

AFPW Frequently Asked Questions

- 1) [Advertisements Not Authorized - Appropriated or Non-Appropriated](#)
- 2) [Biographies](#)
- 3) [Dependent Information on Public Websites](#)
- 4) [Digital Productions Shall Not Attempt to Influence Congress](#)
- 5) [Disqus Comments](#)
- 6) [Eliminated Paper-based Products](#)
- 7) [Encourage the Use of Stand Alone Computers in PA Offices](#)
- 8) [FOUO, Sensitive or PII Will NOT be Published on Public Websites](#)
- 9) [External Links](#)
- 10) [Phonebooks on Public Websites](#)
- 11) [Public Affairs Shall Distribute Factual Information](#)
- 12) [Thou Shall Not Use .com Domains](#)
- 13) [Website Required OPSEC Training](#)
- 14) [Word or Other Editable Documents Will Not Be Published](#)
- 15) [Website Security is Paramount](#)
- 16) [Access to Social Networking Sites from NIPRNET computers](#)

Advertisements Not Authorized - Appropriated or Non-Appropriated

Per DODI 8550.01

3. PUBLIC DoD INTERNET SERVICES AND IbC

a. Advertising and Endorsement

Any advertisement by or for any private individual, firm, or corporation shall not be inserted or allowed on public DoD Internet services prepared or produced with either appropriated or non-appropriated funds.

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

Biographies

AFI 35-101, paragraph 2.11.3.

Prepare, update, and submit Air Force biographies, to include an official photograph, for appropriate unit individuals as indicated on the Air Force PA CoP.

http://static.e-publishing.af.mil/production/1/af_a1/publication/afi35-101/afi35-101.pdf

AFI 35-104, paragraph 1.7.4.

Biographies and Photographs of Key Persons. Official photographs and biographies of general officers and key military and civilians maintained according to official biography requirements are releasable. For people other than these individuals, official photographs and biographies generally are not releasable.

http://static.e-publishing.af.mil/production/1/af_a1/publication/afi35-104/afi35-104.pdf

AFI 35-107, paragraph 5.1.3. Links to Key Leaders. Official biographies of general officers, civilian equivalents, and key senior enlisted personnel are maintained in the Air Force Link Library. Biographies, whether posted to the Air Force Link or the installation's Web site, must not reveal names, addresses or other identifying material of family members of Air Force employees or members.

http://static.e-publishing.af.mil/production/1/af_a1/publication/afi35-107/afi35-107.pdf

DODI 8550.01 Internet-based Capabilities

Personal and personnel security must be considered, and public disclosure of PII should be limited to pictures, names, biographies, and contact information of DoD personnel who, by the nature of their position and duties, frequently interact with the public, such as general or flag officers, public affairs officers, or personnel designated as official spokespersons.

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

NOTE: The USAF Band AFSCs falls under the Public Affairs Career Field and are personnel who represent the USAF in an official capacity. Members of USAF Bands are permitted to have and to publish biographies.

Dependent Information on Public Websites

The current DODIs conflict.

DODI 8550.01 says Public disclosure of family information shall be generic and not include specific information such as names or ages. This includes PII in photographs, videos, captions, and other media."

www.dtic.mil/whs/directives/corres/pdf/855001p.pdf

DODI 5040.07 says when members who are not military or civilian employees, a release is required,

www.dtic.mil/whs/directives/corres/pdf/504007p.pdf

The specific form required is DD Form 2830.

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2830.pdf>

That form states:

"I hereby grant and release to the United States Government the following rights:

To use my name, or that of said infant or minor child, in any manner; photographs, likenesses, acts, poses, plays, and appearances made in connection with the said production to record, reproduce, amplify, simulate, filter or otherwise distort my voice or the child's voice and all instrumental, musical, and other sound effects produced by me or by the child; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to do the same perpetually."

For cadets of the military academies under 18 years old to be covered, they also require a DD2830 signed by parent or guardian until they are 18.

Digital Productions Shall Not Attempt to Influence Congress

Per DODI 5040.7 Visual Information Production

It is DoD policy that:

b. The content of VI productions produced by or for DoD Components shall not:

(1) Support illegal discrimination against individuals based on gender, race, disability, nationality, age, religion, national origin, or sexual orientation.

