

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

**AIR UNIVERSITY INSTRUCTION
36-2621**



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Personnel

RESEARCH AND PUBLICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AU Integration Cell

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It states objectives, specifies responsibilities, and establishes procedures for Air University (AU) research and publication. It applies to all research and publication within AU, including the Air Force Institute of Technology (AFIT) research and publication, which is administered at Wright-Patterson AFB. AFIT establishes and maintains additional instructions to govern its research and publications and will coordinate/link with AU research and publication processes as specifically noted. 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. Submit requests for waivers to guidance herein to the OPR; the AU/CC is the final waiver approval authority. Subordinate organizations may develop implementing publications to this instruction, but must coordinate drafts through the OPR prior to certification and approval. Provide a copy of all approved implementing publications to the OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication applies to all AU organizations that conduct research and publish their findings. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been significantly revised and must be reviewed in its entirety. Major revisions include: (1) new policy deletes the requirement for the AU Call for Topics and replaces it with continual requests for topics with no quota assigned to the schools against which they are evaluated; (2) replaces the Air University Research Board (AURB) with the standing AU Strategy Council; (3) updates in research to AU leadership moves from annual to quarterly, or more often as required; (4) creates the construct of Research Task Forces (RTF) with a charter signed by AU/CV flowing research responsibility and authority through command chains; (5) AU Integration Cell (IC) will manage the AU research process absent of tasking authority, but rather will identify, coordinate, and observe on-going AU research; (6) incorporates the Air Force Institute of Technology, previously excluded in earlier research AUIs.

1. General. As the intellectual and leadership center of the Air Force, Air University (AU) is both a teaching and a research institution. Research enhances the accomplishment of the AU mission by educating its students, developing its faculty, and advancing the ideas that inform its curricula and contribute to national security, particularly in the domains of air, space, and cyberspace. The term research as used in this document should be interpreted broadly to encompass not just the scholarship of discovery, but also the scholarship of application and scholarship of integration that span all of AU's operations. As a military institution, research at AU must be timely, relevant, and responsive to the needs of the Air Force (USAF) and the Department of Defense (DOD). The AU Commander and President (AU/CC) strategically directs and guides AU research and publication through the AU Strategy Council, which oversees the research and outreach processes facilitated by the AU Integration Cell (IC).

2. Roles and Responsibilities.

2.1. Air University Strategy Council. The Air University Strategy Council (AUSC) is comprised of commanders, commandants, deans, and other senior leaders at AU. Meetings are held weekly to enable numerous oversight functions for the AU/CC. The AUSC will allocate time on meeting agendas as needed for time-sensitive research issues, and at least once quarterly, to perform the following functions:

2.1.1. The quarterly review will include each AU school's recent research accomplishments, as well as the current status of ongoing research programs; to include the Research Task Forces and any externally tasked research. The AUSC will provide a forum for AU leaders to provide guidance and direction for both current and future research agendas.

2.1.2. Review, approve, and direct any changes to AU research processes.

2.2. Integration Cell. Integrate ideas, groups, and tools to focus AU scholarship on anticipating, framing, and suggesting solutions to Air Force and national challenges. One of the core competencies of the IC is to facilitate research at AU by managing many aspects of the institutional research processes. A key IC role is to facilitate the flow of relevant information to AU leadership, to include school/college commandants and deans. In this role, the IC will:

2.2.1. Inform the AU/CC and AU/CV on research activities at AU.

2.2.2. Manage a series of institutional processes to promote AU research and outreach efforts (see section 4 for a description of these processes).

2.2.3. Champion AU research capabilities and solicit faculty and staff participation.

2.2.4. Coordinate and assist AU schools with research sponsorship and funding.

2.2.5. Periodically brief AU's research agenda, on-going research efforts, issues, and accomplishments to the AU/CC and other senior leaders.

2.2.6. Coordinate support for AU RTFs and COIs.

2.2.7. Work with AU Academic Affairs to ensure that current Subject Matter Expert (SME) information is readily available to inform leadership on AU capabilities in support of research and outreach opportunities.

