



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5239.2
N098
14 June 2005

OPNAV INSTRUCTION 5239.2

From: Chief of Naval Operations

To: All Ships and Stations

Subj: NAVY DOMAIN NAME SYSTEM CONVENTION

Ref: (a) DDS DISN MGT Bulletin 9605, Policy Governing Domain Registration in the ".mil" Domain
(b) Internet RFC 1032, Domain Administrators Guide
(c) Internet RFC 1034, Domain Concepts and Facilities, (STD0013)
(d) Internet RFC 1035, Domain Names - Implementation and Specification, (STD0013)
(e) Internet RFC 1591, Domain Name System Structure and Delegation
(f) Internet RFC 1956, Registration in the MIL Domain
(g) NTP 3 (J) Naval Telecommunications Procedure

Encl: (1) Navy Domain Administrator POC Information
(2) Registration Instructions for Navy.mil Domains
(3) Registration Instructions for Navy.mil Hosts
(4) Registration Instructions for Navy.mil Networks
(5) Other Registration Instructions, Procedures, and Authorities

1. Purpose. This document provides the policy for domain name establishment and use within the Navy as well as registration with the Department of Defense Network Information Center. This policy shall apply to all networks of which the Navy utilizes IP service.

2. Conventions:

a. References (a) through (f) apply to mandatory conventions for domain names based on Internet common conventions.

(1) All domain names must start with an alphabetic character. Numerics are allowed within names.

(2) All domain names for navy ships/shore and mobile activities/program of record systems or special projects shall be appropriate and easily recognizable. They shall be based on the guidance and examples provided in this instruction. For example, the following is a proper Fully Qualified Domain Name (FQDN) character string: spruance.navy.mil.

(3) The "." (dot or period) symbol is the separator between elements of the domain name.

(4) The "-" (hyphen) symbol is used within domain names instead of spaces. Spaces or blanks are not allowed in any part of the domain name. The underscore symbol "_" shall also not be used. For example, the FQDN for the warship, USS THE SULLIVANS, would be: the-sullivans.navy.mil. Likewise, USS KEY WEST would be: key-west.navy.mil.

(5) Character case is not significant. It makes no difference in the Domain Name System (DNS) whether characters are upper or lower case.

(6) Domain/system name maximum length is 55 characters, but it is recommended to limit these names to not more than 12 characters.

b. When seeking to register a FQDN, Navy organizations shall be in compliance with reference (g) and adhere to the following guidelines:

(1) The Navy and Marine Corps Intranet (NMCI) network will use the second level domains navy.mil and navy.smil.mil. The BLII OCONUS network shall use its currently authorized domain name assignments. If future requirements dictate that either network needs to add additional domain names, the new names will be sub-domains of the network's existing naming scheme.

(2) For surface ships, the ship name will be the primary DNS name for the ship's operational network. Hull type and number will be used as a secondary DNS name. Nationality indicators such as "USS" will not be a part of the domain name except as noted in sub-paragraph (2)(c) below. It should be noted that the installation guide for contractors requires the ship hull number to be the primary domain name prior to the network going operational. Once this name is established, an alias (or CNAME entry) is made in the ships DNS configuration for the ship name allowing both name and hull number to be used.

(a) In the case of ships named for individuals, only the last name of the individual will be used. For example, USS DWIGHT D. EISENHOWER will use the domain name "eisenhower".

(b) In the case of ships with multiple word names, a hyphen ("-") will replace all spaces between the words. For example, the USS PHILLIPINE SEA will use the domain name "phillipine-sea".

(c) In the case of a U.S. Coast Guard ship being supported by the Navy, the nationality indicator shall be used to separate and identify these supported units. The identifier "CGC" (Coast Guard Cutter) shall precede the ship name. For example, U.S. COAST GUARD CUTTER GALLATIN will use the domain name "cgcgallatin".

(3) For submarines, this same naming standard as used for surface ships will apply. For example, the USS LOS ANGELES will use the domain name "los-angeles". Its hull number, SSN688, may also be used. Hence, names los-angeles.navy.mil or ssn688.navy.mil are acceptable.

(4) For all afloat vessels, whenever "Mount", "Saint", "Point", or "Fort", is part of the unit name, they shall not be abbreviated and the unit name shall be spelled out in its entirety with a hyphen separating each segment of the vessel name. For example, the USS FORT MCHENRY will use the domain name "fort-mchenry".

(5) For mobile activities, compressed command acronyms (i.e. the first letter of each word in command name) and any appropriate numeric designator (i.e., use numeric 1, not ONE) will be primary DNS name. For example, the Commander Task Force 76 will use the domain name "ctf76". NOTE: For some numbered mobile units an alternative approach may be used in such that the name fits accordingly and is commonly recognized in standard naval publications such as reference (g). For example, Commander Amphibious Group 3 shall use domain name "cpg3" vice "cag3". Other exceptions where a unit or command may find need for this alternate approach will be considered on a case basis.

(6) For the numbered Fleet Commander, the command domain name shall be spelled out or phonetically shortened, but not both. For example, Commander Second Fleet may use either "c2f," or "secondflt".

(7) Any command with a letter designation in its title shall, in each instance, phonetically spell out those letters. For example, Mobile Communications Command Delta will use domain name "mocc-delta", where the letter designation shall be spelled out.

(8) For other shore commands, compressed acronyms and/or any letter combination can be used to identify the activity so long as it is conducive to the command name and meets the common long or short title of the command. Note: only one domain name selection per command will be accepted.

