

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 33-18**

**1 JULY 2002**

**Communications and Information**

**WEB SITE MANAGEMENT**

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This checklist reflects Command general guidance and responsibilities for effective and efficient Web Site Management. Checklist establishes the need for command wide conformity of web site management in accordance with existing publications. Information transmittal is the key to command success in the use of web services.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to compliance with public laws pertaining to Accessibility and Privacy Act, Public Affairs(PA). While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This checklist establishes a baseline to be used by the Command Inspector General (IG) during applicable assessments. Use the checklist at **Attachment 1** as a guide only. AFSPC checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit Web Site Management.

DALE W. MEYERROSE, Maj Gen, USAF  
Director, Communications and Information

## Attachment 1

## WEB SITE MANAGEMENT

Table A1.1. Checklist.

<b>SECTION 1. WEB MANAGEMENT</b>				
	Ref AFI33-129, <i>Transmission of Information via the Internet</i> AND AFSPCI33-103 <i>Information Sharing Through the World Wide Web</i> AND Public Law 105-220 Section 508 <i>Electronic and Information Technology, WorkForce Investment Act of 1998</i>			
<b>1.1.</b>	<b>CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1.	Has the Wing Commander ensured the requirements to establish Internet sites been satisfied? (AFI 33-129 para 3.13.5 and 3.14)			
<b>SECTION 2. WEB PAGE MAINTENANCE</b>				
<b>2.1.</b>	<b>CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1.	Are page maintainers and/or OPRs following a procedure for reviewing and approving information destined for internet release ie. Use of AFSPC Form 12, <b>World Wide Web Page Request</b> ? AFI 33-129, para 7.1-7.5 and AFI 33-103 Para 4)			
2.1.2.	Have page maintainers ensured their pages are equally accessible to the disabled and non-disabled? (Public Law 105-220, Section 508, (a)(1)(A)(i))			
2.1.3.	Have logos (example "Bobby") been removed from the web page? (AFI 33-129, Para. 8.2.1.1.2)			
<b>2.2.</b>	<b>NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1.	Is there any evidence of prohibited use of Government computers? (AFI 33-129, para 6.1.1)			
2.2.2.	Have page maintainers ensured that all links are reviewed, information brought up to date, and are valid IAW established guidelines? (AFI 33-129, para 4.2.1.3 and 8.2.1, para 4.2.1.7)			
2.2.3.	Have page maintainers ensured that local pages link to Meta-Indexes, Indexes, or Lists of Other Air Force and DoD pages? (AFI 33-129, para 8.2.2)			
2.2.4.	Have page maintainers posted email addresses IAW established guidelines? (AFI 33-129, para 8.2.3)			
2.2.5.	Have page maintainers ensured their graphics and artwork are not copyrighted or proprietary? (AFI 33-129, para 8.2.5)			