
From: (b)(6) CIV WHS ESD (USA)
Sent: Monday, December 11, 2023 10:42 AM
To: (b)(6) CTR (USA)
Subject: Security Review clearance 0549
Attachments: User Guide Clean- 20231208_508.pdf; User Guide dd1910 for DOPSR (Signed) (a).pdf
Signed By: (b)(6)

Hello,

Attached is the clearance for security review case 24-T-0549.

(b)(6)
Washington Headquarters Services
Executive Services Directorate
Defense Office of Prepublication and Security Review
Pentagon (b)(6)
(b)(6)

(b)(6)

CIV WHS ESD (USA)

From: (b)(6) CTR (USA)
Sent: Friday, December 8, 2023 1:40 PM
To: WHS Pentagon ESD Mailbox SECREV
Cc: (b)(6) CIV DIA (USA); (b)(6) CIV USAF AF A2-6 (USA)
Subject: Request for DOPSR Review: "UAP Self Reporting Mechanism User Guide"
Attachments: User Guide dd1910 for DOPSR (Signed).pdf; User Guide Clean- 20231208_508.docx
Signed By: (b)(6)
Categories: Purple Category

Please take the attached for review. Please place your markings on the last page of the document.

v/r

(b)(6)

Operations Specialist

OSD

Desk (b)(6) | SVOIP: (b)(6) | Mobile: (b)(6)

(b)(6)

CLEARANCE REQUEST FOR PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION

(See Instructions on back.)

(This form is to be used in requesting review and clearance of DoD information proposed for public release in accordance with DoDD 5230.09.)

TO: (See Note) Chief, Defense Office of Prepublication and Security Review, 1155 Defense Pentagon, Washington, DC 20301-1155**Note:** Regular mail address shown above. For drop-off/next day delivery, use:
Room 2A534, 1155 Defense Pentagon, Washington, DC 20301-1155**1. DOCUMENT DESCRIPTION**

a. TYPE Document	b. TITLE UAP Self Reporting Mechanism User Guide
c. PAGE COUNT 20	d. SUBJECT AREA AARO UAP Self Reporting Mechanism

2. AUTHOR/SPEAKER

a. NAME (Last, First, Middle Initial) (b)(6)	b. RANK CTR	c. TITLE Senior Engineer
d. OFFICE All-domain Anomaly Resolution Office		e. AGENCY Office of the Deputy Secretary of Defense

3. PRESENTATION/PUBLICATION DATA (Date, Place, Event)

To be published on aaro.mil website

**CLEARED
For Open Publication****Dec 11, 2023**

Department of Defense

4. POINT OF CONTACT

OFFICE OF PREPUBLICATION AND SECURITY REVIEW

a. NAME (Last, First, Middle Initial) (b)(6)	b. TELEPHONE NO. (Include Area Code) (b)(6)
---	--

5. PRIOR COORDINATION

a. NAME (Last, First, Middle Initial)	b. OFFICE/AGENCY	c. TELEPHONE NO. (Include Area Code)

6. REMARKS**7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY**

a. THE ATTACHED MATERIAL HAS DEPARTMENT/OFFICE/AGENCY APPROVAL FOR PUBLIC RELEASE (qualifications, if any, are indicated in Remarks section) AND CLEARANCE FOR OPEN PUBLICATION IS RECOMMENDED UNDER PROVISIONS OF DODD 5230.09. I AM A GOVERNMENT EMPLOYEE (civilian or military), AND NOT A CONTRACTOR, AUTHORIZED TO MAKE THIS RECOMMENDATION FOR RELEASE ON BEHALF OF:

Acting Director, All-domain Anomaly Resolution Office

b. CLEARANCE IS REQUESTED BY 20231215 (YYYYMMDD).

c. NAME (Last, First, Middle Initial) Phillips, Timothy, A	d. TITLE Acting Director
---	-----------------------------

e. OFFICE All-domain Anomaly Resolution Office	f. AGENCY Office of the Deputy Secretary of Defense
---	--

g. SIGNATURE PHILLIPS.TIMOTHY.ALLEN. (b)(6)	h. DATE SIGNED (YYYYMMDD) 20231208
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INSTRUCTIONS

GENERAL NOTE FOR PERSONNEL PROCESSING

THIS REPORT: Items marked with an asterisk (*) have been registered in the DoD Data Element Program.

1. DOCUMENT DESCRIPTION.

a. Type - Record nature of material submitted; e.g., speech, article, manuscript, study/thesis, brochure, news release, advertisement, radio/television script, etc.

b. Title - Record the exact caption, headline, name or label of the material.

c. Page Count - Enter the number of pages of the document submitted.

d. Subject Area - Record major topic or theme, whenever possible.

Examples: "Go-Between Circuits III - Total Force in Action," and "Communications."

2. AUTHOR/SPEAKER.

*a. Name - Self explanatory.

*b. Rank - Self explanatory.

c. Title - Self explanatory.

d. Office - Self explanatory.

e. Agency - Self explanatory.

3. PRESENTATION/PUBLICATION DATA. Record the forum of open presentation or publication.

4. POINT OF CONTACT

*a. Name - Self explanatory.

b. Telephone Number - Enter the office phone number of the point of contact.

5. PRIOR COORDINATION. Self explanatory.

6. REMARKS. Enter any additional pertinent information.

7. RECOMMENDATION OF SUBMITTING OFFICE/ AGENCY. It is of paramount importance to components, as large and complex as those which comprise the Department of Defense, that coordinated and consistent security and policy determinations are made; therefore, Item 7 must be completed by an individual who is a government employee (civilian or military), and possesses the authority to communicate a particular component's policies and recommendation. Contractors may not sign this form.

a. Enter title of Component/Agency Head or title of other individual ultimately responsible for the substantive issues addressed.

