

*DR-25-1-70

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CEMVS-PA
CEMVS-IM

Regulation
No. 25-1-70

10 April 2001

Information Management
MANAGEMENT AND USE OF MVS INTERNET

1. **PURPOSE.** This regulation prescribes policy procedures and guidance for the establishment, operation and maintenance of the St. Louis District (MVS) Internet Web pages. It prescribes, in detail, the proper procedures for publishing St. Louis District information on the Internet and World Wide Web. It is not the intent of this regulation to limit possibilities for legitimate use of the Internet.
2. **APPLICABILITY.** This regulation applies to all St. Louis District organizational elements placing data on MVS Internet Web pages.
3. **REFERENCES.** ER 25-1-99, Management and Use of Corpsweb, 30 July 1999
4. **POLICY.**
 - a. Information placed on the MVS Web pages will be approved in accordance with the release and approval procedures prescribed by this regulation.
 - b. MVS Web pages will contain official information for public and internal dissemination. Use of and information residing on MVS Web pages will be official and for authorized purposes only and will pertain to the mission and functions of the Saint Louis District.
 - c. Links to non-mission related information are not allowed unless cleared by the web site manager.
 - d. All District pages will be similar in format and consistent with "One-door-to-the-Corps" guidance. This guidance will include a graphic of the Corps Castle on each division's homepage. All divisions and projects having a web page will display the words "St. Louis District" on their posted Homepage.
 - e. The purpose of the MVS Internet is for public dissemination of information to a worldwide audience. Maximum use of the Internet for mission-related functions is encouraged at all levels.

* This regulation supersedes DR 25-1-70, 29 Jul 99

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- f. Classified, Unclassified-sensitive, employee personal information, financial, privileged or confidential or other inappropriate information will not be placed on MVS Web pages.
- g. Organizational elements will not post official MVS Command publications on any electronic medium. Only the Information Management Office will have authority to post publications.
- h. Offices (the office of mission/record) developing and maintaining MVS Web pages under the direction of individual pagemasters (web page coordinators) have delegated release authority.

5. IMPLEMENTING GUIDANCE.

- a. Each Chief or Branch Chief will appoint a Web page coordinator/Page master for their published and future web pages. The names and telephone numbers of these individuals should be forwarded to the District Website Manager and will be kept as reference for points of contact.
- b. Home pages are considered official agency records. Web page coordinators/Pagemasters will be responsible for maintaining and managing them as official records.
- c. The Page master will maintain the following information on each document provided by an **information provider** for placement on active web pages and/or public FTP (file transfer protocol) servers.
 - (1) Mandatory POC information.
 - (2) Statement that the information is unclassified, non-sensitive and is not in violation of the Privacy Act.
 - (3) Specific date or event (sunset date not to exceed 1 year) for complete revision as needed or removal from the Internet.
- d. Major components of a complex document (e. g. the bibliography, index, or glossary) which are likely to be separated and used individually are marked as separate documents.
- e. Intended Audience will be the public at large, limited to Corps-wide Internet protocol (IP) addresses or restricted locally to Corps site.
- f. Disclaimer statement (such as: Copyright Status, Disclaimer of Endorsement, Disclaimer of Liability, etc.), if required, will be included on each page that is or will be published.
- g. New and unpublished web pages that will be placed on the MVS Web site, will be submitted to the Website Examiner prior to posting. This does not pertain to existing pages that are merely being updated.

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6. OFFICE GUIDANCE AND RESPONSIBILITIES.

a. **All Users:**

(1) Safeguard Government information and resources and use them appropriately. Utilization of government resources for personal benefit or profit is illegal.

(2) Appropriately use Army-owned hardware, software, and communications in accordance with ethics, fraud, waste, and abuse regulations.

(3) Report known, suspected, or attempted intrusions by unauthorized users or by authorized users attempting to gain unauthorized access to the Information Systems Security Officer or District Security Officer within 24 hours of detection.

b. **Public Affairs Office**

(1) Develop MVS Web page related policy in coordination with the Information Management office.

(2) Responsible for MVS Web oversight, manage program implementation, and recommend the appointment of a **District Website Manager and Website Examiner** to Commander.

(3) Serve as Co-Chairman for the Internet Advisory Group.

(4) Exercise full and final responsibility for control and management of MVS Web design, content and ensuring all web pages are in compliance with regulations and make appropriate changes to improve the overall appearance of the St. Louis District Homepage and web pages.

(5) Require District Web site Manager to conduct quarterly program review of web pages and direct the page masters as necessary for web page updates and adherence to web regulations.

(6) Provide oversight, inspection, and review of MVS Web pages to ensure that publicly releasable information posted complies with all applicable policies, directives and regulations.

(7) Review District Web site Manager's clearance of appropriate links to non-Corps websites

c. **District Web site Manager**

(1) District Web site Manager will act as director of all published web pages for the St. Louis District ensuring that published information is current.

(2) Will review all St. Louis District's published web pages for technical and grammatical errors and report found errors to responsible pagemaster for immediate correction.

(3) Will review all St. Louis District's published web pages for broken or re-directed links and report found errors to responsible pagemaster for immediate correction.

