

AIR FORCE REGULATION  
NO. 11-30

DEPARTMENT OF THE AIR FORCE  
Washington, 27 June 1967  
Effective 4 July 1967

Administrative Practices

DISCLOSURE OF UNCLASSIFIED RECORDS AND USE OF THE TERM  
"FOR OFFICIAL USE ONLY"

*This regulation implements 5 U.S.C. §552 (attachment 1) and DOD Directive 5400.7, June, 1967. It states basic policies and instructions governing the disclosure of unclassified records; authorizes use of the term "FOR OFFICIAL USE ONLY" to identify and mark records that are not to be given general circulation; and tells members of the public what they must do to inspect or obtain copies of records. It applies Air Forcewide. In case of a conflict, this regulation takes precedence over any existing directive dealing in whole or in part with the disclosure of unclassified records.*

	<i>Paragraph</i>
SECTION A—GENERAL INFORMATION	
Types of Requests Covered by This Regulation .....	1
SECTION B—POLICIES GOVERNING DISCLOSURE OF RECORDS	
Basic Policies on Disclosure .....	2
Specific Policies on Disclosure .....	3
Material That May Be Withheld From Disclosure .....	4
SECTION C—"FOR OFFICIAL USE ONLY" MATERIAL	
Use of the Term "FOR OFFICIAL USE ONLY" .....	5
Disclosing "FOR OFFICIAL USE ONLY" Information .....	6
Specific Rules for Handling "FOR OFFICIAL USE ONLY" Material .....	7
SECTION D—PROCESSING REQUESTS TO INSPECT OR COPY RECORDS	
Persons Authorized To Disclose or not To Disclose Records Requested by Members of the Public .....	8
Expedited Handling Required .....	9
Responsibilities of the Director of Administrative Services (AFDAS), HQ USAF .....	10
Responsibilities of Disclosure Activities Listed in Paragraph 8a .....	11
Responsibilities of Disclosure Activities Listed in Paragraph 8c .....	12
Responsibilities of a Commander Authorized To Refuse To Make Documents Available .....	13
SECTION E—HOW THE PUBLIC SUBMITS REQUESTS FOR DOCUMENTS	
Identifying Material Requested .....	14
Addressing Requests .....	15
SECTION F—APPEALS FROM REFUSALS TO MAKE RECORDS AVAILABLE	
Filing an Appeal .....	16
Processing an Appeal .....	17

This regulation supersedes AFRs 11-30, 2 August 1961, and 11-22, 13 March 1964.

OPR: AFDASB  
DISTRIBUTION: F

## SECTION A—GENERAL INFORMATION

*AFSC*  
*Sup*  
1. **Types of Requests Covered by This Regulation.** This regulation governs the disclosure of documentary material to the *general public*. Requests by members of Congress or Congressional staffs for information and documentary material are processed under AFR 11-7. Requests from the General Accounting Office are processed under AFR 11-8. Requests for documentary material for use in litigation are processed under AFR 110-5 as well as this regulation. Requests by news media or their representatives require compliance with AFR 190-12 as well as this regulation. More detailed instructions for handling requests for specialized types of records or other documentary material may be contained in other directives and regulations, such as the Armed Services Procurement Regulation.

## SECTION B—POLICIES GOVERNING DISCLOSURE OF RECORDS

2. **Basic Policies on Disclosure:**

a. It is the fundamental policy of the Departments of Defense and the Air Force to make available to the public the maximum amount of information and records concerning their operations and activities.

b. This basic policy is subject to the necessary exception, recognized in 5 U.S.C. § 552(b) and discussed in paragraph 4 of this regulation, that in certain cases records and other documentary material need not be made public. However, even where nondisclosure is authorized by 5 U.S.C. § 552(b) and paragraph 4, requested records and other documentary material should be disclosed if no significant purpose would be served by withholding them. The determination of whether a significant purpose is served by withholding information under the provisions of paragraph 4 is within the sole discretion of the Air Force.

c. In no event will a determination that a record should be withheld be influenced by the possibility that its release might suggest administrative error or inefficiency or might embarrass the Air Force or an official of the Air Force.

3. **Specific Policies on Disclosure:**

a. Any identifiable documentary material in the possession of the Air Force which

qualifies as a "record" as discussed in b below and which is not exempted under paragraph 4 should be made available on the request of any person.

b. In determining whether documentary material qualifies as a "record," 44 U.S.C. § 366, which, for records disposal purposes, defines the word "records," should be used as a guide. This statute provides in part that:

"When used in sections 366—376 and 378—380 of this title, the word 'records' includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein."

(1) The term "records" does not include objects or articles such as structures, furniture, paintings, sculpture, three-dimensional models, vehicles, equipment, etc., whatever their historical value as "evidence."

(2) Records are not limited to permanent or historical documents; they include contemporaneous ones as well.

c. For a record to be considered "identifiable" it must exist at the time of the request. There is no obligation to create a record to satisfy a request for information. When the information requested exists in the form of several records at several locations, the requester should be referred to those sources if gathering the information would be burdensome.

d. Requesters must be reasonably specific in identifying records they would like made available. The Air Force is not required to permit a requester to browse through entire files or large series of records to find a record he may then "identify." However, the Air Force will make a reasonable effort to locate any records that are requested. More than one record may be requested, but each must be reasonably well identified.

e. Requests for identifiable records may be denied only when an official designated in paragraph 8b determines that such denial is authorized by this regulation.

f. Pursuant to 5 U.S.C. § 522(a)(3), re-

questers will be charged the reasonable costs to the Air Force of searching, copying, or certifying records. Charges will be determined according to AFR 11-6. Except for any copies that may be provided, no charge will be made to the public for the use of established reading rooms or reference libraries.

**4. Material That May Be Withheld From Disclosure.** Records that fall within the categories listed in a through h below are not required to be made available to members of the public. Nevertheless, a record that falls under one of these exempted categories should be made available to a requester if, in the judgment of the appropriate official designated under paragraph 8, no significant purpose would be served by withholding it from him under the applicable exemption.

*a. Those containing information requiring protection in the interest of national defense or foreign policy according to the criteria established by AFR 205-1 or by Executive Order.*

*b. Those containing rules, regulations, orders, manuals, directives, and instructions relating to the internal personnel rules or internal practices of the Air Force.* Examples include:

(1) Operating rules, guidelines, and manuals for Air Force investigators, inspectors, auditors, or examiners that cannot be disclosed to the public without substantial prejudice to the effective performance of a significant Air Force function. Some of these materials might reveal:

- (a) Negotiation and bargaining techniques.
- (b) Bargaining limitations and positions.
- (c) Inspection schedules and methods.
- (d) Audit schedules and methods.

(2) Personnel and other administrative matters, such as examination questions and answers used in training courses or in determining the qualification of candidates for employment, entrance to duty, advancement, or promotion.

*c. Those containing information authorized or required by statute to be withheld from the public.* The authorization or requirement may be found in the statute itself or in Executive Orders or regulations authorized by, or in implementation of, the statute. Examples include:

- (1) Documentary material referred to

18 U.S.C. §1905—trade and financial information provided in confidence by businesses (see also subparagraph e below).

(2) 35 U.S.C. §§181-88—Records containing information relating to inventions that are the subject of patent applications on which Patent Secrecy orders have been issued.

*d. Those containing information the Government has received from anyone, including an individual, a foreign nation, an international organization, a State or local government, a corporation, or any other organization, with the understanding, express or implied, that the information will be retained on a privileged or confidential basis; or those containing similar commercial or financial information that the component develops internally, if the information is, in fact, the kind normally considered privileged or confidential.* The following are examples of the types of information that may be within this exemption:

(1) Commercial information such as research data, formulae, designs, drawings, and other technical data and reports which

(a) are significant as items of valuable property acquired in connection with research, grants, or contracts,

(b) if owned by private parties would likely be held in confidence.

(2) Commercial and financial information received in confidence in connection with loans, bids, or proposals, as well as other information received in confidence or privileged, such as trade secrets, inventions and discoveries, or other proprietary data.

(3) Statistical data and commercial or financial information concerning such matters as contract performance, income, profits, losses, and expenditures.

(4) That information customarily considered privileged or confidential under the rules of evidence in the Federal courts, such as information coming within the doctor-patient, lawyer-client, and priest-penitent privileges.

(5) Personal statements given in the course of inspections, audits, or investigations.

(6) Any other information that customarily would not be released to the public by the person from whom it was obtained.

*e. Except as provided in (3) below, those containing inter-agency or intra-agency communications.*

- (1) One major purpose of this exemp-

tion is to ensure that frank internal communication and a free exchange of ideas among agency personnel will not be inhibited. In this sense it is primarily concerned with opinions, suggestions, recommendations, evaluations, analyses, and discussions, as opposed to records of final actions taken.

(2) The following are examples of the types of material that may normally be withheld under this exemption:

(a) Staff papers that discuss a problem or contain advice, recommendations, analyses, suggestions, or evaluations.

(b) Information received or generated by a component preliminary to a decision or action, where premature disclosure would harm the authorized appropriate purpose for which the records are being used.

(c) Draft versions of documents.

(d) Advice, suggestions, or reports prepared on behalf of the Air Force by boards, committees, panels, conferences, councils, commissions, task forces, or similar groups that are formed by the Air Force to obtain advice and recommendations.

(e) Conversations or communications between Air Force personnel or between such personnel and representatives of other agencies of the Executive branch, if the conversations or communications are merely advisory or preliminary in nature and do not represent any final official action.

(f) Advance information on such matters as proposed plans to procure, lease, or otherwise acquire and dispose of materials, real estate, facilities, or functions when such information would provide undue or unfair competitive advantage to private personal interests.

(g) Inspector general reports, auditor general reports, or other reports of inspections, investigations, or surveys that pertain to safety or the internal management, administration, or operations of the Air Force.

(h) Records that are exchanged among Air Force personnel or within and among Government agencies preparing for legal proceedings or anticipated proceedings before any Federal, State, or military court or regulatory body.

(i) Records of Air Force evaluations of contractors and their products or services that, in effect, constitute advice or recommendations and could be used improperly to the advantage or detriment of private interests.

(j) Reports of proceedings to select personnel for assignment, school, promotion, retention, and similar purposes.

(3) Any such intra- or inter-agency records or other documentary material that would routinely be made available through the discovery process in the course of litigation with the agency may not be withheld. However, if the material would only be made available through the discovery process by special order of the court, based on the particular needs of a litigant balanced against the interests of the agency in maintaining its confidentiality, then the record or document should not be made available to a member of the public.

*f. Those containing information from personnel and medical files.*

(1) When the sole and exclusive basis for withholding such information is protection of the personal privacy of an individual, the information should not be withheld from him or from his designated legal representative.

(2) An individual's personnel or medical files may be withheld from him or from his designated legal representative for reasons other than the protection of his personal privacy when Civil Service Commission regulations or other regulations so authorize.

*g. Those containing information from files similar to medical and personnel files where there would be a clearly unwarranted invasion of the personal privacy of an individual if the information were disclosed.*

(1) Examples of similar files are those:

(a) Compiled to evaluate or adjudicate the suitability of candidates for civilian employment and the eligibility of individuals, whether civilian, military or industrial, for security clearances.

(b) Containing reports, records, and other material pertaining to personnel matters in which administrative action, including disciplinary action may be taken or has been taken.

(c) Containing information about an individual's personal or financial affairs that the individual would not normally disclose publicly. Included are:

1. DD Form 1555, "Confidential Statement of Employment and Financial Interests—DoD personnel."

2. DD Form 1555-1, "Confidential Statement of Employment and Financial In-

16 July 1969

Documentation

DISCLOSURE OF UNCLASSIFIED RECORDS

*This regulation implements 5 U.S.C. 552 and DOD Directive 5400.7, June 1967. It states basic policies and instructions governing the disclosure of unclassified records; authorizes use of the term "FOR OFFICIAL USE ONLY"; and tells members of the public what they must do to inspect or obtain copies of records. It is published in title 32 C.F.R. 806. It applies Air Force-wide. In case of a conflict, this regulation takes precedence over any existing directive dealing in whole or in part with the disclosure of unclassified records.*

	Paragraph
<b>Section A—General Information</b>	
Types of Requests Covered by this Regulation .....	1
<b>Section B—Policies Governing Disclosure of Records</b>	
Basic Policies on Disclosure .....	2
Specific Policies on Disclosure .....	3
Material That May Be Withheld From Disclosure .....	4
<b>Section C—"FOR OFFICIAL USE ONLY" Material</b>	
Use of the Term "FOR OFFICIAL USE ONLY" .....	5
Disclosing "FOR OFFICIAL USE ONLY" Information .....	6
<b>Section D—Processing Requests To Inspect Or Copy Records</b>	
Persons Authorized To Disclose or Not To Disclose Records Requested by Members of the Public .....	7
Responsibilities of Disclosure Authorities Listed in Paragraphs 7a and b .....	8
Responsibilities of Disclosure Authorities Listed in Paragraph 7d .....	9
Responsibilities of A Disclosure Authority Who Is Authorized to Refuse to Make Documents Available .....	10
Responsibilities of Directors and Chiefs of Administration .....	11
Expedited Handling Required .....	12
<b>Section E—How the Public Submits Requests for Documents</b>	
Identifying Material Requested .....	13
Addressing Requests .....	14
<b>Section F—Appeals From Refusals To Make Records Available</b>	
Filing an Appeal .....	15
Processing an Appeal .....	16
<b>Attachments</b>	<b>Page</b>
1. Format for Letter Denying Request for Access to or for Obtaining Copy of Information of Records or Documentary Material .....	13
2. Addressing Requests for Records of Military Personnel .....	14

Supersedes AFR 11-30, 27 June 1967. (For summary of revised, deleted, or added material, see signature page.)

