This instruction implements Air Force Policy Directive 41-1, *Health Care Programs and Resources*. It establishes policies and procedures for reviewing, clearing, and accounting for duty-related medical research journal articles, abstracts or technical reports (e.g., case report, Quality Assurance/Quality Improvement study, program evaluation study, informational report, conference papers, etc.) and oral presentations prepared by personnel assigned to the 59th Medical Wing (59 MDW) and intended for public release (domestic or foreign). Examples include full journal papers, technical notes, case studies, abstracts or presentations (poster or slide), and documentary photographic prints. **Note:** “Domestic release” includes societies composed primarily of Department of Defense (DoD) personnel but whose proceedings may be distributed to the public or may be reported by the public news media (e.g., The Society of Air Force Physicians, The Society of Armed Forces Medical Laboratory Scientists, The Air Force Society of Clinical Surgeons). “Foreign release” includes any symposium or conference which is open to foreign representation. This instruction applies to all personnel assigned or attached to the 59 MDW. This instruction does not apply to the Air National Guard, or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.
SUMMARY OF CHANGES

This publication has been revised. This rewrite of 59 MDWI 41-108 includes updated procedures and time requirements.

1. Overview. The Air Force is interested in fully informing the public about Air Force medical research activities. Accordingly, the 59 MDW encourages publication and oral presentation of its professional medical research activities. However, before such information is released to the public, it must be accounted for, reviewed, and cleared for security and consistency with Air Force, DoD, and federal policies.

2. Benefits Provided by Accountability Review and Clearance.

2.1. 59th Clinical Research Division (59 MDW/SGVU) will maintain a current master computer database of all medical research publications, posters, and oral presentations cleared for public release.

2.2. Division directors, squadron commanders, group commanders, and the 59th MDW Commander are made aware of medical research/technical publication and oral presentation efforts by assigned personnel through the use of the 59 MDW Form 3039. This awareness aids the preparation of officer and enlisted performance report ratings, endorsements and letters of recommendation.

2.3. The 59 MDW can compile its annual medical research scholarly output and meet DoD plans for public access to scientific results from federally funded research. These data facilitate accreditation of residency and fellowship programs, justify funds for continuing health education and, with respect to reports of clinical investigation, defend costs of the medical center's clinical research program.

2.4. The 59 MDW's Office of Public Affairs (59 MDW/PA) will provide a security and policy review of all proposed publications, abstracts, and presentations for publication or dissemination in any public medium (foreign or domestic). This review facilitates coordination with other agencies, as required (e.g., Air Education Training Command, Air Force Surgeon General's Office, Medical Law, Defense Technical Information Center (DTIC), etc.).

2.5. Based on DoD Manual, 3200.14, Principles and Operational Parameters of the DOD Scientific and Technical Information Program (STIP): Information Analysis Centers (IACs), DoD scientific and technical information (STI) must be appropriately managed to enable scientific knowledge and technological innovations to be fully accessible to authorized recipients, while applying appropriate safeguards to assure that the information is protected, as necessary. The preparation and distribution of STI in the form of medical research journal articles/abstracts, conference papers, technical reports, etc., and other means external to DoD will not be in lieu of providing those same documents to DTIC, appropriate DoD Information Analysis Centers and the local technical library.

3. Responsibilities and Procedures.

3.1. The originator (author) is responsible to prepare the medical research/technical manuscript, abstract, or other materials, and submit them to the 59 MDW CRD Publications/Presentations Office, no later than 30 days before final clearance is required to publish/present the materials. The originator will ensure effective organization and technical
accuracy; correct grammar, spelling and sentence structure; appropriateness of discussion and conclusions; compliance with the scientific journal's or society's requirements; and inclusion of the following statement on the title page of the medical research/technical manuscript or presentation: “The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components”. Note: The disclaimer statement is not required if the material is for internal consumption, i.e., active duty and DoD employees and does not require Public Affairs review for public release. The disclaimer is required when the material is presented to external audiences when the U.S. Government, AF and/or other Service Components run the risk of endorsing or appearing to endorse a specific commercial product or entity.

3.1.1. All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans: “The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DoDI 3216.02_AFI 40-402.”

3.1.2. All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401_IP, The Care and Use of Laboratory Animals in DoD Programs: “The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended.”

3.1.3. A manuscript/presentation should not be considered final for submission until the above criteria are met.

3.2. The originator will complete page 2 of the 59 MDW Form 3039, sign the form and have their unit commander, Program Director or immediate supervisor sign the form. The originator will attach the publication/presentation (including illustrations) to the 59 MDW Form 3039 request and submit the documents to SGVUS for processing. Illustrations and tables will be returned to the originator on request. Note: For each new release of medical research/technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval. If a previously approved presentation is presented again without substantive changes, the presenter may simply submit a copy of the original presentation, plus another 59 MDW Form 3039, to document the most recent presentation request.

3.3. The originator will retain the original manuscript or abstract for eventual submission to the publisher or society. Proposed medical research/technical manuscripts for publication must be submitted through SGVUS prior to any commitment to civilian publishers. The originator should not submit a medical research/technical manuscript or abstract to publishers or societies for consideration until they receive telephone or written notification from SGVUS that the work was approved for public release.

