

POLICY FOR OPERATION AND MAINTENANCE OF BANGLADESH AIR FORCE WEBSITE**Introduction**

1. Bangladesh Air Force Website is hosted on 31 Aug 08 by Air HQ as a general publication in the World Wide Web. It is a powerful tool for Bangladesh Air Force to convey information quickly and efficiently to the world arena on a broad range of topics relating to history, role, objective, training system and different activities of Bangladesh Air Force.
2. Directorate of Cyber Warfare & Information Technology (Dte CW & IT) will regularly check web security and vulnerability to cyber-attack of the Bangladesh Air Force web hosting facility, as well as, web design with coding and recommend required solutions accordingly. Dte CW & IT will also do the primary scrutiny on website updates as and when required. Additionally, Dte CW & IT will formulate policy on the process of operations and maintenance of the website. Following are the instructions and guidelines for operation and maintenance of BAF website in detail:

Objective

3. The aim of the policy is to state general guidelines for operation & maintenance of the Website and establish procedure to update or include new information in BAF Website.

Policy Statements

4. **Responsibilities of Information Provider/Initiator.** Information Provider/Initiator is responsible for the followings:
 - a. Information provider/initiator (BAF Formation willing to publish information in the BAF Website) shall provide the content of their information to be published in the Website.
 - b. The information provider/initiator is to complete necessary vetting of such content (including text, picture/image, drawing etc.) from respective command and dispatch in 03 (three) copies along with soft copy (including text, picture/image, drawing, video, audio etc.) in CD/DVD to Office of Primary Interest (OPI) Directorate.
 - c. The information provider will be responsible for providing accurate, consistent, appropriate, timely and updated information.
 - d. Contents already having security clearance for public access and contents required up-gradation of data only, for example, recruitment notices, results etc., may be sent directly to BAF Communication Unit with information copy to Dte AI, Dte CW & IT and OPI Dte.
 - e. All correspondence related to BAF website update/review (both paper and electronic) shall contain "BAF Website" in the subject.
5. **Responsibilities of Information OPI Directorate.** OPI Directorate is responsible to:
 - a. Verify the correctness, relevance, appropriateness and timeliness of the information provided and forward the same to Dte AI for security clearance.
 - b. Identify regularly outdated or superseded information in the webpages they are responsible for and advise Dte CW & IT to remove those webpages or modify existing webpages with updated data or replace existing webpages with new ones.

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SYED SHAKIL ALI
Group Captain
Director of CW&IT
Air Headquarters, Dhaka

c. Ensure six-monthly review of the website for update and modification of concerned information as a whole. Opinion or suggestions may be obtained from Information Provider at base/unit level time to time in this regard.

d. Send six-monthly (within first week of March & September of each year) return of required website update information to Dte CW & IT. Nil return is also to be submitted. (Pro forma of return is placed as **Annex A**)

6. **Responsibilities of Directorate of Air Intelligence.** Dte AI is responsible to:

a. Complete necessary vetting of the content of website received in 03 (three) copies from OPI Directorate. Ensure that all information placed on publicly accessible websites is properly reviewed for security, levels of sensitivity and other concerns before it is released.

b. Forward 2 (two) copies of the vetted content to Directorate of Education.

7. **Responsibilities of Directorate of Education.** Dte Edn is responsible to:

a. Verify the content of Website received from Dte AI for contextual and grammatical correctness of all information to be placed on the website and make necessary correction/modification, as and when deemed necessary.

b. Send the vetted content of website to Dte CW & IT for publishing in the Website.

c. Provide the necessary resources published in general (information not specifically provided by any information provider) to adequately support Web site contents.

8. **Responsibilities of BAF Communication Unit.** As the administrator of BAF Website, BAF Communication Unit is responsible to:

a. Develop, upgrade, modify and publish Webpages in BAF Website as instructed by Directorate of Cyber Warfare & Information Technology.

b. Ensure security, smooth, operation and maintenance of the Web Server hosting BAF Website.

c. Take necessary action in re-registration of BAF Web Domain (www.baf.mil.bd).

d. Ensure security of the Web Server from external intrusion and network attacks.

e. Ensure that approved BAF security and privacy notices and applicable disclaimers are used on all Web sites.

f. Plan and ensure the adequate training for the concerned BAF personnel for administration and upgrade the Website.

g. Avail technical support from external vendor for ensuring smooth operation, network security and development of the Website, if required, with approval from Air HQ (Dte CW & IT and Dte AI).

h. Maintain log of complains and suggestions received from visitors of the Website and forward to Air HQ (Dte CW & IT).

