



Requirements

- Both the website's <title tag> and the caption at the top of the home page must identify the unit, division, and district as well as the geographic location of the unit. (U.S. Coast Guard Auxiliary Flotilla 1-8 Milton Florida District 8CR)
- Use canonical unit numbers (e.g., 1-5, 7-3, 12-13, 3-15) to describe your flotilla. (Note: existing sites with traditional numbers such as "Flotilla 78" should try to upgrade as page changes are made).
- When using photographs or graphic images, include an "alt" text identification with each image.
- Check that your website displays correctly and consistently using IE 8 and 9, Chrome (all), Firefox 3 and later, and Safari 4 and later.
- Check your site for inappropriate information, including specific advice, endorsement or approval of a product or service, or sponsorship information.
- Make sure your site does not include materials that infringe on the rights or privacy of an individual, or violate copyright restrictions. (Note: Auxiliary websites are not copyrightable).
- Make sure your site does not post the "official" Auxiliary Seal. The Auxiliary logo is OK.
- Make sure there is contact information for your unit on your website.
- All persons who have personal email addresses or phone numbers posted on any non-protected portion of the website must have given you written or email permission to post their information.
- Check your outside links and make sure they support Auxiliary objectives, make sure they are in good taste, and assure that they do not bring discredit to the Auxiliary.
- Make sure your site limits access to sensitive information by implementing Member Zone password protection using a provided Aux Officer API kit.
- Check and make sure your site does not violate Operational Security (OPSEC) guidelines.
- Make sure your site properly display the NTAS and MARSEC threat level logos, pulled directly from the proper DHS locations. (Automatic if using the Aux Templates)
- Make sure your site provide links to the national Website, and other relevant district, division, and flotilla websites. (Automatic if using the Aux Templates)
- Make sure your links are functional (no broken links).

Best practices

- Please do not use background music on the web site.
- Crop and reduce your photographs to their final size; do not resize them in your code.
- Make sure none of your links to on-site materials contain embedded spaces.
- Make sure your links to onsite material are permalinks (i.e. a7029.pdf vs. a7029H-Rev2.pdf).
- On the *About This Unit* page, consider having at least one officer show a phone number or email address.