OPR: AFDASB

DISTRIBUTION: B

**SECTION A—GENERAL INFORMATION**

**1. Types of Requests Covered by This Regulation.** This regulation governs the disclosure or denial of documentary material to the general public. Requests by members of Congress or congressional staffs for information and documentary material are processed under AFR 11-7. Requests from the General Accounting Office are processed under AFR 11-8. Requests for documentary material for use in litigation are processed under AFR 110-5 and this regulation. Requests for unclassified records of trial after courtmartial are processed under AFR 111-2. Requests by news media or their representatives require compliance with AFR 190-12 and this regulation. Guidance on disclosure of information from military personnel records is contained in AFR 31-6. More detailed instructions for handling requests for specialized types of records or other documentary material are contained in other directives, such as the Armed Services Procurement Regulation (procurement information) and AFR 120-3 (Inspector General Reports).

**SECTION B—POLICIES GOVERNING DISCLOSURE OF RECORDS****2. Basic Policies on Disclosure:**

a. It is the policy of the Departments of Defense and the Air Force to make available to the public the maximum amount of information and records concerning their operations and activities.

b. This basic policy is subject to the necessary exception, recognized in 5 U.S.C. 552(b) and discussed in paragraph 4, that certain records and other documentary material need not be made public. However, even when nondisclosure is authorized by 5 U.S.C. 552(b) and paragraph 4, requested records and other documentary material should be disclosed if no significant purpose is served by withholding them. The determination of whether a significant purpose is served by withholding information under provisions

of paragraph 4 is within the sole discretion of the Air Force.

c. Determination that a record should be withheld must not be influenced by the possibility that its release might suggest administrative error or inefficiency or might embarrass the Air Force or an official of the Air Force.

**3. Specific Policies on Disclosure:**

a. Any identifiable documentary material in the possession of the Air Force that qualifies as a "record" according to *b below* and is not exempted under paragraph 4 should be made available on the request of any person.

b. In determining whether documentary material qualifies as a "record," 44 U.S.C. 3301, quoted below, should be used as a guide.

"As used in this chapter, "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them."

(1) The term "records" does not include objects or articles such as structures, furniture, paintings, sculpture, three-dimensional models, vehicles, equipment, etc., whatever their historical value as "evidence."

(2) Records are not limited to permanent or historical documents; they include contemporaneous ones as well.

c. For a record to be considered "identifiable" it must exist at the time of request. There is no obligation to create a record to satisfy a request for information. When the information exists in the form of several records at several locations, the requester should be referred to those sources if gathering the information would be burdensome.

d. A requester may be reasonably specific in identifying each record he would like made available. The Air Force is not required to permit a requester to browse through entire files or large series of records to find a record he may then "identify." The Air Force will make a reasonable effort to locate any records requested. A request for a specific record should not be denied solely because the record is maintained by computer.

e. Requests for identifiable records may be denied only when an official designated in paragraph 7c determines that such a denial is authorized by this regulation. Other Air Force directives may contain specific procedures for release or denial of records. (See paragraph 1.)

f. Pursuant to 5 U.S.C. 522(a) (3), requesters are charged the reasonable costs to the Air Force for searching, copying, or certifying records. Charges are determined according to AFR 12-32 or 177-8. Except for any copies that are provided, no charge is made to the public for the use of established reading rooms or reference libraries.

g. Official requests for records or other documentary material received from foreign governments, their representatives or international commands, will be sent to HQ USAF (AFCVFB) Wash DC 20330 for approval or denial.

h. Individual requests received from foreign nationals not officially representing their government will be processed as any other request in accordance with section d. Charges may be waived in accordance with AFR 12-32, paragraph 3r.

**4. Material That May Be Withheld From Disclosure.** Records within the categories listed in a through h *below* are not required to be made available to members of the public. Nevertheless, any record that falls under one of these exempted categories should be made available to a requester if, in the judgment of the disclosure authority designated under paragraph 7, no significant purpose would be served by withholding it.

a. Those containing information requiring protection in the interest of national defense or foreign policy according to the criteria established by AFR 205-1 or by Executive Order.

b. Those containing rules, regulations, orders, manuals, directives, and instructions relating to the internal personnel rules or internal practices of the Air Force. Examples include:

(1) Operating rules, guidelines, and manuals for Air Force investigators, inspectors, auditors, or examiners that cannot be disclosed to the public without substantial prejudice to the effective performance of a significant Air Force function. Some of these materials might reveal:

- (a) Negotiation and bargaining techniques.
- (b) Bargaining limitations and positions.
- (c) Inspection schedules and methods.
- (d) Audit schedules and methods.

(2) Personnel and other administrative matters, such as examination questions and answers used in training courses or in determining the qualification of candidates for employment, entrance to duty, advancement, or promotion.

c. Those containing information authorized or required by statute to be withheld from the public. The authorization or requirement may be found in the statute itself or in Executive Orders or regulations authorized by, or in implementation of, the statute. Examples include:

(1) Documentary material referred to in 18 U.S.C. §§ 1905—trade and financial information provided in confidence by business (see also e *below*).

(2) 35 U.S.C. §§ 181-88—Records containing information relating to inventions that are the subject of patent applications on which Patent Secrecy orders have been issued.

d. Those containing information the Government has received from anyone, includ-

ing an individual, a foreign nation, an international organization, a State or local government, a corporation, or any other organization, with the understanding, express or implied, that the information will be retained on a privileged or confidential basis; or those containing similar commercial or financial information that the component develops internally, if the information is, in fact, the kind normally considered privileged or confidential. Examples of the types of information that may be within this exemption are:

(1) Commercial information such as research data, formulae, designs, drawings, and other technical data and reports that:

(a) Are significant as items of valuable property acquired in connection with research, grants, or contracts,

(b) If owned by private parties would likely be held in confidence.

(2) Commercial and financial information received in confidence in connection with loans, bids, or proposals, as well as other information received in confidence or privileged, such as trade secrets, inventions and discoveries, or other proprietary data.

(3) Statistical data and commercial or financial information concerning such matters as contract performance, income, profits, losses, and expenditures.

(4) Information customarily considered privileged or confidential under the rules of evidence in the Federal courts, such as information coming within the doctor-patient, lawyer-client, and priest-penitent privileges.

(5) Personal statements given in the course of inspections, audits, or investigations.

(6) Any other information that customarily would not be released to the public by the person from whom it was obtained.

e. Except as provided in (3) *below*, those containing intra- and interagency communications.

(1) One major purpose of this exemption is to insure that frank internal commu-

nication and a free exchange of ideas among agency personnel is not inhibited. In this sense it is primarily concerned with opinions, suggestions, recommendations, evaluations, analyses, and discussions, as opposed to records of final actions taken.

(2) Examples of the types of material that may normally be withheld under this exemption are:

(a) Staff papers that discuss a problem or contain advice, recommendations, analysis, suggestions, or evaluations.

(b) Information received or generated by a component preliminary to a decision or action, when premature disclosure would harm the authorized appropriate purpose for which the records are being used.

(c) Draft versions of documents.

(d) Advice, suggestions, or reports prepared on behalf of the Air Force by boards, committees, panels, conferences, councils, commissions, task forces, or similar groups that are formed by the Air Force to obtain advice and recommendations.

(e) Records of conversations or communications between Air Force personnel or between such personnel and representatives of other agencies of the Executive branch, if the conversations or communications are merely advisory or preliminary in nature and do not represent any final official action.

(f) Advance information on such matters as proposed plans to procure, lease, or otherwise acquire and dispose of materials, real estate, facilities, or functions when such information would provide undue or unfair competitive advantage to private personal interests.

(g) Inspector general reports, auditor general reports, or other reports of inspections, investigations, or surveys that pertain to safety or the internal management, administration, or operations of the Air Force.

(h) Records that are exchanged among Air Force personnel or within and among Government agencies preparing for legal proceedings or anticipated proceedings before any Federal, State, or military court or regulatory body.



(i) Records of Air Force evaluations of contractors and their products or services that, in effect, constitute advice or recommendations and could be used improperly to the advantage or detriment of private interests.

(j) Reports of proceedings to select personnel for assignment, school, promotion, retention, and similar purposes.

(3) Any such intra- or interagency records or other documentary material that would routinely be made available through the discovery process in the course of litigation with the agency may not be withheld. However, if the material would only be made available through the discovery process by special order of the court, based on the particular needs of a litigant balanced against the interests of the agency in maintaining its confidentiality, then the record or document should not be made available to a member of the public.

f. Those containing information from personnel and medical files.

(1) When the sole and exclusive basis for withholding such information is protection of the personal privacy of a person, the information should not be withheld from him or from his designated legal representative.

(2) An individual's personnel or medical files may be withheld from him or from his designated legal representative for reasons other than the protection of his personal privacy when Civil Service Commission regulations or other regulations so authorize.

g. Those containing information from files similar to medical and personnel files where there would be a clearly unwarranted invasion of the personal privacy of a person if the information were disclosed.

(1) Examples of similar files are those:

(a) Compiled to evaluate or adjudicate the suitability of candidates for civilian employment and the eligibility of individuals, whether civilian, military or industrial, for security clearance.

(b) Containing reports, records, and

other material pertaining to personnel matters in which administrative action, including disciplinary action, may be taken or has been taken.

(c) Containing information about an individual's personal or financial affairs that the individual would not normally disclose publicly. Included are:

1. DD Form 1555, "Confidential Statement of Employment and Financial Interests-DoD Personnel."

2. DD Form 1555-1, "Confidential Statement of Employment and Financial Interests (for use by special DOD Employees)."

(2) In determining whether the release of information would result in a clearly unwarranted invasion of privacy, consideration should be given, in cases such as those involving alleged misconduct, to:

(a) The amount of time that has passed since the alleged misconduct,

(b) The degree to which the individual's privacy has already been invaded, and

(c) The relationship of the alleged misconduct to an employee's official duties. The release of information concerning alleged misconduct that is closely related to official duties, has occurred recently, and has already been exposed to the public is less likely to constitute a clearly unwarranted invasion of personal privacy.

(3) When the sole and exclusive basis for withholding information is protection of an individual's personal privacy, the information should not be withheld from him or from his designated legal representative.

(4) Information from such files may be withheld from an individual or from his legal representative for reasons other than protection of his personal privacy when authorized by Civil Service Commission regulations or other directives.

h. Those containing information from investigatory files compiled to enforce civil, criminal, or military law, including Executive Orders or regulations validly adopted pursuant to law. Included within this exemption are:

(1) Reports, statements of witnesses, and other material based on the information developed during the course of an investigation and all materials prepared in connection with related Government litigation and adjudicative proceedings. OSI reports, for example, concerning suspected violations of the Uniform Code of Military Justice and other laws come within this provision.

(2) Investigatory files compiled to enforce Executive Orders or the directives of a component of the Department of Defense.

(3) Lists or identifications of firms or individuals suspended under procurement regulations when the lists are compiled in connection with investigations of irregularities.

## SECTION C—"FOR OFFICIAL USE ONLY" MATERIAL

### 5. Use of the Term "FOR OFFICIAL USE ONLY:"

a. Unclassified records and other documentary material will be considered as being "FOR OFFICIAL USE ONLY" if they are authorized to be withheld from general public disclosure under paragraph 4, and if, for a significant purpose, they should not be given circulation.

b. A record that is considered "FOR OFFICIAL USE ONLY" may be marked "FOR OFFICIAL USE ONLY" when such marking is deemed necessary to insure that all persons having access to the record are aware that it should not be publicly released and should not be handled indiscriminately. Individual folders, records, and files covering specific kinds of subject matter, normally falling within the exemptions in paragraph 4, such as personnel, and medical files, bids, proposals, and the like, which are covered by rules and regulations specifying what may be released publicly do not require the marking unless transmitted under circumstances where marking is essential to insure protection of the information involved.

(1) The marking must not be used on

records or other documentary material classified for security reasons; but, if otherwise proper under this regulation, the marking may be applied to records or other documentary material that has been declassified. For detailed procedures on the marking, control and protection of "For Official Use Only" material see AFR 12-31.

(2) Information contained in a technical document for which a distribution statement under AFR 310-2 is determined to be appropriate is not marked "FOR OFFICIAL USE ONLY."

