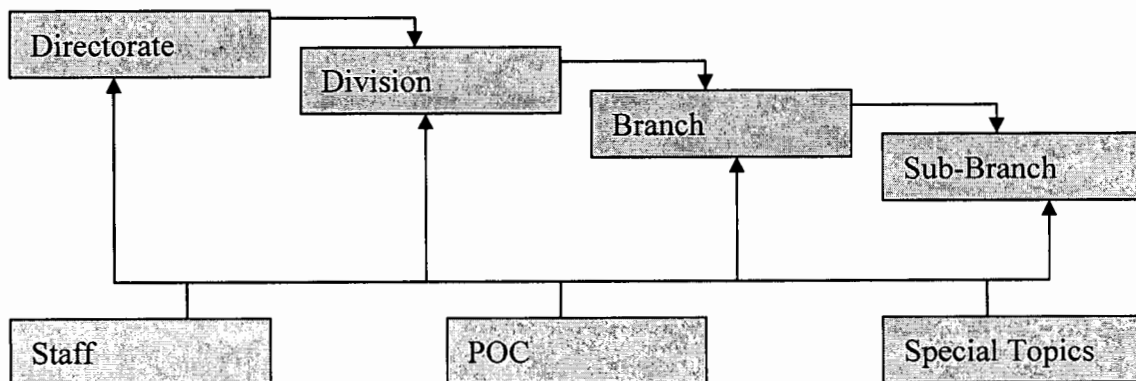
Least restrictive with no access controls applied – neither user IDs and passwords, or domain filtering is used. It is accessible to anyone with Internet access. Its primary use is to gain information with a focus on the current and potential DTS business partners. Included publicly releasable information available on the Public Web. The Public Portal is designed to provide:

- Conduit for general business items.
- Commercial Customer information on USTRANSCOM business to assist the commercial business partner to access appropriate interest areas with the Command.
- USTRANSCOM Initiatives and Programs of interest to commercial business partners, highlighting Corporate USTRANSCOM approach to enhancing and improving the DTS.
- The broad scope of the Command's interest in newly developing Transportation Technologies and Modeling and Simulation approaches.
- Accessible from any Internet domain to <https://www.transcom.mil>
- *Important* - Everything posted must go through Approval

6e. Understanding the Portal Database Design:

The Portal Database is designed to hold the following information:

- Information organized by Directorate, Division, Branch, and Sub-Branch.
- Information the pertains to currently assigned personnel such as:
 - Staff (Chief, Assistant Chief, etc.)
 - POC (Assistant Personnel)
- Mission Statements:
 - Information that pertains to special topics relating to the directorate, division, branch, or sub-branch.
- All special topics, applications, etc. are displayed in separate browser windows outside of the portal, if linked.
- The following diagram illustrates the Portal database relationship:



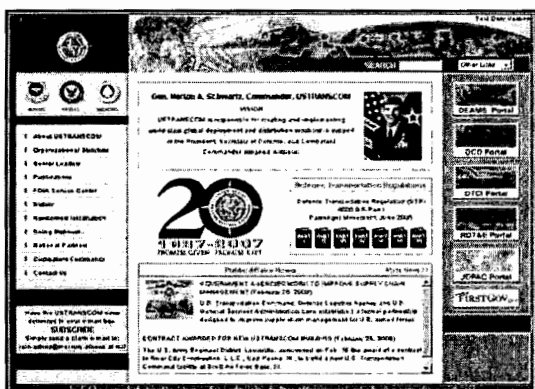
6f. Rules for Portal Presentation

- All database pages should appear the same. There should be no special images, icons or page content added to any Portal pages.
- All special topics and applications that are linked in the portal will be displayed in a separate browser window outside of the portal.

All changes made to the Portal are made using the Portal Publishing Manager (PPM). It is important to remember that Portal pages are the way you want them before posting them.

6g. Using Siteminder to login to the Portal

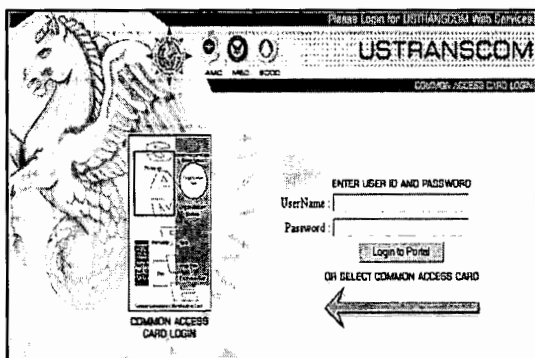
Before you can make any changes to Portal web pages it will be necessary for you to logon to the USTRANSCOM Portal. Logging on to the Portal is quite simple. There is now a Single URL to access all of the Portals. The URL is www.transcom.mil (public).



Click USTRANSCOM Intranet, the last item on the purple bar near the bottom of the page.

USTRANSCOM Login window displays.

FYI: It will depend on how you are logged in as to what sites you have access to. You may not be able to see all of the links, if this happens you are not logged in correctly and therefore do not have the right to view these sites.



Enter your name and Password.

Click on the Login button.



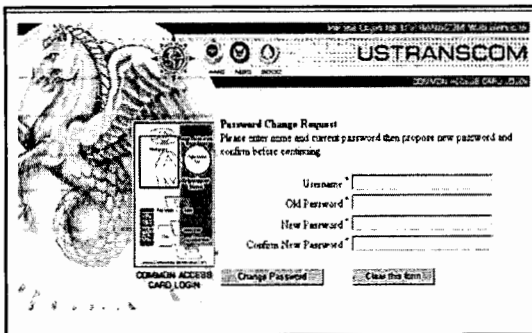
6h. Changing your Password:

Click Change Password in the upper right corner of the page.

The Password Change Request window displays.

After successfully changing your password you will receive a message indicating that you successfully changed your password.

FYI: Your LAN password does not synchronize with your Portal password. You will be required to change all passwords (LAN & Portal, etc) every 90 days!



6i. Customize Your Portal

To make configuration changes to your Portal Home Page click on Customer Page tab.
The Customer Page For... displays.



Edit Custom Page. Click on edit customer page. You will have options to add to your custom page.

To add JOSA/OSA, SACOP, and/or ACSRD to your page, simply click on the add item button to the right of the items you want to add.

To add Personal Bookmarks, Click on the add item button to the right of Personal bookmarks. Then click Return to Custom Page.

To remove any bookmarks click on the Remove button to the right of Personal Bookmarks.

Edit Personal Links: Click edit in the Personal Links Section.

In the Link Name text box, type "Fox News."

In the Link URL text box, type <http://www.Foxnews.com>

You can add any comments to the Comments text box.

Click on the Add button

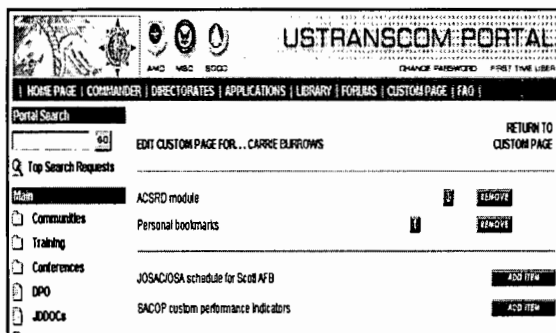
Click on Close this window.

Click on the Refresh Button on the Standard Toolbar.

Click on Custom Page tab.

Click on the Fox News link to make sure it works

Click on HOME PAGE.



6j. USTRANSCOM Portal:

Some features of the Portal are:

- Common Access Card (CAC) login enabled (username/password still on option)
- Customized content based on community of interest (i.e. Military service, Government Civilian, Contractor)
- Vastly improved search including personnel, SAFB phonebook and USTC keyword searches.
- Searching on last name or common name will produce SAFB phone number directory information.
- Latest top stories and world news feed from Yahoo!
- Up to date local weather information
- TDY information and useful links
- Quality Award Program online submission
- Early Bird
- USTRANSCOM owned and operated Application's page
- Online Training
- Directorate "Service & Programs"
- Administrative Services
- Action Officer's Guide

7. Portal Publishing Manager

7a. Introduction: This guide provides documentation and administrator instructions on the Portal Publishing Manager (PPM). The PPM provides an avenue for managing USTRANSCOM Portal (Intranet and Customer) content as well as a means for administering gatekeepers responsible for the content.

7b. Login to the Portal Publishing Manager (PPM)

The PPM is a protected site and therefore requires a user id and password to login. Type in your user id and password and click Login to Portal.

Please Login for USTRANSCOM Web Services

USTRANSCOM

COMMON ACCESS CARD LOGIN

ENTER USER ID AND PASSWORD

UserName :

Password :

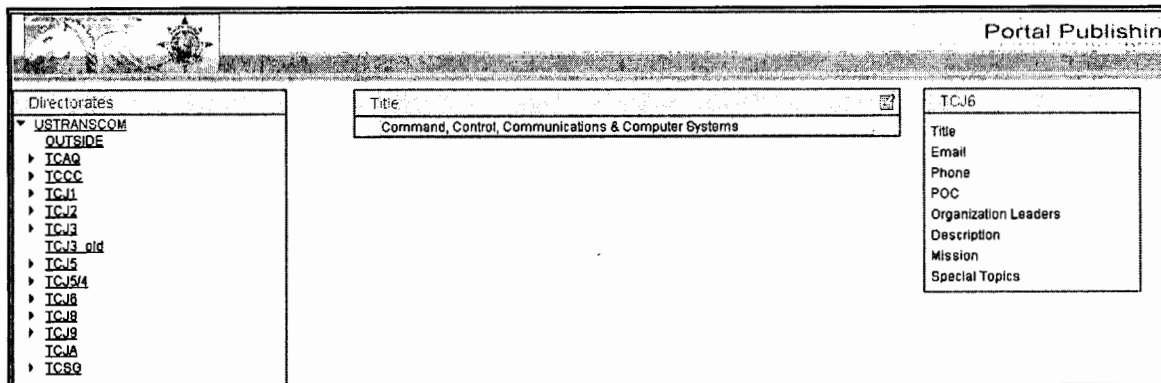
Login to Portal

OR SELECT COMMON ACCESS CARD

Access Notice

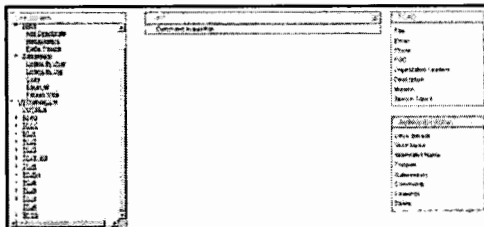
This is a Department Of Defense computer system. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including 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 on 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 actions. Use of this system constitutes consent to monitoring for these purposes.

Once you have logged in, the PPM will display with a menu list on the left side of your screen. As an administrator or webmaster, you will see Admin and TRANSCOM in the list. Under the TRANSCOM title is a listing of all directorates within USTRANSCOM.

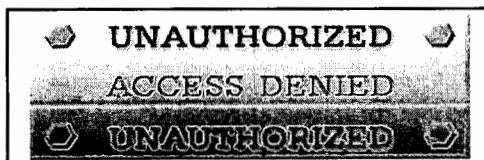


7c. Manage Web Content

You can use the PPM to create new web pages, add new content, edit or update existing fields, or remove text. You can change the display order of some fields, create a “hot link” to another file from your web page, and set some user preferences.

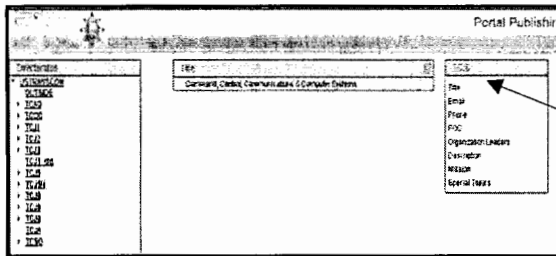


The PPM is organized by directorates. When you click on a directorate’s name, the Basic Tab files automatically display for that directorate. If you click on a directorate that you do not have permissions to make changes to, a message “UNAUTHORIZED Access Denied” will popup



FYI: If you feel your access was denied in error, you can try logging in to the USTRANSCOM intranet again, contact the help desk at 256-8021, or contact the Web Shop 229-1666

i. Title

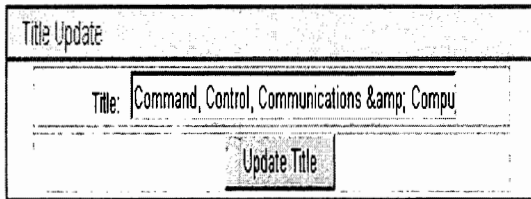


The Title Box is displayed in the center of the page by default when you click on a Directorate on the left side bar.

To update the Title of an organization:

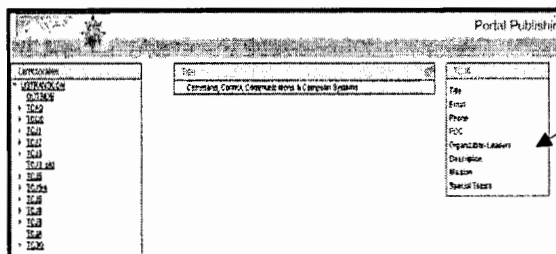
- Click Title in the menu box.
- Type in the full name of the organization, e.g., Command, Control, Communications & Computer Systems (TCJ6)
 - Click Update Title
 - The Portal Publishing Manager window displays the organization information with the new title

FYI: The Title Tab field is required.



ii. Mission

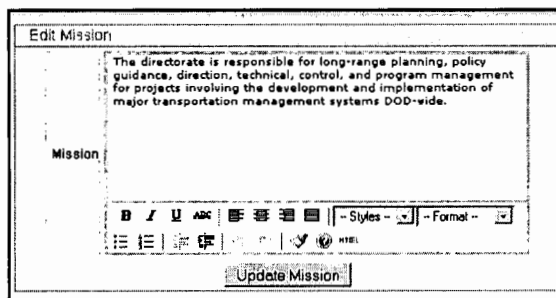
The mission or purpose of the organization represented, just as it is provided in USTCP38-01. To edit the field:



To add a mission statement to a directorate:

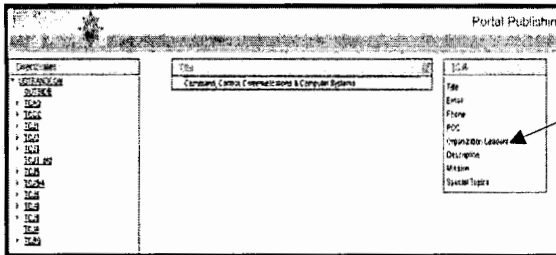
- Click Mission in the menu box on the right side of your screen.
- The Mission window will appear.
- Click the edit button on the Mission Window.
- Type in the mission statement of the organization.
- Click Update Mission.
- The update mission statement will display in the center Mission box.

FYI: The Mission is a required field




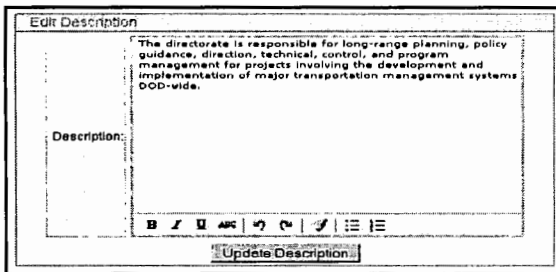
iii. Description

This is a brief description of the organization.



To add a Description:

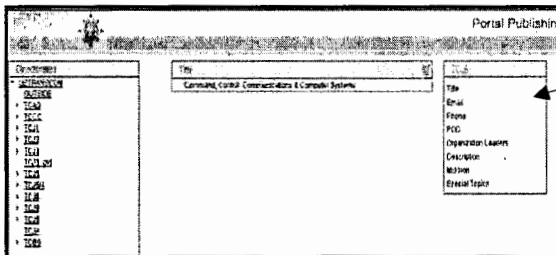
- Click Description in the menu box on the right side of your screen.
- The description box will display.
- Click the edit button  on the Description Window.
- Type in the Description statement of the organization.
- Click Update Description.
- The new description will display.




FYI: The Description text field is a required field.

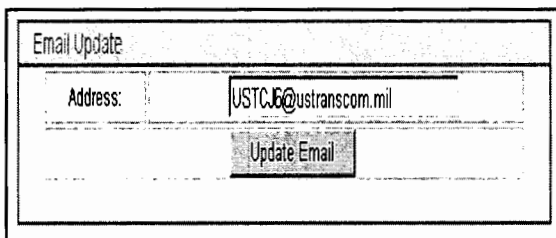
iv. Email Account

The organization or group email account provides a centralized contact for Web page visitors to use to contact your group.



To send an email to a specific organization:

- Click Email in the menu box on the right side of your screen.
- The Email address displays.
- Click the edit button  on the Email Window.
- Type in the new Email Address of the organization.
- Click Update Email.
- The new Email address will display.



Email Account cont.

FYI: The Email Account field is an optional field.

Note: if there is no email address listed and you wish to insert one, click on the plus sign in the upper right hand corner of the email box.


v. Points of Contact

Please insert/assign the POC within your organization.

To view the POC's of an organization:

- Click on the POC in the menu box on the right side of the screen.
- The POC box will display.

To edit a POC:

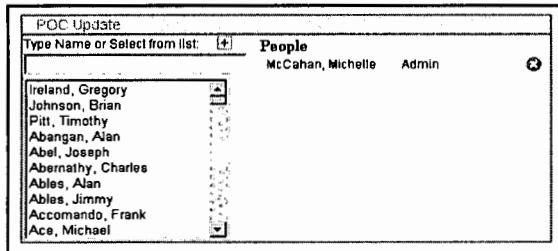
- Click the edit button  in the POC box.
- The POC Update window displays.

To add a POC:

- Type in the last name of the person you wish to add.
- When the person's name is highlighted, click the plus button at the top of the select list.
- The individual's name will appear in the list of People (Notice that the Personal Duty Title is N/A.)

To Change the Duty Title:

- Click on the N/A.
- The POC Duty Title Update box will appear.
- Type in the title of the individual and click Update Duty Title.
- The new Duty Title displays.

Points of Contact cont.


POC Update

Type Name or Select from list: People


McCahan, Michelle Admin


Ireland, Gregory
Johnson, Brian
Pitt, Timothy
Abangan, Alan
Abel, Joseph
Abernathy, Charles
Ables, Alan
Ables, Jimmy
Accomando, Frank
Ace, Michael

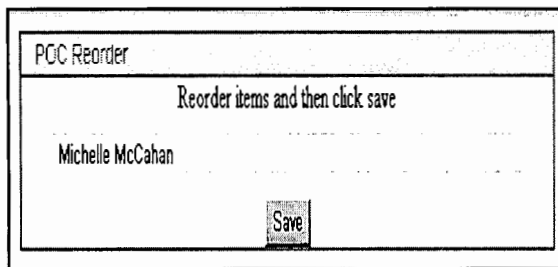
To delete a POC:

- Click the red X to the right of the person's name.
- The POC list will display with the person's name removed.

To Change the Order of the POCs:

- Click the reorder button  in the POC box.
- The POC reorder box will appear
- Click and hold down the left mouse button on the person's name you wish to move.
- Drag the name box to reflect the new order of the POCs.
- Click Save.

 FYI: The Points of Contact field is an optional field



POC Reorder

Reorder items and then click save

Michelle McCahan

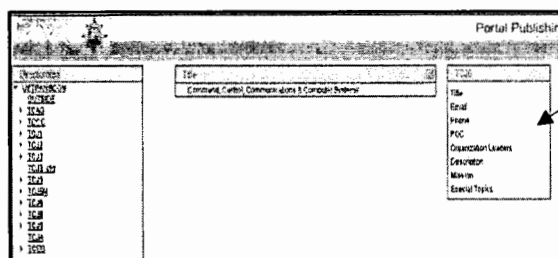
Save

vi. Organizational Leaders

You must provide the name, rank, and service of the organizational head. You may add more names if you wish.

To view the Organizational Leaders of an organization:


- Click on the Organizational Leaders in the menu box on the right side of your screen.
- The Organizational Leaders list displays.

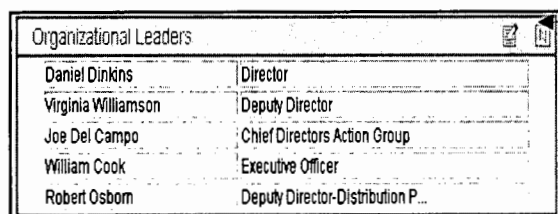


Portal Publisher

Home
Email
Phone
POC
Organizational Leaders
Director
Monitor
Special Topics

To add/edit the Organizational Leaders list:

- Click the edit button  in the Organizational Leaders box.
- To add an Organizational Leader, type in the last name or the first few letters of the last name of the person you wish to add.
- When the person's name is highlighted, click the plus button at the top of the select list.
- The individual's name will appear in the list of Organizational Leaders. (Notice that the Personal Duty Title is N/A.)



Organizational Leaders

Daniel Dinkins	Director
Virginia Williamson	Deputy Director
Joe Del Campo	Chief Directors Action Group
William Cook	Executive Officer
Robert Osborn	Deputy Director-Distribution P...

Organization Leader cont.

People	
Dinkins, Daniel	Director
Williamson, Virginia	Deputy Director
Del Campo, Joe	Chief Directors Act...
Cook, William	Executive Officer
Osborn, Robert	Deputy Director
	Dist...

To delete an Organizational Leader:


- Click on the red X

To Change the Duty Title

- Click on the N/A.
- The Duty Title Update box will appear
- Type in the title of the individual and click Update Duty Title
- The new Duty Title displays.

FYI: The Organizational Leaders field is a required field.

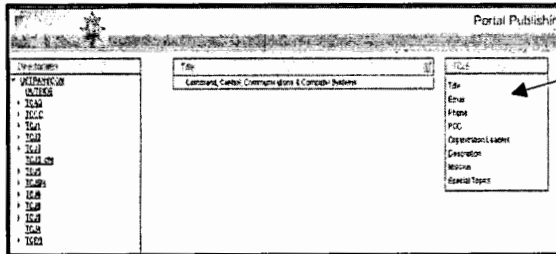
To Reorder Organizational Leaders:

- Click on the reorder button  in the Organizational Leaders box.
- The Organizational Leaders Reorder box will display.
- Click and hold down the left mouse button on the person's name you wish to move.
- Drag the name box to reflect the new order of the Organizational Leaders.
- Click Save.
- The Organizational Leaders box displays with the names in the new order

FYI: The Organizational Leaders field is a required field.

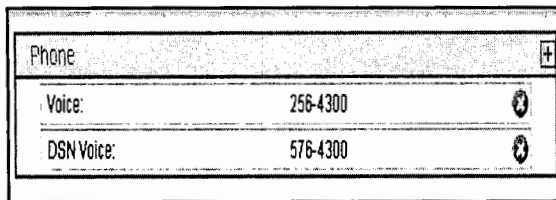
vii. Phone Numbers

Display one or more phone number(s) to contact the organization. You can include commercial (outside) callers, secure, and non-secure fax, voicemail, etc.



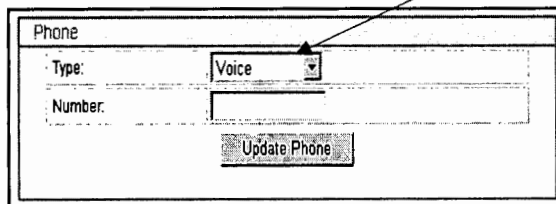
To view Phone Numbers for an Organization:

- Click on Phone in the menu box on the right side
- The Phone box displays



To add a Phone Number:

- Click on the plus button to add a new phone or fax number.
- The Phone edit box will display.
- Click on the drop down box to choose what type of number you wish to add.
- Type the phone number in the Number box and click Update Phone
- The Phone list will appear with the new number added.



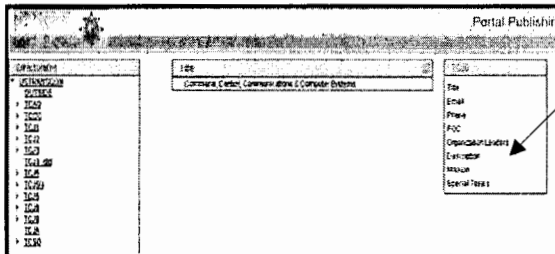
To delete a phone number:

- Click on the red X across from the phone number.
- The Phone list will display with the number removed.

FYI: The Phone Numbers field is an optional field.

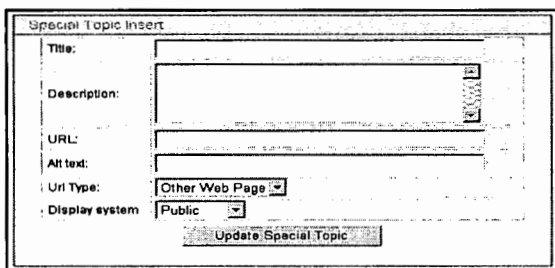
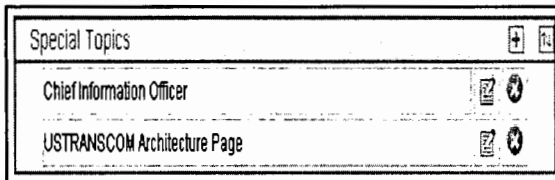
viii. Special Topics

Special Topics include a list of links for users to click to link to information on other Web pages. You can add new links, make changes to or remove existing links, or re-set the order in which the links should display.



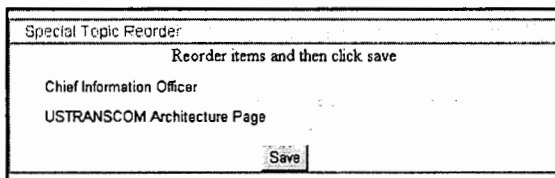
To add a Special Topic:

- Click Special Topic in the menu box on the right side of your screen.
- The Special Topic will display.
- Click on the plus sign in the upper right hand corner.
- Type in the Title and Description of the Special Topic.
- In the URL box, type the full URL of your link, e.g., for yahoo type <http://www.yahoo.com>
- Type in the Alt text for your link, e.g., for Yahoo, type in Yahoo.com
- Click the drop-down box next to the URL type and choose Other Web Page.
- Click Update Special Topic.
- The Special Topic list will display with the new Special Topic added.



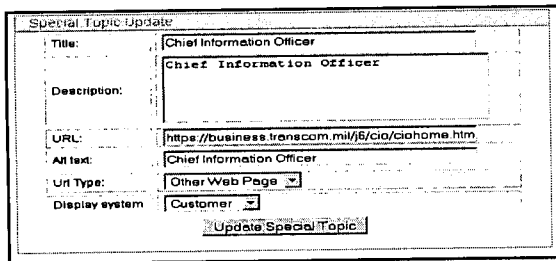
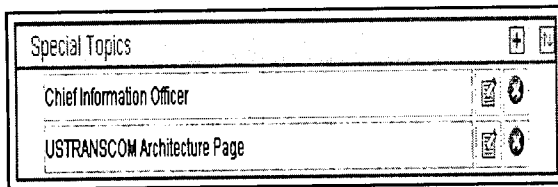
To change to order of the Special Topic:

- Click the reorder button (up/down arrows) in the upper right hand corner of Special Topics box.
- Click and hold down the left mouse button on the name you wish to move.
- Drag the name to reflect the order you wish the names to be displayed.
- Click Save.
- The Special Topic list will display with the new order.




FYI: Please keep in mind that if a document is linked as a Special Topic, a gatekeeper request needs to be submitted to have the document placed on the live side or the link will be broken. (Additionally: this link is immediately visible, "live" once the Submit button is clicked! It is recommended the gatekeeper request is submitted prior to adding the link.)

Special Topics (cont)




To update a Special Topic:

- Click Special Topic in the menu box on the right side of your screen.
- The Special Topic will display.
- Click on the edit button  in the upper right hand corner.
- Update the information you wish to change
- Click Update Special Topic.

To delete a Special Topic:

- Click on the red X across from the file you wish to delete.
- The Special Topics List will display with the file removed.

 FYI: Please keep in mind that if a document is linked as a Special Topic, a gatekeeper request needs to be submitted to have the document placed on the live side or the link will be broken. (Additionally: this link is immediately visible, "live" once the Submit button is clicked! It is recommended the gatekeeper request is submitted prior to adding the link.)

8. Adobe Acrobat 8.0

8a. Getting Started in Adobe Acrobat




You can use Acrobat to publish virtually any document in Portable Document Format (PDF). Documents in PDF preserve the exact look and content of the originals, complete with fonts and graphics, and they can be distributed by e-mail or stored on the World Wide Web, and intranet, a file system or a CD-ROM for other users to view on Microsoft Windows, Mac OS and UNIX platforms.

8b. Converting an Office document to a PDF

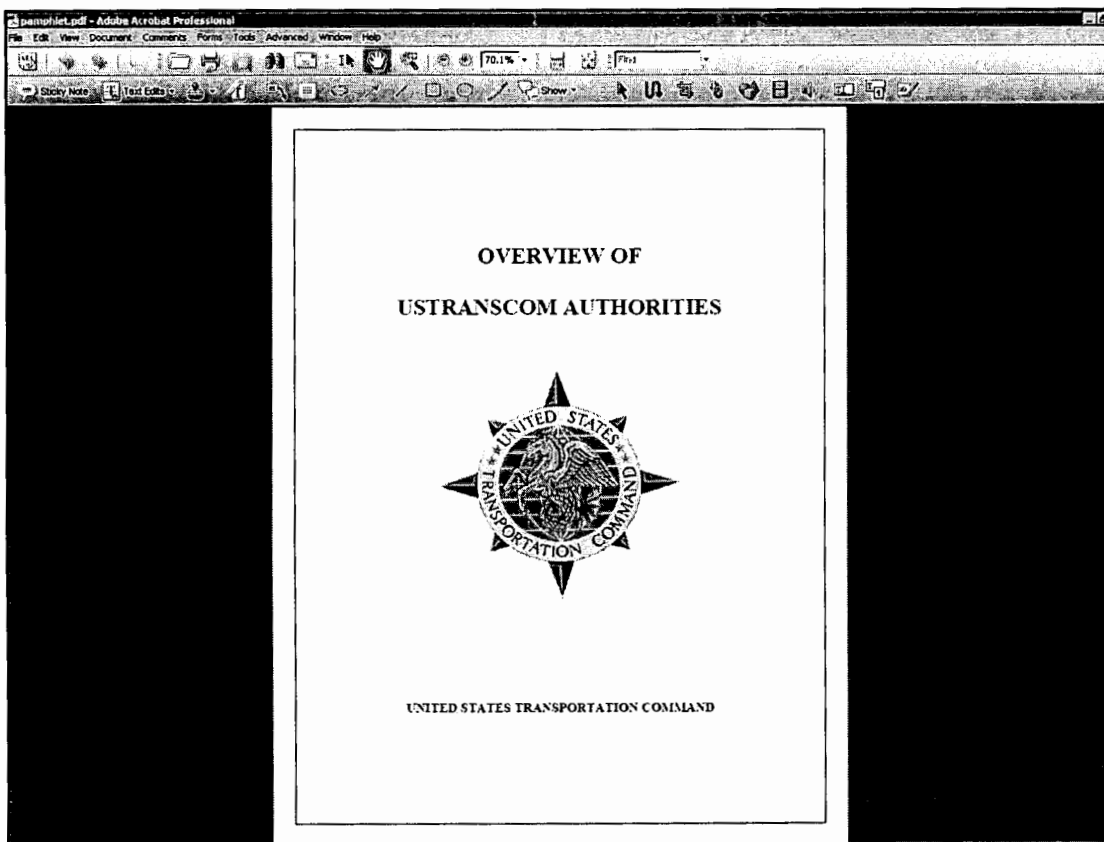
You are to make certain that all documents that you put onto Natasha have been converted to PDF format. Since Adobe is on the USTRANSCOM standard image, it will allow anyone to view the document.

The default Acrobat installation adds a new toolbar to MS Word with three buttons that allows you to create PDF files quickly and easily from within Microsoft Word, Excel, and PowerPoint. An Adobe PDF menu is also added to the Main Menu toolbar. (see pictures below).








Adobe Acrobat requires that you save the file before you convert it. You will want to save it in your Gatekeeper folder located on your desktop.

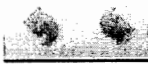








Button	Description
 Convert to Adobe PDF	Converts the document to an Adobe Acrobat PDF file.
 Convert to a PDF and Email	Converts the document to an Adobe Acrobat PDF file and opens MS Outlook Untitled Message dialog box with the PDF file attached to the message.
 Convert to a PDF and send for review.	Converts the document to an Adobe Acrobat PDF file and emails the document for review. The attached PDF file is automatically opened with reviewing tools turned on.

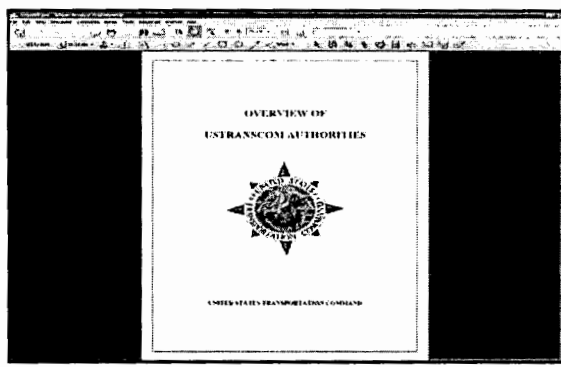
When Adobe Acrobat is finished converting the file, it automatically opens the file in Adobe Acrobat



8c. Adobe Acrobat Toolbars

Buttons	Description
	Opens an Adobe Acrobat file.
	Saves the document that is currently open.
	Prints the document that is currently open.
	Opens your default email program with the current document already attached to the email.
	Opens the Search PDF task pane to search for a word or phrase. You can search for items in the current document or in all PDF Documents in a directory or file.
	The Hand Tool is used to navigate in the document. It is used grab and move pages and click on links in the document.
	The drop-down list gives you the option to select text, tables, images, or view or hide the Selection toolbar.

Buttons	Description
 Under and Redo	The undo option allows you to go back and undo your previous action. Redo allows you to go forward and redo the action after you have gone back.
 Zoom in	The drop-down list gives you the option to zoom in, zoom out, dynamic zoom, or show or hide the zoom toolbar.
Tool	Rotates the document 90 degrees clockwise.
 Rotate Clockwise	
 Note Tool	Adds notes to the document.
 Link Tool	The link tool allows you to create Hyperlinks within the document.
 Text Edits	The drop-down list gives you the option to select text in the document, insert text, replace
 Stamp Tool	The drop-down list gives you the option to add stamps or sticky tags to the document (for example: sign here, accepted, initial here, confidential, etc.).
 Highlight Text	The drop-down list gives you the option to highlight, cross out, or underline selected text.
 Show	The drop-down list gives you the option to toggle on and off the comments and how you want the comments to display.

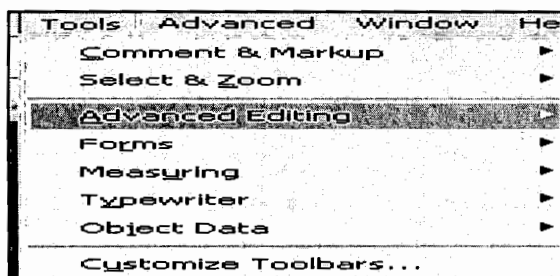


8d. First thing to do when opening Adobe 8:

Open Adobe Acrobat 8

- Go to Tools, Comment & Markup, Show Comment & Markup Toolbar (This brings up your set tool bars.)

(Note: you can add and delete any specific tool bar you want.)

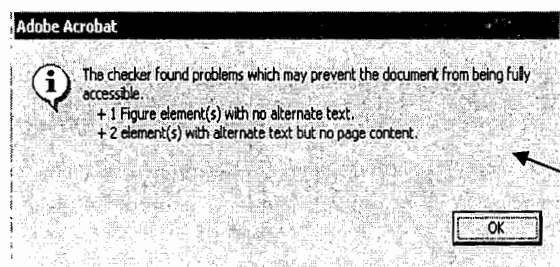
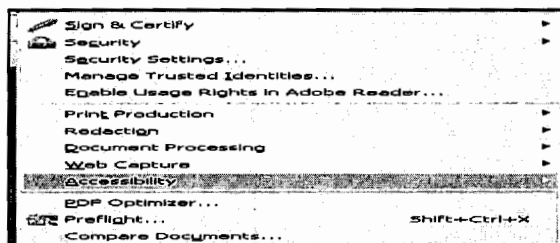


The one tool bar you absolutely need is the Advanced Editing Toolbar. To get this go to

- Tools
- Customize Toolbar
- Place a check mark in the Advanced Editing Toolbar box (when you do that, all of the sub-coordinates of Advance Editing Toolbar should be checked)

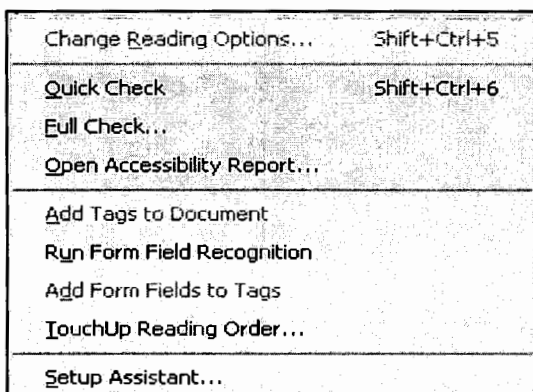
(The Advanced Editing Toolbar is where your Touchup Reading Order Tool is located.)

(Note: it is important to note that items in a document should be marked accordingly, e.g., text as a text, pictures as a figure, tables as tables.)



Now that you have your tool bars set up you are now ready to run the **accessibility check**. To run the check, go to:

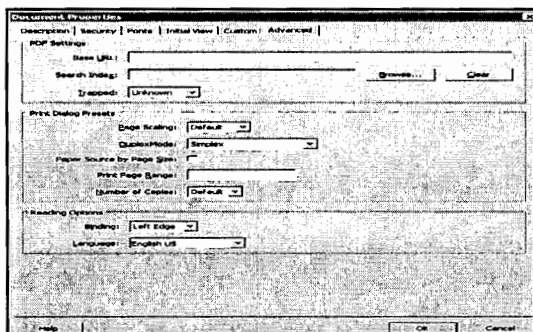
- Advanced
- Accessibility
- Full Check (make sure all of the checking options are checked)
- Then follow the instructions on how to fix unreadable content.



Depending on what the checker finds wrong with the document will determine what you need to do to fix it; however here are a couple of solutions for specific problems:

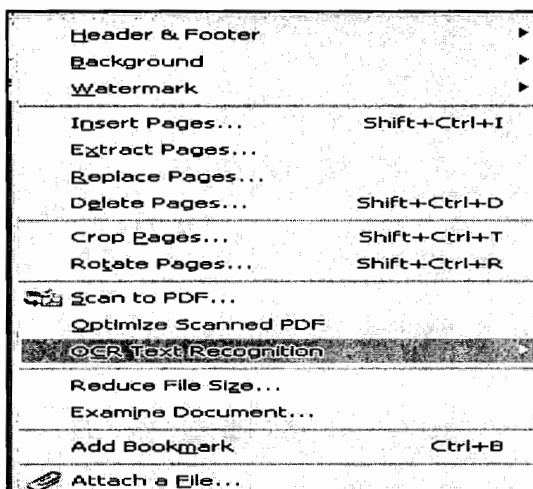
8e. Adding Tags to a document that does not have any: Go to

- Advanced
- Accessibility
- Add Tags to document



8f. Specifying a Language: Go to

- File
- Properties
- Advanced, under reading options
- Language, use the drop down menu to choose English U.S.

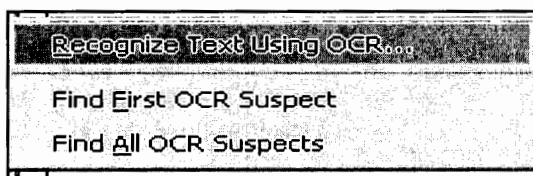


8g. For image files only (these are mainly scanned documents turned PDF's)

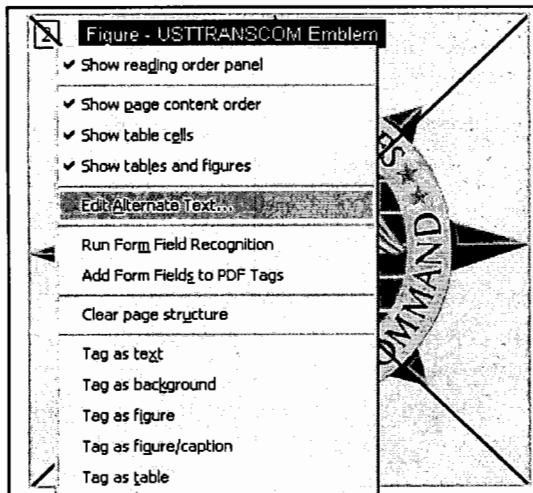
You will want to run the accessibility check first to see if the reader detects anything.

If the reader detects: no fonts, and states "this maybe an image only file." In order to fix these problems, go to:

- Documents
 - OCR Text Recognition
 - Recognize text using OCR
 - Edit
 - English (US)
 - Format Text & Graphics
 - Lowest (600dpi)
 - Ok
- Ok

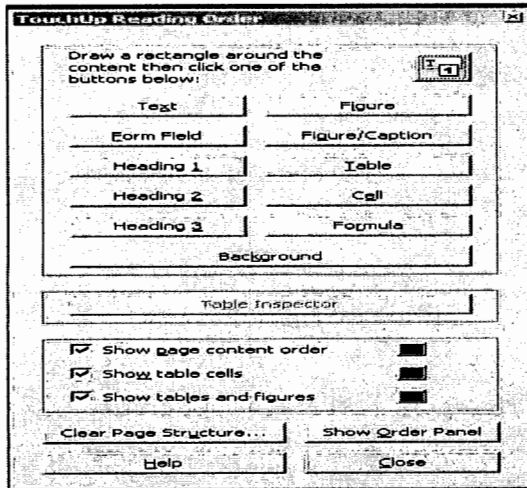



Then add tags to the document and then run accessibility check again and following the instructions on how to fix the other problems.

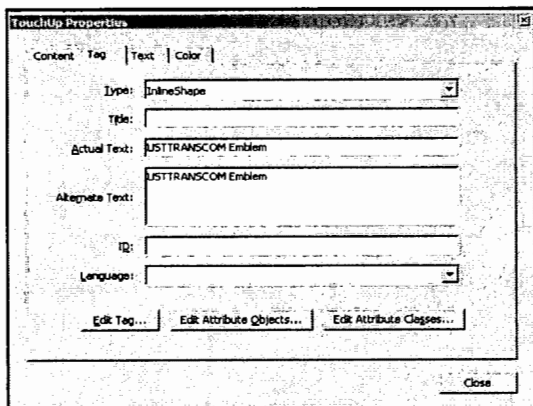


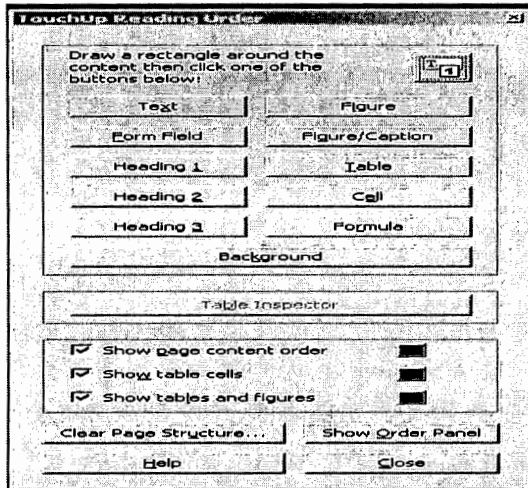
8h. To add Alternate Text to a Figure: (There are two ways to do this:

- 1. Locate a photo that does not have alternate text.
- Right click on the number then scroll down to "Edit Alternate Text..."
 - Type in the description of figure as accurately as you can.



