

TD #7/4FO

AFSC SUPPLEMENT 1
TO: AFR 190-12

HEADQUARTERS AIR FORCE SYSTEMS COMMAND
Andrews Air Force Base, Washington, D.C. 20331
29 April 1968

Information Activities

RELEASE OF INFORMATION TO THE PUBLIC

AFR 190-12, 15 January 1963, is supplemented as follows:

★1a. Personnel preparing material for public release will coordinate their actions with the AFSC Office of Information. Where two or more AFSC organizations are located on or near the same base, the larger will perform the information function for the smaller.

★1b(10)(Added). Technical information marked with a limiting distribution stamp under AFR 310-2 will not be proposed for release.

2a(6)(Added). Photographs or motion picture clips of:

(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.

2b(2). Items requiring coordinated HQ AFSC, SAFOI, and OASD/PA 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) Contains subject matter specifically identified by Office of the Secretary of Defense guidance as requiring OSD review prior to release.

(c) Might generate national interest and, therefore, require release at the seat of the Government.

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

(e) Contains scientific information derived from, or concerned with, satellite operations.

Copies of public speeches by Air Force general officers, or key military and civilian personnel, must arrive at HQ AFSC (SCES) in time to permit 15 workdays to complete review by AFSC, SAFOI, and OASD/PA (20 days, or more, for review of technical publications or magazine articles). Original copy of speech must be initialed by the speaker, certifying that he has read and approved the final draft.

★2b(5)(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 in paragraph 2. They should also refer to the Clearance Schedule when planning public event actions.

This supplement supersedes AFR 190-12/AFSC Sup 1, 2 May 1966.

OPR: SCEP

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HQ USAF (SAFOI)..... 1

2c(1)(Added). Information officers 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 1 military department is involved in a combined test.
- (d) Those launches the primary unclassified test objective of which might attract unusual news media attention.
- (e) Those launches involving experiments with living creatures.

2c(2)(Added). 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.

2e. 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.

5d. Advise the media concerned, in advance, that the article or byline, or both, could be disapproved for commercial publication.

★9. 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 five 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.

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

FOR THE COMMANDER



R. A. SCHAAF, Colonel, USAF
Director of Administrative Services

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, 6 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, 6 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, 6 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.	

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 6 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 6 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.	