

# WARNER ROBINS AIR LOGISTICS CENTER OFFICE OF PUBLIC AFFAIRS

## CHECKLIST FOR APPROVING PUBLIC INFORMATION ON THE INTERNET ROBINS PUBLIC SITES

1. Verify the information has been coordinated with the functional area Operational Security monitor (OPSEC).
2. All public access information must be placed on the base public web server controlled by the Network Control Center (NCC).
3. No plans or lessons learned that would reveal sensitive military operations, exercises or vulnerabilities.
4. The only information that can be placed on a public-access web server is
  - Information that is of value to the general public
  - Electronic Freedom of Information Act (EFOIA) Reading Room information
  - Standard publications and forms that are not exempt from release under the

### Freedom of Information Act (FOIA)

1. No links to .mil-restricted sites.
2. Ensure information has been cleared for public release by Public Affairs (PA). (NOTE: EFOIA and standard publications and forms do not require PA clearance.)

The functional OPR or information provider must certify that it is unclassified, accurate, non-proprietary, and suitable for public release. The information for release must be endorsed by the two-letter by signature. PA will coordinate with other functional agencies as appropriate/if needed before clearing the information in accordance with AFI 35-205, Air Force Security and Policy Review Program. A Security Review case number will be assigned.

3. A Point of Contact (POC) and contact information is listed on the main page and Significant sub-pages.
4. The main page contains the proper public warning banners/disclaimers in accordance With AFI 33-129, Transmission of Information Via the Internet, para 13.1.
5. The information is professionally presented and the site is easy to navigate. It should not contain excessive graphics or color schemes.
6. No links to inappropriate (commercial, offensive, chat, etc.) sites. Links to commercial sites must be approved at two-letter level and PA and be mission essential..
7. No copyrighted information or licensed music, unless supported by written

permission from the owner (See AFI 51-503, Intellectual Property, Patent Related

Matters, Trademarks and Copyrights, and AFI 33-360 Vol. 1, Publication

Management Program, for guidance.) No trademarks, commercial logos, or any other

information may imply endorsement of a non-federal entity or product.

8. No personal information protected from release under the Privacy Act (AFI 37-132,

Air Force Privacy Act Program, Chap. 9).

- Social Security number
- Date of birth
- Home address
- Telephone numbers other than number of duty offices that are appropriately made available to the general public
- Names, locations and any other identifying information about family members overseas, sensitive or routinely deployable units (AFI37-131, "Freedom of Information Act Program," para 10.6)

1. No proprietary information pertaining to a contractor or other commercial entity (18

U.S.C. 1905)

2. No inactive links.
3. No pages "under construction".
4. No personal e-mail addresses.
5. No lists of entire directories of an organization.
6. No reference to any information that would reveal sensitive movements of military assets or the location of units, installations, or personnel where uncertainty regarding location is an element of the security of a military plan or program.
7. No limited-access (.mil) information can be placed on a public-access server to support .mil personnel who do not have military IP addresses.
8. Ensure an Internet Release Package (IRP) has been accomplished if this is a new website or there are significant changes in the content of the website in accordance with AFI 33-129, para 7.