Examples: Secretary of the Army; Chairman of the Joint Chiefs of Staff; President, National Defense University; etc.

*b. Clearance is requested by - Self explanatory.

*c. Name - Entry must be typed or printed and coincide with signatory official.

d. Title - Self explanatory.

e. Office - Self explanatory.

f. Agency - Self explanatory.

g. Signature - Mandatory.

*h. Date - Self explanatory.

CLEARANCE REQUEST FOR PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION

(See Instructions on back.)

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a. TYPE Document	b. TITLE UAP Self Reporting Mechanism User Guide
c. PAGE COUNT 20	d. SUBJECT AREA AARO UAP Self Reporting Mechanism

2. AUTHOR/SPEAKER

a. NAME (Last, First, Middle Initial) (b)(6)	b. RANK CTR	c. TITLE Senior Engineer
d. OFFICE All-domain Anomaly Resolution Office		e. AGENCY Office of the Deputy Secretary of Defense

3. PRESENTATION/PUBLICATION DATA (Date, Place, Event)

To be published on aaro.mil website

4. POINT OF CONTACT

a. NAME (Last, First, Middle Initial) (b)(6)	b. TELEPHONE NO. (Include Area Code) (b)(6)
---	--

5. PRIOR COORDINATION

a. NAME (Last, First, Middle Initial)	b. OFFICE/AGENCY	c. TELEPHONE NO. (Include Area Code)

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d. Title - Self explanatory.

e. Office - Self explanatory.

f. Agency - Self explanatory.

g. Signature - Mandatory.

*h. Date - Self explanatory.

Defense Office of Prepublication & Security Review

Case Number: 24-T-0549/0 **Source:** All-domain Anomaly Resolution - Timothy Phillips

Subject: UAP Self Reporting Mechanism User Guide

Purpose: PUBLIC RELEASE **Event Date:** **Pages:** 20

Requester: (b)(6) **Document Type:** PAPER

Date Received: 12/11/2023 **Classification:** Unclassified **Typist:** (b)(6)

Suspense Date: 12/15/2023 **Date Completed:** 12/11/2023

Reviewer Worksheet: **Action Officer:** (b)(6)

Agency Name	Routed Date	Due Date	Action	Remarks
IN HOUSE	12/11/2023	12/15/2023	NO OBJECTION	11-DEC-2023
SECDEF	12/11/2023	12/15/2023	NO OBJECTION	Requestor, AARO, 11-DEC-2023

Notes:

Comments (continue on reverse side if necessary):

CLEARED
For Open Publication

DOPSR Action

Dec 11, 2023

Recommended Action

- ☐ Cleared
- ☐ Cleared with Recommendations
- ☐ Cleared as Amended
- ☐ Not Cleared
- ☐ See Memo Attached

Initials/Date _____

Final Action

- ☒ Cleared
- ☐ Cleared with Recommendations
- ☐ Cleared as Amended
- ☐ Not Cleared
- ☐ See Memo Attached

Initials/Date _____

Case should be indexed under the following keywords: _____

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW



All-domain Anomaly Resolution Office (AARO)

U.S. Government UAP-Related Program/Activity Report

AARO is currently accepting reports from **current or former U.S. Government employees, service members, or contractor personnel** with direct knowledge of U.S. Government programs or activities related to UAP dating back to 1945. These reports will be used to inform AARO's congressionally directed **Historical Record Report**. The reporting form is intended as an initial point of contact with AARO; it is not intended for conveying potentially sensitive or classified information. Please do not provide any sensitive or classified information in this form. Following the submission of your report, AARO staff may reach out to request additional detail or arrange for an informational interview.

Unidentified Anomalous Phenomena (UAP) means (A) airborne objects that are not immediately identifiable; (B) transmedium objects or devices; (C) and submerged objects or devices that are not immediately identifiable and that display behavior or performance characteristics suggesting that the objects or devices may be related to the objects or devices described in subparagraph (A) or (B). **(Per the NDAA FY23 Section 1673(d)(8))**

The DoD considers **Unidentified Anomalous Phenomena (UAP)** as sources of anomalous detections in one or more domains (i.e., airborne, seaborne, spaceborne, and/or transmedium) that are not yet attributable to known actors and that demonstrate behaviors that are not readily understood by sensors or observers.

"Anomalous detections" include but are not limited to phenomena that demonstrate apparent capabilities or material that exceed known performance envelopes. A UAP may consist of one or more unidentified anomalous objects and may persist over an extended period of time.

Am I eligible to submit a report?

AARO is currently accepting reports from **current or former U.S. Government employees, service members, or contractor personnel** with direct knowledge of U.S. Government programs or activities related to UAP dating back to 1945. These reports will be used to inform AARO's congressionally directed **Historical Record Report**.

What should I NOT submit on this form?

- Please do NOT submit any information that is potentially CLASSIFIED or unclassified information that is not publicly releasable (e.g., subject to export control regulations).
- Please do NOT submit general reports of UAP sightings or encounters. Reporting using this form is limited to **current or former U.S. Government employees, military personnel, or contractor personnel** with direct knowledge of U.S. Government programs or activities related to UAP dating back to 1945.
- Please do NOT report secondhand information or hearsay regarding U.S. Government programs or activities related to UAP. Please encourage those with firsthand knowledge to come forward and share their information and experiences with AARO.
- Please do NOT submit current operational reports of UAP sightings or encounters experienced in the course of your U.S. Government duties as a Service member, Federal employee, or contractor personnel. Please follow the process established by your Service Branch or federal agency to report such information to AARO. For current operational reporting, military operators should reference GENADMIN DTG: 191452Z MAY 2023 for reporting procedures and requirements. Civilian pilots are encouraged to promptly report UAP sightings to air traffic control. AARO receives all UAP-related Pilot Reports (PIREPs) from the Federal Aviation Administration.