### 6. Disclosing "FOR OFFICIAL USE ONLY" Information:

a. Material considered "FOR OFFICIAL USE ONLY" must be safeguarded from general disclosure whether or not the material is marked "FOR OFFICIAL USE ONLY."

b. Records or other documentary material improperly marked "FOR OFFICIAL USE ONLY" may not be withheld from public disclosure.

c. Material properly considered "FOR OFFICIAL USE ONLY" under paragraph 5a does not mean that it must be withheld from all requesters. It only indicates that the material should be given limited circulation. It may be made available to one requester when no significant purpose would be served by withholding the material from him, yet denied to another.

*For example*, a person's personnel records may be considered to be "FOR OFFICIAL USE ONLY," yet normally they would be released to him. Similarly, an otherwise releasable document containing proprietary information would be considered "FOR OFFICIAL USE ONLY," yet no significant purpose would be served by withholding it from the firm that had submitted it to the Government.

## SECTION D—PROCESSING REQUESTS TO INSPECT OR COPY RECORDS

### 7. Persons Authorized To Disclose or Not To

### Disclose Records Requested by Members of the Public:

a. Anyone having the authority to disclose and release unclassified records and other documentary material is called a disclosure authority. Except for categories of records listed in d *below*, or as specially authorized by other Air Force directives, the following have authority to make available unclassified records or other documentary material:

(1) Chiefs of offices at directorate or higher level at HQ USAF.

(2) Commanders at major command or comparable level. Major commands may delegate this authority to directorate or comparable level at major command headquarters, and to the level of installation, wing or comparable commanders.

b. In each case the authority to release records and documentary material of a routine nature which heretofore by policy or practice have been made available to the general public may be delegated to a lower level, but must be maintained high enough to insure that releases are made by a responsible authority and are in accordance with this regulation. Examples of such types of records and documentary material are: unclassified publications, photographs, local reports and statistics, etc., not designated "For Official Use Only."

c. When appropriate under this regulation, a disclosure authority at the major command or comparable level or directorate or higher authority within HQ USAF is authorized to *refuse to make available* unclassified records or other documentary material to members of the public. Commanders of major commands may delegate this authority to directorate or comparable level at major command headquarters, and to the level of installation, wing, or comparable commanders. Such delegation must be made with sufficient restrictions to insure uniformity in release policies, and must include, as a minimum safeguard, a procedure for consultation with the major command Staff Judge

Advocate before denial of a request. (See also d *below*.)

d. The activities and persons listed below may either disclose, or refuse to disclose, the types of records cited when appropriate under this regulation.

Type of Record	Disclosure Authority
(1) For use in litigation	The Judge Advocate General, or other authority listed in AFR 110-5.
(2) Records of trial after courts-martial	The Judge Advocate General, or other authority listed in AFR 111-2.
(3) Medical Records	The director of base medical services or a designated medical officer, subject to the requirements of AFM 168-4.
(4) Inspector General reports of investigation	Secretary of the Air Force as outlined in AFR 120-3.

### 8. Responsibilities of Disclosure Authorities Listed in Paragraphs 7a and b.

Disclosure authorities listed in paragraph 7a and b, proceed as follows when they receive requests from members of the public.

#### a. If the Material Requested

#### Then the Activity

- |   |   |
|---|---|
| (1) Is not in the activity's possession.  | Sends the request direct to the appropriate activity, if known; to HQ USAF (AFDASBA) WASH DC 20330, if not known. |
| (2) Has been marked or designated "FOR OFFICIAL USE ONLY" by a higher authority or appears to be of primary interest to a higher authority. | Sends the request to the higher authority for disposition.  |

b. If the material requested does not fall within a (1) and (2) *above*, it should be made available to the requester, unless it is determined to be "FOR OFFICIAL USE ONLY" under paragraph 5a. In determining whether the material should be made available, the disclosure authority must consult with at least the following:

- (1) **The Staff Judge Advocate.** This is not

necessary, however, if the staff judge advocate has issued a general opinion as to the releasability of the particular type of record or documentary material requested.

(2) **The Information Officer.** If necessary the information officer will inform the appropriate public affairs officials in advance when a record containing potentially newsworthy material is to be released or it is likely that a withholding action will be contested. *For example*, the Secretary of the Air Force, Office of Information (SAFOI), and the major command should be informed when the material involved is of national or international significance.

c. Where appropriate, the disclosure authority may consult with higher headquarters or other activities or agencies having an interest in the requested material. *For example*, if his activity was the recipient of a document, he may wish to consult the originator. Conversely, if his activity was the originator, he may wish to consult the recipient.

d. If the disclosure authority determines that the requested material may be made available, he will take one of the following actions:

If the Requester Asked	Then the Disclosure Authority Will
(1) To inspect the documentary material	Tell him when and where the material may be inspected. If a fee is to be charged under AFR 12-32 or 177-8, inform him of the cost and, except for urgent requests, tell him he must pay this amount before inspecting the document.
(2) For a copy of the documentary material	Inform him of the fee required under AFR 12-32 or 177-8 and tell him that after payment, except for urgent requests, the activity will furnish him a copy or copies of the document. (After payment, or before payment for urgent requests, the copies should be produced as fast as possible without impairing the activity's ability to perform other duties).

e. Disclosure authorities who are not authorized by paragraph 7c to refuse to make available unclassified records or other documentary material should send any proposed denial to the next higher refusal authority for decision. The submission should include the case file and a statement of reasons for not disclosing the requested material.

f. If the disclosure authority authorized by paragraph 7c determines that the requested material should not be disclosed he should follow the procedures in paragraph 10.

**9. Responsibilities of the Disclosure Authorities Listed in Paragraph 7d.** Activities listed in paragraph 7d follow their own procedures in processing requests. However, the determination as to whether material should be made available must be made in accordance with this regulation.

**10. Responsibilities of a Disclosure Authority Who Is Authorized To Refuse To Make Documents Available:**

a. If he decides to approve a request when a subordinate disclosure authority has recommended denial, he instructs the disclosure authority to make the document available under paragraph 8d.

b. If he determines that the document should not be made available, he sends the requester an original and at least one copy of a letter notifying him that his request is denied. (See attachment 1 for suggested format). At the minimum this letter must:

(1) Inform the requester that his request is being denied because the requested record contains information falling within 4a-4h (state which exemption or exemptions apply), and is thus exempted from mandatory disclosure under 5 U.S.C. 552 (b). one or more of the exemptions in paragraphs

(2) Inform the requester of the appeal procedure in paragraph 15.

c. He should keep a complete file on the case for use in the event of an appeal.

**11. Responsibilities of Directors and Chiefs of Administration.** Within each activity, the office of the director or chief of administration is the office with primary responsibility for handling requests for records or other documentary material. As such, it will:

a. Be the primary point for:

(1) Receiving and processing requests for records and documentary material.

(2) Providing facilities and services for inspecting, copying, and furnishing extra copies of records and other documentary material.

(3) Collecting fees and charges when appropriate. Charge for publications and forms and for copying, certifying, or searching records according to AFR 12-32 or 177-8. If a request is received for a publication that the AFR O-series indicates is on sale at the Government Printing Office, inform the requester that:

(a) A copy will be provided for him at the prevailing rate, if he desires; but

(b) He may be able to purchase the document at a lower price from the Superintendent of Documents, US Government Printing Office, Wash DC 20402.

b. Make available to the general public master publication libraries established under AFR 5-31. Do not charge for normal research services provided. Standard and recurring departmental publications not marked "For Official Use Only" will be made available without review in accordance with AFR 12-31, paragraph 4a. Requests for standard and recurring departmental publications marked "FOR OFFICIAL USE ONLY" will be referred to HQ USAF (AFDASBA) Wash DC 20330. Publications containing copyright material may be made available for public inspection. However, the copying or sale of such publications may be restricted. Refer publications containing copyright material to the OPR for processing in accordance with AFR 110-8.

c. Establish coordination and local working agreements between Administration reference libraries and other functional areas

that maintain technical, professional, and specialized types of documentation.

d. Send each request for records to the appropriate disclosure authority listed in paragraph 7. If more than one activity possesses a record or have a substantial interest in it, send the request to the higher of the activities.

e. Notify the requester that his request cannot be satisfied when the record is not sufficiently identified. Request that he send further identification if possible. This kind of notification is not considered a denial under paragraph 15.

f. Send requests promptly and direct to other Government agencies when the requested documentation is in their possession. Notify the requester of the referral. When the request is for copies of material primarily concerning a member of Congress or a congressional committee, or for transcripts of testimony given before a congressional committee refer the requester to the member or committee involved.

**12. Expedited Handling Required.** Activities at all echelons must expedite their handling of any request from members of the public to inspect or copy records. They should make every effort to avoid creating procedural obstacles when internal Air Force organizational problems arise, particularly where reorganization or transfer of function contributes to an improperly directed request. Air Force personnel will make all reasonable efforts to assist private persons in directing requests for records and other documentary material to the appropriate authorities. (See AFR 11-25.)

## SECTION E—HOW THE PUBLIC SUBMITS REQUESTS FOR DOCUMENTS

**13. Identifying Material Requested.** Request to inspect or obtain copies of records or other documentary material normally should be made in writing. It should contain at least the following information:

a. An identification as complete as possible of the desired material, including (if known) its title or description, its date, and the issuing authority.

b. With respect to matters of official record concerning civilian or military personnel, the first name, middle name or initial, surname, date of birth, and social security account number of the individual concerned, if known.

c. A statement as to whether the requester wishes to inspect the record or obtain copies of it.

**14. Addressing Requests.** Requestors should address their requests as follows:

<i>Nature of Request</i>	<i>Address</i>
a. For matters of official record for use in litigation.	HQ USAF (AFJALF), Wash DC 20330, or the activity where the record is located, if known
b. For matters of record concerning civilian employees currently employed by the Air Force.	Civilian personnel officer of base or activity where person is employed
c. For matters of record concerning civilian employees no longer employed in the Federal service.	National Personnel Records Center, GSA, (Civilian Personnel Records), 9700 Page Blvd St Louis Mo 63132.
d. For matters of record concerning members and former members of the Air Force, Air Force Reserve, or Air National Guard.	See attachment 2
e. For matters of record concerning engineering data (exclusive of Research and Development).	AFLC (SGLD) Wright-Patterson AFB 45433
f. For matters of record concerning technical orders and technical manuals.	OCAMA (OCNSU) Tinker AFB OK 73145
g. For other records, where the location of the record is known.	Director or Chief of Administration, activity where record is located

<i>Nature of Request</i>	<i>Address</i>
h. For other records, where location is not known.	HQ USAF (AFDASBA) Wash DC 20330

## SECTION F—APPEALS FROM REFUSALS TO MAKE RECORDS AVAILABLE

### 15. Filing an Appeal:

a. A person whose request to copy or inspect a record or other documentary material is denied may appeal this decision to the Secretary of the Air Force within 45 days of denial. A requester will not be considered to have exhausted his administrative remedies within the Department of the Air Force unless such an appeal has been filed and a Secretarial decision has been made. This decision will be the final action of the Air Force on the request.

b. An appeal is filed when the requester sends a copy of the letter of denial to the Secretary of the Air Force together with a request that the denial be reconsidered.

c. Any statement of reason or arguments must be submitted in writing when the appeal is filed. A personal appearance is allowed only at the discretion of the Secretary.

d. The appeal should be addressed to HQ USAF (AFJAL) Wash DC 20330.

### 16. Processing an Appeal:

a. A decision on the appeal must not be unnecessarily delayed. If the request to copy or inspect a record is denied on appeal, the decision must be explained to the requester in writing.

b. A copy of this explanation is sent to the General Counsel, Department of Defense, Wash DC 20301, in instances where the requester seeks reconsideration by the Secretary, or initiates legal action to compel release of the record.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

J. P. McCONNELL, *General, USAF*  
*Chief of Staff*

JOHN F. RASH, *Colonel, USAF*  
*Director of Administration*

**Summary of Revised, Deleted, or Added Material**

This regulation adds additional references covering other Air Force directives which provide special procedures for releasing or refusing to release specific types of records (paras 1 and 7); provides procedures to be followed for requests from foreign governments and foreign nationals (paras 3g and h); changes the level of authority to release or refuse to release documentary material (para 7); cautions against the copying or sale of copyright material (para 11b); names more locations for requesting specific types of records (para 14); and adds a suggested format to be used when refusing requests (attachment 1).

3. Copies of the releasable portion of the information requested (see attached) will be sent by separate letter.

(Signature of Authorizing Disclosure Authority)

(Date of Signature)

NOTE: Vary the format as all the circumstances. Send it in duplicate. Prepare and send letters in each case. Do not use form.

Documentation

**SCHEDULE OF FEES FOR COPYING, CERTIFYING, AND  
SEARCHING RECORDS AND OTHER DOCUMENTARY MATERIAL**

*This regulation establishes the schedule of fees to be collected by the Air Force for copying, certifying, and searching records and other documentary material. It implements DOD Instruction 7230.7, 20 December 1966, with Changes 1 and 2, and complements AFR 177-8. It is published in the code of Federal Regulations (32 CFR 288).*

**1. Policy on Fees.** The Air Force collects fees for copying, certifying, and searching records and other documentary materials to make these services as self-sustaining as possible. (Services and fees are listed in the attachment.) Requests for information and copies of records are subject to AFR 11-30. When the fee can be determined in advance, the activity concerned will collect it before performing the service. However, exceptions may be made for unusual requests.

