

All Air Force military and civilian personnel, including Air National Guard and Air Force Reserve, retired military members and former Air Force civilian employees, have a lifelong obligation to protect classified and controlled unclassified information to avoid infringement of national security.

All employees must contact their **Public Affairs Officer** at least two weeks in advance of any planned public release. The PAO will judge the security and policy aspects of the information submitted, but cannot classify or declassify information.

**“Information Security should be on everybody’s minds** whether they be a military member, civilian employee, or government contractor. The compromise of our nations classified or controlled unclassified information, whether from an insider threat or unauthorized public release, can have a devastating impact on our government, said Jeff Helfenstein, director of Information Protection of Air Education and Training Command.

**We all have** a lifelong obligation to protect this information and we need to develop a culture of Information Security where good security practices are not an after-thought. Adherence to AFI 35-102 is a step in that direction.”

### Please include with your submission:

- Name
- Contact information
- Information title or subject
- One electronic copy of each document in its final form
- Intended audience or publication venue (please include as much detail as possible)
- Specific deadline
- Written consent from all-DOD affiliated personnel named in your material, if applicable



## Security and Policy Review Process starts with Public Affairs

The Air Force is obligated to provide the public maximum information about Air Force operations and activities

**Any DOD related material that is intended for public release must undergo security and policy pre-publication review and includes, but is not limited to:**

- Books
- Manuscripts and theses
- Biographies
- Articles
- Book reviews
- Audio/video materials
- Speeches
- Press releases
- Conference briefings
- Research papers
- Other media

**Air Force Instruction 35-102, Security and Policy Review Process, ensures material for public release is accurate, does not contain classified material, and does not conflict with established Air Force, DOD, or U.S. Government policies.**

Date \_\_\_\_\_

MEMORANDUM FOR HQ AETC/PA

FROM: (Organization)

SUBJECT: Public Release Approval Request

1. The attached material, described below, is forwarded for security and policy review in accordance with AFI 35-102:

TITLE: \_\_\_\_\_  
(Please include page count)

AUTHOR/ORGANIZATION: \_\_\_\_\_

PRESENTATION TO: (If being presented, to whom: general public, conference, symposium, etc.)

DATE: (When will this document be published or presented)

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PUBLICATION IN: (or N/A)

SUBMITTAL DEADLINE: (Allow 10 days for Public Affairs review. If the document needs SAF/PA or DOD approval, the time can extend to 45 day.)

REQUEST REPLY BY: (The **date** you would like a response or normal review time (10 working days), [NO ASAP])

2. (Commander's name, title) has no objection to public release of this document upon approval from HQ AETC/PA.

\_\_\_\_\_  
(Commander's signature)

3. (This line is for any comments or recommendation you may have in reference to the document you are submitting for review; if prior coordination has been performed, please list POC and phone number.) Please list one additional POC other than submitter.

\_\_\_\_\_  
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