What should I expect after submitting a report?

Following the submission of your report, an AARO staff member may reach out to request additional detail or arrange for an informational interview in an appropriate setting.

I signed a Nondisclosure Agreement (NDA). Can I still report to AARO?

Yes. Per the [James M. Inhofe National Defense Authorization Act \(NDAA\) for Fiscal Year \(FY\) 2023](#)[1], individuals may report to AARO without fear of violating the terms of current or previous nondisclosure agreements (NDA). However, other than authorized disclosures made to AARO, individuals are required to abide to their lifetime commitment to safeguard classified national security information and expected to continue protecting information in accordance with their original NDA.

By law, AARO may receive all UAP-related information, including any classified national security information, regardless of any restrictive access controls, special access programs, or compartmented access programs. Moreover, there is no restriction to AARO receiving any past or present UAP-related information, regardless of the organizational affiliation of the original classification authority within DoD, the Intelligence Community, or any other U.S. Government department or agency. As a reminder, **individuals cannot report classified national security information on this website.**

[1] NDAA for FY2023, section 1673(b)(1): An authorized disclosure shall not be subject to a nondisclosure agreement entered into by the individual who makes the disclosure; shall be deemed to comply with any regulation or order issued under the authority of Executive Order 13526 (50 U.S.C. 31617 note; relating to classified national security information) or chapter 18 of the Atomic Energy Act of 1954 (42 U.S.D. 2271 et seq.); and is not a violation of section 798 of title 18, United States Code, or other provision of law relating to the disclosure of information.

What do I need to know about prohibition on reprisal?

Individuals who make authorized disclosures to AARO are explicitly protected from reprisal under law, per the National Defense Authorization Act (NDAA) for FY2023[1]. If you believe you have experienced reprisal for making an authorized disclosure to AARO, please submit a report to the [DoD Office of the Inspector General Hotline](#), [Office of the Intelligence Community Inspector General Hotline](#), [Department of Energy Office of the Inspector General Hotline](#), [Department of Homeland Security Inspector General Hotline](#), or the IG office of your current or former federal agency.

[1] NDAA for FY 2023, Section 1673(b)(2)(A): An employee of a department or agency of the federal government, or of a contractor, subcontractor, grantee, subgrantee, or personal services contractor of such a department or agency, who has authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority, take or fail to take, or threaten to take or fail to take, a personnel action, including the revocation or suspension of security clearances, or termination of employment, with respect to any individual as a reprisal for any authorized disclosure.

Do I meet the criteria for submitting a report?

- I am a former or current U.S. Government employee, service member, or contractor personnel.
- I have firsthand knowledge of a U.S. Government program or activity related to UAP.

If you answer YES to both statements above and you are interested in sharing your personal testimony for our [historical investigation](#), please submit the report form.

How do I get to the form?

The form access link can be found on the AARO website homepage at <https://www.aaro.mil>.

US Government UAP-Related Program/Activity Reporting

AARO is accepting reports from current or former U.S. Government employees, service members, or contractor personnel with direct knowledge of U.S. Government programs or activities related to UAP dating back to 1945*. These reports will be used to inform AARO's [congressionally directed](#) Historical Record Report.

This form is intended as an initial point of contact with AARO; it is not intended for conveying potentially sensitive or classified information. Following the submission of your report, AARO staff may reach out to request additional detail or arrange for an informational interview.

[Submit a U.S. Government UAP-Related Program/Activity Report](#)

* By law, AARO may receive all UAP-related information, including any classified national security information involving military, intelligence, and intelligence-related activities, at all levels of classification regardless of any restrictive access controls, special access programs, or compartmented access programs. Moreover, there is no restriction to AARO receiving any past or present UAP-related information, regardless of the organizational affiliation of the original classification authority within DoD, the Intelligence Community, or any other U.S. Government department or agency. Any classified national security information may be provided to AARO in a secure location, but may not be provided through this form. Do not submit classified national security information or unclassified information that is not publicly releasable (e.g. subject to export control regulations) through this form.

NDAA for FY2023, section 1673(b)(1): An authorized disclosure shall not be subject to a nondisclosure agreement entered into by the individual who makes the disclosure; shall be deemed to comply with any regulation or order issued under the authority of Executive Order 13526 (50 U.S.C. 31617 note; relating to classified national security information) or chapter 18 of the Atomic Energy Act of 1954 (42 U.S.C. 2271 et seq.); and is not a violation of section 798 of title 18, United States Code, or other provision of law relating to the disclosure of information.

Figure 1: Home Page, Reporting Link

Click the “**Submit a U.S. Government UAP-Related Program/Activity Report**” button. This will present a page with a series of frequently asked questions (FAQs) reviewed in this document.

Submit a Report: U.S. Government Programs or Activities related to UAP

WHO IS ELIGIBLE TO REPORT?

WHAT SHOULD I NOT REPORT?

WHAT SHOULD I EXPECT AFTER FILING A REPORT?

I SIGNED A NONDISCLOSURE AGREEMENT. CAN I STILL REPORT TO AARO?

WHAT DO I NEED TO KNOW ABOUT PROHIBITION ON REPRISAL?

