

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 35-102**

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Public Affairs

**SECURITY AND
POLICY REVIEW PROGRAM**



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This instruction implements DoD Directive 5230.09, *Clearance of DoD Information for Public Release*, DoD Instruction 5230.24, *Distribution Statements on Technical Documents*, Air Force Instruction (AFI) 35-102, *Security and Policy Review Process*, and AFI 35-107, *Public Web and Social Communications* for activities at Wright-Patterson Air Force Base (WPAFB). It provides guidance for procedures to obtain clearance for public 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* and restrictions on release of information in accordance with AFI 35-104, *Media Operations*. It applies to Air Force organizations located at Wright-Patterson Air Force Base, as well as geographically separated Air Force Life Cycle Management Center (AFLCMC), Air Force Research Laboratory (AFRL) and Air Force Institute of Technology (AFIT) subordinate organizations at bases or locations which do not have a servicing base public affairs office. It identifies procedures for clearing web content for public release. It also prescribes use of AFIMSC Public Affairs Security and Policy Review Worksheet as the only accepted form to use for submission of materials for review. This publication does not apply to Air National Guard or the Air Force Reserve Command (ANG/AFRC) units. 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 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of*

Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been substantially changed and requires a complete review. Major changes include: clarification that multiple documents cannot be submitted with one form; minimum time requirements for review; procedures for documents solely posted on Fed Biz Opps; use of AMRDEC Safe for large file delivery; replaces use of WPAFB Form 1420 with the AFIMSC Security and Policy Review Worksheet for submissions; clarifies cross-coordination between units with equity in the materials for review prior to submission.

1. Purpose and Objectives of Security and Policy Review: Security and Policy Review is a coordination function to ensure only approved information is released to the public. Security and Policy Review enhances public trust, understanding and support for the Air Force by releasing timely, factual information on Air Force missions and activities. The Security and Policy Review coordination process is designed to prevent release of classified information, Operations Security (OPSEC) protected Critical Information, sensitive Scientific and Technical Information (STINFO), Military Critical Technologies List, International Traffic-in-Arms Regulations (ITAR) and Export Control Law restricted information, as well as Freedom of Information Act (FOIA)-Exempted information.

2. Procedures for submitting information for security and policy review:

2.1. The 88th Air Base Wing Public Affairs Office (88 ABW/PA) serves as the installation-level Public Affairs (PA) review authority for host and tenant units located at WPAFB, as well as geographically separated AFIT, AFLCMC and AFRL subordinate organizations at bases or locations which do not have an organic servicing base public affairs office. Personnel assigned to Headquarters Air Force Materiel Command, National Air and Space Intelligence Center, National Museum of the U.S. Air Force and 445th Airlift Wing shall submit materials proposed for security and policy review to their respective unit PA Office. Others will normally submit materials to 88 ABW/PA.

2.2. Detailed procedures for submitters are identified at the “Wright-Patterson AFB Security and Policy Review Fact Sheet” publicly accessible at <http://www.wpafb.af.mil>.

2.3. Only full and final text of materials proposed for public release will be submitted for review. Notes, outlines, drafts with placeholder or blanks to be filled in later will not be accepted. Do not submit classified, sensitive, proprietary or Privacy Act-protected personally identifiable information. Compliance with AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, applies. Copyrighted materials may not be submitted unless permission is granted by the copyright holder or a legal review is provided and a “fair use” determination made.

2.3.1. Do not submit multiple documents with one submission form. Each document, regardless of its relation to another, must be submitted, reviewed and cleared individually. Submissions that contain multiple documents will be returned with no action and must be resubmitted for review. Documents received in this manner will be returned with no action taken.

2.3.2. Materials that have already been briefed or released will not be cleared or reviewed.

2.3.3. Material proposed for release to Members of Congress shall be submitted to the organization’s Legislative Liaison in compliance with AFI 90-401, *Air Force Relations with Congress*.

2.3.4. Information that is to be posted *solely* on Fed Biz Opps (<https://www.fbo.gov>) does not require submission for security and policy review. The contracting process reviews and certifies all documents prior to posting.

2.4. Submitters should normally plan for a minimum of ten working days (not including the day of submission) for Security and Policy Review. The ten day clock starts when 88 ABW/PA receives all required materials. Some complex documents, dissertations, manuscripts, theses, videos, etc. may require higher headquarters review and can take an additional 45-60 days to process. 88 ABW/PA uses the Public Affairs Information Release System (PAIRS) online database to track submissions. The originating author and submitter will receive an automatic email via PAIRS when Public Affairs opens the case for review, and another email when a final release determination is made.