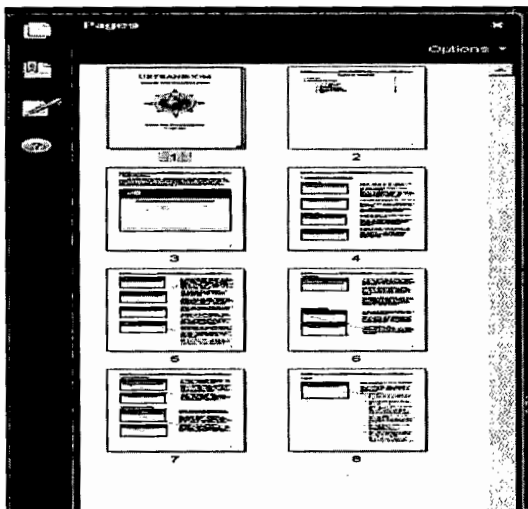
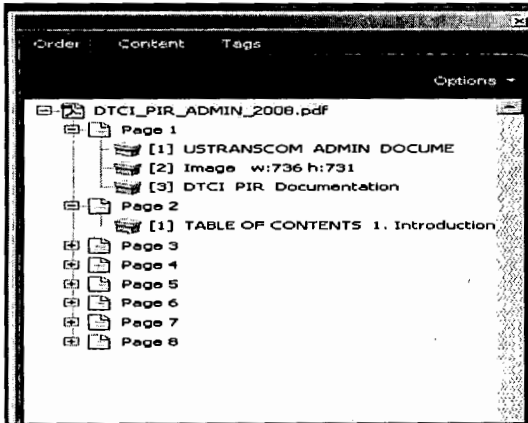
- 2. Go to the 'Show Order Panel,' which is located on the Touchup Reading Tool.
 - Go to content
 - Go to the page that the figure is located on.
 - Right click on the container picture .
 - Then click on Properties.
 - Then go to tag.
 - Type in the alternate text and set the language as English U.S. (this is the more effective way, because it ensures that the text will hold.)





8i. To change the reading order:

- Go to the 'Show Order Panel,' which is located on the Touchup Reading Tool.
 - Go to the Order Tab
 - Go to the page that you need to correct the order on.
 - Click on the number that corresponds with what element you need to change and drag it up or down to where you need it to be. The order should change on the page.



8j. To fix the structure tree: Sometime you will receive an error stating there are pages that are not contained within the structure tree. To fix this:

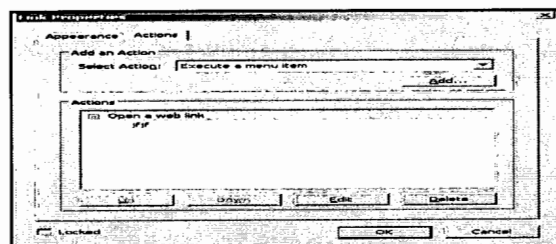
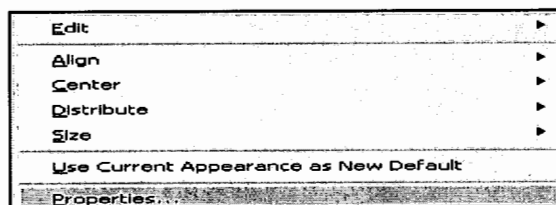
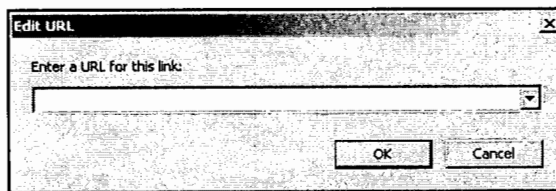
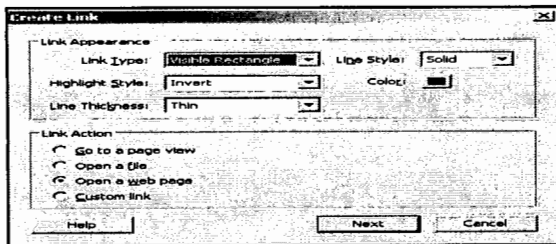
- Click on the pages icon on the left side bar.
- Then click on options
- Click on page properties.
- Then under tab order click on the 'Use Document Structure'
- Click 'OK'




8k. To edit text within a PDF:

- On your Advanced Editing Toolbar click the Touchup Text Tool.
- Then go to where you need to modify the text.

(Note: This should only be used if the original document is a PDF and you have no other way of altering the text.)

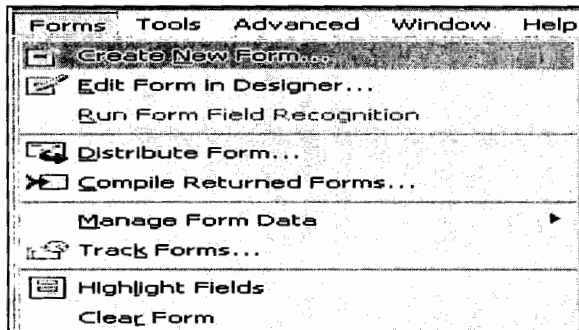


8l. To Create Links:

- Go to  tool on the Advance Editing Tool Bar
- Click it.
- Go to the place you want to make a link
- Using the mouse make a rectangle around the words you want to make a link
- After the rectangle is drawn a prompt box will open. Make sure the 'Open a web page is clicked.
- Click Next
- Type or Paste the URL of the website.

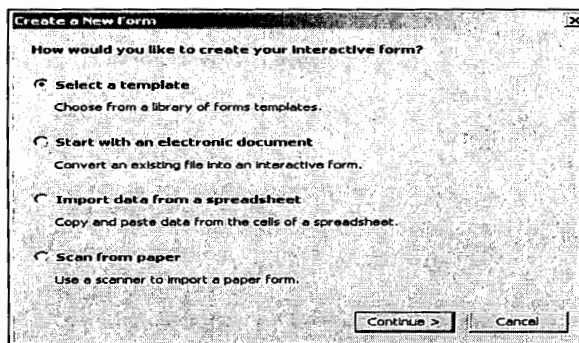
8m. To Edit a link.

- Right click on the red box
- Go to properties
- Actions
 - Select action: open web link
 - Click add
 - Type or paste the URL in the box given
 - Click OK
 - Click OK
- (However, if the Action is already listed correctly just click OK)



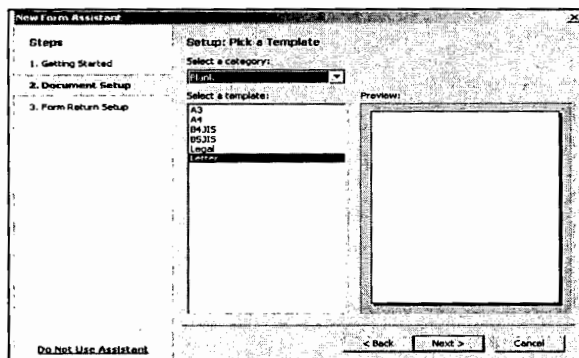
8n. To convert a PDF to an Interactive Form:

- Go to Forms on the top tool bar and click 'Create New Form..'
- Next Select 'How you would like to create your Interactive Form.'



Since the next screen shot depends on which Interactive Form you choose, I am going to use 'Select a Template' as an example.

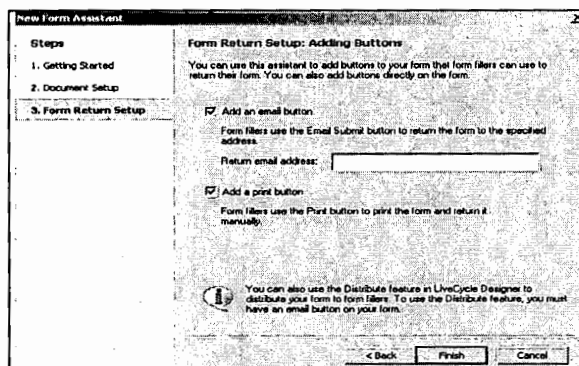
- You will need to select a category (Blank, Form, etc.) and depending on which option you choose it will change the document. (For Example: I am going to use 'Blank')



- After you choose a category, you will need to select a template. When you click on the templates given it displays the layout to the right side of the screen.

- Once you have selected your template click, 'Next'.

- Once you have selected 'Next,' you will be asked if you want an E-mail and Print button on your document. If you do, then follow the instructions given, if not, then uncheck the boxes. When you are done with your selection, click 'Finish.'



- Your Interactive Document has now been created.

9. Maintaining Classified Pages:

9a. Viewing Classified Pages

Gatekeeper Responsibilities, Prohibited Activities, and Software Requirements for Gatekeepers on the classified LAN are the same as those detailed in the “Understanding USTC Gatekeeper Basics” section of this manual.

The main difference between the Classified LAN, Natasha and the Portal is that the Classified LAN is a closed network. From within the Classified LAN you can't get out on the Net or link to anything that is in a public Internet.

9b. Logging On

Logging onto the Classified LAN requires a User ID and Password be established on the classified server. Once you have an account established, you will have access to the classified web server.

9c. The Gatekeeper Portal Content Manager

The Gatekeeper Portal Manager is an application designed to help you maintain your portal pages with minimal effort. Using this application ensures the continuity of all portal pages. Because the Portal is entirely database driven and “format” changes to the portal pages are limited.

9d. Sign off of the Portal

To sign off of the Portal you need to close your browser.

9e. Approval Process

Because the classified LAN is secluded from everything else, there is no official approval process and all changes to web pages are live. All information uploads are the responsibility of the Gatekeeper.

9f. Need Help?

Should you require help with changes made to classified pages such as hot topics, changes to the sidebar, announcements or page features you should submit a web request form.

Be sure to include the following information on your request:

Go to <https://gatekeeper.transcom.mil/> and click on the Gatekeeper request form tab.

Place a check in the box next to “SIPRNET (classified network).”

📖 FYI: The SIPRNET is a closed network. You will not be able to access Natasha from the SIPRNET. You must send the request from an unclassified machine!

References:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=3>

Section 508

https://portal.transcom.mil/applications/PandF_ent_v3/pub_oprinfo.cfm?id=1243

USTRANSCOM Policy Directive 10-7,

01 March 2005

<https://webshare.transcom.mil/fileservice/Sender?fs:action=ReadFile&fs:fileid=2884>

USTRANSCOM Policy Directive 10-4,

01 March 2005

<https://webshare.transcom.mil/fileservice/Sender?fs:action=ReadFile&fs:fileid=1235>

USTRANSCOM Instruction 33-301, 01 March 1997 Command, Control,
Communications, and Computer Systems Internet Access and Use

10. Digital Signatures

10a. Information about digital signatures and authentication

The practice of digitally signing a document is to ensure the security of your document. By using digital signatures, the document creator will be able to assure that his/her document will not be altered. Moreover, digital signatures are used to authenticate digital information — such as documents, e-mail messages, etc. Digital signatures help to establish the following assurances:

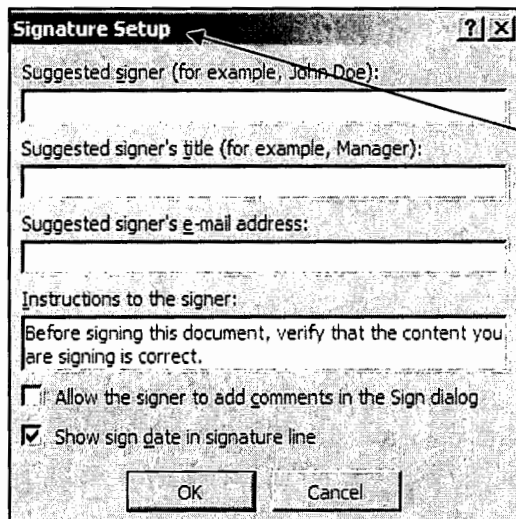
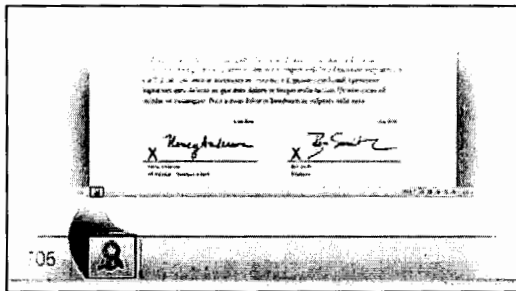
- **Authenticity** - The digital signature helps to assure that the signer is who he or she claims to be.
- **Integrity** - The digital signature helps to assure that the content has not been changed or tampered with since it was digitally signed.
- **Non-repudiation** - The digital signature helps to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

(Authentication- is the process of verifying that people and products are who and what they claim to be. For example, confirming the source and integrity of a software publisher's code by verifying the digital signature used to sign the code.)

Furthermore, the creator must make these assurances to the content and must digitally sign the content by using a signature that satisfies the following criteria:

- The digital signature is valid (valid: Refers to the status of a certificate checked against a certificate authority's database and found to be legitimate, current, and not expired or revoked. Documents signed by a valid certificate and not altered since signing are considered valid.).
- The certificate (certificate: A digital means of proving identity and authenticity.) associated with a digital signature must be current.
- The signing person or organization, known as the publisher, is trusted (trust: Indicates whether you trust the individual or group to whom the certificate is issued.).
- The certificate associated with the digital signature is issued to the signing publisher by a reputable certificate authority (CA) (certificate authority (CA): A commercial organization that issues digital certificates, keeps track of who is assigned to a certificate, signs certificates to verify their validity, and tracks which certificates are revoked or expired.).

10b. How to digitally sign a Microsoft Word document



There are two ways to sign a Word document:

I. Visible Signatures:

A. Visible signatures: (inserting a visible box on the bottom of the document with the symbol at the bottom of the window.)

1. Put your cursor on the document where you want the signature line.

2. Go to the Insert tab

3. Go to 'Text Group' on the Insert Tab

4. Click on 'Signature Line'

5. Then click on 'Microsoft Office Signature Line'

6. Then click OK.

B. In the Signature Setup dialog box:

- Type the signer's name
- Type the signer's organizational title
- Type the signer's e-mail address

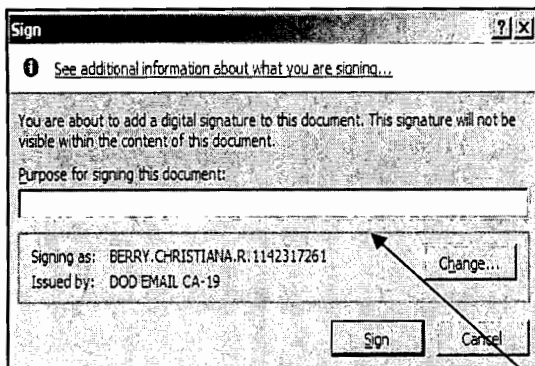
C. If you want to provide the signer with any instructions, type the instructions in the "Instructions to signer box."

D. If you want the signer to be able to add comments along with the signature, check the box. 'Allow the signer to add comments in the Sign dialog.'

E. If you want to show the date when the signature is added select the check box 'Show sign date in signature line.'


F. Click OK.

10b. How to digitally sign a Microsoft Word document (cont)



II. Invisible Signatures

A. Invisible signatures: (inserting only the symbol at the bottom of the window shows authenticity.)

1. Click the Microsoft Office button  in the top left of the window.

2. Point to prepare.

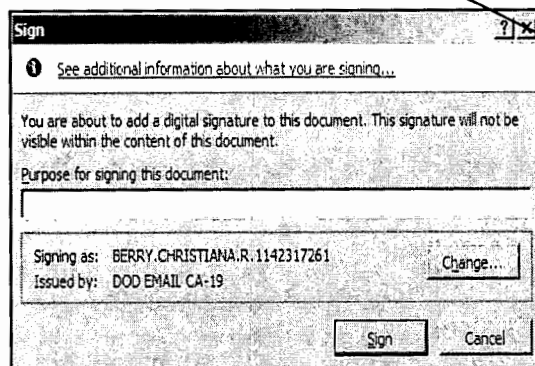
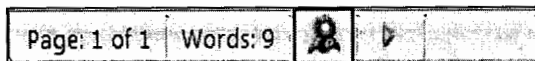
3. Click the 'Add a Digital Signature.'

4. Click OK.

B. If you want to state your purpose for signing the document, type this information in the 'Purpose for signing this document' box.


C. Click Sign.

10c. How to digitally sign Microsoft Excel & PowerPoint documents



You can only insert Invisible signatures in Excel and PowerPoint documents. You are not allowed to insert Visible signatures into Excel and PowerPoint documents.

Invisible signature: (inserting only the symbol at the bottom of the window shows authenticity.)

1. Click the Microsoft Office button  in the top left of the window.

2. Point to prepare.

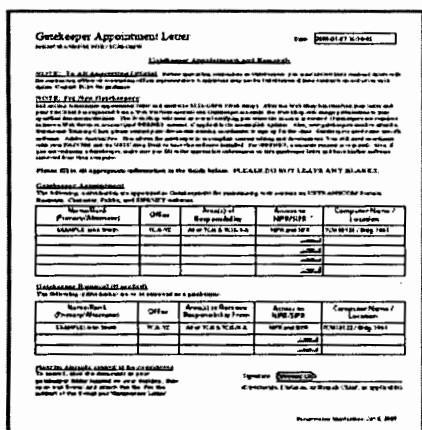
3. Click the 'Add a Digital Signature.'

4. Click OK.

B. If you want to state your purpose for signing the document, type this information in the 'Purpose for signing this document' box.

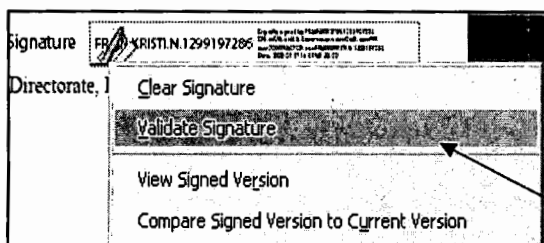
C. Click Sign.

10d. How to digitally sign PDF documents



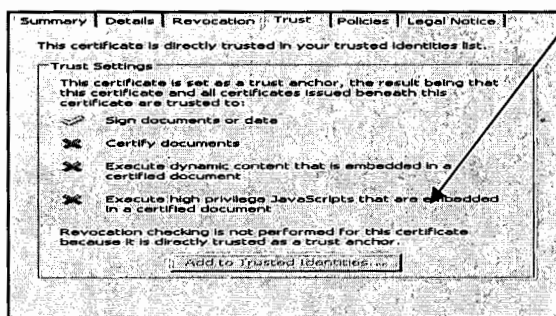
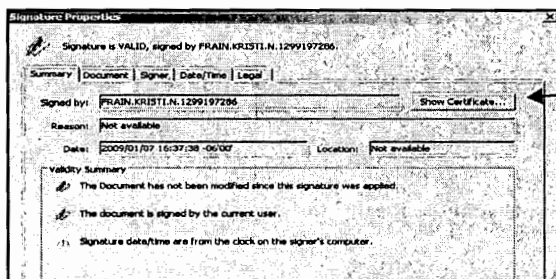
To Digitally a PDF:

- Click on the flag on the Signature Line. You will get a pop up window asking you to verify your name.
- Once you verify your name, your digital signature should appear on the Signature Line.
- NOTE: pay attention to your signature to see if there is a green check mark, green question mark, or red check mark.
 - A green check is what you want: it means that your signature is verified.
 - A green question mark is 'alright,' but you will need to validate your signature.
 - A red check mark means that your signature is invalid and should not be accepted.



To validate your signature:

- Right click on your signature.
- Click on 'Validate Signature'
- Then Click on 'Signature Properties'
- Then Click on 'Show Certificate' in the right hand corner
- Then click the 'Trust' tab and click 'Add to Trusted Identities'
- Once you have finished that, click 'OK'
- This will take you back to the 'Signatures Properties Page, while on this page click 'Validate Signature' on the bottom of the page.
- Then Click 'Close'
- This should have changed your green question mark over your name to a green check mark, which mean your signature is validated.





Manpower and Organization

ORGANIZATION AND FUNCTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

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This volume applies to the United States Transportation Command (USTRANSCOM), Office of the Staff Judge Advocate (TCJA), Scott Air Force Base, Illinois. It defines the mission, functional statements, and organization of the office. Each USTRANSCOM directorate and staff agency has its own separate volume. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM. All manpower and personnel changes that affect the command structure and/or any billet attributes must be submitted in accordance with (IAW) USTRANSCOM Instruction 38-3, *Joint Manpower Management*. USTRANSCOM Manpower and Personnel (TCJ1) is the only directorate authorized to contact Office Secretary of Defense, the Joint Staff, and/or the Services to initiate any manpower or personnel actions or changes.

SUMMARY OF REVISIONS

This volume has been modified for and applies only to the TCJA. Each USTRANSCOM directorate and staff agency has its own separate volume.

- 1. Reference and Supporting Information.** References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in Attachment 1.
- 2. Mission.** Provide legal expertise in its core competency of transportation law for USTRANSCOM and DOD. Provide full spectrum legal services to USTRANSCOM, to include transportation acquisition, fiscal, international, personnel, military justice, operations, intellectual property, civil, administrative, environmental, and transportation-related insurance law.
- 3. Organization and Responsibilities.** The Staff Judge Advocate (SJA) reports to Commander USTRANSCOM. The organization chart is located at Attachment 2.

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4. Function Statements.

4.1 Staff Judge Advocate (Dept B02421000):

- 4.1.1.** Serve as center of excellence for acquisition, transportation, and distribution law.
- 4.1.2.** Provide legal advice to the USTRANSCOM Commander, Deputy Commander, Chief of Staff, and staff.
- 4.1.3.** Render legal opinions concerning the interpretation and implementation of statutes and regulations.
- 4.1.4.** Review and coordinate Service, joint, and DOD directives.
- 4.1.5.** Interact with component SJAs and legal offices, other combatant command legal offices, Joint Staff legal counsel, Service and DOD General Counsels, usually providing advice regarding interpretation of transportation and distribution related statutes and regulations.
- 4.1.6.** Coordinate and liaise with federal, state, and local government agencies in accordance with DOD regulations.
- 4.1.7.** As authorized by DOD Directive 4500.09E, *Transportation and Traffic Management*, represent DOD and the command in hearings before the Surface Transportation Board and other administrative bodies.
- 4.1.8.** Serve as approval authority for acceptance of non-federal travel support under the Joint Travel Regulation/Joint Federal Travel Regulation.
- 4.1.9.** Provide counsel on activation of government-owned transportation assets and on activation of readiness programs (Civil Reserve Air Fleet, Voluntary Intermodal Sealift Agreement (VISA), etc.) with the commercial sector to meet DOD requirements.
- 4.1.10.** Serve as legal advisor to the USTRANSCOM Chief's Action Board.

