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Communications and Information

MALMSTROM WEB PAGE MANAGEMENT

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This is the initial publication of this instruction. This publication implements Air Force Instruction (AFI) 33-129 and Air Force Space Command Instruction (AFSPCI) 33-103. It applies to all personnel assigned to the 341st Space Wing, subordinate units, and personnel assigned, attached to, or supported by Malmstrom AFB. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of as indicated in the Records Disposition Schedule available in WebRIMS.

1. Introduction. Mission success increasingly depends on information and its timely and accurate availability to decision makers. This instruction addresses responsibilities, information content, access and protection controls, home page presentations, and outlines procedures for properly placing and maintaining information on the Web.

1.1. **Purpose.** This document establishes wing guidance for the management of all internet and intranet web pages for 341st Space Wing units and tenant organizations. It specifies policies and procedures that are required to design, post, and update web pages on Malmstrom AFB. This instruction will be the primary source when wing users need to reference policy.

1.2. **Applicability.** This instruction applies to all Air Force military/civilian personnel and to Air Force contractors who develop, use, or manage internet/intranet web pages at Malmstrom AFB.

2. Roles and Responsibilities

2.1. The 341st Space Wing Commander will:

2.1.1. Establish and maintain one official public access internet site and a separate, additional controlled-access web site for internal use in accordance with AFI 33-129, para 3.13. The public access internet site is located at <http://www.malmstrom.af.mil>. The controlled access intranet site is located at <https://mafbi.malmstrom.af.mil>. The controlled access site is not available to the public.

2.1.2. Establish local clearance and approval procedures for posting information to the Web in accordance with AFI 35-101. Review and approve, in accordance with SAF/AQ guidance, information made available and shared on public web sites.

2.1.3. Ensure all public web sites are reviewed by the wing Public Affairs office prior to their launch. Establish a record of review and approval for all subordinate sites.

2.1.4. Conduct annual multi-disciplinary reviews of subordinate public web sites.

2.1.4.1. Multi-disciplinary review boards will consist of representatives from communications and information, public affairs, legal, contracting, and operations, as well as any other representatives necessary to address questions concerning the sensitivity of information on a public web site.

2.1.4.2. The site reviews will consider publicly accessible web sites to ensure information that is sensitive from the operational, public affairs, acquisition, technology, privacy, legal, or security perspective does not appear on the public web site.

2.1.5. Delegate approval authority for posting of web information under their jurisdiction but not meant for public access, to approving officials. Approving officials will be, at a minimum, a squadron commander or higher.

2.2. Squadron Commanders/Approving Officials will:

2.2.1. Appoint, in writing, a primary and alternate web page contributor for their unit. Send the appointment letter to the 341 CS/SCXS for updating.

2.2.2. Verify and approve all information posted on web pages under their control. Information not appropriate for public release will be coordinated closely between the OPR for the information being posted and the appointed web page contributor. The OPR is the creator and/or focal point for specific material posted on the organizational home page and is responsible and accountable for protecting its information resource, and ensuring the requirements for release of information are coordinated with the web page contributor and approving official.

2.2.3. Compare the risks associated with disseminating information through the internet versus the expected gain. The approving official should also assess the potential damage unauthorized disclosure could cause. The approving official is accountable for all information posted to their internet or intranet sites.

2.2.4. Indicate approval to post information to web pages on an Air Force Space Command (AFSPC) Form 12, **World Wide Web Page Request**, only after it has been coordinated with the appropriate agencies.

2.3. 341st Space Wing Public Affairs will:

2.3.1. Design, implement, and maintain the top-level public access site and controlled access site.

2.3.2. Approve all information for public release.

2.3.3. Review external links periodically to ensure their continued suitability. If the content of a linked external site becomes questionable or objectionable, Public Affairs will coordinate with the Wing Webmaster to remove the link.

2.4. 341st Communications Squadron Commander will:

2.4.1. Appoint a primary and alternate Wing Webmaster. The Wing Webmaster is responsible for disseminating guidance to all web users and page contributors, while ensuring standardization of all 341st Space Wing web pages.

2.4.2. Appoint a Web Server Administrator, who will be responsible for the daily operation and security of the web server.

2.5. Wing Webmaster will:

2.5.1. Ensure that each web page under his or her control is properly secured, professionally presented, current, accurate, factual, and related to the 341st Space Wing mission.

2.5.2. Establish content of web page Contributor appointment letters and periodically request updates.

2.5.3. Ensure all information posted to Malmstrom web pages have been properly reviewed and documented before placement on the active web server.

2.5.4. Ensure all links comply with Air Force and AFSPC policies and are operational.

2.5.5. Ensure proper access and protection controls are in place and operational.

2.5.6. Ensure information which is outdated or superseded is removed from the system.

2.5.7. Ensure all public web sites are reviewed by Public Affairs prior to publication.

2.5.8. Establish and maintain procedures for page contributors to place information on the web.

2.5.8.1. Periodically review higher headquarters guidance for policy changes and implement changes locally in a timely manner. When changes occur, Wing Webmaster will review all web pages for impact, immediately inform affected page contributors, and implement changes to bring them into compliance.