(a) There are instances where one logical domain name would fit the command. For example, Fleet Information Warfare Center would use the domain name "fiwc".

(b) There are also instances where several different acronym/letter combinations will suit a command domain name. For example, the Department of the Navy Office of the General Counsel could use any of the following domain names: "gc," "ogc," "dongc" or "donogc". In a case such as this, it is up to the command to decide which domain name to register. Most choose to follow the internet standard and use the shortest name possible, as outlined in reference (b), though it is only a recommendation as the most precise name for command identity should be used.

(9) For Program of Record Systems (PORs), the domain name selection must either state the POR by full name, using hyphens to separate words if necessary, or, by a careful selection of letter combinations to create an acronym that clearly identifies the POR name. For example, the domain name for Defense Message System would be "dms". When a system using DNS is being hosted or housed among multiple sites around the globe, then each site using a domain name for the POR should identify itself by POR name and location. For example, if Defense Message System has a POR suite installed in Guam, then the domain name "dms-guam" would be appropriate.

(10) Domain name requests for a shore facility where the name is nothing more than that of a city, or state will not be approved. Only afloat units named after cities and states may use those domain names.

(11) All Navy entities shall abide by the guidelines set forth in this document. This shall include any command, project,

or network where segments are being added, expanded or downsized, regionalized or repurposed. In such cases where new domain names are being assigned in the place of old ones, the original names will be given a time line for deletion. Alternatively the new segments may be assigned as a sub-domain of the original domain name. Any requests for a new domain name shall meet the guidelines set forth in this document. Only one domain name will be issued for any new network or project.

(12) Domain name requests for individual command departments, divisions, or codes will not be approved. These should be assigned sub-domain names and should be handled within the previously established domain structure of the command.

(13) Domain name requests for specially funded or contracted projects of any individual command will not be approved. These projects shall use sub-domain names of the command domain. The only exception will be the request of a domain name that has the support of a validated CNO requirement or has a need based on a federal mandate.

(14) Domain name requests for Navy related Associations, Societies, Leagues, Organizations, Franchises, Memberships, Clubs, or Federally Chartered, not for profit or for profit entities, are not authorized for domain namespace under navy.mil. Examples of organizations not authorized to have navy.mil addresses include: The Navy Mustangs, Naval Sea Cadets, ROTCs and JROTCs.

(15) Any domain name needed for a command contracted or out-sourced project or requirement, as well as any validated CNO requirement or federal mandate, shall be approved by the Navy Domain Administrator prior to configuring or installing any equipment or prior to the advertisement of any domain name for said project. This is to prevent the need for costly changes in the event the requested domain name does not meet all pertinent requirements.

3. Registration. Domain requests that meet the guidelines of this instruction will be registered with the DOD Network Information Center (NIC) or the SIPRNET Support Center (SSC) through the Navy Domain Administrator per reference (a). Refer to enclosure (1) for current POC information. Procedures for registering domains are outlined in enclosure (2). The following requirements pertain to domain registration process:

a. With the exception of the afloat unit hull number domain, all initial sub-domains under the navy domain will be registered. Likewise, sub-domains on the NATO, COWAN, or SCI networks will be registered once upper level domain managers establish a formal registration process.

b. All sub-domains under the navy domain, on any network, must have a minimum of two DNS servers.

c. The networks on which the DNS servers are located must have Inverse Addressing (Internet-address) service.

d. These servers must be registered at the DOD NIC or SSC.

e. Enclosures (2) through (5) provide guidelines and instructions for registering .MIL Domains, Hosts, Users, Networks, and Dial-in access utilizing the Registration Templates provided on the DOD NIC and SSC web pages at www.nic.mil and www.ssc.smil.mil.

f. The navy network registration process is maintained at the SPAWAR Systems Center Charleston Pensacola Office. Navy network requests are found at [http://www.netreg.navy.\(smil.\)mil/](http://www.netreg.navy.(smil.)mil/).

g. All registration template requests will be acknowledged upon receipt. Completed template requests are a prerequisite to authorization. Each request shall be directed to the authoritative POC for review of necessity and accuracy prior to approval.

4. Responsibilities and Management

a. With the exception of a User Registration, all other registration types are required to have a minimum of two points of contact (POC). Those POCs are responsible for ensuring their networks, hosts and domains are in compliance with all DOD, DISA, and DON directives, policies, guidelines and procedures. It is also their responsibility to know where this information is located and ensure registration information be kept accurate and up to date.

b. All POC and registration information can be found within the "Who is" database on the DOD NIC and SIPRNET Support Center websites. All requests for, modifications or changes to, or deletions of any registered entity will be done using the Registration Templates found on these websites. These templates shall be forwarded to the Navy Domain Administrator management office via email.



