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

OM 25-1-100

Memorandum  
No. 25-1-100

10 September 2001

Information Management  
DEVELOPMENT STANDARDS FOR  
HQUSACE WEB PAGES

1. Purpose. This memorandum prescribes policies, procedures, and standards for the management and development of unclassified Internet and Intranet HyperText Markup Language (html) web pages for the Headquarters, United States Army Corps of Engineers (HQUSACE). This memorandum includes web page standards and provides guidance and requirements on Section 508 of the Rehabilitation Act (29 U.S.C. 794d). ER 25-1-99, Management and Use of CorpsWeb, provides additional guidelines for the web.
2. Applicability. This memorandum applies to all HQUSACE elements.
3. Distribution Statement. Approved for public release; distribution is unlimited.
4. References.
  - a. Rehabilitation Act, Section 508, 29 U.S.C 794d.
  - b. AR 25-400-2, The Modern Army Recordkeeping System (MARKS)
  - c. ER 25-1-2, Life Cycle Management of Information Systems (LCMIS).
  - d. ER 25-1-99, Management and Use of CorpsWeb.
  - e. World Wide Web Consortium Recommendations, 11 Jan 97 and 24 Apr 98 (see w3.org). <http://www.w3.org>.
  - f. OSD Website Administrative Policies and Procedures, 25 Nov 98 and 26 Apr 01.
  - g. Architectural and Transportation Barriers Compliance Board, 36 CFR Part 1194, Final Rule 20 Feb 01.
  - h. Joint Technical Architecture – Army (JTA-A)
5. Policy. Use of the Internet is for official and authorized purposes only, as directed in ER 25-1-99, Appendix B, Use of the Internet.

a. HQUSACE web information must be accurate and current. Proper grammar, punctuation, and spelling must be used for clear presentation. Any errors on the website should be corrected by the responsible Pagemaster or author as soon as possible upon discovery of error. Hyperlinks must support the mission of the organization. Information which no longer supports the purpose of the website, has expired, or is no longer being maintained, must be removed by the responsible Pagemaster or author immediately, in accordance with USACE and ement procedures. Copyright and ownership issues, copyright infringement, etc., shall be coordinated with the Public Affairs Office (PAO).

b. Web based Applications.

(1) Applications developed by HQUSACE, including those using a web browser as the user interface, must comply with ER 25-1-2, Life Cycle Management of Information Systems (LCMIS).

(2) Joint Technical Architecture – Army (JTA-A), Appendix B, establishes languages, standards, and tools for developing web-based applications.

c. It is recommended that HQ Staff Principals utilize the web servers and services provided by the Humphreys Engineer Center Support Activity (HECSA) Information Management Office for web support. All HQUSACE Staff Principals with a web presence or a requirement for web support shall first coordinate with the HQUSACE Webmaster located in the HECSA Information Management Office prior to contracting for support services.

d. Detailed guidance on web page Style, Templates, and Standards are located in Appendix A.

6. Web Accessibility Standards. All pages, both Internet and Intranet, shall comply with the Section 508 accessibility standards. These standards may be viewed on the Corps Intranet site at <http://corpsinfo.usace.army.mil/ice/accessibility.html>. Section 508 rules and examples are located in Appendix B.

7. Responsibilities.

a. **Pagemaster:** The Pagemaster is responsible for ensuring the web page adheres to this Office Memorandum (OM). The Pagemaster reviews all web pages prior to posting to ensure the website does not contain any sensitive/classified or privacy data and that the web page is in compliance with Rehabilitation Act, Section 508. The Pagemaster is responsible for cataloging the web page sets in the Corps web catalog at <http://corpsinfo.usace.army.mil> and notifying the Webmaster and Website Manager of all new web page sets. The Pagemaster is also responsible for the configuration, management and information integrity of all owned pages.

b. **Webmaster:** The Webmaster is responsible for cataloging all web servers, applets, scripts, etc., which are components of a web page set that will be registered with the home page. Webmasters ensure that Privacy Act and security practices are followed when using Common Gateway Interface (CGI) scripts such as counters (ER 25-1-99). Webmasters assist in

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establishing userids and passwords to gain access to the web servers. They also assist employees in developing web pages, as needed.

c. **Website Manager:** The Website Manager is responsible for verifying and validating that the web page sets are in compliance with the Rehabilitation Act, Section 508. The Website Manager coordinates with operational personnel on applicable webserver(s), represents HQUSACE on all web related groups, meetings, and/or conferences, provides local organizations guidance and training on website capabilities and features, and reviews website and page content for compliance with local and higher authority policies. When broken or damaged links are discovered, the Website Manager takes necessary action to correct the broken or damaged link in an expeditious manner. The Website Manager will also perform random checks for compliance with this OM. Remedial actions may include removing/disabling a web page immediately if the page is found to contain outdated/inaccurate or sensitive /classified/ privacy data content, and removing or isolating any server not registered/coordinated with the Website Manager until the webserver(s) is properly identified and approved by the Website Manager.

8. Enforcement and Compliance. The HQUSACE Website Manager is responsible for enforcing this OM. Non-compliance with this OM will result in the Pagemaster(s) and/or author(s) being directed to disable the website/pages until all requirements are met. After 21 Jun 01, any changes, additions, and/or newly deployed/installed Corps web page(s) must comply with Section 508 accessibility standards. Requests for waiver(s) to policy shall be made in writing to the HQUSACE Website Manager at [hqwebmanager@usace.army.mil](mailto:hqwebmanager@usace.army.mil).

FOR THE COMMANDER:

2 Appendices  
APP A–Style, Templates and Standards  
APP B–Web Accessibility Standards  
Glossary



ROBERT CREAR  
Colonel, Corps of Engineers  
Chief of Staff