WHERE CAN I FIND INSTRUCTIONS FOR SUBMITTING A UAP REPORT TO AARO?

Figure 2: Reporting FAQ Page

To access the answer to any of the frequently asked questions regarding the form, click the question. Expand each section to read more details related to the six questions about submitting a report on a U.S. Government program or activity related to UAP.

At the bottom of the page is the section with the REQUIRED qualifying questions to submit a report on a U.S. Government program or activity related to UAP:

You must acknowledge that you meet the criteria below in order to complete and submit a UAP Report at this time.

☐ I am a Former or Current U.S. Government employee, service member, or contractor personnel *

☐ I have firsthand knowledge of a U.S. Government program / activity related to UAP *

PENALTY:

This form is to be used for official business with the Department of Defense. Knowing and willful false reporting can be punished by fine or imprisonment, or both (see 18 U.S.C. 1001). Additionally, falsifying information may have a negative effect on your security clearance, employment prospects, or job status, up to and including denial or revocation of your security clearance, or your removal and debarment from federal service, if applicable.

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

U.S. Government UAP-Related Programs or Activities Reporting Form

Figure 3: Qualifying Questions

“Firsthand knowledge” refers to an individual who participated in, was involved with, or was directly supporting a U.S. Government program or activity related to UAPs.

You must acknowledge that you meet the criteria for both questions and check the “I’m not a robot” box to activate the button and continue to the Report Form page. Please read all sections and the Penalty for False Reporting statement before acknowledging.

Instructions for filling out the form:

Information Only – Office of Management and Budget (OMB) Control, Public Burden, Privacy Act Statement, and Prohibition on Reprisal

Step 1: Read all the report submission guidance and click the **Next** button.

If you answered YES to these statements below and you are interested in sharing your personal testimony for our historical investigation, please complete the online form below to submit a report.

- I am a former or current U.S. Government employee, service member, or contractor.
- I have first-hand knowledge of a U.S. Government program or activity related to UAP.

U.S. Government UAP Program / Activity Report Form

AARO is currently accepting reports from **current or former U.S. Government employees, service members, or contractor personnel** with **firsthand knowledge** of U.S. Government programs or activities related to UAP dating back to 1945. These reports will be used to inform AARO's congressionally directed **Historical Record Report**. In the future, reporting eligibility will be expanded to the general public and include reports of any event related to UAP. This form is intended as an initial point of contact with AARO; it is NOT intended for conveying potentially sensitive or classified information. Following the submission of your report, AARO staff may reach out to request additional detail or arrange for an informational interview.

OMB Control Number: 0704-0674
Expiration Date: 04/30/2024

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-AARO, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Figure 4: U.S. Government UAP Program/Activity Reporting

PRIVACY ACT STATEMENT FOR UNITED STATES GOVERNMENT UNIDENTIFIED ANOMALOUS PHENOMENON (UAP) REPORTING AUTHORITY:

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; 44 U.S.C. 2107, Acceptance of Records for Historical Preservation; Section 1673 of the National Defense Authorization Act for Fiscal Year 2023 (Pub. Law 117-263).

PRINCIPAL PURPOSE: To manage general correspondence and reporting relating to unidentified anomalous phenomena. Information provided may be used to contact or seek additional information from individuals reporting information relating to such phenomena, including but not limited to any event relating to unidentified anomalous phenomena and any activity or program by a department or agency of the Federal Government or a contractor of such a department or agency relating to such phenomena.

ROUTINE USES: The information solicited may be made available as a "routine use" to appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authorities to assist the All-domain Anomaly Resolution Office with authorized reporting of phenomena, to appropriate Federal, State, local, territorial, tribal, foreign, or international agencies for the purpose of authorized scientific study or counterintelligence activities, or for the purpose of executing or enforcing laws designed to protect the national security or homeland security of the United States, including those relating to the sharing of records or information concerning terrorism, homeland security, or law enforcement. A complete list and explanation of applicable Routine Uses is included in SORN DoD-0017, "Privacy and Civil Liberties Complaints and General Correspondence Records," accessible at <https://www.federalregister.gov/documents/2023/10/03/2023-21863/privacy-act-of-1974-system-of-records>.

DISCLOSURE: Voluntary, however, failure to provide the information may result in the inability of the All-domain Anomaly Resolution Office to evaluate the information and engage in follow-up communications in furtherance of the authorized reporting or assessment processes.

Figure 5: Privacy Act Statement for UAP Reporting Authority

Privacy Act Information:

PRIVACY ACT STATEMENT FOR UNITED STATES GOVERNMENT UNIDENTIFIED ANOMALOUS PHENOMENON (UAP) REPORTING

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; 44 U.S.C. 2107, Acceptance of Records for Historical Preservation; Section 1673 of the National Defense Authorization Act for Fiscal Year 2023 (Pub. Law 117-263).

PRINCIPAL PURPOSE: To manage general correspondence and reporting relating to unidentified anomalous phenomena. Information provided may be used to contact or seek additional information from individuals reporting information relating to such phenomena, including but not limited to any event relating to unidentified anomalous phenomena and any activity or program by a department or agency of the Federal Government or a contractor of such a department or agency relating to such phenomena.

ROUTINE USES: The information solicited may be made available as a "routine use" to appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authorities to assist the All-domain Anomaly Resolution Office with authorized reporting of phenomena, to appropriate Federal, State, local, territorial, tribal, foreign, or international agencies for the purpose of authorized scientific study or counterintelligence activities, or for the purpose of executing or enforcing laws designed to protect the national security or homeland security of the United States, including those relating to the sharing of records or information concerning terrorism, homeland security, or law enforcement. A complete list and explanation of applicable Routine Uses is included in SORN DoD-0017, "Privacy and Civil Liberties Complaints and General Correspondence Records," accessible at: <https://www.federalregister.gov/documents/2023/02/23/2023-03745/privacy-act-of-1974-system-of-records>.

