

CESWL-IM-I

DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P. O. Box 867  
Little Rock, AR 72203-0867

SWLR 25-1-4

Regulation  
No. 25-1-4

2 July 1998

Information Management  
INTERNET WEB ACCESS

1. Purpose. To establish Little Rock District policy and procedures for using the Internet, the World Wide Web (WWW), and networking technology to access and provide information outside of the district local area network. To provide instructions regarding the release and retrieval of information to and from the Internet and set minimum configuration standards for web pages. To encourage the proper use of networking technology for the retrieval of information from the Internet and WWW as a way to accomplish the missions of the Corps of Engineers (CE).

2. Applicability. This regulation applies to the Little Rock District.

3. Reference.

a. EC-25-1-231, 26 Feb 1997, 22 Mar 1996, Use of the Internet; (expired will be replaced by ER 25-1-99, Management and Use of Web Sites which is in development)

b. USACE Homepage; Internet URL address: **<http://www.usace.army.mil>**

c. SWDO Homepage; Internet URL address: **<http://www.swt.usace.army.mil/swd>**

d. Little Rock District Homepage; Internet URL address: **<http://www.swl.usace.army.mil>**

e. CEAP/EP 25-1-97, 22 Mar, 1996, Internet Implementing Procedures; Internet URL address: **<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep25-1-97/toc.html>**

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f. EC-25-1-246, 30 Nov 1996, Enterprise Network Operating Security Procedures; Internet URL address: <http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec25-1-246/toc.html>

4. Responsibilities.

a. Information Management will:

- (1) Provide Internet connectivity IAW local policies and with the guidance of higher headquarters.
- (2) Exercise full and final responsibility for control and management of Internet hardware and technical resources.
- (3) Ensure security for Internet servers to minimize the risk of penetration of the CEAP-IA network by unauthorized intruders IAW the CEAP-IA security firewall architecture.
- (4) Maintain FTP, Hypertext Transfer Protocol (HTTP), Simple Mail Transfer Protocol (SMTP), and gopher support servers as appropriate.
- (5) Maintain and review activity logs to monitor server usage and attempted security breaches.
- (6) Serve as the district Pagemaster.
- (7) Work with functional Points of Contact (POCs) to design and develop functional pages.

b. Public Affairs will:

- (1) Determine design, links and post information normally released by PAO to include the Wire (electronic version of the Dispatch), news releases, public notices, employee news, etc.??
- (2) Provide oversight, inspection, and review of all web pages to ensure that publicly releasable information posted complies with both HQUSACE and local policies.
- (3) Act as assistant Pagemaster.

(4) Load new web pages and links to other pages. Maintain File Transfer Protocol (FTP) archive. Transfer pages to the host server.

c. Information Management and Public Affairs, in coordination, will:

(1) Develop Internet-related policy.

(2) Approve all information to be placed on the Internet. Pagemaster will determine design, links and appropriateness of content for release to the public.

(3) Responsible for removing pages that become out-of-date, receive low usage by viewers or that duplicate information already available on the web.

(4) Oversee Internet Program implementation.

(5) Conduct a periodic program review to implement improvements.

(6) Provide advice to information providers on how to prepare their pages for placement on the district web site and the practicality and structure of Internet services.

(7) Assure proper use of all Internet resources to include staff, funding, expense, etc.

d. Little Rock District Managers will:

(1) Promote business use of the Internet by and for Corps employees and customers.

(2) Ensure that established procedures in this regulation are followed for publication of information, and that, IAW EP 25-1-97, proper coordination and review are performed.

(3) Review and approve information requests from their organization for forwarding to the Pagemaster for approval/placement on the district web site.

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(4) Ensure training is provided, as required, to all subordinate managers and personnel involved in information dissemination or retrieval using the Internet.

(5) Provide a single POC for their functional area or field office. POC will insure accuracy of and keep all information updated as well as responding promptly to information requests they receive.

e. POCs will:

(1) Ensure that new web pages have the proper approvals (see EP 25-1-97, para 6 Internet Implementing Procedures) before coordinating with the Pagemaster.

(2) Work with the Pagemaster to determine design, layout, links and appropriateness of information for release to the public IAW procedures established by the Webmaster for posting information. Be responsible for the grammatical correctness, accuracy and timeliness of the information they originated. Be responsible for updating information and ensuring timely removal of obsolete information.

(3) Maintain and manage their home pages as official records. Maintain official record copies on file within the organization of all information placed on Corps web pages IAW AR 25-400-2, Modern Army Recordkeeping System (MARKS), 26 Feb 1993.

(4) Be responsible for prompt response to all reviewer requests, whether by e-mail or phone, for information from viewers on their pages.

(5) For every web page, provide the mandatory POC information, to include name, phone number and e-mail address.

f. Users will:

(1) Safeguard Government information and resources. Individuals should be aware that utilization of government resources for personal benefit or profit is illegal, IAW DOD Joint Ethics Regulation 5500.

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(2) Use Army-owned hardware, software, and communications IAW ethics, and fraud, waste, and abuse regulations, and authorized use.

(3) Report known, suspected, or attempted intrusions by unauthorized users or by authorized users attempting to gain unauthorized access, IAW of AR 381-12, paras 3-1 and 3-4 to the Information System Security Officer within 24 hours of detection.

5. Policies:

a. Release of Information on the Internet. The purpose of the Internet is for public dissemination of information to a worldwide audience. Maximum use of the Internet to achieve this end should be encouraged at all levels. All information released on the Internet should be for official and authorized purposes only. All Federal Statutes, and Department of Defense, Department of Army, and U.S. Army Corps of Engineers regulations, policies and procedures for mission-related functions shall be followed in the acquisition and use of the Internet. Providers of information who have release authority will continue to have this authority for information placed on the Internet.

b. Intranets may be used to restrict information to employees only or other specific groups. However, the Intranet should not be used for administrative, short term or small group functions.

c. Accuracy and Integrity of Information.

(1) Providers of information to be placed on the Internet will employ the same means for ensuring its accuracy and integrity as they would for any information disseminated to the public by other means. Careful proofreading and editing must be done to all material to ensure clear understanding as well as proper grammar, punctuation and spelling that signify a professional organization.

(2) Providers of information are responsible for ensuring periodic review and updating of material they have provided for placement on the Internet.

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(3) Copyrighted material, including software, text, and visual imagery cannot be distributed on the Internet without written approval of the owner of the copyright. The same copyright protections that apply to other materials and media also apply to materials published on the Internet.

(4) When incorrect information is detected, the Information Provider should be notified and the provider will take appropriate action to correct the document.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "P. S. Morris". The signature is written in a cursive style with a large, prominent "P" and "M".

P. S. Morris  
Colonel, Corps of Engineers  
District Engineer

DISTRIBUTION:  
B, C