

15. COMMENTS

Per Air Force policy, this document must be converted to PDF or scanned image format before distribution to the public. Inclusion of the distribution A statement, "DISTRIBUTION A: Approved for public release; distribution unlimited" is also required on the first page of this document.

INSTRUCTIONS FOR SECURITY AND POLICY REVIEW WORKSHEET

1. Submitter Name/Office/Phone: Self explanatory.
2. Date Submitted: Self explanatory.
3. Author(s) Name/Organization/Phone: List up to three authors.
4. Document Title: Self explanatory.
5. Document Type: Indicate the type of information to be reviewed.
6. Conference/Event/Publication Name: If applicable.
7. Date Needed: Allow 10 business days for review, 45 days if forwarded for further coordination/approval or is a thesis.
8. Event Location: If applicable.
9. Event Date: If applicable.
10. Related cases previously approved: If similar information has been released, provide public affairs case number, if known.

11. National Security Statutes/Technology Issues

a. See the U.S. Munitions List at http://www.access.gpo.gov/nara/cfr/waisidx_99/22cfr121_99.html; International Traffic in Arms Regulations at http://www.pmdtc.state.gov/regulations_laws/itar.html; and the Commerce Control List (CCL) at http://www.access.gpo.gov/bis/ear/ear_data.html. Programs utilizing classification information must consult related Security Classification Guides to determine if any classified information is included in the material proposed for release.

b. Only Distribution A information will be approved for public release. Distribution A information is approved for public release; distribution is unlimited, per AFI 61-204, attachment 2.

12. Release Authority/Joint Efforts. Completed by originator based on his knowledge of the information.

13. COORDINATION:

OPSEC Coordinator: Signature certifies that the information contains no Operational Security issues. This can be signed by an OPSEC officer, OPSEC Coordinator, or supervisor of the submitter.

Security Manager: Signature certifies review by USSF/IP or security manager, and proper Security Classification Guide determination by originator.

Originator: Signature certifies that the originator verifies the information is appropriate for public release based on regulations, classification guides, any other pertinent guidance and has been routed through Security and Policy authorities as appropriate.

Final Certification: Signature certifies that the information has been reviewed by a division chief level superior of the originator and concurs the material meets requirements for public release based on regulations, classification guides, and any other pertinent guidance.

14. PA Use Only. To be completed by PA office.

15. Comments: Provide additional information as appropriate. Use a separate sheet if necessary.