EGLIN AIR FORCE BASE SECURITY AND POLICY REVIEW PROCESS
(Current as of 21 June 2014)

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.

What Needs to be Submitted

Material proposed for public release that mentions Eglin AFB organizations, Air Force, Department of Defense, or any other government agency's plans, policies, programs, operations, budget, personnel or activities needs to be cleared through Public Affairs Security and Policy Review. If your material does not mention or discuss any of these issues, or foreign policy/military operations, it probably doesn't require coordination.

Presentation charts, briefing slides, photos, videos, speeches, abstracts, manuscripts, technical papers, dissertations, theses, journal articles and news releases are examples of material normally submitted. If there is any uncertainty, contact Public Affairs.

The 96th Test Wing Public Affairs Office normally reviews information proposed for public release associated with the 96th Test Wing and all installation agencies.

Only submit material proposed to be released to a public forum. Material intended to be shared exclusively with AF, DoD and defense contractors involved in the program does not require Security and Policy Review.

Do not submit contractual documents or other material intended for posting to the Federal Business Opportunities (www.FBO.gov) website in support of the DoD acquisition mission. Although these materials should be reviewed by unit Operational Security Managers and Foreign Disclosure personnel to verify they do not contain critical information before they are posted, Air Force policy precludes sending them through the Security and Policy Review process.

Submission Procedures – DoD/USAF Authors

Eglin Public Affairs clears info for general public release, coded 'Distribution A.' Do not knowingly send classified material.

Originators are responsible for ensuring appropriate coordination internally and with other program offices or agencies which have equities in the release decision. This coordination must be accomplished before submitting to Eglin Public Affairs. Originator is responsible for informing all involved parties of any concerns, corrections or revisions throughout the process. Only after being cleared through appropriate channels may Public Affairs accept items for review. Public Affairs is the last stop in the approval process.

Documentation must be provided showing Distribution A release concurrence.

REQUIRED COORDINATION:

- Originator/Program Manager – certifies the attached material is unclassified, technically accurate, contains no critical military technology and is suitable for global public release
- Technical Review – certifies the information contained in the attached document is technically accurate; does not disclose classified, sensitive, or military critical technology, does not violate proprietary rights, copyright restrictions; and is not subject to export control regulations; and further certifies this information is suitable for public release.
- Security Manager – certifies the information has been reviewed and the information contains no operational security issues or foreign disclosure issues

MAY BE REQUIRED:

- Foreign Disclosure – certifies documents are free of foreign disclosure issues
- STINFO – required for documents containing Scientific and Technical Information

Submit one (1) copy of the material you want cleared to Public Affairs. Do not send material via e-mail. Submit via your unit SharePoint or like system (ensure Public Affairs' representatives have correct access permissions), base distribution; or hand carry paper documents and/or CDs/DVDs. Do not fax documents.

NOTE: Documents submitted electronically may be in PDF (preferred), JPEG or TIFF formats, or alternatively in Word, Excel or PowerPoint format.

If briefing slides/charts include notes pages, notes pages must be visible in the submitted paper or electronic versions of documents.

Submit final copies only. Do not submit interim drafts.

Requests for public release of software must include a statement that includes: Description, function and use of the software; potential end-users; programming language, operating system, network architecture or other features relevant; DoD program, system or product the software is related to. Do not send the software with the request.

Defense Contractors/Contractor Authors:

Defense contracts frequently stipulate a requirement for government program office and Public Affairs review and approval prior to release. Submit release requests directly to the appropriate Program Office with primary responsibility. The program office will ensure coordination with Public Affairs. Upon receipt of contractor requests, Program Office reviewers will submit to Public Affairs as described above in "In-House Authors."

Contractor security and policy review for release requests may not be sent or accepted directly to Public Affairs.

Most materials (paper documents or CDs/DVDs) must be sent to the Program Office via conventional or express mail or hand carried. The only items permissible to be emailed are proposed contractor news releases and publicity materials. Contractor representatives may send these via email to the appropriate Program Office. The contractor must verify the material submitted for review does not contain classified or sensitive information. If unsure, do not send via e-mail.

All other materials must be submitted on paper, CD or DVD directly to the Program Office.

The Program Office will complete the submission to Public Affairs, and (only for news releases/publicity materials) may e-mail to Public Affairs.

Submission Deadlines

If material requires only local clearance, please allow up to 10 workdays for review. Exceptions are granted only in rare circumstances and rush cases require unit commander/directorate level justification.

All submitted packages should have "FOUO" in the subject line. FOUO statement should be placed at the beginning of every submitted email package.

Public Affairs will not clear information after-the-fact, which has already been presented/distributed or for which the submission or use deadline(s) have already passed.

Clearance Notifications

You will receive an e-mail notification on disposition of your case as soon as all proper coordination has been accomplished. It will be the submitter's responsibility to relay disposition to all interested parties.

Please do not call or e-mail requesting status on your case until minimum coordination time has passed (see Submission Deadlines). We both regret any inconvenience this may cause and sincerely appreciate your cooperation in this matter, as untimely and/or repetitive calls/e-mails only slows down processing time for all cases in coordination.

Complex Cases

New weapon systems or any information garnishing national attention will be elevated to headquarters (AFMC). If you know your info may be elevated, please inform Public Affairs and allow us the courtesy of sending the package through the necessary hierarchy. If for some reason the package is elevated before Eglin Public Affairs is informed, please provide us all information and documentation as to status of package.

Please note complex documents, manuscripts, dissertations and theses may take up to 45 days for review by Pentagon or other federal agencies with equity in the decision to release. The clock does not start until the material reaches Public Affairs.