CECI-I/CEPA-I Engineer Regulation 25-1-99	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-99 30 July 1999
	Information Management MANAGEMENT AND USE OF CORPSWEB (RCS: CECI-I-46 and CECI-I-47)	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

Errata Sheet

No. 1

Information Management

Management and Use of CorpsWeb

ER 25-1-99

30 July 1999

In paragraph 8.4.1. replaced the acronym “SOP” with the word “policy”. In the glossary removed “SOP” definition.

DEPARTMENT OF THE ARMY ER 25-1-99
CECI-I U.S. Army Corps of Engineers
CEPA-I Washington, DC 20314-1000

Regulation
No. 25-1-99 30 July 1999

Information Management
MANAGEMENT AND USE OF CORPSWEB
(RCS: CECI-I-46 and CECI-I-47)

1. **Purpose**. This regulation establishes policy for the management of CorpsWeb. CorpsWeb is the totality of the United States Army Corps of Engineers (USACE) unclassified web presence including Internet, Intranet, and Extranet. Policy for USACE employee use of the Internet is also included.

2. **Applicability**. This regulation applies to all HQUSACE elements and all USACE Commands.

3. **Distribution**. Approved for public release, distribution unlimited.

4. **References**. References are listed at Appendix A.

5. **Glossary**. Abbreviations, brevity codes, acronyms, and terms appear in the Glossary.

6. **Introduction**. Use of CorpsWeb for mission-related functions is encouraged throughout USACE for: sharing information in an appropriate manner; providing value-added services and products; saving resources; and providing USACE information to the public and media.

7. **Policy**.

7.1. **Use of the Internet.** Use of the Internet is for official and authorized purposes only as directed in Appendix B, Use of the Internet.

7.1.1. Foreign Nationals are not permitted to use USACE equipment having access to the Internet without the written

---

This regulation supersedes ER 25-1-1, 20 Oct 87 and EP 25-1-97, 28 Mar 96.

consent of the Commander, USACE, (CECS-OS) (ER 380-1-18, paragraph 18, Access to Computers).

7.2. **Accuracy and Currency.** CorpsWeb information must be accurate and current. Use proper grammar, punctuation, and spelling to ensure clear presentation. Correct errors immediately. Hyperlinks must support the mission of the organization. Remove information which no longer supports the mission of the web site, or which has expired, or which is no longer being maintained.

7.3. **Restrictions on Posting.** The appropriate release authority must approve all information to be placed on CorpsWeb. Information listed at Appendix C will not be made available to unauthorized individuals through CorpsWeb.

7.4. **Security.**

7.4.1. As applicable, implement security review procedures in accordance with (IAW) DoDD 5200.28, AR 380-10, AR 380-19, AR 380-53, SAIS-SACC Memo (reference A.20) and ER 380-1-18 to help safeguard CorpsWeb.

7.4.2. USACE Commands and HQUSACE elements with web servers will comply with HQUSACE network security plans as described in reference A.23.

7.4.3. Use secure protocols, such as secure socket layer (SSL), to provide encryption of information as it traverses networks between a server and a browser. Webmasters will evaluate the sensitivity of information served, captured or stored in web sites, and employ secure protocols when appropriate.

7.5. **Intranet/Extranet.**

7.5.1. Major Subordinate Commanders may approve Intranets and Extranets. The Chief of Staff has approval authority for HQUSACE elements. The number of web servers on CorpsWeb will be minimized for increased security and decreased management costs.

7.5.2. Before establishing a local Intranet, consider placing the content on the Corporate Intranet http://corpsinfo.usace.army.mil.

7.5.3. Intranets and Extranets must follow information security standards described in paragraph 7.4. of this regulation.

7.5.4. Internet sites will not contain links or references to Intranet sites. A link may be established to a logon page provided details of the Intranet site are not revealed.

7.5.5. Content Providers will determine the restrictions required for access to application software made available through CorpsWeb.

7.6. **Repositories.**

7.6.1. The only official source of USACE Command Publications is http://www.usace.army.mil/publications/. Only the Office of the Deputy Chief of Staff for Corporate Information (CECI-I) posts USACE Command Publications. USACE Commands and HQUSACE elements may link to official publications but may not post official USACE Command publications on CorpsWeb or on local area networks.

7.6.2. Repositories of information as listed at http://www.usace.army.mil/ice/references/repositories.html will not be duplicated. Any site which intends to establish a Corps-Wide repository of information must coordinate with the appropriate HQUSACE element. Report repositories to webmaster@www.usace.army.mil to be added to this list.

7.6.3. Geospatial Data Clearinghouse. Prior to the collection or production of new geospatial data, USACE Major Subordinate Commands will access the Clearinghouse to determine whether others have already collected the data or a usable substitute, or if cooperative efforts to obtain the data are possible. The Internet address for the Clearinghouse node is http://corpsgeo1.usace.army.mil.

7.6.4. Single Source for Information. For the purpose of preventing duplication on the Web, a Web site shall normally be

limited only to information for which the establishing organization is responsible. Information from other sources on the Internet will not be copied but will be referenced or otherwise linked. This does not prevent content providers from mirroring or replicating public information for performance, security or other mission-related reasons. Note paragraph C.2.9 for copyright rules. Establish procedures for updating or deleting the information.

7.7. **Web-Based Applications.**

7.7.1. Applications developed by USACE, including those using a web browser as the user interface, come under the purview of Life Cycle Management of Information Systems (LCMIS), (ER 25-1-2).

7.7.2. The Joint Technical Architecture – Army (JTA-A), Appendix B, establishes languages, standards, and tools for developing web-based applications.

7.7.3. Applets, scripts, etc., which are components of a web page will be registered with the home page. Follow security practices when using CGI (Common Gateway Interface) scripts such as counters.

7.8. **Style, Templates, and Standards.**

7.8.1. Use only text or hyperlinked text to direct visitors to software download sites. Graphics or logos depicting companies and/or products are not permitted on CorpsWeb. (Reference A.29, paragraph 6.f.1.).

