

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 61-201**



5 MARCH 2026

Scientific, Research and Development

***SCIENTIFIC AND TECHNICAL
INFORMATION (STINFO) PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSC/ENS

Certified by: AFSC/ENS
(Mr. Clay Jordan)

Pages: 6

This instruction implements DAFI 61-104, Management of Scientific and Technical Information (STINFO), Department of Defense Instruction (DoDI) 5230.24, Distribution Statements on Technical Documents; DoD Directive 5230.25, Withholding of Unclassified Technical Data from Public Disclosure, and must be used in conjunction with the implementing publications. This document outlines AFSC STINFO policy and organizational responsibility. This guidance is applicable to all AFSC system, subsystem, components, contracting/organizations that conduct or are involved with STINFO. This Instruction is applicable to all Air Force personnel assigned or attached to AFSC, except where explicitly noted. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of the process prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Management System (AFRIMS) Records Disposition Schedule (RDS).

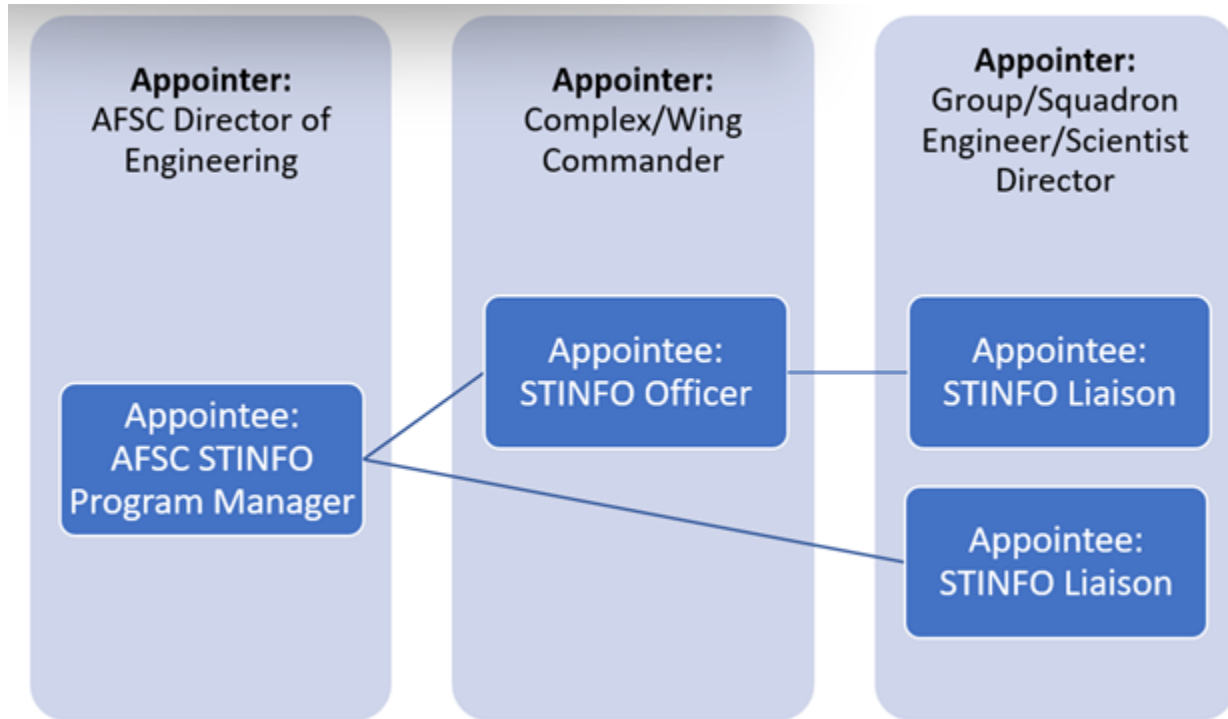
SUMMARY OF CHANGES

This Publication has been substantially revised and must be completely reviewed. It eliminates redundancies with DAFI 61-104, and provides greater clarity concerning training and the roles and responsibilities of managing Air Force Scientific and Technical Information (STINFO) in the Air Force Sustainment Center (AFSC).

1. Purpose: The purpose of this policy is to identify activities to implement a STINFO program in AFSC.

2. Roles and Responsibilities: The roles concerning the AFSC STINFO program and their hierarchal relationship are depicted in [Figure 1](#).

Figure 1. AFSC STINFO Roles and their Hierarchal Relationship.



2.1. AFSC Director of Engineering: appoints the AFSC STINFO program manager.

2.2. AFSC STINFO Program Manager:

2.2.1. Develops AFSC STINFO policy based on DoD and Air Force STINFO policy.

2.2.2. Is the AFSC primary interface with AFMC STINFO program manager.

2.2.3. Interfaces with and makes referrals to Foreign Disclosure Office (FDO), Freedom of Information Act (FOIA) Office, Public Affairs (PA) office, Staff Judge Advocate (JA).

2.2.4. Ensures STINFO Officers and Liaisons are provided STINFO Working Group roles and responsibilities.

2.2.5. Will develop a charter that identifies STINFO Working Group's roles and responsibilities.

2.2.6. Chairs the AFSC STINFO Working Group. The Working Group will coordinate and work issues with the AFSC personnel on AFSC policy, process guidance, and training.

2.2.7. Clarifies STINFO training requirements asked by STINFO Officers and Liaisons.

2.3. Complex / Wing Commanders or their designees:

2.3.1. Have oversight of the STINFO program in their organization.

2.3.2. Work with AFSC STINFO program manager to identify if/where STINFO officers are needed.

2.3.3. Work with STINFO Program Manager or officers to identify their Controlling DoD Office (CDO) organizations and if/where STINFO liaisons are needed.