4.2. Acquisition Law Division (Dept B02421010):

- 4.2.1.** Maintain interactive liaison with legal counsel for companies and organizations operating within the transportation industry.
- 4.2.2.** Provide legal advice to the Head of Agency, Senior Procurement Executive, Head of the Contracting Activity, Director of Small and Disadvantaged Business Utilization, and command acquisition advisory staff.
- 4.2.3.** Provide legal support to USTRANSCOM Contracting Unit, including legal review of solicitations, awards, contract modifications, orders to other contracting organizations, deviations to the Federal Acquisition Regulations, Defense Federal Acquisition Regulations, ratifications,

disputes, terminations, justification and approvals, claims, protests, bankruptcy, and requests for extraordinary relief.

4.2.4. Provide legal advice and business counsel to Milestone Decision Authorities, Program Executive Officers, program managers, portfolio managers, and project managers on contract, requirement, and funding issues, including legal/regulatory standards related to the stages of a program, appropriate funds, tests and demonstrations, architecture reviews, approvals, certifications, estimates, metrics, and program reviews.

4.2.5. Liaise and coordinate actions with the servicing legal offices of the base operational contracting squadron and other DOD and non-DOD procurement activities.

4.2.6. Serve as the legal advisor for reviews of command-developed acquisition packages before they are forwarded to contract execution authorities within or outside the Command.

4.2.7. Provide legal advice to the Chairman of the Transportation Committee of the Defense Acquisition Regulation Council.

4.2.8. Advise USTRANSCOM staff on bid protests, contract disputes, settlement proposals, and litigation options; and manage USTRANSCOM discovery requests.

4.2.9. Represent the command, in whole or in part, before courts, boards, administrative tribunals, or other entities in bid protests, contract disputes, bankruptcy proceedings, intellectual property litigation, requests for equitable relief, alternative dispute resolution, suspension/debarment proceedings, contract fraud cases, and coordination of fraud remedies.

4.2.10. Participate in government-industry working groups to improve major transportation contracts awarded by USTRANSCOM or its components and to improve readiness programs supported by industry.

4.2.11. Provide advice on legal matters (anti-trust, impact on national security, etc.) affecting mergers and acquisitions of transportation industry companies and organizations, including those in the international business environment.

4.2.12. Assist USTRANSCOM personnel in identifying fraud indicators and following rules applicable to contractors in the workplace.

4.2.13. Provide transportation and distribution law advice, with special emphasis on sealift issues, including cargo preference law, VISA, Maritime Security Program, sealift war risk insurance, proper use of government-owned vessels, Ready Reserve Force Memorandum of Agreement with Maritime Administration (MARAD), etc.

4.2.14. Liaise with Air Force and other DOD components providing specialized, outside legal support to USTRANSCOM.

4.2.15. Assist expansion of DTS business base by developing ways to accommodate USTRANSCOM contracts to the needs of new DTS customers.

4.3 Fiscal and Civil Law Division (Dept B02421020):

4.3.1. Advise USTRANSCOM on legal issues regarding information technology, intellectual property law, intelligence operations, electronic record-keeping and information operations, to include information monitoring and security and computer and Information Technology (IT) system searches and seizures.

4.3.2. Serve as legal advisor to the Corporate Governance Process for fiscal and resource issues. Advise on technology transfer activities including Cooperative Research and Development Agreements.

4.3.3. Review all materials prior to placement on USTRANSCOM public web pages and act as adviser to the Strategic Communication Board.

4.3.4. Provide legal advice regarding disclosure requirements of Freedom of Information Act and protection requirements of the Privacy Act and other transportation-specific acts. Provide advice relative to compliance with protecting personal health information under Health Insurance Portability and Accountability Act (HIPPA). Also provide advice relative to compliance with protecting personal health information under HIPPA.

4.3.5. Serve as single definitive point of contact, designated by USTRANSCOM Commander, for command legislative proposals. Prepare and submit draft legislation to DOD for forwarding to Congress to enable USTRANSCOM to better accomplish its mission. Negotiate on behalf of DOD during interagency coordination on USTRANSCOM legislative proposals with Office of Management and Budget and other executive branch departments and agencies.

4.3.5.1 Negotiate with congressional staffers on USTRANSCOM legislative proposals and prepare testimony for Congress, when appropriate.

4.3.5.2. Review and object when necessary to draft executive orders and legislative proposals from other DOD or other governmental agencies that might adversely impact the USTRANSCOM mission and negotiate, on behalf of the command, changes to those proposals to eliminate conflict.

4.3.6. Provide fiscal law advice related to budget, expenditures, and utilization of:

4.3.6.1. Transportation Working Capital Fund and Distribution Process Owner Funds

4.3.6.2. Organizational Representation Funds

4.3.6.3. Special Morale and Welfare Funds

4.3.6.4. Combatant Commander Initiatives Fund

4.3.6. 5. Research and Development Funds

4.3.6.6. Appropriated and other funds made available to USTRANSCOM and the limitations on the use of each category of funds.

4.3.7. Provide advice and review any investigations for Anti-Deficiency Act violations within the command. Review Reports of Survey for compliance with governing regulations. Review Program Budget Decision actions for impact to the command and transportation.

4.3.8. Negotiate and process international agreements and the interpretation and application of existing international law and agreements, to include:

4.3.8.1. Acquisition and Cross-Servicing Agreements

4.3.8.2. Cooperative Military Airlift

4.3.8.3. Status of Forces Agreements

4.3.8.4. North Atlantic Treaty Organization

4.3.8.5. Defense Courier Division

4.3.8.6 Other international agreements (e.g., Northern Distribution Network (NDN))

4.3.9. Represent the command in resolving international legal issues, to include overflight problems/restrictions, payment of landing fees, US and foreign customs and immigration laws, and casualty assistance laws. Includes working with Department of Homeland Security on customs and boarder clearance issues and the US Department of Agriculture on entry clearance/inspections.

4.3.10. Render advice on compliance with all civil law statutory and regulatory requirements, including labor, employment law, safety, and environmental issues imposed by domestic and international law on the command, as well as the transportation industry (air, land, sea). Includes review/oversight of classified programs supported by USTRANSCOM and new requests for support for compliance with law and governing directives. Review all interagency agreements, Memorandums of Understanding, and Memorandums of Agreement for fiscal/civil law issues prior to signature by the command.

4.3.11. Represent the command in any civil law related administrative hearings or litigation to include labor-related hearings, negotiations, and alternative dispute resolution (ADR) proceedings. Represent the command, if necessary, pursuant to the authority granted by DOD Instruction 4500.17, *Proceedings before Transportation Regulatory Bodies*.

4.3.11.1. Provide legal advice to the USTRANSCOM Commander, Deputy Commander, Chief of Staff, and the staff regarding actions of the Commercial Airlift Review Board and USTRANSCOM responsibilities under DOD Directive 4500.53, *DOD Commercial Air Transportation Quality and Safety Review Program*.

4.3.12. Serve as the DOD expert on government and commercial war risk insurance for transportation assets; specifically, vessel and aviation insurance. Review all government provided insurance or reinsurance policies prior to use with commercial entities under contract with DOD.

4.3.12.1. Work with the Department of Transportation (DOT), Federal Aviation Administration (FAA) and MARAD on coverage and other insurance issues to include drafting government policies. Authorized to negotiate with DOD units regarding any new special coverage and terms and conditions with the units and DOT/FAA/MARAD and other executive branch agencies to meet mission needs. Oversee the handling and settlement of claims by FAA, MARAD, and their claims adjusters. Work with Office of the Secretary of Defense Comptroller in providing payment of losses. Delegated authority to enter into binding agreements and settlements with DOT and the Department of Justice. Supports Government Insurance Claims Commission in review of claims filed with the FAA/MARAD.

4.3.13. Act as Deputy Designated Agency Ethics Official in support of the administration and maintenance of the command's compliance program mandated by the Procurement Integrity Act and other statutes.

4.3.14. Provide counsel on acceptance, tender, and disposition of gifts by and to the command.

4.3.15. Act with USTRANSCOM Inspector General (IG) as oversight authority for intelligence gathering activities of the command. Reviews IG reports and investigations in the civil/fiscal law area.

4.3.16. Provide advice to DOD staff, Joint Staff, other unified combatant commands, and Service units on travel and transportation issues, including use of government aircraft and vessels, transportation (all modes) policy issues to include Denton Humanitarian Lift, Operational Support Aircraft, Special Assignment Airlift Mission, fiscal issues relative to Defense Support to Civil Authorities, to include hurricane and wildfire support. Work with the Office of Assistant Deputy Under Secretary of Defense, Transportation Policy, on transportation eligibility, safety, use of National Guard and Reserve, and other transportation issues. Assist Operational and Administrative Law Division on international and fiscal issues connected with USTRANSCOM Global Distribution Synchronization mission.

4.3.17. Provide advice and input to DOD, Joint Staff and Services on revisions of transportation-related directives. Review command directives for legal and fiscal issues.

4.3.18. Provide advice to Command Surgeon on liability and standard of care issues for aeromedical evacuation, pandemic response, National Response Framework, and TRAC²ES data issues.

4.3.19. Serve as back up in the absence of the Operational and Administrative Law Division for reviewing activation packages for Ready Reserve Force (RRF) organic sealift assets and other operational issues.

4.4. Operational and Administrative Law Division (Dept B02421030):

4.4.1. Review activation packages for organic sealift assets.

4.4.2. Responsible for review of Inter-Service Support Agreements and Command Arrangements Agreements for compliance with law and DOD policy.

4.4.3. Review for legal sufficiency and render advice and guidance on reports of investigation or inquiries, including IG, Operations Security, and Government Accountability Office reports, pertinent to USTRANSCOM command activities.

4.4.4. Responsible for coordination of legal matters with other commands and for the legal aspects of joint deployment, joint deployment exercises, command authorities, e.g., Combatant Command, Operational Control, Tactical Control, and Administrative Control.

4.4.5. Review the Unified Command Plan, Forces For Unified Commands, and all other Global Force Management documents for legal issues potentially impacting the authorities of the command.

4.4.6. Advise on all military justice and disciplinary matters relating to USTRANSCOM military personnel and on matters for the Defense Courier Division, or arrange for inter-Service support for detachments.

4.4.7. Coordinate inter-Service procedures to ensure timely and fair disciplinary and adverse personnel actions for all assigned military personnel.

4.4.8. Advise on the law of armed conflict, defense support to civil authorities, posse comitatus, rules of engagement/use of force and all other aspects of international and domestic operational law. Advice on Global Distribution Synchronization role for USTRANSCOM.

4.4.9. Support command in joint operation planning process and provide representation on all campaign, deliberate, and crisis action planning teams. Review plans (operation plans, concept of operation plans, and orders (warning orders, planning orders, alert orders, deploy orders, and execution orders)).

4.4.10. Provide legal representation on USTRANSCOM Battle Staff for all exercises, operations, and contingencies.

4.4.11. Participate in the Critical Infrastructure Program Working Group.

DAVID W. CZZOWITZ, Colonel, USAF
Director, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

DODD 4500-9E, *Transportation and Traffic Management*
DODI 4500-17, *Proceedings Before Transportation Regulatory Bodies*
DODD 4500.53, *DOD Commercial Air Transportation Quality and Safety Review Program*
DODD 5100.73, *Major Department of Defense Headquarters Activities*
CJCSI 1001.01, *Joint Manpower and Personnel Program*
USTRANSCOMI 38-2, *USTRANSCOM Reserve Component Support Requirements*
USTRANSCOMI 38-3, *Joint Manpower Management*

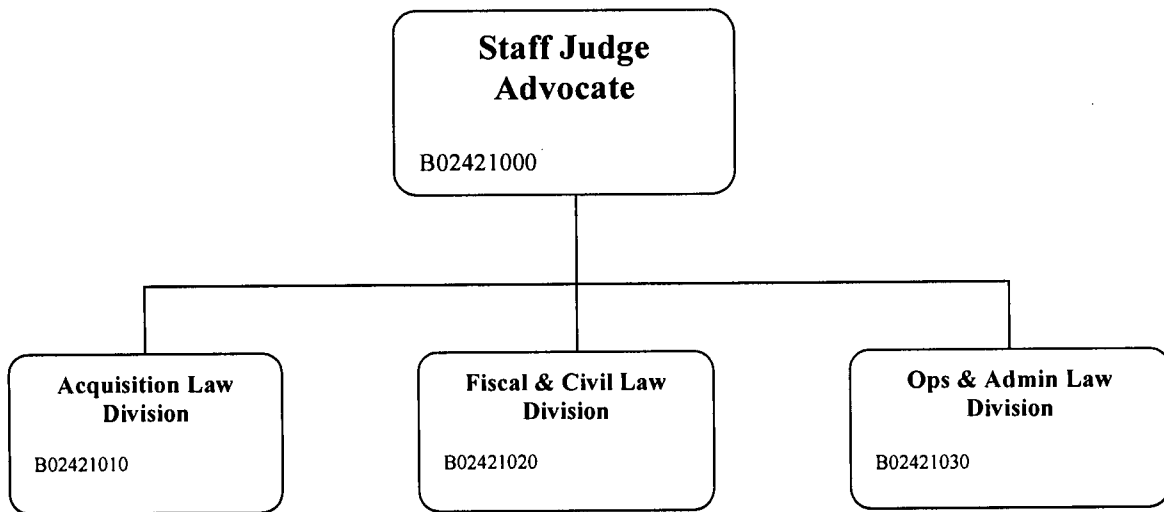
Abbreviations and Acronyms

DOT-Department of Transportation
DOD-Department of Defense
DTS-Defense Travel System
FAA-Federal Aviation Administration
HIPAA-Health Insurance Portability Accountability Act
IG-Inspector General
IT-Information Technology
MARAD-Maritime Administration
NATO-North Atlantic Treaty Organization
OSA-Operational Support Aircraft
OSD-Office of the Secretary of Defense
OMB-Office of Management and Budget
TCJA-United States Transportation Command, Office of the Staff Judge Advocate
USTRANSCOM-United States Transportation Command
VISA-Voluntary Intermodal Sealift Agreement

Attachment 2

USTRANSCOM

Staff Judge Advocate (TCJA)



USTRANSCOM

508 COMPLIANCE DOCUMENTATION



508 COMPLIANCE DOCUMENTATION

06 January 2012

#7

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Adobe Acrobat X Pro

Getting Started in Adobe Acrobat





You can use Acrobat to publish virtually any document in Portable Document Format (PDF). Documents in PDF preserve the exact look and content of the originals, complete with fonts and graphics, and they can be distributed by e-mail or stored on the World Wide Web, and intranet, a file system or a CD-ROM for other users to view on Microsoft Windows, Mac OS and UNIX platforms.




Converting an Office document to a PDF

You are to make certain that all documents that you put onto Natasha have been converted to PDF format. Since Adobe is on the USTRANSCOM standard image, it will allow anyone to view the document.

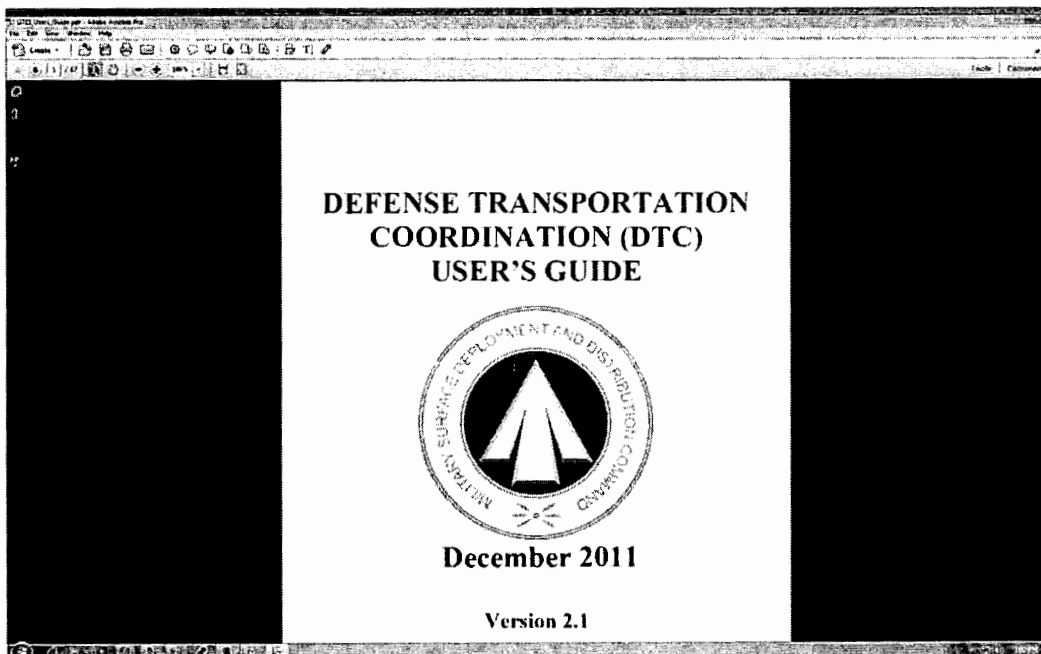
The default Acrobat installation (Acrobat tab) adds a new toolbar to MS Word with seven buttons that allows you to create PDF files quickly and easily from within Microsoft Word, Excel, and PowerPoint. An Adobe PDF menu is also added to the Main Menu toolbar. (See pictures below).

Adobe Acrobat requires that you save the file before you convert it. You will want to save it in your Gatekeeper folder located on your desktop.
















Button	Description
 Create PDF Creates a PDF	Converts the document to an Adobe Acrobat PDF file.
 Preferences Configures PDF creation settings	Enables you configure settings, security, word, and bookmark options.
 Create and Attach to Email Creates a PDF and Email	Converts the document to an Adobe Acrobat PDF file and opens MS Outlook Untitled Message dialog box with the PDF file attached to the message.
 Mail Merge Merge document to PDF files and send them by email	Creates a set of documents, such as a form letter that is sent too many customers or a sheet of address labels. Each letter or label has the same kind of information, yet the content is unique.

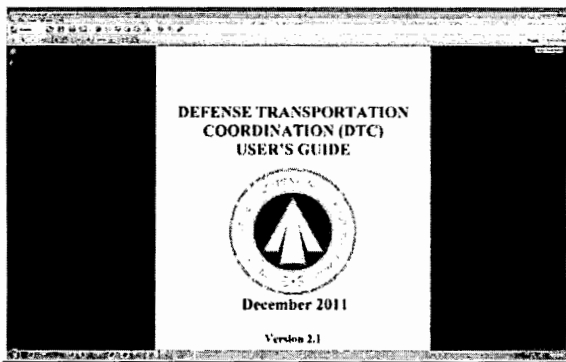
 Creates a PDF and sends for review.	Converts the document to an Adobe Acrobat PDF file and emails the document for review. The attached PDF file is automatically opened with reviewing tools turned on.
 Imports comments from a acrobat PDF file into the current document	Imports comments from a acrobat PDF file into the current document, also gives drop down options to, import comments, continue integration process, accept all changes, delete all comments, and show instructions.
 Inserts flash video	Enables you insert a Flash video into the document.

When Adobe Acrobat is finished converting the file, it automatically opens the file in Adobe Acrobat, see example below.



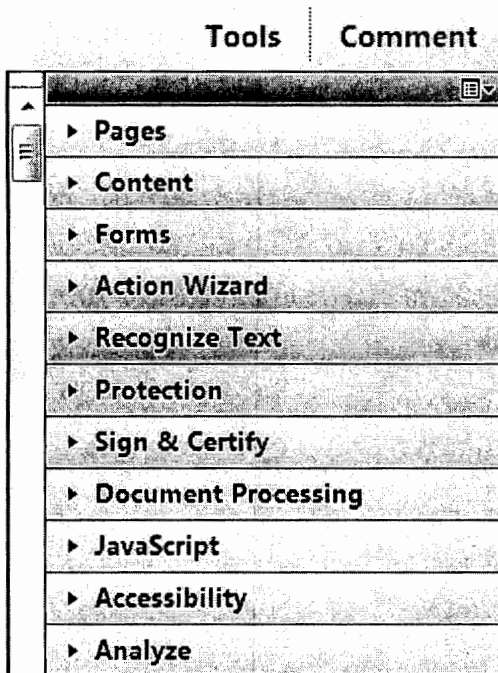
Adobe Acrobat Toolbars

Buttons	Description
 Open	Opens an Adobe Acrobat file.
 Save	Saves the document that is currently open.
 Print	Prints the document that is currently open.
 SendNow	Share files using Adobe SendNow online or as email attachments.
 Customize Quick Tools	Enables you to add tools to the tool bar.
 Sticky Notes	Enables you to add notes to the document.
 Highlight Text	Enables you to highlight any text in the document.
 Delete Page	Enables you to delete a page.
 Rotate Page	Enables you to rotate the page.
 Insert Page	Enables you to insert a page from another file.
 Touch-up Reading Order tool	The drop-down list gives you the option to select text, tables, images, or view or hide the Selection toolbar. (Most Important Tool to have)
 Text Edits	The drop-down list gives you the option to select text in the document, insert text, replace
 Link Tool	The link tool allows you to create Hyperlinks within the document.
 Selection Tool	Enables you to select anything in the document.
 Hand Tool	The Hand Tool is used to navigate in the document. It is used grab and move pages and click on links in the document.

**Step 1:****First thing to do when opening Adobe X Pro:****Open Adobe Acrobat X Pro**

- Go to and click on Tools in the upper right hand corner, this will open the default tools pane.

(Note: you can add and delete any specific tool bar you want.)

**Step 2:**

The one tool bar you absolutely need is the Accessibility Toolbar. To get this go to:

- Show and hide panels drop down
- Make sure there is a "check mark" next to accessibility and any other tool panels you might find helpful.

