

DEPARTMENT OF THE ARMY  
Wilmington District, Corps of Engineers  
PO Box 1890  
Wilmington, North Carolina 28402-1890

CESAW-IM-S

14 January 1997

DISTRICT REGULATION

No. DR 25-1-5

WILMINGTON DISTRICT WORLD WIDE WEB PAGE

1. Purpose. The purpose of this regulation is to establish policy, procedures, and define responsibilities for the release of information and minimum consistency requirements for the District's World Wide Web pages.
2. Applicability. This regulation is applicable to all organizational elements of the Wilmington District that have appropriate Corps mission-related information to place on the Internet.
3. References.
  - a. EC 25-1-231
  - b. EP 25-1-97
4. Policy. In accordance with Ref. b, each district is required to establish an organization home page for the World Wide Web (WWW). Most commonly referred to as a Command's Home Page, it is the introduction to all other Internet information provided by the District. The District may construct functional home pages (provided by individual offices within the District) subordinate to the organization home page. They may be organized by mission, function, or any other grouping. Functional home pages must be approved by the functional proponents and the Webmaster to ensure they are appropriate for publication.
5. Approval Procedures. WWW pages must adhere to the following review:
  - a. Technical Divisions.
    - 1) The originator, with the assistance of the Pagemaster, will develop the page. The Pagemasters will be appointed to provide oversight to ensure that functional home pages meet district guidelines. The original will then be submitted to the appropriate immediate supervisor for review of content. If it is determined that the page is appropriate for publication, it is forwarded to the Division Chief for review.

2) The Division Chief also reviews the page for appropriateness and content. At this time, the Division Chief's Administrative Assistant will review the page and provide editorial comments.

3) If the Division Chief feels that a legal issue must be addressed, the page will be forwarded to Office of Counsel. If no legal issue is involved and contents and editorial comments have been addressed, the page will be forwarded to Public Affairs Office (PAO) with the Division Chief's signature.

4) PAO will review the page for copyright infringement and provide oversight inspection and review to ensure that all information complies with HQUSACE and local policies. (To facilitate this review, a courtesy copy will be provided to PAO when the page is first submitted to the Division Chief.)

5) The page will be forwarded to the Privacy Act Official, with PAO's signature, for Privacy Act review. Upon approval by the Privacy Act Official, (i.e. signature), the page will be forwarded to the Webmaster for review of technical format and placement on the WWW.

6) The Webmaster will be appointed by the District Commander. It is the responsibility of the Webmaster to ensure that the District's home page follows the standard image for Corps home pages. The Webmaster will provide advice to authors on proper use of HyperText Markup Language (HTML) and the practicality and structure of WWW services. The Webmaster will load new functional home pages and links to higher-level pages, load files, make changes necessary for compatibility with Big 3 Browsers (Mosaic, Netscape, and Internet Expl.), make minor corrections in HTML Code, consolidate graphics and maintain the new pages have the proper approvals before posting.

7) Pagemasters will be appointed to provide oversight to ensure that functional home pages meet district guidelines.

b. Administrative Offices.

Approval procedures for pages submitted by administrative offices will adhere to the above with the exception that the Deputy District Engineer will perform the duties of the Technical Division Chief.

c. The total elapsed time for the above review sequence shall be twelve working days (five of these are reserved for the Webmaster). If the individual in charge of a specific review is not able to complete the review in the required time period an alternate reviewer shall be designated. The alternative for PAO shall be the Acting Public Affairs Officer. The Chief Support Services Branch, IMO, shall be the alternate for the Privacy Act Official. Alternate for the Webmaster will be from IM due to the system security levels involved in the Web Server software.

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d. Any changes to originally approved text or graphics on an existing functional home page (as determined by the Pagemaster), with the exception of data updates and layout changes, shall be subjected to the above review sequence.

e. Links to other Web Sites require Division Chief (for Technical Divisions) or Deputy District Engineer (for Administrative Offices) approval.

f. The following functional home pages have been established:

- 1) Welcome
- 2) Emergency Operations
- 3) Recreation Facilities
- 4) Wetlands Permits
- 5) Flood Plain Mgmt
- 6) Regional Village
- 7) Capabilities
- 8) Coastal
- 9) Contract/Bidding Info
- 10) Water Levels
- 11) Geographic/GIS Data
- 12) What's New

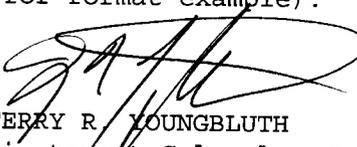
Additional functional home pages will require the approval of the District Staff.

g. Data on existing functional home pages shall be maintained and kept current. Each supervisor shall appoint a pagemaster to ensure continued development of functional home pages. These individuals' names shall be submitted to the Webmaster.

6. Consistency Requirements.

a. The organization and functional home pages shall meet the requirements of paragraph 8 of reference b.

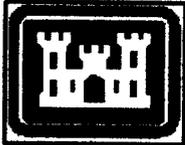
b. In addition, District functional home pages shall be required to use a standard header developed by the District. Each header will consist of a hotlink communication mark that refers back to the District organization home page, title of the functional home page, the district name, and the icon which represents the functional home page (see Appendix 1 for format example).



TERRY R. YOUNGBLUTH  
Lieutenant Colonel, EN  
Commanding

Appendix 1  
Format Example

Distribution:  
D

**CLICK HERE FOR TEXT ONLY WATER LEVEL INFORMATION**

U. S. Army Corps of Engineers Wilmington District  
Water Management Unit  
Coastal, Hydrology, and Hydraulics Section

**Daily River Basin Conditions**

This page provides access to current and historic water resources information in the Wilmington District.

The Wilmington District has responsibility for managing water resources in an area covering about 53,000 square miles. This area includes six river basins and 1,500 miles of navigable waterways. Multipurpose reservoir projects include W. Kerr Scott located near North Wilkesboro, NC, Falls Lake located near Raleigh, NC, and B. Everett Jordan located near Moncure, NC. Multipurpose projects with hydropower include Philpott located near Martinsville, Va. and John H. Kerr located near Clarksville, Va. Three Corps lock and dams are located on the Cape Fear River.

**Information maintained by the Wilmington District Corps of Engineers:**

- DAILY** -- **Morning Report for the Wilmington District**
- STAGES, FLOWS & ELEVATIONS** -- **Stream and Lake Level Information from DCP's**
- JH KERR** -- **Roanoke River Basin--John H. Kerr Project**
- PHILPOTT** -- **Roanoke River Basin--Philpott Lake Project**
- JORDAN** -- **Cape Fear River Basin--B. Everett Jordan Project**
- FALLS** -- **Neuse River Basin--Falls Lake Project**
- WK SCOTT** -- **Yadkin-Pee Dee River Basin--W. Kerr Scott Project**
- ANNUAL** -- **Latest Annual Report**
- WILMINGTON DIST. HOME PAGE** -- **Wilmington District Main Home Page**

The Wilmington District assumes no responsibility for either the contents or accuracy for the following links and information:

- Tropical, Local and North Carolina Weather Information**
- Virginia State Climatology Office**
- Predicted Rainfall across the US**
- Alternate Tropical Weather Information**
- Water Management--Jacksonville District**

**Water Management--Savannah District**

**Water Management--Mobile District**



Caution: Page is still under construction. Information is provided "as is" with no warranty to be error free.



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*E-mail*