MINIMUM VIABLE SITE GUIDE BOOK

SUSTAIN SUPPORT DEFEND

CONTENTS

This short list of requirements and the associated site map were developed based on the current site analytics data from Fort Stewart, customer surveys of service members and families about the website, and mandatory page requirements by the Army Cyber Command (webmaster page).

The following constitute the minimum viable site to meet the bulk of customer needs and regulatory requirements. Once your site addresses all these items, it will be considered releasable. This is a MINIMUM. Continue to build your sites according to the Tiered Menu Layout until they are complete.

Print out the Checklist to make it easier!

Useful links:
IMCOM IEW Sharepoint (Find tutorials, documents, and more!)
https://army.deps.mil/army/cmds/imcom_HQ/PAO/Pages/IMCOM-Enterprise-Web.aspx

YouTube Channel Tutorials
https://www.youtube.com/channel/UCqEInkmv9VOyEVRbzHVfIYg

Webmaster Helpful Tips
http://www.stewart.army.mil/index.php/about/Garrison/garrison-staff-offices/PAO/webmaster/webmaster

MINIMUM VIABLE SITE CHECKLIST

Site Checklist

○ Changed installation name
○ Changed installation slogan
○ Changed installation logo/crest
○ Updated Social Media Links
○ Linked EEO page in Footer
○ Linked ICE in Footer
○ Linked SHARP in Footer
○ Linked MWR in Footer

Home Page Checklist

○ Link to Commander's hotline
○ Link to For Newcomer's
○ Link to ID Cards & DEERS
○ Link to Visitor & Gate Information
○ Link to Crisis & Emergency Contacts
○ Photo(s) at top
○ Facebook, twitter, or news feed (pick two)

Pages Checklist

○ Leadership Page
○ Garrison Page
○ Visitor & Gate Information Page
○ ID Cards & DEERS Page
○ Crisis & Emergency Contacts Page
○ Phone Book Page
○ PAO Page
○ Commander's Hotline Page (if applicable)
○ For Newcomer's Page
○ Units/Tenants Page
○ Units Page

Other:

○ Mark all external site warnings
○ Mark all CAC required warnings

INSTRUCTIONS

INSTALLATION NAME (CONUS) or Garrison name (OCONUS): "U.S. Army Fort Humongus" or "U.S. Army Garrison Lonliplase"

i. To change this, go to Dashboard> Stacks and Blocks> Global Areas> Header Garrison ID

ii. Click on the name of the installation and click Edit Block. When you're done, click Save, and then Click Publish Changes.

INSTALLATION OR GARRISON SLOGAN OR IDENTITY: "Home of the 9th Infantry" "Center for Field Laundry Excellence" "The U.S. Army's Home in Nowheredorf"

iiii. Dashboard> Stacks and Blocks> Global Areas> Header Garrison Tag

iv. Click on the slogan and click Edit Block. When you're done, click Save, and then Click Publish Changes.
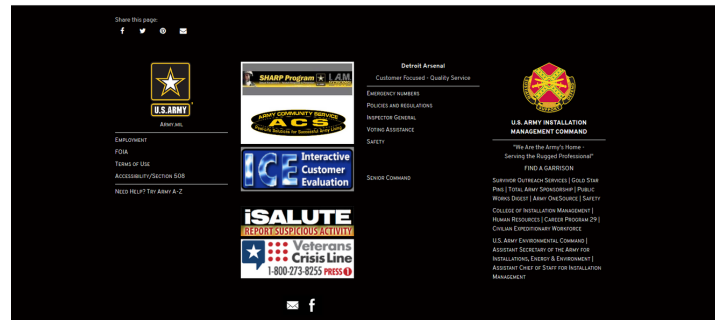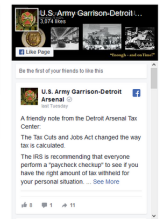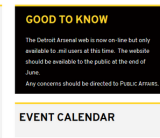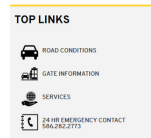
AN IDENTIFYING LOGO.