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Distribution:
Electronic only, via Navy Directives Web site
<http://neds.daps.dla.mil>

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Navy Domain Administrator POC Information

NAVY.MIL / NAVY.SMIL.MIL

Navy ([NAVY-DOM](#))

NCTAMS LANT DET HAMPTON ROADS
7927 Ingersol St.
Norfolk, VA 23551

Domain Name: NAVY.MIL / NAVY.SMIL.MIL
PLA: [None specified]

Technical Contact:

Navy Domain Administrator - Technical Contact ([TEC2](#))
(757) 836-5004 (DSN) 836-5700 (FAX)(757) 836-5003
HOSTMASTER@POP1.UAR.NAVY.MIL, CLYBURNT@POP1.UAR.NAVY.MIL
HOSTMASTER@POP1.UAR.NAVY.SMIL.MIL,
CLYBURNT@POP1.UAR.NAVY.SMIL.MIL

Administrative Contact:

Navy Domain Administrator - Administrative Contact ([SCH](#))
(757) 836-5004 (DSN) 836-5700 (FAX)(757) 836-5003
HOSTMASTER@POP1.UAR.NAVY.MIL, HANSONS@POP1.UAR.NAVY.MIL
HOSTMASTER@POP1.UAR.NAVY.SMIL.MIL,
SHANSON@POP1.UAR.NAVY.SMIL.MIL

Enclosure (1)

Registration Instructions for Navy.mil Domains

DOMAIN Registrations within the Navy domain [5/03]

NOTE

This template is intended for registering domains in the NAVY.MIL domain only. If you desire to register a domain in another top level domain (EDU, COM, GOV, NET, ORG, etc) then contact HOSTMASTER@INTERNIC.NET, or Hostmaster@nic.mil for a top level military domain other than Navy. SIPRNET domain registration procedures require the same information utilizing SMIL.MIL in the naming convention and are found on the SIPRNET Support Center (SSC) website: www.ssc.smil.mil.

The Navy uses the DOD NIC website for obtaining documentation and registration templates because the process is already defined and is made available to all of DOD. This is the only site for registration of domains on DOD (.)mil networks and the database software is pre-formatted. This file contains instructions for registering a NIPRNET DOMAIN and defines the acceptable formats for each template. A copy of this DOMAIN template can be obtained electronically by contacting the Navy Domain Administrator at: hostmaster@pop1.uar.navy.mil or download via web from <http://www.uar.navy.mil> and click Navy DNS, Domain Registration.

The first and preferred method, and the most efficient way to obtain and complete the template is to connect to the DOD NIC website and using the Interactive form. The URL is "<http://www.nic.mil/>"; click Registration Templates; click Domain; click Interactive Form.

NOTE: You will not be granted access unless you are using a NIPRNET Military or Government connected system.

This file contains four sections, as follows:

A. GENERAL INSTRUCTIONS

DO NOT ALTER THE TEMPLATE IN ANY WAY. It is in a format that can be parsed by the NIC's registration software. Any alteration may

result in a corrupt database entry and delay the registration process.

*Note: For new domain requests, blocks 6A and 6B MUST be filled in.

When using the interactive form and you reach Step 7, Return email address, fill in your email address "IF" you have a valid working .mil or .gov address. You will then receive the template from the webpage, forward it to the Navy DNS Administrator. If you do not have a .mil or .gov email address, fill in hostmaster@pop1.uar.navy.mil in Step 7.

Forward all NIPRNET domain registration data via email directly to HOSTMASTER@POP1.UAR.NAVY.MIL
You may address questions to the same mailbox or you may call the NAVY DNS Administrator Help Desk at DSN (312) 836-5700, Comrl Area Code (757) 836-5700 for assistance. Registrations will be processed within three working days of receipt if all data is included and there are no problems with the information you have supplied. It will then be forwarded to the DOD NIC for registration.

B. LINE BY LINE INSTRUCTIONS OF HOW TO REGISTER A DOMAIN

Section 1 - Domain Information

Following the colon, place the character "N" (for the word NEW) to indicate a NEW Domain registration, the character "D" (for the word DELETE) to delete a Domain Name, or the character "M" (for the word MODIFY) to modify an existing registered Domain Name area.

Please refer to the main text of this Navy Policy for guidance in selecting a domain name.

Indicate the Service, Unified or Specified Command, DOD Operating Agency or non-DOD US Government Agency affiliation (for a valid list of agencies, please refer to the service-agencies.txt located in the NIC's netinfo directory). Navy shall use "Navy".

Section 2 - Organization Information

Enclosure (2)

List the name, mailing address and AUTODIN Plain Language Address (PLA) of the organization responsible for establishing the domain.

Section 3 - Technical Contact

The Technical Contact is the person responsible for the technical aspects of maintaining the DOMAIN. This person may be military personnel, a government employee, or a defense contractor, and is the contact point for problems with the autonomous system and for updating information about the autonomous system. Also, the Technical Contact should be able to answer any utilization questions.

Each person in the WHOIS database is assigned a handle - a unique tag consisting of the person's initials and a serial number. This tag is used in an individual's record in the database or to indicate a technical contact for a network, domain, or other entity. A NIPRNET user's handle will be referred to as a "NIC handle", while a SIPRNET user's handle will be referred to as a "SSC handle".

If the Technical Contact's NIC Handle is unknown, please check the WHOIS database to see if this person is already registered and has a handle. If the Technical Contact is not registered, please leave question 3A blank.

When completing questions 3G through 3L, place the mailing address, city, state, and zip code on separate lines. Do not insert a period following the state abbreviation. For example:

3F. Organization Name.....: DOD NIC
3G. Address Line 1.....: 7990 Boeing Court
3H. Address Line 2.....: MS CV-50
3I. Address Line 3.....:
3J. City or APO or FPO....: Vienna
3K. State or APO/FPO Code.: VA
3L. Zip Code.....: 22183

OR

3F. Organization Name.....: HQ USEUCOM/ECJ6-N
3G. Address Line 1.....: Unit 30400
3H. Address Line 2.....: Box 1000
3I. Address Line 3.....:

Enclosure (2)

3J. City or APO or FPO....: APO
3K. State or APO/FPO Code.: AE
3L. Zip Code.....: 09128

All Technical Contact's must list a commercial phone number. They must also have an e-mail address on a NIPRNET e-mail host that is registered in the NIC's WHOIS database.

