



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office of the Under Secretary

17 NOV 1997

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAD

SUBJECT: Foreign Disclosure Advisory 30B - Air Force Policy for Disseminating Disclosure Information via Web Pages

The purpose of this advisory is to set the Air Force policy for disseminating disclosure information via web sites. The increasing availability of automated information networks provides disclosure officers with an excellent medium for educating supported activities. One drawback is the possible unnecessary duplication of information from command-to-command and base-to-base and dissemination of information which is not owned by Air Force. Therefore, we must make the best use of this medium by clearly delineating that information which is to be made available via Air Force disclosure web pages.

One continuing challenge for the disclosure officer is educating individuals about the disclosure process. The increasing use of and access to automated information networks like the Secret IP Router Network (SIPRNET), a classified network, which provides a medium disclosure officers should investigate as an education tool. SAF/IAD has set up a web page which contained the current SAF/IAD organization chart. The address is:

“<http://peacock.policy.osd.pentagon.smil.mil/span/orgchrt/sld001.htm>”

At the current time, we are only able to provide the organization chart due to the space that we have been allocated on the server. We are working to transition to a SAF/IAD controlled server which will allow us to provide educational information not only of interest to you, but to the Air Force population at large. The disclosure office at HQ PACAF has established an excellent web page which it uses to provide information to its subordinate disclosure offices as well as its customers. Their address is “<http://hq-web.hqpacaf.af.mil/fdo>”.

In our discussions with individuals who have established web sites, we have found that offices tend to place all information, from all sources, that they have access to on the site. This practice concerns us for three reasons. First, the sensitivities of non-Air Force information may not be protected. Second, the principle of need-to-know may not be enforced. Third, there are currently discussions about foreign national access to the SIPRNET. Based on the preceding points, we believe it is prudent that all Air Force disclosure web sites be developed subject to the following guidelines. These guidelines are not intended to impact non-disclosure, organizational information that offices may wish to make part of their sites.

a. Only disclosure related information that is developed by the site owner may be posted.

b. The following Information or documentation will not be posted:

1) disclosure information/guidelines contained in NDPC records of action or in SAF/IAD notification memos,

2) delegation of disclosure authority letters (DDLs) in their entirety, portions thereof or listings of current DDLs,

3) the NDP-1, in its entirety or portions thereof,

4) AFPD 16-2, AFI 16-201 or other implementing regulations,

5) proprietary information owned by industry and

6) disclosure decisions or positions of other DOD or Air Force agencies or organizations.

c. Links to the Air Force and MAJCOM site, if it exists, are highly encouraged. This practice will allow offices to take advantage of the pertinent information within their chain of command.

If you currently have a web site running, let us know where to find it. We are interested in your creative efforts! Any questions about these guidelines or suggestions for future advisories can be submitted to Ms Suzanne Szadai at DSN 435-8809 or via e-mail at "SUZANNE.SZADAI@SAF-IA.HQ.AF.MIL".

  
RICHARD J. MILLIES  
Chief, Disclosure Division  
Deputy Under Secretary  
International Affairs

DISTRIBUTION:  
See Attached List