**2. Restrictions on Copying.** The copying or sale of copyright material contained in Air Force documents may violate exclusive rights granted to a copyright owner. See AFR 110-8 prior to copying or sale. For other restrictions on the copying or reproduction of material, see AFR 6-1.

**3. Services Provided Without Charge.** Fees are not collected when requests for the following types of services are received from the sources specified: (The term "Armed Forces" includes the Air Force, Army, Navy, Marine Corps, and their civilian components.)

a. Any service requested by members of the Armed Forces who require the document or information in their capacity as members of the Armed Forces of the United States.

b. Any service requested by members of the Armed Forces who are in a casualty

status, or by their next of kin or legal representatives; and requests for information from any source relating to a casualty.

c. Any service requested by members (or retired members) of the Armed Forces for copies of or information from their own medical or dental records.

d. Information from or copies of medical and dental records and/or X-ray films of patients or former patients of military medical or dental facilities. The information must be required for further medical or dental care and be requested by an accredited medical facility, physician, or dentist, or by the patient, his next of kin, or legal representative.

e. Any service requested by members (or retired members) of the Armed Forces or their dependents for copies of or information from the dependents' medical or dental records.

f. The address of record of an active duty member or former member of the Armed Forces of the United States when it can be furnished informally through local directory (locator) reference and is requested by:

(1) A member (or retired member) of the Armed Forces of the United States, or

(2) A relative or legal representative of a member of the Armed Forces of the United States, or

(3) Any source when the address is required to pay money or forward property

Supersedes AFR 11-6, 28 January 1964. (For summary of revised, deleted, or added material, see signature page.)

OPR: AFDASB

DISTRIBUTION: B



to a member or former member of the Armed Forces of the United States, or

(4) A custodian or manager of property owned by the member or former member who seeks to communicate with the member regarding the property.

g. Any service requested by or on behalf of a member or former member of the Armed Forces, or, if deceased, his next of kin or legal representative, pertaining to requests for:

(1) Information required to obtain financial benefits.

(2) Document showing membership and military record in the Armed Forces, if discharge or release was under honorable conditions.

(3) Information relating to a decoration or award or information required for memorial purposes.

(4) Review or change in type of discharge or correction of records.

(5) Personal documents, e.g., birth certificates, when such documents are required to be furnished by the individual.

h. Those services furnished free in accordance with statutes or Executive Orders.

i. Any service that relates to or furthers the Armed Forces recruiting programs and any service furnished representatives of public information media or the general public in the interest of public understanding of the Armed Forces.

j. Any service involving confirmation of employment or salaries of active or separated civilian or military personnel when requested by prospective employers or recognized sources of inquiry for credit or financial purposes.

k. Any service requested by and furnished to a member of Congress for official use.

l. Any service requested by a State, U.S. possession, county, or municipal government, or an agency thereof, which is carrying on a function that is related to or furthers the public safety, health or welfare.

m. Any service requested by a court that will serve as a substitute for the personal court appearance of a military or civilian employee of the Department of Defense.

n. Any service requested by a nonprofit organization which is carrying on a function that is related to or furthers an objective of public safety, health, and welfare.

o. Any service requested when the cost of such services ultimately would be charged to the Federal Government.

p. Any service requested by donors regarding their gifts.

q. Any request that results in an unsuccessful search of records, other than requests to determine the existence or non-existence of a record.

r. Requests for service that are occasional, incidental, and not often made (including any request from a resident of a foreign country), if it is administratively determined that a fee for such an occasional case would be inappropriate.

s. Any request when furnishing the service without charge is an appropriate courtesy to a foreign country or international organization. When comparable fees are set on a reciprocal basis with a foreign country, such fees apply instead of the fees in the attachment.

t. Any request from Federal employees to complete forms applicable to claims for reimbursement under the Federal Employees Health Benefit Act of 1959 (5 USC 8901 et seq.).

u. Administrative services normally provided in reference or reading rooms or libraries for public inspection of records, except for copies of records or documents furnished.

**4. Reviewing Schedule of Fees.** The schedule of fees is reviewed whenever costs change significantly. It is reviewed at least once each year to determine whether the Air Force should collect a fee for any other services rendered the public or change or discontinue any of the existing fees. Activities concerned will submit their recommendations to HQ USAF (AFDASB). Costs are determined or estimated in accordance with cost standards in AFR 177-8.

**5. Collecting Fees.** Persons responsible for the services described in the attachment, and accounting and finance officers attached to the units that provide the services, comply with the following paragraphs and pertinent parts of AFM 177-108, part 3, chapter 1.

a. Depositing Correct and Incorrect Amounts. When the correct amount is received, it is credited to the General Fund Receipt Account, number 572419, Fees and Other Charges for Other Administrative

Services. When the correct amount is not received, or is not known, the person responsible for the service deposits the fee received to the appropriate deposit fund (57F3875 or 57X6875) shown in AFM 300-4, vol. 10, part 2. When making the deposit, he fills out DD Form 1131, "Cash Collection Voucher," in the original and two copies, and submits all three to the accounting and finance officer, who receipts one copy and returns it to him.

b. Control of Amounts Credited to Deposit Fund(s). The depositor establishes a control for fees credited to each deposit fund account. After providing the service requested, he submits SF 1081, "Voucher and

Schedule of Withdrawals and Credits," to the accounting and finance officer, who in turn transfers the fee to the General Fund Receipt Account, 572419. If any of the fee is to be refunded to the requestor, the finance officer completes SF 1049, "Public Voucher for Refunds."

c. Restriction on Refunds. Refunds are not made because a regulation, directive, or fee schedule is changed after the service is performed, nor for overpayments of less than one dollar.

6. Reports. Reports on service and funds collected are made in accordance with AFR 177-8.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOHN F. RASH, Colonel, USAF  
Director of Administration

J. P. McCONNELL, General, USAF  
Chief of Staff

1 Attachment  
Schedule of Fees and Rates

Summary of Revised, Deleted, or Added Material

This revision establishes a new schedule of fees and rates for copying, certifying, and searching records and other documentary material (atch 1); cautions against the copying or sale of copyright and other types of material (para 2); exempts from charges the normal administrative services provided in reading or reference rooms or libraries (para 3u); and rephrases and clarifies certain portions of the accounting procedures (para 5a and b).

**Schedule of Fees and Rates**

This schedule applies to authorized services related to copying, certifying, and searching records rendered to the public, unless those services are excluded or excepted from charges under paragraph 3 of this regulation. Except as provided in special cases prescribed below, a minimum fee of \$1.50 is levied for processing any chargeable case. Normally only one copy of any record is provided.

**Requests involving: Fee**

**1. Training and education**

- a. Transcripts
  - Original copy ..... \$1.50
  - Each additional copy ..... .25
  - (Includes requests for transcripts of graduation from military academies and schools)
- b. Certificates
  - Original copy ..... \$1.50
  - Each additional copy ..... .25
  - (Includes all requests for certificates, verification of attendance, and course completion from service schools and other facilities)

**2. Medical and dental records of patients and former patients when requested for purposes other than further treatment.** Covers requests for information from or copies of medical records, including Clinical Records (inpatient records of military and nonmilitary patients), Health Records (military outpatient records), Outpatient Records (nonmilitary outpatient records), Dental Records, and loan of X-rays.

- a. Searching and processing (per hour) ..... \$5.00
- Minimum charge ..... 2.50
- b. Each typewritten page ..... 1.50
- c. Office copy reproductions (per image) ..... .25
- d. Loan of each X-ray ..... 1.50

**3. Military Membership and Record (excluding Medical and Dental Records)**

- a. Address of record, each ..... \$1.50
- b. Copies of releasable military personnel records, such as effectiveness reports for officers and enlisted men, reproduced for the personal use of active, retired and former

members or next of kin of missing in action or deceased member of the Armed Forces.

- (1) Minimum charge (up to six office copy reproductions) ..... \$1.50
- (2) Each additional image ..... .25
- (3) Statement of verification of service or report of separation, for individuals other than honorable discharges ..... 2.50

**4. Claims, Litigation** (includes court-martial records, furnishing information from Investigative Reports, e.g., automobile collision investigations, etc.). Requests pertaining to private litigation and to cases in which the United States is a party are made at the following rates where court rules provide for reproduction of records without cost to the Government (if not covered in paragraphs 2 or 3 above).

- a. Searching and processing (per hour) ..... \$5.00
- Minimum charge ..... 2.50

*NOTE:* Charges for professional search or research will be made in accordance with paragraph 8b below.

- b. Office copy reproduction (minimum up to six reproduced images) ..... 1.50
- c. Each additional image ..... .25
- d. Certification and validation with seal, each ..... 2.50

**5. Publications and Forms.** A search and/or processing fee as prescribed in paragraph 8a below will be made for requests requiring extensive time (1 hour or more).

a. Shelf Stock. (Requestors may be furnished more than one copy of a publication or form if it does not deplete stock levels below projected planned usage.)

- (1) Minimum fee per request ..... \$1.50 plus
  - (a) Forms, per copy ..... .05
  - (b) Publications, per printed page ..... .01

(Examples: Cost of 20 forms, \$2.50; cost of a publication with 100 pages, \$2.50.)

b. Office copy reproduction (when shelf stock is not available).

- (1) Minimum charge (up to six reproduced pages) ..... \$1.50
- (2) Each additional image ..... .25

**6. Engineering data (microfilm).**

- a. Aperture cards
  - (1) Silver duplicate negative, per card ..... .35
    - When key punched and verified, per card ..... .40
  - (2) Diazo duplicate negative, per card ..... .30
    - When key punched and verified, per card ..... .35
- b. 35mm roll film, per frame ..... .30
- c. 16mm roll film, per frame ..... .20
- d. Paper prints (engineering drawings), each ..... .50
- e. Paper reprints of microfilm indices, each ..... .05

**7. Photography and Magnetic Tape**

- 8 x 10 single weight glossy finish,
  - 1st print ..... .90
  - 2nd and third prints each ..... .40

See AFR 95-4 for fees applicable to other still picture services and AFR 95-12 for

those pertaining to motion picture photography and magnetic tape.

**8. General Services.** Charges for any additional services not specifically provided above, and consistent with this regulation and AFR 177-8, are made at the following rates:

- a. Clerical search and processing per hour ..... \$5.00
  - Minimum charge ..... 2.50
- b. Professional searching or re-searching .....
  - (To be established at actual hourly rate prior to search. A minimum charge is established at one half of the hourly rate.)
- c. Minimum charge for office copy reproduction (minimum up to six images) ..... 1.50
- d. Each additional image ..... .25
- e. Each typewritten page ..... 1.50
- f. Certification and validation with seal, each ..... 2.50
- g. Hand drawn plots and sketches, each hour or fraction thereof ..... 6.00



TDPT/UFO

Information Activities

RELEASE OF INFORMATION TO THE PUBLIC

AFR 190-12, 10 January 1969, is supplemented as follows:

1b. Contract synopses must be approved by the local information officer in coordination with appropriate program and contract personnel. AFSC information officers will consult with the Contracting Officer to assure their organization's contractor generated materials submitted for security review and approval for public release and/or open publication is routed through AFSC information channels. This is done by checking the "THROUGH" box and inserting the local AFSC Office of Information symbol in item 12, DD254, "Contract Security Classification Specification," or it may be included in other provisions of the contract. In the case of unclassified contracts involving colleges and universities, AFR 190-12, paragraph 7b, applies. The information officer should make sure any restriction clause concerning release of information that may be proposed by the program or contracting office is not inserted in the contract unless fully agreed upon by the school authorities. Attempts to restrict the free flow of unclassified scientific and technical information can create serious "Freedom of Information" complaints at the national level.

2b. Personnel preparing material for public release will coordinate their actions with the local AFSC Office of Information.

2b(17)(Added). Technical information marked with a limiting distribution stamp under AFR 310-2 will not be proposed for release.

2c(3) For further guidance, refer to AFR 11-31 and AFR 11-30/AFSC Sup 1.

3a(8) Items requiring coordination by HQ AF-SC, SAFOI, and OASD (PA) for technical, policy, and security review and clearance include information which:

(a) Discloses classified military applications, or unclassified applications, disclosure of which might not be in the national interest.

(b) Pertains to the military space program under the provisions of AFR 205-23.

3a(9)(Added). Photographs or motion picture clips of the following require OASD(PA) review prior to proposed release:

(a) Detailed external closeups of the separate components of missile or space vehicles.

(b) Internal details of missiles or space vehicles.

(c) Test equipment or related instrumentation not previously approved for press coverage.

(d) Preliminary work and procedures which would reveal details of the standing operating procedures preceding a launch; that reveal total missile capacity of the installation or plant; or technological or manufacturing details (unless these are of the routine type).

(e) New operational techniques, equipment, or manufacturing processes.

3c(4)(Added). Personnel of the Office of Information will refer to the clearance schedule (attachment 1) for proper clearance and/or release procedures for subjects outlined. They should also refer to the clearance schedule when planning public event actions.

