

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 33-129

**PACIFIC AIR FORCES
Supplement 1**

17 MARCH 2000

Communications and Information

**TRANSMISSION OF INFORMATION
VIA THE INTERNET**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This revision is a complete rewrite to clarify responsibilities. Designates the Information Provider with responsibility to initiate and maintain Web page approval documentation (paragraph 3.11.5). Adds instructions for reporting web page defacing (paragraph 11.1.2.). The Web Page Coordination/Approval Checklist was reorganized into two separate checklists for restricted and public release and additional coordination reviews were added to the checklist (Attachment 1 or Attachment 2). New or revised material is indicated by an (|).

AFI 33-129, 1 August 1999, is supplemented as follows:

3.6.5. (Added) Directors, staff agency chiefs, and commanders will appoint a POC (page maintainer) to act as a liaison to the web server administrator for respective organizational home pages.

3.6.6. (Added) Establish local procedures to ensure page maintainers receive proper training on Internet policies.

3.11.5. (Added) For initiating, coordinating, securing approval, and maintaining the appropriate Web Page Coordination/Approval Checklist (see sample in Attachment 1 or Attachment 2).

4.1.1.8. Use the sample Web Page Coordination/Approval Checklist, shown in Attachment 1 or Attachment 2, to approve web pages prior to placing information on a web server. The checklist may be modified to add local requirements.

4.2. Ensures information provided complies with page development standards by reviewing the appropriate Web Page Coordination/Approval Checklist (see sample in Attachment 1 or Attachment 2) prior to posting to web page.

4.2.1.9. (Added) Works closely with the web server administrator to ensure the web is effectively employed and information resources remain protected.

4.2.1.10. (Added) Ensure pages and links are reviewed and updated at least every 90 days. Reflect this review by updating the "Date Last Reviewed" area of web pages [see this supplement, para 12.5. (Added)].

4.2.1.11. (Added) Provide web page development training to subordinate-level page maintainers or assist them in obtaining training when needed.

4.2.1.12. (Added) Ensure minimum page development standards, outlined in this supplement (para 12.5. through 12.8.), are enforced.

6.1. Contractors and other US Government employees performing official business with the Air Force may be granted access to the Internet to conduct official business as part of their normal duties providing they meet the requirements of AFI 33-119 and AFI 33-202 for granting access to unclassified electronic mail systems.

6.4.1. (Added) HQ PACAF/SCTA is the approving authority for dial-up Internet service for Foreign Liaison Officers (FLO). FLOs will not be given Internet access unless authorized in their Extended Visit Authorization (EVA) and coordinated with the PACAF Foreign Disclosure Office. FLOs must not be allowed to obtain any information beyond that specified in the EVA.

6.4.2. (Added) DoD Dependent Schools (DODDS) and base education offices are not authorized NIPR-NET access to facilitate student education within the classroom. Internet access for this purpose must be established through a commercial Internet Service Provider. Educational agencies are authorized use of the NIPRNET to perform official duties.

7. Information destined for the Internet must be reviewed and approved for release by directors/deputies, chiefs of special staff agencies, commanders, or their designated representatives.

7.5. Document the process on the Web Page Coordination/Approval Checklist (AFI 33-129/PACAF Sup 1 Attachment 1 for limited access pages or Attachment 2 for public access pages).

8.1.1. Public access pages will be placed on a separate server outside the firewall.

8.2.1.1.10. There shall be no links or references to commercial or restricted access sites on the publicly accessible web server.

10.1. Requests to operate a server on the commercial Internet must be coordinated through the base communications squadron.

11.1.2. Page maintainers will immediately notify the Web Server Administrator anytime a web page has been defaced or there is evidence of intrusion.

12. Mission, history, and leadership, to include key information about the base/organization's primary and associate units, are placed on top-level home pages.

12.5. (Added) Date Last Reviewed (pages/links must be reviewed at least every 90 days).

12.6. (Added) Organization shield.

12.7. (Added) Links to subordinate/associate units' home pages.

12.8. (Added) Links to higher headquarters home page.

Attachment 1

SAMPLE WEB PAGE COORDINATION/APPROVAL CHECKLIST FOR LIMITED ACCESS

Page Title:

Date:

Section I: Web page meets the following requirements for posting information on limited access pages: (If No, explain on reverse)

-
1. Comply with copyright restrictions (AFI 33-129, para 3.10.3 & 6.1.5.)

 2. Contain accurate/current information (AFI 33-129, para 3.11.3/4 & 4.2.1.7)

 3. Links have been validated (AFI 33-129, para 4.2.1.3)

 4. Proper access and security controls are in place and operational (AFI 33-129, para 4.2.1.4).

 5. Ensure pages have a feedback mechanism for user's comments (AFI 33-129, para 4.2.1.8).

 6. Ensure pages are not used to promote personal/commercial gain, or endorse commercial products or service (AFI 33-129, para 6.1.2., para 8.2.1.1.2.).

 7. Ensure pages do not contain, link to, or promote obscene/offensive material (AFI 33-129, para 6.1.3).

 8. Ensure pages do not store/process classified material or critical indicator on non-approved systems (AFI 33-129, para 6.1.4).