You can launch with the IMCOM crest but work toward making it unique.

v. Dashboard> Stacks and Blocks> Global Areas> Header Garrison Logo

vi. Click on the Image and click Edit Block. Then click on the image in the blue bar and select Clear to delete the image. Then select Upload image.

vii. When you're done, click Save, and then Click Publish Changes.

SOCIAL MEDIA LINKS: Go into the block and choose the links for your social media applications.

viii. Dashboard> Stacks and Blocks> Global Areas> Sitewide Footer Social

ix. Click on the black and white social icons and click Edit Block.

x. Select what icons you want in the bar by putting a check in the box. Tell Concrete 5 where you want those links to go to by filling in the links. All of the links are normal https://www.facebook.com/FortExample.com except for the email one. If you want user to be able to email an address with this icon, put the word "mailto: "in front of the email address.

xi. When you're done, click Save, and then Click Publish Changes.

FOOTER

COLUMN 1: LINK TO EEO PAGE

i. Dashboard> Stacks and Blocks> Global Areas> Footer Col 1
ii. Click on the text and click Edit Block.
iii. Highlight the words Equal Employment Opportunity and click the link button, it looks like this:

iv. Click Sitemap and then select the EEO page. Click OK.
v. When you're done, click Save, and then Click Publish Changes.

COLUMN 2: Link the ICE logo to your garrison ICE page (See instructions for Column 2 below)

COLUMN 2: Link the SHARP logo to your SHARP page (See instructions for Column 2 below)

COLUMN 2: Link the ACS logo to your local ACS page on your MWR site (https://[yourgarrisonnamehere].armymwr.com/acs)
vi. Dashboard> Stacks and Blocks> Global Areas> Footer Col 2
vii. Click on the images and click Edit Block.
viii. Click on the image (there should be small white squares around the image) you are linking to and click the link button, it looks like this:
ix. Click Sitemap and then select the page you need. Click OK.
x. If you don't have an internal ICE Form, just copy and paste the ICE link into the "URL" section of the link menu.
xi. When you're done, click Save, and then Click Publish Changes.

COLUMN 3: Can be left blank (on a minimal site. Recommend at least a link to your senior commander's unit)
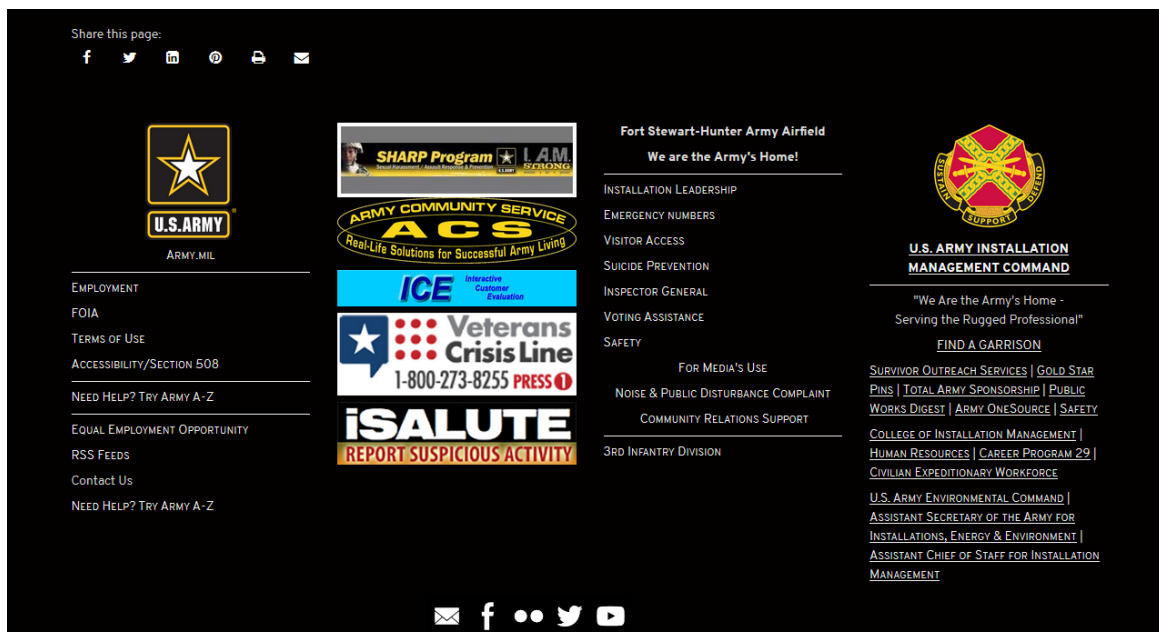
HOME PAGE