2.3. Commandants/Commanders/Chancellors

2.3.1. In recognition of the imperative for research and problem solving expressed in the AU Strategic Plan and USAF Strategic Master Plan, ensure that faculty, staff, and student researchers have adequate time and resources to perform studies on topics of importance to the USAF and DoD.

2.3.2. When tasked through the command chain, provide AU with SMEs for research projects, to include involvement with the Research Task Forces.

2.3.3. Support the development of the AU PRTL by supplying the Integration Cell with topics consistent with the Research Themes established by AU/CC.

2.3.4. Establish a process to ensure that research topics developed external to the PRTL are entered into the AU research database at the time research commences, and enable the monitoring of ongoing research.

2.3.5. Designate a chief of research and publication to serve as their schools' primary faculty advisor on all matters related to research and publication.

2.3.6. Brief the AU Strategic Council the research at their schools/colleges for which they have the authority, accountability, and responsibility.

2.3.7. Establish a process to ensure that a security and policy review (SPR) is accomplished for each research product intended for public release, in accordance with AFI 35-102, *Security and Policy Review Process*; Air University Instruction (AUI) 36-2608, *Academic Freedom*; and AUI 14-301, *Security Review of Research Papers, Textbooks, and Related Documents*. Establish a process to ensure that personnel involved in the schools' initial SPR process receive annual SPR training as required.

2.4. Air Force Institute of Technology Chancellor.

2.4.1. Ensures that AFIT integrates its unique technically-focused research efforts into the larger scope of AU's through collaborative efforts.

2.4.2. Designates a representative to manage and track AFIT research efforts, including documentation of research accomplishments and ongoing efforts through the publication of appropriate annual reports.

2.4.3. Ensures that AFIT processes exist to complete SPR and to load appropriate graduate research documents into the Defense Technical Information Center (DTIC) research database and when appropriate, the overall AU research database.

2.5. Chiefs of Research and Publication, AU Schools and Colleges.

2.5.1. Serve as primary research contacts for the Integration Cell.

2.5.2. Serves as their school's or center's focal point for research, as defined under the University's broader definition of scholarship.

2.6. AU Faculty.

2.6.1. AU faculty members should supervise student research, conduct relevant research, write for publication, and engage in appropriate research-consulting activities.

2.6.1.1. As appropriate, AU faculty members are expected to conduct relevant research for publication and presentation within their field of study. Priority should be given to issues of importance to the DOD and the USAF. Supervisors and the chain of command will determine the definition of appropriate.

2.6.2. Self-nominate to support student and AU research through service as Faculty Research Advisors (FRA) and SMEs, and by performing initial SPR assessments of the research they advise.

2.6.3. Maintain current information regarding faculty expertise in the AU research database.

2.6.4. Serve as a consultant for USAF and DOD entities within areas of expertise as needed.

2.7. Faculty Research Advisors.

2.7.1. Direct postgraduate research in accordance with the educational programs, policies and procedures of their respective schools and colleges, or through the appropriate department head on the AFIT campus.

2.7.2. Coordinate any non-technical topic not on the PRTL through the school's dean or its chief of research and publications.

2.7.3. Evaluate completed postgraduate research in accordance with school or college policies and standards.

2.7.4. Facilitate the publication of high-quality student research.

2.8. AU Command Advisors and Chairs.

2.8.1. Coordinate research efforts between AU and sponsoring organizations.

2.8.2. Review research topics submitted by sponsoring command and provide input to the AU PRTL, AU academic deans, and chiefs of research for their research agendas.

2.8.3. Support the sharing of germane research done by AU researchers with sponsoring command.

2.8.4. Serve as SMEs and identify SMEs from their command to assist AU researchers.

2.9. AU Public Affairs.

2.9.1. Manages the SPR of all AU research products, with the exception of AFIT products that are reviewed by 88 ABW/PA.

2.9.2. Provides annual SPR training for faculty and staff members of AU schools and colleges.

2.10. Director, Muir S. Fairchild Research Information Center. Maintains AU research products in accordance with AUI 36-2629, *Documents and Publications for the Muir S. Fairchild Research Information Center*.

