This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*. It provides guidance for the release of accurate information that does not contain classified material and does not conflict with established Air Force, Department of Defense (DOD), or U.S. Government policy. It also supports DOD Instruction (DODI) 5230.29, *Security and Policy Review of DOD Information for Public Release*. Read this instruction with Joint Publication 3-61, *Doctrine for Public Affairs in Joint Operations*. This Instruction requires the collection and maintenance of personal information including the following systems notices: F035 AF SAFPA B (Hometown News Release Background Data File), F035 AF SAFPA C (Official Biographies), and F035 SAFPA A Mobilization Augmentee Training Folders. Records Disposition: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.   Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication* and route AF Form 847s from the field through the appropriate functional's chain of command. This instruction applies to the Air Force Reserve Command (AFRC) and the Air National Guard unless specifically noted.

1. Purpose and Objectives of Security and Policy Review. Security and policy review represents an on-going effort to inform and increase public understanding of the mission,

operations, and programs of the Air Force. The program ensures that material proposed for public release is accurate, does not contain classified material, and does not conflict with established Air Force, DOD, or U.S. Government policies. The objective at all levels must be the maximum clearance of information in minimum time. In support of this objective, Air Force policy provides for clearance by the Public Affairs officer (PAO) at the lowest level where competent authority exists to judge the security and policy aspects of the information submitted for review.

2. General Guidelines.

2.1. Maximum Disclosure. The Air Force is obligated to provide the public maximum information about Air Force operations and activities. Air Force PA offices will clear, without delay, the maximum amount of information at the lowest competent review level.

2.2. Clearance Authority. Authority and direction for the conduct of security and policy review is derived from Executive Order 12958, *Classified National Security Information Program Operating Manual*, and DODI 5230.29, *Security and Policy Review of DOD Information for Public Release*.

2.2.1. Clearance vs. Release. The security and policy review process determines the suitability for public release of information. A clearance does not grant an approval to release the information. Release of information is the decision of the originator, often reached through the coordination with his or her chain of command. Security and policy reviews identify classified or sensitive information. They do not classify or declassify information. The office of primary responsibility determines original classification.

2.2.2. Air Force material submitted for review may be released to the public domain only after it has been reviewed for security and policy consistency and cleared by a competent authority.

2.2.3. Originators must not release copies of the material outside official channels until the security and policy review authority confirms clearance.

2.2.4. Disclosure of administrative error or inefficiency is not grounds for a denial of public release.

2.2.5. Air Force offices and functional elements are expected to render expert opinion during the review process and must provide prompt response, guidance, and assistance to the security and policy review authority.

2.2.6. Air Force personnel should make no commitments, including date of delivery, or to furnish abstracts or manuscripts to non-military publications until cleared through security and policy review channels.

2.2.7. PA offices must be active in educating Airmen about information that must be cleared, regardless of the medium that is used. Often, commanders must approve information for release about the installation's activities.

3. DOD Office of Security Review (DOD/OSR) and Secretary of the Air Force/Public Affairs (SAF/PA) A-Level Clearances. DOD/OSR and SAF/PA approval is required for the following types of public release:

3.1. Originates, or is proposed for release, in the Washington D.C. metropolitan area. This policy does not apply to technical papers intended for presentation at conferences or meetings that do not fall under other categories of required submission. When in doubt, submit.

3.2. Is, or has the potential to become, an item of national or international interest. All three- and four-star general officers and their civilian counterparts' written and oral public presentations are considered to be "of national and international interest."

3.3. References President and Secretary of Defense authority.

3.4. Affects national security policy or foreign relations.

3.5. Concerns subjects of potential controversy among DOD components or with other Federal agencies.

3.6. Is information that is presented by a DOD employee who, by virtue of rank, position, or expertise, would be considered an official DOD spokesperson. This information requires DOD/OSR approval. All three- and four-star generals and their civilian counterparts are considered DOD representatives. Information presented by general officers, which contains only information that has been previously cleared or released by the Air Force, such as Air Force messages or restatements of the Air Force policies, may be cleared locally.

3.7. Contains technical data, including data developed under contract or independently developed and controlled by the international traffic in arms regulations (ITARs) that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made.

3.8. New weapons or weapon systems, significant modifications or improvements to existing weapons or weapon systems, equipment, or techniques.