TOP LINKS box:

1. Link to commander's hotline (if you have that program on your garrison, you need to continue it)

This is just a text box. Click and drag the box where you'd like it, type commander's hotline and highlight the text.

Click the link button. The link protocol is automatically http://, change it to "other". In the url box, type the commander's hotline email like this: mailto:fortexamplecommanderhotline@mail.mil

2. Link to For Newcomers
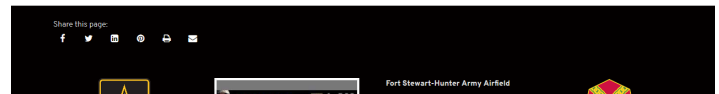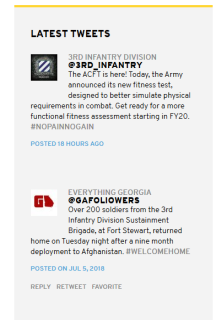
3. Link to Deers/id cards

4. Link to Visitor and gate information

5. Link to crisis & emergency contacts

You could also make an icon list by using the highlight links v1.5 block. In this block, you select what icon you want displayed, what text to display, and what page you wish to link to. If you want to use this to include the commander's hotline, use the pro tip.

FILL THE OTHER TWO COLUMNS IN THE THREE-COLUMN LAYOUT:

xii. Option 1: A horizontal photo or Image Slider

xiii. Option 2: Choose any 2: A Facebook Feed, a Twitter Feed, A block promoting the garrison newspaper, an RSS feed from CORE.

PRO TIP

Highlight links block only links to pages, so you need to make the commander's email a page. Go to your Sitemap and click on the Commander's Page. Then click "Add External Link". Title it Commander's Hotline (or whatever you'd like) and in the url type mailto:fortexamplecommadershotline@mail.mil the commander's hotline email address with mailto: in front of it.

ABOUT PAGES

LEADERSHIP PAGE

i. Layout is up to you but this page should at least have all pertinent leadership photos, names, ranks, and positions.

ii. Make sure everything is a link. For example, The Commanding General's name, position, and photo should be a link to his page.

iii. Read Tutorial 2a to learn how to set up Leadership and Leader Bio pages. At the very least have the Garrison CDR and CSM.

GARRISON PAGE

iv. Fill in the Service Data Box (black box on right side of page) with relevant information by clicking it and selecting Edit Block.

v. To change information in the Directorates, click the block, select edit block.

vi. Insert a link to Commander's hot-line page if one exists.

vii. Add links to Phonebook, Visitor, SHARP, and EEO pages.

VISITOR AND GATE INFORMATION PAGE

viii. This page should be a Right Sidebar Page Put a Service Data Box on the Right Sidebar Column that has the phone number, location, hours, etc. of the Visitor Control Center

