

Administrative Changes to AFSCI61-201, *Scientific and Technical Information (STINFO) Program*

OPR: AFSC/ENS

References throughout to “AFI61-201” are hereby changed to “DAFI61-201.” 30 April 2021

References to “AFMAN33-363” are hereby changed to “AFI33-322.”

Link address to “Acquisition App store training” unavailable, until further notice.

15 March 2022

**BY ORDER OF THE COMMANDER  
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER  
INSTRUCTION 61-201**



**25 OCTOBER 2019  
Certified Current, 3 December 2024  
Scientific/Research and Development**

**SCIENTIFIC AND TECHNICAL  
INFORMATION (STINFO) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: AFSC/ENS

Certified by: AFSC/EN  
(Mr. Greg C. Hughes)

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14 October 2015

Pages: 4

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This instruction implements AFI 61-201, *Management of Scientific and Technical Information (STINFO)*, Department of Defense Instruction (DoDI) 5230.24, *Distribution Statements on Technical Documents*; DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*, and must be used in conjunction with the implementing publications. This document outlines AFSC STINFO policy and organizational responsibility. This guidance is applicable to all AFSC system, subsystem, components, contracting/organizations that conduct or are involved with STINFO. This Instruction is applicable to all Air Force personnel assigned or attached to AFSC, except where explicitly noted. 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; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of the process prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This Publication has been substantially revised and must be completely reviewed. It eliminates redundancies with AFI 61-201, and provides greater clarity concerning the roles and responsibilities of managing Air Force Scientific and Technical Information (STINFO) in AFSC.

**1. Purpose:** The purpose of this policy is to identify activities to implement a STINFO program in AFSC.

**2. Responsibilities:**

**2.1. AFSC Director of Engineering:** appoints the AFSC STINFO program manager.

**2.2. AFSC STINFO Program Manager:**

2.2.1. Develops AFSC STINFO policy based on DoD and Air Force STINFO policy.

2.2.2. Is the AFSC primary interface with AFMC STINFO program manager.

2.2.3. Interfaces with and makes referrals to Foreign Disclosure Office (FDO), Freedom of Information Act (FOIA) Office, Public Affairs (PA) office, Staff Judge Advocate (JA).

2.2.4. Ensures STINFO liaisons are provided updates to STINFO policies, processes and training.

2.2.5. Will develop a charter that identifies STINFO Working Group's roles and responsibilities.

2.2.6. Chairs the AFSC STINFO Working Group. The Working Group will coordinate and work issues with AFSC personnel on AFSC policy, process guidance and training.

2.2.7. Creates and makes available awareness training for all AFSC workforce and comprehensive training for liaisons and those who create / edit STINFO.

**2.3. Complex / Wing Commanders or their designees:**

2.3.1. Have oversight of the STINFO program in their organization.

2.3.2. Work with AFSC STINFO program manager to identify their Controlling DoD Office (CDO) organizations where STINFO liaisons are needed.

2.3.3. Appoint liaisons that have understanding of the technical data being managed in their organizations and provide notification to the AFSC STINFO program manager.

**2.4. STINFO Liaisons:**

2.4.1. Complete AFSC program manager provided STINFO training to maintain currency and expertise.

2.4.2. Advise CDO on proper STINFO marking, distribution and storage IAW AFI 61-201.

2.4.3. Advise Controlling CDO on requirements and process to have STINFO reviewed and cleared by PA for public release.

2.4.4. Inform and report to CDO any STINFO program violations and deficiencies.

2.4.5. Assist CDOs in identifying data rights, distribution statements, and other applicable markings as indicated in AFI 61-201.

2.4.6. Evaluate CDO STINFO activities to assure policy compliance.

2.4.7. Will be members of the STINFO Working Group as defined by the charter.

### 3. Training:

3.1. The AFSC STINFO program manager will annually complete Acquisition App store training at <https://www.dau.mil/tools/t/Acquisition-App-Store>, identify any changes and update AFSC training to reflect new material.

3.2. STINFO liaisons and personnel who create or edit STINFO, will accomplish the annual training for engineers, software personnel, Equipment Specialists, and Liaisons developed by the AFSC STINFO program manager. Typical STINFO personnel include: Equipment Specialist (ES), Tech Order Manager, Technical Data Specialist, and engineers who create STINFO.

3.3. All other AFSC personnel who are not STINFO liaisons or creators will annually accomplish STINFO awareness training developed by the AFSC STINFO program manager on proper handling of STINFO.

3.4. Newly assigned personnel are required to complete STINFO training identified above within 30 days of assuming their duties.

DONALD E. KIRKLAND,  
Lieutenant General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 61-201, *Management of Scientific and Technical Information (STINFO)*, 28 January 2018

Department of Defense Instruction (DoDI) 5230.24, *Distribution Statements on Technical Documents*, 23 August 2012

DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*, 6 November 1984

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

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFSC**—Air Force Sustainment Center

**CDO**—Controlling DoD Office

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**ES**—Equipment Specialist

**FDO**—Foreign Disclosure Office

**FOIA**—Freedom of Information Act

**JA**—Judge Advocate

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**RDS**—Records Disposition Schedule

**STINFO**—Scientific and Technical Information