DISCLOSURE: Voluntary; however, failure to provide the information may result in the inability of the All-domain Anomaly Resolution Office to evaluate the information and engage in follow-up communications in furtherance of the authorized reporting or assessment processes.

PROHIBITION ON REPRISAL

Individuals who make authorized disclosures to AARO are explicitly protected from reprisal under law, per the National Defense Authorization Act (NDAA) for FY2023 [1]. If you believe you have experienced reprisal for making an authorized disclosure to AARO, please submit a report to the [DoD Office of the Inspector General Hotline](#), [Office of the Intelligence Community Inspector General Hotline](#), [Department of Energy Office of the Inspector General Hotline](#), [Department of Homeland Security Inspector General Hotline](#), or the IG office of your current or former federal agency.

[1] NDAA for FY2023, Section 1673(b)(2)(A): An employee of a department or agency of the federal government, or of a contractor, subcontractor, grantee, sub-grantee, or personal services contractor of such a department or agency, who has authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority, take or fail to take, or threaten to take or fail to take, a personnel action, including the revocation or suspension of security clearances, or termination of employment, with respect to any individual as a reprisal for any authorized disclosure.

[2023 NDAA - National Defense Authorization Act](#)

Next

Page 1 of 7

Clear form

Figure 6: Prohibition on Reprisal

CURRENT CONTACT INFORMATION - Part I

CURRENT CONTACT INFORMATION - Part I

Providing the information below will assist AARO with potential follow-up.

Do not submit classified or other non-public information through this form.

Your preferred salutation: *

(If you prefer to use your military status, that will be derived from your response later in this form to the questions about your military service affiliation and rank)

Choose ▾

Your First Name: *

Your answer

Your Middle Initial/Name:

(Leave blank if you do not have one)

Your answer

Your Last Name: *

Your answer

Your Suffix:

Your answer

Figure 7: Current Contact Information - Part I

Step 2: Your preferred salutation (REQUIRED):

Select your salutation from the drop-down list.

If you select “(My military rank),” it will be derived from data entered in a later step.

Step 3: Your name (REQUIRED):

Type your first name, middle name/initial, last name, and suffix in the fields provided.

Your middle initial/name and suffix are not required fields. If you do not have a middle initial/name or suffix, please leave them blank.

Your Phone Number: *
(Use format ###-###-####)

Your answer

Your Current Email Address: *

Your answer

Your Current Zip Code: *
(Enter "00000" if you currently do not have a physical address with a zip code)

Your answer

Back Next Page 2 of 7 Clear form

Figure 8: Current Contact Information - Part I (continued)

Step 4: Your current phone number (REQUIRED):

Type your **current** phone number in the ###-###-#### format. This may be how AARO reaches out to you for information or an interview, so please provide accurate information.

Step 5: Your current email address (REQUIRED):

Type your **current** valid email address. This may be how AARO reaches out to you for information or an interview, so please provide accurate information.

Step 6: Your current Zip Code (REQUIRED):

Type your **current** zip code.

If you do not have a physical address with a U.S. Zip Code, please enter "00000".

Step 7: Next:

Click the **Next** button after reviewing all the data to ensure it is correct.

You will not be able to continue until all required data is provided and any inputs fixed.

CURRENT CONTACT INFORMATION - Part II

CURRENT CONTACT INFORMATION - Part II

U.S. Government employee, service member, or contractor status: *

☐ Current

☐ Former

Your current employment/contract **affiliation** with the U.S. Government: *

Choose ▼

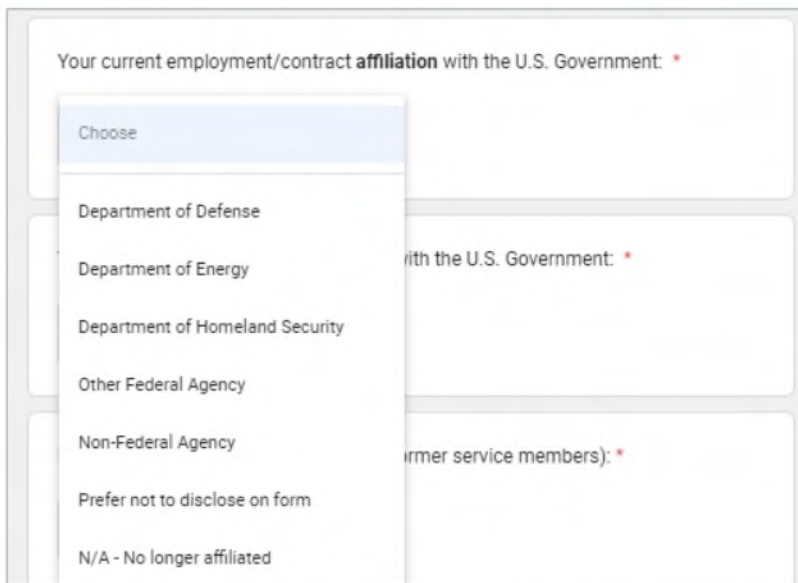
Your current employment/contract **role** with the U.S. Government: *

Choose ▼

Figure 9: Current Contact Information - Part II

Step 8: Current or Former Status (REQUIRED):

Click the appropriate radio button to indicate whether you are a **current or former** U.S. Government employee, service member, or contractor personnel.