2.11. Director, D’Azzo Research Library. Maintains AFIT research products.

3. Policy.

3.1. Research Requirements.

3.1.1. AU research will be current, relevant, and responsive and will generally focus on topics of importance to the Air Force and the DOD.

3.1.2. All US officer students enrolled in intermediate or senior developmental education postgraduate degree programs will write a minimum of one formal research paper. Requirements, such as page length and format are determined by the individual AU schools.

3.1.3. All AU students enrolled in non-technical postgraduate degree programs should refer to the Prioritized Research Topics List (PRTL) before selecting their research topics. The PRTL identifies timely and relevant issues of importance for national security. Students may select topics that are not on the PRTL, but these topics should relate to Air Force requirement or otherwise supports the Air Force Strategic Master Plan as determined by the appropriate Director of Research and Publication.

3.1.4. Each School/Center/Institute’s Director will establish faculty appropriate faculty research requirements consistent with guidance issued by the Air University Director of Operations (AU/A3). This requirement is nested within the University’s definition of scholarship, which includes the traditional research of discovery, as well as consultation and service within the academic arena.

3.2. Research Document Review and Marking.

3.2.1. AU researchers who conduct classified research will ensure compliance with procedures for identifying, marking, safeguarding, and disseminating classified information.

3.2.2. AU researchers will treat research products as controlled unclassified information until the security and policy review (SPR) is complete.

3.2.3. AU researchers who conduct technical research will ensure compliance with Scientific and Technical Information (STINFO) Program procedures for making, safeguarding, and disseminating STINFO.

3.3. Human Subjects Research. Human subjects research includes data collection from or identifiable information about a living individual, and is not necessarily limited to medically related investigations.

3.3.1. All AU personnel who participate in human subjects research will ensure that appropriate federal and DOD standards for the ethical treatment of humans are followed. The AU goal is to limit the risk of harm to those participating human subjects and to protect their confidentiality and identity.

3.3.1.1. AU researchers who conduct surveys and/or interviews, make observations, or accomplish other activities that involve living human subjects (or obtain such data from other researchers or sources) may be conducting human subjects research and must comply with the appropriate regulations governing that type of research. At a minimum, researchers should reference: Title 45 Code of Federal Regulations (CFR); 32 CFR, part 219; DoD Instruction (DODI) 3216.2, *Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research*; Air Force Instruction (AFI) 38-501, *Air Force Survey Program*, and AU Supplement; DODI 3216.02_AFI 40-402, *Protection of Human Subjects and Adherence to Ethical Standards in Air Force Supported Research*, and its attachment 12; and AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*.

3.3.1.2. AU researchers at the Maxwell campus should contact the AU Chief of Institutional Effectiveness (AU/A3) for additional direction and guidance and AFIT researchers should contact the Office of Research and Sponsored Programs (AFIT/ENR) for guidance. AU/A3 and AFIT/ENR are the primary contacts for the Human Subjects Research Protection Program at the Maxwell and Wright Patterson campuses respectively, and serve as liaisons between AU research investigators and institutional review boards (IRB) for the purposes of submitting research protocols for review and to ensure AU oversight of research and documentation/archival of required research artifacts.

3.4. Special Research Capabilities.

3.4.1. Communities of Interest.

3.4.1.1. Communities of Interest (COI) are formed by scholars to support informal engagement on particular topics. COI are open to faculty members, students, and individuals outside of AU who are interested in the research occurring at AU within each relevant area. The IC provides certain services for Air University COI, to include advertising in the AU Common Operating Picture, as well as other support for coordinating and publicizing each COI. In order to form a COI, researchers must provide the IC with the following two pieces of information:

3.4.1.1.1. Subject matter that will serve as focus for COI.

3.4.1.1.2. A Point of Contact (POC) who is designated to coordinate and organize potential COI activities.

3.4.1.2. The IC will transmit information relevant to each COI through the designated POC.

3.4.2. Research Task Forces.

3.4.2.1. Research Task Forces (RTF) are formed when the scope, complexity or other factors of an issue under study require a formally organized research effort. RTFs will vary in size, composition, capability, duration, and other attributes based on the resources committed to addressing the issue assigned.