2.5.9. Exercise authority in coordination with the Wing Web Server Administrator to block any locally managed intranet/extranet site/page or data on a page that is, or has the potential of being, a security risk or contains inappropriate material. Once notified, the owner of the page, site, or data must immediately correct or justify the apparent violation or the page, site, or data will be blocked. Justification must be coordinated through the web page approving official and sent to the 341 CS/CC.

2.5.9.1. Ensure the block remains in place until the violation is corrected.

2.5.9.2. Ensure multiple offenses by the same web page contributor results in de-certification and removal of rights or privileges to post or publish web pages. Rights or privileges will be reinstated when the web page contributor is retrained and re-certified, or replaced.

2.5.10. Incorporate a feedback mechanism for general users' comments.

2.5.11. Register the Uniform Resource Locator (URL) for both top-level web sites with Air Force LINK and verify registration annually.

2.5.12. Ensure warning notices and banners are present on each home page in accordance with AFI 33-129, para 13.1. and 13.2.

2.6. Web Server Administrator will:

- 2.6.1. Maintain access and security control features for the web server.
 - 2.6.1.1. Implement security and access controls requested by Wing Webmaster to include write-access privileges to the temporary web page server.
- 2.6.2. Ensure designated approving authority (DAA) approval is re-accomplished if any configuration changes are made to the system.
- 2.6.3. Maintain and evaluate audit control logs.
- 2.6.4. Gather and analyze performance data on servers under their control.
- 2.6.5. Develop, coordinate, publish, maintain, and test support plans for contingency and service restoration.
- 2.6.6. Coordinate mirror or replication sites with other system administrators.
- 2.6.7. Manage base internet facilities to ensure only authorized equipment and software necessary to perform official government business are procured and maintained.
- 2.6.8. Coordinate with Network Security (341 CS/SCXX) to perform regular network scans for vulnerabilities. Verbally report all negative findings immediately to the CSO and the web server administrator of the page or web server in question, followed by a written report which includes all findings and observations.
- 2.6.9. Configure systems so that the system administrator and Network Security can audit both incoming and outgoing user activities. Auditing of incoming user activities helps identify possible security threats, as well as provides OPRs feedback on the usefulness of their information. Auditing of outgoing user activity helps ensure government systems are not misused. Organizations can keep misuse of computer systems to a minimum by training and educating personnel on proper uses of the internet and monitoring their activity. (Monitoring of communications circuits alone will not prevent misuse). Filter all internet requests through a “proxy server” in order to effectively monitor outgoing and incoming activities.

2.7. Web Page Contributors will:

- 2.7.1. Be appointed in writing by their squadron commander or approving official.
 - 2.7.1.1. Receive training by 341 CS/SCXS within 90 days of appointment.
- 2.7.2. Develop and maintain subordinate-level pages.
- 2.7.3. Review, document, and obtain release authority on material before posting it to the page.
- 2.7.4. Validate all links from pages under their control.
- 2.7.5. Ensure proper access and security controls are in place and operational.
- 2.7.6. Ensure outdated or superseded information is removed from the system.
- 2.7.7. Incorporate a feedback mechanism for page or content-specific users' comments.
- 2.7.8. Ensure each subordinate web page contains OPR information including: organization, office symbol, commercial phone number, and Defense Switched Network (DSN) phone number.

2.7.9. Ensure all E-mail addresses provided on publicly accessible web pages are linked to the unit and not to an individual.

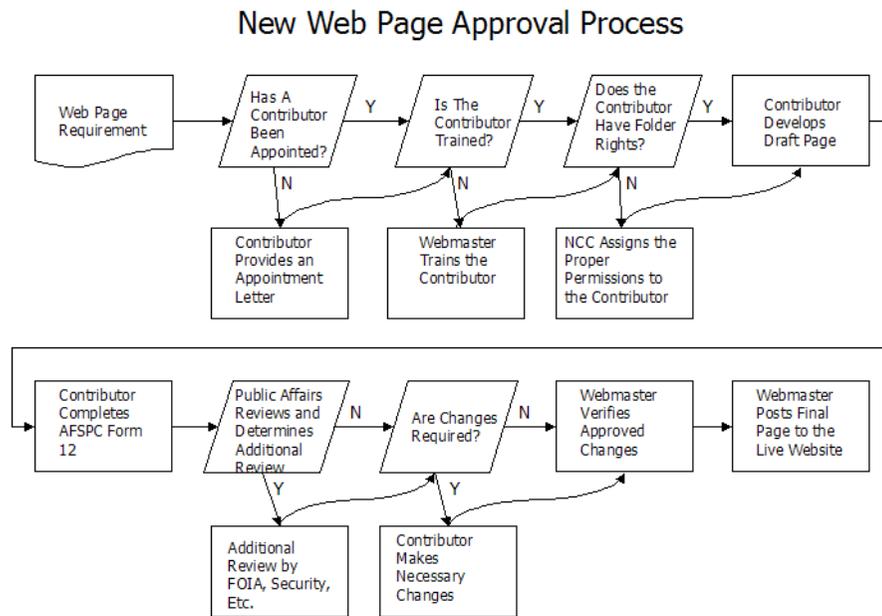
2.7.10. Ensure OPRs include any disclaimers/restrictions that apply to the contents of the page.