4c(Added). Unclassified technical presentations for scientific symposia, both foreign and domestic, to be delivered by military and civilian employees of the Air Force and intended for public dissemination, require security review and clearance through information channels before release to the public.

4d(Added). Safeguarding classified information is the individual responsibility of each member of AFSC. Disclosure of classified information is not authorized under any circumstance in anticipation of security classification being canceled, or while material is undergoing official review for public release.

AFR 190-12/AFSC Sup 1

4e(Added). In cases of "educated speculation," knowledgeable officials will neither confirm nor deny the public releasability thereof without prior review, through information channels, by appropriate Air Force and Department of Defense authority. The mere fact that information, considered by the Air Force and AFSC to be classified, has appeared in public print without proper security review and release constitutes no authority for confirming or denying the accuracy of such information.

6c. Information offices at AFSC test centers are authorized to make public announcements of routine missile development or training launches from their installations, provided that an information copy of all proposed releases is transmitted to AFSC (SCEP) a minimum of 5 days prior to the scheduled launch date. A routine missile development or training launch is defined as one of a series of launches in a continuing development program, but not to include:

- (a) The first of a series.
- (b) The last of a series.
- (c) Those launches in which more than one military department is involved in a combined test.
- (d) Those launches whose primary unclassified test objective might attract unusual news media attention.
- (e) Those launches involving experiments with living creatures.

6d. When such direct communication occurs, it will be the immediate and continuing responsibility of the information officer to inform AFSC (SCEP), by telephone or priority message, of the situation and action taken.

FOR THE COMMANDER



R. A. SCHAAF, Colonel, USAF  
Director of Administration

6e(Added). **Release of Missile Launch Information.** The AFSC test center information officer, when preparing a routine missile launch release, will:

- (a) Insure coordination of launch release with responsible development agency.
- (b) Transmit information copy of proposed release to AFSC (SCEP) at least 5 days in advance of scheduled launch.
- (c) Transmit, by most expeditious means available, any changes to proposed release dictated by exigencies.
- (d) Transmit, by most expeditious means available, complete text of any release made in event of an unsuccessful launch.
- (e) Refer queries, as to whether a launch is considered routine, to AFSC (SCEP) a minimum of 7 days in advance of scheduled launch date.

10d. Advise the media concerned, in advance, that the article or byline, or both, could be disapproved for commercial publication.

12(Added). **News Queries.** If not answerable on the same day, queries from bona fide news media representatives will be handled as expeditiously as possible. The requestor will be notified of delay if research and coordination take longer than 5 work days. AFSC (SCEP) will be notified if query is of more than local significance. The AFSC organization receiving the original query will remain responsible for providing a timely and adequate answer.

13(Added). **Records Disposition.** Records created, or acquired, as a result of release of information to the public will be disposed of in accordance with AFM 181-5, paragraph 250102, 1 December 1966.

1 Attachment  
Clearance Schedule

## CLEARANCE SCHEDULE

## Clearance Action for Information of National Interest/Importance

Action	AFSC Orgn	National Interest Public Information	Special Instructions
1. "Super-Action Action," DOD nooner items.	Lead	Forward to SAFOI through AFSC (SCEP). Expedite by message & hold local release.	The OPR (office of primary responsibility) will certify in a cover letter "information submitted is unclassified, technically accurate, and deemed suitable for open publication and that it has been coordinated with all involved organizations/SPOs."  The above statement must accompany all material submitted for proposed release.  Fifteen work days review by AFSC, SAFOI, and OASD/PA is necessary (20 days for technical publications or magazine articles).
	Sub	Forward to SAFOI through lead division.	
2. News Release or "answer to query."	Lead	Forward to AFSC (SCEP) at least 15 work days before proposed release on plain bond, 7 copies.	
	Sub	Forward to lead unit on plain bond, 7 copies. Allow at least 20 work days before proposed release.	
3. Contractor release, contractor "answer to query."	Lead	Forward to AFSC (SCES) at least 15 work days (25 for technical material) before proposed release on plain bond, 7 copies.	
	Sub	20 days, 7 copies through lead unit.	
4. Written press kit material.	Lead	Forward to AFSC (SCEP) at least 30 work days in advance of event, on plain bond, 7 copies.	
	Sub	Send through lead unit at least 40 work days in advance of event, on plain bond, 7 copies.	
5. Information Plan.	Lead	Submit to AFSC (SCEP) at least 45 work days before implementation or event. Use standard information plan format.	
	Sub		
6. Speeches by general officers.	Lead	Submit to AFSC (SCES) at least 10 work days before proposed speech. Original copy must be initialed by speaker, 6 copies.	
	Sub		
7. Radio materials, audio tapes.	Lead	Submit to AFSC (SCEP), Attn: Radio/TV, at least 15 work days before proposed release, on plain bond or continuity paper. Submit only 1 dub of tapes. Hold original.	
	Sub	Submit to lead unit 20 work days before proposed release, 7 copies; submit 1 dub of tapes; hold original.	
8. TV materials, films.	Lead	Submit to AFSC (SCEP), Attn: Radio/TV, at least 15 work days before proposed release, on continuity paper, 7 copies of script. Submit one print of film.	
	Sub	Submit to lead unit at least 20 work days before proposed release, 7 copies of script on continuity. Submit one print of film.	

AFR 190-12/AFSC Sup 1

Action	AFSC Orgn	National Interest Public Information	Special Instructions
9. DOD news-film pool.	Lead	1. Obtain "DOD Release" number and DOD designated release point from AFSC (SCEBP). 2. Forward to DOD release point, one 16mm negative and matching print - processed or raw.	
	Sub	Same as above.	
10. Still photos	Lead	Forward to AFSC (SCEP) 1 negative and 7 prints with captions. Contractor will submit through channels to AFSC (SCES).	
	Sub	Same as above.	
11. Pre-event press conference notification/embargo for release of news items.	Lead	Coordinate with AFSC (SCEP).	
	Sub	Same as above.	
12. Equipment, hardware or component of program.	Lead	Submit 7 fully captioned, glossy (8 x 10) prints and a negative of each item to AFSC (SCEP). Allow 15 work days.	
	Sub	Same as above, except allow 20 work days.	
13. Normal missile or space launch. Open to press.	Lead	Release official photos as soon as possible.	
	Sub	Release official photos of lead unit as soon as possible.	
14. Malfunction of missile or space launch. Open to press.	Lead	Secure clearance from project office prior to release of official Air Force photos.	
	Sub	Use lead unit's photos after above approval.	
15. Missile or space launch. Closed to press.	Lead	No release of photos will be made. AFSC (SCEP) clearance is necessary for post launch releases. AFSC (SCEP) will submit to SAFOI (DOD Directive 5200.13).	
	Sub	Same as above.	



(See 1966 Revision)

Intelligence Activities

UNIDENTIFIED FLYING OBJECTS (UFO)

**This regulation establishes the UFO Program to investigate and analyze UFO's over the United States. Such investigation and analysis are directly related to Air Force responsibility for the defense of the United States. The UFO Program provides for the prompt reporting and rapid identification needed for successful "identification," which is the second of the four phases of air defense—detection, identification, interception, and destruction. All commanders will comply strictly with this regulation.**

SECTION A—GENERAL		Paragraph
Explanation of Terms.....		1
Objectives.....		2
Responsibilities.....		3
Guidance.....		4
Reporting UFO Information.....		5
SECTION B—PUBLIC RELATIONS, INFORMATION, CONTACTS, AND RELEASES		
Maintaining Public Relations.....		6
Releasing Information.....		7
Exceptions.....		8
Release by Non-Air Force Sources.....		9
Contacts.....		10
SECTION C—PREPARING AND SUBMITTING REPORTS		
General Information.....		11
Methods for Transmitting Reports.....		12
Where To Submit Reports.....		13
Basic Reporting Data and Format.....		14
Negative or Inapplicable Data.....		15
Comments of Preparing Officer.....		16
Classification.....		17
Reporting Physical Evidence.....		18

SECTION A—GENERAL

**1. Explanation of Terms.** To insure proper and uniform usage in UFO screenings, investigations, and reportings, an explanation of the objects follows:

a. *Familiar or known objects:*

(1) Aircraft, balloons, kites, birds, searchlights, astronomical bodies (meteors, planets, stars, comets), pilotless aircraft, missiles, satellites in orbit, and others identified by the observer as normal appearing objects.

(2) Flying objects determined to be aircraft. These generally appear as a result of ADIZ violations and often prompt the UFO reports submitted by the general public. They are readily identifiable as, or known to be, aircraft, but their type, purpose, origin, and destination are unknown. Air Defense Command is responsible

for reports of "unknown" aircraft, which should not be reported as UFO's under this regulation.

(3) Aircraft flares, jet exhausts, condensation trails, blinking or steady lights observed at night, lights circling or near airports and airways, and other phenomena or objects known to be emanating from, or to be indications of, aircraft. These should not be reported under this regulation, as they do not fall within the definition of a UFO.

b. *Unidentified Flying Objects.* Any aerial phenomena, airborne object or objects which are unknown or appear out of the ordinary to the observer because of performance, aerodynamic characteristics, or unusual features.

**2. Objectives.** Air Force interest in UFO's is three-fold. First, as a possible threat to the security of the United States and its forces; sec-

**This regulation supersedes AFR 200-2, 14 September 1959, as amended.**

OPI: AFCIN

DISTRIBUTION: S

ond, to determine the technical or scientific characteristics of any such UFO's; third, to explain or identify all UFO sightings as described in paragraph 1b.

a. *Air Defense.* The great majority of flying objects reported have been conventional, familiar things of no great threat to the security of the United States and its possessions. However, since the possibility exists that UFO's reported may be hostile or new foreign air vehicles of unconventional design, it is imperative to report sightings rapidly, factually, and as completely as possible.

b. *Technical and Scientific.* The Air Force will continue to collect and analyze reports of UFO's until all are scientifically or technically explained or until the full potential of the sightings has been exploited. In performing this task the following factors are of great importance:

(1) To measure scientific advances, the Air Force must have the latest experimental and developmental information on new or unique air vehicles or weapons.

(2) The possibility exists that foreign countries may develop air vehicles of revolutionary configuration or propulsion.

(3) There is need for further scientific knowledge in such fields as geophysics, astronomy, and physics of the upper atmosphere which the study and analysis of UFO's and similar aerial phenomena may provide.

(4) The reporting of all pertinent factors will have a direct bearing on scientific analyses and conclusions of UFO sightings.

c. *Reduction of Percentage of UFO "Unidentifieds."* Air Force activities must reduce the percentage of unidentifieds to the minimum. Analysis thus far has explained all but a few of the sightings reported. These unexplained sightings are carried statistically as unidentifieds. If more immediate, detailed, objective data on the unknowns had been available, probably these, too, could have been explained. However, because of the human factors involved, and the fact that analyses of UFO sightings depend primarily on the personal impressions and interpretations of the observers rather than on accurate scientific data or facts obtained under controlled conditions, the elimination of all unidentifieds is improbable.

### 3. Responsibilities:

a. *Reporting.* Base commanders will report all information and evidence of UFO sightings, including information and evidence received from other services, Government agencies, and civil-

ian sources. Investigators are authorized to make telephone calls from the investigation area direct to the Foreign Technology Division (FTD), of the Air Force Systems Command, Wright-Patterson Air Force Base, Ohio (Clearwater 3-7111, ext. 69216/66378). The purpose of the calls is to report high priority findings. (See section C.)

b. *Investigation.* The commander of the Air Force base nearest the location of the reported UFO sighting will conduct all investigative action necessary to submit a complete initial report of a UFO sighting. The initial investigation will include every effort to resolve the sighting. An Air Force base other than that closest to the scene of a reported UFO sighting will refer the sighting immediately to the commander of the nearest Air Force base for appropriate action. (See paragraph 5.)

c. *Analysis.* The Air Force Systems Command Foreign Technology Division will analyze and evaluate:

(1) Information and evidence reported within the United States after the investigators of the responsible Air Force base nearest the sighting have exhausted their efforts to identify the UFO.

(2) Information and evidence collected in oversea areas.

EXCEPTION: The AFSC (FTD), independently or in participation with pertinent Air Force activities, may conduct any additional investigations necessary to further or conclude its analyses or findings.

d. *Findings.* AFSC (FTD) will prepare a final report on each sighting after collection and analysis of data, and will forward a copy of the report to HQ USAF (AFCIN).

e. *Public Relations and Information Services.* The Office of Information, Office of the Secretary of the Air Force, will be responsible for releasing information on sightings, and, in coordination with AFSC (FTD), answering correspondence from the public regarding UFO's. (See paragraphs 7 and 8.)

f. *Congressional Inquiries.* The Office of Legislative Liaison will:

(1) In coordination with the AFSC (FTD) and/or the Office of Information, when necessary, answer all congressional mail regarding UFO's addressed to the Secretary of the Air Force and Headquarters USAF.

(2) Forward those inquiries which are scientific and technical to the FTD for information on which to base a reply. The FTD will re-

turn this information to the Office of Legislative Liaison for reply to the inquiry.