x. The more the merrier on this page – ideas include FAQ's about what types of identification can be used to get on post, Gate hours and locations, a link to a post map, etc.
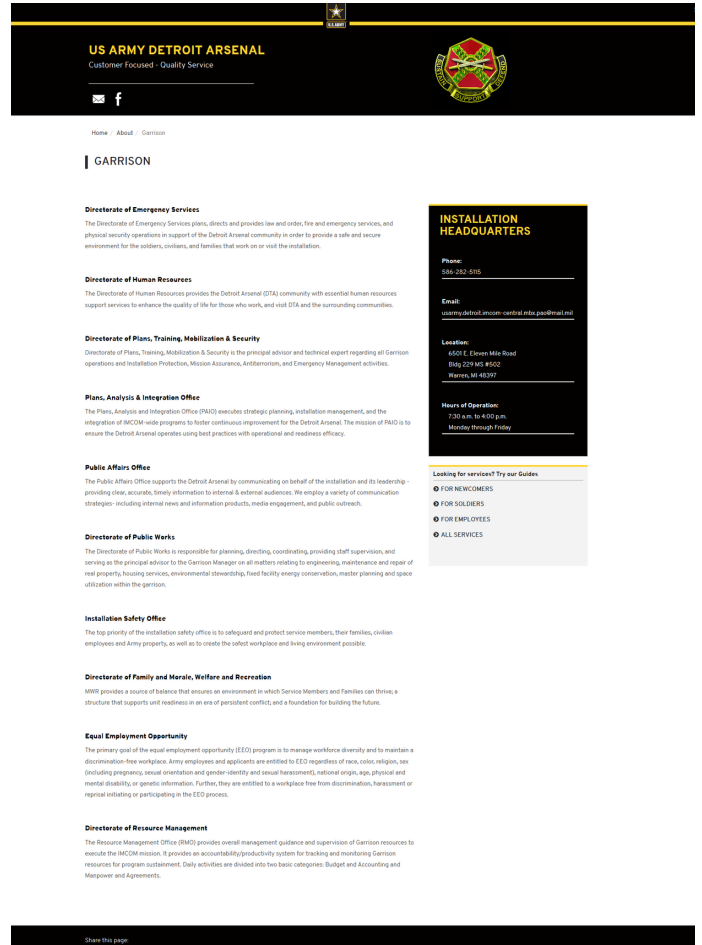
ID Cards & DEERS Page

ii. This page will eventually go under your DHR page, but it can float here for now
.
iii. Make this page a right sidebar page.

iv. Have the phone number and address for the ID Cards/DEERS office.

v. Insert like to make appointments

CONTACT PAGES

Crisis & Emergency contacts Page

i. This page is just one simple purpose: a text block with crisis phone numbers.
ii. Phone numbers to consider:

1. Fire/Police/Medical Emergency: 911 and a non-911 phone number to call from a cell phone
2. Installation Operations 24-hour line (fulfils the requirement to have a 24-hour capability to reach every unit on the installation).
3. Hospital/clinic
4. Chaplain hotline
5. Rape crisis
6. Domestic Abuse
7. Suicide prevention
8. Veterans crisis line
9. SHARP Hotline

PHONE BOOK PAGE

vi. This is one of the most popular pages on the sites. Make sure you fill in as much as you can.

vii. It helps to link the Title of the entry to the agencies' page. For example an entry "Army Community Service (555) 555-5555" The words Army Community Service would page a link to their page if you had one.

viii. Be sure to double up when necessary. For example, ID Cards and DEERS should be under "I" for ID Cards and also under "D" for DEERS.

PUBLIC AND MEDIA (PAO) PAGE

ix. This page should be right sidebar page. Put a service data box in the right column, fill in the information, and tell users what the PAO does.
x. Consider putting a contact form here also. See the video on You Tube.

COMMANDER'S HOT LINE PAGE

i. If you already have a commander's hotline on your front page, disregard.
ii. If your commander doesn't have a hotline inbox, you'll need this page to be a contact form. Get with Shelby/Neal to help with forms.