2.4.1. Rush cases are defined as those cases which need to be cleared in less than ten working days of submission to PA. Rush cases require a letter of justification signed by directorate level director or commander. A fillable template is available on the Wright-Patterson Security and Policy Review SharePoint site (<https://cs2.eis.af.mil/sites/11386/default.aspx>).

2.5. The Wright-Patterson Air Force Base Security and Policy Review SharePoint site (<https://cs2.eis.af.mil/sites/11386/default.aspx>) was established to facilitate submission of material for review to PA. Do not use e-mail to transmit information for security and policy review. The only exceptions to this policy are identified in the fact sheet noted in **para. 2.2**.

2.5.1. AMRDEC SAFE File Exchange (<https://safe.amrdec.army.mil/safe/>) is used when files are too large to submit via the S&PR SharePoint site. Coordinate with PA prior to using AMRDEC safe to ensure the appropriate personnel receive the notification email from the system to receive and process the files.

2.6. Coordination :

2.6.1. Wright-Patterson Air Force Base's role in advanced research, development, test, education, life cycle and supply chain management, intelligence and flying operations demands originators shall ensure appropriate scrutiny by technical, OPSEC, Security Manager, Foreign Disclosure, STINFO Officer and other directorate subject matter expert reviewers prior to submission of material to public affairs.

2.6.1.1. For STINFO, **only** reports and information determined to be "Distribution Statement A" can be forwarded for security and policy review.

2.6.1.2. Submitters shall ensure appropriate subject matter experts review for compliance with the salient weapon system security classification guide and Executive Order 13526, *Classified National Security Information*, DoDM 5400.07-R, *DoD Freedom of Information Act (FOIA) Program*, DoD 5220.22-M, *National Industrial Security Program Operating Manual*, and DoD 5220.22-R, *Industrial Security Regulation* apply.

2.6.1.3. Restricted Information as identified in DoDI 3020.46, *The Militarily Critical Technologies List (MCTL)*, U.S. Department of Commerce Export Regulation and International Trafficking in Arms Regulation shall not be submitted for candidate public release.

2.6.2. Prescribed Worksheet and Other Coordination : The *AFIMSC Public Affairs Security and Policy Review Worksheet*, has replaced the WPAFB Form 1420, which will no longer be accepted. The AFIMSC Security and Policy Worksheet is available via the WPAFB website (<http://www.wpafb.af.mil/Welcome/Fact-Sheets/Display/Article/823386/88abw-security-and-policy-review/>) and is the only submittal worksheet accepted by PA. This electronic worksheet allows for digital signatures. IAW DoDI 5230.29, contractors may not sign as reviewers/subject matter experts in blocks 11-15 of the AFIMSC worksheet. Worksheets received with contractor signatures in the review portion of the worksheet will be returned with no action taken. Previous editions will not be used, and modified forms will not be accepted. All worksheets must be electronically signed. Scanned worksheets will not be accepted, as PA must validate each electronic signature. Submitters must consider other agency equities in a release recommendation. Cross coordination (i.e., between AFRL/RQ and AFRL/RV; or AFLCMC/WW and AFLCMC/EN) shall be completed by the submitter and clearly identified on the AFIMSC worksheet prior to submission to PA. If a submitter or coordinating agency expert judges the case should be reviewed by higher headquarters or another outside agency, the submitter shall advise 88 ABW/PA and clearly annotate the recommendation and relevant contact information on the AFIMSC worksheet. Failure to accomplish and identify other coordinating agencies may result in lengthy delays in processing. **Note:** 88 ABW/PA personnel may also direct coordination with other organizations if they deem it appropriate.

2.7. Defense contractors performing work or services to the Air Force are required to submit press releases and other information proposed for public release according to valid contract requirements, normally as specified in the Defense Department (DD) Form 254. Most often this requires contractors to submit materials for PA review through the appropriate program manager or contracting officer. PA does not accept materials directly from defense contractors.

2.8. Editorial review is the originator's responsibility. Security and Policy Review by PA does not include review for style. PA and coordinators may annotate obvious typographical or grammatical errors and recommend editing for clarity or accuracy.

2.9. Originators must not release information outside official channels until Security and Policy Review confirms clearance. PA will not perform after-the-fact review of materials that already have been publicly released or already are posted to publicly accessible websites. Materials submitted after the "date needed" or "event date" will be returned without action.

2.10. Following PA review by the appropriate officials, a determination will be made and the submitter, author and/or organizational box will be notified via email. The most frequently seen determinations are: Cleared for Public Release; Cleared "with Recommendations" for Public Release; Cleared "As Amended" for Public Release; or Not Cleared for Public Release. A determination of "AF - No Objection" may be made when Air Force is not the final release authority, as in certain Joint or federal agency programs.

