



DeCA DIRECTIVE 100-05

Management of DeCA Websites

Originating Component:	Corporate Communications
Effective:	December 17, 2021
Releasability:	Unlimited. This Instruction is approved for public release and is located on the Defense Commissary Agency's (DeCA) Internet website at www.commissaries.com .
Establishes	DeCA Directive 100-05, "Management of DeCA Websites," December 17, 2021
Approved by:	Arthur Yarbrough Chief Administration Division

Purpose: This guidance establishes policies and procedures for managing DeCA's Intranet and Internet websites.

- a. Establishes DeCAD 100-05 and establishes DeCAM 100-05.1.
- b. Is established in compliance with Department of Defense Directive (DoDD) 5105.55.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. Policies and procedures described in this guidance apply to all DeCA elements that create and publish content on DeCA's websites (commissaries.com or OneNet) and become effective upon re-launch of the new sites.

1.2. POLICY. In accordance with (IAW) DoDD 5105.55 the Agency will:

(1) Use its Internet site (www.commissaries.com) to provide its customers, business partners, and stakeholders with the maximum amount of information possible on its operation, activities, and value of the commissary benefit; and

(2) Use its Intranet site (OneNet) to provide employees with the information, tools, and resources they need to complete job-related tasks and work processes.

SECTION 2: RESPONSIBILITIES

2.1. Deputy Director, DeCA will: The Deputy Director, DeCA, ensures establishment of Agency-wide policies governing DeCA's websites, IAW DoDD 5105.55.

2.2. Chief of Corporate Communications (CCSP) will: Establish the Agency-wide public affairs policies, strategies and guidelines that may affect DeCA's websites.

2.3. Corporate Communications (CCSP) Web Team will: Be responsible for managing the communication(non-technical) function of DeCA's websites.

2.4. Directorates and Functional Process Owners (FPOs)/Special Staff Groups (SSGs) will: Be responsible for implementing the policies and procedures as described in DeCAM 100.05-1.

GLOSSARY

G.1. ACRONYMS

CCSP	Corporate Communications
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoDD	Department of Defense Directive
FPO	Functional Process Owner
IAW	in accordance with
SSG	Special Staff Group

References

DeCA Manual 100-05.1 “Procedures and Guidance for Managing DeCA’s Websites,”

December 17, 2021

DoD Directive 5105.55 “Defense Commissary Agency (DeCA), March 12, 2008