

**5th NORTHERN WEB SITE POLICY
GOVERNING DIVISION AND FLOTILLA PUBLICATIONS**

- A. All publications shall adhere to the policies set forth in the Auxiliary Manual, COMDTINST M16790.1E, Chapter 5 (Regulations and Policies), section J (Publications) and the Auxiliary Internet Web Sites Policy (NACO POLICY LTR 1-97).
- B. Additional Regulations.

The following items are prohibited:

- 1. Personal information (address, telephone number, etc.).
- 2. Direction to a personal address.
- 3. Any reference to a commercial business that can be interpreted as providing support/advertising.

Publications that contain non-compliant material will be rejected and the submitting person(s) shall be notified of the non-compliant material. Publications may be resubmitted for posting to the web site when compliant.

C. Web Site Posting Criteria

- 1. Publications shall be posted only for Divisions and Flotillas that do not have their own web site.
- 2. Publications shall be sent to the DSO-CS by e-mail attachment.

Attachment file format shall be PDF (Portable Document File) or any other convertible format approved by the DSO-CS.

- 3. The DSO-CS shall ascertain that publications comply with these Regulations and Policies prior to posting before approval.
- 4. Posted publications shall have a hyperlink to the appropriate page(s) and shall not appear in the main section of the web site.

Except as specifically requested by the Member, unit publications will be distributed to each Member of the unit using traditional methods, by postal mail, hand deliver, etc. Posting of publications on the web site is to be considered a secondary distribution method and does not relieve the unit of this responsibility to its Members.

Division/Flotilla Number _____

Division/Flotilla Publication Name _____

SO/FSO-PB signature _____ Date _____

DGP/FC signature _____ Date _____