7.8.2. No money, services, products, or in-kind payment will be accepted in exchange for a link to non-Army web resources placed on CorpsWeb.

7.8.3. There are three types of home pages within USACE: Corporate, Command, and Functional. The Corporate home pages are http://www.usace.army.mil for Internet and http://corpsinfo.usace.army.mil for Intranet. See Appendix D, Web Page Standard Formats for a list of information required on each type of web page.

7.9. **Graphics Standards**. Use official USACE logos correctly. Customized graphic logos are not permitted. EP 310-1-6, Graphic Standards Manual provides guidance on application of official USACE logos. The official logos are available at http://www.usace.army.mil/publications/graphics/.

7.10. **Reporting Requirements**. These reports are intended to improve CorpsWeb by increasing the level of accountability for the USACE web presence and avoiding duplication of page sets.

7.10.1. Certification and Registration Web Catalog (RCS: CECI-I-46). All web sites in CorpsWeb will be certified annually in October using the checklist at Appendix E. All home pages and associated web page sets in CorpsWeb (except local Intranets) will be registered annually in October using the checklist at Appendix E.

7.10.2. Each Command home page will be registered with the Army using the form at http://www.army.mil/register/. Notify the Army Webmaster at webmaster@hqda.army.mil when any of the information included on the registration form changes.

7.10.3. Each Command home page will be registered with the Government Information Locator Service (GILS) at http://www.dtic.mil/index/.

7.10.4. Web Server Report (RCS: CECI-I-47). Each command will report by January 15th and June 15th the domain name, host name, Internet Protocol (IP) address, and webmaster of each CorpsWeb server to the Internet Center of Expertise. The Web Site Manager at HQUSACE will report this information for HQUSACE elements. This requirement includes servers not on the usace.army.mil domain that are funded by USACE and servers maintained by contractors not at USACE locations. Acquisitions of additional web servers require approval of the local Major Subordinate Command Commander or Chief of Staff for HQUSACE elements.

7.10.5. Web Site Managers' names will be reported to the Internet Center of Expertise. See paragraph 10.1. A list of web site managers is maintained at http://www.usace.army.mil/ice/references/webmanagers.html.

7.10.6. Webmasters' names will be reported to the Internet Center of Expertise. See paragraph 10.1. A list of webmasters is maintained at http://www.usace.army.mil/ice/references/webmasters.html.

7.10.7. Pagemasters' names will be reported to the local Web Site Manager.

7.10.9. Any CorpsWeb site which collects standardized information from more than 10 members of the public must comply with reference A.27, paragraph 12.

7.10.10. Every CorpsWeb page which collects information from the public (using techniques such as E-Mail or Web Forms) will link to a privacy statement and will follow applicable OMB, DoD, and Army privacy policies. (Reference A.22).

8. **Responsibilities**.

8.1. **Introduction.**

8.1.1. Commander, USACE has delegated web site authority to USACE Major Subordinate Commanders and the HQUSACE Chief of Staff (Figure 1).

8.1.2. Web Site Managers are individuals appointed by Major Subordinate Commanders, Laboratory Directors, and FOA Directors to ensure that all web sites within the activity conform to this regulation. The Chief of Staff will appoint the Web Site Manager for HQUSACE.

8.1.3. Commanders/Directors will appoint Webmasters for each web server. Webmasters may be responsible for multiple servers.

8.1.4. Office Chiefs or Program Managers will appoint Pagemasters for every web page set. Pagemasters may be responsible for multiple page sets.

8.2. **Office of the Deputy Chief of Staff for Corporate Information** will:

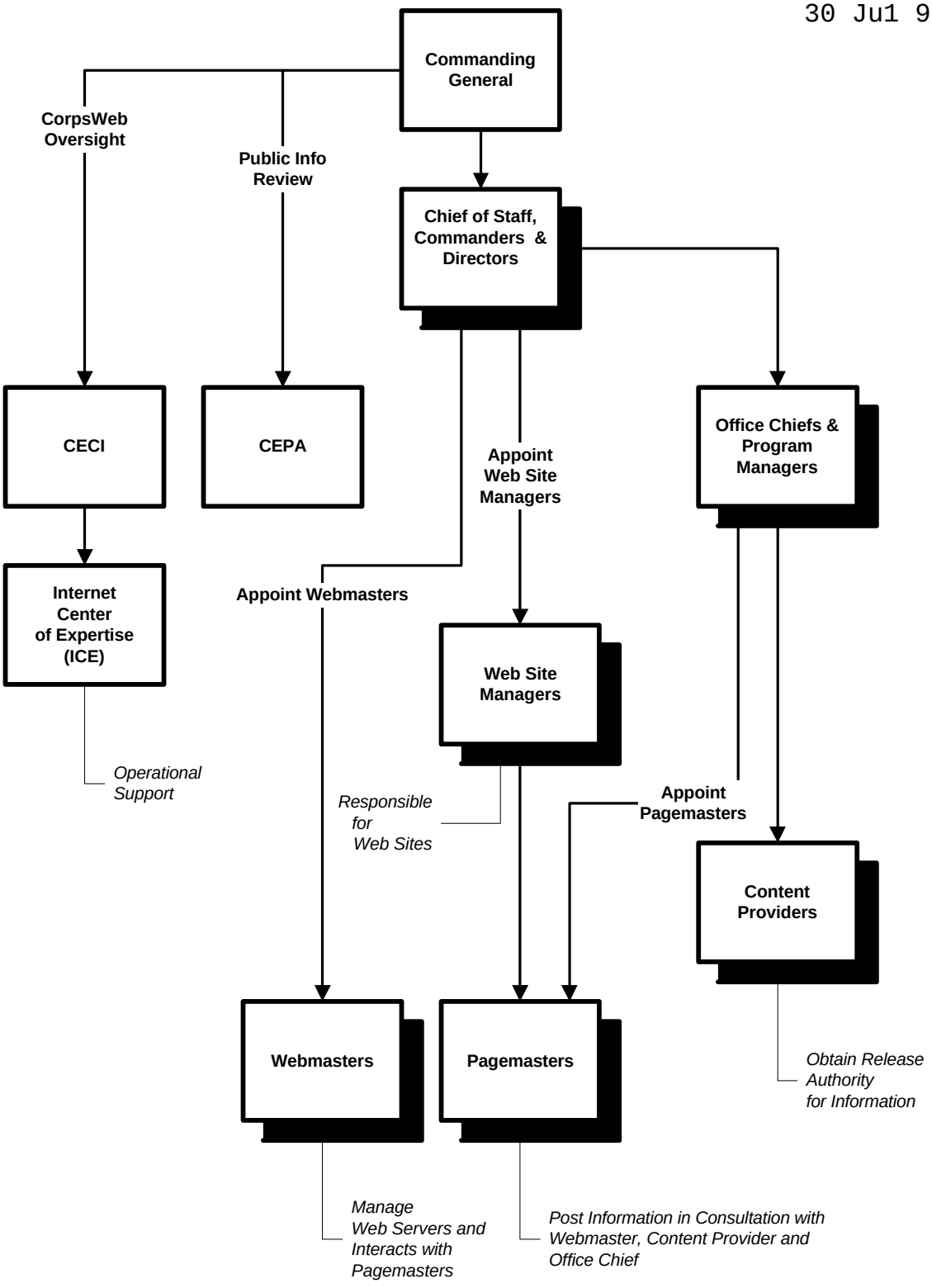


Figure 1 -- **CorpsWeb Roles and Responsibilities**

8.2.1. Develop CorpsWeb-related policy in coordination with HQUSACE Public Affairs Office.

8.2.2. Provide CorpsWeb oversight.

8.2.3. Manage the placement of official HQUSACE publications on CorpsWeb.

8.2.4. Serve as Functional Proponent for the USACE Internet Center of Expertise.

8.2.5. Be responsible, through the Corps of Engineers Automation Plan (CEAP-IA) Program Manager, for overall corporate network security, including security impacting access to CorpsWeb.

8.2.6. Manage the policy waiver process. See paragraph 9.2.

8.2.7. Provide oversight and/or resolution for issues arising on the use of Graphic standards on CorpsWeb.

8.3. **HQUSACE Office of Public Affairs** will:

8.3.1. Provide appropriate review of information made available to the public on CorpsWeb.

8.3.2. Coordinate with the Office of the Deputy Chief of Staff for Corporate Information about the development of CorpsWeb-related policy.

8.3.3. Determine corporate category hyperlinks. Determine which links will be required for USACE home page and Command home pages.

8.4. **MSC Commanders, Laboratory Directors, Field Operating Activity Directors, and HQUSACE Chief of Staff** will:

8.4.1. Create a local policy for web management.

8.4.2. Appoint a Web Site Manager.

8.4.3. Implement management controls for existing and new web pages.

8.4.4. Promote business use of CorpsWeb. Ensure training opportunities are provided to managers and personnel involved in information distribution or retrieval using the Internet.

8.4.5. Approve Intranets and Extranets.

8.5. **Offices of Counsel at all levels** will clear Privacy Act information. The local Office of Counsel clears Freedom of Information Act (FOIA) and Privacy Act-related information.

8.6. **Internet Center of Expertise** was established by CECI to perform operational functions in support of CorpsWeb. Internet Center of Expertise will:

8.6.1. Operate and manage USACE corporate Internet server(s) and corporate (USACE-wide) Intranet server(s).

8.6.2. Maintain resource location tools which include a search engine and web catalog for CorpsWeb.

8.6.3. Serve as Pagemaster for the corporate Internet and Intranet home pages.

8.6.4. Promulgate corporate technical standards, procedures, operations, and technical guidance for CorpsWeb.

8.6.5. Design, develop, and maintain web design and layout specifications in coordination with the Office of the Deputy Chief of Staff for Corporate Information and HQUSACE, Office of Public Affairs.

8.6.6. Annually review templates in coordination with the Office of the Deputy Chief of Staff for Corporate Information and the HQUSACE, Office of Public Affairs.

8.6.7. Serve as a clearinghouse for evaluating web-based initiatives that have a potential for USACE-wide implementation.

8.6.8. Provide support for web training to the Professional Development and Support Center (CEHR-P).

8.6.9. Provide technical input to Office of the Deputy Chief of Staff for Corporate Information and HQUSACE, Public Affairs Office for policy development.

8.6.10. Participate with Office of the Deputy Chief of Staff for Corporate Information in USACE Computer Emergency Response Team to ensure security issues surrounding the operation of web servers are addressed. Assist in communicating security issues to USACE Webmasters and system administrators.

8.6.11. Participate with the Office of the Deputy Chief of Staff for Corporate Information and sponsoring HQUSACE elements in validating repositories.

8.7. **Web Site Managers** will:

8.7.1. Certify web sites annually to Internet Center of Expertise.

8.7.2. Ensure appropriate release authority exists for web page content. Manage web site in conjunction with appropriate policies and regulations.

8.7.3. Report web-based initiatives to Internet Center of Expertise.

8.8. **Webmasters** will:

8.8.1. Provide server access to Pagemasters, provide usage statistics, maintain server logs, and provide appropriate administrative functions.

8.8.2. Maintain a Webmaster E-mail address.

8.8.3. Monitor web servers and ensure security/OPSEC standards are met.

8.9. **Pagemasters** will:

8.9.1. Develop and format the appearance of web pages following the guidance in Appendix D, Web Page Standard Formats

and Style Guide at http://www.usace.army.mil/ice/references/styleguide.html.

8.9.2. Place hyperlinks from their web pages to other information.

8.9.3. Register their home pages and associated web page sets as shown in Appendix E, Certification and Registration.

8.9.4. Review pages periodically for broken links.

8.9.5. Maintain and manage their home pages as official records.

8.9.6. Include point of contact information on pages.

8.9.7. Coordinate with Content Providers.

8.10. **Content Providers** will:

8.10.1. Obtain release authority and be responsible for accuracy and timeliness of information.

8.10.2. Maintain official record copies of all information IAW USACE records management policy. (Reference A.4).

8.10.3. Consider appropriateness of hyperlinks.

8.11. **USACE Employees** will:

8.11.1. Safeguard government information and resources and use them appropriately. Comply with Appendix B, Use of the Internet.