3.4.2.2. RTFs may include faculty, staff, or students (resident or non-resident) in any combination. Each RTF will have a charter approved by AU/CV specifying the focus of research efforts, deliverables, resources committed, and timelines for completion of the assigned project.

4. Research Processes

4.1. Research is supported by a series of institutional processes that create opportunities for faculty and students to participate in studies of importance to the Air Force and DoD, while also enhancing the motivation and strengths of those researchers.

4.2. Research Topic Generation and Prioritization Process.

4.2.1. The AU/CC will chair a meeting of the AUSC as needed, but at least annually, to approve broad “research themes” that orient research at AU for the following AY. These themes are intended to focus institutional resources for research on areas of concern for the Air Force and DoD. Commanders/Commandants/Chancellors will provide input on the direction of the AU research agenda.

4.2.2. The research themes will help to inform the process by which the AU Prioritized Research Topics List is populated. The list will be updated by the IC at least once quarterly to reflect new inputs, and to cull topics from the list that are no longer salient. There exist two primary mechanisms for gathering topics:

4.2.2.1. Researcher generated topics: The IC will collect inputs from AU researchers who propose topics for AU-sponsored research.

4.2.2.2. Relationships with Air Force and DoD research consumers: Topics will be identified through regularized, direct engagement with representatives from Headquarters Air Force (HAF)/Combatant Commands (COCOMs)/MAJCOMs. The IC will help to coordinate and facilitate these engagement efforts.

4.2.3. The Integration Cell will cull the list of topics based upon the Air Force Strategic Master Plan and AU Strategic Plan. The topics will be placed within a matrix that varies along two dimensions:

4.2.3.1. First dimension: Substantive area. Topics will be “binned” within the research theme to which they most closely correspond.

4.2.3.2. Second dimension: Scope. Research topics will also be placed in a bin that reflect the scope of the potential project, the differing timelines and researcher skillsets that exist across AU:

4.2.3.2.1. Tier I: Topics that require a long-term time commitment and/or may require the use of more rigorous research approaches

4.2.3.2.2. Tier II: Topics that require the collection of new data, analysis, or other research inputs, but are not as broadly scoped as Tier I.

4.2.3.2.3. Tier III: “Quick Look” projects, consultations, and other research needs that can be met quickly and/or without the need for in-depth study.

4.2.4. Once the binning process is complete, the topics will be prioritized by the IC using a scoring rubric that assesses topics on the basis of their (1) ties to the research themes and (2) potential impact on the Air Force and DoD.

4.2.5. The AU PRTL shall be posted on the IC Research page, with an announcement promulgated throughout AU to offer the research topics for consideration by all faculty and students at least 45 days prior to the deadline for each quarterly Call for Funding (see 4.3.2.).

4.2.5.1. AU Command Chairs will review the PRTL to assure alignment with the requirements and priorities of their respective Command.

4.2.5.2. Faculty members seeking AU research funds (see 4.3.) should compare their ongoing research efforts with related topics on the list to ensure their research is consistent with USAF priorities.

4.2.5.3. Students in non-technical programs should review the PRTL to identify (and ultimately select) a research project relevant to their experience, interests, anticipated course of study, and potential follow-on assignments.

4.3. Applications for AU Support of Research. This process seeks to ensure that AU resources for research are allocated in a way that is consistent with AU research priorities. This process does not necessarily preclude the conduct of other research that may be approved by any of the colleges/schools/centers.

