

DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers, Portland District
P.O. Box 2946
Portland, Oregon 97208-2946

CENWP-IM
Regulation
No. 25-1-12

1 October 2001

Information Management
INTRANET POLICY – HOSTING “OTHER” WEBSITES

History. This issue is a new Portland District regulation.

Summary. This regulation covers the guidance on what will be hosted and how it will be managed on the Portland District Intranet.

1. PURPOSE. This regulation establishes guidance for hosting sites on the Portland District Intranet servers in an effort to further promote services sanctioned by the Commander, i.e. Action Committee for Employees (ACE), Fed Club, Combined Federal Campaign (CFC), etc.

2. APPLICABILITY. This regulation is applicable to all elements of the Portland District.

3. POLICIES AND PROCEDURES. Non-governmental sites that are being hosted on government computers will not contain official government information, the following is an outline of how these sites will be managed, as well as clarifying what organizations may be hosted by the Portland District:

a. Organizations wishing to post a webpage(s) on the Portland District Intranet site must contact Information Management's Special Projects Office. Organizations must:

- (1) be affiliated with Portland District,
- (2) provide a service available to District employees, and
- (3) be endorsed by the District commander.

b. Organization must supply their own pagemaster/POC to be responsible for maintaining the pages. This person must be an employee of Portland District.

New Regulation. This regulation supersedes Portland District Commander's Policy Memorandum # 1-01.

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c. Websites must conform to Army/Corps/NWD/NWP standards. These standards can be found at the following website: <https://w3.nwp.usace.army.mil/im/i/is/web/regs.htm#internet>.

d. Pages must be kept up-to-date and updated when posted information expires/becomes dated. Pages that are more than one year old (as determined by date on bottom of page) will be deleted.

e. Limited technical support will be provided to ensure the pages conform to established standards and are operable using District-supported Intranet browsers. POCs are responsible for page content and design.

f. All new webpages must be reviewed and approved by Chief, IM, prior to posting on the District's Intranet server.

g. Removal Process. Web pages may be removed from the District's Intranet server for violation of current DoD, Army or Corps regulations. In most cases, POCs will be notified to revise any pages not conforming to regulations. In cases of gross negligence or extreme violation compromising the credibility of the website, pages may be removed without prior notice. The Chief, IM, and the webmaster may authorize the removal of web pages.

FOR THE COMMANDER:


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DISTRIBUTION:

<https://www.nwp.usace.army.mil/im/r/regs/nwpr.html>

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