8.11.2. Report known, suspected, or attempted intrusions by unauthorized users or by authorized users attempting to gain unauthorized access, to the appropriate USACE Security Office or Army Counterintelligence office within 24 hours of detection (IAW AR 381-12, paragraph 3-1, and paragraph 3-4).

9. Enforcement and Waivers.

9.1. Management and use of CorpsWeb is subject to review under the Command Staff Inspection Program.

9.2. Requests for waiver from any provision of this regulation will be directed to the Deputy Chief of Staff for Corporate Information.

10. Compliance Schedule.

10.1. Web Site Manager and Webmaster Names will be reported to USACE Webmaster (webmaster@www.usace.army.mil). Name changes will be reported within 30 days. Commanders/Directors will verify existing names within 30 days from issuance of this regulation.

10.2. Existing Web Pages must conform to this regulation within six months of publication date.

FOR THE COMMANDER:



RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

5 Appendices
A - References
B - Use of the Internet
C - Restrictions on Posting
D - Web Page Standard Formats
E - Certification and Registration
Glossary

Appendix A

REFERENCES

A.1. **DoDD 5200.28, Security Requirement for AISs,** http://web7.whs.osd.mil/pdf/d520028p.pdf

A.2. **DoDD 5500.7-R, Joint Ethics Regulation (JER),** http://web7.whs.osd.mil/pdf/d55007p.pdf

A.3. **AR 25-55, The Department of the Army Freedom of Information Act,** ftp://pubs.army.mil/pub/epubs/pdf/r25_55.pdf

A.4. **AR 25-400-2, Modern Army Record Keeping System (MARKS),** ftp://pubs.army.mil/pub/epubs/pdf/r25_4002.pdf

A.5. **AR 70-31, Standards for Technical Reporting,** ftp://pubs.army.mil/pub/epubs/pdf/r70_31.pdf

A.6. **AR 340-21, The Army Privacy Program,** http://books.army.mil:80/cgi-bin/bookmgr/BOOKS/R340_21/CCONTENTS

A.7. **AR 360-5, Army Public Affairs,** ftp://pubs.army.mil/pub/epubs/pdf/r360_5.pdf

A.8. **AR 380-5, Department of the Army Information Security Program,** http://www.fas.org/irp/doddir/army/ar380-5/index.html

A.9. **AR 380-10, Technology Transfer, Disclosure of Information and Contracts with Foreign Representatives,** http://books.army.mil:80/cgi-bin/bookmgr/BOOKS/R380_10/CCONTENTS

A.10. **AR 380-19, Information Systems Security,** ftp://pubs.army.mil/pub/epubs/pdf/r380_19.pdf

A.11. **AR 380-53, Information Systems Security Monitoring,** ftp://pubs.army.mil/pub/epubs/pdf/r380_53.pdf

A.12. **AR 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA),** ftp://pubs.army.mil/pub/epubs/pdf/r381_12.pdf

A.13. **AR 530-1, Operations Security (OPSEC),** http://www.fas.org/irp/doddir/army/ar530-1.htm **and** http://www.fas.org/irp/doddir/army/ar530-1t.htm

A.14. **DA Pam 25-51, The Army Privacy Program, System Notices and Exemption Rules,** http://books.army.mil:80/cgi-bin/bookmgr/BOOKS/P25_51/CCONTENTS

A.15. **DA Pam 25-91, Visual Information Procedures,** ftp://pubs.army.mil/pub/epubs/pdf/p25_91.pdf

A.16. **ER 10-1-40, Directory Charts, Position Charts, and Statements of Functions,** http://www.usace.army.mil/publications/eng-regs/er10-1-40/toc.htm

A.17. **ER 25-1-2, Life Cycle Management of Automated Information Systems (AIS),** http://www.usace.army.mil/publications/eng-regs/er25-1-2/toc.htm

A.18. **ER 380-1-18, Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives,** http://www.usace.army.mil/publications/eng-regs/er380-1-18/toc.htm

A.19. **EP 310-1-6, Graphic Standards Manual,** http://www.usace.army.mil/publications/eng-pamphlets/ep310-1-6/toc.htm

A.20. SAIS-SACC Memo, **Guidance for Commanders and Publicly Accessible Websites and NIPRNET Connectivity**, 01 Jul 99, http://www.usace.army.mil/ice/references/army_websites.pdf and http://www.army.mil/webmasters/checklist.htm

A.21. NSA Memo, **NSIRC Advisory - Improving Web Site Security (NSIRC-ADV-0024-99)**, 04 Jun 99, http://www.usace.army.mil/ice/references/nsirc.pdf.

A.22. OMB Memo, **Privacy Policies on Federal Web Sites**, 02 Jun 99, http://cio.gov/webprivl.htm

A.23. CECS-OC Memo, **Operations Order 99-001**, 01 Apr 99

A.24. CEIM-I Memo, **Privacy and Security Notice Banner and Security Banner**, 23 Feb 99, http://www.usace.army.mil/ice/references/banner.pdf, http://www.usace.army.mil/ice/references/privacy-banner.html, and http://www.usace.army.mil/ice/references/security-banner.html

A.25. SAIS-PAA Memo, **Implementation of the Joint Technical Architecture-Army, Version 5.5**, 23 Dec 98, http://arch-odisc4.army.mil/aes/aea/jta-a/jtaa55/html/jtaa55.htm

A.26. DepSecDef Memo, **Web Site Administration**, 07 Dec 98, http://www.defenselink.mil/admin/dod_web_policy_12071998.pdf

A.27. SAIS-ZA Memo, **Guidance for the Management and Operation of U.S. Army Websites**, 30 Nov 98 http://www.army.mil/DA_web_guidance.htm

