

Public Affairs Productivity Portal (P3) Resource Guide

Service Request: Security & Policy Review

1. Access the Portal

- Click on the link provided to open the **Public Affairs Productivity Portal**.
- **Choose** "Public Affairs" from the options presented.



2. Log In

- **Enter your email** address in the designated field.
- Wait for a **temporary code** to be sent to your email.
- **Input the temporary code** you receive to continue.

A screenshot of the login page for the Public Affairs Productivity Portal. The header includes a home icon, 'HOME', 'PUBLIC AFFAIRS' with a dropdown arrow, and the text 'Public Affairs Productivity Portal'. The main content area has the heading 'Enter your email' above a text input field with the placeholder 'Enter Email...'. Below the field is the text 'If military, military email preferred'. A 'NEXT' button is located at the bottom right of the form.A screenshot of the login page for the Public Affairs Productivity Portal, showing the second step. The header is identical to the previous screenshot. The main content area has the heading 'Enter your one time passcode' above a text input field with the placeholder 'Enter one time passcode...'. Below the field is the text: 'An email has been sent to you with a one time passcode. Please check your spam folder if you have not received the passcode. You have 30 minutes to enter it before it expires.' There is a 'Resend Code' link below this text. A 'GO BACK' button is at the bottom left, and a 'NEXT' button is at the bottom right.

3. Create a New Request

- Under **Service Location**, select **Wright-Patterson AFB** from the dropdown.
- Under **Servicing Team**, choose **88th Air Base Wing Public Affairs**.
- For **Service Type**, choose **Security & Policy Review**.
- Click **“NEXT”** to continue.

4. Provide Project Details

- Enter the title of your document and the **suspense date** with consideration to **Review Timeframes**:
 - **Local Review.** Allow at least **10 duty days** for PA review.
 - **Elevated Review.** Allow **45-60 duty days** for PA review. Ref: [AFI 35-101, Attachment 3, "Triggers for Potential Elevation of Security and Review Cases"](#)
- **Event Details.** If the material is **related to a specific event (i.e. scientific conference)**, provide the details. If not, select "No".
- Click **"NEXT"** to move forward.

5. Enter Customer Details

- Choose **Air Force** from the list under organization.
- Choose **Air Education and Training Command** if affiliated with the Air Force Institute of Technology. Choose 88th Air Base Wing if affiliated with 88 ABW.
 - **Note:** Air Force Institute of Technology and Air University are not an option.
- **Fill out your personal information** in the fields provided.

- Primary Email: Submitter
- Alternate Email: AFIT Security
- **Primary customer** – Select “Yes” and fill out primary author’s information.
- **Click “NEXT”** to continue.

The screenshot shows the 'Create a New Request!' form in the Public Affairs Productivity Portal. The left sidebar contains a navigation menu with options: Email, Servicing Team, Project Details, Customer Details (highlighted), Additional Information, and Review. The main content area is titled 'Customer Details' and includes the following sections:

- ORGANIZATION**: 'What Organization are you a part of?' with radio buttons for 'Air Force or Space Force' (selected), 'Other Military Service', and 'Public'. Below is a 'Select Unit' dropdown menu showing 'Air Education and Training Command'.
- PERSONAL DETAILS**: 'Grade *' and 'First Name *' fields with a 'CV' dropdown. 'Last Name *' field.
- CONTACT**: 'Primary Email *' and 'Alternate Email *' text boxes. 'Contact Email *' dropdown with 'Primary' (selected) and 'Alternate' options. 'Commercial Number *', 'DSN', and 'Work Cell' text boxes.
- PRIMARY CUSTOMER**: 'Is this request on behalf of someone else? *' with 'No' and 'Yes' (selected) radio buttons. 'Customer Title/Rank *' and 'First Name *' fields. 'Last Name *' field. 'What Organization are they a part of?' with radio buttons for 'Air Force or Space Force', 'Other Military Service', and 'Public'.

At the bottom right, there is a 'GO BACK' button and a 'NEXT' button.

6. Add Additional Information

- **Project Purpose** – List the document type. Example: Journal Article
- **Specific Details** – List the Submitter Reference Number. To best support clearance determination, you can provide additional context here.
- **Attachments** – Upload associated material using the naming convention: “Submitter Reference Number-Last Name-1-2” This reflects 1 of 2 documents associated with this case.
 - **DO NOT attach nuclear-related documents here. Please submit such documents via safe.apps.mil to 88abwpa.spr@us.af.mil.**
 - **Helpful Tip:** Ensure attachments are in **PDF** format and under **10MB** in size for quicker upload and processing.
- **Click “NEXT”** to proceed.