4.3.1. The IC administers AU institutional research funds, informed by recommendations of the AU Strategy Council.

4.3.2. A Call for Funding will be issued by the IC at least 45 days prior to the deadline for applications, which will be evaluated once per quarter. Applications for funding will be assessed based on the following characteristics:

4.3.2.1. Purpose of the research.

4.3.2.2. Applicability to the key research themes chosen by AU/CC.

4.3.2.3. Impact to AU.

4.3.2.4. Impact to Air Force and/or academic field of study.

4.3.2.5. Plan for disseminating research.

4.3.2.6. Funding amount requested and spend plan.

4.3.2.7. Delivery schedule.

4.3.3. On a quarterly basis, or as needed, the AUSC will meet for a decision brief on requests for research funds. The IC will prepare this briefing, and will disseminate a review package consisting of all research fund support requests received to the members of the AUSC at least two weeks before the meeting date. The IC will also brief the resources available for distribution. The AUSC, led by AU/CC, will decide how these resources are allocated across the potential candidates for funding.

- 4.3.3.1. As administrators of internal AU research funds, the IC Research staff will track the level of unassigned research funds, monitor the progress of AU internally-funded research, and report status monthly to the AUSC. Beneficiaries of AU research funds must provide status of on-going research on a quarterly basis to the IC.
- 4.3.3.2. The IC will “fence” funds for approved research funding, and will transfer the funds to the researcher’s college, to be managed by the assigned resource manager. Researchers’ travel will be billed through a DTS-approved research travel fund cite. Other research expenses will be billed and managed through the resource manager of the College/Center to which the research is assigned.
- 4.3.3.3. Work-related research not funded by AU research funds may continue, with approval of the researcher’s supervisor, but at the expense of the requester, school/center, or other sponsor (e.g., MINERVA).
- 4.4. Managing External Funding for AU Research.
- 4.4.1. AU faculty and staff are encouraged to conduct research under the sponsorship and with financial subsidies of other US Air Force, DoD, and federal agencies.
- 4.4.2. In accordance with Public Law 109–163, National Defense Authorization Act for Fiscal Year 2006, subtitle C, part I, section 522, 10 U.S.C. §§ 9314, AFIT and Air War College (AWC) are the only AU organizations that are permitted to compete for and accept research grants from a corporation, fund, foundation, school, or similar entity. The AFIT and AWC commandants will report the status of research grants to the AU Strategy Council.
- 4.4.3. AU organizations that contract research to outside agencies in support of AU research will report the status quarterly to the IC, which will include this information in its reports to the AU Strategic Council.
- 4.5. Monitoring Research. The Integration Cell will have primary responsibility for tracking research within AU per a research type common operating picture (COP).
- 4.5.1. The Integration Cell will track AU research. This tracking is not meant to replace or impede existing efforts, but to augment and enhance. Means will include the use of tools, such as Google Scholar™ and other web aggregating software, as well as monitoring the AU Research Information System (AURIMS). This information will be provided to AU leadership, schools, and faculty to facilitate greater understanding of the impact AU research is having upon the wider community.
- 4.5.2. At least once quarterly, chartered research task forces (RTF) and Blue Horizons will report the status of on-going research to AU/CV.
- 4.5.3. At least annually, and more frequently as required, the IC will facilitate a research update to the AU Strategy Council, which is comprised of the AU Commanders, Commandants and Chancellors and chaired by the AU/CC.
- 4.5.4. AU Research Database and/or DTIC: Students on the Maxwell campus will input research papers into the AURIMS to flow to AU Public Affairs (AU/PA) for formal Security and Policy review. Upon completion of the review and approval by AU/PA the papers will be placed by the relevant school or center into a searchable research database. AFIT will post AFIT student research papers to DTIC, as appropriate.

4.5.5. The Air University Fairchild Research Information Center (AUFRIC) will input papers cleared by Security and Policy review into the Defense Technical Information Center (DTIC) database.

5. Outreach Processes.

5.1. Overview. The delivery or dissemination of AU research products depends on the type of research product and the outreach opportunities available to AU researchers. This instruction focuses on three types of outreach:

5.1.1. “Publication” refers to a merit-based selection of AU research, its refinement through an editorial process, and subsequent dissemination via electronic or printed media. AU researchers may have the opportunity to have their research published in AU Press journals, AU Press publications, and other publications external to AU.

5.1.2. The term “posting” describes AU research made available electronically in research databases, generally without professional editing.