Your current employment/contract **affiliation** with the U.S. Government: *

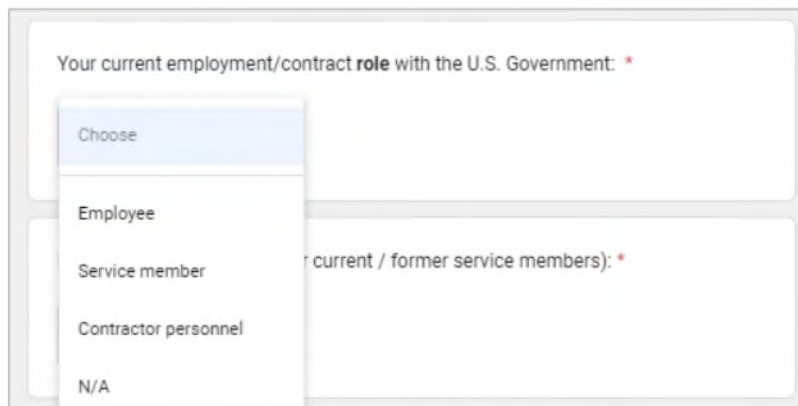
- Choose
- Department of Defense
- Department of Energy
- Department of Homeland Security
- Other Federal Agency
- Non-Federal Agency
- Prefer not to disclose on form
- N/A - No longer affiliated

Figure 10: Current Affiliation Drop-down Options

Step 9: Current Employment (REQUIRED):

Select your **current affiliation** with the U.S. Government from the drop-down list.

Select "N/A" if you are no longer affiliated with the U.S. Government or select "prefer not to disclose on form" if you prefer not to disclose.



Your current employment/contract **role** with the U.S. Government: *

- Choose
- Employee
- Service member
- Contractor personnel
- N/A

Figure 11: Current Role Drop-down Options

Step 10: Current Employment Role (REQUIRED):

Select your **current role** with the U.S. Government from the drop-down list.

Select "N/A" if you do not wish to disclose this information on this report.

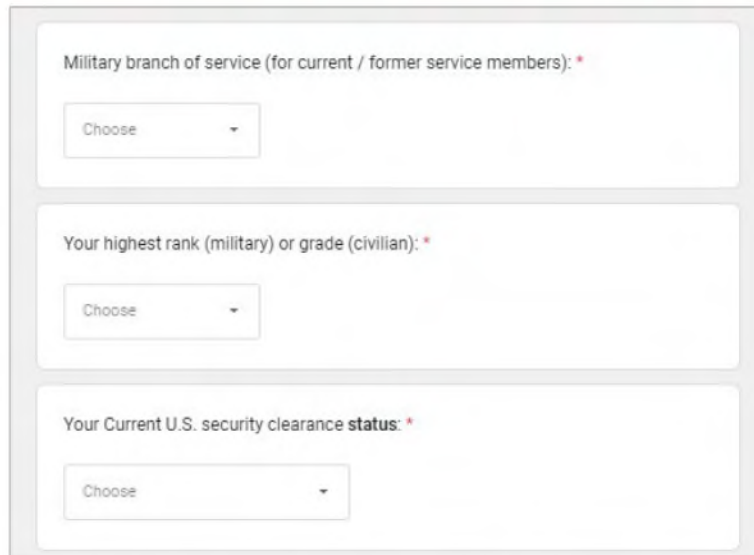


Figure 12: Current Contact Information - Part II (continued)

Step 11: Military branch of service (REQUIRED):

Select your **current or former** branch of service from the drop-down list.

If you never served in - or were employed by - a branch of the military, select "N/A."

Step 12: Highest military rank or civilian grade (REQUIRED):

Select from the list for your **highest rank (military) or grade (civilian)** from the drop-down list.

If you never served in the military or as a U.S. civilian employee, select "N/A."

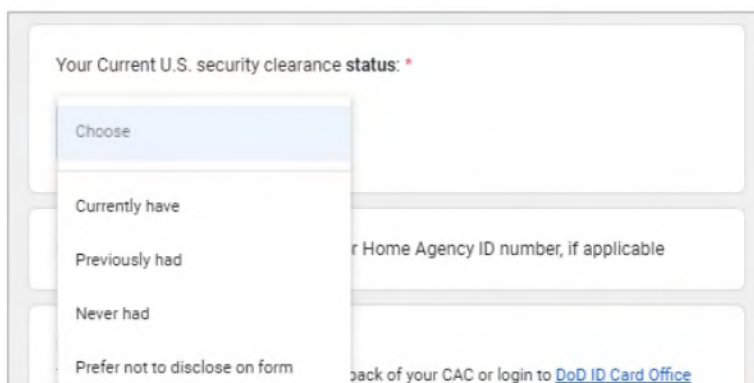


Figure 13: Current U.S. Security Clearance Status Drop-down Options

Step 13: Current U.S. security clearance status (REQUIRED):

Select from the list for your **Current U.S. security clearance status** from the drop-down list.

If you have never had a clearance, select "Never had."

The screenshot shows a web form with a light gray border. At the top, a pink banner contains the text "Do not submit classified or other non-public information through this form." Below this, the form has two main sections. The first section is titled "Please provide your DoD ID number or Home Agency ID number, if applicable". It contains the text "DoD ID Number:" followed by instructions: "To find your DoD ID number, look on the back of your CAC or login to [DoD ID Card Office Online](#) to view your profile." Below this is a warning: "If your DoD ID number is the same as your social security number, PLEASE DO NOT enter it on this form!". There is a text input field labeled "Your answer". The second section is titled "Agency ID Number:" followed by instructions: "To find your Agency ID number, open a web browser, navigate to Certificates and under the Personal tab, select your certificate details tab." Below this is another text input field labeled "Your answer". At the bottom of the form, there are two buttons: "Back" and "Next". To the right of these buttons is a progress bar that is partially filled with blue. Further right, it says "Page 3 of 7". On the far right, there is a "Clear form" link.