Section 4 - Administrative Contact (Military Personnel or Government Employee Only)

This person answers administrative and policy questions, and can fill-in for the Technical Contact in his/her absence. This person may be military personnel, or a government employee, but CANNOT be a defense contractor. Please indicate in line 4E your title, rank, or civil service grade. See instructions directly above (Section 3) for guidance in completing the Administrative Contact information.

Section 5 - Nameserver Information

Domains MUST have at least two independent servers for translating names to addresses for hosts in the domain. The servers should be in physically separate locations and on different networks if possible. You have the option of listing 4 additional name servers if desired. PLEASE BE ADVISED THAT BOTH DOMAIN NAMESERVERS MUST BE REGISTERED IN THE WHOIS DATABASE BEFORE SUBMITTING THE DOMAIN TEMPLATE. This can be accomplished by completing a DISN-HOST-TEMPLATE for each nameserver. At this time, you will be assigned a host handle.

Section 6 - Domain Justification (Free Form Section)

To assist you in determining your qualification to establish a new Third Level Navy Domain, you MUST meet the requirements outlined in the Navy's Domain Name Convention Policy. Please read this policy before submitting your request. Upon receipt of your request, if there are no errors with the template and you have provided your justification for a Third Level Navy Domain, as well as your organizational Charter, and your request meets the specifications on naval governing policy, the request will be approved and forwarded to the DOD NIC for registration.

Enclosure (2)

C. SAMPLE TEMPLATE (NOT TO BE USED FOR SUBMISSION)

Domain Name Registration Template v1.1 5/98

Do Not Change Format! | Enter Data Here

DOMAIN INFORMATION

+ 1A. (N)ew (M)odify (D)elete. : N
+ 1B. Domain Name..... : NEW.NAVY.MIL
1C. Service or Agency..... : NAVY
1D. Use Name for MX (Y/N)... : Y

ORGANIZATION INFORMATION

2A. Organization Name..... : Your Command Name
2B. Address Line 1..... : 7990 Boeing Court
2C. Address Line 2..... : MS CV-50
2D. Address Line 3..... :
2E. City or APO or FPO..... : Vienna
2F. State or APO/FPO Code.... : VA
2G. Zip Code..... : 22183-7000
2H. AUTODIN PLA..... : YOURCOMMAND WASHINGTON

DC//D3//

TECHNICAL CONTACT

3A. NIC Handle..... : PEB38

NAME INFORMATION

3B. Last Name..... :
3C. First Name..... :
3D. Middle Initial..... :
3E. Title/Rank..... :

ADDRESS INFORMATION

3F. Organization Name..... :
3G. Address Line 1..... :
3H. Address Line 2..... :
3I. Address Line 3..... :
3J. City or APO or FPO..... :
3K. State or APO/FPO Code.... :
3L. Zip Code..... :

PHONE INFORMATION

3M. Commercial Phone..... :
3N. DSN Phone..... :

Enclosure (2)

30. Fax Phone.....:

E-MAIL INFORMATION

3P. E-mail Address.....:

ADMINISTRATIVE CONTACT (Military Personnel or Government Employee Only)

4A. NIC Handle.....: <--- *NO* Handle

NAME INFORMATION for a NEW user!

4B. Last Name.....: Armstrong
4C. First Name.....: Neil
4D. Middle Initial.....: NMI
4E. Title/Rank.....:

ADDRESS INFORMATION

4F. Organization Name..... : Command where this person works
4G. Address Line 1..... : 7990 Boeing Court
4H. Address Line 2..... : MS CV-50
4I. Address Line 3..... :
4J. City or APO or FPO..... : Vienna
4K. State or APO/FPO Code.. : VA
4L. Zip Code..... : 22183-7000

PHONE INFORMATION

4M. Commercial Phone.....: 800 582-2567
4N. DSN Phone.....:
4O. Fax Phone.....:

E-MAIL INFORMATION

4P. E-mail Address.....: armstrong@rocket.disa.mil

NAMESERVER INFORMATION

PRIMARY NAME SERVER

5A. Server Hostname.....: ns1.rocket.disa.mil
5B. Server Netaddress.....: 192.112.36.254

SECONDARY NAME SERVER

5C. Server Hostname.....: ns2.rocket.disa.mil
5D. Server Netaddress.....: 192.112.36.253

ADDITIONAL NAME SERVERS (OPTIONAL)

5E. Server Hostname.....: ns3.rocket.disa.mil
5F. Server Netaddress.....: 192.112.36.252
5G. Server Hostname.....:
5H. Server Netaddress.....:
5I. Server Hostname.....:
5J. Server Netaddress.....:

Enclosure (2)

5K. Server Hostname.....:
5L. Server Netaddress.....:
DOMAIN JUSTIFICATION (Free Form Section)
6A. Purpose of Domain.....: This domain is being used as
an example for the domain registration template.
6B. Supporting Justification..: Supporting Justification is
required for all third level domains on the NIPRNET, or fourth
level domains on the SIPRNET.