2.10.1. Only documents containing Technical Information as identified and defined in DoDI 5230.24 (Glossary), or those being posted to the Defense Technical Information Center (DTIC), can be marked “Distribution Statement A – Approved for public release. Distribution is unlimited.” And explanation of the technical information requirement or a copy of DTIC submission paperwork must accompany the submission. All other documents should be marked with the 88 ABW/PA clearance number to annotate clearance authority and to assist with tracking should any questions on clearance status ever arise.

2.10.2. Submitters of materials containing scientific and technical information shall be responsible for compliance with DoDI 5230.24, *Distribution Statements on Technical Documents*, and DoDI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*.

2.11. Originators may appeal a Security and Policy Review decision. Appeals must be made in writing and normally are adjudicated by either the Secretary of the Air Force Public Affairs (SAF/PA) or OSD for their level review.

3. Important considerations for submitters of material for security and policy review:

3.1. In today’s information age, public release equates to global release. There is no distinction between ‘local’ and ‘international’ release. A document or briefing presented and released at a conference open to the public or news media is equivalent to posting the presentation or document to the Internet where it is immediately accessible to a global audience, including potential adversaries or adversarial governments.

3.2. Note that a clearance to release information by PA does not grant approval to release the information. The actual release of information is the decision of the originator, normally reached with coordination of the originator’s chain of command. The originator will not submit information for Security and Policy Review that contains classified or other information that the originating office does not fully support being released to the general public.

3.3. Clearance authority is delegated to the PA activity at the lowest echelon where competent authority exists to evaluate contents of the material proposed for public release. In instances where, based upon the determination of the PA office or published guidance, additional higher headquarters review is warranted, the information will then be forwarded to AFIMSC/PA office for further review or coordination at the SAF/DoD level. A key objective at all levels is maximum clearance of releasable information in minimum time.

3.4. Authors and submitters must not incorporate copyrighted works (cartoons, video, digital music and audio recordings, etc.) without permission of copyright holder or legal review provided stating use of copyrighted material is determined to be “fair use.” The rights of copyrighted sound and video recording owners shall be recognized in accordance with DoDD 5535.4, *Copyrighted Sound and Video Recordings*.

3.5. Submitters and Technical Reviewers shall verify presentations to industry comply with DoDI 5410.20, *Public Affairs Relations with For-Profit Businesses and Business Industry Organizations*.

3.6. Submission of mishap reports or excerpts require coordination with the MAJCOM convening authority PA office IAW AFI 91-204, *Safety Investigation and Hazard Reporting*.

3.7. Submission of government produced videos. Videos that incorporate music, narration, graphics, scripts, special effects, etc. must comply with all regulatory requirements for production videos as outlined in DoDI 5040.02 *Visual Information (VI)*, DoDI 5040.07, *Visual Information (VI) Productions*, and AFI 35-109, *Visual Information*, regarding creation, management and archiving of visual information products. Video productions that meet the above criteria, but which have not been coordinated with or produced by 88 ABW/PA Command Information shall be returned with no action taken until all required coordination has been completed. Videos that document experiments, lectures, briefings, etc., do not require adherence to the above procedures and can be submitted via normal procedures.

4. Public websites and Security and Policy Review. Information proposed for placement on publicly-accessible DoD websites available to anyone without access controls requires review and clearance for public release prior to posting. AFI 35-107, *Public Web and Social Communications*, AFGM 2018-17-02, *Enterprise Information Technology Management*, and DoDI 8550.01, *DoD Internet Services and Internet-Based Capabilities* apply.

4.1. The Wright-Patterson Air Force Base public website (www.wpafb.af.mil) and subordinate pages are managed by 88 ABW/PA. PA personnel use the Air Force Public Information Management System (AFPIMS) to post content to dedicated AFPIMS servers. Requesters can submit fact sheets, senior leader biographies, news and feature articles and supporting photos and videos directly to site and content managers at 88 ABW/PA for release clearance and web posting. Public Affairs may require units with news stories, news photos, etc., to post identify content providers in writing who must then undergo AFPIMS training.

4.2. Air Force information proposed for posting on publicly-accessible DoD servers outside of AFPIMS must be submitted for review to 88 ABW/PA and cleared for release before it is posted to the web or any equivalent application. Originators shall submit proposed public web content which is beyond the scope indicated in [para. 4.1.](#), above for Security and Policy Review to 88 ABW/PA in accordance with this instruction. This applies to content proposed for posting on all publicly-accessible Air Force websites operating on other than AFPIMS servers.