 9. Ensure pages do not violate vendors' license agreements (AFI 33-129, para 6.1.10).

 10. Ensure pages are not copies of other sources on the Internet (AFI 33-129, para 9).

 11. Ensure pages do not display incomplete paths or "Under Construction" pages (AFI 33-129, para 12).

 12. Ensure each page display required warning notices and banners (AFI 33-129, para 13.2).

 13. Ensure each page contains OPR's name, organization, office symbol, commercial phone number, DSN phone number, e-mail address, and meets the minimum requirements established in AFI 33-129, para 12.1 - 12.4 and PACAF Sup 1, para 12.5 - 12.8.

 14. If applicable, is Privacy Act and For Official Use Only information password and ID protected. (Table 1)

 15. If applicable, is DoD contractor proprietary information password and ID protected. (Table 1)

 16. If applicable, are Unclassified Scientific and Technical Information, Distribution B through F, password/ID and encrypted. (Table 1)

 17. Ensure critical information (sensitive mission data that by itself is unclassified, but when combined with other available data, may reveal classified information) will not be displayed or linked on this page. Operations Security requirements have been reviewed and the page will not contain critical information.

Section II: This certifies that this web page complies with this checklist, AFI 33-129.

Signature

Date

Information Provider:

Page Maintainer:

Public Affairs Representative:

Unit OPSEC Monitor:

Freedom of Information Act/Privacy Act Manager:

Reviewing/Approving Official (para 7 of this sup):

Attachment 2

SAMPLE WEB PAGE COORDINATION/APPROVAL CHECKLIST FOR PUBLIC ACCESS

Page Title:	Date:
<p>Section I: Extreme care must be taken when considering information for release onto publicly accessible sites. Owners and/or releasers of information proposed for such release must ensure that it is not susceptible to compilation with other information to render sensitive or even classified data in the aggregate. The search and data mining capabilities of Web technology must be assessed from a risk management perspective. If there are any doubts, do not release the information! Web pages must meet the following requirements for posting information on public access pages: (If No, explain on reverse)</p>	
1. Comply with copyright restrictions (AFI 33-129, para 3.10.3 & 6.1.5.).	
2. Contain accurate/current information (AFI 33-129, para 3.11.3/4 & 4.2.1.7).	
3. Links have been validated (AFI 33-129, para 4.2.1.3).	
4. Proper access and security controls are in place and operational (AFI 33-129, para 4.2.1.4).	
5. Ensure pages have a feedback mechanism for users' comments (AFI 33-129, para 4.2.1.8).	
6. Ensure pages are not used to promote personal/commercial gain, or endorse commercial products or service (AFI 33-129, para 6.1.2. and para 8.2.1.1.2.).	
7. Ensure pages do not contain, link to, or promote obscene/offensive material (AFI 33-129, para 6.1.3).	
8. Ensure pages do not store/process classified material or critical indicator on non-approved systems (AFI 33-129, para 6.1.4).	
9. Ensure pages do not violate vendors' license agreements (AFI 33-129, para 6.1.10).	
10. Ensure pages are not copies of other sources on the Internet (AFI 33-129, para 9).	
11. Ensure pages do not display incomplete paths or "Under Construction" pages (AFI 33-129, para 12).	
12. Ensure each home page display required warning notices and banners (AFI 33-129, para 13).	
13. Ensure each page contains OPR's name, organization, office symbol, commercial phone number, DSN phone number, e-mail address, and meets the minimum requirements established in AFI 33-129, para 12.1 -12.4 and PACAF Sup 1, para 12.5 - 12.8.	
14. Ensure pages do not provide list of individual or organization e-mail addresses (Note: One or two required for legitimate inquiries or page maintenance is acceptable). (FOIA exemption 552a (b) (2) high)	
15. Ensure pages do not provide comprehensive telephone and e-mail listings (AFI 33-129, para 8.2.3).	
16. Ensure pages do not contain information that has value to only military and government agencies (AFI 33-129, para 7.2.1.2 and 8.1.1.)	

Page Title:

Date:

17. Ensure pages do not contain pointers/links to information outside functional area OPR's mission (AFI 33-129, para 8.2.1.1.9.)

18. Ensure pages do not contain links or reference to commercial or restricted access web pages (AFI 33-129, para 8.2.1.1.10).

19. Ensure pages do not contain Privacy Act information (AFI 33-129, para 7.4.2.)

20. Ensure pages do not contain FOUO information (AFI 33-129, para 7.4.3).

21. Ensure pages do not contain DoD contractor proprietary information (AFI 33-129, para 7.4.4).

22. Ensure pages do not contain Unclassified Scientific and Technical Information restricted by AFI 61-204. (AFI 33-129, para 7.4.5)

23. Pages do not contain unclassified information requiring special handling IAW AFI 33-113 (AFI 33-129, para 7.4.6).

24. Ensure pages do not contain AFI 10-1101 critical information (sensitive mission data that by itself is unclassified, but when combined with other available data, may reveal classified information.) (AFI 33-129, para 7.4.7).

25. Ensure pages do not contain any classification or markings (AFI 33-129, para 7.2)

26. Ensure pages do not contain information exempt from release under the Freedom of Information Act IAW DoD 5400.7-R. (AFI 33-129, para 7.4.8)

Section II: This certifies that this web page complies with this checklist, AFI 33-129.

Signature

Date

Information Provider:

Page Maintainer:

Unit OPSEC Monitor:

Freedom of Information Act/Privacy Act Manager:

Public Affairs Representative:

Staff Judge Advocate:

Foreign Disclosure Office:

SC Representative:

Reviewing/Approving Official (para 7 of this sup):

LOUIS G. JAKOWATZ III, Colonel, USAF
Director, Communications and Information