5.1.3. “Presentation” refers to AU research that is shared with others through oral means, often supported by visual materials.

5.2. Public Release.

5.2.1. Research products intended for public release will be measured against applicable standards. The category of research and the publishing opportunities available will govern the standards a research product must meet.

5.2.2. Some AU research products may not be intended for public release or may not meet the standards for public release. AU research products not intended for public release or dissemination may be released internally through the appropriate Air Force and DoD channels. SPR is required for all research products for public release. SPR is not required for research products released to internal DoD agencies.

5.3. Posting of Student Research. Each AU school will determine its own standards for the posting of student research products.

5.3.1. Student research that does not meet standards for public posting may be posted in nonpublic research databases or retained by the school.

5.3.2. Student research determined by student guidelines as appropriate to post, once approved by AU Public Affairs for Security and Policy Review, will be posted in the AU Research Database.

5.3.3. The Muir S. Fairchild Research Information Center (MSFRIC) will ensure student research is posted on the appropriate database accessible to the broader DoD and general public.

5.4. Standards of Publication.

5.4.1. The academic peer review process will determine the standards for publication of research products in AU professional journals and AU school-sponsored series of papers (e.g., Fairchild papers, Walker papers, and Drew papers).

5.4.2. Each school will determine standards of publication for their respective series of papers. AU schools may submit superior research products to the AU Publication Review Board (PRB) for publication in one of several AU venues (e.g., Walker Papers, Maxwell Papers, Wright Flyers, Drew Papers) or by media such as papers, journals, periodicals, articles, contributions to symposia, book chapters, or books. The Air University Press (AU Press) will provide professional editing appropriate to the publishing venue.

5.4.3. The PRB will determine standards for other AU Press publications (books, AU-numbered texts, etc.) (Refer to AUI 33-301, *Air University Press Publications*, for procedures).

5.5. Security and Policy Review Process (SPR). All AU research products intended for public release will undergo SPR.

5.5.1. AU/PA at Maxwell/Gunter and the 88 ABW/PA for AFIT, will manage the SPR process for all publicly released AU research products. AU/PA will:

5.5.1.1. Complete a timely SPR of all submitted research products as described in AFI 35-101, *Public Affairs Responsibilities and Management*, and AUI 36-2608, *Academic Freedom*, to ensure that only research products that meet Secretary of the Air Force/PA and Office of the Secretary of Defense/PA guidelines for public release are allowed to be published or posted in public venues.

5.5.1.2. Provide a checklist to AU schools to aid postgraduate researchers in the initial SPR assessment.

5.5.2. AU researchers will perform an initial SPR assessment of their research products. If doubt exists about classification of any of material, contact AU/PA for clarification.

5.5.2.1. Student researchers will document the assessment on an AU/PA-developed checklist.

5.5.2.2. AU researchers will coordinate SPR accomplishment with AU/PA to ensure completion prior to release to any agency external to AU.

5.5.3. AU schools will:

5.5.3.1. Ensure that faculty and staff members who review and certify research products accomplish annual SPR training provided by AU/PA.

5.5.3.2. Ensure a SME reviews and certifies all research products that are publicly available, in accordance with AUI 36-2608.

5.5.3.3. SMEs will highlight the portions of the product that raise classification or national security concerns when forwarding them to AU/PA for further review.

5.5.3.4. SMEs will report to the school's/center's security officer for appropriate action any case in which they determine that a research product contains unprotected classified material.

5.5.4. AU/Outreach will ensure that the SPR has been completed and that the manuscript has been cleared for unconditional public release before beginning the editing process for AU Press publications.

5.6. Printing and Distribution.

5.6.1. The AU Press will coordinate the editing, printing, and distribution of AU publications in accordance with local procedures and AUI 36-2629.