(2) Influence or attempt to influence a member of Congress or an official of any government or jurisdiction to favor, adopt, or oppose any legislation, law, ratification, policy, or appropriation pursuant to section 1913 of title 18, U.S.C. (Reference (o)).

(3) Influence or attempt to influence:

(a) An officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract;

www.dtic.mil/whs/directives/corres/pdf/504007p.pdf

Disqus Comments

In Internet Explorer 8, there is a compatibility view feature that prevents viewing Disqus comments with stories.

Under IE8, open Tools -> Compatibility View Settings and if the system shows "af.mil" as a website you've added to Compatibility View ... highlight and remove it. Ensure "Display all websites in Compatibility View" is NOT checked.

Eliminate Paper-based Products

Per OMB Guidance on implementation of the Government Paperwork Elimination Act, "Build and deploy electronic systems to replace paper-based systems.

http://www.whitehouse.gov/omb/fedreg_gpea2/

The elimination of and replacement by Internet-based publishing complies with the e-Government Act 2002, the Paperwork Reduction Act, the Freedom of Information Act and the Rehabilitation Act, Section 508. Because paper products, like base newspapers, can never be made accessible for people with vision limitations, government agencies need to replace paper-based publications with electronic systems.

Per OMB Web Policy

A. Your agency is already required under OMB Circular A-130 and the Paperwork Reduction Act to disseminate information to the public in a timely, equitable, efficient, and appropriate manner and to maintain inventories of information dissemination products.

B. Section 207 of the E-Government Act2 requires your agency to develop priorities and schedules for making Government information available and accessible to the public.

<https://cs3.eis.af.mil/sites/OO-SC-AF-82/CommandInfo/PublicWeb/Shared%20Documents/OMBWebPolicy17Dec2004.pdf>

Encourage the Use of Stand Alone Computers in PA Offices

Per DODI 8550.01 Internet Based Capabilities

2. APPLICABILITY. This Instruction: d. Does NOT:

(1) Prevent unit commanders or Heads of the DoD Components from providing alternate, stand-alone capabilities to allow access to IbC for mission or morale purposes.

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

We have also written into the draft of the AFI 35-107 that we encourage the use of stand-alone computers in PA Offices. We hope this will help the PA Career Field gain the necessary IT approvals to buy the equipment they need for mission accomplishment.

FOUO, Sensitive or PII Will NOT be Published on Public Websites

Per DODI 8550.01 Internet Based Capabilities

(2) Rules governing CUI, including FOUO and PII. FOUO information, as defined in Reference (bh), shall be protected by access controls as specified in Step 4 (subparagraph 4.d.) of this appendix. Questions about FOUO and other CUI should be referred to the local OPSEC or FOIA office. Types of information that usually meet these criteria include:

(a) Information whose release could substantially hinder the effective performance of DoD military operations and exercises, such as standard operating procedures; tactics, techniques, and procedures (TTPs); information on intelligence, surveillance, and reconnaissance capabilities; command and control and IT architectures and configurations; mobilization, "bed down" or unit movement data and schedules; specificity about unit readiness and unit shortfalls; operation schedules; logistics support requirements, including host nation support; and detailed maps or installation photography.

(b) Proprietary information submitted by a contractor and protected by a limited rights statement or other agreement, trade secrets, and commercial and financial information submitted by an entity outside the government that considers the information to be protected from release to the public.

(c) Test and evaluation information that could result in an unfair advantage or disadvantage to the manufacturer or producer.

(d) Technical information not marked, or otherwise determined to be appropriate for Distribution Statement A as described in Reference (ak). This includes all technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.

(e) Security classification guides that, if not classified, must be designated FOUO and restricted from dissemination via public DoD Internet services and IbC.

(f) Personal information, as defined in Reference (aq). When posted on DoD Internet services, the requirements of Enclosure 3, subparagraph 1.e.(2) shall be met.

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

External Links

Per AFI 35-107

5.2. External Links.

5.2.1. Criteria. The ability to hyperlink to external sources is a fundamental part of the Worldwide Web and can add significant value to the functionality of a public Web site. Air Force activities will establish objective and supportable criteria or guidelines for the selection and maintenance of links to external Web pages. Guidelines

must consider the informational needs of personnel and their families, mission-related needs, and public communication and community relations objectives. Such guidelines must be consistent with the following considerations:

5.2.2. Links to non-DOD Web site resources must support the organization's mission. External links must be reviewed periodically to ensure their continued suitability. If the content of a linked external site becomes questionable or objectionable, remove the link.

