**Student/Faculty/Submitter Procedures for Public Release Approval of**

**Publications and Presentations by Base Public Affairs (PA)**

**Student (author) Instructions to fill out PA Worksheet:**

1. In block 4:
   1. For **Author(s) Name** enter your name: Firstname Lastname
   2. For **Organization** enter the department from which you are receiving your degree (ex: AFIT/ENG)
   3. For **Phone** enter either your own phone number or your advisor’s office number
2. In block 5, enter the title of your Thesis. You may abbreviate lengthy titles
3. In block 6 and 7, enter “AFIT GRADUATION”. Under “Publication Date” enter graduation date
4. In block 8, select “THESIS/DISSERTATION” from the drop-down menu
5. Blocks 9 and 10 complete according to thesis content and classification
6. Electronically sign (student) block 12 and email PA Worksheet to your Research Advisor

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1. Block 13: Review thesis, approve/electronically sign worksheet
2. Send e-mail to department POC for submission to AFIT Security

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1. AFIT Security will approve/sign the worksheet and return to Department POC
2. Department POC will place the document in the student folder.

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1. In block 1, enter date that is 10 business days after the submission date
2. Under **Submitter Reference No**., enter internal case number.
3. In block 2, enter your name, phone number, organization (AFIT/ENE) and e-mail.
4. Submit to Public Affairs with attached thesis or dissertation.