

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 35-102**

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Public Affairs

**SECURITY AND
REVIEW POLICY PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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 Manual (AFMAN) 35-101, *Public Affairs Procedures* and AFI 35-101, *Public Affairs Operations* for activities within the Air Force Research Laboratory (AFRL). 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 DAFI 35-101. It applies to AFRL organizations located at Wright-Patterson Air Force Base, as well as geographically separated AFRL subordinate organizations, i.e., Technology Directorates. This publication remains applicable to AFRL organizations aligned under USSF. It identifies procedures for clearing web content for public release. It also prescribes use of AFRL Public Affairs Security and Policy Review Worksheet as the only accepted form to use for submission of materials for review. This publication may be supplemented at any level, but all direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR, using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. The authority to waive requirements in this publication resides with the AFRL Vice Commander (CV). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this

publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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 and 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. AFRL Public Affairs Office (AFRL/PA) serves as the Public Affairs (PA) review authority for all of AFRL.

2.2. Detailed procedures for submitters, required forms and other helpful documents can be found in “Security and Policy Review Fact Sheet” publicly accessible on the [AFRL.mil public web site](https://www.afml.mil/publicweb/).

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 will not be cleared after-the-fact. All documents being considered for public release, in any manner, must go through Security and Policy Review prior to dissemination.

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 <https://www.beta.sam.gov> does not require submission for security and policy review. The contracting process reviews and certifies all documents prior to posting.

2.4. SAF requires materials and information on certain subjects to be elevated to them for clearance and they require a minimum of ten days for review and clearance, not including the date of submission (DAFI 35-101, para. 9.8.). This provides the time SAF requires and still meets the publication/presentation deadline for the submitter. In addition, some materials are elevated on a case-by-case basis when unable to clear them locally. If material is sent with less than ten days for review based upon the author's "need by" date, SAF will not accept the

package for review. To prevent SAF from returning elevated materials sent with less than ten days for review, submitters should plan for a minimum of 15 working days, not including the day of submission for review. In the event that the material must be elevated, 15 days ensures time for AFRL processing and meets the SAF ten day requirement preventing material from being returned without them reviewing it. The 15 day clock starts when AFRL/PA receives all required materials. Some complex documents, dissertations, manuscripts, thesis, dissertations, videos, etc. may require higher headquarters review and can take an additional 45-60 days to process. It is important to plan accordingly for these. A list of topics that require/could require elevation can be found on the AFRL.mil public web site (<https://www.afrl.af.mil>). AFRL/PA will update information on subjects that must be elevated on the AFRL.mil public website as received and will inform TD and FD clearance points of contact on the updates. Most cases do not require elevation and can be cleared in just a few days.

2.4.1. AFRL/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.

2.4.2. Expedited cases are defined as those cases which need to be cleared in less than 15 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 [AFRL.mil public web site](#).

2.5. The AFRL Security and Policy Review SharePoint site facilitates 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. DoD SAFE File Exchange (<https://safe.apps.mil/>) is used when files are too large to submit via the S&PR SharePoint site. Coordinate with PA prior to using DoD 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. Release of any information into the public domain demands originators shall ensure appropriate scrutiny by technical, OPSEC, Security Manager, Foreign Disclosure, STINFO Officers 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. Documents that contain STINFO related information must be routed through the organizational STINFO office for review and concurrence. The STINFO officer must sign the AFRL Security and Policy Review worksheet in block 15 and appropriately identify their position.

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. **Clearance of marketing materials.** All AFRL marketing materials (brochures, flyers, handouts, trifolds, posters, etc.) must be routed through the AFRL/PA Branding/Marketing coordinator prior to submission for Security and Policy Review. This ensures compliance with AFRL standards across the entire organization. The coordinator will sign in block 15 of the submission form if possible, or provide email concurrence if not. The signature of the coordinator does not grant clearance of the materials, only that the document complies with AFRL branding policy.

2.6.3. **Prescribed Worksheet.** The *AFRL Public Affairs Security and Policy Review Worksheet* is the only submittal worksheet accepted by PA, and can be downloaded from the S&PR web site. Previous versions of this or any other form will not be accepted. This electronic worksheet allows for digital signatures, and is in compliance with AFIMSC guidance and format for cases requiring higher level review. IAW DoDI 5230.29, contractors may not sign as reviewers/subject matter experts in blocks 12-16 of the AFRL 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.