Figure 14: Optional ID Number Entry

Step 14: DoD ID number or Home Agency ID number (OPTIONAL):

Type your DoD ID number or Home Agency ID number into the field.

Your DoD ID number can be found on the back of your CAC. If you do not know your DoD ID number, select this link: [DoD ID Card Office Online](#). It will walk you through the steps to find your number.

If your DoD ID is your Social Security Number, DO NOT enter it. Leave this section blank.

Step 15: Next:

Click the **Next** button after reviewing all the data to ensure it is correct.

You will not be able to continue until all required data is provided and any inputs fixed.

U.S. GOVERNMENT UAP PROGRAM/ACTIVITY INFORMATION

The screenshot shows a web form titled "U.S. GOVERNMENT UAP PROGRAM / ACTIVITY INFORMATION". At the top, a red banner contains the text "Do not submit classified national security information through this form." Below this, the form is divided into three sections. The first section asks for the "Approximate start year of the UAP-related programs/activities:" and includes a note: "(If there are multiple time periods and/or programs / activities, enter the most recent start year. The additional information can be discussed in potential follow-up conversations with AARO.)". There is a text input field labeled "Your answer". The second section asks for the "Approximate end year of UAP-related programs/activities:" and includes the same note as the first section. It also has a text input field labeled "Your answer". The third section asks "Do you have firsthand knowledge of additional programs/activities or periods of time?" with a red asterisk. It includes the note "(Additional information can be discussed in potential follow-up conversations with AARO)". Below this are two radio buttons: "No" and "Yes".

Figure 15: UAP Program/Activity Starting and Ending Years

Step 16: Start year of the UAP-related program/activity (OPTIONAL):

Type the starting year that you encountered a UAP-related program or activity on which you are reporting.

If you have multiple periods or programs/activities, please use the most recent. If you prefer not to answer, leave the field blank.

Step 17: End year of the UAP-related program/activity (OPTIONAL):

Type the ending year that you encountered a UAP-related program or activity.

If you have multiple periods or programs/activities, please use the most recent. If you prefer not to answer, leave the field blank.

Step 18: Additional UAP-related programs or activities (REQUIRED):

Click the radio button next to 'Yes' only if any of the following are true:

- You participated in the same UAP-related program/ activity at a different time (break in service),
- You participated in the same UAP-related program/ activity with a different U.S. Government affiliation or role, or
- You participated in a completely different UAP-related program/activity.

If you answer YES to this question, please provide information in the following questions as it pertains to the most recent UAP-related program or activity of which you have firsthand knowledge. AARO may contact you for more information on these additional UAP programs or activities.

The screenshot shows two sections of a form. The first section is titled "Your employment/contract **affiliation** with the U.S. Government during UAP-related programs/activities:" and contains a dropdown menu with the text "Choose". The second section is titled "Your employment/contract **role** with the U.S. Government during UAP-related programs/activities:" and also contains a dropdown menu with the text "Choose". Both sections have a red asterisk indicating they are required fields.

Figure 16: UAP Program/Activity Affiliation and Role

The screenshot shows the first section of the form, "Your employment/contract **affiliation** with the U.S. Government during UAP-related programs/activities:", with its dropdown menu open. The menu lists the following options: "Choose", "Department of Defense", "Department of Energy", "Department of Homeland Security", "Other Federal Agency", "Non-Federal Agency", and "Prefer not to disclose on form". The "Choose" option is highlighted. To the right, parts of other form sections are visible, including "U.S. Government during UAP-related reporting:" and "files, or other physical evidence?".

Figure 17: UAP Program/Activity Affiliation drop-down Options

Step 19: Your affiliation with the U.S. Government during UAP-related program/activity (REQUIRED):
Select your **affiliation with the U.S. Government** during UAP-related program/activity from the drop-down list.

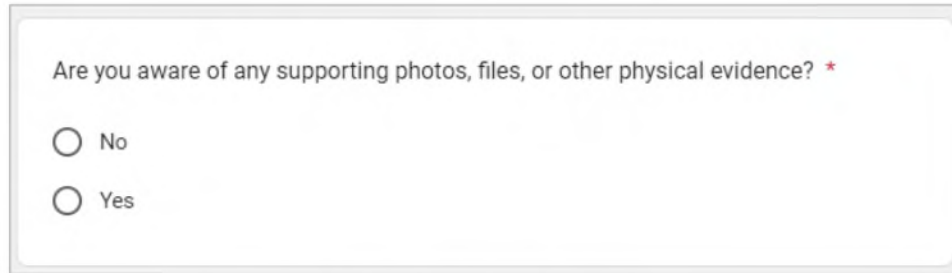
The screenshot shows the second section of the form, "Your employment/contract **role** with the U.S. Government during UAP-related programs/activities on which you are reporting:", with its dropdown menu open. The menu lists the following options: "Choose", "Employee", "Service member", and "Contractor personnel". The "Choose" option is highlighted. To the right, parts of other form sections are visible, including "ing photos, files, or other physical evidence?".

Figure 18: UAP Program/Activity Role Drop-down Options

Step 20: Your role with the U.S. Government during UAP-related program/activity (REQUIRED):
Select your **role with the U.S. Government** during UAP-related program/activity from the drop-down list.

