Air Force Research Laboratory Security and Policy Review

AIR FORCE RESEARCH LABORATORY

December, 2020

Purpose. Inform and increase public understanding of USAF, USSF and AFRL missions, operations and programs

Who is responsible? AFRL/PA serves as the Public Affairs (PA) review authority for all of AFRL

S&PR ensures that information for public release:

- Is accurate

- Is released in a timely fashion based upon the review required

- Is appropriately reviewed/vetted by stakeholders to the information

- Does not contain classified or sensitive material

- Does not conflict with established policy (AF, DoD, USG)

- SAPP - Security, Accuracy, Propriety and Policy

Objective: Maximum clearance of information in minimum time

CLEARANCE VS. RELEASE

- The security and policy review process **determines the suitability for public release** of information. **A clearance does not grant an approval to release** the information. **Release of information is the decision of the originator of the document**, often reached **through the coordination with his or her chain of command**. While the security portion of the security and policy process identifies classified or sensitive information, *it does not classify or declassify information.*

- Air Force material submitted for review may be released to the public domain only after it has been reviewed for security and policy consistency and **cleared by an appropriate authority in Public Affairs.**

DIRECTIVE GUIDANCE

AIR FORCE

- AFRLI 35-102 – Security and Policy Review

- DAFI 35-101, Chapter 9 (Security and Policy Review)

- AFMAN 35-100, Chapter 8 (S&PR Procedures)

- AFI 33-332 Air Force Privacy and Civil Liberties Program

- DAFI 35-101, Chapter 2 (Media Operations)

- DAFI 35-101, Chapter 5 (Command Information and Distribution)

- DAFI 35-101, Chapter 7 (Visual Information)

- AFI 35-114 Air Force Trademark and Licensing Program

- DAFI 61-201 Management of Scientific and Technical Information (STINFO)

- AFI 90-401 Air Force Relations with Congress

- AFI 91-204 Safety Investigations and Reports

- Air Force Social Media Guide

DEPARTMENT OF DEFENSE

- DoDI 3020.46 The Militarily Critical Technologies List (MCTL)

- DoDI 5220.22 National Industrial Security Program

- DoDI 5230.24 Distribution Statements on Technical Documents

- Distribution Statements and Their Reasons for Use

- DoDI 5230.27 Presentation of DoD-related Science and Technical papers

- DoDI 5230.29 Security and Policy Review of DoD information for Public Release

- DoDI 5410.20 Public Affairs relations with Business and non-governmental Agencies

- DoDD 5535.4 Copyrighted Sound and Video Recordings

- DoDD 5500.07 Standards of Conduct

- DoDI 8550.01 DoD Internet Services and Internet-based Capabilities

- ITAR Regulation part 121 (Munitions List)

WHAT NEEDS TO BE SUBMITTED?

Examples for Security and Policy Review

- Speeches

- Presentations (briefings, posters for conferences, etc.)

- Papers (scientific articles, journal articles, abstracts, case studies, etc.)

- Multimedia and visual information material (videos, photos, animations, graphical illustrations, etc.)

- Information proposed for release to public web sites, (all content intended for web to include marketing, tech transfer, partnering, etc.)

- Contractor generated news releases / imagery

- Professional biographies not for use on USG web sites

- Thesis/dissertations based on work with a USG agency

- Software, including code, manuals and tutorials

- Data sets

- Books/book chapters based on USG projects or work

Public Affairs review, but not through S&PR

- News or news photos from non-PA USG sources

- Products for PA use (fact sheets, brochures, biographies, PAG, etc.)

Products that do not require review

- Personal letters to the editor

- Books or theatrical review when expressing a personal opinion and not affiliated with the USG

- Works of fiction not sourced from military experience (termed active duty, but applies to Guard and Reserve)

- Air Force publications

WHEN IN DOUBT, SUBMIT!