5.2.3. In accordance with DOD 5500.7-R, *Joint Ethics Regulation*, no product endorsements or preferential treatment shall be given on Air Force public Web sites.

5.2.4. No payment of any kind shall be accepted in exchange for a link placed on an organization's public Web site.

5.2.5. In accordance with DOD 5500.7-R, Air Force public Web sites shall not require or encourage users to choose any specific browser software. Only text or hyperlinked text shall be used to direct visitors to software download sites. Graphics or logos depicting companies or products shall not appear on publicly accessible DOD Web sites.

Per DODI 8550.01

(2) Manual Review. All external links to non-USG sites shall be verified to ensure continued provision of the link quality (i.e., objectivity, utility, integrity) intended by the DoD Component and expected by users. Relying solely on automatic link validation tools is not sufficient, and frequent manual review of the content at external links is required.

Phonebooks on Public Websites

Per DODI 8550.01 IbC

Page 20: e. Information Control, Dissemination, and Marking

Personal and personnel security must be considered, and public disclosure of PII should be limited to pictures, names, biographies, and contact information of DoD personnel who, by the nature of their position and duties, frequently interact with the public, such as general or flag officers, public affairs officers, or personnel designated as official spokespersons.

Page 21: unclassified DoD Internet service or IbC is classified, sensitive, or would constitute classified or sensitive information when aggregated

Page 32:

- (1) Non-public or sensitive information shall not be collected, disseminated, stored, or otherwise processed via IbC unless directed to do so in statute, regulation, or Executive order. IbC are not subject to Federal or DoD IA standards, controls, or enforcement, and therefore may not consistently provide the protections necessary to prevent disclosure to inappropriate or unintended audiences.

In summary: Yes, a PA office may publish a phone book of the base on a public website IF the phone book lists only official information, such as Library, library phone number and library organization email (.ie. library@yokota.af.mil), bowling alley, riding stables, fitness center, MTF, dental clinic, etc. Names of personnel assigned to those units, their specific phone number and/or specific individual email addresses: john.smith@us.af.mil may NOT be published.

Public Affairs Shall Distribute Factual Information

Per OMB Web Policy, Ensure Information Quality

Your agency is already required under the Information Quality Act and associated guidelines³ to maximize the quality, objectivity, utility, and integrity of information.

<https://cs3.eis.af.mil/sites/OO-SC-AF-82/CommandInfo/PublicWeb/Shared%20Documents/OMBWebPolicy17Dec2004.pdf>

Per DODI 8550.01 Internet Based Capabilities

d. Quality and Principles of Public Information. Consistent with the principles of information provided in DoDD 5122.05 (Reference (be)), the quality (e.g., objectivity, utility, integrity) of information shall be ensured and maximized, appropriate to the nature and timeliness of information disseminated to the public in accordance with DepSecDef Memorandum (Reference (bf)).

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

Thou Shall Not Use .com Domains

OMB Web Policy

<https://cs3.eis.af.mil/sites/OO-SC-AF-82/CommandInfo/PublicWeb/Shared%20Documents/OMBWebPolicy17Dec2004.pdf>

6. Use Approved Domains.

A. Your agency must use only .gov, .mil, or Fed.us domains unless the agency head explicitly determines another domain is necessary for the proper performance of an agency function.

DODI 8550.01 Internet-based Capabilities

Domains. Internet domain names established and approved in compliance with DoDI 8410.01 (Reference (av)) shall be used for all DoD Internet services. The “.mil” Internet domain is established for the exclusive use of the DoD, and should be the primary address for DoD Internet services.

<http://www.dtic.mil/whs/directives/corres/pdf/855001p.pdf>

The only exception is for an FSS website which requires commercial advertising or the online presence of a Commercial Enterprise newspaper contract, where the online presence is maintained by the contractor.

DODI 5120.4 DOD Newspapers, Magazines and Civilian Enterprise Publications

4.21. Although DoD internet web sites are normally discouraged from linking to commercial activities, the commander may authorize an installation web site to be linked to the web site carrying the authorized CE publication, in accordance with DoD Directive 5200.28 (reference (k)).

E4.1.6.4. Except as authorized by the next higher headquarters for special situations or occasions (such as an installation open house), CE publications shall not be distributed outside the intended DoD audience and retirees, which includes family members. Electronic publication on the Internet and/or World Wide Web is not considered distribution outside the intended DoD audience.

