**Content Resources required for the Minimum Viable Site (MVS)**

**The “Shopping List”**

*This is the minimum information that you will need to build your Minimum Viable Site.*

*Have this information with you to the Workshop or hands-on sessions to help speed the process of building to MVS. If you have additional requirements, it will help to have the copy and files collected so you can receive support as we are able to provide it.*

*Package the text for your pages in a MS Word document, one per page. Do not include your images in the document.*

*Documents you intend to upload should be converted to .pdf (Adobe Acrobat Portable Document Format).*

*Images (photos and art) should be .png or .jpg format. For photos to be used in rotators or featured pages thumbnails, stick to a 6:4 ratio, width to height. Photos to be displayed on the website should be no larger than 2560X1706 – the display size of 30-inch monitors. Thumbnails can be 320X214.*

*Watch file sizes. Even for printing, a photo larger than 2MB would be excessive.*

**Home Page:**

* Your installation official Facebook Login (if utilized)
* Your installation official Twitter Login (if utilized)
* Link to your installation official YouTube channel (if utilized)
* Your installation chosen news feed (Core, DVIDS, or local official news source of choice)
* A brief “about” statement for the installation
* Official installation slogan/motto
* Official installation logos in original format (jpg or png, not on a Word or Powerpoint)
* Any photos you wish to display on the front page: should be 2-5 nice photos with cutlines
* EEO contact information
* ICE links

**About Page:**

* Mission and Vision statement of the installation
* Links to Garrison, Gate & Visitor Information, and Leadership pages
* Any Photos you would like to add to the page

**Garrison:**

* List of major agencies/directorates on post (DPW, DHR etc…)
* Brief (1 paragraph of less) description of organization role on post
* Garrison Headquarters hours of operation
* Garrison Headquarters phone number
* Garrison Headquarters address
* Link to Leadership Page

**Leadership page:**

* Command Photo of Garrison Commander (or equivalent)
* Command Photo of Garrison Sergeant Major (or equivalent)
* Short biography for Garrison Commander (or equivalent)
* Short biography for Garrison Sergeant Major (or equivalent)
* Link to Commanders Hot-line

**Gate & Visitor Information:**

* Information about gaining access to the installation (how to get visitor passes, valid documents expect for pass and access)
* Gate locations (physical address or road is best for those using GPS navigation) and hours
* PDFs for any form that maybe printed and completed before arriving that will assist in gaining a pass to access the installation

**Contact:**

* Links to phone book, PAO, Commander’s Hot line, Crisis Phone numbers, and Webmaster pages
* Can add any other contact information that may be relevant

**Phone Book:**

* Names of major agency/directorates on installation (example DPW, NEC, MWR, AFFES)
* Primary phones numbers for organizations listed above
* The following are nice and are helpful to our community members to have but not necessary:
* Address of primary location of organization
* Link to organization external web-sites if they have one (such as MWR)
* Hours of operation

**PAO:**

* Contact information
* PAO Office email address if one is available

**Webmaster:**

*This page is required by Information Assurance regulations*

* Contact form or email address for webmaster group mail box (NO personal email addresses)
* Phone Number (if desired)
* Office Hours and address

**Crisis and Emergency Numbers:**

*The numbers listed below are for CONUS installations, OCONUS installation please find your international/local equivalent. Many regions have additional help lines run by local agencies and authorities please consult your community resource office to find those.*

* Operations (All garrisons are required to publish phone numbers for 24-hour access to all military units on post. If garrison operations cannot provide this service, then this page should provide a list of contact numbers allowing that access)
* EMS phone numbers for on installation and off the installation in surrounding communities (if different)
* Suicide Prevention phone numbers local, national and international (examples National suicide hot-line 1-800-273-8255, Veteran Crisis Line 1-800-273-8255 Press 1)
* Installation SHARP Hotline number
* DoD Safe Helpline 1-877-995-5247 (for Sexual Assault Prevention and reporting)
* National Domestic/Partner Violence hot-line 1-800-799-7233, 1-800-787-3224(TTY)
* National Teen Dating Abuse hot-line 1-866-331-9474
* Nation Child abuse hot-line 1-800-422-4453
* Chaplain offices or On-call chaplain contact information
* Non-Emergency contacts for local EMS, and Behavioral Health office/agencies

**Commanders’ Hotline:**

*If your installation already has a hotline such as a phone number, or group email that it is using for this include it with a brief description of what the commanders hot-line is for. You can also build an email form to handle this information (let us know if you need help building the submission form.)*

**My Fort:**

* Any pictures of the installation or units you want to include
* A brief description of the post, the surround community and its mission
* Links to the Garrison leadership page, Newcomers page, Phone Directory, Visitor/Gate access page

**Newcomers:**

* Phone number to Reception Center
* Address/Building of Reception center
* Picture of Reception Center
* Links or contact info to Housing information
* Links or contact info to Temporary Lodging
* Consider links to phone directory, units page, visitor/gate page
* Any Special instructions that may help when arriving on the installation for the first time

**Units/Tenants:**

* List of Units on the installation (normally limit to Brigade level and higher unless separate battalion/company, but use best judgment for your installation)
* Staff Duty Phones and address for units listed