INFORMATION THAT IS NOT RELEASED

The Public Affairs Security & Policy Review process ensures the following are protected from release:

- **Classified information**

- Operations Security (OPSEC) protected **Critical Information**

- Sensitive Science and Technical Information (STINFO)

  - **Distribution B, C, D, E, F, X**

- Military **Critical Technologies** List

- International Traffic-in-Arms Regulations **(ITAR)** and **Export Controlled** information

- Freedom of Information Act (FOIA) exempted information

- CUI (formerly FOUO), Privacy Act protected information or Personally Identifying Information (PII)

- Proprietary information not owned by USG

- Exempted by other statute

OPERATIONAL SECURITY RISKS

The 2018 OPSEC Reset and the 2020 SECDEF reemphasis did not specifically mention S&PR, but it applies to review of documents for public release. Therefore OPSEC risks apply and these must be taken into consideration during each review:

- Classified information

- Information related to current operations, readiness or posture for future operations

- Vulnerabilities that could impact the readiness of units or operations involving other countries

- Details of number, location, and capabilities of operational assets

- Detailed descriptions of a sequence of events in an operational or training scenario, or exercise to include major exercises such as operational readiness inspections or Flag/major training exercises

- Information on unit's critical information list

- Limit descriptions of "how"

AFRL

SECURITY & POLICY REVIEW PROVIDES SAFEGUARDS ENSURING INFORMATION:

- Adheres to AF and DoD policy AND current guidance and directives

- Is adequately reviewed by other stakeholders to the information

- Is elevated for HHQ review per DoD, AFI and HHQ guidance

- Does not contain Privacy Act protected information

- Does not contain Personally Identifying Information (PII)

- Does not contain proprietary information not owned by USG (including copyright, trademark, etc.)

- Does not contain information exempted from release by other statute

CRITICAL INFORMATION

Critical information includes, but is not limited to, classified or sensitive details of potential benefit to adversaries in the following general areas:

- Presence
- Capability
- Strength
- Readiness
- Timing (i.e. arrival/departure times)
- Location
- Methods

- Movements
- Tactics, techniques and procedures (TTPs)
- Other information which could be used to target personnel/equipment or negatively impact mission accomplishment

Capabilities

MISSION

AIR SPACE CYBERSPACE

National Security
AF Strategic Master Plan

Official Guidance

TTPs

RELEASE CONSIDERATIONS

Originators must not release information outside official USG channels until security and policy review confirms clearance.

- Don't publicly brief, publish, post to a public website or otherwise disseminate outside of official USG channels until suitability for public release is determined.

- PA Review Determinations:

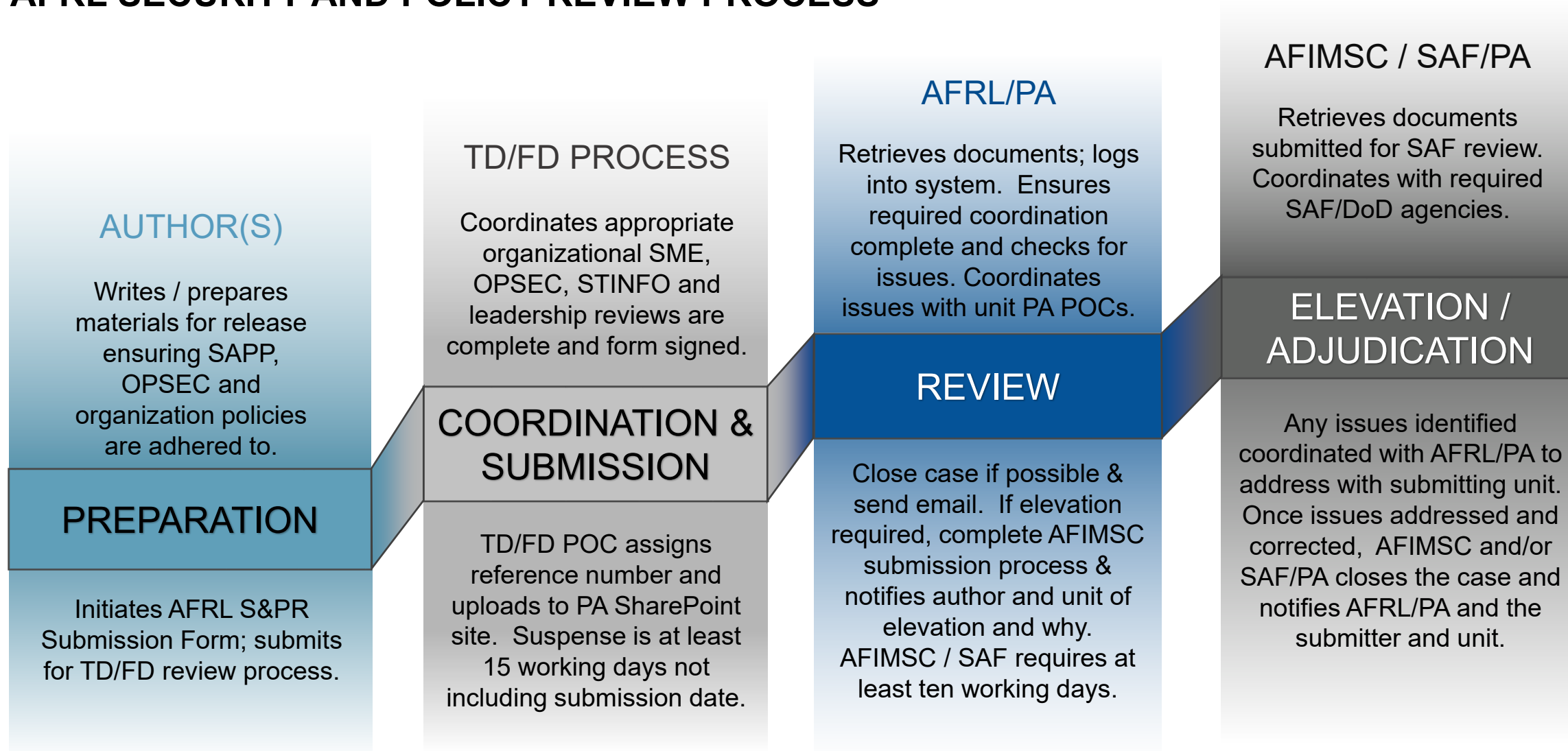|	
Cleared	Air Force no Objection
Cleared with Recommendation	Air Force Objection
Cleared as Amended	Not Cleared
Return – No Action	

- Only submit when there is a true need to qualify the submitted materials to bear this statement:

Distribution A
Approved for public release; distribution unlimited

AFRL SECURITY AND POLICY REVIEW PROCESS

AUTHOR(S)

Writes / prepares materials for release ensuring SAPP, OPSEC and organization policies are adhered to.

PREPARATION

Initiates AFRL S&PR Submission Form; submits for TD/FD review process.

TD/FD PROCESS

Coordinates appropriate organizational SME, OPSEC, STINFO and leadership reviews are complete and form signed.

COORDINATION & SUBMISSION

TD/FD POC assigns reference number and uploads to PA SharePoint site. Suspense is at least 15 working days not including submission date.

AFRL/PA

Retrieves documents; logs into system. Ensures required coordination complete and checks for issues. Coordinates issues with unit PA POCs.

REVIEW

Close case if possible & send email. If elevation required, complete AFIMSC submission process & notifies author and unit of elevation and why. AFIMSC / SAF requires at least ten working days.

AFIMSC / SAF/PA

Retrieves documents submitted for SAF review. Coordinates with required SAF/DoD agencies.

ELEVATION / ADJUDICATION

Any issues identified coordinated with AFRL/PA to address with submitting unit. Once issues addressed and corrected, AFIMSC and/or SAF/PA closes the case and notifies AFRL/PA and the submitter and unit.

AFRL SECURITY AND POLICY REVIEW PROCESS

- AFRL/PA, under the direction of AFIMSC/PA, serves as the single focal point for clearance of all materials originating from all AFRL TDs/FDs. Materials may not be released into the public domain until they have been reviewed and approved for public release by AFRL/PA, AFIMSC/PA or SAF/PA.