The screenshot shows the 'Create a New Request!' form in the Public Affairs Productivity Portal, specifically the 'Additional Information' section. The left sidebar is the same as the previous screenshot, with 'Additional Information' highlighted. The main content area includes:

- Project Purpose ***: A text box with the placeholder 'Project purpose here' and a character count of '20/1000'.
- Specific Details ***: A larger text box with the placeholder 'Explain as much in detail as possible here' and a character count of '42/1000'.
- Attachments**: A section with the text 'Your Selected Service: Media Inquiry (Info request, visits, event coverage, interviews)'. Below it is an 'UPLOAD' button and a text box with the placeholder 'Drop or paste files here'.

At the bottom left, there is a 'GO BACK' button. At the bottom right, there is a 'NEXT' button.

7. Review Your Request

- **Review all the information** you’ve entered to ensure it is correct and complete.
- **Check both boxes** to confirm your submission.
- Click **“SUBMIT”** to finalize your request.

Create a New Request! * = Required

Review

SERVICING TEAM: **88th Air Base Wing Public Affairs**

PROJECT DETAILS
 Title: Project Title Here
 Purpose: Project purpose here
 Service: General PA Support
 Specific Details: Explain as much in detail as possible here

EVENT DETAILS
 Is this an Event?: No

CUSTOMER
E3 Public Affairs

ORGANIZATION
 88th Air Base Wing

COMMERCIAL NUMBER
 937-522-3252

PRIMARY EMAIL
 88abw.pa@us.af.mil

☒ I certify the products and services received from this request are for official government use only.
☒ I certify this request is being submitted by a Customer of the Public Affairs Office.

GO BACK **SUBMIT**

8. Your Request has been Submitted

- You will receive a P3 generated an email: “Your Request is Pending Approval by 88 ABW/PA”

Your Request has been Submitted!
 The Public Affairs Office will contact you once your request has been processed.
 Please check your Spam Folder if you have missing emails.
 You may now close this screen

QUICK LINKS
 Contact Us
 Questions
 Small Business Support
 Accessibility
 EEO

Link Disclaimer
 Suicide Prevention
 SAPR
 USA.gov
 No FEAR Act
 FOIA

IG
 Air Force Sites
 Report SBC Issues
 Weapons Crisis Line
 OIG Tip Line
 P3 Home Page

CAREERS
 Air Force Careers
 Join the Air Force
 Air Force Benefits
 Become an Officer
 Go Air National Guard
 Become a Reservist
 Civilian Service

CONNECT
 GET SOCIAL WITH US
 Facebook, Twitter, Instagram icons

P3 Helpful Tips:

- **Email code not received?** Double-check your spam/junk folder for the temporary code.
- **Attachments:** Use **PDF** documents and ensure files are under **10MB** for faster upload and processing.
- **Review carefully before submitting.** Once submitted, changes are harder to make. The more detailed your description, the better.

S&PR Helpful Tips:

- 88 ABW/PA S&PR Program Manager: 88abwpa.spr@us.af.mil | 937-522-3252
- **Disclaimer** – Originators must ensure disclaimers accompany all documents that are not submitted in an "official Air Force or Space Force capacity." An appropriate disclaimer is: *“The views expressed are those of the author and do not necessarily reflect the official policy or position of the Air Force, Space Force, Department of Defense, or U.S. Government.”*

- **Software products** – Do not send the software with the request. Must include a statement that fully addresses: Description, function and use of the software; potential end-users; programming language, operating system, network architecture or other relevant features; DoD program, system or product related to the software. Air Force Information Protection officials may request the software code be submitted separately.
- **For AFRL & AFLCMC S&PR submissions**
 - AFRL: <https://www.afrl.af.mil/About-Us/Fact-Sheets/Fact-Sheet-Display/Article/3430660/pa-security-and-policy-review/>
 - AFLCMC: <https://www.aflcmc.af.mil/WELCOME/Organizations/AFLCMC-Public-Affairs/>

S&PR References

- [AFIMSC Public Affairs Security and Policy Review Worksheet](#)
- [Memo: Request for Expedited Security and Policy Review](#)
- AFI 35-101, Chapter 9, "Security and Policy Review Process"
- AFI 35-101, Attachment 3, "Triggers for Potential Elevation of Security and Review Cases"
- AFMAN 35-101, Chapter 8, "Security and Policy Review Procedures"
- AFI 35-114 Air Force Branding and Trademark Licensing Program
- [AFI 61-201](#) Management of Scientific and Technical Information
- [DoDI 5230.29](#) Security and Policy Review of DoD Information for Public Release
- [DoDI 5230.24](#) Distribution Statements on Technical Documents
- [DoDI 5535.4](#) Copyrighted Sound and Video Recordings
- [U.S. Copyright Office Fair Use Index](#)