

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-113

SUBJECT: WEB PAGE DEVELOPMENT & MAINTENANCE

1. **PURPOSE**. This policy guide establishes procedures for publishing USACE Finance Center (UFC) information on the Internet and WWW. The intent of this SOP is to provide minimal, limited policy and guidance regarding the use of the Internet as a UFC business and marketing tool. It is not the intent of this SOP to limit possibilities for legitimate use of the Internet.

2. **APPLICABILITY**. This policy applies to all UFC employees.

3. **BACKGROUND**.

a. Every UFC employee works with information data. Information technology facilitates the flow of information, breaks down the barriers to accessing information, makes the processing and transmission of information easier, and helps us carry out our individual responsibilities. The Internet and networking technology are evolving as predominant facilitators of this process.

b. The Army recognizes the value of information distribution and business activity using the Internet. The capability for publishing and distributing documents and disseminating information around the world almost instantaneously, provides significant value over courier and postal service.

c. Networking technology tools allow information to be offered and accessed outside a local activity. These capabilities include data access tools such as file transfer protocol (FTP) or telnet; collaborate tools such as E-mail, Electronic Commerce/Electronic Data Interchange (EC/EDI), voice and video technologies; information search and retrieval mechanisms; Wide Area Information Services (WAIS); and multimedia publishing capabilities such as those offered through the World Wide Web.

d. The Internet and networking technologies help make business processes easier, more efficient, and cost effective. Networking technology allows the general public to access information made available by the Corps of Engineers.

4. **USE OF THE INTERNET**.

a. Maximum use of the Internet for **mission-related functions** is to be encouraged at all levels.

b. Use of the Internet will be for official and authorized purposes only.

c. Placement of Information on the Internet. All UFC employees are encouraged to develop articles of interest for the UFC Home Page. A separate page has been devoted to current business process for each directorate.

5. **RESPONSIBILITIES**

a. Contributing editors will:

(1) Ensure all articles are submitted in the appropriate software (normally word) and provided to the UFC WEB Page Technical Advisor for review and staffing.

(2) Employ the same accuracy and integrity standards to each article submitted as they would for any information disseminated to the public by other formal means.

(3) Carefully proofread and edit all submissions to ensure there is a clear understanding of the content and check for grammar, punctuation and spelling that signify a professional organization.

(4) Perform periodic reviews of information submitted to ensure content is updated and not in conflict with any guidance.

(5) Report misinformation to the Technical Advisor.

b. The UFC Technical Advisor will:

(1) Serve as the central point of contact for information collection.

(2) Solicit, review and edit potential articles for release on the UFC Home Page and evaluate content based on audience to ensure information is timely, relevant and meaningful.

(3) Ensure that only USACE mission/function related information is placed on the Internet Server. .

(4) Assign location and sunset date for articles submitted.

(5) Staff news article with the appropriate staff and obtain release approval from the UFC Director.

(6) Ensure that web pages do not contain any violation of EC 25-1-231 or EP 25-1-97.

(7) Report Webmaster changes to USACRREL, Information Management within 30-days of said change.

c. The UFC Webmaster will:

(1) Serve as Pagemaster for the UFC home page.

(2) Ensure that the homepage is hyperlinked to the USACE Home Page.

(3) Maintain and manage the home page contents as official records.

(4) Convert approved articles to HTML and load new web pages and links to lower-level pages. Load files and maintain the FTP archive area.

(5) Maintain HTTP, FTP, SMTP and gopher support servers as appropriate.

(6) Maintain and review activity logs to monitor server uses and attempted security breaches.

(7) Assist editors and users as required.

(8) Draft responses to various data calls regarding Internet usage, to include information required by the Government Information Locator Service (GILS) as a result of the Paperwork Reduction Act of 1995.

(9) Maintain technical standards as outlined in the Army Technical Architecture version 4.0, dated 30 Jan 96, Internet Transport Standards section 3.2 and 3.3, and Information Security, section 6.

(10) Conduct security reviews IAW AR 380-19, AR 380-10 and ER 380-1-18.

(11) Ensure that future Internet servers, outside the CEAP-IA firewalls are in compliance with EC 25-1-231

6. **CHANGES.** This policy letter will be maintained on the CEFC Internal Homepage. Changes will be made as needed to maintain current policy. Proponency for this Standard Operating Procedure is CEFC-RI, ext. 8525.

FOR THE DIRECTOR:

/s/
BETH KRAUS
Deputy Director of Administration
USACE Finance Center