2.6.4. **Other Coordination.** Submitters must consider other agency equities in a release recommendation. Cross coordination (i.e. between AFRL/RQ and AFRL/RX, AFRL/RD and SMC, etc.) shall be completed by the submitter and clearly identified on the AFRL 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 AFRL/PA and clearly annotate the recommendation and relevant contact information on the AFRL worksheet. Failure to accomplish and identify other coordinating agencies may result in lengthy delays in processing. **Note:** AFRL/PA personnel may also direct coordination with other organizations if they deem it appropriate, or IAW DAFI 35-101 and/or SAF/DoD guidance, be required to elevated cases for review at that level. The cases can take up to 30-45 days to complete once elevated. A list of topics that could or must be elevated can be found on the S&PR web site, and is updated as circumstance and requirements change.

2.6.4.1. Submissions from non-AFOSR organizations that include AFOSR funding or coordination must include the LRIR number or the name of the AFOSR program officer to assist with coordinating AFOSR review of the document.

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. AFRL/PA may direct the removal of information on websites that has not been properly cleared for release. Materials submitted after the "date needed" or "event date" will be returned without action unless documentation is submitted from the receiver (i.e. publisher, conference coordinator, etc.) that the materials have not yet been published or released and a new submission deadline is provided.

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 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.

2.12. Prior to and throughout the review process, PA will provide consultation and feedback to submitters to help guide them through the clearance process and provide guidance relevant to shaping content to ensure ease of clearance. PA will regularly contact and collaborate with submitters to discuss material submitted, rather than simply returning cases that do not meet clearance standards. PA's goal is to provide service that enables submitter's easy, efficient and collaborative clearance of their material. PA will also provide regular and "as needed" education and training on Security and Policy Review. Reference and training materials are also provided to customers via the AFRL.mil website (<https://www.afrl.af.mil/about-us/Fact-Sheets/Fact-Sheet-Display/Article/2403829/pa-security-and-policy-review/>). PA will coordinate with organizational leadership to ensure that active duty military, civilian, and contractor personnel assigned to their organization are briefed annually on the S&PR process as required by DAFI 35-101, para. 9.1.3.1. This process allows any updates to the program to be communicated across the force as well as allowing for personal interaction by AFRL/PA

with the workforce to explain the program, answer questions, and reinforce our commitment to a streamlined process that provides minimal interference as materials are prepared for publication, presentation or other public uses.

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. Proof of approval is required prior to release of the information.

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 DAFI 35-101, 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 AFRL/PA or 88 ABW/PA Command Information (and without required Production Identification Numbers) shall be returned with no action taken until all required coordination has been completed. Regardless of the production facility used for video creation, all AFRL videos must be cleared through Security and Policy Review by AFRL/PA. 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. DAFI 35-101, AFGM 2018-17-02, *Enterprise Information Technology Management*, and DoDI 8550.01, *DoD Internet Services and Internet-Based Capabilities* apply.

4.1. The AFRL public website (www.afrl.af.mil) and subordinate pages are managed by AFRL/PA using 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 AFRL/PA site managers for release clearance and web posting. Public Affairs may require units with organic PA capability to identify content providers in writing who must then undergo AFPIMS training to upload information to AFPIMS in DRAFT mode only.

4.2. Air Force information proposed for posting on publicly-accessible DoD servers outside of AFPIMS (.com sites) must be submitted for review to AFRL/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 AFRL/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 DAFI 35-101 and AFPAA. Waivers are typically approved only for interactive content which is beyond the technical capabilities of AFPIMS. Requests for waivers must be submitted to/through AFRL/PA for coordination and submission to AFPAA. 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 DAFI 35-101.

4.4. Social Media websites such as Facebook, YouTube, Twitter and Instagram:

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. AFRL/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. Additionally, when representing AFRL, content must align with strategic messaging priorities and meet AFRL brand standards. 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.

5. Performance Metrics. To assess and improve the Security and Policy Review Program, AFRL/PA measures and tracks processing times for AFRL cases reviewed, cleared and elevated. Within 90 days of publishing this AFRLI, PA will begin quarterly customer satisfaction surveys to help drive process improvements and gauge satisfaction. These metrics will be provided to the AFRL enterprise and housed on the AFRL.mil website.

HEATHER L. PRINGLE
Brigadier General, 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 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

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

AFI 35-114, *Air Force Branding and Trademark Licensing Prgm*, 26 March 2015

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

AFMAN 35-101, *Public Affairs Procedures*, 7 December 2020

DAFI 35-101, *Public Affairs Procedures*, 20 November 2020

DoD 5220.22-M, *Natl Industrial Security Prgm Operating Manual*, 28 Feb 2006

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

DoDD 5230.09, *Clearance of DoD Information for Public Release*, 22 Aug 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 Oct 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 Aug 14

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 Sep 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

AFOSR—Air Force Office of Scientific Research

AFPAA—Air Force Public Affairs Agency

AFPIMS—Air Force Public Information Management System

AFRL—Air Force Research Laboratory

DAFI—Department of the Air Force Instruction

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