

SCIENTIFIC and TECHNICAL INFORMATION (STIN) INFORMATION DISTRIBUTION

AFWA CHECKLIST

Government personnel, including Guard and Reserve on active duty, civilians under DoD contract, and Government contractors, distributing or briefing STIN, in any format via any medium, including draft or preliminary information, and which will be seen or heard by persons not in the information originator's parent Command, including its subordinate units, must abide by the Export Control, Distribution Statement, and Destruction Statement when releasing and/or presenting this information. Distributors and/or presenters of this information shall review paragraphs below to determine the correct procedures. A verbal presentation is governed by the same regulations and restrictions as printed/electronic data. Request for STIN to your organization or for someone else can be made from an established document repository such as the Defense Technical Information Center (DTIC), the Information Analysis Centers, appropriate DoD technical data repositories, and the appropriate DoD technical libraries, such as the Air Force Weather Technical Library at AFCCC in Asheville, NC. Consult the STIN Definitions, Attachment 5 to the STIN Information Determination Checklist for explanations of terms used in this checklist. The controlling Air Force instruction is AFI 61-204.

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- **A.** If the information is classified, follow security procedures in DoDR 5200.1R.

If the information is to be shared, via viewing and/or hearing, with a foreign national, consult with the Foreign Disclosure Officer.

- **B.** Distribution of STIN is governed by the controlling DoD office. The controlling DoD office determines to whom to make the initial release of STIN (primary distribution) and all subsequent releases by them. Initial and subsequent distributions by the controlling DoD office normally are consistent with the information determinations made by that office, but they are not required to be consistent with the Distribution Statement. In other words, **unless the information is classified and/or Export Controlled, the controlling DoD office may send the information to whomever they want at any time unless also restricted by other laws or regulations.** . However, the information determinations attached to the information will govern all secondary distribution(s) by other repositories of the information. A secondary distribution of STIN must first obtain permission from the controlling DoD office if it is to be distributed outside the limitations of the information determinations.

- **C.** If the STIN has Export Controlled affixed, distribution outside U.S. Government agencies or to other than a firm certified to receive Export Controlled information, without Air Staff approval, is a violation of U.S. statute carrying significant penalty. Even the controlling DoD office and originator(s) of the information are bound by this restriction once this determination has been made. If you intend to distribute Export Controlled to an U.S. or Canadian Company, be advised they must be registered with the Joint Certification Office at the Defense Logistics Information Service. This can be coordinated with the command STINFO. Exceptions to this may be made through the command FDO if the information is to be distributed to foreign countries/nationals. This will involve coordination with the Air Staff and will take several weeks.
- **D.** The controlling DoD office makes this distribution statement determination for STIN. This distribution statement directs, by regulation, any other holder of the information as to whom the information can be distributed or briefed (secondary distribution). The Controlling DoD Office is the only entity that can revise the distribution statement and/or distribute the information not in concert with the Distribution Statement. The controlling DoD office may also give permission to secondary distributors to send information outside the restrictions imposed by the Distribution Statement. **Unclassified, Limited Distribution documents** (all distribution statements except Distribution Statement A, "Approved for Public Release, Distribution is Unlimited") **shall be handled using the same standard as "For Official Use Only (FOUO) material."** (Ref: DoDD 5230.24, encl 3). STIN with Distribution Statement A, "Approved for Public Release, Distribution is Unlimited" affixed may release the information to anyone.
- **E.** Unclassified controlled military information (UCMI) should have a destruction statement affixed to it. If you have a requirement to destroy the information abide by the instructions on this statement.
- **F.** Information which has contractor-imposed limited-rights legends/statements or proprietary affixed must not be distributed outside the U.S. Government unless a certified U.S. Government contracting officer rules otherwise and/or the company who affixed the limited-rights/proprietary statement has given the Government a written release for transmittal to other than U.S. Government agencies.
- **G.** Unless you are a technical repository (library) of the STIN and the information is copyrighted, then you must obtain written permission from the person/organization who holds the copyright to distribute the information.
- **H.** STIN to be loaded onto the World-Wide Web (WWW) or sent outside the organization via e-mail has special considerations. If the STIN has distribution statement restrictions (other than Public Release), Export Controlled, company limited-rights/proprietary, and/or is copyrighted then consideration must be given to the "widest possible audience" to whom this information may be distributed via access to the WWW or e-mail system on which the information is placed. The STIN must be protected in the electronic format based on its restrictions just as if it were in paper format.
- **I.** Computer software and/or documentation have special rules. If information is application software (object code) and/or related documentation the software developer or Controlling DoD Office makes the information determinations the same as with other information. Secondary distribution is based on these determinations. Only the software developer or Controlling DoD Office may release source code and/or related documentation, and only within DoD. If any computer code and/or documentation are to be released outside the DoD, consult with the local STINFO first. If code/documentation is to be released to a foreign government/national, consult with the local Foreign Disclosure Officer (FDO) first. This may involve coordination with the Air Staff and add considerably to the coordination time
- **J.** Information to be released as a result of a Freedom of Information Act (FOIA) requests also has special considerations. The information determination already assigned helps determine the disposition of the FOIA request. Certain exemptions are allowed to be given to prevent disclosure. Work with your unit FOIA officer. (Ref: AFI 37-131 and AFI 61-204, paragraph 5).

- **K.** If STIN has a local distribution statement you must coordinate with the office listed on the statement before releasing the information.
- **L.** A confusing factor may enter into this. AFI 133-360V1, Publications Management Program, para 3.43 allows a statement of "Functional (F) Distribution" This has nothing to do with the UCMI distribution statement F which restricts the data. Consult with the local information management officer or STINFO if you need clarification.