3.9. Military operations, operations security, and significant exercises.

3.10. Military activities or applications in space, nuclear weapons, including weapon-effects research; chemical and biological warfare issues; biological and toxin research; high-energy lasers and particle beam technology; arms control treaty implementation.

3.11. Any other contemporary topic that is designated by DoD's Office of Security Review (DOD/OSR).

4. Major Commands (MAJCOM), Field Operating Agencies (FOA), Direct Reporting Units (DRU), and installation-level organizations. Clearance authority should be delegated to the Public Affairs organization at the lowest echelon qualified to evaluate the contents and implications of the subject. At the installation level:

4.1. The Public Affairs organization with security and policy review authority clears unclassified information of local or regional interest. This includes speeches, presentations, papers, multimedia and visual information material, and information proposed for release to a publicly accessible Worldwide Web site with the exception of Air Force publications. Guidance on Web release can be found in AFI 33-129, *Web Management and Internet Use*. AFI 35-107, *Web Communications*, provides PA public Web site management guidance.

4.2. The local commander or designated representative clears news or photos of national interest.

5. What Must Be Submitted. Department of Defense Directive 5230.09, *Clearance of DOD Information for Public Release,* requires information relating to the plans, policies, programs, or operations of DOD or the U.S. Government proposed for public release be sent through PA channels to the appropriate clearance level for review. Whether information is prepared as an official release or a personal enterprise, it must be reviewed and cleared before release. Originators must ensure disclaimers accompany all publications they authorize in a private capacity. An appropriate disclaimer is: "The views expressed in this article are those of the author and do not necessarily reflect the official policy or position of the Air Force, the Department of Defense, or the U.S. Government."

5.1. All Air Force military and civilian personnel, including Air National Guard and Air Force Reserve personnel on active duty, who release material related to their active-duty assignment, retired military members, and former Air Force civilian employees will use this review service to ensure DOD-related information released to the public is consistent with their requirement to safeguard classified material.

5.2. Contractors. Contractors must submit material proposed for public release for review according to valid contract requirements as specified in Defense Department (DD) Form 254*, Department of Defense Contract Security Classification Specification,* DOD 5220.22-R, *Industrial Security Regulation*, and DOD 5220.22-M, *National Industrial Security Program Operating Manual*.

5.3. DOD School Policy. DOD gives its personnel in its school environments the widest latitude to express their views. To ensure a climate of academic freedom and to encourage intellectual expression, students and faculty members are not required to submit papers or material that are prepared in response to academic requirements and not intended for release outside the academic institution. Information proposed for public release or made available in libraries or databases to which the public has access shall be submitted for review.

6. Information Not Requiring Review.

6.1. Information not involving DOD operations or personnel.

6.2. Personal letters to the editor, book or theatrical reviews when expressing a personal opinion, and works of fiction (short stories, novels, and plays) that are not sourced from active-duty experience. However, such information must not imply Air Force or DOD sanction. When there is doubt as to the security classification of information, submit it for review.

6.3. Air Force Publications. Air Force publications are not submitted for security and policy review. It is incumbent upon the OPR to ensure the content is unclassified and suitable for public release and posting to a public Web site. Detailed instructions for all facets of publications and forms management can be found in AFI 33-360, *Publication and Forms Management*.

7. What Cannot Be Written About. Air Force military and civilian personnel may write signed articles for open publication, unless such activity:

7.1. Conflicts with the public receiving prompt and complete information on government activities through the usual media.

7.2. Violates laws or policies.

7.3. Violates ethical standards or does not comply with DODD 5500.7, *Standards of Conduct.*

7.4. Uses official DOD information generally not available to the public and that would not be released under DOD 5400.7-R, *Freedom of Information Act (FOIA) Program.*

8. Submitting Material for Review. For planning purposes, allow at least 10 workdays for Air Force-level review and clearance and at least 20 workdays for DOD and other Federal agency review and clearance. Some material may take longer depending on the volume and complexity of its content. SAF/PA requires six paper copies of all materials for Air Force-level review and clearance. If a submission requires DOD clearance, SAF/PA requires six paper copies with the initial submission and an additional four paper copies with the second submission (after Air Force amendments have been made and the document is in final form ready for DOD review). In addition, SAF/PA does not accept material for review via e-mail or any other electronic means.

