

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 a web page titled "Public Affairs Productivity Portal". It shows a form with a text input field labeled "Enter your email" and a placeholder "Enter Email...". Below the input field is a note "If military, military email preferred". A "NEXT" button is on the right.A screenshot of a web page titled "Public Affairs Productivity Portal". It shows a form with a text input field labeled "Enter your one time passcode" and a placeholder "Enter one time passcode...". Below the input field is a note "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." A "Resend Code" link and a "GO BACK" button are on the left, and a "NEXT" button is on the 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.

6. Add Additional Information

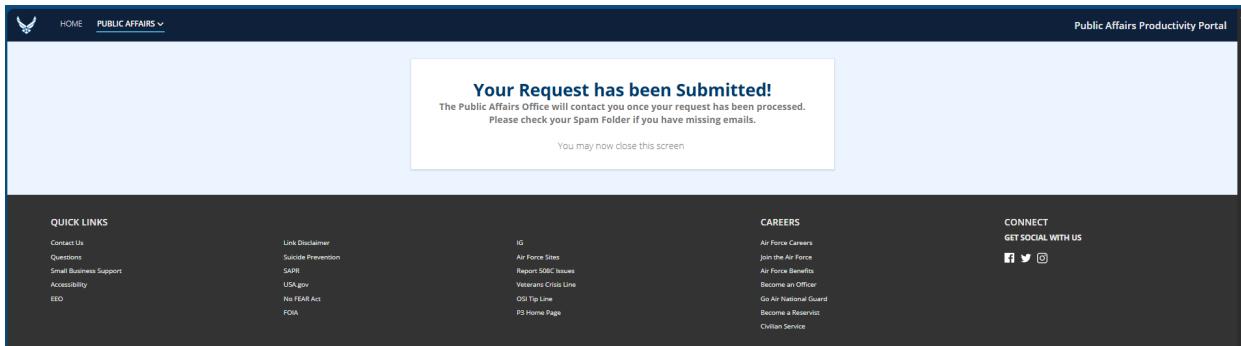
- **Project Purpose** – List the document type. Example: Journal Article
- **Specific Details** – List the Submitter Reference Number. To best support clearance determination, you can provide additional context here.
- **Attachments** – Upload associated material using the naming convention: “Submitter 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.

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.

8. Your Request has been Submitted

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



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](#)