

EXPLANATION (Continued)

INSTRUCTIONS FOR HILL AFB SECURITY AND POLICY REVIEW WORKSHEET

Top of form:

1. List Date Needed: Allow 10 days for review, allow up to 45 days if forwarded for further coordination/approval or is a thesis. Include your organizational reference/tracking number (optional). Items already presented publicly won't be reviewed.
2. USAF Submitter Organization/Name/Phone/e-mail: Self explanatory. This e-mail address will receive notification when case is received and completed.
3. Author(s) Name/Office/Phone; List primary author's name, if multiple authors. This e-mail address will receive notification when case is received and completed.
4. Document Title: Self explanatory.
5. Conference/Event/Publication Name/Website URL. Identify date of event/publication.
6. Document type: Indicate the type of information to be reviewed from the pull down menu.
7. Identify the budget category or program element code associated with the weapon system from pull down menu.
8. National Security Statutes/Technology Issues:
 - a. Refer to the Electronic Code of Federal Regulations: <http://www.ecfr.gov>
and Export Administration Regulations Database: <http://www.bis.doc.gov>
 - U.S. Munitions List (Part 121) and International Traffic In Arms Regulations
http://pmdtdc.state.gov/regulations_laws/itar_official.html
 - The Commerce Control List
<http://www.bis.doc.gov>
 - b. Only Distribution A material will be cleared for public release.
 - c. Identify whether classified references are used.
 - d. Originator will identify if material is associated with international agreement/treaty/foreign military sale/joint program.
9. 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).
10. 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.
11. 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.
12. 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, Foreign Disclosure Officer, or AFIT Department Head.
13. Additional review (Optional). Organizations may have an internal process that requires an additional signature, such as directorate director or commander.