PUBLIC AFFAIRS SECURITY AND POLICY REVIEW WORKSHEET
(See page 2 for instructions)

1. DATE NEEDED	2. SUBMITTER REFERENCE NO.

NOTE: Application to clear information for Public Release. Public release clearance is NOT required for material presented in a closed meeting and which will not be made available to the general public, on the Internet, in print or electronic media. **Items marked with an asterisk (*) and Blocks 13-15 are required.**

3. SUBMITTER	4. PRIMARY AUTHOR
*NAME	*NAME
*PHONE *ORG/OFC SYM	*PHONE
*EMAIL	*ORG/OFC SYM
*ORG. EMAIL	*EMAIL

*5. DOCUMENT TITLE

*6. CONFERENCE/EVENT/PUBLICATION/WEBSITE/PUBLIC WEB URL	*7. EVENT/PUBLICATION DATE

*8. THE SPONSOR/OWNER of this conference/event/publication/website is:

    Industry   Professional Association   Academia   Other:

*9. THIS DOCUMENT IS WRITTEN in my official/work   or in a   personal/private capacity. *(If personal/private, you must include a disclaimer as noted in AFI 35-101, para. 9.4)*

*10. DOCUMENT TYPE	*11. BUDGET CATEGORY (Choose N/A if not applicable)
OTHER	OTHER

*12.a. NATIONAL SECURITY STATUTES/TECHNOLOGY ISSUES	
*12.a. NATIONAL SECURITY STATUTES/TECHNOLOGY ISSUES: Are any aspects of this technology included in: U.S. Munitions List; ITAR 22, CFR Part 121; CCL; CIIL, S&T Protection Plan or Security Classification Guide? (If YES, explain rationale for release in Block 14) YES NO	***f.** Is this information identified as a topic of potential elevation for SAF review? YES NO *(If YES, explain in Block 14)*
*b. Does this information meet the criteria for Public Release - unclassified, unlimited distribution? YES NO	***g.** If this material results from an international agreement, is the DoD authorized to release program information? *(If NO, identify release authority organization in Block 14)* YES NO N/A
*c. Are any references classified or subject to distribution limitations? (*If YES, explain rationale for release in Block 14*) YES NO	***h.** If a joint program, does your organization maintain primary management responsibility and authority to release all information? *(If NO, provide name of lead organization / POC [i.e. DARPA, NASA, Army, Navy, etc.] in Block 14)* YES NO N/A
*d. STINFO. Does this document contain technical information relating to research, development, engineering, testing, evaluation, production, operation or maintenance of any military/space equipment or technology? (*If YES, the STINFO officer must sign in Block 18 per AFI 61-201, para. 3.4.5*) YES NO	***13. PROJECT TYPE.** PIA AFOSR 6.x Funded Other **If a PIA**, enter the contract # below and the Approval Officer must sign in Block 20. **For AFOSR**, provide the LRIR and name of program officer below. **For 6.x** include the Work Unit # (WU) and work unit manager's name (WUM) below. **For Other** specify below.
*e. S&T. Does this document contain any information about Critical Technology Elements (CTE) as defined in AFRLI 61-113; or is the effort covered by a Science and Technology Protection Plan? (*If YES, S&T Protection must sign in Block 19*) YES NO	

14. EXPLANATION *(Additional comments, previous related cases [include case number], additional coordination accomplished/required - continued on next page.)*

CERTIFICATION AND COORDINATION SIGNATURES. *SIGNATURES MAY NOT BE REPEATED IN MULTIPLE BLOCKS.*
PER REGULATORY GUIDANCE, CONTRACTORS MAY NOT SIGN IN BLOCKS 15-20
NOTE: Once the first signature is applied, all blocks above except 1, 2 3 (emails) and 14 are locked and cannot be modified or changed.

*15. DoD ORIGINATOR/PROGRAM MANAGER *(Required)*	*16. TECHNICAL REVIEW AND CERTIFICATION (Required)
I certify the attached material is unclassified, technically accurate, contains no critical military technology, is not subject to export controls, has no foreign disclosure issues as outlined in para. 5.7 of AFMAN 16-201 and is suitable for public release.	The information contained in the attached document is technically accurate; does not disclose classified, sensitive, or militarily critical technology; does not violate proprietary rights or copyright restrictions, is not subject to export control regulations and is suitable for public release.
NAME	NAME
ORG OFFICE SYMBOL	ORG OFFICE SYMBOL
SIGNATURE	SIGNATURE
DUTY TITLE DATE	DUTY TITLE DATE

*17. OPSEC MANAGER REVIEW *(Required)*	*18. STINFO REVIEWER ONLY *(Required IF 12.d above is checked YES)*
I certify that the information has been reviewed and contains no Operational Security disclosure issues, is not prohibited by the CIIL, or otherwise prohibited by AFI 110-701.	I certify that the information has been reviewed and may be released IAW DoDI 5230.24 and AFI 61-201.
NAME	NAME
ORG OFFICE SYMBOL	ORG OFFICE SYMBOL
SIGNATURE	SIGNATURE
DUTY TITLE DATE	DUTY TITLE DATE

19. S&T PROTECTION REVIEW ONLY *(Required IF 12.e above is checked YES)* I	20. Additional review, if required by the unit or requested by PA
certify that the information has been reviewed and may be released IAW AFRLI 61-113.	I certify that this information is suitable for public release.
NAME	NAME
ORG OFFICE SYMBOL	ORG OFFICE SYMBOL
SIGNATURE	SIGNATURE
DUTY TITLE DATE	DUTY TITLE DATE

21. PA USE ONLY	NOTES:

CLEARED	NO OBJECTION	PUBLIC AFFAIRS OFFICER	CASE NUMBER
AS AMENDED	RETURN - NO ACTION		
w/RECOMMENDATION	NOT CLEARED		
OTHER (Annotate in notes)	OBJECTION		

PUBLIC AFFAIRS SECURITY AND POLICY REVIEW WORKSHEET, 20240131 - All previous versions are obsolete.

