

All Air Force military and civilian personnel, including Air National Guard and Air Force Reserve, retired military members and former Air Force civilian employees, have a lifelong obligation to protect classified and controlled unclassified information to avoid infringement of national security.

All employees must contact their **Public Affairs Officer** at least two weeks in advance of any planned public release. The PAO will judge the security and policy aspects of the information submitted, but cannot classify or declassify information.

“Information Security should be on everybody’s minds whether they be a military member, civilian employee, or government contractor. The compromise of our nations classified or controlled unclassified information, whether from an insider threat or unauthorized public release, can have a devastating impact on our government, said Jeff Helfenstein, director of Information Protection of Air Education and Training Command.

We all have a lifelong obligation to protect this information and we need to develop a culture of Information Security where good security practices are not an after-thought. Adherence to AFI 35-102 is a step in that direction.”

Please include with your submission:

- Name
- Contact information
- Information title or subject
- One electronic copy of each document in its final form
- Intended audience or publication venue (please include as much detail as possible)
- Specific deadline
- Written consent from all-DOD affiliated personnel named in your material, if applicable



Security and Policy Review Process starts with Public Affairs

The Air Force is obligated to provide the public maximum information about Air Force operations and activities

Any DOD related material that is intended for public release must undergo security and policy pre-publication review and includes, but is not limited to:

- Books
- Manuscripts and theses
- Biographies
- Articles
- Book reviews
- Audio/video materials
- Speeches
- Press releases
- Conference briefings
- Research papers
- Other media

Air Force Instruction 35-102, Security and Policy Review Process, ensures material for public release is accurate, does not contain classified material, and does not conflict with established Air Force, DOD, or U.S. Government policies.