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SYED SHAKIL ALI
Group Captain
Director of CW&IT
Air Headquarters, Dhaka

9. **Responsibilities of Directorate of Cyber Warfare & Information Technology.** As the OPI Dte of BAF Website, Dte CW & IT will be responsible to:


- a. Operation and regular update of BAF Website.
- b. Provide policy and procedural guidance with respect of operation and maintenance of information of BAF Website to all concern. Approve and publish BAF Instructions and Publications, as necessary, to guide, direct, or help Website activities, consistent with existing AFI/AFOs.
- c. Provide necessary guidelines and instructions to publish the content received from Dte Edn on the BAF Website.
- d. Maintain log of complains and suggestions received from visitors of the website and comply with those.

10. List of OPI Directorates for existing information on different pages of BAF website is given as **Annex B** to this policy. Directorates forwarding request for new information would be acting as OPI Directorate for the new information and this list would be updated accordingly.

Annex:

- A. Pro forma of Six-monthly return of required website update information.
- B. List of OPI Directorates for existing information on different pages of BAF website.

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SYED SHAKIL ALI
Group Captain
Director of CW&IT
Air Headquarters, Dhaka

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ANNEX A TO
POLICY FOR OP & MAINT OF BAF WEBSITE
DT

**PRO FORMA OF SIX-MONTHLY RETURN OF REQUIRED WEBSITE UPDATE
INFORMATION**

Name of OPI Directorate:	
Main Menu:	
Sub Menu:	
Address of the webpage:	
Required Webpage Update Type:	<input type="checkbox"/> Correction/ <input type="checkbox"/> Replacement/ <input type="checkbox"/> Removal
Last date of update:	
New Content for correction/ update	

N. B. : Soft copy is also to be e-mailed

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SYED SHAKIL ALI
Group Captain
Director of CW&IT
Air Headquarters, Dhaka

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ANNEX

B

TO

POLICY FOR OP & MAINT OF BAF WEBSITE

DT

LIST OF OPI DTE FOR EXISTING INFO ON DIFF PAGES OF BAF WEBSITE

Ser No	Main Menu	Sub Menu	OPI Dte	Remarks
1.	Home Page		Dte CW&IT	
2.	About BAF	BAF History	Dte AC	
		Former COAS	Air Secy's Br	
		BAF Museum	Dte Edn	May be linked to BAF Museum website
		BAF Aircraft	Dte Air Ops	
		BAF in Disaster Management	Dte Plans Dte Air Ops Dte OAO	
		BAF in Mission	Dte OAO	
		Other Activities	Dte Plans Dte Air Ops Dte FS Dte W&C	New content may be provided. For example topics may incl: a. Jt Exercises b. Combined Exercises c. UN Peace Keeping Day d. Command Safety Seminars e. Intl Flt Safety Seminars d. Visit of Foreign Delegation etc.
		Photo Gallery	Dte Air Ops Dte Air Trg Dte OAO	
		Video	Dte Armt Dte Rect Dte W&C	
3.	Command & Control	BAF ongoing projects	Dte Plans Dte proj	
		Chief of Air Staff	Air Secy's Br	
4.	Maintenance Activities	Command & Control	Dte AC	
		Engineering	Dte Engg	
		Communication & Electronics	Dte C&E	
5.	BAF Arenas	Armament	Dte Armt	
		National	Dte Plans Dte Edn Dte Air Ops	
		Disaster Management	Dte Plans Dte Air Ops Dte OAO	
		BAF in Peacekeeping Operation	Dte OAO	

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Ser No	Main Menu	Sub Menu	OPI Dte	Remarks
		BAF News	Dte AI	OPI Dte may provide info copy of all news (with nec photographs) which are published through ISPR
		UN Peacekeeper Day	Dte W&C Dte OAO	
6.	Career	Officer	Air Secy's Br	
		Airman	Dte Pers	
		MODC	PM Dte	
7.	Recruitment	Current Recruitment	Dte Rect	
		Recruitment Forms		
		How to apply (Officers, Airmen & MODC)		
		Facilities and Pay Allowances		
		Frequently Asked Question		
8.	Civilian Recruitment	Civ Class-III	Dte Pers	
		Civ Class-IV		
9.	Flight Safety	Organizational set up	Dte FS	
		Activities		
		Training		
		Upcoming events		
		Publications		
		Archive		
		Photo gallery		
10.	Training	Training Program	Dte Air Trg	New content may be added.
		Training for Foreigners	Dte Air Trg	
		Training Institutes (BAFA, FIS, CSTI, FSI, OTS, AML, FCTU, SOPF, RTS, Trg Wg, MTDS)	Dte Air Trg	
11.	Miscellaneous	Welfare Activities	Dte W&C	
		Shaheen School & College and publications	Dte Edn	
		Officers' Mess Dhaka	Officers' Mess Dhaka	
		Other Officers' Messes	Respective Officers' Messes	New content may be added.
		SOP for Installment of Supplies in BAF	Dte Sup	
12.	Publications	Bimansena	Dte Edn	
		Eagle		
		Blue Angle	Dte FS	
13.	BAF Welfare Trust	BAF Land Project and other activities	Dte Works	
14.	Mail		Dte CW&IT	

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