(3) Process requests from congressional sources in accordance with AFR 11-7.

*g. Cooperation.* All Air Force activities will cooperate with Air Force UFO investigators to insure the economical and prompt success of investigations and analyses. When feasible, this cooperation will include furnishing air or ground transportation and other assistance.

**4. Guidance.** The thoroughness and quality of a report or investigation of UFO's are limited only by the skill and resourcefulness of the person who receives the initial information and/or prepares the report. The usefulness and value of any report or investigation depend on the accuracy and timeliness of its contents. Following are aids for screening, evaluating, and reporting sightings:

a. Careful study of the logic, consistency, and coherence of the observer's report. An interview with the observer by personnel preparing the report is especially valuable in determining the source's reliability and the validity of the information given. Factors deserving particular attention are the observer's age, occupation, and education, and whether his occupation involves observation reporting or technical knowledge. A report stating that a witness is completely familiar with certain aspects of a sighting should indicate his or her specific qualifications.

b. Theodolite measurements of changes or azimuth, and elevation and angular size.

c. Interception, identification, or air search, if appropriate and within the scope of air defense regulations.

d. When feasible, contact with local aircraft control and warning (ACW) units, and with pilots and crews of aircraft aloft at the time and place of sighting. Also, contact with any other persons or organizations that may have factual data on the UFO or can offer corroborating evidence—visual, electronic, or other.

e. Consultation with military or civilian weather forecasters for data on tracks of weather balloons released in the area and any unusual meteorological activity which may have a bearing on the UFO.

f. Consultation with navigators and astronomers in the area to determine whether any astronomical body or phenomenon would account for the sighting.

g. Contact with military and civilian tower operators, air operations units, and airlines to

determine whether the sighting could have been an aircraft. Local units of the Federal Aviation Agency (FAA) are often of assistance in this regard.

h. Contact with persons who may know of experimental aircraft of unusual configuration, rocket and guided missile firings, or aerial tests in the area.

i. Contact with photographic units or laboratories. Usually, these installations have several cameras available for specialized intelligence or investigative work. Photography is an invaluable tool for use, where possible, in investigating and analyzing UFO sightings. (See paragraph 18).

j. Whenever possible, selecting as a UFO sighting investigator an individual with a scientific or technical background as well as experience as an investigator.

k. Submission of reports on all sightings even though identification may be assumed by the preparing officer under paragraph 16 of this regulation.

**5. Reporting UFO Information.** Both the Assistant Chief of Staff, Intelligence, Headquarters USAF, and the Air Defense Command have a direct and immediate interest in the facts pertaining to UFO's reported within the United States. All Air Force activities will conduct UFO investigations to the extent necessary for their required reporting action (see paragraphs 14, 15, and 16). No activity should carry an investigation beyond this point, unless the preparing officer believes the magnitude (intelligence significance or public relations aspects) of the case warrant full scale investigation. The officer may contact the FTD of AFSC (Clearwater 3-7111, ext 69216/66378) at Wright-Patterson Air Force Base, Ohio, to obtain verbal authority for continued investigation.

## SECTION B—PUBLIC RELATIONS, INFORMATION, CONTACTS, AND RELEASES

**6. Maintaining Public Relations.** The Office of Information is responsible for:

a. In coordination with the AFSC (FTD) when necessary, maintaining contact with the public and the press on all aspects of the UFO program and its related activities.

b. Releasing information on UFO sightings and results of investigations.

c. Periodically releasing information on this subject to the general public.

d. Processing, answering, and taking action on correspondence received from the general public, pertaining to the public relations, interest, and informational aspects of the subject. (See paragraph 8.) This office will forward correspondence and queries which are purely technical and scientific to AFSC (FTD) for information on which to base a reply.

**7. Releasing Information.** The Office of Information, Office of the Secretary of the Air Force, will release to the public or unofficial persons or organizations all information or releases concerning UFO's, regardless of origin or nature. This includes replies to correspondence (except congressional inquiries) submitted direct to the AFSC (FTD) and other Air Force activities by private individuals requesting comments or results of analyses and investigations of sightings.

**8. Exceptions.** In response to local inquiries regarding any UFO reported in the vicinity of an Air Force base, the commander of the base concerned may release information to the press or the general public only after positive identification of the sighting as a familiar or known object. The commander must exercise care not to reveal any classified aspects of the sighting or names of persons making reports. (See paragraph 17.) If the sighting is unexplainable or difficult to identify, because of insufficient information or inconsistencies, the only statement to be released is the fact that the sighting is under investigation and information regarding it will be available at a later date. After completion of investigative action, the commander may release the fact that the AFSC (FTD) will review and analyze the results of the investigation. He will then refer any further inquiries to the local Office of Information.

**9. Release by Non-Air Force Sources.** If newsmen, writers, publishers, or private individuals desire to release unofficial information concerning a UFO sighting, Air Force activities will make every effort to assure that the statements, theories, opinions, and allegations of these individuals or groups are not associated with or represented as official information.

**10. Contacts.** Private individuals or organizations desiring Air Force interviews, briefings, lectures, or private discussions on UFO's will direct their requests to the Office of Information, Office of the Secretary of the Air Force. Air Force personnel, other than those of the Office of Information, will not contact private individuals on UFO cases, nor will they discuss their operations and functions with unauthorized persons unless so directed, and then only on a "need-to-know" basis.

## SECTION C--PREPARING AND SUBMITTING REPORTS

### 11. General Information:

a. Paragraphs 2 and 5 will serve as aids and guidance to screenings, investigations, and reportings. Paragraph 14 contains an outline of the reporting format. Activities initially receiving reports of aerial objects and phenomena will screen the information to determine whether the report concerns a valid UFO within the definition of paragraph 1b. Reports not within that definition do not require further action under the provisions of this regulation.

b. To assist activities and personnel responsible for handling, screening, and processing initial, incoming UFO information, a summary follows of the general sources and types of reports:

(1) Generally, initial UFO reports originate from two sources:

(a) Civilian (airline, private, and professional pilots, tower operators, technical personnel, casual observers, and the public in general), by correspondence, telephone or personal interview;

(b) Military units and personnel (pilots, observers, radar operators, aircraft control and warning units, etc.), by telephone, electrical message, or personal interview;

(2) Generally, UFO reports received from civilian sources are of two types:

(a) Those referring strictly to an observed UFO, containing either detailed or meager information;

(b) Those referring only in part to an observed UFO, but primarily requesting information on some aspect of the UFO program.

c. Reports considered to fall primarily in a public relations or information service category (see paragraphs 7, 8, 9, and b(2) above) are of primary interest to the Office of Information. UFO data sufficient for investigation and/or analysis may be extracted before referral to that office.

### 12. Methods for Transmitting Reports:

a. Together with any necessary screenings and investigations preparatory to reporting, report all information on UFO's promptly. Electrical transmission with a "Priority" precedence is authorized for reports under 3 days from date of sighting. Electrically transmitted reports over 3 days old should carry a "Routine" precedence.

b. Submit written reports of sightings over 3 days old on AF Form 112, "Intelligence Report,"

and AF Form 112A, "Supplement to AF Form 112" (see paragraphs 14 and 15); however, keep the use of these forms to a minimum in reporting initial sightings. The delays often involved in processing and transmitting AF Form 112 through channels may make followup investigations difficult, producing only limited usable information. This factor is a necessary consideration. Reporting by electrical means will eliminate delays. If requested by the AFSC (FTD), AF Form 112 will provide a followup and/or complete report of all sightings initially reported electrically.

### 13. Where To Submit Reports:

a. *Electrical Reports.* Submit multiple addressed electrical reports to:

- (1) Air Defense Command, Ent AFB, Colorado
- (2) Nearest Air Division (Defense) (For United States only)
- (3) Air Force Systems Command, Foreign Technology Division, Wright-Patterson AFB, Ohio
- (4) Headquarters, USAF (AFCIN), Wash 25 DC
- (5) Secretary of the Air Force (SAFOI), Wash 25 DC

b. *Written Reports* (Basic letters and AF Form 112):

(1) *Basic Letters.* Submit all letter reports direct to the AFSC (FTD). The AFSC (FTD) will distribute the reports to interested Intelligence activities in the United States and to the Office of Information, if necessary.

(2) *AF Form 112.* Submit original report, as prescribed in "Intelligence Collection Instruction (ICI)," June 1954, direct to HQ USAF (AFCIN) Wash 25 DC, and a copy to AFSC (FTD).

c. *Reports from Civilians.* Where possible, advise civilian sources contemplating reporting UFO's to submit the report, for processing and transmission, to the nearest Air Force base.

**14. Basic Reporting Data and Format.** Show the abbreviation "UFO" at the beginning of the text of all electrical reports and in the subject of written reports. Include the required data in all reports, in the order shown below:

a. *Description of the Object(s):*

- (1) Shape.
- (2) Size compared to a known object (use

one of the following terms: Head of a pin, pea, dime, nickel, quarter, half dollar, silver dollar, baseball, grapefruit, or basketball) held in the hand at about arm's length.

- (3) Color.
- (4) Number.
- (5) Formation, if more than one.
- (6) Any discernible features or details.
- (7) Tail, trail, or exhaust, including size of same compared to size of object(s).
- (8) Sound; if heard, describe sound.
- (9) Other pertinent or unusual features.

b. *Description of Course of Object(s):*

- (1) What first called the attention of observer(s) to the object(s)?
- (2) Angle or elevation and azimuth of object(s) when first observed.
- (3) Angle or elevation and azimuth of object(s) upon disappearance.
- (4) Description of flight path and maneuvers of object(s).
- (5) How did the object(s) disappear? (Instantaneously to the North, etc.)
- (6) How long (were) the object(s) visible? (Be specific, 5 minutes, 1 hour, etc.)

c. *Manner of Observation:*

- (1) Use one or any combination of the following items: Ground-visual, air-visual, ground-electronic, air-electronic. (If electronic, specify type of radar.)
- (2) Statement as to optical aids (telescopes, binoculars, etc.) used and description thereof.
- (3) If the sighting occurred while air-borne, give type of aircraft, identification number, altitude, heading, speed, and home station.

d. *Time and Date of Sighting:*

- (1) Zulu time-date group of sighting.
- (2) Light conditions. (Use one of the following terms: Night, day, dawn, dusk.)

e. *Location of Observer(s).* Give exact latitude and longitude of each observer, and/or geographical position. In electrical reports, give a position with reference to a known landmark also, such as "2mi N of Deeville"; "3mi SW of Blue Lake." Typographical errors or "garbling" often occur in electrically transmitted messages, making location plots difficult or impossible.

Example: 89 45N, 192 71W for 39 45N, 102 21W.

*f. Identifying Information on Observer(s):*

(1) Civilian—Name, age, mailing address, occupation, and estimate of reliability.

(2) Military—Name, grade, organization, duty, and estimate of reliability.

*g. Weather and Winds—Aloft Conditions at Time and Place of Sightings:*

(1) Observer(s) account of weather conditions.

(2) Report from nearest AWS or U. S. Weather Bureau Office of wind direction and velocity in degrees and knots at surface, 6,000', 10,000', 16,000', 20,000', 30,000', 50,000', and 80,000', if available.

(3) Ceiling.

(4) Visibility.

(5) Amount of cloud cover.

(6) Thunderstorms in area and quadrant in which located.

(7) Vertical temperature gradient.

*h. Any other unusual activity or condition, meteorological, astronomical, or otherwise, which might account for the sighting.*

*i. Interception or identification action taken (such action is authorized whenever feasible, and in compliance with existing air defense directives).*

*j. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area which might possibly account for the sighting.*

*k. Position title and comments of the preparing officer, including his preliminary analysis of the possible cause of the sighting(s). (See paragraph 16.)*

*l. Existence of physical evidence, such as materials and photographs.*

**15. Negative or Inapplicable Data.** Even though the source does not provide, or an interviewer has not asked for specific information, do not use the words "negative" or "unidentified" before exhausting all logical leads to obtain the information outlined under paragraph 14. For example, information on weather conditions in the area, as requested in paragraph 14g, is obtainable from the local military or civilian weather facility. Use the phrase "not applicable (N/A)" only when the question does not apply to the particular sighting under investigation.

**16. Comments of Preparing Officer.** The preparing officer will make a preliminary analysis and a comment on the possible cause or identity of the object he is reporting, together with a statement supporting his comment and analysis. He will make every effort to obtain pertinent items of information and to test all possible leads, clues, and hypotheses concerning the identity or explanation of the sighting. (See paragraph 5.) The preparing officer who receives the report initially is in a much better position to conduct an "on-the-spot" survey or followup than subsequent investigative personnel and analysts, who may be far removed from the area, and who may arrive too late to obtain vital data or the missing information necessary for firm conclusions.

**17. Classification.** Do not classify reports unless data requested in paragraph 14 require classification. Classify reports primarily to protect:

a. Names of sources reporting UFO's and other principals involved, *if so requested by these persons or considered necessary;*

b. Intelligence, investigative, intercept, or analytical methods or procedures;

c. Location of radar and other classified sites, units, and equipment;

d. Information on certain types, characteristics, and capabilities of classified aircraft, missiles, or devices that may be involved in the sighting.