D. BLANK TEMPLATE (Use this section for template submission
"ONLY when interactive form is inaccessible")

DISN Domain Name Registration Template v1.1 5/98

Do Not Change Format! | Enter Data Here

DOMAIN INFORMATION

+ 1A. (N)ew (M)odify (D)elete...:
+ 1B. Domain Name.....:
1C. Service or Agency.....:
1D. Use Name for MX (Y/N).....:

ORGANIZATION INFORMATION

2A. Organization Name.....:
2B. Address Line 1.....:
2C. Address Line 2.....:
2D. Address Line 3.....:
2E. City or APO or FPO.....:
2F. State or APO/FPO Code.....:
2G. Zip Code.....:
2H. AUTODIN PLA.....:

TECHNICAL CONTACT

3A. NIC Handle.....:

NAME INFORMATION

3B. Last Name.....:
3C. First Name.....:
3D. Middle Initial.....:
3E. Title/Rank.....:

ADDRESS INFORMATION

3F. Organization Name.....:
3G. Address Line 1.....:

Enclosure (2)

3H. Address Line 2.....:
3I. Address Line 3.....:
3J. City or APO or FPO.....:
3K. State or APO/FPO Code.....:
3L. Zip Code.....:

PHONE INFORMATION

3M. Commercial Phone.....:
3N. DSN Phone.....:
3O. Fax Phone.....:

E-MAIL INFORMATION

3P. E-mail Address.....:

ADMINISTRATIVE CONTACT (Military Personnel or Government Employee
Only)

4A. NIC Handle.....:

NAME INFORMATION

4B. Last Name.....:
4C. First Name.....:
4D. Middle Initial.....:
4E. Title/Rank.....:

ADDRESS INFORMATION

4F. Organization Name.....:
4G. Address Line 1.....:
4H. Address Line 2.....:
4I. Address Line 3.....:
4J. City or APO or FPO.....:
4K. State or APO/FPO Code.....:
4L. Zip Code.....:

PHONE INFORMATION

4M. Commercial Phone.....:
4N. DSN Phone.....:
4O. Fax Phone.....:

E-MAIL INFORMATION

4P. E-mail Address.....:

NAMESERVER INFORMATION

PRIMARY NAME SERVER

5A. Server Hostname.....:
5B. Server Netaddress.....:

SECONDARY NAME SERVER

- 5C. Server Hostname.....:
- 5D. Server Netaddress.....:

ADDITIONAL NAME SERVERS (OPTIONAL)

- 5E. Server Hostname.....:
- 5F. Server Netaddress.....:
- 5G. Server Hostname.....:
- 5H. Server Netaddress.....:
- 5I. Server Hostname.....:
- 5J. Server Netaddress.....:
- 5K. Server Hostname.....:
- 5L. Server Netaddress.....:

DOMAIN JUSTIFICATION (Free Form Section)

(IF YOU ARE REQUESTING A THIRD LEVEL DOMAIN, PLEASE READ & FOLLOW THE INSTRUCTIONS ABOVE)

- 6A. Purpose of Domain.....:
- 6B. Supporting Justification..:

Registration Instructions for Navy.mil Hosts

HOST Registrations within the Navy domain

[5/03]

NOTE

This template is intended for registering hosts in the NAVY.MIL Host only. If you desire to register a host in another top level Host (EDU, COM, GOV, NET, ORG, etc) then contact HOSTMASTER@INTERNIC.NET or Hostmaster@nic.mil for a top level military domain other than Navy. SIPRNET domain registration procedures require the same information utilizing SMIL.MIL in the naming convention and are found on the SIPRNET Support Center (SSC) website: www.ssc.smil.mil

The Navy uses the DOD NIC website for obtaining documentation and registration templates because the process is already defined and is made available to all of DOD. This is the only site for registration of hosts on DOD (.)mil networks and the database software is preformatted. This file contains instructions for registering a NIPRNET HOST and defines the acceptable formats for each template. A copy of this HOST template can be obtained electronically by contacting the Navy Domain Administrator at: hostmaster@pop1.uar.navy.mil or download via web at <http://www.uar.navy.mil> and click Navy DNS, Host Registration.

The most efficient way to obtain and complete the template is to connect to the DOD NIC website and using the Interactive form. The URL is "<http://www.nic.mil>"; click Registration Templates; click Host; click Interactive Form.

NOTE: You will not be granted access unless you are using a NIPRNET Military or Government connected system.

This file contains four sections, as follows:

A. GENERAL INSTRUCTIONS

DO NOT ALTER THE TEMPLATE IN ANY WAY. It is in a format that can be parsed by the NIC's registration software. Any alteration may result in a corrupt database entry and delay the registration process. When using the interactive form and you reach Step 6, Return email address, fill in your email address "IF" you have a valid working .mil or .gov address. You will then receive the

Enclosure (3)

template from the webpage, forward it to the Navy DNS Administrator. If you do not have a .mil or .gov email address then fill in `hostmaster@pop1.uar.navy.mil` in Step 6.

Forward all NIPRNET host registration data via email directly to HOSTMASTER@POP1.UAR.NAVY.MIL. You may address questions to the same mailbox or you may call the NAVY Domain Administrator Help Desk at DSN (312) 836-5700, Comrl Area Code (757) 836-5700 for assistance. Registrations will be processed within three working days of receipt if all data is included and there are no problems with the information you have supplied. It will then be forwarded to the DOD NIC for registration.

B. LINE BY LINE INSTRUCTIONS OF HOW TO REGISTER A HOST

+ H1A. NIC Handle.....:

Required only for MODIFICATIONS/DELETIONS. DO NOT include a handle when you are registering a new site/host. The NIC registration software automatically generates a handle for all host records that are newly added to the database.

