

PUBLIC RELEASE AUTHORIZATION REQUEST

Public release authorization must be obtained for all forms of unclassified command information intended for public release, including technical data, Web material, and information that is For Official Use Only, sensitive but unclassified, or export controlled.



This form is intended for release of unclassified general and technical information, including approval for official NAVAIR publications. Final release approval for non-classified material is the responsibility of the Public Affairs Office, AIR-7.5. Contact Security, AIR-7.4, regarding classified material release.

Section 1 MATERIAL DESCRIPTION & PURPOSE

See Section 8 for Public Release Authorization Procedures		1. Date Required	2. Tracking Number	
3. Requestor (Name/Company/Position Title)	4. Code	5. Voice Telephone Number	6. Fax Telephone Number	
7. Address	8. E-mail Address			
9. Material Title				
10. List Programs/Codes whose subject matter is discussed in this material				
11. Information Category (Check all that apply) <input type="checkbox"/> Technical Paper <input type="checkbox"/> Presentation <input type="checkbox"/> Abstract <input type="checkbox"/> Photo <input type="checkbox"/> Article <input type="checkbox"/> CD <input type="checkbox"/> Speech <input type="checkbox"/> DVD/Video <input type="checkbox"/> Publication <input type="checkbox"/> Fact Sheet <input type="checkbox"/> Brochure/Pamphlet <input type="checkbox"/> Graphics/Display <input type="checkbox"/> Contract Number _____ <input type="checkbox"/> Other (Specify) _____				
12. Purpose Venue and Date(s), or Publication for which this material has been prepared				
13. Does this material contain any technology from the Military Critical Technologies List (MCTL - www.dtic.mil/mctl/)? <input type="checkbox"/> YES If YES, list applicable MCTL paragraph(s) <input type="checkbox"/> NO				
14. Does this material include information provided by external sources or a foreign government for NAVAIR use? <input type="checkbox"/> YES If YES, please identify the source(s) and attach public release concurrence/POC information <input type="checkbox"/> NO				
15. Does NAVAIR have primary release authority for this material? <input type="checkbox"/> YES If NO, you must identify and obtain Public Release Authorization from the command(s) contributing to this material. <input type="checkbox"/> NO				

Section 2 REQUESTOR

16. The attached material has been verified to be factually and technically accurate. A review of applicable security guides, contracts, current MCTL, and any other pertinent documents has been conducted. It is believed that this material does not contain any classified, sensitive unclassified, trade secrets, or proprietary information and is suitable for public release. If additional signatures are required, please place in Section 4.

a. Print Name and Digital Signature Below	b. Code	c. Telephone Number	d. Date Received	e. Date Completed

Section 3 PRIMARY SPONSOR COMPETENCY ENDORSEMENT

17. As the primary sponsor for the attached material, I verify that all appropriate sponsors have technically reviewed and endorse public release of this material. It is believed that this material does not contain any classified, sensitive unclassified, trade secrets, or proprietary information and is suitable for public release.

a. Print Name and Digital Signature Below	b. Code	c. Telephone Number	d. Date Received	e. Date Completed
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Section 4 SPECIAL INSTRUCTIONS OR ADDITIONAL REMARKS

18. Special Instructions or Additional Remarks

Section 5 INFORMATION SECURITY APPROVAL

19. I have reviewed and approve this material for unlimited distribution.

a. Print Name and Digital Signature Below	b. Code	c. Telephone Number	d. Date Received	e. Date Completed
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f. Comments

Section 6 LEGAL APPROVAL (IF NEEDED)

20. Legal Approval

a. Print Name	b. Code	c. Telephone Number	d. Date Received	e. Date Completed
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f. Comments

Section 7 PUBLIC AFFAIRS APPROVAL

21. Public Affairs Approval

a. Print Name and Digital Signature Below	b. Code	c. Telephone Number	d. Date Received	e. Date Completed
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f. Comments

Section 8 PUBLIC RELEASE AUTHORIZATION PROCEDURES

Complete Sections 1 through 4 of this form. Submit to the appropriate Program Code point of contact along with two hard copies and one soft copy of the material for review. Upon authorization, the requestor and primary sponsor will receive notification stating the following:

The "TITLE" material(s) submitted for public release has/have been approved.
Distribution Statement A - Approved for public release; distribution is unlimited,
as submitted under NAVAIR Public Release Authorization YY-(tracking number).
Please retain the signed authorization for your records.

All information for release must have an assigned distribution statement as per DoD Directive 5230.24, which is available via MyNAVAIR (<https://mynavair.navair.navy.mil>) in the Public Release Authorization section.

Approved material must incorporate the statement below:
NAVAIR Public Release YY-(tracking number)
Distribution Statement A - "Approved for public release; distribution is unlimited"
on the title page prior to distribution.