Block 14 - Explanation (Continued):

REFERENCES: Electronic Code of Federal Regulations / Export Administration Regulations Database / U.S. Munitions List (Part 121) / The Commerce Control List
International Traffic In Arms Regulations (ITAR) / AFMAN 16-201 / DoDI 5230.24 / AFI 61-201 / AFI 35-101 (Chapter 9) / AFMAN 35-101 (Chapter 8) / AFRLI 35-102 / AFRLI 61-113

INSTRUCTIONS FOR COMPLETING THE SECURITY AND POLICY REVIEW WORKSHEET
NOTE: Items marked with an asterisk (*) and Blocks 15-17 are required. Block 18 is required if 12d is checked YES, and Block 19 is required if 12e is checked YES.
If all required information is not provided, the case will be returned with no action taken and must be resubmitted.

Block 1: Allow at least five (5) working days *(not including day of submission)* for local PA review, *and at least ten working days, not including the date of submission, for review at the SAF level. If a submission requires SAF review and at least ten working days is not provided, it will be returned with no action taken and will not be cleared for public release.* If a submission requires higher level review or other coordination, processing time could take up to 45 working days.
  - Requests for less than five (5) working days, not including the day of submission, require a justification letter as to why the submission does not fall within the required time frame signed by the Directorate-Level Director, Commander or Deputy, or their Division Chief. *Documents received with less than working five (5) days without a justification letter will not be reviewed and will be returned with no action taken.* More information, including a justification letter template, is available on our public web site.
  - Depending on complexity or requirements for other coordination, items can take longer to process. You will be notified of any issues.
  - Items already publicly presented or published will not be reviewed and will be returned with no action taken.
Block 2: Include your organizational reference/tracking number (optional). Tracking numbers will not be added by PA.
Block 3: Organizational submitter information. Self explanatory. These e-mail addresses receive notification when case is assigned and completed.
Block 4: Author(s) information: List primary author's name, if multiple authors. This e-mail address receives notification when case is assigned and completed.
Blocks 6 & 7: Identify date of event/name of publication where submission will be published, or web site URL where cleared material will be posted. Identify date of event or date of publication/posting to web site. *If the date in block 7 is before the date needed in block 1, the document will not be reviewed and will be returned with no action taken.*
Block 8: Identify the type of organization where information will be presented, or for documents, the type of publication/web site where it is to be presented/posted. If "Other" you must provide an explanation.
Block 9: If the document was created as part of your official duties/requirements, no disclaimer is needed. If it is a personal endeavor, you must include the standard disclaimer.
Block 10: Document type: Indicate the type of information to be reviewed from the pull down menu, or choose "Other" and fill in that blank.
Block 11: Identify the budget category or program element code associated with the weapon system from pull down menu, or choose NA. If other, you must fill in that box.
Block 12: National Security Statutes/Technology Issues. Materials that must be/are marked CUI or Distribution B or higher will not be cleared. Identify whether classified references are used. Annotate in Block 14 (Explanation) exact references and why it is necessary to use them.
  - If 12.d. is marked YES and STINFO has not signed in Block 18, the document will be returned with no action taken.
  - If 12.e. is marked YES and the S&T Protection Lead has not signed in Block 19, the document will be returned with no action taken.
  - If 12.f. is marked YES, explain in Block 14.
  - If 12.g. or h. is marked NO and release authority is not identified in block 14, the document will be returned with no action taken.
Block 13:
  - PIA funded: provide the contract number and the Approval Officer must sign in Block 20 and identify themselves as such.
  - AFOSR funded: provide the LRIR number and name of program officer.
  - 6.x funded: Include the Work Unit # (WU) and the work unit manager's name (WUM).
Block 14: Explanation. Include additional comments from other blocks, list previous related cases, clearly identify coordination with agencies already accomplished, or identify the release authority if 12.f. or g. is marked NO. If additional coordination with other command agencies is required, provide POC information (use page 2 of the form as necessary).
CERTIFICATION AND COORDINATION SIGNATURES. PER REGULATORY GUIDANCE, CONTRACTORS MAY NOT SIGN IN BLOCKS 15-20.
Block 15: (MANDATORY): Originator/Program Manager/Author Certification. Signature certifies that the U.S. Government originator, program manager, or author concurs that the information is appropriate for public release based on regulations, classification guides, and any other pertinent guidance.
Block 16: (MANDATORY): Technical Review and Certification. Signature certifies that the information has been reviewed by a U.S. Government superior/authorized peer reviewer/subject matter expert and is appropriate for public release based on regulations, classification guides, and any other pertinent guidance.
Block 17: (MANDATORY): OPSEC Review. Signature certifies that the information contains no Operational Security issues. This can be signed by a U.S. Government OPSEC Officer or Security Manager.
Block 18: (MANDATORY) (*Only if Block 12. d. is marked YES)*: STINFO review. Signature certifies that the information has been reviewed and may be released IAW the guidelines of DoDI 5230.24 and AFI 61-201. **DO NOT** use for other signatures.
Block 19: (MANDATORY) *(Only if Block 12. e. is marked YES)*: S&T Protection Lead. Signature certifies that the information has been reviewed and may be released IAW the guidelines. of AFRLI 61-113. **DO NOT** use for other signatures.
Block 20: Additional review as necessary. Used to document coordination with outside agencies/program offices, PIA Approval Officer or if organizations have an internal process that requires an additional signature. Required only when external coordination needs to be documented, or if internal processes dictate.