

- (3) Angle or elevation and azimuth of object(s) upon disappearance.
- (4) Description of flight path and maneuvers of object(s).
- (5) How did the object(s) disappear? (Instantaneously to the North, etc.)
- (6) How long was the object(s) visible? (Be specific, 5 minutes, 1 hour, etc.)

c. Manner of Observation:

- (1) Use one or any combination of the following items: Ground-visual, ground-electronic, air electronic. (If electronic, specify type of radar.)
- (2) Statement as to optical aids (telescopes, binoculars, etc.) used and description thereof.
- (3) If the sighting is made while airborne, give type of aircraft, identification number, altitude, heading, speed, and home station.

d. Time and Date of Sighting:

- (1) Zulu time-date group of sighting.
- (2) Light conditions. (Use one of the following terms: Night, day, dawn, dusk.)
- e. Location of Observer(s).** Exact latitude and longitude of each observer, and/or geographical position. A position with reference to a known landmark also should be given in electrical reports, such as "2mi N of Doeville," "2mi SW of Blue Lake." Typographical errors or "garbling" often result in electrically transmitted messages, making location plots difficult or impossible.

Example: 89 45N, 192 71W for 39 45N, 102 21W.

f. Identifying Information on Observer(s):

- (1) Civilian—Name, age, mailing address, occupation, and estimate of reliability.
- (2) Military—Name, grade, organization, duty, and estimate of reliability.

g. Weather and Winds—Aloft Conditions at Time and Place of Sightings:

- (1) Observer(s) account of weather conditions.
- (2) Report from nearest AWS or U.S. Weather Bureau Office of wind direction and velocity in degrees and knots at surface, 6,000', 10,000', 16,000', 20,000', 30,000', 50,000', and 80,000' if available.
- (3) Ceiling.
- (4) Visibility.

- (5) Amount of cloud cover.
- (6) Thunderstorms in area and quadrant in which located.
- (7) Temperature gradient.
- h. Any other unusual activity or condition, meteorological, astronomical, or otherwise, which might account for the sighting.**

i. Interception or identification action taken (such action may be taken whenever feasible, complying with existing air defense directives).

j. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area which could possibly account for the sighting.

k. Position title and comments of the preparing officer, including his preliminary analysis of the possible cause of the sighting(s). (See paragraph 17.)

l. Existence of physical evidence, such as materials and photographs.

16. Negative or Inapplicable Data. Even though the source does not provide or has not been asked for specific information by an interviewer, do not use the words "negative" or "unidentified" until all logical leads to obtain the information outlined under paragraph 15 have been exhausted. For example, information on weather conditions in the area, as requested in paragraph 15g may be obtained from the local military or civilian weather facility. Use the phrase "not applicable" (N/A) only when the question does not apply to the particular sighting being investigated.

17. Comments of Preparing Officer. The preparing officer will make a preliminary analysis and a comment on the possible cause or identity of the object being reported, together with a statement supporting his comment and analysis. Every effort will be made to obtain pertinent items of information and to test all possible leads, clues, and hypotheses concerning the identity or explanation of the sighting. (See paragraph 5.) The preparing officer receiving the report initially is in a much better position to conduct an "on-the-spot" survey or followup than subsequent investigative personnel and analysts who may be far removed from the area, and who may arrive too late to obtain vital data or the missing information necessary for firm conclusions.

18. Classification. Do not classify reports unless data requested in paragraph 15 require classification. Classify reports primarily to protect:

- a. Names of sources reporting UFO's and other principals involved, if so requested by these persons or considered necessary;
- b. Intelligence, investigative, intercept, or analytical methods or procedures;
- c. Location of radar and other classified sites, units, and equipment;
- d. Information on certain types, characteristics, and capabilities of classified aircraft, missiles, or devices that may be involved in the sighting.

19. Reporting Physical Evidence. Report promptly the existence of physical evidence (photographic or material). All physical evidence forwarded to the AFIC should be marked for the attention of AFICN-4E4g.

a. Photographic:

- (1) **Still Photographs.** Forward the negative and two prints. Title the prints and the negatives, or indicate the place, time, and date of the incident.
- (2) **Motion Pictures.** Obtain the original film. Examine the film strip for apparent cuts, alterations, obstructions, or defects. In the report comment on any irregularities, particularly if received from other than official sources.

- (3) **Supplemental Photographic Information.** Negatives and prints often are insufficient to provide certain valid data or to permit firm conclusions. (See AFM 200-9—a classified document receiving limited distribution.) Information that will aid in plotting or in estimating distances, apparent size and nature of object, probable velocity, and movements includes:
 - (a) Type and make of camera,
 - (b) Type, focal length, and make of lens,

- (c) Brand and type of film,
- (d) Shutter speed used,
- (e) Lens opening used, that is, "f" stop,
- (f) Filters used,
- (g) Was tripod or solid stand used,
- (h) Was "panning" used,
- (i) Exact direction camera was pointing with relation to true north, and its angle with respect to the ground.
- (4) **Other Camera Data.** If supplemental information cannot be obtained, the minimum camera data required are the type of camera, and the smallest and largest "f" stop and shutter-speed readings of the camera.

- (5) **Radar.** Forward two copies of each still-camera photographic print. Title radarscope photographic prints in accordance with AFR 96-7. Classify radarscope photographs in accordance with section XII, AFR 205-1, 1 April 1959.

Note: If possible, develop photographic film before forwarding. If undeveloped film is forwarded, mark it conspicuously to indicate this fact. Undeveloped film often has been destroyed by exposure during examinations made while en route through mail channels to final addressees.

b. Material. Each Air Force echelon receiving suspected or actual UFO material will safeguard it in a manner to prevent any defacing or alterations which might reduce its value for intelligence examination and analysis.

c. Photographs, Motion Pictures, and Negatives Submitted by Individuals. Individuals often submit photographic and motion picture material as part of their UFO reports. All original material submitted will be returned to the individual upon completion of necessary studies, analyses, and duplication by the Air Force.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

J. L. TARR
Colonel, USAF
Director of Administrative Services

THOMAS D. WHITE
Chief of Staff