FORT STEWART-HUNTER ARMY AIRFIELD
Home of the 3rd Infantry Division

Home / Contact / Directory / Phone Book

PHONE BOOK

↑↓ Quick Scroll

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1-5   6-9

Customer Service (Hunter) (912) 315-5336

General Manager: (912) 876-8880

Bryan Village Express: (912) 368-2237

Harmon Express: (912) 876-4230

Marne Express (24 Hour): (912) 876-8434
Main Express: (912) 876-0868

(912) 876-9494

(912) 877-4359

(912) 767-5253

ARC - (912) 767-2197

ARC Caseworkers: 877-272-7337

(912) 767-5058/5059

(912) 767-1545

FS: (912) 767-5974

FS Drug Testing: (912) 767-5944

HAAF: (912) 315-5592

HAAF Drug Testing: (912) 315-5175

ACS Stewart: (912) 767-5058

MY FORT PAGES

FOR NEWCOMERS PAGE

xi. Location & phone number of the reception center
xii. Link to AHOUS
https://www.housing.army.mil/

UNITS/TENANTS PAGE

xiii. You have a couple of options here;
i. If you have more than one large unit, list them all here. If you have pages for them all, go ahead and link them. If you don't have pages for them, at least list their staff duty number.

ii. If you only have one unit, OR if you only have tenant units, we want to redirect users to the correct page. For example, if Fort Alpha only has tenant units, we want internet magic to make it so that when they click on the "Units and Tenants" page to actually just go straight to the "Tenant Units" page. That way we only have to make the Tenant Units page pretty. Same goes for only having one unit.

1. To redirect users, go to the Units/Tenants Page. Click and drag the Redirect block onto the page (into the main area will do). Make the Destination page "Another Page" and choose your page. Then click save.
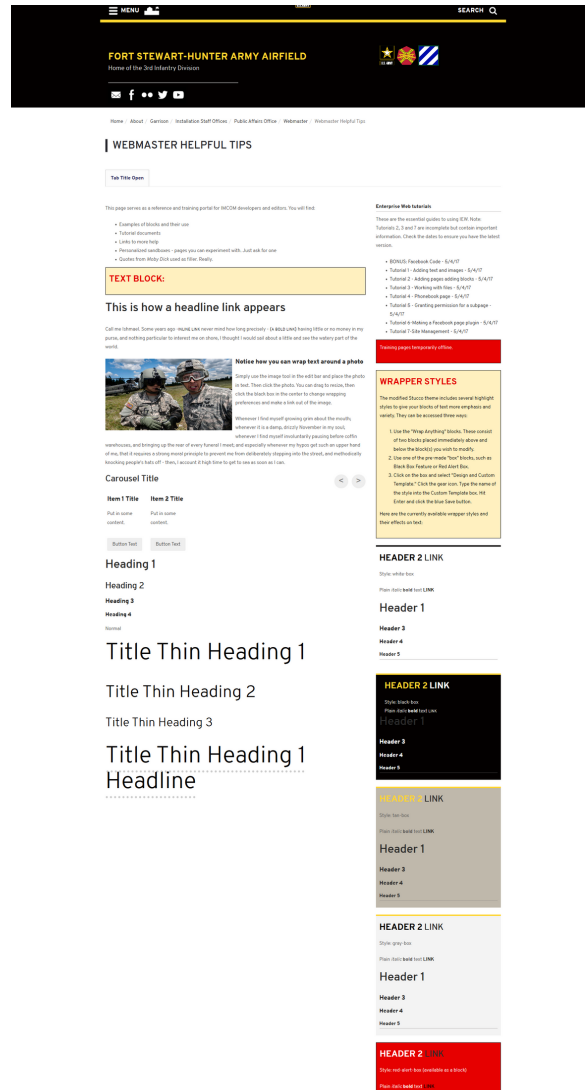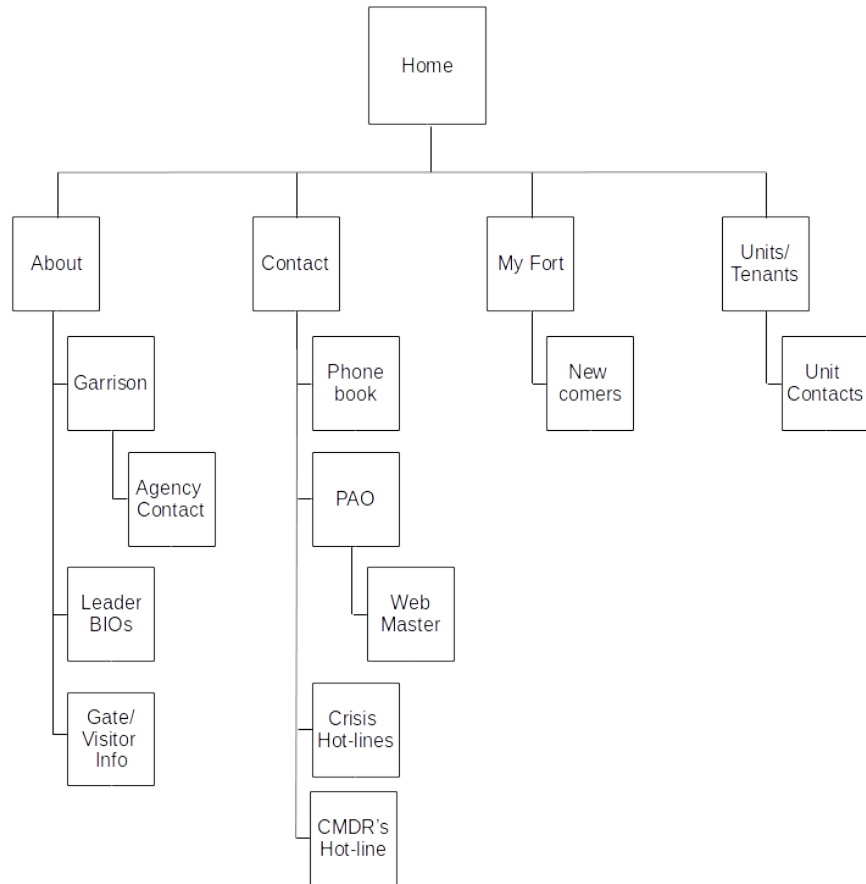

