

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 14-301



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Intelligence

**SECURITY REVIEW OF RESEARCH PAPERS,
TEXTBOOKS, AND RELATED DOCUMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: LeMay Center/INS Certified by: LeMay Center/IN (Col Paul Smith)
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This publication implements AFMAN 14-304, *The Security, Use and Dissemination of Sensitive Compartmented Information*, and AFI 35-101, *Public Affairs Policies and Procedures*, and addresses DOD 5105.21-M-1, *Department of Defense Sensitive Compartmented Information Administrative Security Manual*, and AFPD 14-3, *Control, Protection, and Dissemination of Intelligence Information*. It applies to all sensitive compartmented information (SCI) indoctrinated or debriefed individuals assigned to Air University (AU) organizations. It establishes procedures for preliminary security reviews on all material intended for disclosure that may contain SCI or SCI-derived information. This includes proposed public statements on information derived from SCI or concerning SCI operations, sources or methods. More specifically, it applies to academic research papers, professional articles (whether classified or unclassified), resumes or applications for employment which detail technical expertise gained through exposure to sensitive programs, contract proposals, internal command publications, textbooks, and related documents that may contain information about sensitive intelligence operations, sources, methods, or assessments.

Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>.

SUMMARY OF CHANGES

This publication is completely revised and must be reviewed in its entirety. This revision details policy and specific responsibilities required for the protection of intelligence information.

It specifies the requirement for annual security education for all SCI indoctrinated personnel regarding the security review of documents containing intelligence information and designates specific responsibilities of individuals at every level. Accessibility restriction was removed as it is applicable to all AU organizations.

1. Policy. LeMay Center/IN is the OPR for pre-publication review of intelligence related publications for AU. DOD 5105.21-M-1, AFMAN 14-304 and AFI 35-101 prohibit DOD/military personnel from disclosing classified information even though this information may appear in unclassified sources in the public domain. Appearance of sensitive information in the public domain does not constitute declassification of the information. Accordingly, AU/PA should coordinate on any documents derived from AU prior to public disclosure.

2. Responsibilities.

2.1. LeMay Center/IN: Provide annual security education and training on responsibilities for security review and pre-publication review to SCI indoctrinated individuals.

2.1.1. LeMay Center/IN will ensure that the appropriate personnel most familiar with the classification and dissemination controls of intelligence information review documents whenever there is any question regarding release.

2.1.2. LeMay Center/IN will make security determinations within 10 duty days.

2.1.3. Review determinations that cannot be made by LeMay Center/IN will be forwarded to HQ AETC/A2. Determinations that cannot be made by the HQ AETC/A2 will be forwarded to HQ AF ISR Agency, who is the OPR for pre-publication review for the Air Force. Determinations forwarded for HQ AETC/A2 or HQ AF ISR Agency review may take up to 30 days.

2.2. Commandant, Commanders and Supervisors: Establish an internal review mechanism, according to AFMAN 14-304, to preclude the disclosure of information concerning sensitive intelligence collection sources and methods in academic research papers, texts, and other documents prepared by personnel under their cognizance. This review should be made part of normal prepublication or academic review and grading processes of each school or organization. Questions regarding clarification should be directed to LeMay Center/IN.

2.3. Individuals: AU SCI indoctrinated or debriefed personnel to include contract employees under the cognizance of the AU Commandant, who prepare any document or item which may meet the prior review provisions of the SCI Nondisclosure Statement, will submit one copy of such material to LeMay Center/IN (Senior Intelligence Officer) for a preliminary security determination. If approval for release cannot be granted by LeMay Center/IN because of possible SCI or other security implications, individuals will surrender all drafts, copies and notes which may contain SCI pending a final determination by MAJCOM and or HQ AF ISR Agency.

3. Adopted Form: AF Form 847, *Recommendation for Change of Publication*.

ALLEN G. PECK, Lieutenant General, USAF
Commander, Air University

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

DOD 5105.21-M-1, *Department of Defense Sensitive Compartmented Information Administrative Security Manual*

AFPD 14-3, *Control, Protection, and Dissemination of Intelligence Information*

AFMAN 14-304, *The Security, Use and Dissemination of Sensitive Compartmented Information*

AFI 35-101, *Public Affairs Policies and Procedures*

Abbreviations and Acronyms

AU—Air University

AF ISR Agency—Air Force Intelligence, Surveillance and Reconnaissance Agency

MAJCOM—Major Command

OPR—Office of Primary Responsibility

SCI—Sensitive Compartmented Information

Terms

Pre-Publication Review—A review of material intended for disclosure that may contain SCI or SCI-derived information. Pre-publication reviews are reviews on all proposed statements on information derived from SCI or concerning SCI operations, sources, or methods. This includes resumes or applications for employment which detail technical expertise gained through government employment in classified or sensitive programs which might contain SCI.

Release—(Noun) Information prepared for distribution to any medium that usually or regularly, disseminates information or news to members of the public. (Verb) The act of disseminating information in any medium.