Example: NM-HST (NIC handle for host NIC.MIL)

+ H1B. Action Type.....:

N = NEW
M = MODIFY
D = DELETE (See Instructions)

Line H1B MUST contain an N, M or D. It CANNOT be left blank.

To register a new host, type the letter 'N' on line H1B of the host registration template.

To modify a registered host, type the letter 'M' on line C1B of the host registration template.

To delete a host registration, lines H1A, H1B, H2A & H4A MUST be filled out.

HOST INFORMATION

+ H2A. Host Name.....:

Field is required. Enter the appropriate fully qualified host name (FQHN) for host you are registering for your site.

Enclosure (3)

H2B. Sponsoring Agency.....:

Indicate the Service, Unified or Specified Command, DOD operating Agency, or non-DOD Agency of the US government that you are affiliated with. (For a valid list of agencies, please refer to the service-agencies.txt located in the netinfo directory). Navy will fill in "Navy".

Example: AF for Air Force, NAVY for Navy, etc. etc.

NICKNAMES

- H3A. Nickname 1.....:
- H3B. Nickname 2.....:
- H3C. Nickname 3.....:

Optional entries. Do NOT confuse the Nickname with the automatically generated NIC Handle. You may suggest any unique Nickname for your site. The Nickname must be in complete FQDN (fully qualified domain name) format.

Example: HOUSTON.NIC.MIL

1. If you already have registered nicknames and leave ALL nickname fields blank on the template, the result will be all nicknames in the database will be unchanged.

2. If you have one or more nicknames on a template, the NIC software will delete what's in the database, and replace it with what is on the template (i.e., if you originally had two nicknames, and you wish to add a third, remember to include all three on the template). The result of just entering the new nickname only would mean the deletion of the two existing nicknames.

IP ADDRESS INFORMATION

- H4A. Primary IP Address.....:

Required for every new host added to the database; Entry must be in dotted decimal format.

Example: 207.132.116.5
COMNAVNETWARCOMINST 5239.2

- H4B. Alternate IP Address 1..:

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- H4C. Alternate IP Address 2..:
- H4D. Alternate IP Address 3..:

Optional entries for sites that have alternate IP addresses.
Enter as many as applicable, up to a maximum of three.

1. If you already have registered alternate IP addresses and leave ALL alternate IP addresses blank on the template, the result will be all Alternate IP Addresses in the database will be unchanged.
2. If you have one or more alternate IP addresses on a template, the NIC software will delete what's in the database, and replace it with what's on the template (i.e., if you originally had two alternate IP addresses, and you wish to add a third, remember to include all three on the template). The result of just entering the new alternate IP address only would mean the deletion of the two existing nicknames.

ROLE E-MAIL ADDRESS

- H4E. Role E-mail Address.....:

Optional entry for designating a role e-mail that can be used for directing communications to your organization. This is normally a permanent mailbox associated with your site. Use the standard mailbox format with the "@" sign separating role name from hostname. Hostname must be that of a host registered in the NIC's WHOIS database.

Example: postmaster@NIC.MIL (EMAIL HOST MUST BE REGISTERED
IN NIC DATABASE)

PHYSICAL LOCATION

- H5A. Organization Name.....:

Enter the name of the organization that is registering the node.

Example: 5th Signal Command

- H5B. Address Line 1.....:
- H5C. Address Line 2.....:
- H5D. Address Line 3.....:
- H5E. Address Line 4.....:

At least one line of address information is required. This address is the physical location of the host. Enter as many lines as necessary, up to maximum of four (4).

H5F. City or APO/FPO.....:

Enter the city or APO/FPO for the physical location of host.

H5G. State or APO/FPO Code...:

Enter the standard two-letter state abbreviation or the appropriate two-letter APO/FPO code.

H5H. AUTODIN PLA.....:

Enter the AUTODIN Plain Language Address (PLA) of the organization responsible for the host being registered. (This is required information for all new host registrations)

PRIMARY POINT OF CONTACT INFORMATION

All hosts MUST have two registered Points of Contacts (POC). If the POC is currently registered with the NIC, include the POC's NIC HANDLE and any information that needs to be updated. If the POC is not already registered in the NIC's WHOIS database, please provide complete information. This information will be added to the database, and the individual will be designated as a Point of Contact for any questions regarding the registered host.

H6A. NIC Handle..... :

Required only for UPDATES and DELETES. DO NOT include a handle when you are registering a new user. The registration software automatically generates a handle for all user records that are newly added to the database.

Example: RM64 (handle for NIC.MIL user)

NAME INFORMATION

- H6B. Last Name.....:
- H6C. First Name.....:
- H6D. Middle Initial.....:
- H6E. Name Suffix.....:
- H6F. Title/Rank.....:

Last name, first name, and middle initial are required. If the individual does not have a middle initial use "NMI". Use the Name Suffix line for identifiers such Jr., Sr., II, III, etc. Use the Title/Rank line for military rank or civilian grade. Do not use military pay grades.

ADDRESS INFORMATION

- H6G. Address Line 1.....:
- H6H. Address Line 2.....:
- H6I. Address Line 3.....:
- H6J. Address Line 4.....:

At least one line of address information is required. This address is the U.S. Postal address for correspondence intended for the user. Enter as many lines as necessary, up to maximum of four (4).