**18. Reporting Physical Evidence.** Report promptly the existence of physical evidence (photographic or material). Mark all physical evidence forwarded to the AFSC (FTD) for the attention of TD-E, Aerial Phenomena Branch.

*a. Photographic:*

(1) *Still Photographs.* Forward the negative and two prints. Title the prints and the negatives, or indicate the place, time, and date of the incident.

(2) *Motion Pictures.* Obtain the original film. Examine the film strip for apparent cuts, alterations, obliterations, or defects. In the report comment on any irregularities, particularly those received from other than official sources.

(3) *Supplemental Photographic Information.* Negatives and prints often are insufficient to provide certain valid data or to permit firm conclusions. (See AFM 200-9—a classified document receiving limited distribution.) Information that will aid in plotting or in estimating distances, apparent size and nature of object, probable velocity, and movements includes:

- (a) Type and make of camera,
- (b) Type, focal length, and make of lens,
- (c) Brand and type of film,
- (d) Shutter speed used,
- (e) Lens opening used; that is, "f" stop,
- (f) Filters used,
- (g) Was tripod or solid stand used,
- (h) Was "panning" used,

(i) Exact direction camera was pointing with relation to true north, and its angle with respect to the ground.

(4) *Other Camera Data.* If supplemental information is unobtainable, the minimum camera data required are the type of camera, and the smallest and largest "f" stop and shutter-speed readings of the camera.

(5) *Radar.* Forward two copies of each still-camera photographic print. Title radarscope photographic prints in accordance with AFR

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

R. J. PUGH  
Colonel, USAF  
Director of Administrative Services

95-7. Classify radarscope photographs in accordance with Section XII, AFR 205-1, 10 June 1960.

NOTE: If possible, develop photographic film before forwarding. Mark any undeveloped film conspicuously to indicate this fact, to avoid destruction by exposure during examinations en route through mail channels to final addressees.

b. *Material.* Each Air Force echelon receiving suspected or actual UFO material will safeguard it in a manner to prevent any defacing or alterations which might reduce its value for intelligence examination and analysis.

c. *Photographs, Motion Pictures, and Negatives Submitted by Individuals.* Individuals often submit photographic and motion picture material as part of their UFO reports. All original material submitted will be returned to the individual after completion of necessary studies, analyses, and duplication by the Air Force.

CURTIS E. LeMAY  
Chief of Staff

**Intelligence Activities**  
**UNIDENTIFIED FLYING OBJECTS (UFO)**

AFR 200-2, 20 July 1962, is changed as follows:

**3d. Findings.** AFSC (FTD) will prepare a final report on each sighting after collection and analysis of data. When final report contains information of significant intelligence value, AFSC (FTD) will forward a copy of the report to HQ USAF (AFNINDE), Wash DC 20330.

**3e.** Change references to paragraphs "7 and 8" to "6 and 7."

**4b.** Change "or" to "of."

**10. Contacts.** Private individuals or organizations desiring Air Force interviews, briefings, lectures, or private discussions on UFOs will be instructed to direct their requests to the Office of Information, Office of the Secretary of the Air Force. Air Force personnel, other than designated investigators (see paragraph 3b) and those of the Office of Information, will not contact private individuals on UFO cases, nor will they discuss their operations and functions with unauthorized persons, unless so directed, and then only on a need-to-know basis.

**11a.** Change references to paragraphs "2 and 5" to "1 and 4."

**11c.** Change references to paragraphs "7, 8, 9, and b(2)" to "6, 7, 8, and b(2)(b)."

**12b.** Submit reports of sightings over 3 days old by letter; however, keep the use of letter reports to a minimum in reporting initial sightings. The delays often involved in processing and transmitting correspondence through normal channels may make followup investigations difficult, producing only limited usable information. This factor is a necessary consideration. Reporting by electrical means will eliminate delays. Submit a followup and/or complete report on all sightings initially reported electrically, if so requested by AFSC(FTD).

**13a(4).** Change "AFCIN" to "AFNIN."

**13b. Written Reports.** Submit all letter reports (basic letters and followup or complete reports) direct to AFSC (FTD), Wright-Patterson AFB, Ohio, 45433. AFSC (FTD) will distribute the reports to interested intelligence activities in the United States and to the Office of Information, if necessary.

**13b(1).** Delete.

**13b(2).** Delete.

**16.** Change reference to paragraph "5" to "4."

**18.** Change "TD-E" to "TDEW."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

R. J. PUGH  
Colonel, USAF  
Director of Administrative Services

CURTIS E. LeMAY  
Chief of Staff

DISTRIBUTION: S



## Research And Development

## UNIDENTIFIED FLYING OBJECTS (UFO)

*This regulation establishes the Air Force program for investigating and analyzing UFOs over the United States. It provides for uniform investigative procedures and release of information. The investigations and analyses prescribed are related directly to the Air Force's responsibility for the air defense of the United States. The UFO Program requires prompt reporting and rapid evaluation of data for successful identification. Strict compliance with this regulation is mandatory.*

## SECTION A—GENERAL PROVISIONS

	<i>Paragraph</i>
Explanation of Terms .....	1
Program Objectives .....	2
Program Responsibilities .....	3

SECTION B—PUBLIC RELATIONS, INFORMATION, CONTACTS,  
AND RELEASES

Response to Public Interest .....	4
Releasing Information .....	5

## SECTION C—PREPARING AND SUBMITTING REPORTS

General Information .....	6
Guidance in Preparing Reports .....	7
Transmittal of Reports .....	8
Negative or Inapplicable Data .....	9
Comments of Investigating Officer .....	10
Basic Reporting Data and Format .....	11
Reporting Physical Evidence .....	12

## SECTION A—GENERAL PROVISIONS

**1. Explanation of Terms.** To insure proper and uniform usage of terms in UFO investigations, reports, and analyses, an explanation of common terms follows:

a. *Unidentified Flying Objects.* Any aerial phenomenon or object which is unknown or appears out of the ordinary to the observer.

b. *Familiar or Known Objects/Phenomena.* Aircraft, aircraft lights, astronomical bodies (meteors, planets, stars, comets, sun, moon), balloons, birds fireworks, missiles, rockets, satellites, searchlights, weather phenomena (clouds, contrails, dust devils), and other natural phenomena.

**2. Program Objectives.** Air Force interest in UFOs is two-fold: to determine if the UFO

is a possible threat to the United States and to use the scientific or technical data gained from study of UFO reports. To attain these objectives, it is necessary to explain or identify the stimulus which caused the observer to report his observation as an unidentified flying object.

a. *Air Defense.* The majority of UFOs reported to the Air Force have been conventional or familiar objects which present no threat to our security.

(1) It is possible that foreign countries may develop flying vehicles of revolutionary configuration or propulsion.

(2) Frequently, some alleged UFOs are determined to be aircraft. Air Defense Command (ADC) is responsible for identification

This regulation supersedes AFR 200-2, 20 July 1962

OPR: AFRSTA

DISTRIBUTION: S

of aircraft. Except as aircraft are determined to be the stimulus for a UFO report, aircraft are not to be reported under the provisions of this regulation.

b. *Technical and Scientific.* The Air Force will analyze reports of UFOs submitted to it to attain the program objectives. In this connection these facts are of importance:

(1) The need for further scientific knowledge in geophysics, astronomy, and physics of the upper atmosphere which may be provided by study and analysis of UFOs and similar aerial phenomena.

(2) The need to report all pertinent factors that have a direct bearing on scientific analysis and conclusions of UFO sightings.

(3) The need and the importance of complete case information. Analysis has explained all but a small percentage of the sightings which have been reported to the Air Force. The ones that have not been explained are carried statistically as "unidentified." Because of the human factors involved and because analysis of a UFO sighting depends primarily on a personal impression and interpretation by the observer rather than on scientific data or facts obtained under controlled conditions, the elimination of all unidentifieds is improbable. However, if more immediate, detailed, and objective data on the unidentifieds had been available and promptly reported, perhaps these, too, could have been identified.

### 3. Program Responsibilities:

a. *Program Monitor.* The Deputy Chief of Staff, Research and Development, is responsible for the overall program, evaluation of investigative procedures, and the conduct of separate scientific investigations.

b. *Resources.* The Air Force Systems Command will support the program with current resources within the Foreign Technology Division (FTD) at Wright-Patterson Air Force Base, Ohio, to continue the Project Blue Book effort. Other AFSC resources normally used by FTD for this effort will continue to be made available.

c. *Investigation.* Each commander of an Air Force base will provide a UFO investigative capability. When notice of a UFO sighting is received, an investigation will be implemented to determine the stimulus for the sighting. An Air Force base receiving the notice of a UFO sighting may not be the base nearest the locale of the sighting. In that event, the reported UFO sighting will be referred to the Air Force base nearest the sighting for action.

*EXCEPTIONS:* FTD at Wright-Patterson Air Force Base, Ohio, independently or with the help of pertinent Air Force activities, may conduct any other investigation to conclude its analysis or findings. HQ USAF may arrange for separate investigations.

d. *Analysis.* FTD will:

(1) Analyze and evaluate all information and evidence reported to bases on those UFOs which are not identified at the base level.

(2) Use other Government agencies, private industrial companies, and contractor personnel to assist in analyzing and evaluating UFO reports, as necessary.

e. *Findings.* FTD, Wright-Patterson AFB, Ohio, will prepare a final case report on each sighting reported to it after the data have been properly evaluated. If the final report is deemed significant, FTD will send the report of its findings to AFSC (SCFA), Andrews AFB, Wash DC 20331, which will send a report to HQ USAF (AFRDC), Wash DC 20330.

f. *Cooperation.* All Air Force activities will cooperate with UFO investigators to insure that pertinent information relative to investigations of UFO sightings are promptly obtained. When feasible, this will include furnishing air or ground transportation and other assistance.

### SECTION B—PUBLIC RELATIONS, INFORMATION, CONTACTS, AND RELEASES

4. **Response to Public Interest.** The Secretary of the Air Force, Office of Information (SAF-OI), maintains contact with the public and the news media on all aspects of the UFO program and related activities. Private individuals or organizations desiring Air Force interviews, briefings, lectures, or private discussions on UFOs will be instructed to direct their requests to SAF-OI. Air Force members not officially connected with UFO investigations covered by this regulation will refrain from any action or comment on UFO reports which may mislead or cause the public to construe these opinions as official Air Force findings.

5. **Releasing Information.** SAF-OI is the agency responsible for releasing information to the public and to the news media.

a. *Congressional and Presidential Inquiries.* The Office of Legislative Liaison will:

(1) With the assistance of SAF-OI, an-

swer all Congressional and Presidential queries regarding UFOs forwarded to the Air Force.

(2) Process requests from Congressional sources in accordance with AFR 11-7.

b. *SAF-OI will:*

(1) Respond to correspondence from individuals requesting information on the UFO Program and evaluations of sightings.

(2) Release information on UFO sightings and results of investigations to the general public.

(3) Send correspondence queries which are purely technical and scientific to FTD for information on which to base a reply.

c. *Exceptions.* In response to local inquiries regarding UFOs reported in the vicinity of an Air Force base, the base commander may release information to the news media or the public after the sighting has been positively identified. If the stimulus for the sighting is difficult to identify at the base level, the commander may state that the sighting is under investigation and conclusions will be released by SAF-OI after the investigation is completed. The commander may also state that the Air Force will review and analyze the results of the investigation. Any further inquiries will be directed to SAF-OI.

## SECTION C—PREPARING AND SUBMITTING REPORTS

### 6. General Information:

a. The Deputy Chief of Staff, Research and Development, USAF and the ADC have a direct and immediate interest in UFOs reported within the US. All Air Force activities will conduct UFO investigations to the extent necessary for reporting action (see paragraphs 9, 10, 11, and 12). Investigation may be carried beyond this point when the preparing officer believes the scientific or public relations aspect of the case warrants further investigation. In this case, the investigator will coordinate his continued investigation with FTD.

b. Paragraph 7 will be used as a guide for screenings, investigations, and reportings. Paragraph 11 is an outline of the reporting format.

c. Inquiries should be referred to SAF-OI (see paragraph 5).

d. If possible, an individual selected as a UFO investigator should have a scientific or technical background and experience as an investigator.

e. Reports required by this regulation are excluded from assignment of a reports control symbol in accordance with paragraph 3k, AFR 300-5.

**7. Guidance in Preparing Reports.** The usefulness of a UFO report depends largely on accuracy, timeliness, skill and resourcefulness of the person who receives the initial information and makes the report. Following are aids for screening, evaluating and reporting sightings:

a. Activities receiving initial reports of aerial objects and phenomena will screen the information to determine if the report concerns a valid UFO as defined in paragraph 1a. Reports not falling within that definition do not require further action. Aircraft flares, jet exhausts, condensation trails, blinking or steady lights observed at night, lights circling near airports and airways, and other aircraft phenomena should not be reported as they do not fall within the definition of a UFO.

