

UNCLASSIFIED



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
USACC G-3, CURRENT OPERATIONS DIVISION
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATCC-PAO

S: 011700FEB13
DTG: 161700NOV12

SUBJECT: Providing GoArmy.com Battalion Website Updates to Cadet Command

SUSPENSE: 01FEB13

UPDATED: 18FEB14

1. Send all unit updates to usarmy.knox.usacc.mbx.rotc-web-updates@mail.mil. This email account is monitored by USACC web developer Curt Arbtin. Provide contact information in case PAO has questions about the updates you seek.

2. Prior to each designated change, please provide the URL of where the page is located. Use words like ADD, REMOVE, REPLACE, or UPDATE to indicate specifically what you want. PAO will not remove content unless you designate specifically that you want something removed:

EXAMPLE REQUEST

www.goarmy.com/rotc/schools/university-of-kentucky/faculty.html

REPLACE: the current University of Kentucky operations officer on our website from CPT Joseph Orr to CPT Joe Snuffy. CPT Snuffy's photo and bio are attached.

ADD: SFC Jones, title as APMS, and place below CPT Snuffy. Photo is attached.

UPDATE: LTC Roberts photo to the attached official US Army Bio Photo.

www.goarmy.com/rotc/schools/university-of-kentucky.html

UPDATE: the "contact us" portion in the heading of our web page to include Ms. Bluella Wildcat's phone number, 123-456-7890.

REMOVE: the current content in our Battalion History. We're working on updating the history and will get a revised version to you in 30 days.

Questions: contact Ms. Bluella Wildcat at 123-456-7890.

3. Update requests for School Search Listings on GoArmy.com are submitted using the same instructions as above.

<http://www.goarmy.com/rotc/find-schools.html>

ATCC-TO

SUBJECT: USACC Tasking 12-05-004 – Example of Single Suspense Tasking

4. Updates to the Recruiter Search (locate a recruiter) then please contact your BDE S1 and ask them to update your school program information in “HSS”. HSS automatically updates this information on GoArmy.com.

<http://www.goarmy.com/locate-a-recruiter.rotc.html>

5. Photos should NOT be embedded in Word or PDF documents and the width should be no less than 100px.

6. Biographical data for cadre and photos are not required, but they are encouraged. When submitting bio data, please remove PII such as names of family members. Focus attention on providing accurate names, ranks, position titles and contact information.

7. Images depicting contractors wearing ACU's will not be posted. Also, titles should represent a current employment status and not prior military rank.

8. We will NOT remove the school site from GoArmy.com but if you primarily use your school hosted website we will strip down the information on your GoArmy.com site to contact information only with links to your schools program page. This is done to build and improve cross site linking with search engines.

9. POC for this instruction sheet is Mr. Curt Arbtin, USACC web developer at 502-624-6347, curt.a.arbtin.civ@mail.mil .