



DEPARTMENT OF THE NAVY
HELICOPTER SEA COMBAT SQUADRON TWO-FIVE
UNIT 14052 BOX 51
APO AP 96543-4052

Canc frp: Sep 20

HSC25NOTE 2000
N00

HELSEACOMBATRON TWO FIVE NOTICE 2000

From: Commanding Officer, Helicopter Sea Combat Squadron TWO FIVE

Subj: HELICOPTER SEA COMBAT SQUADRON TWO FIVE PUBLICLY ACCESSIBLE
WEBSITE CHANGE/UPDATE APPROVAL PROCESS POLICY

Ref: (a) SECNAVINST 5720.47B

1. Purpose. To issue policy and procedures governing the management, change, and/or update of Helicopter Sea Combat Squadron TWO FIVE (HSC-25) publicly accessible website (<https://www.hsc25.navy.mil>) in accordance with reference (a).

2. Applicability. This policy applies to HSC-25's publicly accessible website used for conducting official government business in support of HSC-25 programs.

3. Policy

a. HSC-25 personnel filling the positions of Command Webmaster, Command Public Affairs Officer (PAO), and Command Master Chief (CMC) are authorized to approve change(s) to the content on the HSC-25 publicly accessible website.

b. The following steps are the actions to be taken to make change(s) or update(s) to the HSC-25 publicly accessible website:

(1) HSC-25 personnel will present the requested change(s) or update(s) to the Command Webmaster.

(2) Command Webmaster will create a draft of the webpage(s) that include the change(s) or update(s), then route the drafted webpage(s) to PAO for approval.

(3) PAO will make any changes as necessary, approve, and notify the Command Webmaster.

(4) After the Command Webmaster receives approval from the PAO, Command Webmaster will then route it to CMC for final approval.

(5) CMC will make any changes as necessary, approve, and notify the Command Webmaster if approved.

(6) After the Command Webmaster receives approval from CMC, Command Webmaster will upload the change(s) or update(s) to the HSC-25 publicly accessible website.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1.
5. Cancellation Contingency. This notice is in effect until 30 Sep 2020 or until it is superseded by another notice, whichever occurs first.



F. M. LOFORTI

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via HSC-25 Share Portal Web site, <https://cpf.navy.deps.mil/sites/cnap-mds2/CHSCWP/HSC25/default.aspx>