STEVEN L. KWAST, Lieutenant General, USAF
Commander and President, Air University

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

DODI 3216.2, *Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research*, 8 November 2011

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

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

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016

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

AFI 38-501, *Air Force Survey Program*, 12 May 2010

AFI 38-501, AU Supplement, *Air Force Survey Program*, 20 February 2014

DODI 3216.02_AFI 40-402, *Protection of Human Subjects and Adherence to Ethical Standards in Air Force Supported Research*, 10 September 2014

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

AUI 14-301, *Security Review of Research Papers, Textbooks, and Related Documents*, 29 August 2008

AUI 33-301, *Air University Press Publications*, 27 December 2016

AUI 36-2608, *Academic Freedom*, 9 July 2013

AUI 36-2629, *Documents and Publications for the Muir S. Fairchild Research Information Center*, 5 December 2013

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AFF—Air Force Fellows

AFIT—Air Force Institute of Technology

AFIT/ENR—Office of Research and Sponsored Programs (Air Force Institute of Technology)

AFRI/RID—Air Force Research Institute Engagement Division

AFRI/RIJ—Air Force Research Institute Engagement Division

AFRI/RIR—Air Force Research Institute Engagement Division

AU—Air University

AUI—Air University Instruction

AU/A3—Air University Chief Academic Officer
AU/CC—Air University Commander
AU/CV—Air University Vice-Commander
AU/DR—Air University Dean of Research
AU/PA—Air University Public Affairs
AUSC—Air University Strategic Council
AWC—Air War College
AY—Academic Year
COI—Communities of Interest
DOD—Department of Defense
DTIC—Defense Technical Information Center
FRA—Faculty Research Advisor
IC—Integration Cell
IDE—Intermediate Developmental Education
MAJCOM—Major Command (Air Force)
MSFRIC—Muir S. Fairchild Research Information Center
PME—Professional Military Education
RTF—Research Task Force
SAASS—School of Advanced Air and Space Studies
SME—Subject Matter Expert
SPR—Security and Policy Review
SRT—AU Special Research Task

Terms

Air Command and Staff College (ACSC)—The Air Force’s intermediate developmental education (IDE) school, prepares field grade officers of all services (primarily majors and major selects), international officers, and US civilians to be tomorrow’s leaders and commanders and assume positions of higher responsibility within the military and other government arenas. ACSC teaches the skills necessary to conduct air and space operations in support of a joint campaign.

Air Force Fellows (AFF)—AFF develops senior air and space power leaders with a strategic understanding of international security and civil-military affairs by assigning a small number of carefully chosen, experienced officers to serve one-year tours at distinguished civilian schools studying national security policy and strategy. These programs, which carry senior developmental education (SDE)/intermediate developmental education (IDE) professional military education programs (PME) credit for eligible officers, include: the Air Force Legislative

Fellows, National Defense Fellows, RAND Fellows, National Security Fellows, Secretary of Defense Fellows, and a military fellow at the Council on Foreign Relations.

Air Force Institute of Technology (AFIT)—Located at Wright-Patterson AFB, Ohio, AFIT is the Air Force's graduate school of engineering and management as well as its school for technical professional continuing education.

Air Force Institute of Technology Office of Research and Sponsored Programs (AFIT/ENR)—AFIT ENR provides policy recommendations and assistance on all matters relating to academic research, sponsored programs, consulting, and technology transfer. The office facilitates research sponsorship and project management, compiles and publishes research program information, addresses research-related compliance issues, and orients new faculty to the AFIT research environment.

Air University (AU)—The intellectual and leadership center of the Air Force, AU provides the full spectrum of Air Force education from pre-commissioning to the highest levels of PME, including degree granting and professional continuing education for officers, enlisted, and civilian personnel throughout their careers.

Air University Instruction (AUI)—AUIs provides Air University command guidance and direction on specific topics or processes of interest to AU schools.

Air University Research Topics List—A categorized and prioritized list of potential research topics for use by AU faculty, students, and potentially external bodies. The list is prioritized based upon the Air Force Strategic Concepts and the AU Strategy. It is designed as a living list that grows during the year.