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(4) Will review and ensure all St. Louis District's published web pages for compliance with guidance as stated in this regulation.

(5) Web site manager will compile all information gathered from management of St. Louis District's web pages and submit recommendations to Internet Advisory Group bi-annually.

(6) Will inform Web Site Administrator of new items approved for posting.

d. Web site Examiner

(1) Web site Examiner will have authority to review all new and unpublished web pages for compliance with all applicable regulations and district policy.

(2) Upon approval of new web pages, Web site Examiner will immediately inform District Web site Manager and provide the manager all relevant information pertaining to the new web site for final compliance review.

(3) Responsible for the entry and update of web page information on the CorpsInfo database. This information should be obtained from page masters and made as detailed as possible. The Examiner will keep the District Web site Manager informed of efforts and status for posting information and updates.

e. Information Management Office

(1) Develop MVS Web page related policy in coordination with the Public Affairs Office.

(2) Co-Chair the Internet Advisory Committee.

(3) Manage the placement of MVS Command publications on the MVS web pages in coordination with the Records Manager.

(4) Formulate MVS Web related information security policy in coordination with the Security Office and assign the MVS Web information security program.

(5) Will act as authority for control, management and security of MVS Web resources (i.e. hardware, software).

f. The Web Site Administrator

(1) Inspect new MVS Web pages and links to lower-level pages. Maintain frequent clean backup of files and manage an FTP archive area.

(2) Maintain and review activity logs to monitor usage of servers.

(3) Assist users as required. To this end, the web site administrator will place mandatory point of contact (POC) information on the organization homepage.

(4) Maintain a Web site log.

(5) Maintain repository of standard items such as approved graphics and viewers.

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g. The **Office of Counsel** will exercise full and final responsibility for rendering decisions, opinions and legal advice, regarding all MVS Web related matters involving Freedom of Information Act/Privacy Act data.

h. **District Security Office**

- (1) Provide security oversight for information as it relates to the MVS Web.
- (2) Clear any unclassified but sensitive information requested to be placed on MVS Web pages.

i. **Page masters** (or web page coordinators)

- (1) Ensure organizational home page follows the standard image for Corps home pages and are responsible for development, formatting, and appearance of organizational element web pages.
- (2) Test links monthly to ensure that they are current and active.
- (3) Provide advice to information providers on proper use of HyperText markup Language (HTML).
- (4) Ensure new MVS Web pages have proper approvals before loading.
- (5) Maintain and manage home page documents as official records.
- (6) For every web page, provide the pagemaster's mandatory POC information including name, e-mail address and/or telephone number. Page masters will post this information on the web page and provide to the District Web site Manager.

j. **Information Providers** will be responsible for the accuracy, timeliness, and currency of the information they provide for placement on MVS Web pages and will:

- (1) Obtain the clearance for, and provide information (i.e., original documents and/or appropriate hypertext links) to the web site coordinator (pagemaster) before placement of new web pages on the MVS Web site. This will not pertain to existing pages that are merely being updated. This person is held accountable for the accuracy of the information placed on the Internet.
- (2) Ensure information contained on the MVS Web page is publicly releasable. If there is concern regarding what information can be placed on the Internet, consult Public Affairs.
- (3) Maintain official record copies, within the organization, of all information placed on MVS Web pages in accordance with AR 25-400-2, The Modern Army Record Keeping System (MARKS). The documents, as they appear on web pages, are copies of official records managed within the organization. These documents are merely being distributed electronically and are for information purposes only.
- (4) Provide the pagemasters information about local procedures established by the web site administrator for placing new or revised pages on the Internet. Be responsible for the grammatical correctness, accuracy and timeliness of the information they originated, and develop a process to ensure timely updates and removals.

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- (5) Ensure appropriateness of links to other relevant information.
- (6) For every document, provide the information provider's mandatory POC information.

9. DEFINITIONS. (A complete glossary of terms is furnished with ER 25-1-99)

a. **The Internet** – The catchall word used to describe the massive worldwide network of computers. The word Internet literally means network of networks. The Internet is composed of thousands of smaller regional networks scattered throughout the globe. The World Wide Web is that part of the Internet that allows for transmission of graphic as well as textual information.

b. **Command Home Page** – The World Wide Web page that is at the top level of a Corps organization's (MSC, District, Lab, Center, FOA) web hierarchy. This page is the primary introduction and index to other information provided by that organization. Any Corps site with an Internet presence must have this page (also referred to as "Organization Home Page").

c. **Home Page** - It is entry point to a collection of related web pages. There are three types of home pages. The Corps home page is the entry point to the U. S. Army Corps of Engineers presence on the World Wide Web of the Internet. Organizational home pages are entry points to Corps Commands' (i. e., MSC, District, Lab, Center or FOA) presence on the Internet. Functional home pages (e.g., Directories', Offices', of documents collections associated with their organizations' home pages.

d. **Records** – According to 44 USC 3301, the term includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks or publications and of processed documents are not included.

e. **Release Authority** – The office with responsibility for developing and maintaining the information (the office of record).



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CEMVD-IM (2)
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