

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
35-100**



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SECURITY AND POLICY REVIEW

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This publication implements Air Force Instruction (AFI) 35-101, *Public Affairs Operations*, and Department of Defense (DoDI) 5500.7-R *Joint Ethics Regulation* for activities at Hill Air Force Base (HAFB). It provides new guidance for procedures to obtain clearance for public release of accurate information that does not contain classified material and does not conflict with established Department of the Air Force (DAF), Department of Defense (DoD) or U.S. Government Policy. It also prescribes use of HILLAFB Form 157, *75 ABW Public Affairs Security and Policy Review Worksheet*. It applies to Air Force organizations located at HAFB, as well as tenant organizations that are bound to support agreements. It identifies procedures for clearing web content for public release. This publication does not apply to the Air National Guard or the Air Force Reserve Command units. Refer recommended changes and questions about this publication to the office of primary responsibility using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 DAF.

SUMMARY OF CHANGES

This interim change revises HILLAFBI 35-100 by (1) updating references throughout, (2) deletes obsolete reference and material in **paragraph 4.2.1** concerning Air Force Public Information

Management System (AFPIMS) waivers, and (3) provides an updated [Attachment 1](#), *Glossary of References and Supporting Information* to maintain publication currency. A margin bar (|) indicates newly revised material.

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 75th Air Base Wing Public Affairs office serves as the installation-level Public Affairs (PA) review authority for host and tenant units located at HAFB. Reviews are done in coordination with organizations familiar with the information and/or imagery being considered for public release. Coordination with multiple agencies may be required. For example, photos and videos of the Lightning II Joint Strike Fighter F-35 aircraft assigned to the 388 Fighter Wing (FW) must be reviewed by the 388 FW Advance Program Office before they can be considered for release. Personnel assigned to organizations not possessing support agreements with the 75 ABW or organizations with organic PA support (419 FW, etc.) shall submit materials proposed for security and policy review to their respective unit PA Office. Others will normally submit materials to 75 ABW/PA.

2.2. 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 copyrighted holder or a legal review is provided and a “fair use” determination made.

2.2.1. Material proposed for release to Members of Congress shall be submitted to the organization’s Legislative Liaison in compliance with AFI90-401, *Air Force Relations with Congress*.

2.3. Submitters should normally plan for a minimum of 10 work days for Security and Policy Review. The 10 day clock starts when 75 ABW/PA receives all required materials. Some complex documents, dissertations, manuscripts, theses, videos, etc. may require higher headquarters review and longer lead times. 75 ABW/PA uses the Public Affairs Information Release System (PAIRS) online database to track submissions. The originating submitter will receive an email, automatically via PAIRS, when Public Affairs opens the case for review, and another email when a final release determination is made.

2.3.1. Rush cases are defined as those cases which need to be cleared within 5 work days of submission to PA. Rush cases require a letter of justification signed by directorate level director or commander.

2.4. Coordination.

2.4.1. HAFB'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 materials to public affairs.

2.4.1.1. For scientific and technical information, only reports and information determined to be "Statement A" can be forwarded for security and policy review. Ensure documents submitted to PA for public release are in final format, and not marked "draft" per Department of the Air Force Instruction (DAFI) 61-201, *Management of Scientific and Technical Information (STINFO)*.

2.4.1.2. Submitters of materials containing scientific and technical information shall be responsible for compliance with DODI 5230.24, *Distribution Statements on DoD Technical Documents*, DODI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings* and DAFI 61-201.

2.4.2. **Prescribed Form and Other Coordination.** The current HAFB Form 157, *75 ABW Public Affairs Security and Policy Review Worksheet*, is available via the Air Force e-publishing website. This link is the latest version of the form available as of publication of this instruction. Previous editions will not be used. Submitters must consider other agency equities in a release recommendation. Cross coordination shall be completed by the submitter and clearly identified on the HAFB Form 157. Failure to accomplish and identify other coordinating agencies may result in lengthy delays in processing. **NOTE: 75 ABW/PA personnel may also direct coordination with other organizations if they deem appropriate.**

2.5. Defense contractors performing work or services to the Air Force are required to submit 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.**

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

2.7. 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.

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

2.8.1. Once cleared for public release, documents containing STINFO can be marked "Distribution State A - Cleared for Public Release."

2.9. 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 DoD Office of Security Review (DoD/OSR).

3. Important considerations for submitters of materials for security and policy review.

3.1. In today's information age, public release equates to global release. There is effectively 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.

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 should not nominate 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 the MAJCOM PA office for further review. 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 Reviews 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 MAJCOM convening authority PA office in accordance with DAFI 91-204, *Safety Investigations and Reports*.

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. See AFI 35-101 for more information.

4.2.1. Deleted.

4.3.4. Commanders are responsible for content posted to any official unit presence on web-based social based sites. Unit presence sites will be registered at www.af.mil/AFSITES/socialmediasites.aspx. See AFI 35-101, *Public Affairs Operations*, for more information.

JEFFREY G. HOLLAND, Colonel, USAF
Commander

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

DoD 5500.7-R, *Joint Ethics Regulation*, 30 August 1993

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

DODI 5410.20, *Public Affairs Relations With Business and Nongovernmental Organizations Representing Business*, 29 September 2016

DODI 5230.24, *Distribution Statements on DoD Technical Documents*, 10 January 2023

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

DAFI 61-201, *Management of Scientific and Technical Information (STINFO)*, 30 November 2020

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFI 90-401, *Relations with Congress*, 15 September 2020

Prescribed Forms

HILLAFB Form 157, *75 ABW Public Affairs Security and Policy Review Worksheet*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPAA—Air Force Public Affairs Agency

AFPIMS—Air Force Public Information Management System

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DD—Defense Department

DOD—Department of Defense

DODD—Department of Defense directive

DODI—Department of Defense instruction

FOIA—Freedom of Information Act
FW—Fighter Wing
HAFB—Hill Air Force Base
HILLAFB—Hill Air Force Base
ITAR—International Traffic In Arms Regulation
MAJCOM—Major Command
OPSEC—Operations Security
PA—Public Affairs
PAIRS—Public Affairs Information Release System
STINFO—Scientific and Technology Information