Air University Strategy Council (AUSC)—The Air University Strategy Council is comprised of commanders, commandants, deans, and other senior leaders at AU. Meetings are held weekly to enable numerous oversight functions for the AU/CC. The AUSC will allocate time on meeting agendas as needed for time-sensitive research issues, and at least once quarterly, to perform the following functions: by the commander of Air University, the board strategically directs and guides AU policy, to include research and publication within the university.

Air War College (AWC)—The Air Force's senior developmental education (SDE) school,

AWC annually prepares over 250 resident and 3,500 nonresident students from all US military services, federal agencies, and allied nations to lead in the strategic environment. The college stresses joint military operations and the employment of air and space power in support of national security objectives.

AU Research Bulletin—Published annually AU Engagement Branch within the LeMay Center, this bulletin highlights recently completed research at AU, recognizing the research accomplishments of AU faculty and students during the previous AY.

Barnes Center—The Barnes Center discharges AU's responsibility for the education of future enlisted leaders throughout the Air Force. The Barnes Center has direct oversight of the AF Enlisted Heritage Research Institute (AFEHRI), the Air Force Senior Non-Commissioned Officer Academy (SNCOA), Air Force CONUS Non-Commissioned Officer Academies (NCOA), and the Educational Programs Cadre (EPC) while lending guidance to overseas NCOA's and Airman Leadership Schools worldwide.

Chief of Research and Publication (COR)—A senior AU faculty member, the COR serves as primary advisor to the commander/commandant/chancellor of an AU school or college on matters relating to research and publication.

Communities of Interest (COI)—A group of people who come together either formally or informally and share a common interest or passion. These people exchange ideas and thoughts about the given passion.

Defense Technical Information Center (DTIC)—The central DOD facility for the collection and dissemination of scientific and technical information, the DTIC supports the warfighter and serves as a vital link in the transfer of information among DOD personnel, contractors, and potential contractors as well as other US government agency personnel/contractors.

Emerging Topic—An emerging topic is a research topic developed externally to the AU/CC's annual —Call for Topics letters and AUSIL.

Faculty Research Advisor (FRA)—An FRA is an AU faculty member assigned to direct and evaluate postgraduate student research.

Integration Cell (IC)—A matrixed organization reporting to the AU Vice Commander. Its mission is to develop and improve the interconnectivity within and outside of the University. It includes representatives from AU outreach, engagement, research, and strategy and concepts.

LeMay Center—As the principal Air Force organization responsible for doctrine expertise, the LeMay Center develops, advocates, assesses, and revises Air Force, Joint, and multi-national doctrine and ensures doctrinal concepts are integrated into AF tactics, techniques and procedures, education, and wargaming to enhance warfighting

Muir S. Fairchild Research Information Center (MSFRIC)—The center of information resources for Air Force PME, MSFRIC has librarians who serve as liaisons to the AU schools and research organizations, providing organized access to print and electronic sources, and developing collections to support identified research topics. MSFRIC maintains hard copies of AU research and offers electronic access to research material.

Prioritized Research Topic List (PRTL)—The PRTL includes research topics solicited through the Integration Cell, Research Task Forces, schools, centers, faculty, and students and is categorized according to Air Force and Air University strategic priorities.

Research Task Forces (RTF)—A formal group chartered by the AU Vice Commander to accomplish a specific research task. The RTF is designed to be transitory and come together and then disband for the length of time necessary to accomplish the chartered tasking. In some instances the RTF may last weeks, and in others years.

Security and Policy Review (SPR)—The process of security and policy review supports an ongoing effort to inform and increase public understanding of the mission, operations, and programs of the Air Force. The program ensures that material proposed for public release is accurate, does not contain classified material, and does not conflict with established Air Force, DOD, or U.S. Government policies. The objective at all levels must be the maximum clearance of information in minimum time. In support of this objective, Air Force policy provides for clearance by the Public Affairs officer (PAO) at the lowest level where competent authority exists to judge the security and policy aspects of the information submitted for review.

Subject Matter Expert (SME)—SMEs are AU faculty or staff members with expert knowledge of specific, professional or academic disciplines, fields, and topics/issues of research interest at AU. Normally, SMEs are available to provide AU personnel with research assistance.