- AFIMSC/PA, under the direction of AFMC, serves as the intermediate headquarters for information originating at the Wing and/or Center level that requires higher headquarters review by all major commands except Air Force Reserve Command and Air National Guard.

- AFIMSC/PA reviews and coordinates with MAJCOM SMEs as needed or elevates to SAF/PA.

- SAF/PA coordinates elevated cases with Air Staff and/or DoD.

- In all instances, a system-generated email will be sent when a case has been completed at any level with additional information if the final disposition is anything other than "CLEARED".

AFRL SECURITY AND POLICY REVIEW PROCESS

- Must provide AFRL/PA a *minimum* of 15 working days, not including the date of submission, to complete reviews
  - First five days are for AFRL/PA review; remainder is for elevation or other coordination if necessary
  - Elevated cases can take longer to complete but AFRL/PA must allow *for at least* ten working days

- Requires use of AFRL Security and Policy Worksheet for ALL submissions
  - Allows for electronic, verifiable signatures
  - Prohibits changes to certified reviewer information

- Requires coordination by OPSEC, Security, STINFO and Technical SMEs prior to submission

- Electronic submission via SharePoint (https://cs2.eis.af.mil/sites/12080/AFRL_SPR/Forms/AllItems.aspx)
  - Includes links to AFRL, SAF and DoD guidance
  - DOD Safe used for extremely large files; emailed submissions will not be accepted

WHAT IS ELEVATION?

AFI 35-102 identifies topics for which review must be completed at the SAF and/or DoD level. This process is called elevation. Major subject categories include:

- Originates, or is proposed for release, in the DC metro area. (*Not including tech papers for conferences or meetings unless it meets another requirement*)

- Is, or has the potential to become, an item of national or international interest, including all 3 & 4 star GOs and civilian equivalents' public presentations. AFI 35-107 Public Web Communications

- References President and SECDEF.

- Affects national security policy or foreign relations.

- Concerns subjects of potential controversy among DoD components or with other Federal agencies.

- Information presented by a DoD employee who, by virtue of rank, position, or expertise, is considered an official DoD spokesperson.

- Military operations, significant exercises, and OPSEC.

- Chemical and biological warfare issues / biological and toxin research.

- Contains technical data, including data developed under contract or independently developed and controlled by ITAR that may be militarily critical but on which a distribution determination has not been made.

- New weapons or weapon systems, significant modifications or improvements to existing weapons or weapon systems, equipment, or techniques.

- Military activities or applications in space.

- Nuclear weapons, including weapon-effects research.

- High-energy lasers and particle beam technology.

- ***Any other contemporary topic designated by DOPSR.***

WHAT IS ELEVATION?

Current contemporary topics designated by SAF/DOPSR that require elevation include:

- COVID-19 testing, operations or research

- Animal testing

- Directed energy

- UAS/UAV/RPAs (drones & remotely piloted aircraft)

- Cyber warfare, cyber vulnerabilities, cyber research

- F22 / F35

- Hypersonics (including HiFire)

- UPEs / OBOGS / hypobaria / hypoxia (unexplained physiological events, white brain matter, etc.)

- Chemical and biological warfare issues; biological and toxin research

- Information related to current operations, readiness or posture for future operations

- IoBT – Internet of Battlefield Things

- PFOS/PFAS/water contamination issues

- Vulnerabilities that could impact the readiness of units or operations involving other countries

- Details of number, location, and capabilities of operational assets

- Detailed descriptions of a sequence of events in an operational or training scenario to include ORIs or Flag/major training exercises

- Detailed descriptions that reveal capability of unique command and control node (Space Operations Centers, Air Operations Centers, etc.)

- Information that reveals tactics, techniques and procedures

- Deployment schedules or locations

- Work in conjunction with another AF installation or Wing, sister service or other DoD component that has had no coordination documented when we receive materials

- Information on unit's critical information list

AFRL

Questions?