

AFRL/DEO Office of Public Affairs  
Public Affairs Specialist and Security Review  
Officer  
(505) 846-6246

## SECURITY REVIEW GUIDELINES AND TIPS FOR CONTRACTORS

1. Any proposed release of information to the general public that encompasses any aspect of contracts with the Air Force Research Laboratory's Directed Energy Directorate (AFRL/DE) and/or the High Energy Laser Joint Technology Office must be submitted to the AFRL/DE Office of Public Affairs for review and clearance.
2. For security reasons, information (abstracts, papers, videos, presentations, etc.) **must not** be sent electronically (e-mail or fax).
3. Material must be submitted in **4** copies, **15 - 20 workdays** prior to presentation/publication (see paragraph 5 for exception). Clearance of an abstract does not imply clearance of the final document (paper, presentation, etc.).
4. Film/video clearance requests should include four copies of VHS (½" format), DVD or CD with twelve copies of the complete script. If there is no audio, a scene description or narrative must be provided. Include in the cover letter a statement that contract funds were or were not used to produce the video.
5. Documents/materials requiring higher headquarters review must be submitted in **12** copies and allow **45+ workdays** for review and clearance. The offices of the Secretary of the Air Force and the Assistant Secretary of Defense have directed that documents/materials in the following subject areas must be submitted to higher headquarters for approval and clearance:
  - a. Concerning national interest or foreign policy (presentation/publication outside US)
  - b. Concerning high level military, DoD, or U.S. Government policy
  - c. Concerning subjects of potential controversy among DoD components or with other federal agencies
  - d. Reflecting or implying the degree of success of intelligence efforts
  - e. **Concerning the following subject areas:**
    - (1) New weapons, weapon systems, or significant modification or improvements to existing weapons or systems, equipment or techniques, or use of weapons on the battlefield
    - (2) Military operations, operations security, potential operations, and significant exercises
    - (3) National command authorities and command posts
    - (4) Military applications in space research
    - (5) Nuclear weapons, including weapons effects on research
    - (6) Chemical warfare
    - (7) Defensive biological and toxin research, tests on animals or humans
    - (8) High-energy lasers, particle beam technology
    - (9) Material, including that submitted by defense contractors, involving critical military technology (see the Militarily Critical Technologies List (MCTL) at <http://www.dtic.mil/mctl/>)
    - (10) Communications security, signals intelligence, and computer security
    - (11) Space-based Lasers
    - (12) Space Debris
    - (13) Focal Plane Array technology
    - (14) Experiments on the Shuttle
    - (15) MDA (Missile Defense Agency, formerly SDIO and BMDO) funded or directly-related technology
    - (16) Non-lethal weapon technology, laser illuminator, hand-held laser baton
    - (17) Other topics designated by SAF/PAX or OASD/PA

6. Submitters are responsible for screening the information prior to submission:

a. The material must not contain document classification markings (such as “unclassified”), distribution statements or any classified information.

b. For material containing unclassified but limited distribution information (such as information from a limited distribution technical report), the following certification statement must be in the cover letter:

“I certify the limited distribution information from (title of document and reference number) is not of itself limited and is publicly releasable.”

c. Documents must be legible – typed, not handwritten.

d. Each page of the document must be numbered, including tables, figures, etc.

e. Full text (paper), narrative or note pages must accompany briefing charts. Outlines **will not** be accepted.

f. Copies of the material must be collated and stapled or secured with a clip.

7. Review and clearance **is required** for any material (papers, brochures, advertisements, videos, etc.) produced by combining information from several cleared sources. Submit a copy of each cleared document and attach a note giving the page and paragraph numbers from where the information was extracted.

8. A cleared document becomes a new document when technical changes are made (information added, paragraphs revised, changes to charts, tables, etc.) and must be submitted for review, approval and clearance before public release.

9. If applicable, include a statement in your cover letter that the material has been reviewed or needs to be reviewed by another agency/service (i.e., ACC, AMC, Army, HEL-JTO, Navy, NASA, AFMC or other AFRL divisions) and provide the reviewer’s name, organization, telephone number and e-mail address.

10. Originators, authors or reviewers **must not** release, distribute, present or send material **outside** of established review channels **before** clearance is obtained.

February 2006