<http://www.dtic.mil/whs/directives/corres/pdf/512004p.pdf>

Website Required OPSEC Training

The required OPSEC training is derived from AFI 10-701, Operations Security, whose OPR is AF/A3Z-CI, Information Operations.

The paragraph is 5.3.5., as noted below. As the paragraph states, Web Site Administrators, Webmasters, and anyone (superiors, public affairs specialist, OPSEC coordinators, PMs, SMO/SMNCO, etc.) who has the responsibility to review information for public release will complete OPSEC training focused on reviewing information to be posted on Internet-based Capabilities.

So, if you are a webmaster or content provider and actually have access to **and** post information on the Internet... you need this training.

http://static.e-publishing.af.mil/production/1/af_a3_5/publication/afi10-701/afi10-701.pdf

The training is OPSEC and Public Release Decisions (OPSE-1500)

<https://www.iad.gov/ioss/departments/opsec-and-public-release-decisions-opse1500-10046.cfm>

And OPSEC and Internet Based Capabilities (OPSE-3500)

<https://www.iad.gov/ioss/departments/web-risk-assessment-course-opse3500-10049.cfm>

Word or Other Editable Documents Will Not Be Published

Per SAF/AA Memo, dtd 7Feb2012, In accordance with reference (a) all documents will be converted to Portable Document Format (PDF) or scanned image (i.e., JPEG, TIFF, etc.) before release for public consumption. Documents must not be released in native format (i.e., Word, Excel, etc.) where the content can be easily manipulated after release to reveal document statistics or track history information.

[https://cs3.eis.af.mil/sites/OO-SC-AF-](https://cs3.eis.af.mil/sites/OO-SC-AF-82/CommandInfo/PublicWeb/Shared%20Documents/SAF%20AA%20Memo%20Policies%20for%20Public%20Release%20-%20DocTypes.pdf)

[82/CommandInfo/PublicWeb/Shared%20Documents/SAF%20AA%20Memo%20Policies%20for%20Public%20Release%20-%20DocTypes.pdf](https://cs3.eis.af.mil/sites/OO-SC-AF-82/CommandInfo/PublicWeb/Shared%20Documents/SAF%20AA%20Memo%20Policies%20for%20Public%20Release%20-%20DocTypes.pdf)

Website Security is Paramount

http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-115/afi33-115.pdf

4.16. All Unit Commanders will:

4.16.1. Ensure assigned personnel use government provided equipment, government IT services, or Internet-based Capabilities accessed from government equipment for official, authorized, or limited authorized personal use according to AFMAN 33-152 and DoDI 8550.01. (T-0).

4.16.2. Maintain the security, integrity, and accountability of AF information on the Internet by establishing and maintaining public websites/capabilities inside the network demilitarized zone (DMZ) and private websites/capabilities inside the protections of government network security. Any AF website, servers, services, applications, or capabilities to be hosted on commercial servers or services outside of military or government cybersecurity boundaries requires AFSPC lead command approval. (T-0).

4.16.3. Ensure all publically accessible DoD Internet Services managed by the organization comply with applicable cybersecurity controls, information security procedures, OPSEC measures, and DoDI 8550.01 requirements including registration and dissemination guidance. (T-0).

20 AFI33-115 16 SEPTEMBER 2014

4.16.4. Control content on public websites through the Public Affairs (PA) office according to AFI 35-107, Public Web Communications and AFI 35-102, Security and Policy Review Process. (T-0).

4.16.5. Ensure all public websites and capabilities within the organization span of control are submitted to wing/base PA offices for review prior to their launch. ANG units will coordinate with their unit Public Affairs Officer (PAO) prior to their launch. ANG geographically separated units use their host wing for PAO support. (T-0).

Access to Social Networking Sites from NIPRNET

IAW Directive-Type Memorandum 09-026 (Feb 25, 2010) it is DoD policy that:

The NIPRNET shall be configured to provide access to Internet-based capabilities across all DoD Components.

Commanders at all levels and Heads of DoD Components shall continue to defend against malicious activity affecting DoD networks (e.g., distributed denial of service attack, intrusions) and take immediate and commensurate actions, as required, to safeguard missions (e.g., temporarily limiting access to the Internet to preserve operations security or to address bandwidth contrasts).