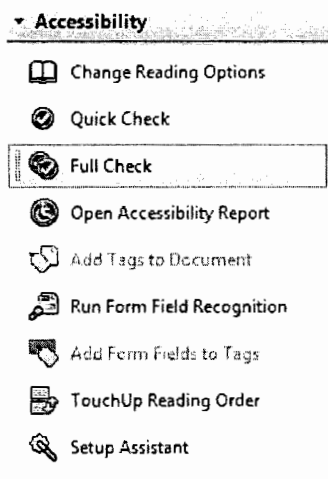
(The Accessibility Toolbar is where your Touchup Reading Order Tool is located.)

(Note: it is important to note that items in a document should be marked accordingly, e.g., text as a text, pictures as a figure, tables as tables.)

Step 3:

Now that you have your tool bars set up you are now ready to run the **accessibility check**. To run the check, go to:

- The Accessibility Tab in your tool panel
- Then click on Full Check (Make sure all the checking options are checked)
- Then follow the instructions on how to fix unreadable content.



▼ Accessibility

Change Reading Options

Quick Check

Full Check

Open Accessibility Report

Add Tags to Document

Run Form Field Recognition

Add Form Fields to Tags

TouchUp Reading Order

Setup Assistant

Depending on what the checker finds wrong with the document will determine what you need to do to fix it; however here are a couple of solutions for specific problems:

Step 4:

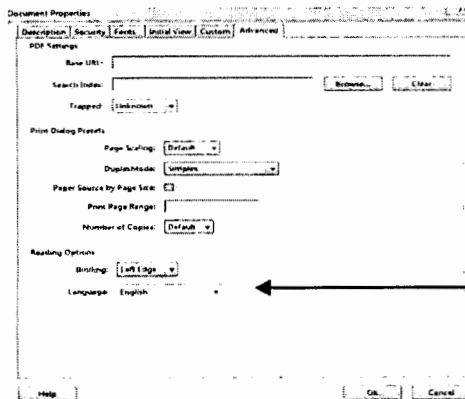
Adding Tags to a document that does not have any (this is to be used when you open the document and nothing has a tag on it.): Go to

- Accessibility Tab in the Tools panel
- Click on Add Tags to Document

Step 5:

Specifying a Language:

- Go to 'File'
- Properties
- Click on the Advanced tab,
- Then under 'reading options' select the Language (use the drop down menu to choose English)



▼ Recognize Text

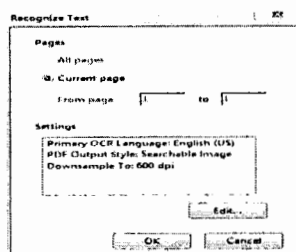
In This File

In Multiple Files

OCR Suspects

Find First Suspect

Find All Suspects



Step 6:

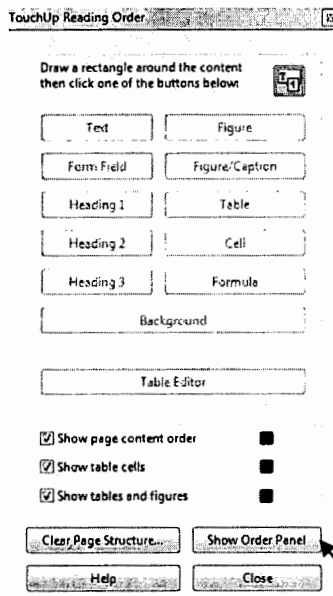
For image files only (these are mainly scanned documents turned PDF's) (if your document is not scanned you can skip this step)

You will want to run the accessibility check first to see if the reader detects anything.

If the reader detects: no fonts, and states "this maybe an image only file." In order to fix these problems, go to:

- Recognize Text Tab
 - Click 'In This File'
 - Recognize text using OCR
 - Edit
 - English (US)
 - Searchable Image
 - Lowest (600dpi)
 - Ok
- Ok

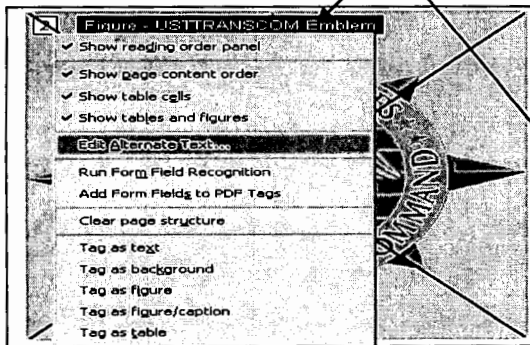
Then add tags to the document and then run accessibility check again and following the instructions on how to fix the other problems.

**Step 7:****To add Alternate Text to a Figure:**

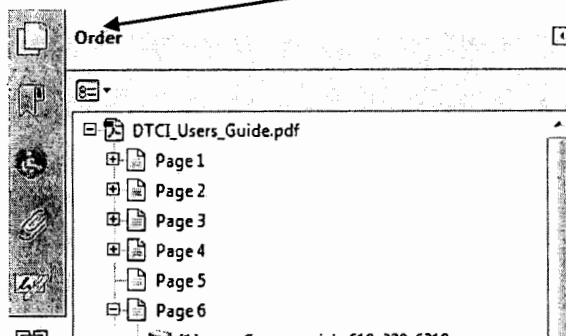
1. Locate a photo, image, emblem, etc. that does not have alternate text.

- Highlight the photo, image, emblem, etc. Click on 'touch up reading order tool' under Accessibility Tab in the Tools Panel.
- Right click on the black rectangular box in upper left hand corner of image.
- Click Edit Alternate Text
- Then type text you want to appear then click OK.

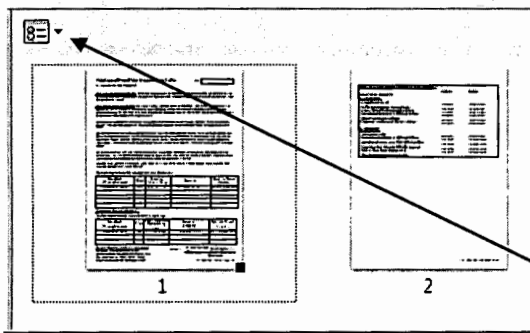
(Note: all images, photos, emblems, etc. have to alternate text associated with them)

**Step 8:****To change the reading order:**

- Go to the 'Show Order Panel,' which is located on the Touchup Reading Tool at the bottom.
- Go to the Order Tab on left side
- Go to the page that you need to correct the order on.
- Click on the number that corresponds with what element you need to change and drag and drop it up or down to where you need it to be.



Page Thumbnails

Step 9

To fix the structure tree: Sometime you will receive an error stating there are pages that are not contained within the structure tree. To fix this:

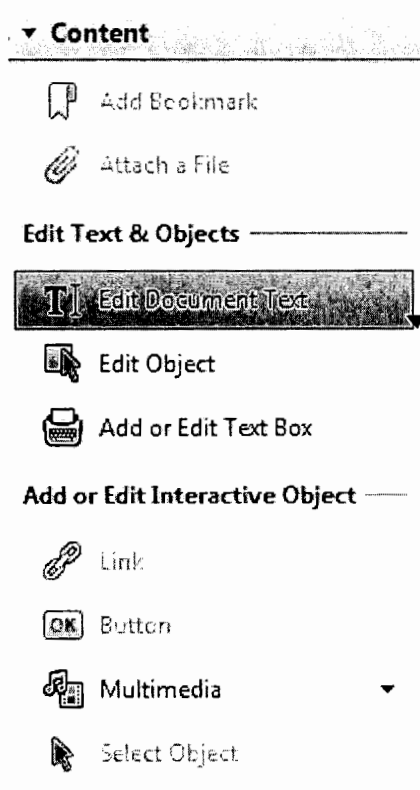
- Click on the pages icon on the left side bar.
- Then click on options
- Click on page properties.
- Then under tab order click on the 'Use Document Structure' and click 'OK'

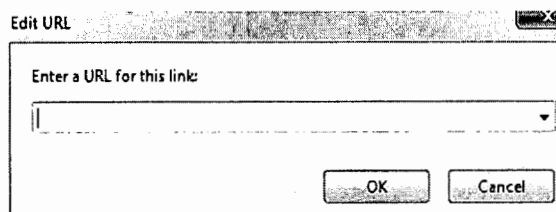
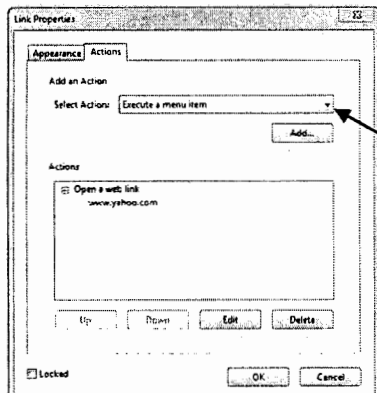
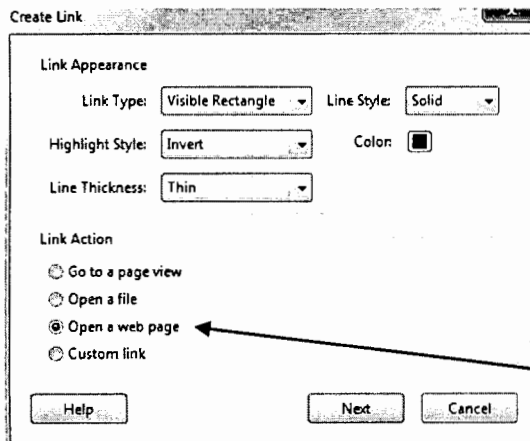
Steps 10 – 12 are optional depending on your document.


Step 10:**To edit text within a PDF:**

- On the right hand side tool bar click and drop down the content tab. Then click the Edit Document Text.
- Then go to where you need to modify the text.

(Note: This should only be used if the original document is a PDF and you have no other way of altering the text.)



**Step 11:****To Create Links:**

- Go to  tool on the Content tab on the right hand side Tool Bar
- Click it.
- Go to the place you want to make a link
- Using the mouse make a rectangle around the words you want to make a link
- After the rectangle is drawn a prompt box will open. Make sure the 'Open a web page' is clicked.
- Click Next
- Type or Paste the URL of the website.
- Click 'OK'

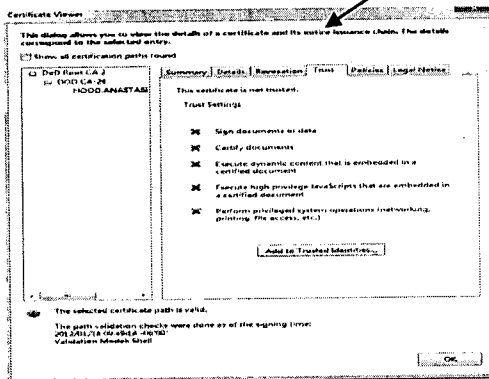
Step 12:**To Edit a link.**





- Right click on the blue box
- Go to properties
- Actions Tab
 - Select action: open web link
 - Click add
 - Type or paste the URL in the box given
 - Click OK
 - Click OK again

How to digitally sign PDF documents

- Click on the flag on the Signature Line. You will get a pop up window asking you to verify your name.
- Once you verify your name, your digital signature should appear on the Signature Line.

- Right click on your signature.
- Click on 'Validate Signature'
- Then Click on 'Signature Properties'
- Then Click on 'Show Certificate' in the right hand corner
- Then click the 'Trust' tab and click 'Add to Trusted Identities'
- Once you have finished that, click 'OK'
- Then Import Contact settings window pops up click 'OK'
- Then click 'OK' on the Certificate Viewer window.
- This will take you back to the 'Signatures Properties Page, while on this page click 'Validate Signature' on the bottom of the page.
- Then Click 'Close'

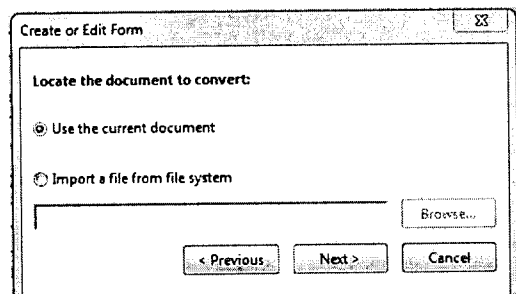
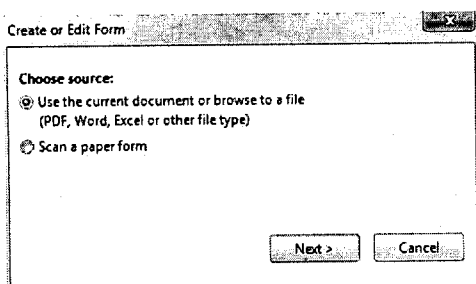


▼ Forms Create Edit in Designer Distribute Track Highlight Existing Fields Clear Form More Form Options ▼**To convert a PDF to an Interactive Form:**

- Go to Forms on the right hand side tool bar and click 'Create'
- Next Select 'How you would like to create your Interactive Form.'

Since the next screen shot depends on which Interactive Form you choose, I am going to use 'Use the current document or browse to a file' as an example.

- Click next
- Choose the current document or Import file.
- Click next or browse and then follow the prompts then click next.
- Form should open.



Introduction: A disclaimer is required on all URL's that are not going to a .mil site. For example, .gov, .edu, .org, etc. In order to create such a disclaimer you will need to be able to add JavaScript within adobe acrobat. The following instructions will assist you in creating a JavaScript pop up disclaimer for URL's.






In order for you to create the pop up, you must first have the function. Below is the approved function code that you will need (copy everything that is in between the red lines).

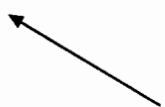
```
function notdod(url)
{
```

```
if (app.alert("You are now leaving the United States Department of Defense web
domain and entering the web site of another organization. The Department of
Defense does not maintain the target web site. The web site you are entering
contains information created, published or otherwise posted by organizations and
entities independent of the Department of Defense. The Department of Defense does
not approve, endorse or certify any products, services or information contained in
the web sites of any other organizations. The Department of Defense is not
responsible for the content, accuracy, legality, safety, functionality, timeliness,
reliability, fitness for any particular purpose, accessibility or privacy of any such
web site or hyperlink.\n\nClick 'OK' to continue or cancel.", 1, 1) == 1) {
    app.launchURL(url);
} else {
    return false;
}

}
```

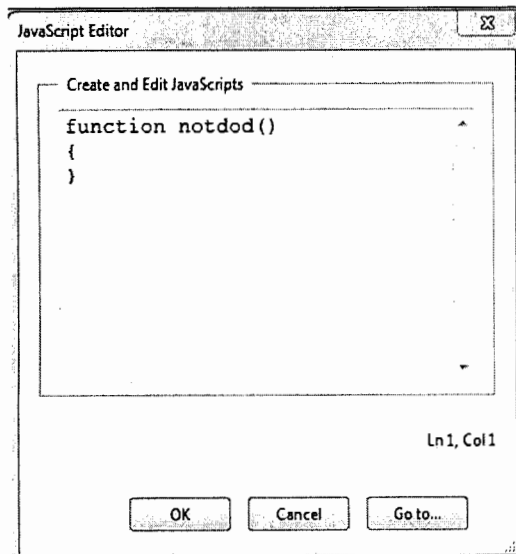
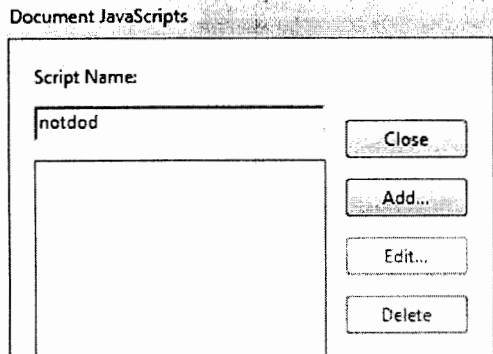
▼ JavaScript

-  JavaScript Debugger
-  Debug from Start
-  Edit All JavaScripts
-  Document JavaScripts
-  Set Document Actions



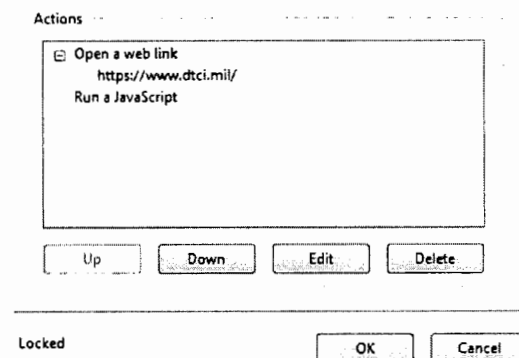
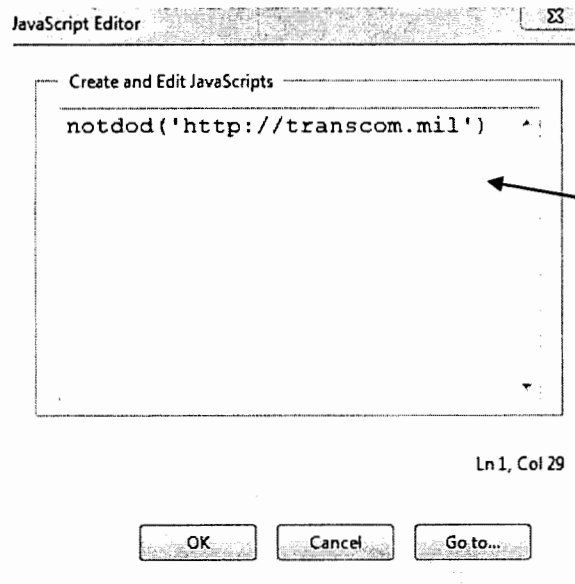
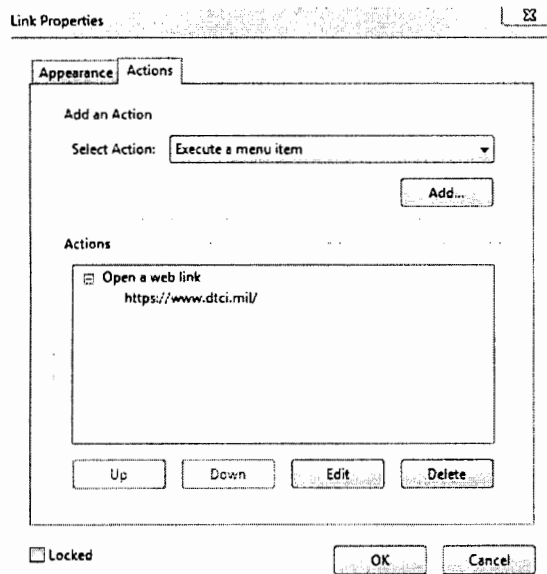
Step 1: copy (the function code above) and paste it in adobe. To do this:

- Go to the Tools tab "Show or Hide panels"
- "check mark" by JavaScript
- Then click on Document JavaScripts.





Step 2: A JavaScript Function box will open. Inside the Script Name box;

- Type the word 'notdod' into the box
- Then click 'Add' (a JavaScript Editor box will appear)
- This is where you will paste the function (from above). (*note: get rid of any text that automatically appeared before pasting the function*)
- After you paste the function click 'OK'
- Once you click 'Ok' you will be brought back to the JavaScript Function box. From here you will click 'Close'. (Should you want to edit the function, this is where you would do it.)
- "If" you see a yellow message bar regarding the JavaScript of the document. Under options click 'Enable JavaScript ALWAYS for this document'.
- Then you will be prompted to save the document, click 'Yes'.



Once the document comes back up, locate a link that needs the disclaimer added.

- Copy the link
- In your 'Content Tab' in your Tools panel, you will need to use/click the link icon 
- Once you have turned on your link icon, right click on your desired link and go to 'Properties'. *(if the properties does not work, please see instructions below)*
- Under 'Properties' go to the 'Actions' tab'
- Then under the 'Select Action' drop down menu, go to 'Run A JavaScript'.
- Then click 'Add'
- A JavaScript Editor box will appear
- In the JavaScript Editor box you will type "notdod('URL')." *(Please the example to the left. It should look like this. THIS SHOULD BE THE LINK YOU COPIED AT THE BEGINNING!)*
- Then click 'OK' (Now you are back at the 'Link Properties')
- Now you need to delete the 'Open a web link' action. Make sure the 'Open a web link' has the grayed out bar and the click 'Delete' *(note: you must delete the web link in order for the JavaScript to work)*
- Then click 'ok'
- To test and make sure the JavaScript works, click on the hand icon  and click on the link. The pop up should appear when you click on the link and if you click 'Ok' it will open your link in a browser.

TO MAKE A DOCUMENT 508 COMPLIANT

I Convert to PDF (If already PDF, move to Step II)

- Click on (CO) Office Button → "Save As Adobe PDF" → "Yes" (In response to (IRT) "Acrobat PDFMaker needs to save the file before continuing. Do you want PDFMaker to save the file and continue?")

