



AUSTRALIAN AIR LEAGUE INC.

FEDERAL INSTRUCTION

SUMMARY

Reference : Federal Training Instruction No. 1.
F/TI/1/03 15 March 2003.

Staff Affected : All Members.

Date of Operation : With Immediate Effect

Description : Internet web sites

Contact : Federal Training Commissioner.

Review Date : 30th August 2003

Related References: Australian Air League Manual.
Australian Air Internet Policy

Authorised by: Comr J Powis
Federal Training Commissioner
Australian Air League Inc

INTERNET WEB SITES

1.0 Introduction

1.1 The Council of the Australian Air League Inc has arranged free of charge, the provision of web hosting and email accounts for all units of the Australian Air League. Additionally, email addresses are available to Federal and Group staff.

2.0 Policy on Internet use

2.1 The Australian Air League's policy on Internet access is contained in the document "*Australian Air League Internet Policy*" (see attachment).

2.2 Australian Air League websites and email addresses will only be used for the purpose of conducting the business of and promoting the Australian Air League and its activities. Email accounts should not be used for personal use or in any manner that may bring disrespect upon the Australian Air League, for example sending 'spam', or for improper or unofficial solicitations or illegal activities. Such use will result in the cancellation of accounts and disciplinary action being taken against any parties involved. The Council of the League can access the contents of all official email accounts and may do so from time to time.

3.0 Application for AAL Website and/or email address

3.1 Applications for approval of all AAL Websites and/or email addresses will be made on the attached application form, which is also downloadable on the AAL Internet site, and forwarded to the Federal Training Commissioner (FTC).

3.2 Details for completion of application forms are contained on the form. Any incomplete applications including those not signed by the unit commander will be returned to the applicant

3.3 Following approval of applications, FTC will forward details to the AAL Webmaster who will set-up the account on the Australian Air League web server and forward details to the designated contact person on how to access the account

4.0 Website Allowances

4.1 To allow the maximum number of units to establish an Internet presence, AAL Websites will be limited to 5 megabyte (Mb) in size. This is deemed sufficient for the creation of most websites.

4.2 Units who believe they require greater storage space are advised to contact the FTC to discuss such arrangements.

4.3 To maintain a professional image for the organisation, all existing and future Websites shall require approval from the FTC before they are added/linked to the AAL Website. Websites must conform to the guidelines listed in the "*Australian Air League Internet Policy*".

5.0 Existing Websites

5.1 Only those Websites that are hosted on the AAL web server will be listed. Existing approved unit Websites will continue to be listed for a period of twelve (12) months from the issue of this Instruction. At the end of this period, any Websites not hosted on the Air League web server will require separate approval from the FTC in order to remain listed.

5.2 In accordance with the requirements of this instruction those units with Websites that are currently hosted on external servers (whether approved or not) should contact the FTC through the webmaster to arrange re-location of their Websites.



**Comr J Powis
Federal Training Commissioner**

Attachment: