

SOP for posting Information to the Internet Homepage Aug. 6, 2004

PAO Personnel authorized to receive/review/release information for posting to the Internet Homepage are the following

1. Ed Aber-Song
2. Troy Griffin
3. CPT Kathleen Turner

Flow of materials within 25ID(L)&USARHAW

1. Public Affairs Offices are the single source for control and release of official information that is posted to publicly accessible Internet sites. Official information will only be posted to DoD approved web sites.
2. It is the unit commanders responsibility to designate the appropriate personnel to ensure consolidation of the information for submission to the Public Affairs Officer.
3. Information should remain within the mission and scope of the unit, and highlight unit and individual Soldier and Family Member activities showing accomplishments and teamwork.
4. Units are responsible for OPSEC review prior to sending materials intended for public release to the internet to the PAO. After review and any necessary changes, the PAO will forward the information to the webmaster for release to the public domain via the Internet Homepage.

Content and Flow of materials from units deployed to OIF and OEF

1. Public Affairs Offices are the single source for control and release of official information posted to publicly accessible Internet sites. Official information will only be posted to DoD approved web sites.
2. Information and photos submitted should remain within the mission and scope of the unit, and highlight unit activities showing accomplishments. Units should avoid submitting information about future military operations, potential operations, and be aware that restrictions contained in AR 360-1, 5-33 concerning photographing military installations or equipment, ground or aerial photographs, sketches, or graphic representations of classified military equipment or installations designated as restricted areas is punishable by law (18 USC 795). Reproducing, publishing, or selling this type of material is also punishable by law unless the photograph, sketch, or graphic representation indicates it has been reviewed and cleared for release by proper authority.
3. OIF and OEF Unit and FRG Newsletters -- The CDRs of the deployed units forward will conduct an OPSEC review of OIF and OEF content prior to sending for release to

the public domain. Rear Area unit POCs sending newsletters with OIF or OEF content for posting to the Army, Hawaii Internet Web site will provide the name and email address of the reviewing deployed unit commander.

Preparation of materials

1. Articles must be in text or MS Word.
2. Stand-alone photos must be JPG with quality setting 2, 72 DPI, about 6x8-inches, not embedded into other applications such as MS Word or PowerPoint.
3. Newsletters in Adobe PDF, PowerPoint, or MS Word format may have embedded photos and artwork, and must not be larger than two (2) megabytes in size. HTML files will not be accepted.

Content of materials

1. PAO determines content to be posted to the Homepage.
2. Do not include home telephone numbers or addresses, social security numbers, names of family members, exact birth date, or dates, times, locations of future military exercises.
3. Do include photos and bios of unit commanders, unit mission, unit history, campaign history, staff directory with work telephone and email addresses, organizational chart by function, newcomer information, and images with information highlighting unit mission accomplishments and successes

Updates of materials

1. Each organization with a presence on the Homepage will appoint a POC responsible to ensure accuracy of information and provide at least quarterly updates to maintain online accuracy
2. Each unit will provide POC telephone number and email address to the PAO and Webmaster