



## DECA DIRECTIVE 100-05

### Management of DeCA Websites

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**Originating Component:** Performance Office

**Effective:** July 1, 2016

**Releasability:** Unlimited. This Instruction is approved for public release and is located on DeCA's Internet website at [www.commissaries.com](http://www.commissaries.com).

**Establishes** DeCA Directive 100-05, "Management of DeCA Websites,"  
July 1, 2016

**Approved by:** Timothy C. Ford  
Chief Administration Division

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

- a. Establishes DeCAD 100-05 and establishes DeCAM100-05.1.
- b. Is established in compliance with 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 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, in accordance with DoD Directive 5105.55.

**2.2. Chief of OC will:** The Chief of OC establishes Agency-wide public affairs policies, strategies and guidelines that may affect DeCA's websites.

**2.3. OC Web Team will:** The OC Web Team is responsible for managing the communication (non-technical) function of DeCA's websites.

**2.4. Directorates and FPO/SSGs will:** Each directorate and FPO/SSG is responsible for implementing the policies and procedures as described in DeCAM 100.05-1.

## **GLOSSARY**

### **G.1. ACRONYMS**

<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>DoDD</b>	Department of Defense Directive
<b>FPO</b>	Functional Process Owner
<b>OC</b>	Corporate Communications
<b>SSG</b>	Special Staff Group

## References

DeCA Manual 100-05.1 “Procedures and Guidance for Managing DeCA’s Websites,” July 1, 2016  
DoD Directive 5105.55 “Defense Commissary Agency (DeCA), March 12, 2008