PRO TIP

The picture on this page is the Webmaster tools Neal put together. If you can't find it on your site, find it here:
http://www.stewart.army.mil/index.php/about/Garrison/garrison-staff-offices/PAO/webmaster/webmaster
It displays all of the blocks, wrappers, and other goodies that come with Concrete 5 and the IMCOM theme.

SITEMAP

```
                          ┌──────────┐
                          │  Home    │
                          └────┬─────┘
         ┌───────────────┬─────┴──────┬──────────────┐
    ┌────┴────┐     ┌────┴────┐   ┌────┴────┐   ┌─────┴─────┐
    │ About   │     │ Contact │   │ My Fort │   │  Units/   │
    └────┬────┘     └────┬────┘   └────┬────┘   │  Tenants  │
         │               │             │        └─────┬─────┘
    ┌────┴────┐     ┌────┴────┐   ┌────┴────┐   ┌─────┴─────┐
    │ Garrison│     │ Phone   │   │ New     │   │  Unit     │
    └────┬────┘     │ book    │   │ comers  │   │  Contacts │
         │          └────┬────┘   └─────────┘   └───────────┘
    ┌────┴────┐     ┌────┴────┐
    │ Agency  │     │  PAO    │
    │ Contact │     └────┬────┘
    └─────────┘          │
                    ┌────┴────┐
    ┌─────────┐     │  Web    │
    │ Leader  │     │ Master  │
    │ BIOs    │     └─────────┘
    └─────────┘
                    ┌─────────┐
    ┌─────────┐     │ Crisis  │
    │ Gate/   │     │ Hot-lines│
    │ Visitor │     └─────────┘
    │ Info    │
    └─────────┘     ┌─────────┐
                    │ CMDR's  │
                    │ Hot-line│
                    └─────────┘
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Be sure to label all external site links as well as links that require CAC login.

This concludes the instruction. For more help, visit the links on the front page of this document or contact the IEW team any time.