II Convert scanned documents and images to actual characters, i.e., renderable text (If you are certain the document does not contain scanned portions or other images, move to Step III)

- CO "Tools" (The Tools menu drops down on the right.) → CO "Recognize Text" (A menu drops down.) → CO "Aa In This File"
- Choose range (Usually "All Pages")
- CO "OK"

(The page may already contain renderable text. If so, a pop-up will say: "Acrobat could not perform recognition (OCR) on this page because: This page contains renderable text." CO "OK")

III Verify English language

- CO "File" → "Properties"
- Select "Advanced" tab
- In the "Language" drop-down menu, choose a language (Normally English)
- CO "OK"

IV Ensure document is in "document structure"

- CO "pages" icon on left side of screen (A list of thumbnail page images appears vertically on the left of the screen. If "pages" icon is not visible, CO "view" → "show/hide" → "navigation panes" → "reset panes")
- Select all thumbnail page images (CO first image, move to last image, holding the "shift" key down CO last image.)
- Right click on (RCO) any selected thumbnail image (Image will highlight and a menu appears.)
- CO "page properties"
- Select "use document structure"
- CO "OK"
- CO "save" icon (Not required, but experience has shown it is better to save a number of times throughout the process)

V Determine if the PDF document is tagged

- CO "File" → "Properties"
- Select "Description" tab
- In lower left hand corner, "Tagged PDF" will say "Yes" or "No"
- If "No," continue with Step VI
- If "Yes," move to Step VII
- CO "OK" or "Cancel" to close

VI Add tags (If the document is already tagged, i.e., "Yes" in Step V, skip this step and move to Step VII)

- CO "Advanced" → "Accessibility" → "Add Tags to Document" (Error report may appear in the Navigation Pane (left side of screen). These errors will be repaired in Steps VIII and beyond)

VII Determine if the PDF document is properly tagged and find other errors

- To do this, you will use the Touch Up Reading Order Tool (TUROT) to:
 - Check and repair the reading order of page content
 - Add alternative text to figures
 - Fix the tagging of simple tables, and prepare complex tables for more advanced manipulation in the logical structure tree
 - Remove nonessential content, such as ornamental page borders, from the logical structure tree

- CO "Advanced" → "Accessibility" → "Touch Up Reading Order" (Or CO "Tools" → "Advanced Editing" → Touch Up Reading Order Tool")
- Two things happen:
 - The document is divided into numbered segments; this is the order in which a reader will read the document
 - The TUROT dialogue box appears at the right of the screen
- Reduce the size of the document with the "percent" tool in the toolbar (this is so both the document and the TUROT dialogue box are completely visible. 50% is about right, but it's your call)
- Visually check the document to see if the reading order is as you want it
- Check for any other discrepancies, e.g., is there nonessential content or can some numbered boxes in the document be logically combined into single boxes.
- Repair errors and improve the document as noted in the remainder of these instructions

VIII Properly tag the document

- **Organize the tags** (so there are as few as practically possible in the document)
 - Right click and drag a box around items which should be read as one (for example, several tags which contain text which will be read in sequence can be grouped into a single text tab)
 - Smaller, blue boxes will show which items have actually been selected (you may have to try several times to select what you want)
 - Click on the appropriate box in the TUROT dialogue box, e. "text" or "figure"
 - Separate items which are in a single tab but which should be read separately by dragging a separate box around each one (for example, two figures may be included in a single tab, but should be considered separately)
 - Click on the appropriate box in the TUROT dialogue box, e. "text" or "figure"
 - Note: If you include the legend for a figure within the figure's box, it will be considered part of the figure and not read. Only the alternate text (considered later) will be read. Thus the figure and the figure's legend should be in two separate tabs
 - Some items which do not need to be read can be "squared" and marked as "background" on the TUROT dialogue box. Their tag number will disappear.
- **Order the tags** (in the order you want assistive technology to read them)
 - CO "Show Order Panel" in the TUROT dialogue box (the order panel appears)
 - CO and drag tags in the order panel (not in the document) to the position you want them read

IX Insert alternate text for all figures and tables

- With TUROT still activated, figures and tables each have a "black flag" label (If TUROT is not still activated, see step VII)
 - Text within the black flag is what will be read by an assistance tool
 - If the text says "No alternate text exists," you must add alternate text as follows:
- RCO inside tag box
- CO "Edit Alternate Text"
- Insert text in the pop-up box
- CO "OK"

X Check for other noncompliance with 508 standards

- CO "advanced" option (at top of screen)
- Move cursor to "accessibility"
- CO "full check"
- Verify all boxes under "checking options" are activated
- CO "start checking"
 - The results of the check (a list of problems to be solved) pops up.

- CO "OK"

V Shaping the battlefield: preparing your screen to solve the problems listed.

- An accessibility report has appeared on the left of the screen. It notes pages where the discrepancies appear and gives hints for resolution.
- You will be working dual screen, so reduce your document to 50% -- or whatever is best for you. (Percentage with drop-down menu at top of screen)
- CO "tools" option at top of screen
- Move cursor to "advanced editing"
- CO "TouchUp Reading Order Tool" (TUROT)
- Click and drag the TUROT so you can see both it and the document.
- You will notice that "offending items" are numbered and highlighted in the document

VI Solve the problems listed. Your mission, should you decide to accept it, is to make all those problems disappear. (This document will self-destruct in 5 seconds.)

- Click on the document at one corner of an offending item and drag a box so that it completely surrounds the offending item
- In the TUROT, choose the type of item you have selected in the text, i.e., if you surrounded text, CO "text," if you surrounded a figure, CO "figure," etc.
 - For text, the computer accepts that it is text and is ready for you to move on (Pure text will be read verbatim to a blind person and needs no further explanation.)
 - For a figure, there must be an explanation for a blind person. So you may need one additional step as follows:
 - If the figure has a tab which says "no alternate text exists," RCO that tab
 - CO "edit alternate text"
 - Type in a text which will be read to a blind person that will explain the figure to him.
 - CO "OK"
- The reading machine will read to the blind person left to right and top to bottom, so you must also make sure the items on the page are numbered in that order. If they are not:
 - In the TUROT, CO "show order panel"
 - A list of all the items on all the pages appears
 - You may click and drag items to change the order (Note: it does not move items in the document. It just rennumbers them.)

VII Special repairs (in alphabetical order). These items appear on the pop-up screen report after you do a full accessibility check.

Elements That Are Not Contained Within The Structure Tree

Elements With Alternate Text But No Page Content

Figure Elements With No Alternate Text

Images With No Alternate Text

Pages With Tab Order That May Be Inconsistent With The Structure Order

- After doing an accessibility check, you will receive an accessibility report
 - Peruse the accessibility report and make a note of the pages with the tab order error
- CO "pages" icon on left side of screen
- CO first page with the tab order error (as known from your notes)
- Hold down the "control" key and similarly select all the other pages with the error. All incorrect pages are now selected as a group. (Another and probably better option, the shotgun approach: select page one, scroll down to the last page, depress the shift key and select the last page. This selects every page in the document as a group.)
- CO "options"
- CO "Page properties"
- Select the "tab order" tab
- Activate "use document structure"
- CO "OK"

Words That Contain Characters With No Reliable Mapping To Unicode

USTRANSCOM JOSAC Website Procedures

USTRANSCOM hosts two JOSAC web sites, a public site and a private site. Our goal is to use the public web site to provide airlift customers, without a CAC card, general information about the Joint Operational Support Airlift Center (JOSAC) and additional means to contact JOSAC. From the public site, users can download a copy of the standard Military Air Passenger/Cargo Request Form (DD 2768), view a PowerPoint presentation highlighting our enterprise, access a general JOSAC phone number and find our private JOSAC web site link. The private web site offers much more detailed content.

Public web site: The public web site may be accessed at <http://www.transcom.mil/josac/>. This site is accessible by anyone in the world with access to the www. By law, all documents on this site must be made 508 compliant, i.e., accessible by the visually handicapped. This is a demanding process, sometimes taking several days to make a single PowerPoint briefing compliant. In addition, all documents must be reviewed by four separate offices in USTRANSCOM for compliance with rules governing privacy, foreign technology dissemination, classification, proprietary information, freedom of information, etc. Consequently, it is not only a laborious process to post some documents on this site, but many may not be approved at all.

Private web site: This site is behind the USTRANSCOM firewall. One must have a valid common access card (CAC) to access it. The public web site may be accessed at <https://josac.transcom.mil/>. The private web site contains a wealth of OSA information and links. Additionally it contains a "ride finder" feature that allows users a secure view of CONUS Operational Support Airlift (OSA) schedules and numbers of seats forecast to be available to qualifying Space-A passengers.

USTRANSCOM SharePoint Governance Plan

OPR: TCJ6-OMW

Date: 22 Sep 2009

1. Purpose

The USTRANSCOM SharePoint Governance Plan is a set of policies, roles and responsibilities, and processes established to guide, direct, and control how USTRANSCOM users will use SharePoint technologies. SharePoint introduces new ways of sharing information, collaborating, and implementing business processes in the organization. As a result, there are unique considerations for governing its use. Effective governance of SharePoint ensures the proper protection of USTRANSCOM information, while enabling the widest audience of USTRANSCOM personnel to find and use the information they need to do their jobs better.

2. Roles and Responsibilities

SharePoint roles and responsibilities define the organizations that will govern and manage the SharePoint environment, along with their various areas of responsibility. SharePoint customers may have multiple roles... that is within the context of a specific site the customer may be a Gatekeeper, yet on another site their permission may only be that of a contributor or user.

2.1 TCJ6-OMW:

- 2.1.1 Single POC for USTRANSCOM SharePoint customer support except as indicated in this document.
- 2.1.2 Exclusive authority for site creation to control proliferation of SharePoint sites – i.e., organizational, project related.
- 2.1.3 Manages the USTRANSCOMs Gatekeeper process
- 2.1.4 Develops documentation and instructions for the administration and use of USTRANSCOMs SharePoint
- 2.1.5 Maintain SharePoint organizational conformance to USTRANSCOM VA 33-1, 'USTRANSCOM Staff Directory', for all organizational pages - project and special function SharePoint sites are exempt from this requirement including the 'My Sites' pages.
- 2.1.6 Ensure sites and pages satisfy the requirements as put forth in USTRANSCOM Instruction 33-3, 'Management of Portals and Websites'.
- 2.1.7 Perform periodic review and auditing of SharePoint sites and content
- 2.1.8 Application development for SharePoint web parts and applications as approved by USTRANSCOM's request process.

2.2 Gatekeepers:

- 2.2.1 Single SharePoint POC for their area of responsibility
- 2.2.2 Gatekeepers will perform the role of SharePoint Site Owners for SharePoint sites
- 2.2.3 Will include the ability to view, update, delete, approve, manage permissions, and customize content
- 2.2.4 Will be unable to create new sites ('Designer' permissions).
- 2.2.5 Perform periodic review and auditing to ensure permissions and content have been approved for release by the appropriate authority (Foreign Disclosure Officer (FDO), Foreign Disclosure Representative (FDR), OPSEC, section 508 compliance, classification, and Director or Division Chief when applicable).

- 2.2.6 Periodic review will also be required to ensure outdated content is removed and to request deletion of organizational sites when the task or mission is no longer needed.
- 2.2.7 Gatekeepers assume responsibility for project and special function pages with their area of responsibility
- 2.3 Approvers:
 - 2.3.1 Approver roles are granted in cases where a SharePoint user, such as Executive Officer(s), require the ability to approve announcements, documents, and other SharePoint content before being distributed to SharePoint.
- 2.4 Contributors:
 - 2.4.1 Add content to existing lists and document libraries where permissions are granted
 - 2.4.2 Ensure content is appropriate for the venue – i.e, foreign releasability, OPSEC, section 508 compliance, classification.
- 2.5 Users:
 - 2.5.1 Users have read privileges only and no other obligations within the scope that access has been granted.

3. Policies and Procedures

SharePoint policies define USTRANSCOM fundamentals, such as what Gatekeepers and developers must/must not or should/should not do. Policies typically include items such as what can/cannot be posted, how security must be managed, and developer change-control mandates.

3.1 SharePoint Accounts (Attachment 1)

- 3.1.1 Users must have a SharePoint account to participate in USTRANSCOM's SharePoint - all USTRANSCOM enterprise users will be authorized/provided a SharePoint account upon request in addition to an OIS account.
- 3.1.2 Requests for SharePoint accounts flow through the organizational security manager to AMC.
- 3.1.3 Once a user has been issued an account, an appropriate role and permissions will be defined within SharePoint by TCJ6-OMW.

3.2 Gatekeepers

- 3.2.1 This group can view, update, delete, approve, manage permissions, and customize content for their area of responsibility in addition to all of the Contributor rights.
- 3.2.2 Each Gatekeeper must be appointed with an approved, digitally signed Gatekeeper Appointment letter from their directorate to perform Gatekeeper duties on SharePoint as assigned.
- 3.2.3 Gatekeepers will notify their FACCSM to have their SharePoint Gatekeeper permissions removed if they no longer require those duties.
- 3.2.4 Gatekeepers will ensure that site contributors have access only to content, or portion of sites, for which they need to contribute content.

3.3 Contributors

- 3.3.1 Represent the majority of USTRANSCOM SharePoint users and includes Gatekeepers. This group can publish, download files, and interact with SharePoint services.
- 3.3.2 When publishing content to the SharePoint sites contributors will adhere to the following standards and practices when preparing documents for publication:
 - 3.3.2.1 OPSEC vulnerabilities can be created in UNCLASSIFIED systems. See USTC instructions 10-4 and 10-7 for further information.
 - 3.3.2.2 Foreign Disclosure. Both classified and unclassified systems publishing are subject to foreign disclosure requirements. Additional information can be provided by directorate Foreign Disclosure Representative (FDR)
 - 3.3.2.3 Section 508 Disabilities Act (Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d)) Prescribes requirements for publishing electronic documents
 - 3.3.2.4 Privacy act restrictions (Privacy Act of 1974 and FOIA)
 - 3.3.2.5 Full auditing is enabled to provide full attribution for all content published, fix responsibility, and ensure non-repudiation.

3.4 Users

- 3.4.1 This group is only able to view and interact with SharePoint services for which they are given permission.

3.5 SharePoint Site Hierarchy

- 3.5.1 The top site will be the USTRANSCOM site, and each directorate, division, and branch will have sites created subordinate to their superior organization.
- 3.5.2 Each directorate will have a "front-facing" site where any USTRANSCOM user can view general information about your organization.
- 3.5.3 Organizational internal sites are encouraged as these sites are not public and are made accessible only to individuals with a need for that information.

3.6 SharePoint Site Creation (Attachment 2)

- 3.6.1 Gatekeepers do not have the ability to create new SharePoint sites. Requests for new sites must be submitted to the J6-OMW.
 - 3.6.1.1 Requests for organizational SharePoint web sites must conform to USTRANSCOM's official organizational structure and will be verified with TCCS-IM prior to implementation. In general each division, directorate, and branch should be represented – this by no means restricts the number of organizational sites, rather it provides a minimum baseline for directorate representation.
 - 3.6.1.2 Requests for discrete community, project, or event driven web sites need not conform to an organizational structure. These sites will be associated with the sponsoring division, are normally of short duration, and may include contributors and users across the command.
 - 3.6.1.3 All sites will use standard USTRANSCOM templates to ensure consistent navigation and presentation throughout USTRANSCOM's SharePoint.
 - 3.6.1.4 At a minimum, organizational sites will contain a mission statement and include a POC.

3.7 Customer Support (Attachment 3)

- 3.7.1 USTRANSCOM end user customer support will be provided by TCJ6-OMW
- 3.7.2 Users are encouraged to contact their Gatekeeper to resolve problems.
- 3.7.3 If a SharePoint Gatekeeper is unavailable, and immediate action is necessary, SharePoint users should contact TCJ6-OMW to report problems.

3.8 Outdated Content

- 3.8.1 Current policy states that content not touched/modified for 18 months will be purged from SharePoint due to its inactivity.

4. Training

Successful implementation and acceptance of any technology starts with effective training. For USTRANSCOM, all Gatekeepers are required to complete prescribed training before being granted SharePoint Gatekeeper privileges. Users of USTRANSCOM's SharePoint are encouraged to take advantage of curriculum offered by USTRANSCOM C4S training.

- 4.1 Gatekeeper: Will be required to complete SharePoint Site Owners and USTRANSCOM Gatekeeper training, provided by USTRANSCOM C4S training, before being granted privileges as a SharePoint Gatekeeper.
- 4.2 SharePoint Contributor/User. Initial Basic SharePoint Training is encouraged for any SharePoint user and is provided by USTRANSCOM C4S Training.

5. Glossary

Organization: Used to refer to an approved directorate, division, or branch in the USTRANSCOM organization.

Site: As defined by SharePoint, any unique page created in SharePoint associated with the overall site collection or sub-sites.

Content: Any information, in any media form, added to a SharePoint site.

Designer: A member of the Windows SharePoint Services Web Designer role can create lists and document libraries and customize pages in the Web site.

Contributor: A member of the Windows SharePoint Services Contributor role can add content to existing document libraries and lists.

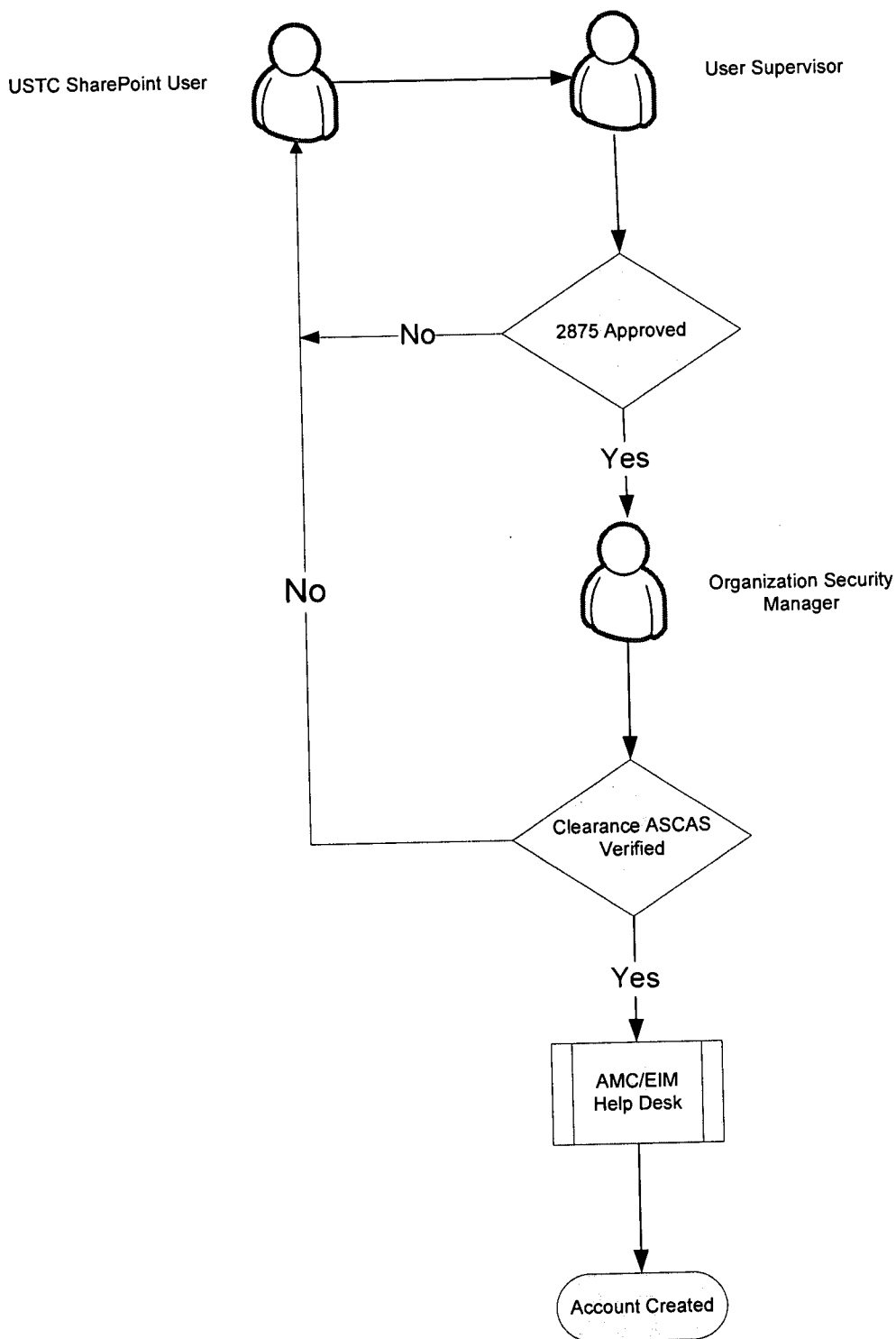
User: A member of the Windows SharePoint Services Reader group has read-only access to the Web site.