3. Approval Process for Posting Information to the Web

3.1. New Web Pages

3.1.1. The following diagram outlines the approval process for posting new web pages to either the Malmstrom public or private web pages.

Figure 1. New Web Page Approval Process.



3.1.2. Any content manager, commander, or page contributor can initiate this process.

3.1.3. The Wing Webmaster is the process owner and responsible for ensuring all steps are taken to approve and post new web pages to the public and private web sites.

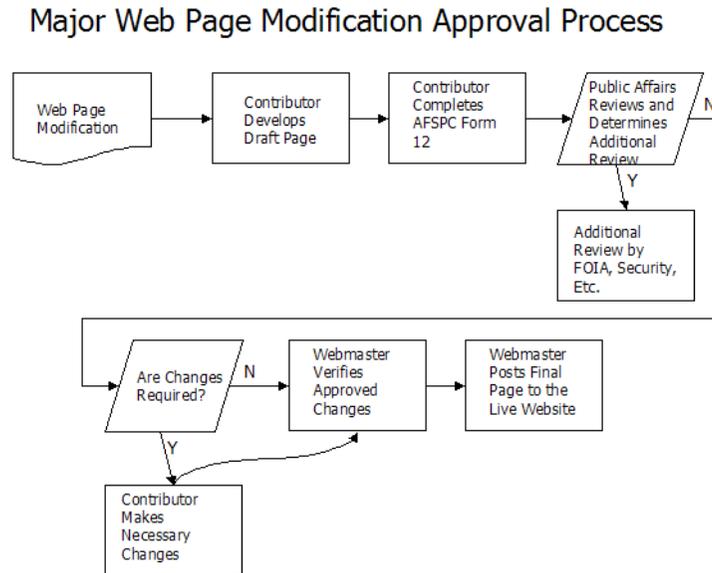
3.1.4. Draft web pages will be created on the temporary server and all approval agencies will visit the temporary server for coordinating on new web pages.

3.1.5. The Wing Webmaster is the only office authorized to post approved web pages to the active (live) web site.

3.2. Major Web Page Modifications

3.2.1. The following diagram outlines the approval process for posting major modifications to existing web pages to either the Malmstrom public or private web pages.

Figure 2. Major Web Page Modification Approval Process



3.2.2. Any content manager, commander, or page contributor can initiate this process.

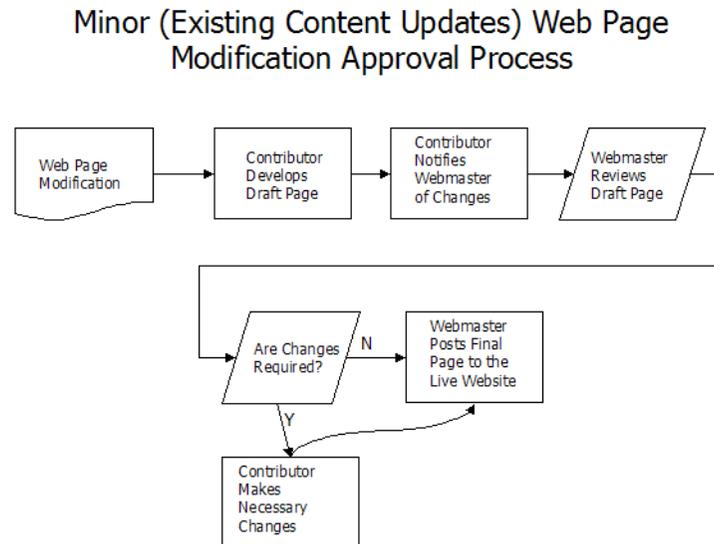
3.2.3. The Wing Webmaster is the process owner and responsible for ensuring all steps are taken to approve and post modified web pages to the public and private web sites.

3.2.4. Draft web pages will be created on the temporary server and all approval agencies will visit the temporary server for coordinating on major modifications.

3.2.5. The Wing Webmaster is the only office authorized to post approved modifications to the active (live) web site.

3.3. Minor (Content Update Only) Modifications

3.3.1. The following diagram outlines the approval process for posting minor content modifications to existing web pages to either the Malmstrom public or private web sites.

Figure 3. Minor (Existing Content Updates) Modification Approval Process

3.3.2. Any content manager, commander, or page contributor can initiate this process.

3.3.3. The Wing Webmaster is the process owner and responsible for ensuring all steps are taken to approve and post content changes to the public and private web sites.

3.3.4. Draft web pages will be created on the temporary server and all approval agencies will visit the temporary server for coordinating on minor content changes to existing web pages.

3.3.5. The Wing Webmaster is the only office authorized to post approved modifications to the active (live) web site.

4. Forms Adopted. This instruction adopts AFSPC Form 12, **World Wide Web Page Request**. Completion of this form is self-explanatory. Once the OPR and Approving Official (normally the squadron commander) have signed the AFSPC Form 12, take it to the Wing Webmaster, 341 CS/SCXS Bldg 145 Rm 328, for further processing.

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Commander