8.1. To expedite review and clearance, each package submitted must include a memo containing:

8.1.1. Name, title, and organization of originating unit, author, or speaker.

8.1.2. Title of article or presentation.

8.1.3. Statement on where, when, and how the information is to be released and the sponsoring organization, if appropriate.

8.1.4. Clearance date required by originator. Give a reason, if earlier than date of presentation or publication.

8.1.5. Statement that the information has been reviewed at the appropriate lower level and is recommended for public release.

8.1.6. Signed or initialed notation by author or speaker indicating approval of the text.

8.1.7. When applicable, include a statement on technical material that export restrictions and militarily critical technologies as well as current Air Force and DOD policies have been considered. Provide all relevant comments from field unit technical coordinators and attach contractor transmittal letter, if it contains pertinent data.

8.2. Technical materials. For technical papers, include an abstract in layman's terms and, if appropriate, tell why releasing the information is important to DOD. An abstract to be published in advance also must be reviewed, but such review does not satisfy the clearance requirement for the entire paper. Always state the previously cleared abstract case number when requesting review of the full text.

8.3. Classified references are not recommended because they provide intelligence "shopping lists" and are not available to the general public.

8.4. Generally, previously cleared information does not need to be submitted for review unless it contains substantive changes or it is used in conjunction with other unclassified material. Previously cleared unclassified information may inadvertently be combined in such a manner that together, the new product becomes classified or raises policy concerns.

8.5. Presentations by senior ranking individuals**.** A speech or presentation by an individual who, by virtue of rank, position, or expertise, would be considered an official DOD spokesperson (generally persons at the Assistant Secretary of the Air Force level, the rank of Lieutenant General, or above) when speaking on national issues or events, must be submitted for security and policy review. SAF/PA forwards these materials to DOD/OSR for review.

8.6. Speeches. Speeches can be submitted in bullet format if the essence of the information is apparent to the reviewer. The clearance of bullet-format material will, however, cover only that information presented for review and does not include extemporaneous remarks made during the presentation. Full text is strongly recommended.

8.7. Electronic Submittal. Do not submit items for clearance via e-mail or the ".mil" system. This system does not permit for official use only (FOUO) information review and often sensitive/classified information is discovered during the security and policy review process.

9. **Additional Review Considerations.**

9.1. Operations Security (OPSEC) Considerations. OPSEC is a process of collecting, identifying, and analyzing information on friendly military operations and other activities to identify and minimize actions which inadvertently provide an adversary timely indication of military action or access to critical information. By identifying and denying this information, operational success and force protection are enhanced. The OPSEC analysis examines the planning, preparation, execution, and post-execution phases of any activity across the entire spectrum of military activity and in any operational environment. Air Force commanders and decision makers should consider OPSEC during both mission and acquisition planning. In fact, the Air Force implements the OPSEC process in all functional areas.

9.2. Scientific and Technical Information (STINFO). The STINFO program ensures scientific and technical information make the maximum impact on the development of Air Force technology and ensures the scientific and technical information generated under Air Force contracts and programs make maximum contribution to the national economy.

9.2.1. American technology is a valuable commodity and is greatly sought. Technology for application to a military weapon system may be considered sensitive as it may disclose too much about that potential system. STINFO officers are responsible for reviewing reports and determining which distribution statements should appear on the data. Only reports determined to be "Statement A" can be forwarded for security and policy review and then considered for release to the public. This is the only technical information that should be considered for a public web page. For more information, refer to AFI 61-204, *Disseminating Scientific and Technical Information*.

9.3. Technology transfer is the process by which knowledge, facilities, or capabilities developed in one place or for one purpose are transferred and used in another place for another purpose to fulfill actual or potential public or domestic needs. The Air Force Technology Transfer Program was created to ensure all Air Force science and engineering activities promote the transfer or exchange of technology with state and local governments and the private sector. These activities enhance the economic competitiveness of industry and promote the productivity of state and local governments while leveraging the DOD research and development investment. It is important to ensure that any critical data be reviewed prior to release to the public so that the United States does not lose its critical edge

in that particular area. DOD and other agencies of the Federal Government have created a series of controls that are in use throughout the review process.

9.4. The Military Critical Technologies List (MCTL) is published by DOD and used as a reference document, not as a strict regulation or decision tool. It is a guideline listing of those technologies that are critical to the security of our nation.