OIS: Operational Information System

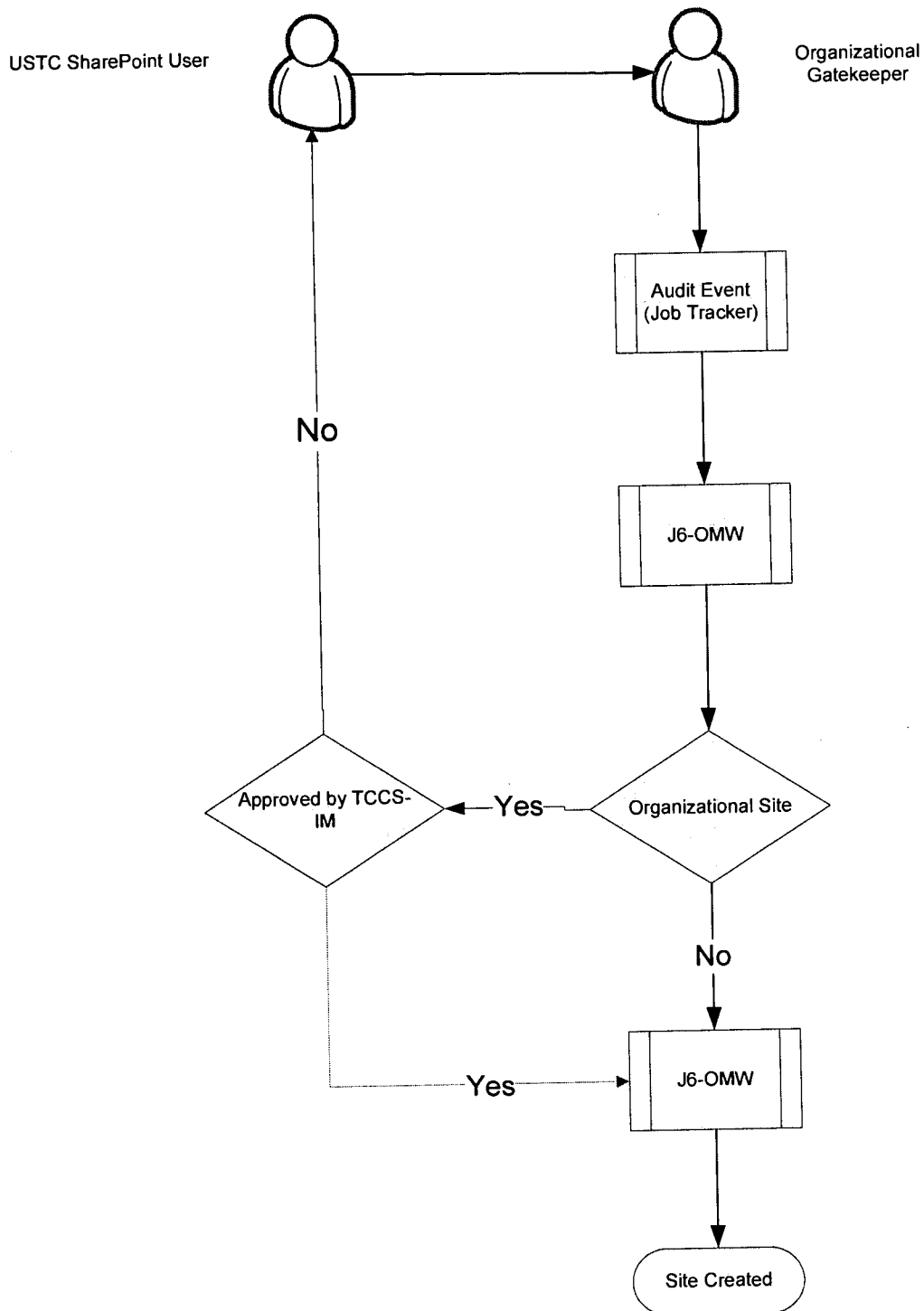
Gatekeeper: Initial point of contact responsible for maintaining SharePoint content for a given directorate, division, branch, or sub-branch

FACCSM: Functional Area Communications and Computer Systems Manager

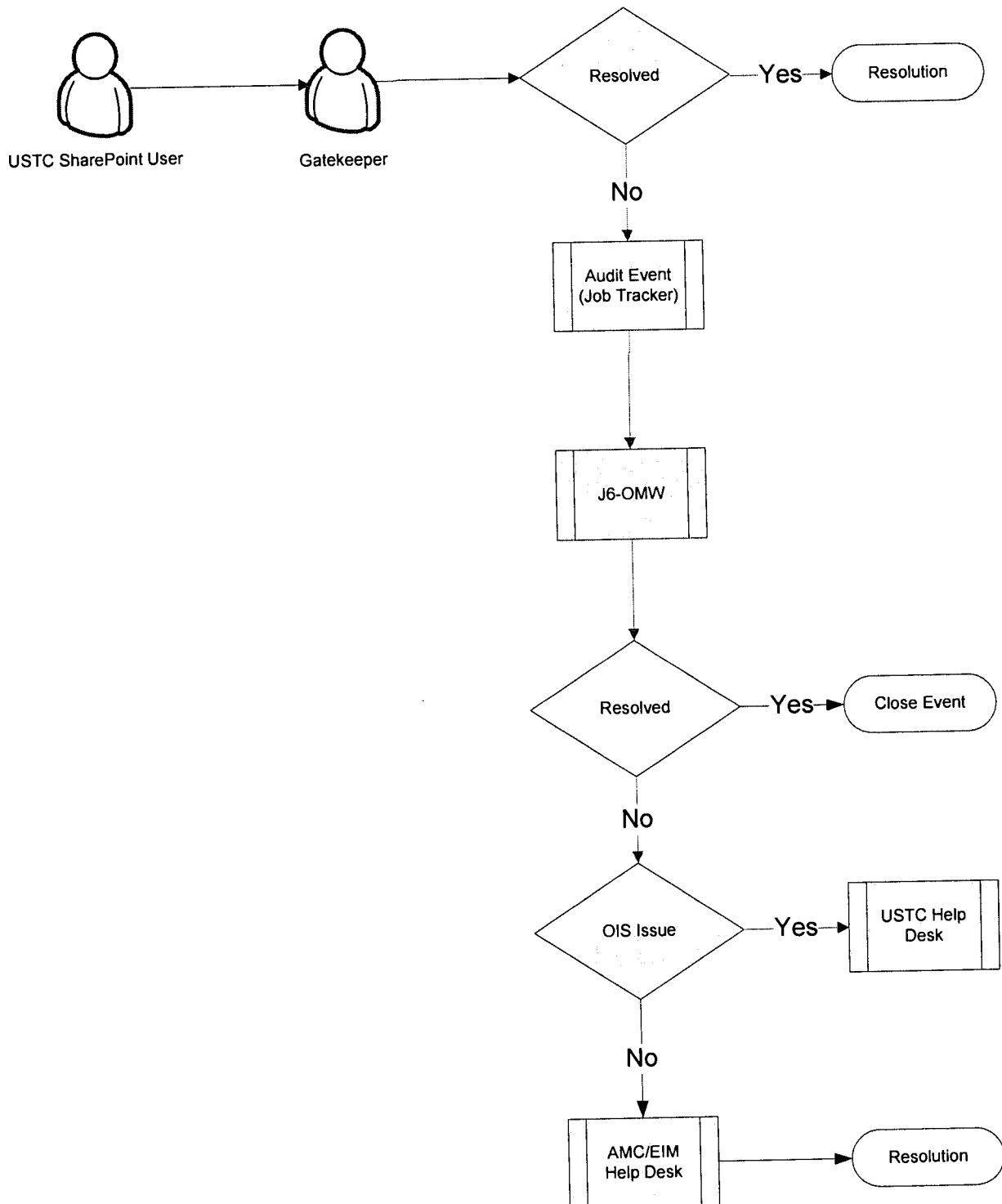
Account Request (2875) Flow Chart



SharePoint New Site Request Flow Chart



Site Modification/Problem Resolution Flow Chart



Section 508 compliance –Accessibility process

- Always save a copy of the document as a working copy
- Move Advanced editing toolbar from tools to toolbar in window.
- Drag tabs over to left side of window
- Always do individual fixes followed by another "final check"
- Learn individual components of content and tag tabs

Correction methods:

To fix tab ordering

- Open page
- Right click page properties
- Select tab order
- Use document structures

Fix document preferences

- No language specified
- Go to document properties
- Select "English"
- Re-run final check

No alternate text for figure

- Click and highlight figure
- Select touch up reading order tool
- Click change to figure
- Click figure
- Edit alt. text
- Identify item in box

Disclaimer on URL links

- Legal requirement
- Secure to non-secure and vice versa

Disclaimer:

- Advanced editing toolbar
- Open link tool
- Red highlight box around URL
- Right click properties
- Click action tab

Click: run a JAVA script
Copy link before "Add"
Add: text (App Alert)
Click OK
Click "Open a web link"
Click "Add"

Forms

Select Figure Figure: No text
Go to touch up tool in advance editing toolbar
Click figure
Click on left corner box of form
Add "text" such as "form" or other descriptor for the form figure table or clipart



DEAMS System Summary

	Cost	Schedule	Performance	IRB/AF Conditions	Transition Plan	Systems Eliminated	Architecture	Duplication	CCA	FISMA	Section 508	Privacy Act	CFO
System Name DEAMS	●	●	●	●	●	●	○	●	●	●	●	●	●
<p><u>Risk Category:</u> Schedule (DEAMS USTRANSCOM)</p> <p><u>Current State:</u> Red</p> <p><u>Issue:</u> Increased Schedule due to refinement of requirements during functional design process. Milestone B slipped from 16 Jul 09 to 13 Nov 09, These changes also pushed MS C from 6 July 2010 to 18 Nov 2010.</p> <p><u>Issue Resolution:</u> Received direction adding, deleting, and deferring Spiral 2 Reports, Interfaces, Conversion, Extension, Workflow (RICEW) objects identified during the functional design process.</p> <p><u>Risk Category:</u> Schedule / Architecture (DEAMS AF)</p> <p><u>Current State:</u> Red / Yellow</p> <p><u>Issue:</u> Increased Schedule due to requirements changes that occurred during functional design for USTRANSCOM delayed design artifacts needed for DEAMS AF request for proposal. Delays in approval of Analysis of Alternatives (AoA) and Economic Analysis (EA) delayed the remaining BCL Acquisition Decision 1 (Milestone A) acquisition documentation. Milestone A decision slipped from Nov 2007 to Dec 2008. This also pushed MS B from Jul 2009 to Nov 2009 and MS C from Jul 2010 to Nov 2010.</p> <p><u>Issue Resolution:</u> Schedule for delivery of USTRANSCOM artifacts has been rebaselined. AoA and EA will be reviewed by the FM Investment Review Board and AFROCC. Increment 2 plans to be compliant and will be assessed against the BEA 5.0 with a target completion date of February 2009.</p>													





System Summary Key

	Cost	Schedule	Performance	Systems Eliminated	IRB/AF Conditions	Transition Plan Compliance	Architecture Compliance
Red	>10% from Program Cost	Milestone and/or Schedule Slip > 90 Days	One or More High Risk Items w/o a defined Mitigation Strategy and/or / Plan or evidence that Risk Management process is not effective	System elimination off schedule and no resolution plan in place	Conditions are not met nor is there a closure plan in place	No transition plan requirements met nor is there a plan in place	No Resolution Plan in place for Critical Architecture Issues
Yellow	Within 10% of Program Cost	Milestone and/or Schedule Slip 30-90 Days	One or More Medium Risk Items w/o Mitigation Strategy/Plan	System elimination off schedule but resolution plan in place	Conditions are not met within timetable but closure plan in place	Some transition plan requirements being met and plan in place for remainder	Critical Architecture issues identified and Resolution Plan in place
	Within 5% of Program Cost	Milestone and/or Schedule Slip < 30 Days	All Medium and High Risk Items have mitigation strategies	No systems to eliminate or shutdown on schedule	All conditions being met within approved timetable	All transition plan requirements being met	No critical issues have been identified



System Summary Key

continued

	Duplication	CCA	FISMA	Section 508	Privacy Act	Chief Financial Officer	
	No duplication check executed or redundancies found and no plan in place to rectify	System is not CCA compliant and no compliance plan developed	System is not FISMA compliant and no compliance plan developed	System is not Section 508 compliant and no plan is in place for compliance	System is in violation of the Privacy Act and no plan is in place for compliance	System is in violation of the CFO Act and no plan is in place for compliance	
Yellow	Duplications found and plan in place to address	System is not CCA compliant but a compliance plan is in place	System is not FISMA compliant but a compliance plan is in place	System is not Section 508 compliant but has a plan to be compliant within 60 days	System has not completed its required Privacy Act requirements but a plan is in place to be compliant within 60 days	System has not completed its required CFO Act requirements but a plan is in place to be compliant within 60 days	
	No duplications found after review	System is CCA compliant	System is FISMA compliant	System has met its System 508 compliance	System has met all its Privacy Act requirements	System has met all its CFO Act requirements	



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5235.1B
N6
22 February 2006

COMSC INSTRUCTION 5235.1B

Subj: WORLD WIDE WEB (WWW) AND INTERNET USE GUIDANCE

Ref: (a) Dod Web Site Administration Policies & Procedures
(11/25/1998) including all updates (01/11/2002)
(b) SECNAV Instruction 5720.47A

Encl: (1) Prohibited Use of Internet Services
(2) WWW Public Access Page Approval Process Flow Chart
(3) WWW Limited Access (Non Public.) Page Approval Process
Flow Chart

1. Purpose. To disseminate command policy for properly using, placing and maintaining information on the Internet.

2. Background. The Internet is a worldwide network of information resources intended for use as an interactive system for exchanging data. Through the Internet, Military Sealift Command (MSC) personnel have access to information from academic, scientific, governmental and commercial databases. The Internet also offers MSC the opportunity to provide information services to our customers via the WWW.

3. Cancellation. COMSCINST 5235.1A.

4. Policy

a. All requests for Internet User Accounts must be submitted to the Global Help Desk. The request must come from the user's supervisor and should include the following information:

- (1) User's full name
- (2) Office code
- (3) Phone number

b. Only software authorized by Command, Control, Communications and Computer Systems (C4S) Director (N6) will be used by MSC personnel to access information resources on the Internet.

12

c. Files created by MSC personnel are considered Government records and will be treated as such. Files will not be transferred to mailing lists or remote hosts, unless it is required in connection with official business.

d. Use of the Internet is restricted to official business only (see enclosure (1)). No classified, Privacy Act protected, Freedom of Information Act or For Official Use Only (FOUO) information will be placed on the Internet where the general public can have access to the material.

e. MSC's homepage will be maintained by MSC Headquarters and will serve as the only front door to the public via the Internet. Field activities will be provided sub pages for the placement of information unique to that field activity.

f. Public homepages will consist of information properly cleared for public release. Prior to being placed on the Internet, information must be reviewed and approved for public release. Enclosure (2) delineates the approval process. At the time of initial review, authorization to routinely update the data content should be requested. All initial pages must be reviewed and approved for public release by the following:

(1) The originating Director

(2) Command, Control, Communication and Computer Systems (C4S) Director (N6)

(3) Counsel (N2)

(4) Director, Public Affairs (N00P)

g. Limited Access homepages are non-public homepages. Prior to being placed on the Internet, information must be reviewed and approved for release. Enclosure (3) delineates the approval process.

4. Responsibilities

a. Command, Control, Communication and Computer Systems (C4S) Director (N6) is responsible for:

(1) Managing and administering all hardware and software required to support Internet use. This includes WWW servers, any COMSC "homepage" and the loading of all data on the servers after release has been approved.

(2) Designating MSC's Webmaster to serve as a focal point for routine WWW matters on a continuous basis.

(3) Establishing and enforcing security capabilities and protective measures including the development and operation of firewall technology.

(4) Providing style guidance for WWW page standardization.

(5) Ensuring compliance with DoD (see reference (a)) and Navy (see reference (b)) web site policies.

b. MSC Directors, Special Assistants, Program Managers and field activities are responsible for:

(1) Designating a point of contact (POC) to assist MSC's Webmaster with procedural compliance.

(2) Submitting and keeping up-to-date information on sponsored web pages in accordance with MSC policy and style guidance

c. Counsel (N2) is responsible for:

(1) Designating a POC to assist MSC's Webmaster with procedural compliance.

(2) Conducting and providing legal interpretations pertaining to information release with assistance of the Freedom of Information Act/Privacy Act (FOIA/PA) Coordinator, to ensure compliance with the FOIA Program.

(3) Reviewing and coordinating all web pages within five working days.

d. Director, Public Affairs (N00P) is responsible for:

(1) Designating a POC to assist MSC's Webmaster with procedural compliance.

(2) Assuming and exercising clearance authority for release of public MSC information on the Public Access Web pages.

(3) Reviewing and coordinating all web pages within five working days.

(4) Reviewing all submissions for compliance with MSC style standards.

COMSCINST 5235.1B
22 February 2006

-5. Action. Directors/Special Assistants/Program Managers should give this policy the widest dissemination as possible.

//S//
M. L. SEIFERT
Chief of Staff

Distribution:
COMSCINST 5000.19
List I (Case A, B, C)

PROHIBITED USE OF INTERNET SERVICES

The use of Internet services in the following types of activities is specifically prohibited:

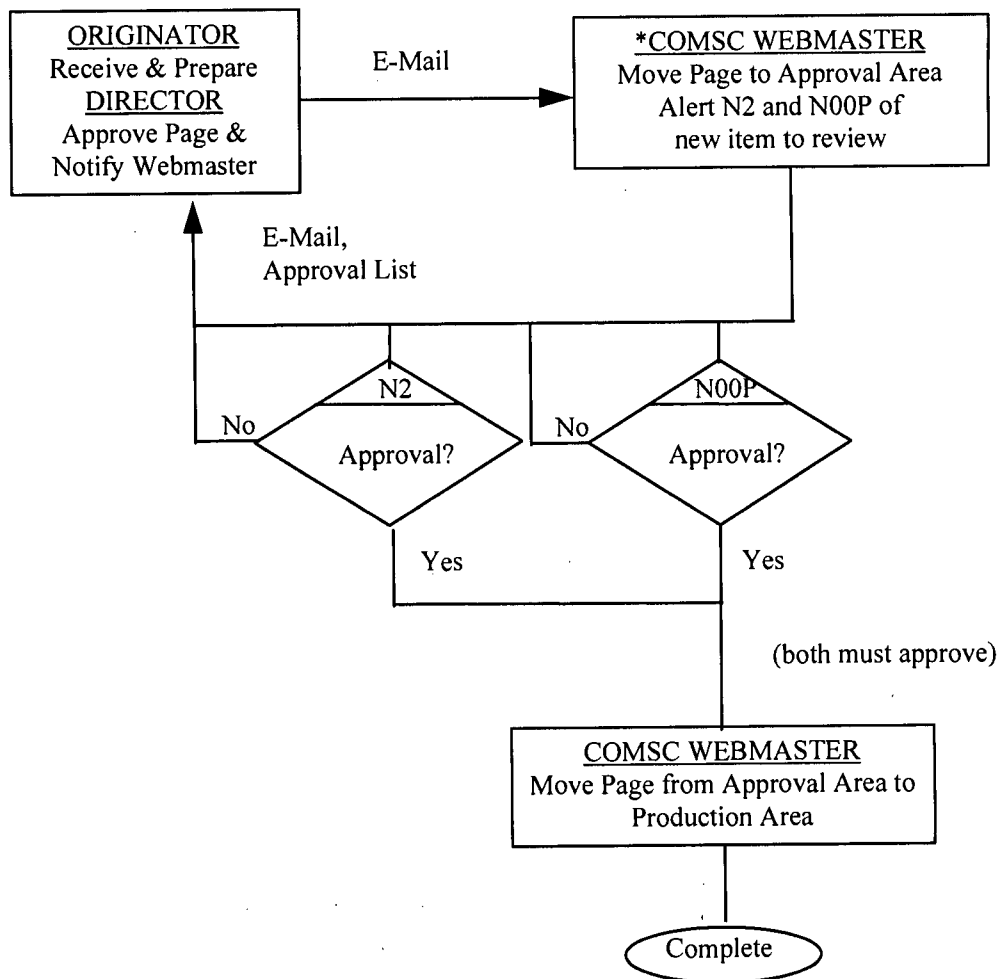
- Illegal, fraudulent or malicious activities.
- Partisan political activity, political or religious lobbying or advocacy or activities on behalf of organizations having no affiliation with USTRANSCOM or DoD.
- Activities whose purposes are for personal or commercial financial gain. These activities may include chain letters, solicitation of business or services and sales of personal property.
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes. Official morale, welfare, recreation, officer and enlisted aid activities may be authorized.
- Accessing, storing, processing, displaying, transmitting or distributing offensive, sexually explicit or obscene material such as pornography and hate literature.
- Storing, processing or distributing classified, proprietary or other sensitive information on a computer or network not explicitly approved for such processing, storage or distribution.
- Annoying or harassing another person, e.g., by sending or displaying uninvited e-mail of a personal nature or by using lewd or offensive language in an e-mail message.
- Using another person's account or identity without his/her explicit permission, e.g., by forging e-mail, except when authorized by proper authority.
- Viewing, damaging or deleting files or communications belonging to others without permission or authorization by proper authority
- Attempting to circumvent or defeat security or auditing systems without prior authorization and other than as part of legitimate system testing or security research.

COMSCINST 5235.1B
22 February 2006

- Obtaining, installing, storing or using software obtained in violation of the appropriate vendor's patent, copyright, trade secret or license agreement.
- Permitting any unauthorized person to access a U.S. Government-owned system.

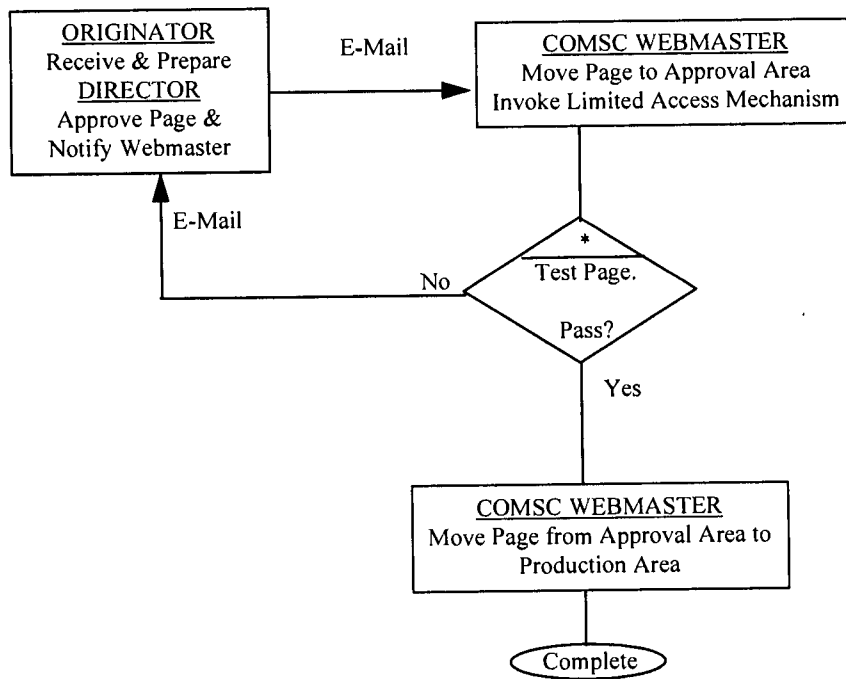
Violation of the listed prohibitions may result in adverse administrative or other disciplinary action being taken against the individual. Such actions may include proceedings pursuant to the Uniform Code of Military Justice, non-judicial punishments, personnel disciplinary actions and adverse comments/ratings on performance appraisals.

WWW Public Access Page Approval Process



* Webmaster@smtpgw@msc.navy.mil

WWW Limited Access (Non- Public) Page Approval Process



* Page should be tested by a representative operational community (beta test).

Creating Section 508 Compliant Documents & Presentations

Prepared by:
Federal Transit Administration
Office of Administration
Office of Information Technology



Last Updated: 04/17/2007




Agenda

- What is Section 508?
- Section 508 Standards
- Creating Compliant PowerPoint Documents
- Creating Compliant Word Documents
- Creating Compliant Adobe PDFs



What is Section 508?

Section 508 of the *Rehabilitation Act* of 1973, (amended in 1998 and codified in 29 USC § 794d) is a federal law requiring electronic technology used by the government to be accessible. Specific requirements are maintained by the Access Board in the Electronic and Information Technology Accessibility Standards (36 CFR 1194).



Some 508 Standards

- Provide a text equivalent for every non-text element.
- All information conveyed with color should be available without color.
- Row and column headers should be provided in data tables.



Microsoft Office

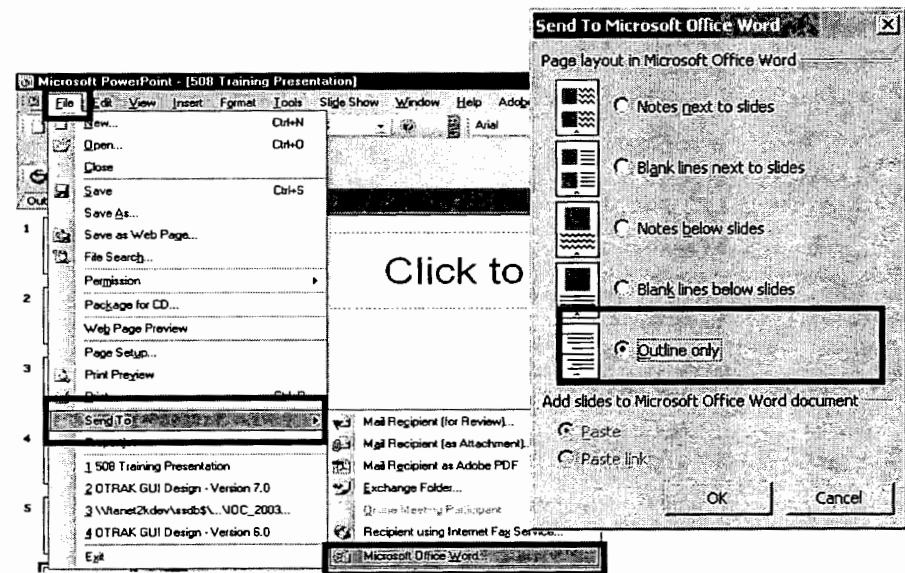
Overview

- Word, Excel, and PowerPoint are accessible to most modern screen readers.
- Windows has features that allow screen readers and other Assistive Technology (AT) devices to interpret the document.
- There are several basic steps to make your document Section 508 Compliant.

Microsoft Office: PowerPoint

A PowerPoint file can be made 508 compliant by saving it as a Word document. Simply follow these steps:

1. Select **File** → **Send To** → **Microsoft Office Word**.
2. There are several options to choose from. Select the **Outline Only** option to save only the text from the slides.
3. The other options will copy the individual slides into a Word document and this can make the file size large.





Microsoft Office: Word

3 steps to make Word documents 508 compliant:

1. Create a structured document.
2. Provide descriptive alternative text for images.
3. Properly create and label tables, including specified row and column headers.

Microsoft Office: Word

Step 1

Document Structure

- Provide a clear navigable structure to your document
- A table of contents contains:
 - Topics
 - Subtopics
 - Page Numbers
- Properly formatted documents have a structure that Assistive Technology (AT) devices can readily access

Unstructured Document

Table of Contents

1 Summary report.....	1	Page issues.....	1	Test: Non spacer IMG with valid ALT.....	1	Test: No javascript links are used.....	3	Test: Scripts are accessible.....	4	Test: Style sheets should not be necessary.....	5	Test: Data table should have headers.....	5
-----------------------	---	------------------	---	--	---	---	---	-----------------------------------	---	---	---	---	---

Structured Document

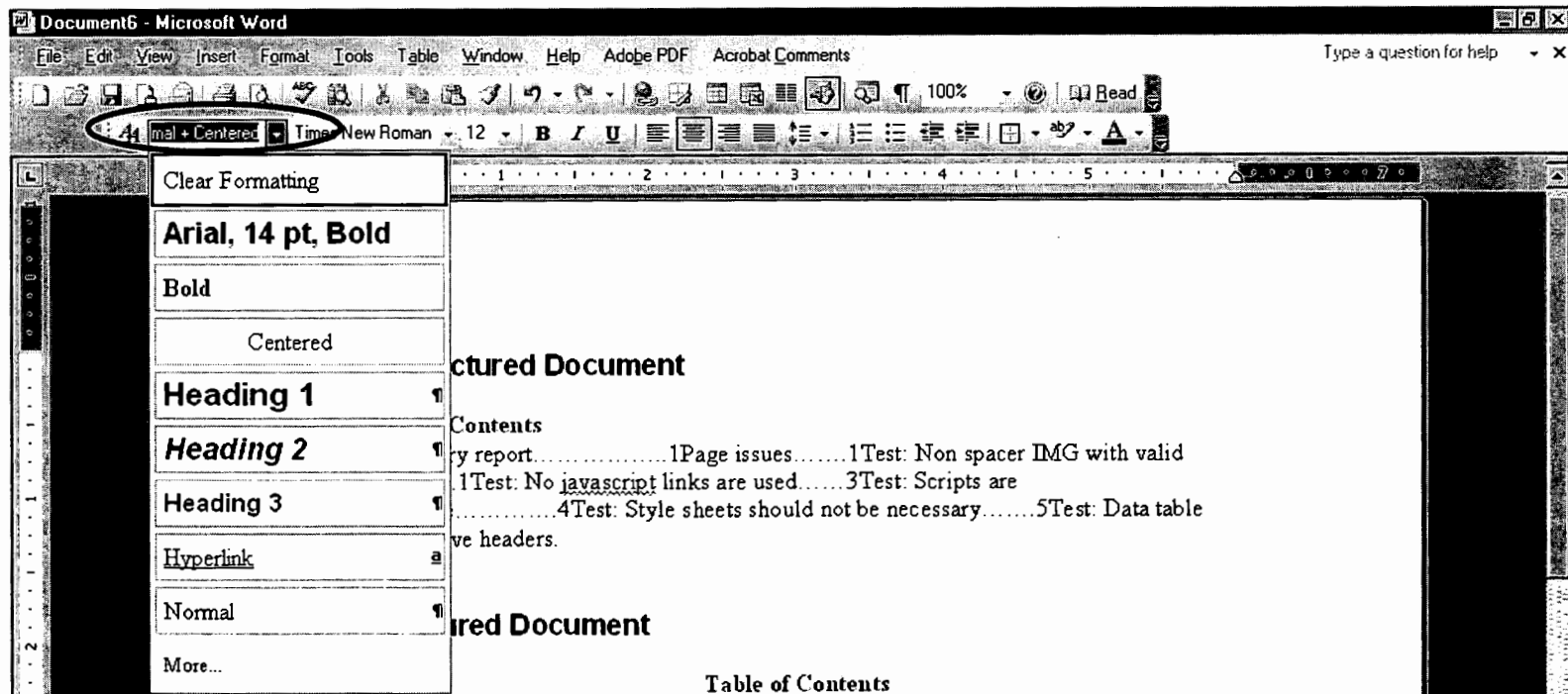
Table of Contents

<u>Summary Report</u>	1
<u>Page Issues</u>	2
<u>Test: Non Spacer IMG with valid ALT</u>	3
<u>Test: Scripts are Accessible</u>	4
<u>Test: Style Sheets should not be Necessary</u>	5
<u>Test: Data Table should have Headers</u>	6

Microsoft Office: Word

Format and Styling

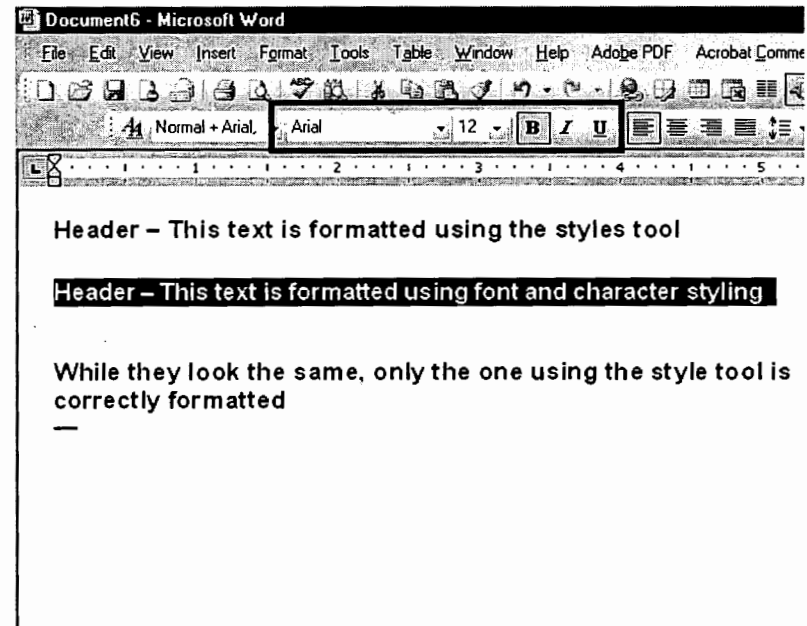
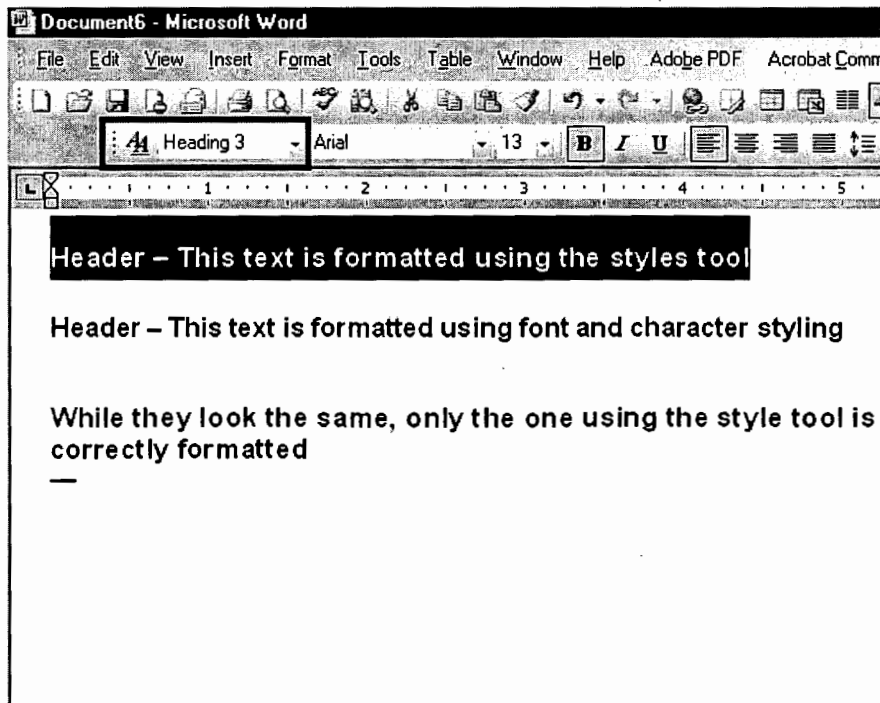
- Use the styles and formatting toolbar shown below to format text



Microsoft Office: Word

Stylized Text

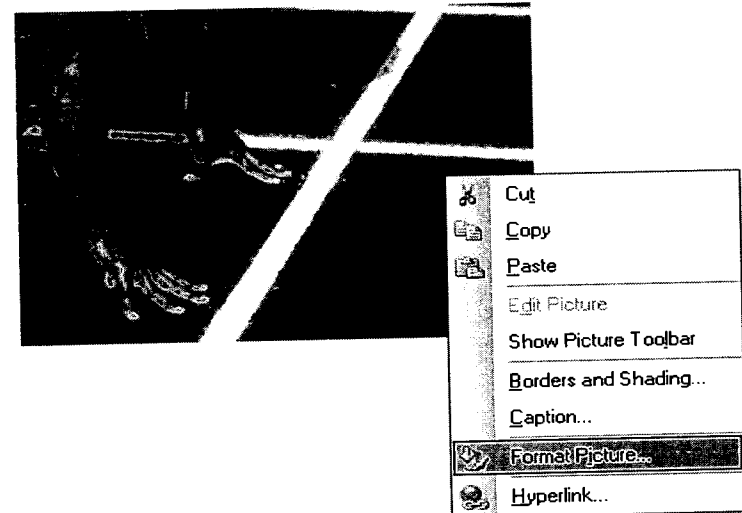
- Apply standard or custom styles and formatting rather than merely altering the size or weight of fonts



Microsoft Office: Word

Step 2

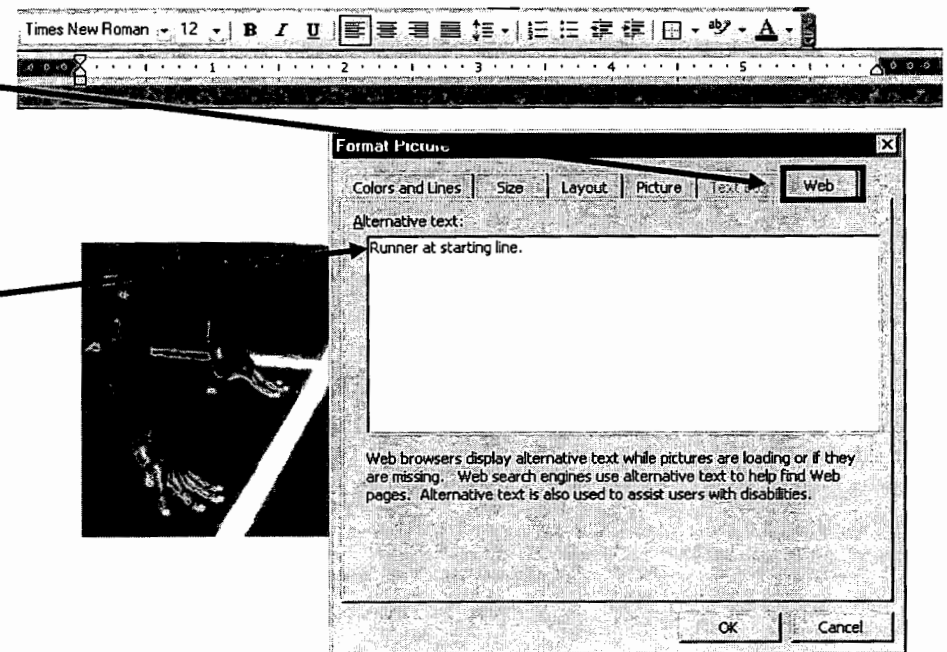
- Provide descriptive text for images and graphics
- Use the “Format Picture” dialog to add descriptive text
- Right click the image to access the object menu
- Select “Format Picture”



Microsoft Office: Word

Format Picture Dialog

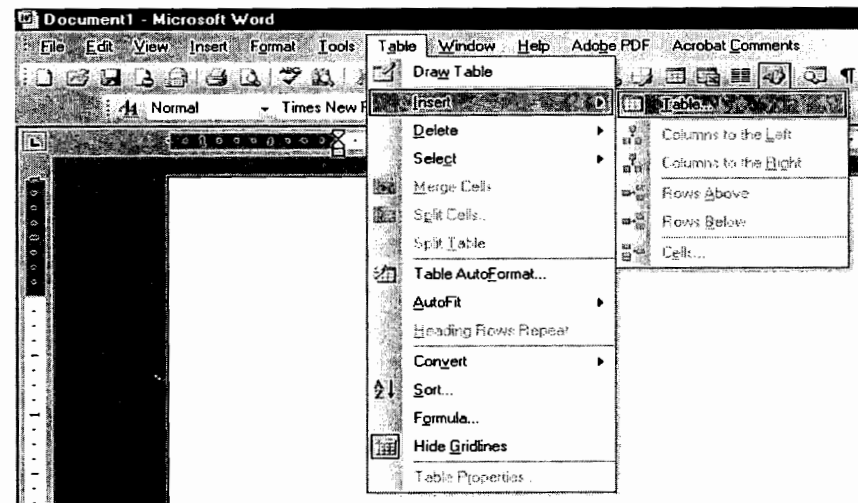
- Select the “Web” Tab
- Add text for images that describes the content of the image
- Decorative images that convey no information may be left blank



Microsoft Office: Word

Step 3

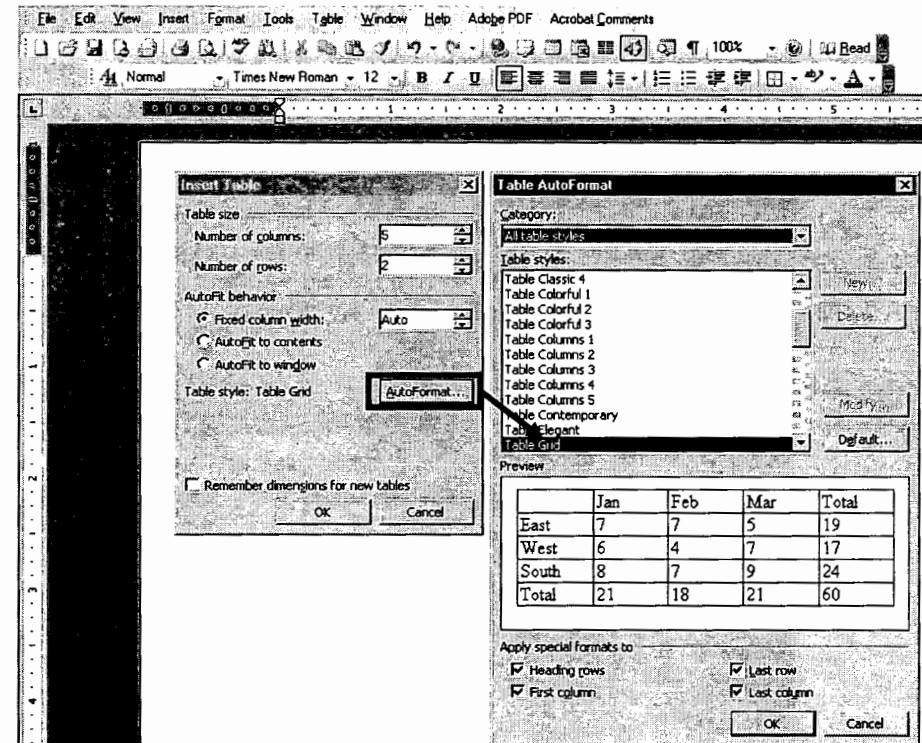
- Properly creating tables is also key to accessibility
- Rather than drawing lines and inserting tabs to mimic columns, tables should be created using the table tool
- Select **Table** → **Insert Table** to access the table dialog



Microsoft Office: Word

Inserting Tables

- Basic tables can be created using the insert table dialog
- AutoFormat will bring up another dialog that presents a selection of:
 - ☐ Preformatted tables styles
 - ☐ Advanced formats for headers, columns and rows





Microsoft Office: Word

You should have learned how to:

- Create structured documents by properly applying text styles with the Styles and Formatting toolbar
- Provide Alternate Text for images and graphics with the Format Picture dialog
- Create and label tables using the Insert Table and Auto format dialogs



Adobe PDF

Overview

- Adobe Portable Document Format (PDFs) can be made accessible
- PDFs must be tagged correctly to be accessible
- There are resources available to assist in making PDFs 508 compliant



Adobe PDF

What are PDFs?

- PDF is an open source file format commonly found on the Internet.
- There are 3 types:
 - ☐ Legacy: old format designed to print
 - ☐ Scanned: image of documents
 - ☐ Tagged: structured documents
- Only by opening the file can you determine the type. All end in .pdf extension



Adobe PDF

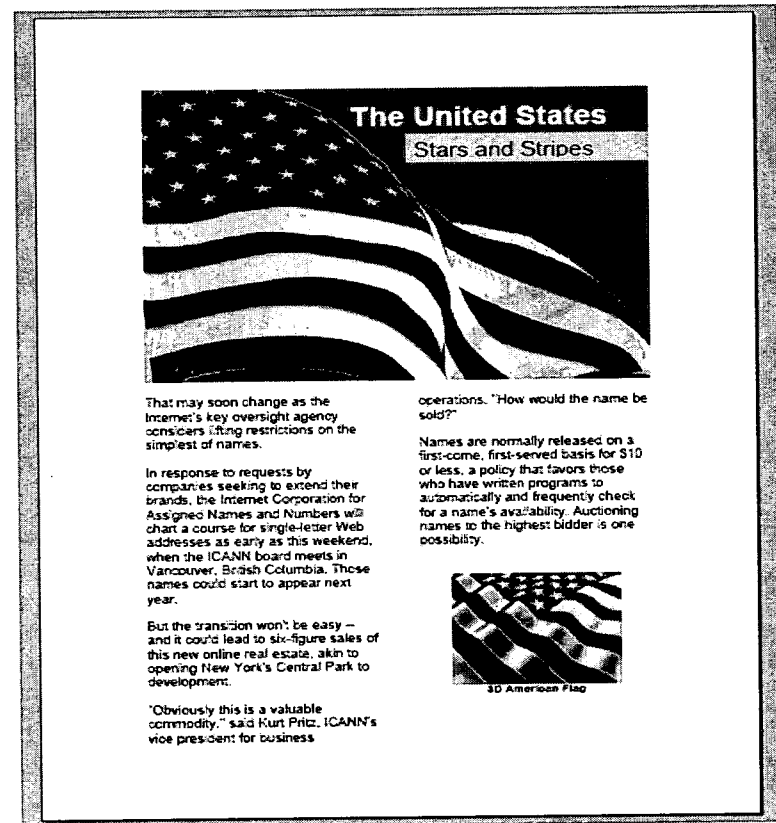
When is a PDF accessible?

- PDFs are accessible when tagged correctly.
- Tagging involves:
 - ☐ Converting the scanned image to text
 - ☐ Specifying reading order across columns
 - ☐ Adding descriptive text to images

Adobe PDF

Documents easily made accessible

- PDFs composed of text in a single column
- PDFs with minimal graphics
- PDFs with simple tables
- Convert **properly tagged** Word documents to PDF format





Adobe PDF

Checking for Accessibility

- Mouse over all images to see if an alternative text message appears. (Note: This functionality does not display with Adobe reader inside of Internet Explorer web browser; you must view PDFs in Adobe software.)
- Use the Adobe Reader “Read Out Loud” function (under View menu) to see if the document makes sense (have speakers on).



Additional Resources

- www.microsoft.com/enable/microsoft/section508.aspx (in particular, see “Tutorials & Training”)
- Creating Accessible Adobe PDF Files: A Guide for Document Authors
www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf
- www.section508.gov/
- www.fta.dot.gov (Home → About FTA → Doing Business with FTA)