3.4. For medical research presentations not based on a manuscript or article (e.g., lectures from slides, table-top clinics, etc.), the originator should submit a general description of the subject matter to be presented. Proposed medical research/technical presentations must be submitted through SGVUS prior to any commitment to civilian societies. The originator should not submit a medical research/technical presentation to societies for consideration
until they receive verbal or written notification from SGVUS that the work was approved for public release.

3.5. Upon receipt of the proposed medical research/technical manuscript, abstract, or presentation, SGVUS will assign a file number and enter the processing information on an Excel spreadsheet into the 59 MDW Byrds database.

3.6. SGVUS will review all submissions for the criteria cited in paragraph 3.1. The reviewer may detect errors or suggest changes which would enhance the chances of acceptance by the publisher or society. The reviewer will notify the originator of any recommended or required change(s).

3.7. SGVUS will forward all submissions and illustrations to 59 MDW/PA for an official security and policy review for medical research/technical manuscript/presentation clearance.

3.8. The 59 MDW/PA will forward manuscripts/presentations to the Air Force Medical Service Public Affairs (AFMS/PA) and/or to the Secretary of the Air Force for Public Affairs Security Review (SAF/PAS), if additional review/clearance is deemed necessary.

3.9. The 59 MDW/PA will work with the originator to revise any items not consistent or compliant with current Air Force, DoD, or federal security policies.

3.10. The 59 MDW/PA will return the cleared material to SGVUS for further processing.

3.11. Following 59 MDW/PA actions, SGVUS will promptly notify the originator as to the approval or disapproval of the publication, abstract, or presentation material. If approval is granted, the originator may then submit the manuscript, abstract, or presentation to the journal, publisher, or society for public release.

3.12. SGVUS will retain all records pertaining to the medical research/technical approval process.

3.13. If a publisher or society requests copyright or republication rights to a submitted abstract, paper, or presentation, the originator should complete the publisher’s or society’s copyright form indicating that the medical research/technical work was prepared as part of his/her official duties and thus is deemed a “work of the United States Government.” If the publisher’s or a society’s copyright form does not give this response option, the originator should reply using the letter format at Attachment 2.

3.14. The originator will coordinate any publisher page charges or color plate charges with his/her organization prior to submitting a medical research/technical article for publication (not necessary, if the originator plans to personally pay for such charges). The originator will forward all requests for reprints or technical information from persons in former or current communist block countries to 59 MDW/PA, who will in turn forward the request to the Air Force Office of Special Investigations (AF/OSI) or to AFMS/PA, as appropriate. Note: Communist block countries are current and former countries which are currently or were once part of the former Soviet Union, to include: Afghanistan, Albania, Angola, Benin, Bulgaria, Cambodia, Congo, Czechoslovakia, East Germany, Ethiopia, Hungary, Mongolia, Mozambique, Poland, Romania, Somalia, South Yemen, Yugoslavia, China, Cuba, Laos, North Korea and Vietnam.

3.15. The originator will provide the 59 MDW Clinical Research Division (CRD) with a date when their cleared research medical/technical document(s) will be placed in DTIC. If a
date is not provided, the medical/technical manuscript will automatically be submitted to DTIC by the CRD no later than (NLT) one year from the clearance date of the manuscript and NLT one month from the presentation date of a cleared briefing.

4. **Time Requirements.** The originating author should submit their completed Form 3039 and all supporting documents to the 59 MDW CRD Publications/Presentations Office for processing, no later than 30 days before final clearance is required to publish/present their materials. As a general rule, the entire review and clearance process can be accomplished at the 59 MDW within ten working days. However, if additional higher level review is required, more time must be allowed. Information for foreign release must be processed through disclosure channels, which may take 60-90 days to complete. An individual who does not obtain proper review and clearance of his/her medical research/technical manuscript or presentation will not be able to publish their manuscript or receive temporary duty orders to deliver their presentation.

RAYNOLD E. VINCENT, Jr, Lt Col, USAF, MSC
Administrator, 59th Medical Wing
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFMAN 16-101, International Affairs and Security Assistance Management, 15 February 2011
AFPD 41-1, Health Care Programs and Resources, 15 April 1994
AFMAN 40-401_IP, The Care and Use of Laboratory Animals in DoD Programs, 16 February 2005
DoDI 3216.02_AFI 40-402, Protection of Human Subjects in Biomedical and Behavioral Research, 10 September 2014
DoD Manual, 3200.14, Principles and Operational Parameters of the DOD Scientific and Technical Information Program (STIP): Information Analysis Centers (IACs), 5 January 2015
59 MDWI 40-402, Animal Care and Use in Clinical Research, Training and Testing, 8 November 2005
Animal Welfare Act of 1966, as amended
HQ USAF/CVA Letter, 14 November 1983: USAF Visit and Disclosure Policy Concerning Foreign Nationals or Their Representatives

Prescribed Form
59 MDW Form 3039, Processing of Professional Medical Research/Technical Publications/Presentations

Adopted Form
AF Form 847, Recommendation for Change of Publication

Acronyms and Abbreviations
CRD—Clinical Research Division
DoD—Department of Defense
DTIC—Defense Technical Information Center
IAW—In Accordance With
MDW—Medical Wing
NLT—No Later Than
PA—Public Affairs
STI—Scientific and Technical Information
Attachment 2

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