9.5. International Traffic-in-Arms Regulations (ITARs) are a series of the Department of State regulations that list technical data about arms and munitions prohibited from export. It includes any unclassified information that can be used, or be adapted for use, in the design, production, manufacture, repair, overhaul, processing, engineering, development, operations, maintenance, or reconstruction of arms, ammunition, and implements of war contained in the U.S. munitions list.

9.6. Export Control Laws are the responsibility of the Department of Commerce and are established to provide export control policies and practices. A validated license is required from the Department of Commerce for the export of all technical data listed on the Commodities Control List.

9.7. Freedom of Information Act (FOIA). The Air Force Supplement to DODD 5400.7-R, *DOD Freedom of Information Act (FOIA) Program,* states the public will be allowed to inspect, review, and receive copies of Air Force records. This applies to all Air Force records except for those exempt from release under the Act. The exemptions under the FOIA, applicable to Air Force records, are generally:

9.7.1. Classified Records.

9.7.2. Internal Personnel Rules and Procedures.

9.7.3. Records exempt from release by other Statutes.

9.7.4. Records containing Confidential Commercial Information.

9.7.5. Records otherwise privileged in Civil Litigation.

9.7.6. Invasion of Personal Privacy (Privacy Act) (e.g., home addresses).

9.7.7. Records related to open investigations.

10. Preparing for Security and Policy Review. PA offices should appoint one security and policy review authority to operate the program. PA offices must keep potential submitters informed about review requirements and procedures and establish working relationships with staff agencies assisting in the review process. Coordinators must understand thoroughly the purpose of and their responsibility for security and policy review.

10.1. The following are recommended program guidelines at an installation:

10.1.1. Keep a status log on information being reviewed.

10.1.2. Maintain an effective suspense system. Allow 10 workdays for normal coordination of cases through the organization. Use a standardized form or format to transmit cases to coordinating agencies.

10.1.3. Do not release cases outside official review channels during the security and policy review process.

10.1.4. Make inquiries concerning cases being reviewed at higher levels of command through PA channels.

10.1.5. Use all reasonable measures to expedite staffing at all levels to make sure publication deadlines, speaking dates, and other valid deadlines are met.

10.1.6. Be sure to check release guidance in other regulations, such as AFI 91-204, *Safety Investigations and Reports*, and AFI 90-301, *Inspector General Complaints Resolution.*

11. Step-by-Step Process.

11.1. Originators submit required information (see paragraph 8.) and correct number of copies through appropriate channels to the local PA office.

11.2. Security and policy review authority logs the case, reviews the material to determine which agencies must see it, establishes a suspense date, and dispatches the case for review. For an audiovisual product, the security and policy review authority reviews the video and script before scheduling a coordination viewing to evaluate the product.

11.3. Coordinating agencies identify either classified information or information not consistent with official policy. Information for deletion is enclosed in brackets. All marking is done with a black pen only. Do not use colored markings; colors are used at HQ USAF and DOD levels to indicate level of clearance.

11.4. The reviewer determines releasability of the material after receiving agency inputs, evaluating staff comments thoroughly, and contacting agencies to resolve issues.

11.5. After the reviewer determines a clearance position, review action is completed, or if required, the case is sent to the next review echelon.

11.6. Once cases have been returned from higher-echelon review, the security and policy review authority retains one file copy showing final clearance and any changes and markings to the material, plus copies of each reviewing organization's signed remarks.

11.7. A copy of the material officially cleared by letter or stamp, with final review markings and changes annotated, or correspondence explaining a denial of clearance, is sent to the originator.

12. Reviewer's Marking.

12.1. Marking. Inclusive brackets, in black pen, identify the non-releasable information. Bracketed material must be removed before publication of the document. The brackets signal a mandatory amendment. Write substitute language above the brackets, in black pen. For editorial changes, line through once in black pen; do not use brackets.

12.2. Amending. Amendments require specific source citations and rationale. The coordinator must provide sufficient information to enable the security and policy review authority to sustain an amendment. Such documentation eliminates time-consuming discussion with the coordinator. Coordinators must supply three essential pieces of information concerning material identified as classified: classification authority, level of classification, and downgrading instructions.

12.3. Source Citations:

12.3.1. Classification authority sources frequently cited are the security classification guides, provisions of classified contracts (DD Form 254, *Department of Defense Contract Security Classification Specification*), Air Force publications, selected acquisition reports, development concept papers, and originating agency's determination required. When classified material is identified in a security and policy review case, advise everyone possessing the document at once to protect it as classified.

12.3.2. Documentation sources can be presidential pronouncements; Defense and Air Force official statements; and Air Force policy directives, manuals, or policy letters.

12.4. Objection. A coordinator may make overall objection to clearing a case. An objection does not require marking on the document, but it does need detailed supporting justification. A coordinator may make a total objection to public release if a case requires extensive amendment or rewrite for security or policy concerns.

12.5. Editorial Review. Editorial review is not a responsibility of the security and policy review authority, but coordinators may edit for clarity and accuracy. Editorial recommendations (deletions) are lined through once with black pen; do not use brackets. Enter suggested substitute with black pen.

12.6. Other Coordination. If an agency expert thinks the case should be reviewed by another agency, he or she should advise the security and policy review authority. An early call can save several days in the review process.

12.7. Timeliness. Major security and policy review time-savers include timely coordination, the use of black pen for marking, and the proper citing of classification sources.

13. Appeal Procedures. The originator, or authorized representative, may discuss any amendment or objection to release with SAF/PA via the chain of command; however, formal appeals must be in writing.

13.1. Appeals must provide strong supporting rationale and authoritative evidence. Review authorities evaluate and decide appeals based only on the additional evidence or reasoning provided.

13.2. SAF/PA usually resolves differences of opinion between the originator or authorized representative and the reviewing agency. When this is not successful, SAF/PA will arrange for the appeal to be considered at higher echelons of authority, either within the Air Force or DOD/OSR, as appropriate.

14. Information Collection, Records, and Forms.

14.1. Information Collections. No information collections are created by this publication.

14.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 disposed of in accordance with the AFRIMS RDS located at **https://afrims.amc.af.mil/rds_series.cfm**.

14.3. Forms (Adopted and Prescribed).

   14.3.1. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*; and DD Form 254*, Department of Defense Contract Security Classification Specification*.

   14.3.2. Prescribed Forms. No forms are prescribed by this publication.

                                 LES A. KODLICK, Colonel, USAF
                                 Director of Public Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Executive Order 12958, *Classified National Security Information*, as amended to EO 13292, 25 March 2003

DOD 5400.7-R**,** *DOD Freedom of Information Act Program*, 2 Jan 2008

DOD 5220.22-M, *National Industrial Security Program Operating Manual*, 27 Sep 2004

DOD 5220.22-R, *Industrial Security Regulation,* 4 Dec 1985

DODD 5230.09, *Clearance of DOD Information for Public Release*, 22 Aug 2008

DODD 5500.7, *Standards of Conduct*, 29 Nov 2007

DODI 5230.29, *Security and Policy Review of DOD Information for Public Release,* 8 Jan 2009

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 12 Apr 2001, as amended through 17 Oct 2008

Joint Publication 3-61, Joint Doctrine for Public Affairs Operations, 14 May 1997

AFDD 1-2, *Air Force Glossary*, 11 Jan 2007

AFI 33-129, *Web Management and Internet Use*, 3 Feb 2005

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

AFI 33-360, *Publication and Forms Management*, 18 May 2006

AFI 35-107, W*eb Communications*, 21 Oct 2009

AFI 61-204, *Disseminating Scientific and Technical Information*, 30 Aug 2002

AFI 90-301, *Inspector General Complaints Resolution*, 15 May 2008

AFI 91-204**,** *Safety Investigations and Reports*, 14 Feb 2006

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 35-1, Public Affairs Management, 17 Sep 1999

AFRIMS RDS, **https://afrims.amc.af.mil/rds_series.cfm**

Abbreviations and Acronyms

AFI—Air Force Instruction

CFR—Code of Federal Regulations

DD— Defense Department

DOD—Department of Defense

DODD—Department of Defense directive

DODI—Department of Defense instruction

DRU—direct reporting unit

EO—executive order

FOA—field operating agency

FOIA—Freedom of Information Act

ITAR—international traffic in arms regulation

MCTL—Military Critical Technologies List

OPSEC—operations security

PA—Public Affairs