A.28. ACERT Memo, **Counter and CGI Script Vulnerabilities**, 25 Nov 98, http://www.usace.army.mil/ice/references/count-CGI.pdf

A.29. CEIM-I Memo, **USACE Graphics Standards and Custom Logos**, 18 Jun 98, http://www.usace.army.mil/publications/graphics/graphstd.pdf and http://www.usace.army.mil/publications/graphics

A.30. CEIM-I Memo, **Implementation of One-Door-to-the-Corps**, 06 Feb 98, http://www.usace.army.mil/ice/references/websites.pdf and http://www.usace.army.mil/onedoor

A.31. NSA Report #C44-022-97, **Securing Your Webserver (FOUO)**, 20 Jun 97

A.32. **Army Home Page**, http://www.army.mil

A.33. **Army Home Page Registrar**, http://www.army.mil/register

A.34. **Command Home Page Template**, http://www.usace.army.mil/ice/references/templates/command_template.html

A.35. **Command Publications**, http://www.usace.army.mil/publications

A.36. **Corporate Home Page Template**, http://www.usace.army.mil/ice/references/templates/usace_template.html

A.37. **Corporate Internet**, http://www.usace.army.mil

A.38. **Corporate Intranet**, http://corpsinfo.usace.army.mil

A.39. **Functional Home Page Template**, http://www.usace.army.mil/ice/references/templates/function_template.html

A.40. **Geospatial Data Clearinghouse**, http://corpsgeo1.usace.army.mil

A.41. **Government Information Locator Service**, http://www.dtic.mil/index

A.42. **Informational/Web Page Template**, http://www.usace.army.mil/ice/references/templates/information_template.html

A.43. **Non Federal Government Disclaimer Notice**, http://www.usace.army.mil/ice/tools/intercept.txt

A.44. **Style Guide and Standards**, http://www.usace.army.mil/ice/references/styleguide.html

A.45. **Web Standards**, http://www.usace.army.mil/ice/references/web-standards.html

A.46. **Webmasters**, http://www.usace.army.mil/ice/references/webmasters.html

A.47. **Web Site Managers**, http://www.usace.army.mil/ice/references/webmanagers.html

A.48. **World Wide Web Repositories**, http://www.usace.army.mil/ice/references/repositories.html

Appendix B

USE OF THE INTERNET

B.1. **Joint Ethics Regulation.** USACE CorpsWeb resources are for official use and authorized purposes only (See DoD 5500.7-R, Joint Ethics Regulation, as amended, Section 2-301). Authorized purposes include limited personal use as permitted by this Appendix.

B.2. **Personal Use.** Subject to the restrictions in paragraph B.3 below, Government personnel may use USACE CorpsWeb resources while at their usual work place for:

B.2.1. Conducting business processes.

B.2.2. Enhancing professional skills.

B.2.3. Job searching in response to Federal Government downsizing.

B.2.4. Other personal reasons.

B.3. **Restrictions.** To ensure that Internet use does not adversely affect the performance of official duties and serves a legitimate public interest, permission to use USACE resources is subject to the following restrictions:

B.3.1. Personal use must be of a reasonable duration and frequency and should be made before or after work hours or during lunch or other authorized breaks. Internet searches must be brief.

B.3.2. The USACE communication system may not be overburdened, nor may use of the system create significant additional cost to USACE. Long-distance tolls or other usage fees chargeable to the Government may not be incurred.

B.3.3. USACE resources may not be used in a manner which would reflect adversely on the Army or which is incompatible with public service. The following uses are specifically prohibited:

B.3.3.1. Soliciting business, advertising, or engaging in other selling activities for personal financial gain, or in support of private business or commercial enterprises, or for fundraising activities (other than those permitted by JER, 3-210).

B.3.3.2. Group electronic mailings offering items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence) or for any type of chain letter;

B.3.3.3. Group electronic mailings announcing events sponsored by a non-Federal entity, without the prior approval of the commander or supervisor;

B.3.3.4. Soliciting, campaigning, or promoting a political organization or candidate; and

B.3.3.5. Storing, processing, displaying, sending, downloading, or otherwise transmitting offensive or obscene language or material. Offensive material includes, but is not limited to, “hate literature” such as racist literature, materials, or symbols, and other harassing materials. Obscene material includes sexually explicit materials.

B.4. **Government Resources.** Government resources may not be used to create or maintain web sites for, or in support of, non-Federal entities due to the potential for interference with government use of the resources. However, in appropriate cases, the use of Internet access in support of personal and private participation in non-Federal and not-for-profit professional organizations may be allowed by the commander or supervisor. See JER, Section 3-305.

B.5. **USACE Internet Resources.** Use of USACE Internet resources, whether for official or personal use, serves as consent to monitoring, is with the understanding that such use is generally not secure, not anonymous, and is subject to revocation. Inappropriate use of USACE equipment and systems may be the basis for disciplinary, administrative, and judicial action.

B.6. **Monitoring**. USACE has the capability to monitor an individual's use of USACE Internet resources. When an individual is suspected of violating USACE Internet policy, a supervisor may request that the individual's use be monitored. Requests for monitoring will be prepared in writing by the appropriate office chief, and forwarded through the Director/Chief of Information Management and the Office of Counsel to the Commander for approval. Commanders will send requests to the Deputy Chief of Staff for Corporate Information. When criminal activities are suspected the matter will be immediately referred through Office of Counsel to the Commander.

B.7. **Point of Contact.** Questions and concerns about this appendix should be directed to the local Office of Counsel.

Appendix C

RESTRICTIONS ON POSTING

C.1. **The Internet is used for exchange of information on a world-wide basis.** Corps personnel releasing information on the Internet must be sensitive to, and protect, the rights and interests of USACE. Within the context of information assurance, the CorpsWeb should not be treated any differently from any other potential vulnerability. Security of information on publicly accessible web sites must be viewed in the context of an organization's overall operation security posture.

C.2. **Information Prohibited from Placement on CorpsWeb**

C.2.1. Information that would adversely affect national security or threaten the privacy or personal safety of members of the Armed Forces and civilian employees, and typically falls under AR 340-21, AR 380-5, and AR 380-19.