4.3. Publicly-accessible websites outside of AFPIMS also require waivers from the Air Force Public Affairs Agency (AFPAA) prior to site activation and annually thereafter. Current waiver criteria are established by AFI 35-107 and AFPAA. Waivers are typically approved only for interactive content which is beyond the technical capabilities of AFPIMS. Contact AFPAA (afpaa.hq.publicweb@us.af.mil) for waiver criteria and process. Even temporary public sites such as those used by units for conference registration require waivers. Long lead times may be required for waiver approval. Following approval of initial waiver, organizations must annually validate all posted content remains current, accurate, appropriate for public audiences and in compliance with AFGM 2018-17-02 and AFI 35-107.

4.4. **Social Media websites such as Facebook, YouTube, Twitter, Flickr :**

4.4.1. DoD and Air Force social web media policy is quickly evolving. Individuals are urged to consult <http://www.af.mil/WebPolicy.aspx> and the Air Force Social Media Guide for latest guidance.

4.4.2. 88 ABW/PA will **not** review or clear content developed for posting on personal individual or organizational social media websites.

4.4.3. All Individuals who post official Air Force information to social media sites should use their best judgment and do so at their own risk with the understanding that they take responsibility for what they post. DoDD 5500.07, *Standards of Conduct* and AFI 1-1, *Air Force Standards*, apply. Information posted should clearly be relevant, accurate and appropriate for a global public audience. Sound security at the source and Operational Security is imperative and an individual responsibility. Include a disclaimer when personal opinions are expressed (e.g., “This statement is my own and does not constitute an endorsement by or opinion of the Department of Defense”). Individuals should not attempt to disguise, impersonate or misrepresent their identity.

4.4.4. Commanders are responsible for content posted to any official unit presence on web-based social media sites. Unit social media sites will be registered at www.af.mil/AFSITES/socialmediasites.aspx

BRADLEY W. McDONALD, Colonel, USAF
Commander

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

AFGM 2018-17-02, *Enterprise Information Technology Management*, 31 May 2018

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 35-102, *Security and Policy Review Process*, 4 May 2016

AFI 35-104, *Media Operations*, 22 May 2017

AFI 35-107, *Public Web and Social Communications*, 15 March 2017

AFI 35-109, *Visual Information*, 1 June 2017

AFI 90-401, *Air Force Relations with Congress*, 14 June 2012

AFI 91-204, *Safety Investigation and Hazard Reporting*, 27 April 2018

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

DoD 5220.22-M, *National Industrial Security Program Operating Manual*, 28 February 2006

DoD 5220.22-R, *Industrial Security Regulation*, 4 December 1985

DoDD 5230.09, *Clearance of DoD Information for Public Release*, 22 August 2008

DoDD 5500.07, *Standards of Conduct*, 29 November 2007

DoDD 5535.4, *Copyrighted Sound and Video Recordings*, 31 August 1984

DoDI 3020.46, *The Militarily Critical Technologies List (MCTL)*, 24 October 2008

DoDI 5040.02 *Visual Information (VI)*, 27 October 2011

DoDI 5040.07, *Visual Information (VI) Productions*, 21 February 2013

DoDI 5230.24, *Distribution Statements on Technical Documents*, 23 August 2012

DoDI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*, 18 November 2016

DoDI 5230.29, *Security and Policy Review of DoD Information for Public Release*, 13 August 2014

DoDI 5410.20, *Public Affairs Relations with For-Profit Businesses and Business Industry Organizations*, 29 September 2016

DoDI 8550.01, *DoD Internet Services and Internet-Based Capabilities*, 11 September 2012

DoDM 5400.07-R, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

Executive Order 13526, *Classified National Security Information*, 29 December 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 254, *Department of Defense Contract Security Classification Specification*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFIT—Air Force Institute of Technology

AFLCMC—Air Force Life Cycle Management Center

AFPAA—Air Force Public Affairs Agency

AFPIMS—Air Force Public Information Management System

AFRL—Air Force Research Laboratory

DD—Defense Department

DoD—Department of Defense

DoDD—Department of Defense directive

DoDI—Department of Defense instruction

DTIC—Defense Technical Information Center

FOIA—Freedom of Information Act

ITAR—International Traffic In Arms Regulation

MAJCOM—Major Command

MCTL—Militarily Critical Technologies List

NASIC—National Air and Space Intelligence Agency

OPSEC—Operations Security

PA—Public Affairs

PAIRS—Public Affairs Information Release System

STINFO—Scientific and Technology Information

WPAFB—Wright-Patterson Air Force Base