



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
2405 GUN SHED ROAD  
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223**

AMIM-PA (25-1fffff)

12 June 2023

**MEMORANDUM FOR All U.S. Army Installation Management Command  
(IMCOM) Personnel**

**SUBJECT: Policy Memorandum – IMCOM Enterprise Web (IEW) User Policy**

**1. References.**

- a. Army Regulation 25-1, Army Information Technology, 15 July 2019
- b. Army Regulation 25-2, Army Cybersecurity, 4 April 2019
- c. Army Regulation 530-1, Operations and Signal Security, 26 September 2014
- d. Army Regulation 360-1, Army Public Affairs Program, 8 October 2020
- e. DA Pam 25-1-1, Army Information Technology Implementation Instructions, 15 July 2019

**2. Purpose.** To establish, implement, and sustain HQ IMCOM Public Affairs (PA) centralized standard procedures and ensure IEW users are properly trained and vetted to operate in accordance with HQ IMCOM IEW policy and to reflect applicable Federal laws, Executive Orders, directives, regulations, policies, standards, and guidance.

**3. Applicability.** This policy applies to all personnel assigned to or under the operational control of IMCOM or using the IEW public facing website or applications.

**4. Policy.**

- a. The IEW program directly supports Army priorities and mission readiness.
- b. Garrison Commander/Manager will appoint, using the memorandum format supplied by HQ IMCOM, an IEW Garrison Web Manager (GWM) to serve as the garrison's and the HQ IMCOM PA's primary point of contact for Garrison site issues. Every Garrison will provide a GWM memorandum to HQ IMCOM PA no later than 60 days after each change of command or the assignment of a new GWM. The Garrison Commander will ensure their GWM aligns with and supports the IEW User Policy.
- c. All GWMs must complete required training and are responsible for overseeing the

AMIM-PA (25-1fffff)

SUBJECT: Policy Memorandum – IMCOM Enterprise Web (IEW) User Policy

vetting and training of their site IEW account holders, hereafter referred to as IEW users. GWMs oversee adherence to the IEW policies on the site and ensure they and their IEW users consider OPSEC before any public release of DoD information.

d. Garrison personnel can request IEW account access by submitting through their GWM an HQ IMCOM PA provided DD2875, which contains IEW-specific requirements, and documentation of required Army training. The required DD2875 is available from HQ IMCOM PA.

e. HQ IMCOM PA is the only authority to create, activate, re-activate, deactivate, and grant accounts.

f. Only government issued email addresses are authorized for conducting government business. Use of a private address is grounds for deactivation.

g. IEW user accounts will not be shared. Individuals will use only their own account. If an account is shared, the account will be deactivated.

h. Any IEW user found to abuse their role and access, and the IEW User Policy, can be deactivated.

i. HQ IMCOM PA will determine the installation offices, units, tenants, and groups that will have access to the IEW.

j. HQ IMCOM PA will implement the use of five standard IEW roles and the permission sets for each of those five roles.

k. All IEW users will have, based on training documentation provided and as determined by HQ IMCOM PA, one of the following five standard roles and the permissions sets for those roles: Text Contributor, Page Contributor, Page Manager, Site Manager, or Garrison Web Manager.

(1) A Text Contributor has limited access to a page or a section of a page and can update but not publish only as instructed by a specified Site Manager or Page Manager.

(2) A Page Contributor can add, edit, rearrange and in other ways prepare a page or section for publication, but cannot publish to the live web or upload files.

AMIM-PA (25-1fffff)

SUBJECT: Policy Memorandum – IMCOM Enterprise Web (IEW) User Policy

(3) A Page Manager can edit, add, remove, and publish content, and upload files within a section or subsection of the site dedicated to a garrison office or a tenant. If multiple sub-sections need to have their own editors, the Page Manager of the parent section can have the same permissions for its subsections even if the subsections have dedicated Page Managers.

(4) A Site Manager can edit add, remove, and publish content, and upload files, throughout the installation site.

(5) Garrison Web Manager duties are described in 4b, 4c, and 4d.

I. Those requesting IEW access must provide a completed HQ IMCOM PA provided DD2875, DoD Cyber Awareness Challenge Training certificate less than 365 days old, and a Personally Identifiable Information training certificate.

(1) A Text Contributor provides no additional documentation. However, the DD2875 must be signed by the GWM, Site Manager or Page Manager in Part II, block 13 and they are responsible for all the Text Contributor's postings.

(2) A Page Contributor is required to provide a certificate from an HQ IMCOM PA specified online web content and OPSEC course.

(3) A Page Manager holds a certificate from OPSEC Level II; or is an experienced, advanced public affairs professional, GS-1035/1082 or 46A/Z; or has completed specified courses from the National Center for Security and Counterterrorism (NCSC). Page Manager is one of three persons that can sign the Text Contributor's DD2875 and would be held responsible for all the Text Contributor's postings.

(4) A Site Manager is trained and functioning as a GS1035/1082 or 46A/Z. Site Manager is one of three persons that can sign the Text Contributor's DD2875 and would be held responsible for all the Text Contributor's postings.

(5) The GWM must have an appointment memorandum from the Garrison Commander/Manager, plus meet Site Manager training requirements. The GWM is one of three persons that can sign the Text Contributor's DD2875 and would be held responsible for all the Text Contributor's postings.

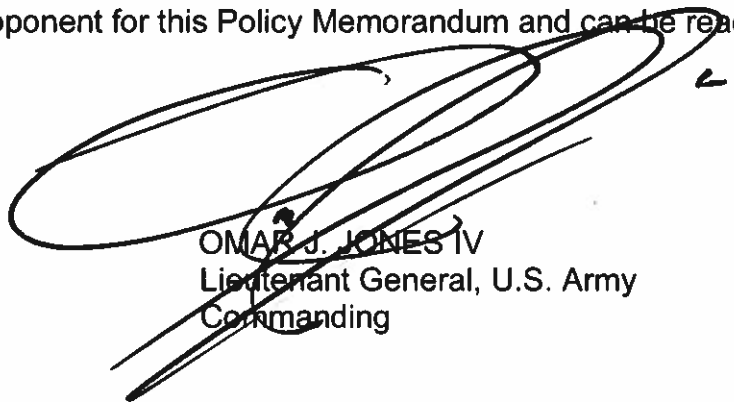
m. IEW accounts without current HQ IMCOM PA authorization will be deactivated.

AMIM-PA (25-1ffff)

SUBJECT: Policy Memorandum – IMCOM Enterprise Web (IEW) User Policy

5. This policy is in effect until superseded, rescinded, or changed by Command

6. HQ IMCOM PAO is the proponent for this Policy Memorandum and can be reached at (210) 466-0133.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines, positioned over the typed name and title of Omar J. Jones IV.

OMAR J. JONES IV  
Lieutenant General, U.S. Army  
Commanding

**DISTRIBUTION:**

- IMCOM Directorate-Europe
- IMCOM Directorate-Pacific
- IMCOM Directorate-Readiness
- IMCOM Directorate-Sustainment
- IMCOM Directorate-Training
- U.S. Army Environmental Command
- Commanders/Managers, U.S. Army Garrisons