C.2.2. Defense information labeled Confidential, Secret, Top Secret, and Sensitive Compartmented Information.

C.2.3. Sensitive but unclassified information, which requires protection from foreign intelligence services to ensure confidentiality.

C.2.3.1. Information involving intelligence activities.

C.2.3.2. Information involving cryptologic activities related to national security.

C.2.3.3. Information involving command and control of forces.

C.2.3.4. Information contained in systems that are an integral part of a weapon or weapon system.

C.2.3.5. Information contained in systems critical to the direct fulfillment of military or intelligence missions.

C.2.4. Sensitive but unclassified information dealing with medical care, Privacy Act data unless otherwise permitted, Freedom of Information Act Exemption 6 information, and certain types of financial, personnel management, contractual data, or logistics data.

C.2.5. Independent Government Estimates and contractors cost proposals.

C.2.6. Controlled-Unclassified Information. Unclassified information to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of originating country. It includes U.S. information determined to be exempt from public disclosure in accordance with AR 70-31 and AR 25-55 or subject to export controls in accordance with International Traffic in Arms Regulations or Export Administration Regulations.

C.2.7. Proprietary information will not be available to the public without the written concurrence of the proponent of the information.

C.2.8. Registered and unregistered logo marks of commercial/private enterprises.

C.2.9. Copyrighted material, including software, text and visual imagery will not be distributed on CorpsWeb without written approval of the owner of the copyright.

C.3. **Information Restricted to Intranets.**

C.3.1. “For Official Use Only” information.

C.3.2. Working Papers and Drafts accumulated or created in preparation of finished documents and material will be kept within USACE until cleared for public release. The word “DRAFT” will be prominently displayed throughout the document.

C.3.3. Information about internal issues and workings of the Corps.

C.3.4. Names of employees stationed in foreign countries.

C.4. **Information which may be Placed on the Internet for Public Access.**

C.4.1. Information that is wholly within the mission and scope of the Corps of Engineers and is not restricted by the provisions of AR 360-5, Sections 3-1a, and 3-1b and AR 360-81.

C.4.2. Information normally released by the Public Affairs Officer to local newspapers, television, and radio stations.

C.4.3. Authoritative Articles. Authoritative articles, unless limited by law or regulation, are allowed on CorpsWeb with the caveat such opinions are within the knowledge and experience of the author. Include a disclaimer stating: “The views expressed in this article are those of the author and do not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.”

C.4.4. Policy regarding unclassified photographs is referenced in DA Pam 25-91, Section 3-10, ... “Publication or commercial use of this material requires release by a U.S. Army Public Affairs Officer. Credit U.S. Army.” A credit line with the photographer’s name and office designation may be added with the photograph’s insertion on the Internet. Still pictures are subject to the same safeguards and release requirements as other materials intended for release to the press, public, or individuals.

C.4.5. Information required to be released under the Freedom of Information Act.

C.4.6. Disclaimer statements concerning copyright status, endorsement, or liability will be used and appropriately applied as shown below.

C.4.6.1. Disclaimer of Copyright Status: “The United States Government retains a non-exclusive, royalty-free license to publish or reproduce these documents, or allow others to do so, for United States Government purposes. These documents may be freely distributed and used for non-commercial, scientific and educational purposes. Commercial use of this document may be protected under the United States and Foreign Copyright Laws.

Individual documents on this server may have different copyright conditions, and that will be noted in those documents."

C.4.6.2. Disclaimer of Endorsement: "Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government, and shall not be used for advertising or product endorsement purposes."

C.4.6.3. Disclaimer of Liability: "With respect to this Web site, neither the United States Government nor any of their employees, makes any warranty, expressed or implied, including warranties of merchantability and fitness for a particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights."

C.4.6.4. An alternative for a Disclaimer given above is acceptable, provided that it is approved by local Office of Counsel.

Appendix D

WEB PAGE STANDARD FORMATS

D.1. **Overview.** Because of the great variety of content on CorpsWeb, standard formats for page display can best be achieved by consistent layout. Other considerations affecting standardization of web page formats are the use of web page elements such as site markers, points of contact information, and corporate category hyperlinks.

D.2. **Home Page.** Each USACE Command will have an Internet home page.

D.3. **Army Hyperlink.** USACE Command home pages will be hyperlinked to the Army home page at http://www.army.mil.

D.3.1. Each USACE Command and HQUSACE element Internet home page will include a hyperlink to the Corporate Internet home page using the One-Door-to-the-Corps Site Marker.

D.3.2. USACE Commands and HQUSACE element Intranet home pages will link to the Corps Intranet home page at http://corpsinfo.usace.army.mil.

D.3.3. Any home page may have mission related subordinate pages linked to it.

D.3.4. Every CorpsWeb page must have a hyperlink to a superior page. All pages ultimately hyperlink to the Corporate home page.

D.4. **Functional Home Pages**, subordinate pages and documents must relate to and support the functions which the individual, office, program, project, etc. performs. All information and hyperlinks on a functional home page, subordinate page or document must support this purpose.

D.5. **Design and Layout Standards for Web Pages.** In the interest of a consistent “look and feel” for Corps of Engineers web sites, USACE Commands and HQUSACE elements are guided by the

standard web design and layout specification at http://www.usace.army.mil/ice/references/web-standards.html.

D.5.1. See Table D-1 for a list of what web elements are required on each type of CorpsWeb page. Follow page design templates at: http://www.usace.army.mil/ice/references/templates/usace_template.html for the Corporate home page, http://www.usace.army.mil/ice/references/templates/command_template.html for Command home pages, http://www.usace.army.mil/ice/references/templates/function_template.html for Functional home pages, and http://www.usace.army.mil/ice/references/templates/information_template.html for other web pages.

D.5.2. All Command Internet home pages will use standard corporate category hyperlinks as applicable.