- H6K. City or APO/FPO.....:

Enter the city name if the user is located in the United States; otherwise enter "APO" or "FPO".

- H6L. State or APO/FPO Code...:

Enter the standard two-letter state abbreviation or the appropriate two-letter APO/FPO code.

- H6M. Zip Code.....:

Enter either a five or nine digit zip code.

PHONE INFORMATION

- H6N. Commercial Phone.....:
- H6O. Commercial Phone Extension.:
- H6P. DSN Phone.....:
- H6Q. DSN Phone Extension.....:
- H6R. Fax Phone.....:

Each user MUST provide at least one phone number. If you have no commercial phone number, you must provide your DSN phone number.

E-MAIL INFORMATION

- H6S. E-Mail Address.....:
- H6T. Additional E-mail Address.:

Each user MUST provide an e-mail address. This address MUST be on a host registered in the NIC database. Line H6T allows the user to list one additional e-mail address. The additional address MUST also be on a host, which is registered in the NIC database.

SECONDARY POINT OF CONTACT INFORMATION

H7A through H7T

To register an alternate point of contact, follow the instructions given above in Section H6. The procedure is identical.

C. SAMPLE TEMPLATE

DISN Host Registration Template v1.0 5/98

Do Not Change Format! | Enter Data Here

+ H1A. NIC Handle.....:
+ H1B. Action Type.....: N
N = NEW
M = MODIFY
D = DELETE (See Instructions)

HOST INFORMATION

+ H2A. Host Name.....: DMPR.AF.MIL
H2B. Sponsoring Agency.....: AF
(See Instructions)

NICKNAMES

H3A. Nickname 1.....: MAILHOST.AF.MIL
H3B. Nickname 2.....:
H3C. Nickname 3.....:

IP ADDRESS INFORMATION

H4A. Primary IP Address.....: 192.112.36.5
H4B. Alternate IP Address 1..:
H4C. Alternate IP Address 2..:
H4D. Alternate IP Address 3..:

ROLE E-MAIL ADDRESS

H4E. Role E-mail Address.....: postmaster@site.afb.af.mil

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PHYSICAL LOCATION

H5A. Organization Name.....: 99 CES
H5B. Address Line 1.....: Bldg 505
H5C. Address Line 2.....: 1st Street
H5D. Address Line 3.....:
H5E. Address Line 4.....:
H5F. City or APO/FPO.....: APO
H5G. State or APO/FPO Code...: AE
H5H. AUTODIN PLA.....: DISA WASHINGTON DC//D3//

#####

PRIMARY POC INFORMATION

H6A. NIC Handle.....:

NAME INFORMATION

H6B. Last Name.....: Allen
H6C. First Name.....: Charles
H6D. Middle Initial.....: NMI
H6E. Name Suffix.....:
H6F. Title/Rank.....: TSGT

ADDRESS INFORMATION

H6G. Address Line 1.....: Commander
H6H. Address Line 2.....: 99 CES
H6I. Address Line 3.....: P.O. Box 235
H6J. Address Line 4.....:
H6K. City or APO or FPO.....: APO
H6L. State or APO/FPO Code...: AE
H6M. Zip Code.....: 09137

PRIMARY PHONE INFORMATION

H6N. Commercial Phone.....: 011-49-711-680-7777
H6O. Commercial Phone Extension.:
H6P. DSN Phone.....: 356-7777
H6Q. DSN Phone Extension.....:
H6R. Fax Phone.....: 011-49-711-680-7631

E-MAIL INFORMATION

H6S. E-mail Address.....: charles@site.afb.af.mil
H6T. Additional E-mail Address.:

SECONDARY POC INFORMATION

H7A. NIC Handle.....: JMG

NAME INFORMATION

H7B. Last Name.....:
H7C. First Name.....:

H7D. Middle Initial.....:
H7E. Name Suffix.....:
H7F. Title/Rank.....:

ADDRESS INFORMATION

H7G. Address Line 1.....:
H7H. Address Line 2.....:
H7I. Address Line 3.....:
H7J. Address Line 4.....:
H7K. City or APO or FPO.....:
H7L. State or APO/FPO Code...:
H7M. Zip Code.....:

PRIMARY PHONE INFORMATION

H7N. Commercial Phone.....:
H7O. Commercial Phone Extension.:
H7P. DSN Phone.....:
H7Q. DSN Phone Extension.....:
H7R. Fax Phone.....:

E-MAIL INFORMATION

H7S. E-mail Address.....:
H7T. Additional E-mail Address.:

D. Blank Template (Use for Submission "ONLY when the Interactive Form is inaccessible").

DISN Host Registration Template v1.0 5/98

Do Not Change Format! | Enter Data Here

+ H1A. NIC Handle.....:
+ H1B. Action Type.....:
N = NEW
M = MODIFY
D = DELETE (See Instructions)

HOST INFORMATION

+ H2A. Host Name.....:
H2B. Sponsoring Agency.....:
(See Instructions)

NICKNAMES

H3A. Nickname 1.....:
H3B. Nickname 2.....:
H3C. Nickname 3.....:

IP ADDRESS INFORMATION

H4A. Primary IP Address.....:
H4B. Alternate IP Address 1..:
H4C. Alternate IP Address 2..:
H4D. Alternate IP Address 3..:

