

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)	
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Errata Sheet

No. 1

Information Management

Management and Use of CorpsWeb

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

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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

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Regulation
No. 25-1-99

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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

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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://corpsgeol.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

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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>.

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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:

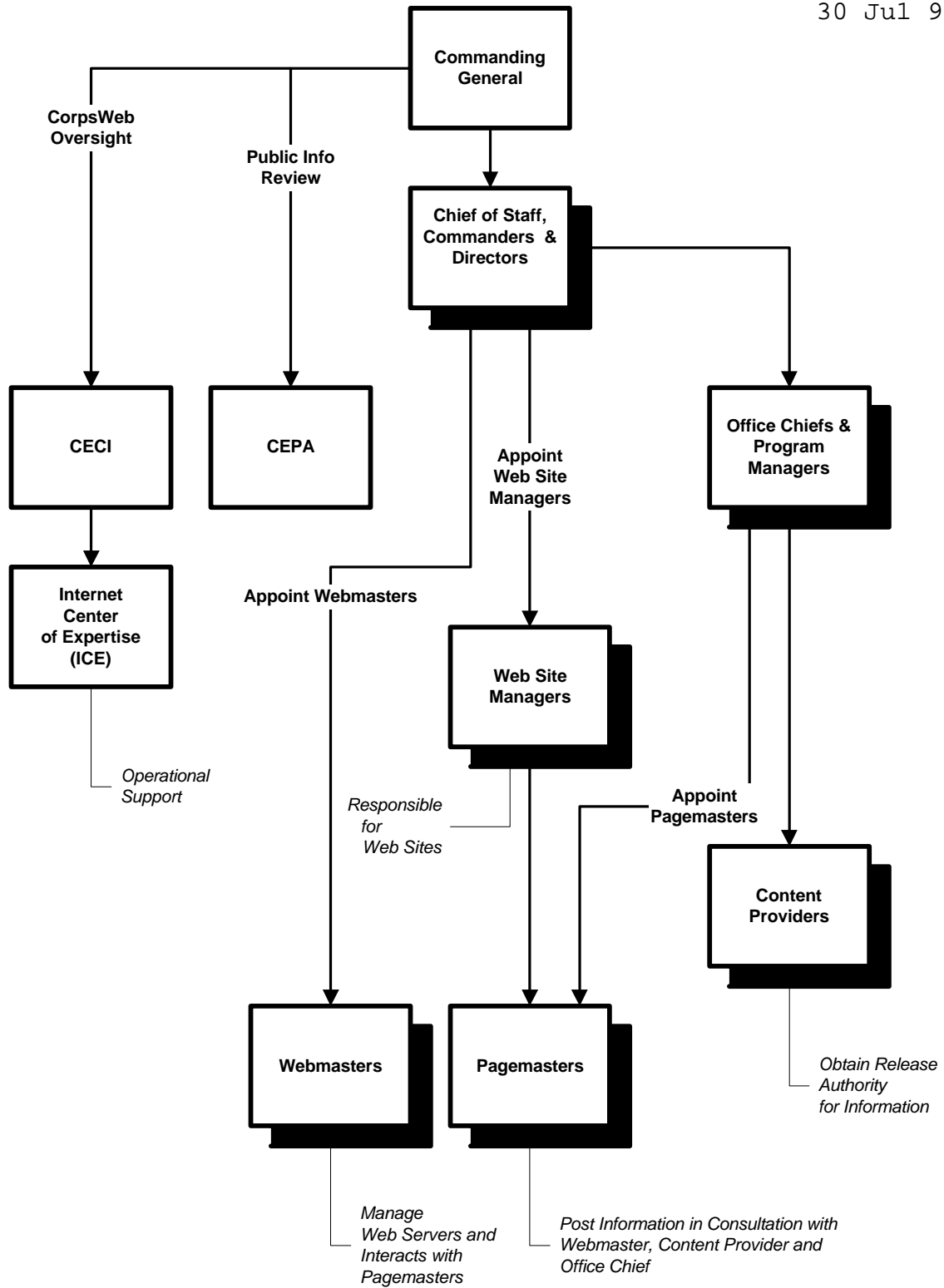


Figure 1 -- CorpsWeb Roles and Responsibilities

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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).

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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).

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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