

AU Schools Research Public Release Checklist

School: _____ Author's Name: _____ Advisor: _____

Title: _____ Advisor's Ext: _____ AY: _____

Air University Public Affairs is the security review authority for all information and materials concerning military matters available for release in the public domain. This includes written materials, briefings, and speeches. Originators must not release copies of the material outside official channels until the security review authority confirms clearance. Items submitted will include a cover letter indicating planned disposition if release authority is granted. (Ref. AFI 35-101, chap. 15 & 18)

Air University must evaluate public access and release for your research product through a four-step process involving security adjudication, foreign disclosure review, copyright review, and policy review. To speed this process along, please circle "Y" or "N" in response to the following questions. A "N" response to a question serves as a flag for other authorities who must review your product prior to public release. Though you may not be certain of all responses, please answer each to the best of your knowledge.

- Y N 1. Do ***you personally***, as the originator, wish to see this product released to the public? This includes the AU Library, the school requiring your research, and Internet access via the AU Home Page web site, etc. If you answer 'YES', you are indicating that you agree to free and unconditional access by the public to your paper in whatever media or mode the AU deems appropriate. If you answer 'NO' AU will make every attempt to honor your wishes and will take measures not to publicize your paper. However, AU may still have to release the paper in response to Freedom of Information Act requests IAW Public Law. The paper becomes the property of the US Government and final disposition decisions will be made in the best interests of the Air Force, IAW your wishes insofar as is possible, practicable, and reasonable (See statements for your signature on page 3 below).
- Y N 2. Does your product contain ***classified*** material? If your answer is 'YES', the product is ***not releasable***.
- Y N 3. Does your product contain references to classified works? If your answer is 'YES', the paper may not be releasable. (For clarification, consult your school's security manager or AU/PAS)
- Y N 4. Does your product list unclassified titles of classified documents? If your answer is 'YES', your paper may not be releasable. (For clarification, consult your school's security manager or AU/PAS)
- Y N 5. Does your product cite any data, which although individually unclassified, may assume a classified character (i.e., Essential Elements of Friendly Information) when combined with other data from a related product?
- Y N 6. Does your product use ***caveated*** material? [i.e., For Official Use Only (FOUO), No Foreign dissemination (NOFORN), No Contractor dissemination (NOCONTRACT), or Limited Distribution (LIMDIS)] If your answer is 'YES', consult your school's security manager or AU/PAS before proceeding further.

- Y N 7. Does your product list key indicators that might alert hostile intelligence services to crucial policies, processes, or procedures? Does it provide a shopping list of what to look for?
- Y N 8. Does your research product comply with copyright laws and AU publishing guidelines? (available on the AU Home Page) If you plan to reproduce your paper for access to others in any media or forum (library, periodicals, internet, etc.) you must acquire necessary copyright release from the intellectual property holder for use of materials requiring copyright permission. These include lengthy quotes, photos, charts, illustrations, video clips or other material extracted from copyrighted sources. Free use of properly cited copyrighted material in academic papers is considered authorized under fair-use stipulations of law provided the paper is not reproduced in any format or media (library or internet access, etc.) for public availability or general access by other parties.
- Y N 9. Does your product include the results of a survey of Air Force or other DOD personnel? If yes, survey procedures must comply with AFI 36-2601. (See your school's survey approval OPR)
- Y N 10. Does your product include extracts from the report of an inspector general written after a Quality Air Force Assessment/Operational Readiness Inspection or a staff assistance visit? If you answer 'YES' your report may not be releasable. (See AU/PAS for questions)
- Y N 11. Does your product include sensitive material about any of the following subject areas? (If so, consult your faculty advisor or AU/PAS)
- Y N a. Contemptuous, invective, or derogatory comments on Air Force, DOD or US Government policy or personnel?
 - Y N b. Subjects with the potential to become items of national interest or issues with foreign policy implications?
 - Y N c. Information that reflects unfavorably on the Air Force, DOD, or US Government?
 - Y N d. Subjects of potential controversy among DOD components or with other federal agencies?
 - Y N e. New weapons or significant modifications/improvements to existing weapons, systems, equipment, or techniques?
 - Y N f. Discussion of actual or potential military operations, operation planning factors, readiness issues, significant exercises?
 - Y N g. President, the Secretary of Defense, and command posts?
 - Y N h. Military applications in space; nuclear weapons or technologies, including weapon-effects research; chemical or biological warfare; defensive biological or toxin research; or directed energy weapons like high-energy lasers and particle beam technology?
 - Y N i. Material, including that submitted by defense contractors, involving militarily-critical technology?
 - Y N j. Any aspect of communications security, signals intelligence, or computer security?

Author's Request For Public Release

Based on my knowledge of this product and the information it contains, I request Air University consider this product eligible for release to the public as follows (initial as appropriate):

Unconditional release

No public release

No preference

Date: _____

Author's Signature: _____

Author's Acknowledgment of US Government Prerogatives of Document Ownership

I am currently assigned to duty at Air University and hereby acknowledge understanding that research papers or any other written materials produced by me as a requirement for course completion are the property of the United States Government pursuant to Title 17, United States Code, section 101. I understand that any work of authorship that is prepared as part of a person's official governmental duties is not subject to copyright protection. I acknowledge that all such written materials belong to the United States Government and may be published by Air University to include electronic publication through the Internet.

Date: _____

Author's Signature: _____

School Research Office Certification For Public Release

Based on the above recommendations and my own review, I recommend this product be considered eligible for release into the public domain by Air University authorities as follows (initial as appropriate):

Approved for Unconditional Release

Approved for release with the following restrictions:

NOT APPROVED for Release for the following reason(s):

Date: _____

AWC: Director of Professional Writing Program

ACSC: Faculty Advisor

SAAS: Research Advisor

CADRE: Associate Director for Research and Education

AFIT: Research Supervisor or Dean of School

All Others:

AU/PAS Notification of Release Clearance

Based on review of the research topic and above recommendations, the product under review is cleared for public release as follows:

Cleared for unconditional release

Decision Deferred pending further review from Higher Headquarters

Date Deferred: _____

Not Approved for Release: _____

Date: _____

AU/PAS RELEASE AUTHORITY