



**DEPARTMENT OF THE AIR FORCE  
1800 AIR FORCE PENTAGON,  
WASHINGTON, DC 20330**

**MEMORANDUM FOR DEPARTMENT OF THE AIR FORCE SMALL BUSINESS  
INNOVATION RESEARCH AND SMALL BUSINESS  
TECHNOLOGY TRANSFER PROGRAMS**

**FROM:** Secretary of the Air Force Chief Data Officer (SAF/CO)

**SUBJECT:** Release of Data to Small Businesses

1. The Department of the Air Force adheres to strict data exchange and security policies to guide in the use and release of data for contractors, civilian employees, and uniformed members of the United States Air Force, United States Space Force, the Air Force Reserve and Air National Guard. Prohibiting improper disclosure of data is vital to national security. This memorandum addresses existing policies and guidance (Enclosure) for Small Businesses to reference in their responsibilities to keep Department of the Air Force data secure. In addition, the following should also be considered:

a. Department of the Air Force data will be visible and accessible to Department of the Air Force entities except where constrained by law, regulation, security classification, guidance, or policy. Even when not constrained by exempted criterion, data exchange is tightly controlled. To keep data safe from improper disclosure or loss, every instance of data sharing with Small Business should be conducted in accordance with the most current Department of the Air Force guidance and at the direction of the local data office and/or the contract technical representative.

b. Data must be protected while at rest, in motion, and in use (e.g., within applications, and through analytics) for release to Department of the Air Force partners, including Small Business. A disciplined approach to data protection, including enterprise attribute-based access control, allows the Department of the Air Force to maximize the use of data while also employing the most stringent security standards to protect the American people.

c. The Department of the Air Force must account for the access, use, and disposition of all its data assets. A good Department of the Air Force-Small Business contractor relationship begins with the proper release of data. Suitability for data release is determined in a security and policy review process managed by the Directorate of Public Affairs (SAF/PA). Subsequently, approval for release is obtained through the appropriate chain of command.

2. Further guidance and support for Small Business data exchange and release is addressed in Frequently Asked Questions via the SBIR/STTR website on [www.afsbirsttr.af.mil](http://www.afsbirsttr.af.mil). Please direct any questions to the Air Force SBIR/STTR Help Desk at [usaf.team@afsbirsttr.us](mailto:usaf.team@afsbirsttr.us).

EILEEN M. VIDRINE, SES  
SAF/CO, Air Force Chief Data Officer

Attachment:  
Enclosure

## REFERENCES

- Air Force Chief Data Office, Data Services Reference Architecture, March 2019, [https://www.af.mil/Portals/1/documents/2019%20SAF%20story%20attachments/Tab%203%20SAF\\_CO\\_DSRA\\_Formatted.pdf?ver=2019-05-08-151010-237&timestamp=155734289617](https://www.af.mil/Portals/1/documents/2019%20SAF%20story%20attachments/Tab%203%20SAF_CO_DSRA_Formatted.pdf?ver=2019-05-08-151010-237&timestamp=155734289617)
- Air Force Instruction (AFI) 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 2 June 2015, [https://static.e-publishing.af.mil/production/1/saf\\_ia/publication/afi16-201/afi16-201\\_rollback.pdf](https://static.e-publishing.af.mil/production/1/saf_ia/publication/afi16-201/afi16-201_rollback.pdf)
- AFI 35-101, *Public Affairs Operations*, 20 Nov 20, [https://static.e-publishing.af.mil/production/1/saf\\_pa/publication/afi35-101/afi35-101.pdf](https://static.e-publishing.af.mil/production/1/saf_pa/publication/afi35-101/afi35-101.pdf)
- AFI 33-322, Records Management and Information Governance Program, 23 March 2020, [https://static.e-publishing.af.mil/production/1/saf\\_cn/publication/afi33-322/afi33-322.pdf](https://static.e-publishing.af.mil/production/1/saf_cn/publication/afi33-322/afi33-322.pdf)
- Air Force Guidance Memorandum 2020-16-01, *Air Force Guidance Memorandum for Controlled Unclassified Information (CUI)*, 23 Jul 2020, [https://static.e-publishing.af.mil/production/1/saf\\_aa/publication/afgm2020-16-01/afgm2020-16-01.pdf](https://static.e-publishing.af.mil/production/1/saf_aa/publication/afgm2020-16-01/afgm2020-16-01.pdf)
- Air Force Policy Directive 90-70, *Enterprise Data Management*, 13 February 2020, [https://static.e-publishing.af.mil/production/1/saf\\_co/publication/afpd90-70/afpd90-70.pdf](https://static.e-publishing.af.mil/production/1/saf_co/publication/afpd90-70/afpd90-70.pdf)
- Department of the Air Force Policy Directive 35-1, *Public Affairs Management*, 23 December 2020, [https://static.e-publishing.af.mil/production/1/saf\\_pa/publication/dafpd35-1/dafpd35-1.pdf](https://static.e-publishing.af.mil/production/1/saf_pa/publication/dafpd35-1/dafpd35-1.pdf)
- Department of Defense Data Strategy, 30 September 2020, <https://media.defense.gov/2020/Oct/08/2002514180/-1/-1/0/DOD-DATA-STRATEGY.PDF>
- DoD Instruction (DoDI) 5230.09, *Clearance of DoD Information for Public Release*, 25 January 2019, [https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/523009p\\_1.pdf](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/523009p_1.pdf)
- DoDI 8320.07, *Implementing the Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*, 3 August 2015, as amended, <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/832007p.pdf?ver=2019-06-06-091932-567>
- DoDI 8580.1, *Information Assurance (IA) in the Defense Acquisition System*, 9 July 2004, <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/858001p.pdf>
- DoDI 8582.01, *Security of Non-DoD Information Systems Processing Unclassified Nonpublic DoD Information*, 9 December 2019,

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/858201p.pdf?ver=2019-12-09-143118-860>

National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Revision 5, Security and Privacy Controls for Information Systems and Organizations, September 2020, as amended, <https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final>

NIST SP 800-171, Revision 2, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations, February 2020, <https://csrc.nist.gov/publications/detail/sp/800-171/rev-2/final>

Title 44, United States Code