PUBLIC AFFAIRS SECURITY AND POLICY REVIEW WORKSHEET

(See reverse 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 12-14 are required.**

3. SUBMITTER

*NAME

*PHONE ORG/OFC SYM

*EMAIL

*ORG. EMAIL

4. PRIMARY AUTHOR

*NAME

*PHONE

*ORG/OFC SYM

*EMAIL

5. DOCUMENT TITLE

6. CONFERENCE/EVENT/PUBLICATION/WEBSITE/PUBLIC WEB URL

7. EVENT/PUBLICATION DATE

8. DOCUMENT TYPE

SELECT OTHER

9. BUDGET CATEGORIES (Choose N/A if not applicable)

SELECT OTHER

10. NATIONAL SECURITY STATUTES/TECHNOLOGY ISSUES

*a. Are any aspects of this technology included in: U.S. Munitions List; ITAR 22, CFR Part 121; CCL; Program Protection Plan, Security Classification Guide?
(If YES, please explain rationale for release in block 11)
☐ YES ☐ NO

*b. Does this information meet the criteria for Public Release - unclassified, unlimited distribution?
☐ YES ☐ NO

*c. Are any references classified or subject to distribution limitations?
(If YES, please explain rationale for release in block 11)
☐ YES ☐ NO

*d. If this material results from an international agreement, is the DoD authorized to release program information?
(If NO, identify release authority organization in block 11)
☐ YES ☐ NO ☐ N/A

*e. If this is 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 11)
☐ YES ☐ NO ☐ N/A

11. EXPLANATION *(Additional comments, previous related cases [include case number], additional coordination accomplished/required. Instructions on reverse)*

CERTIFICATION AND COORDINATION SIGNATURES. SIGNATURES MAY NOT BE REPEATED IN MULTIPLE BLOCKS.
NOTE: PER REGULATORY GUIDANCE, **CONTRACTORS MAY NOT SIGN IN BLOCKS 12-15**

12. DoD ORIGINATOR/PROGRAM MANAGER *(Required)*

I certify the attached material is unclassified, technically accurate, contains no critical military technology, is not subject to export controls and is suitable for public release.

NAME

ORG OFC SYMBOL

SIGNATURE

DUTY TITLE DATE

13. TECHNICAL REVIEW AND CERTIFICATION *(Required)*

I certify 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, and is not subject to export control regulations. I certify that this information is suitable for public release.

NAME

ORG OFC SYMBOL

SIGNATURE

DUTY TITLE DATE

14. SECURITY MANAGER REVIEW *(Required)*

I certify that the information has been reviewed and the information contains no Operational Security or foreign disclosure issues.

NAME

ORG OFC SYMBOL

SIGNATURE

DUTY TITLE DATE

15. ADDITIONAL REVIEW (See reverse for instructions)

I certify that this information is suitable for public release.

NAME

ORG OFC SYMBOL

SIGNATURE

DUTY TITLE DATE

16. PA USE ONLY

NOTES:

☐ APPROVED ☐ NO OBJECTION
☐ AS AMENDED ☐ RETURN - NO ACTION
☐ w/RECOMMENDATION ☐ NOT CLEARED
☐ OTHER (Annotate in notes) ☐ OBJECTION

PUBLIC AFFAIRS OFFICER

CASE NUMBER

Block 11 - Explanation (Continued):

INSTRUCTIONS FOR COMPLETING THE SECURITY AND POLICY REVIEW WORKSHEET

NOTE: Items marked with an asterisk (*) and Blocks 12-14 are required. If all required information is not provided, case will be returned with no action taken and must be resubmitted.

1. Date Needed: Allow at least 10 working days ***(not including day of submission)*** for local PA review. If a submission requires higher level review or coordination, processing time could take up to 45 working days.
   - Requests for less than 10 working days require a justification letter as to why the submission does not fall within the required time frame signed by a Directorate-Level Director or Commander. More information including a justification letter template is available on the S&PR SharePoint Site.
   - Depending on complexity or requirements for other coordination, items can take longer to process (i.e. Theses) You will be notified of any issues.
   - Items already publicly presented will not be reviewed.

2. Include your organizational reference/tracking number (optional). Tracking numbers will not be added by PA.

3. Submitter information: Self explanatory. *These e-mail addresses receive notification when case is assigned and completed.*

4. Author(s) information: List primary author's name, if multiple authors. *This e-mail address receives notification when case is assigned and completed.*

5. Document Title: Self-explanatory.

6. Conference/Event/Publication Name/Website URL. Identify date of event/name of publication where submission will be published, or web site where cleared material will be posted.

7. Event/Publication Date: Identify date of event or date of publication/posting to web site.

8. Document type: Indicate the type of information to be reviewed from the pull down menu, or choose Other and fill in that blank.

9. Identify the budget category or program element code associated with the weapon system from pull down menu, or choose NA.

10. National Security Statutes/Technology Issues:
   a. References:
      - Electronic Code of Federal Regulations.
      - Export Administration Regulations Database.
      - U.S. Munitions List (Part 121) and International Traffic In Arms Regulations
      - The Commerce Control List
   b. Materials that must be/are marked FOUO or Distribution B or higher will not be cleared.
   c. Identify whether classified references are used. Annotate in Block 11 (Explanation) exact references and why it is necessary to use them.

11. Explanation. Include additional comments from other blocks (list previous related cases), clearly identify coordination with agencies already accomplished. If additional coordination with other command agencies is required, provide POC information (use back of form, as necessary).

CERTIFICATION AND COORDINATION SIGNATURES. PER REGULATORY GUIDANCE, **CONTRACTORS MAY NOT SIGN IN BLOCKS 12-15**

12. 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.

13. Technical Review and Certification Signature. 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.

14. Security Manager Review. Signature certifies that the information contains no Operational Security issues. This can be signed by a U.S. Government OPSEC Officer, Security Manager (or Educational Department Head for theses, dissertations and abstracts).

15. Additional review. Used to document coordination with outside agencies/program offices, or organizations may have an internal process that requires an additional signature, such as director or commander. Required only when external coordination needs to be documented, or internal processes dictate additional review.