*EXCEPTION:* Reports of known objects will be made to FTD when this information originally had been reported by local news media as a UFO and the witness has contacted the Air Force. (Do NOT solicit reports.) News releases should be included as an attachment with the report (see paragraph 8c).

b. Detailed study will be made of the logic, consistency, and authenticity of the observer's report. An interview with the observer, by persons preparing the report, is especially valuable in determining the reliability of the source and the validity of the information. Factors for particular attention are the observer's age, occupation, and education, and whether he has a technical or scientific background. A report that a witness is completely familiar with certain aspects of a sighting should indicate specific qualifications to substantiate such familiarity.

c. The following procedures will assist the investigating officer in completing the report and arriving at a conclusion as required in paragraph 11.

(1) When feasible, contact local aircraft control and warning (ACW) units, and pilots and crews of aircraft aloft at the time and place of sighting. Contact any persons or organizations that may have additional data on the UFO or can verify evidence—visual, electronic, or other.

(2) Consult military or civilian weather forecasters for data on tracks of weather

balloons or any unusual meteorological activity that may have a bearing on the stimulus for the UFO.

(3) Consult navigators and astronomers in the area to determine if any astronomical body or phenomenon might account for the sighting.

(4) Consult military and civilian tower operators, air operations units, and airlines to determine if the sighting could have been an aircraft. Local units of the Federal Aviation Agency (FAA) can be of assistance in this regard.

(5) Consult persons who may know of experimental aircraft of unusual configuration, rocket and guided missile firings, or aerial tests in the area.

(6) Consult local and State police, county sheriffs, forest rangers, and other civil officials who may have been in the area at the time of the sighting or have knowledge of other witnesses.

## 8. Transmittal of Reports:

a. *Timeliness.* Report all information on UFOs promptly. Electrical transmission with a "Priority" precedence is authorized.

b. *Submission of Reports.* Submit multiple-addressed electrical reports to:

(1) ADC.

(2) Nearest Air Division (Defense).

(3) FTD WPAFB. (First line of text: FOR TDETR.)

(4) CSAF. (First line of text: FOR AFRDC.)

(5) OSAF. (First line of text: FOR SAF-OI.)

c. *Written Reports.* In the event follow-up action requires a letter report, send it to FTD (TDETR), Wright-Patterson AFB, Ohio 45433. FTD will send the reports to interested organizations in the US and to SAF-OI if required.

d. *Reports from Civilians.* Advise civilians to report UFOs to the nearest Air Force base.

e. *Negative or Inapplicable Data.* If specific information is lacking, refrain from using the words "negative" or "unidentified" unless all logical leads to obtain the information outlined in paragraph 11 have been exhausted. For example, the information on weather conditions in the area, as requested in paragraph 11g, is obtainable from the local military or civilian weather facility. Use the phrase "not applicable (NA)" only when the question really does not apply to the sighting under investigation.

10. *Comments of Investigating Officer.* This officer will make an initial analysis and com-

ment on the possible cause or identity of the stimulus in a supporting statement. He will make every effort to obtain pertinent items of information and to test all possible leads, clues, and hypotheses. The investigating officer who receives the initial report is in a better position to conduct an on-the-spot survey and follow-up than subsequent investigative personnel and analysts who may be far removed from the area and who may arrive too late to obtain vital data or information necessary for firm conclusions. The investigating officer's comments and conclusions will be in the last paragraph of the report submitted through channels. The reporting official will contact FTD (Area Code 513, 257-0916 or 257-6678) for verbal authority to continue investigations.

11. *Basic Reporting Data and Format.* Show the abbreviation "UFO" at the beginning of the text of all electrical reports and in the subject of any follow-up written reports. Include required data in all electrical reports, in the order shown below:

a. Description of the Object(s):

(1) Shape.

(2) Size compared to a known object.

(3) Color.

(4) Number.

(5) Formation, if more than one.

(6) Any discernible features or details.

(7) Tail, trail, or exhaust, including its

size.

(8) Sound.

(9) Other pertinent or unusual features.

b. Description of Course of Object(s):

(1) What first called the attention of observer(s) to the object(s)?

(2) Angle of elevation and azimuth of object(s) when first observed. (Use theodolite or compass measurement if possible.)

(3) Angle of elevation of object(s) upon disappearance. (Use theodolite or compass measurement if possible.)

(4) Description of flight path and maneuvers of object(s). (Use elevations and azimuth, not altitude.)

(5) How did the object(s) disappear? (Instantaneously to the North, for example.)

(6) How long were the object(s) visible? (Be specific—5 minutes, 1 hour, etc.)

c. Manner of Observation:

(1) Use one or any combination of the following items: Ground-visual, air-visual, ground-electronic, air-electronic. (If electronic, specify type of radar.)

(2) Statement as to optical aids (tele-

scopes, binoculars, etc.) used and description thereof.

(3) If the sighting occurred while airborne, give type of aircraft, identification number, altitude, heading, speed, and home station.

d. Time and Date of Sighting:

(1) Greenwich date-time group of sighting and local time.

(2) Light conditions (use one of the following terms: Night, day, dawn, dusk).

e. Location of Observer(s). Give exact latitude and longitude coordinates of each observer, and/or geographical position. In electrical reports, give a position with reference to a known landmark in addition to the coordinates. For example, use "2 mi N of Deeville"; "3 mi SW of Blue Lake," to preclude errors due to teletype garbling of figures.

f. Identifying Information on Observer(s):

(1) Civilian—Name, age, mailing address, occupation, education and estimate of reliability.

(2) Military—Name, grade, organization, duty, and estimate of reliability.

g. Weather and Winds-Aloft Conditions at Time and Place of Sightings:

(1) Observer(s) account of weather conditions.

(2) Report from nearest AWS or US Weather Bureau Office of wind direction and velocity in degrees and knots at surface, 6,000', 10,000', 16,000', 20,000', 30,000', 50,000', and 80,000', if available.

(3) Ceiling.

(4) Visibility.

(5) Amount of cloud cover.

(6) Thunderstorms in area and quadrant in which located.

(7) Vertical temperature gradient.

h. Any other unusual activity or condition, meteorological, astronomical, or otherwise, that might account for the sighting.

i. Interception or identification action taken (such action is authorized whenever feasible and in compliance with existing air defense directives).

j. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area that might possibly account for the sighting.

k. Position title and comments of the preparing officer, including his preliminary analysis of the possible cause of the sightings(s). (See paragraph 10.)

## 12. Reporting Physical Evidence:

### a. Photographic:

(1) Still Photographs. Forward the original negative to FTD (TDETR), Wright-Patterson AFB, Ohio 45433, and indicate the place, time, and date the photograph was taken.

(2) Motion Pictures. Obtain the original film. Examine the film strip for apparent cuts, alterations, obliterations, or defects. In the report comment on any irregularities, particularly in films received from other than official sources.

(3) Supplemental Photographic Information. Negatives and prints often are insufficient to provide certain valid data or permit firm conclusions. Information that aids in plotting or in estimating distances, apparent size and nature of object, probable velocity, and movements includes:

(a) Type and make of camera.

(b) Type, focal length, and make of lens.

(c) Brand and type of film.

(d) Shutter speed used.

(e) Lens opening used; that is, "f" stop.

(f) Filters used.

(g) Was tripod or solid stand used.

(h) Was "panning" used.

(i) Exact direction camera was pointing with relation to true North, and its angle with respect to the ground.

(4) Other Camera Data. If supplemental information is unobtainable, the minimum camera data required are the type of camera, and the smallest and largest "f" stop and shutter speed readings of the camera.

(5) Radar. Forward two copies of each still camera photographic print. Title radarscope photographic prints per AFR 95-7. Classify radarscope photographs per AFR 205-1.

**NOTE:** If possible, develop film before forwarding. Mark undeveloped film clearly to indicate this fact, to avoid destruction by exposure through mail channels to final addressees.

b. *Material.* Air Force echelons receiving suspected or actual UFO material will safeguard it to prevent any defacing or alterations which might reduce its value for intelligence examination and analysis.

c. *Photographs, Motion Pictures, and Negatives Submitted by Individuals.* Individuals often submit photographic and motion picture material as part of their UFO reports. All original material submitted will be returned to the individual after completion of necessary studies, analysis, and duplication by the Air Force.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

R. J. PUGH  
Colonel, USAF  
Director of Administrative Services

J. P. McCONNELL  
General, U.S. Air Force  
Chief of Staff

Rob Mercer

AIR FORCE REGULATION  
NO. 80-17(C1)

DEPARTMENT OF THE AIR FORCE  
Washington, 26 October 1967

Research and Development

UNIDENTIFIED FLYING OBJECTS (UFO)

AFR 80-17, 19 September 1966, is changed as follows:

★3c. *Investigation.* Each commander of an Air Force base within the United States will provide a UFO . . . sighting for action.

3c. *EXCEPTIONS:* FTD at Wright-Patterson . . . for separate investigations. The University of Colorado, under a research agreement with the Air Force, will conduct a study of UFOs. This program (to run approximately 15 months) will be conducted independently and without restrictions. The university will enlist the assistance of other conveniently located institutions that can field investigative teams. All UFO reports will be submitted to the University of Colorado, which will be given the fullest cooperation of all UFO Investigating Officers. Every effort will be made to keep all UFO reports unclassified. However, if it is necessary to classify a report because of method of detection or other factors not related to the UFO, a separate report including all possible information will be sent to the University of Colorado.

★6a. The Deputy Chief of Staff, . . . reported within the United States. All Air Force activities within the United States will conduct UFO . . . investigation with FTD.

8b(6). University of Colorado, Boulder CO 80302, Dr. Condon. (Mail copy of message form.)

★8c. *Reports.* If followup action is required on electrically transmitted reports, prepare an investigative report on AF Form 117, "Sighting of Unidentified Phenomena Questionnaire," which will be reproduced locally on 8" x 10½" paper in accordance with attachment 1 (9 pages). Send the completed investigative report to FTD (TDETR), Wright-Patterson AFB OH 45433. FTD will send the reports to interested organizations in the United States and to Secretary of the Air Force (SAFOI), Wash DC 20330, if required.

8e. *Negative or Inapplicable Data.* Renumber as paragraph 9.

11k. Position title, name, rank, official address, telephone area code, office and home telephone, and comments of the preparing officer, including his preliminary analysis of the possible cause of the sighting. (See paragraph 10.)

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

R. J. PUGH, Colonel, USAF  
Director of Administrative Services

J. P. McCONNELL, General, USAF  
Chief of Staff

1 Attachment  
AF Form 117, "Sighting of Unidentified Phenomena Questionnaire"

This regulation supersedes AFR 80-17A, 8 November 1966.

OPR: AFRDDG

DISTRIBUTION: S

AIR FORCE REGULATION  
NO. 80-17A

DEPARTMENT OF THE AIR FORCE  
Washington, 8 November 1966

Research and Development

UNIDENTIFIED FLYING OBJECTS (UFO)

AFR 80-17, 19 September 1966, is changed as follows:

3c. **EXCEPTIONS:** FTD at Wright-Patterson . . . for separate investigations. The University of Colorado will, under a research agreement with the Air Force, conduct a study of UFOs. This program (to run approximately 15 months) will be conducted independently and without restrictions. The university will enlist the assistance of other conveniently located institutions that can field investigative teams. All UFO reports will be submitted to the University of Colorado, which will be given the fullest cooperation of all UFO Investigating Officers. Every effort will be made to keep all UFO reports unclassified. However, if it is necessary to classify a report because of method of detection or other factors not related to the UFO, a separate report including all possible information will be sent to the University of Colorado.

8b(6). University of Colorado, Boulder, Colorado 80302, ATTN: Dr. Condon. (Mail copy of message form.)

8e. **Negative or Inapplicable Data.** Renumber as paragraph 9.

11k. Position title, name, rank, official address, telephone area code, office and home phone, and comments of the preparing officer, including his preliminary analysis of the possible cause of the sighting(s). (See paragraph 10.)

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

R. J. PUGH  
Colonel, USAF  
Director of Administrative Services

J. P. McCONNELL  
General, U. S. Air Force  
Chief of Staff

DISTRIBUTION: S



TITLE OF REPORT		APPROVAL NUMBER
Sighting of Unidentified Phenomena Questionnaire		BOB 21-R258
BASIC DIRECTIVE AND/OR SOURCE AUTHORITY (Including date of issue or current revision)		EXPIRATION DATE
AFR 80-17		
APPLICABLE FORMS	ORGANIZATION OF PRIMARY RESPONSIBILITY	
AF Form 117	FTD (TDPT/UFO)	
FREQUENCY	AS OF DATE	DUE DATE
As required.	As required.	As required.
DESCRIPTION OF RESPONDENTS		
Any observer.		
BRIEF DESCRIPTION, PURPOSE, REMARKS, ETC.		
<p>Seven page form to be completed by observers of Unidentified Flying Objects. Covers question such as: Date of observation, duration, location, flight path, description of object, weather conditions, and background information on observers. The purpose is to aid the analyst in identifying the stimulus by providing necessary pertinent information on the UFO sightings.</p>		