and charts, and other requirol data, which can be supplied more quickly and economically by the Air Force activity that made the initial report. Therefore, ATIC is authorized to contact the appropriate Air Force activity.

e. Direct communication is authorized between ATIC and other Air Force activities in matters pertaining to UFO investigations. Specifically, the ATIC may call upon the Commander, 1137th Field Activities Group, Fort Belvoir, Virginia, to conduct further field investigation if review of the initial report indicates such a requirement. In this event, the AIIS investigating will prepare the final report. (See paragraph 4b.)

SECTION B—PUBLIC RELATIONS, INFORMATION, CONTACTS AND RELEASES

7. Maintaining Public Relations. The Office of Information Services is responsible for:

a. In coordination with the ATIC when necessary, maintaining contact with the public and the press on all aspects of the UFO program and its related activities.

b. Releasing information on UFO sightings and results of investigations.

c. Periodically releasing information on this subject to the general public.

d. Processing, answering, and taking action on correspondence received from the general public, pertaining to the public relations, interest, and informational aspects of the subject. (See paragraph 9.) This office will forward correspondence and queries which are purely technical and scientific to ATIC for information on which to base a reply.

8. Releasing Information. All information or releases concerning UFO's, regardless of origin or nature, will be released to the public or unofficial persons or organizations by the Office of Information Services, Office of the Secretary of the Air Force. This includes replies to correspondence (except congressional inquiries) submitted direct to ATIC, and other Air Force activities by private individuals requesting comments or results or analysis and investigations of sightings.

9. Exceptions. In response to local inquiries resulting from any UFO reported in the vicinity of an Air Force base, information regarding a sighting may be released to the press or the general public by the commander of the Air Force base concerned only if it has been *positively identified as a familiar or known object.* Care should be exercised not to reveal any classified aspects of the sighting or names of persons making reports. (See paragraph 18.) If the sighting is unexplainable or difficult to identify, because of insufficient information or inconsistencies, the only statement to be released is the fact that the sighting is being investigated and information regarding it will be released at a later date. If investigative action has been completed, the fact that the results of the investigation will be submitted to the ATIC for review and analysis may be released. Further inquiries should be referred to the local Office of Information Services.

10. Release by Non-Air Force Sources. If newsmen, writers, publishers, or private individuals desire to release unofficial information concerning a UFO sighting, every effort will be made to assure that the statements, theories, opinions, and allegations of these individuals or groups will not be associated with or represented as being official information.

11. Contacts. Private individuals or organizations requesting Air Force interviews, briefings, lectures, or private discussions on UFO's will be referred to the Office of Information Services, Office of the Secretary of the Air Force. Air Force personnel, other than those of the Office of Information Services, will not contact private individuals on UFO cases nor will they discuss their operations and functions with unauthorized persons unless so directed, and then only on a "need-to-know" basis.

SECTION C—PREPARING AND SUBMITTING REPORTS

12. General Information:

a. Paragraphs 2 and 5 will be used as an aid and guidance to screenings, investigations, and reportings. The format will be as outlined in paragraph 15. Activities initially receiving reports of aerial objects and phenomena will screen the information to determine if the report concerns a valid UFO within the definition of paragraph 2c. Reports not within that definition will not be considered for further action under the provisions of this regulation.

b. To assist activities and personnel responsible for handling, screening, and processing initial, incoming UFO information, the general sources and types of reports are given here:

(1) Generally, initial UFO reports are received from two sources:
  (a) Civilian (airline, private and professional pilots, tower operators, technical personnel, casual observers, and the public in general), by correspondence, telephone, or personal interview;
  (b) Military units and personnel (pilots, observers, radar operators, aircraft control and warning units, etc.), by telephone, electrical message, or personal interview;
(2) Generally, UFO reports received from civilian sources are of two types:
  (a) Those referring strictly to an observed UFO, containing either detailed or meager information;
  (b) Those referring only in part to an observed UFO, but primarily requesting information on some aspect of the UFO program.

c. Reports considered to fall primarily in a public relations or information service category (see paragraphs 4d, 7, 8, 9, and b(2) above) should be referred to the Office of Information Services. UFO data sufficient for investigation and/or analysis may be extracted before referral to that office.

13. Methods for Transmitting Reports:

a. Together with any necessary screenings and investigations that must be performed preparatory to reporting, all information on UFO's will be reported promptly. Reports under 3 days from date of sighting will be electrically transmitted with a "Priority" precedence. Electrically transmitted reports over 3 days old should carry a "Routine" precedence.

b. Written reports of sightings over 3 days old may be submitted on AF Form 112, Air Intelligence Information Report (AIIR) and AF Form 112A, supplement to AF Form 112 (see paragraphs 14 and 15); however, their use should be kept to a minimum in reporting initial sightings. The delays often involved in processing and transmitting AF Forms 112 through channels may make followup investigations difficult, producing only limited usable information. This factor must be considered in cases where an immediate investigation or study of a reported sighting is considered necessary. Reporting by electrical means will eliminate delays. If requested by ATIC, a followup and/or complete report of all sightings initially reported electrically will be submitted on AF Form 112.

14. Where To Submit Reports:

a. *Electrical Reports.* Submit multiple addressed electrical reports to:

(1) Air Defense Command, Ent AFB, Colorado
(2) Nearest Air Division (Defense). (For United States only.)
(3) Air Technical Intelligence Center, Wright-Patterson AFB, Ohio
(4) HQ USAF (AFCIN), Wash. 25, D.C.
(5) Secretary of the Air Force (SAFIS), Wash. 25, D.C.

b. *Written Reports:* (Basic letters and AF Forms 112.)

(1) Within the United States, submit all reports direct to ATIC. ATIC will reproduce each report and distribute it to interested intelligence activities in the United States and to Office of Information Services, if such action is considered necessary.
(2) Outside the United States, submit reports as prescribed in "Intelligence Collection Instruction" (ICI) June 1954, direct to:
  Hq USAF (AFCIN) Wash 25, D.C.

c. *Reports from Civilians.* Where possible, civilian sources contemplating reporting UFO's should be advised to submit the report, for processing and transmission, to the nearest Air Force base, other than ATIC.

15. Basic Reporting Data and Format. Show the abbreviation "UFO" at the beginning of the text of all electrical reports and in the subject of written reports. Include in all reports the data required, in the order shown below:

a. *Description of the Object(s):*
(1) Shape.
(2) Size compared to a known object (use one of the following terms: Head of a pin, pea, dime, nickel, quarter, half dollar, silver dollar, baseball, grapefruit, or basketball) held in the hand at about arm's length.
(3) Color.
(4) Number.
(5) Formation, if more than one.
(6) Any discernible features or details.
(7) Tail, trail, or exhaust, including size of same compared to size of object(s).
(8) Sound. If heard, describe sound.
(9) Other pertinent or unusual features.

b. *Description of Course of Object(s):*
(1) What first called the attention of observer(s) to the object(s)?
(2) Angle or elevation and azimuth of objects(s) when first observed.