D.5.3. All Command Internet home pages will link to a description of their organization’s missions and functions. Information required by ER 10-1-40, Directory Charts, Position Charts, will be posted on CorpsWeb. This information may be made available to the public at Commander’s discretion.

D.5.4. On Internet pages, hyperlinks to files or collections of hyperlinks to files larger than 1MB will include an explicit note that lists the file size and its format type.

D.5.5. Each web page including hyperlinks to a non-Federal Government web page will contain a disclaimer notice using the text at http://www.usace.army.mil/ice/tools/intercept.txt.

D.5.6. Point of Contact. The Content Provider’s name will be included on the page. This name must be a government employee. The Point of Contact block may include both the Content Provider and the Pagemaster or Webmaster.

D.6. **Style Guide and Standards.** Standards for applying HTML in a consistent manner are at http://www.usace.army.mil/ice/references/styleguide.html.

Table D-1 - Required Web Elements

REQUIRED WEB ELEMENTS	Corporate Home Pages	Command Home Pages	Functional Home Pages	Other Web Pages
Corporate Banner	†	†		
Corp. Category Links	†	†		
Link to Organization's Mission & Functions	†	†		
Link to Organization's Chart	‡	‡		
Link to superior page	† ‡	† ‡	† ‡	† ‡
Web Site Purpose Statement	†	†		
Link to Privacy and Security Disclaimer	†	†	†	
Link to Security Disclaimer	‡	‡	‡	
Non-Federal Gover-ment Disclaimer	(† ‡)	(† ‡)	(† ‡)	(† ‡)
Content POC	† ‡	† ‡	† ‡	†* ‡*
One door to the Corps Site Marker	†	†	†	
Link to Corps Home Page	‡	‡	‡	
Last Date Updated	† ‡	† ‡	† ‡	†** ‡**
Link to Army Home Page	†	†		

LEGEND:

† – Required for Internet (public access)

‡ – Required for Intranet (private access)

(† ‡) – As required

†* ‡* - Optional if superior page POC is the same

† ‡**** - Optional if superior page last date updated is the same

D.6.1. Special Design Consideration to Enhance Communication. Keep it simple and informative. Balance presentations of information-rich, but memory-intensive graphics with simpler, but less memory-intensive textual information. Provide, “alternate textual descriptions” of inline graphics. Strive to deliver useful information.

D.6.2. All Internet pages will be cross browser compatible. New HTML standards may be used six months after recommendation by the World Wide Web Consortium (W3C).

D.7. **Information Structure.** Content Providers should evaluate the audiences using their information and organize material in meaningful categories. If geographical organization is used, state or regional boundaries should be used in lieu of USACE Civil Works or Military boundaries which are not generally meaningful to the public. Other categories such as “Jobs and Personnel”, “History” or “Business Opportunities” may be appropriate at certain web sites.

D.8. **File Formats.** Provide final documents on CorpsWeb in HTML (with GIF or JPEG), PDF, CALS, SGML, or XML. Additional copies may be provided in other formats. Formats listed in the JTA-A, Table 2.1, are used for working documents. (Reference A.25).

Appendix E

CERTIFICATION AND REGISTRATION WEB CATALOG
(RCS: CECI-I-46)

E.1. **Web Site Certification.** Certification is an aid to Commanders/Directors in determining the need for existing and/or new web pages. By certifying, the Web Site Manager acknowledges that the web site complies with this regulation. Web Site Managers maintain copies of their certifications.

E.1.1. The following is a list of Minimum Certification Criteria for Web Site Certification.

E.1.1.1. What is the purpose for this web site?

E.1.1.2. Does your web site support the sub-strategies of the USACE Strategic Vision and your Command’s Campaign Plan?

E.1.1.3. For all the information associated with your web site, do you check that similar information is not found elsewhere?

E.1.1.4. Is the web site cost effective? How do you measure effectiveness (metrics)?

E.1.1.5. State the USACE business process(es) supported by this web site.

E.1.1.6. State the target audience(s) for this web site.

E.1.2. Give the URL for the web site for which certification is granted.

E.2. **Home Page Registration.** Pagemasters maintain copies of their registrations. The following is a list of Minimum Official Record Requirements for home pages and associated web page sets.

E.2.1. Point of Contact name, office symbol, phone number, and E-Mail address.

E.2.2. Sunset date or event (specific date not to exceed one year or permanent designation) for review, re-certifying need and/or removal from CorpsWeb.

E.2.3. Intended Audience. The public, USACE-wide, other restrictions.

E.2.4. Record of approval for release on CorpsWeb.

E.2.5. Uniform Resource Locator (URL) of the home page and associated web page set.

Glossary

ABBREVIATIONS, BREVITY CODES, ACRONYMS AND TERMS

Abbreviation – An abbreviation is a shortened form of a word. For example, Logo means Logotype.

ACERT – Army Computer Emergency Response Team.

Acronyms – An acronym is a word formed from the initial letters of a name or parts of a series of words. For example, MARKS means Modern Army Records-Keeping System.

AISs – Automated Information Systems.

ALARACT – All Army Activities.

Application - The term application is a shorter form of application program. An application program is a program designed to perform a specific function directly for the user or, in some cases, for another application program. An application processes data: It is not simply a display mechanism.

AR – Army Regulation.

Brevity Code – A brevity code is the shortened form of a frequently used unclassified phrase, sentence, or group of sentences. For example, COMSEC means communications security.

CALS - Continuous Acquisition and Life Cycle Support is a software format that allows a user to view a vector-based document in a raster software application reader.

Certification – an authoritative statement by the Web Site Manager that the site supports the mission of the organization.

CGI – Common Gateway Interface is a standard that describes how HyperText Transfer Protocol Daemon (HTTPD)-compatible World Wide Web servers should access external programs, so that this data is returned to the user in the form of an automatic generated web page.

Command Home Page - The top web page in the hierarchical structure of a Command's (HQUSACE, MSC, District, Lab, & FOA) web presence. It is the central access point for locating and acquiring the Command's information on the World Wide Web.

Content Provider - The person who provides information to the Pagemaster for placement on CorpsWeb.