2.4. Group/Squadron Engineer/Scientist Director or their designees:

2.4.1. Have oversight of the STINFO program in their group/squadron.

2.4.2. Appoint liaisons that understand the technical data being managed in their organizations and provide notification of liaison appointment to the AFSC STINFO program manager.

2.4.2.1. For units that do not produce create, handle, store, manage, or disseminate STINFO, no liaison needs to be appointed. STINFO training requirements will be handled by the unit training manager.

2.5. STINFO Officers:

2.5.1. Officers are recommended for directorates and groups with multiple liaisons at multiple organizational levels. The goal of officer implementation is to improve communication between STINFO organizations and the STINFO PM.

2.5.2. Report to AFSC STINFO PM in their STINFO appointee duties.

2.5.3. Complete STINFO training prescribed by Section 3: Training.

2.5.4. Manage STINFO Program for 2-letter organization/directorate/work center.

2.5.5. Ensure appropriate level of STINFO training is provided to personnel and track.

2.5.6. Advise on export control and foreign disclosure and make referrals to the Foreign Disclosure Office.

2.5.7. Make referrals to the Freedom of Information Act (FOIA) office, Judge Advocate General (JAG), Information Protection (IP), or other office as necessary.

2.5.8. Advise program personnel on the public release requirements and local Public Affairs (PA) office review process.

2.5.9. Review STINFO suitable for submittal to DTIC (or other repository).

2.5.10. Process DTIC Form 55s, "Request for Release of Controlled Documents": identify the appropriate CDO and forward the request onto that organization's liaison for a technical management decision to release or withhold.

2.5.11. Report violations/deficiencies to AFSC STINFO PM.

2.5.12. Assist liaisons with STINFO inquiries.

2.5.13. Disseminate STINFO policy updates/information through liaisons.

2.5.14. Will be members of the STINFO Working Group as defined by the charter.

2.5.15. Hold quarterly meetings with any organizational liaisons to disseminate information/directives from the STINFO Working Group.

2.6. STINFO Liaisons:

- 2.6.1. Complete STINFO training prescribed by Section 3: Training.
- 2.6.2. Advise CDO on proper STINFO marking, distribution and storage IAW DAFI 61-104.
- 2.6.3. Advise CDO on requirements and process to have STINFO reviewed and cleared by PA for public release.
- 2.6.4. Inform and report to CDO and STINFO officer any STINFO program violations and deficiencies.
- 2.6.5. Assist CDOs in identifying data rights, distribution statements, and other applicable markings as indicated in DAFI 61-104.
- 2.6.6. Evaluate CDO STINFO activities to assure policy compliance.
- 2.6.7. Administer DTIC Form 55 “Requests for Release of Controlled Document” received from the STINFO Officer and forward to the appropriate technical reviewers in the program office requesting them to assess the requester/ justification and provide a prompt release to or withhold decision. When the decision is reached, advise the STINFO Officer and return the decision to DTIC using the online DTIC Form 55.
- 2.6.8. Will be members of the STINFO Working Group if their organization has no Officer as defined by the charter.
- 2.6.9. Fulfills responsibilities of the STINFO Officer where no Officer exists.

3. Training:

- 3.1. The AFSC STINFO program manager will annually review AFMC STINFO training and will update links and other information related to training. Current STINFO training can be found at <https://usaf.dps.mil/teams/afmcip/stinfo/SitePages/Home.aspx>.
- 3.2. STINFO training is located online and shall be completed per **Table 1** below:

Table 1. STINFO Training Construct.

Course Name	Intended Audience	Frequency
STINFO Level 1	All personnel (informational)	Once
STINFO Level 2	All who handle, store, manage, and disseminate STINFO	Annual
STINFO Level 3	All who create STINFO, CDOs, and STINFO appointees (STINFO Program Managers, Officers, Liaisons)	Once

- 3.3. Those who are required to take STINFO Level 3 training shall complete it initially and then complete Level 2 training in following years on an annual cycle.
- 3.4. All other personnel not required to take STINFO Level 2 or Level 3 training shall complete STINFO Level 1 training.

3.5. Newly assigned personnel are required to complete the appropriate STINFO training level identified above within 30 days of assuming their duties.

3.6. For questions about the level of STINFO training required for a position, contact the AFSC STINFO Program Manager.

JENNIFER HAMMERSTEDT
Lieutenant General, USAF
Commander, Air Force Sustainment Center

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322 – *Records Management and Information Governance Program*, 26 June 2025

DAF Form 847, Recommendation for Change of Publication, 2 July 2025

DAFI 61-104, *Management of Scientific and Technical Information (STINFO)*, 25 August 2025

DoDD 5230.25 – *Withholding of Unclassified Technical Data from Public Disclosure*, 15 October 2018

DoDI 5230.24 – *Distribution Statements on DoD Technical Documents*, 10 January 2023

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AFRIMS—Air Force Records Management System

AFSC—Air Force Sustainment Center

CDO—Controlling DoD Office

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

DoDI—Department of Defense Instruction

DTIC—Defense Technical Information Center

FDO—Foreign Disclosure Office

FOIA—Freedom of Information Act

IAW—In Accordance With

IP—Information Protection

JA—Judge Advocate

JAG—Judge Advocate General

OPR—Office of Primary Responsibility

PA—Public Affairs

PM—Program Manager

RDS—Records Disposition Schedule

STINFO—Scientific and Technical Information

USAF—United States Air Force