



**TRANSMISSION OF INFORMATION VIA THE  
INTRANET**

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OPR: 43 CS/SCB (1Lt Labranche)

Certified by: 43 SPTG/CC (Col Rojko)

Pages: 6

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This supplement is designed to establish information that is available to be used over the Pope AFB intranet server.

**SUMMARY OF REVISIONS**

This is the initial supplement, AFI 33-129/PAFB Sup 1, 18 February 1999.

**4.1.1.6. (Added)** The AFNCC Web Administrator is the authorized point of contact (POC) for registering Pope AFB sites with the Air Force Link. Pope AFB page masters wishing to register their site with the Air Force Link will forward their requests through the AFNCC Web Administrator.

**4.2. (Added)** The page masters are solely responsible for creating and maintaining all web pages. Page masters are responsible for ensuring the page content and presentation is consistent with Air Force policy and Pope AFB policy.

**4.2.1.3. (Added)** Links will be checked on a quarterly basis. Invalid links identified by the web administrator will be brought to the attention of the appropriate page master. Page masters will have ten working days to correct any invalid links. Pages will be unlinked if this is not accomplished within the allotted time frame.

**4.2.1.7. (Added)** Information placed on Pope AFB web servers must be checked bi-monthly to ensure they are current. These checks will be documented by the appropriate page master.

**4.2.1.8. (Added)** Feedback mechanisms can range from a "mailto" link to Common Gateway Interface (CGI) Script files and forms.

**5. (Added)** The internet web server for Pope AFB is Pope\_Internet. Pope AFB organizations will utilize this web server for their World Wide Web (WWW) needs. Organizations needing web space on Pope\_Internet will submit their requirements on an AF Form 3215, C4 Systems Requirements Document.

**6. (Added)** The releasing authority for material on Pope AFB web sites is as follows:

6.1. For material that will be released to the public, the releasing authority will be the commander of the organization releasing the information, Public Affairs and the Freedom of Information Act (FOIA) office.

6.2. For material that will be released on the intranet only, the releasing authority will be the two-digit head or commander of the organization releasing the information.

**7.2. (Added)** Page masters must ensure that all pages being released to the public are reviewed by the Public Affairs office. Public Affairs will review pages in accordance with AFI 35-205 and Pope AFB policy.

**7.5. (Added)** See attachment 1 for a checklist to establish a web page. Attachment 2 is an example of the Page Master Appointment Letter, which must be on letterhead.

**8.1.1. (Added)** The AFNCC Web Administrator is the POC for registering web pages with the Air Force Link.

**8.1.2. (Added)** Links from the internet to internal servers are prohibited. Pope\_Intranet is restricted to Pope AFB users only.

**8.2.1. (Added)** Commercial links are strictly prohibited on the Pope AFB internet server. In addition, specifying which browser works best on a particular web page could be viewed as advertisement. There will be no links or mention of specific web browsers on Pope AFB internet pages. Web pages should be created to take advantage of the most commonly used browsers. Creating a web page to take advantage of one particular web browser is prohibited.

**(Added)** There will be no links or references to commercial and non-military restricted access sites on the publicly accessible web server on Pope AFB.

**(Added)** There will be no links to commercial organizations on the intranet pages unless they are a vital part of the subject matter contained on the page. Links to commercial search engines and counter sites are prohibited.

**8.2.2. (Added)** Placing staff directories and staff e-mail address listings on the internet web server are prohibited. Commanders' phone numbers and e-mail addresses are prohibited unless approved by the commander. A primary and alternate POC for specific information is authorized, but only with the consent of those individuals. General phone numbers, which would otherwise be publicly accessible, such as in the newspaper or phone book, are authorized. Page masters are responsible for determining which general and organizational numbers are of public interest.

**8.2.5. (Added)** Graphics and animation should be conservative and not distract from the actual information.

**12. (Added)** Although organizations can have many web pages on the internet, users can bookmark directly to specific pages. Therefore, all pages should have a title that specifically represents the page. OPR information is critical to identify responsible individuals when there is a problem with a particular web page. Therefore, all pages on Pope AFB will have the following information as a minimum:

Page OPR name and rank (if applicable).

Organization, office symbol, commercial and DSN phone numbers.

Email address.

Any disclaimers or restrictions that apply to the contents of the page.

**13. (Added)** Warning notices and banners will be placed prominently on each home page. A clickable link asking individuals to read warning notices is prohibited.

**Attachment 1****CHECKLIST FOR ESTABLISHING A WEB HOME PAGE**

1. Ensure appointment letter for page master is on file with the web administrator.
2. Design the Home Page and begin the approval process starting with the organization's commander. Include in your approval package, a hardcopy of your page, a diskette of your completed page, an AF Form 1768, and an AF Form 3215 for this requirement.
3. Handcarry the approval package to 43 CS Plans and Implementation Flight for approval. At that time, a CSRD number will be annotated on the AF Form 3215.
4. Handcarry the approval package to the FOIA office to ensure your page is in compliance with applicable directives.
5. Handcarry the approval package to 43 AW/PA for their approval. They will review and determine if the page can be released according to AFI 35-205. If 43 AW/PA does not approve your page, do not bring your page to 43 CS for publishing. If you have any questions, please contact the web administrator.
6. Finally, handcarry the approved package to the web administrator or drop it off at the AFNCC customer support desk for publishing.

Attachment 2

PAGE MASTER APPOINTMENT LETTER

18 February 1999

MEMORANDUM FOR 43CS/SCBBL

FROM:

SUBJECT: Page Master Appointment Letter

1. In accordance with AFI 33-129, the following individuals are appointed primary and alternate(s) page masters:

<u>Pri/Alt</u>	<u>Name</u>	<u>Rank</u>	<u>Phone</u>	<u>Office\Sym</u>	<u>Signature</u>
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2. Page masters responsibilities include:

- Central point of contact for Intranet and World Wide Web issues for their unit/organization.
- Ensure information placed on the Pope AFB World Wide Web and Intranet server is compliant with AFI 33-129.
- Submit necessary paperwork to add or delete web server users who are authorized to make changes to the

Pope AFB intranet web server within their unit/organization.

- Assisting users in their unit with web page creation.

Commander's Signature Block

DAVID L. JOHNSON, Brigadier General, USAF  
Commander