Contractual Data - This data is defined to mean "finished or completed, detailed fact and/or cost data" which would otherwise aid a bid preparation or solicitation effort in the same vein as the "Contractor Restricted" caveat is intended to prevent.

Corporate Banner - The banner is an illustration located at the top of a web page that consists of a USACE logo, a Command/Office name and an optional image.

Corporate Category Hyperlinks – A corporate category hyperlink is any one of a set of CEPA-defined, standard, non-technical labels for hyperlinks that is tailored for public audiences used on home pages.

Corporate Internet Home Page – The Corporate Internet home page is the top web page in the hierarchical structure of CorpsWeb, and the central access point for locating and acquiring corporate information. Its Internet address is http://www.usace.army.mil. This is the address of the United States Army Corps of Engineers as a corporate entity.

CorpsWeb - CorpsWeb represents the totality of USACE unclassified web presence (Internet/Intranets/Extranets) on the World Wide Web (formerly called Information Network (INet)).

COMSEC – Communications Security.

CERT - Computer Emergency Response Team.

CIO – Chief Information Officer.

DepSecDef – Deputy Secretary of Defense.

DoDD – Department of Defense Directive.

EP – Engineer Pamphlet.

ER – Engineer Regulation.

Extranet - Extranets allow selected customers and suppliers to have limited access to information which would otherwise be restricted to the Intranet.

FOA – Field Operating Activity.

FOIA - Freedom of Information Act.

Functional Home Page - Any home page other than the Corporate home page or a Command home page. Examples are home pages of: Offices, Programs, Projects, etc.

GIF – Graphics Interchange Format is a graphics file format used to encode and exchange graphics files on the Internet.

GILS - Government Information Locator Service.

Home Page - The top web page in the hierarchical structure of a collection of related web pages. The index or introductory page for a Web site. CorpsWeb contains three types of home pages; the Corporate home page, Command home pages, and Functional home pages.

HQUSACE – Headquarters, United States Army Corps of Engineers.

HTML - HyperText Markup Language, the symbols used to create a World Wide Web page. An application of the Standard Generalized Markup Language (SGML).

Hyperlink - A link in a given document to information in another area of the page or document being browsed or within another document on the WWW. These links are usually represented by highlighted and/or underlined words or images.

ICE – Internet Center of Expertise.

IAW – In Accordance With.

Internet - The loosely connected worldwide collection of computer systems that use a common set of communications standards to send and receive electronic information.

Intranet – An Intranet is a network using Internet protocols which contains data restricted for internal use by an organization.

IP – Internet Protocol is a standard that describes how an Internet-connected computer should break data down into packets for transmission across the network, and how those packets should be addressed so that they arrive at their destination.

JPEG – Joint Photographic Expert Group is a graphic format for complex pictures of natural, real-world scenes, including photographs, realistic artwork, and paintings.

JTA-A - Joint Technical Architecture – Army.

Life Cycle Management (LCM) – An analysis and control process which is applied throughout all phases of the life of an Information System (IS) or IS modernization.

Logo, Logotype, or Trademark – Either a word, phrase, symbol or design, or combination of words, phrases, symbols, or designs, which identifies and distinguishes the source of the goods or services of one party from those of others.

MSC – Major Subordinate Command.

NIPRNet – Non-Secure Internet Protocol Router Network.

NSA – National Security Agency.

NSIRC – National Security Incident Response Center.

Official HQUSACE Command Publications - USACE Supplements to Army Regulations and changes thereof, Engineer Regulations (ER) and changes thereof, Engineer Pamphlets (EP) and changes thereof, Engineer Manuals (EM) and changes thereof, HQUSACE Office Memorandums (OM) and changes thereof, Engineer Technical Letters (ETL) and changes thereof, Engineer Circulars (EC),

HQUSACE Memorandum of Understanding/Agreements, and USACE Miscellaneous Publications.

One-Door-to-the-Corps Site Marker. The Site Marker is an illustration that shows viewers where they are within the Internet portion of CorpsWeb both organizationally and functionally. The Site Marker is primarily a locational rather than a navigational device. Instructions are located at http://www.usace.army.mil/onedoor/.

OPSEC - Operations Security.

PAO – Public Affairs Officer or Public Affairs Office.

Pam – Pamphlet.

PDF – Portable Document Format.

POC – Point of Contact.

Privacy and Security Disclaimer – http://www.usace.army.mil/ice/references/privacy-banner.html.

Registration – a statement by the Pagemaster documenting administrative information about a web page set.

Release Authority - The authority to release information in accordance with official guidelines, standard operating procedures, regulations, and statutes. The office with functional responsibility for developing and maintaining the information has the release authority.

Repository – a collection of information on a specific topic, generally presented by a recognized authority for the information.

SAEDA - Subversion and Espionage Directed Against.

Security Disclaimer – http://www.usace.army.mil/ice/references/security-banner.html.

SGML - Standard Generalized Markup Language.

SSL (Secure Sockets Layer) - is a program layer created for managing the security of message transmission in a network. The "sockets" part of the term refers to the sockets method of passing data back and forth between a client and a server program in a network or between program layers in the same computer. SSL uses the public-and-private key encryption system, which also includes the use of a digital certificate.

Term – is a word having an explicit meaning. For example, application is a term.

URL – Uniform Resource Locator is a string of characters that precisely identifies an Internet resource's type and location.

USACE - United States Army Corps of Engineers.

W3C - World Wide Web Consortium.

Web Application - A computer program that uses an Internet Browser as the user interface. A web site which does not edit or process data is not a web application.

Web Element - Specific item, which must be included on a web page including One-Door-to-the-Corps indicators, banners, POC block, etc.

Web Page – A document displayed by a web browser. It may include graphics and links. Each page has an unique address.

Web Page Set - A collection of web pages having a common theme, published by one group, and intended for one audience.

Web Site - A collection of information including its opening page and one or more web page sets related to a common subject or set of subjects. A web site is distinct from a web application.

WWW – World Wide Web.

XML - Extensible Markup Language.