ROLE E-MAIL ADDRESS

H4E. Role E-mail Address.....:
#####

PHYSICAL LOCATION

H5A. Organization Name.....:
H5B. Address Line 1.....:
H5C. Address Line 2.....:
H5D. Address Line 3.....:
H5E. Address Line 4.....:
H5F. City or APO/FPO.....:
H5G. State or APO/FPO Code...:
H5H. AUTODIN PLA.....:
#####

PRIMARY POC INFORMATION

H6A. NIC Handle.....:

NAME INFORMATION

H6B. Last Name.....:
H6C. First Name.....:
H6D. Middle Initial.....:
H6E. Name Suffix.....:
H6F. Title/Rank.....:

ADDRESS INFORMATION

H6G. Address Line 1.....:
H6H. Address Line 2.....:
H6I. Address Line 3.....:
H6J. Address Line 4.....:
H6K. City or APO or FPO.....:
H6L. State or APO/FPO Code...:
H6M. Zip Code.....:

PHONE INFORMATION

H6N. Commercial Phone.....:
H6O. Commercial Phone Extension.:
H6P. DSN Phone.....:
H6Q. DSN Phone Extension.....:
H6R. Fax Phone.....:

E-MAIL INFORMATION

H6S. E-mail Address.....:
H6T. Additional E-mail Address.:

SECONDARY POC INFORMATION

H7A. NIC Handle.....:

NAME INFORMATION

H7B. Last Name.....:
H7C. First Name.....:
H7D. Middle Initial.....:
H7E. Name Suffix.....:
H7F. Title/Rank.....:

ADDRESS INFORMATION

H7G. Address Line 1.....:
H7H. Address Line 2.....:
H7I. Address Line 3.....:
H7J. Address Line 4.....:
H7K. City or APO or FPO.....:
H7L. State or APO/FPO Code...:
H7M. Zip Code.....:

PHONE INFORMATION

H7N. Commercial Phone.....:
H7O. Commercial Phone Extension.:
H7P. DSN Phone.....:
H7Q. DSN Phone Extension.....:
H7R. Fax Phone.....:

E-MAIL INFORMATION

H7S. E-mail Address.....:
H7T. Additional E-mail Address.:

Registration Instructions for Navy.mil Networks

General Information.

A. Inquiries for obtaining ATM and IP networks for navy afloat and shore-based activities should be made to SPAWAR Systems Center Charleston Pensacola office.

B. CNO (N61), Director, Information Transfer Division, has appointed **SPAWAR Systems Center Charleston Pensacola office** as the manager of official (Registered) IP and AESA Network numbers for the Navy.

C. Request Templates and Registration information can be found on the website of the authoritative POC. On NIPRNET: www.netreg.navy.mil; On SIPRNET: www.netreg.navy.smil.mil

Point of Contact Information.

SPAWAR Systems Center Charleston Pensacola
NNIC Help Desk Information
(COMM) 1-800-451-5419 ext. 27633
(FAX) 850-452-7575 or DSN FAX 922-7575
(E-MAIL) help@nnic.navy.mil

Technical Contact:

[Technical Specialist] ([SUA](#))
(850) 452-7586 (DSN) 922-7586 (FAX)(850) 452-7575
HELP@NNIC.NAVY.MIL

Administrative Contact:

[Technical Specialist] ([LGS3](#))
(850) 452-7562 (DSN) 922-7562 (FAX)(850) 452-7575
LSLADE@NNIC.NAVY.MIL, HELP@NNIC.NAVY.MIL

Other Registration Instructions, Procedures, and Authorities

(1) Navy DISN Authority

DISN Authority Template

Use the DISN Authority Template to register:

- o Service or Agencies
- o Regional Access Authorities
- o Local Access Authorities

For information regarding the DISN Authority hierarchy, view the [DISN Dial-in Data Services](#) document.

All DISN Authority Points of Contact must have a valid NIPRNET E-mail address.

Each point of contact must have a valid NIPRNET E-mail address.

Related Documents:

- [cs-users.txt](#) Dial-In Data Service User Guide
- [cs-reg.txt](#) DISN Dial-In Data Services Registration Procedures
- [bul-9702](#) New Comm Server and Organizational Card Custodian (OCC) Fees

Service Access Authority (SAA) for Navy

Navy SAA

NAVAL NETWORK OPERATIONS COMMAND ([NAVY-SAA](#))

Nebraska Avenue Complex
Suite 19122
4234 Seminary Drive N.W
Washington, DC 20394-5460

Coordinator:

(202) 764-0003 ext. 154 (DSN) 764-0003 (FAX)(202) 764-2684

LINDA.WESTRY@NAVY.MIL

Alternate Contact:

(202) 764-0534 (DSN) 764-0534 (FAX)(DSN) 764-4059

MCCREEC@NCTC.NAVY.MIL

http:\\www.nic.mil Click "WHOIS", Then in the search box type (NAVY-SAA) without brackets.

(2) Navy DISN Users

DISN User Template

Description:

[DISA Policy](#) states that all responsible POC's for DISN registered entities operating on the NIPRNET must be registered in the NIC Whois database.

Before you attempt to register NIPRNET users, make sure that the users' e-mail host is registered with the DISN Host Template.

The NIPR User Template also allows the registration of dial-in service to the NIPRNET through a Comm Server.

Related Documents:

- [bul-9702](#) New Comm Server and Organizational Card Custodian Fees

(3) Additional Information

Both Access "Authority" and User Templates can be found on the DOD NIC webpage for NIPRNET, and the SIPRNET Support Center (SSC) webpage for SIPRNET.