

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

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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 Government 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

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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).