Step 21: Photos or other evidence (REQUIRED):

Click the radio button next to 'No' if you are not aware, or 'Yes' if you are aware of any supporting photos, files, or other physical evidence of the UAP-related program/ activity.

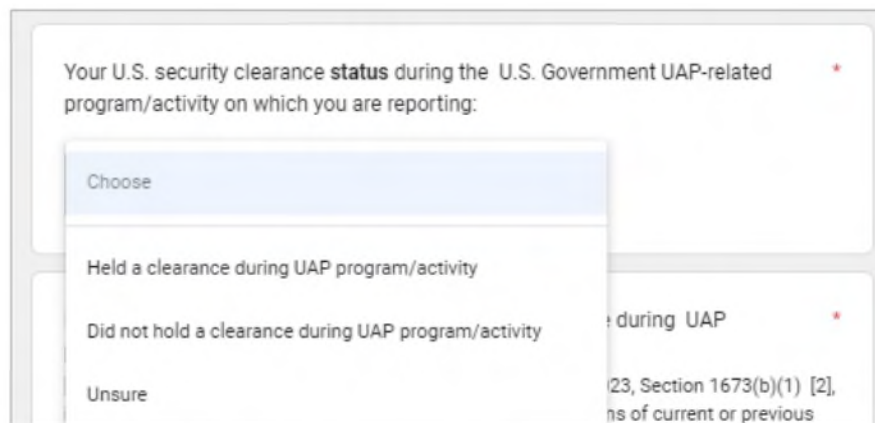
A screenshot of a web form titled "Evidence Question". The question is "Are you aware of any supporting photos, files, or other physical evidence? *". Below the question are two radio button options: "No" and "Yes".

Are you aware of any supporting photos, files, or other physical evidence? *

☐ No

☐ Yes

Figure 19: Evidence Question

A screenshot of a web form titled "UAP Program/Activity U.S. Security Clearance Status Drop-down Options". The question is "Your U.S. security clearance status during the U.S. Government UAP-related program/activity on which you are reporting: *". Below the question is a drop-down menu with the following options: "Choose", "Held a clearance during UAP program/activity", "Did not hold a clearance during UAP program/activity", and "Unsure".

Your U.S. security clearance status during the U.S. Government UAP-related program/activity on which you are reporting: *

Choose

Held a clearance during UAP program/activity

Did not hold a clearance during UAP program/activity

Unsure

Figure 20: UAP Program/Activity U.S. Security Clearance Status Drop-down Options

Step 22: Clearance status during UAP-related program/ activity (REQUIRED):

Select your U.S. security clearance status represented during your involvement in the U.S. Government UAP-related program/activity from the drop-down list.

Your U.S. security clearance **status** during the U.S. Government UAP-related program/activity on which you are reporting: *

Choose

Nondisclosure Agreement [1] signed for security clearance during UAP program/activity? *

[1] Per the National Defense Authorization Act (NDAA) for FY2023, Section 1673(b)(1) [2], individuals may report to AARO without fear of violating the terms of current or previous nondisclosure agreements (NDA). However, other than authorized disclosures made to AARO, individuals are expected to continue protecting information in accordance with the original NDA.

By law, AARO may receive all UAP-related information, including any classified national security information, regardless of any restrictive access controls, special access programs, or compartmented access programs. Moreover, there is no restriction to AARO receiving any past or present UAP-related information, regardless of the organizational affiliation of the original classification authority within DoD, the Intelligence Community, or any other U.S. Government department or agency. As a reminder, **individuals cannot report classified information on this website.**

[2] NDAA for FY2023, Section 1673(b)(1): An authorized disclosure shall not be subject to a nondisclosure agreement entered into by the individual who makes the disclosure; shall be deemed to comply with any regulation or order issued under the authority of Executive Order 13526 (50 U.S.C. 31617 note; relating to classified national security information) or chapter 18 of the Atomic Energy Act of 1954 (42 U.S.C. 2271 et seq.); and is not a violation of section 798 of title 11 18, United States Code, or other provision of law relating to the disclosure of information.

Choose

Back Next Page 4 of 7 Clear form

Figure 21: Clearance Status and NDA

Step 23: Nondisclosure Agreement (NDA) (REQUIRED):

Select the appropriate response regarding the signing of an NDA for the U.S. Government UAP-related program/activity from the drop-down list. If you know the answer, select “Yes” or “No” from the drop-down options, otherwise, select “Unsure” from the drop-down options.

Step 24: Next:

Click the **Next** button after reviewing all the data to ensure it is correct.

You will not be able to continue until all required data is provided and any inputs fixed.

REFERRAL INFORMATION



The screenshot shows a web form titled "REFERRAL INFORMATION". The question is "Were you referred to AARO? *". There are two radio buttons: "Yes" and "No". At the bottom of the form, there are "Back" and "Next" buttons, a progress bar, "Page 5 of 7", and a "Clear form" link.

Figure 22: Referral Question

Step 25: Referral (REQUIRED*):

Click the radio button to indicate if you were referred to AARO. If you select “Yes,” you will be presented with fields to enter your referral details.

Only selecting the radio button is required. Referral details (below) are optional.

Step 26: Next:

Click the **Next** button after reviewing all the data to ensure it is correct.

If you select ‘Yes’ to the question above, please continue to the next step.

If you select ‘No’ to the question above, please skip to Step 28.

You will not be able to continue until all required data is provided and any inputs fixed.

REFERRAL DETAILS (Only if you were referred)

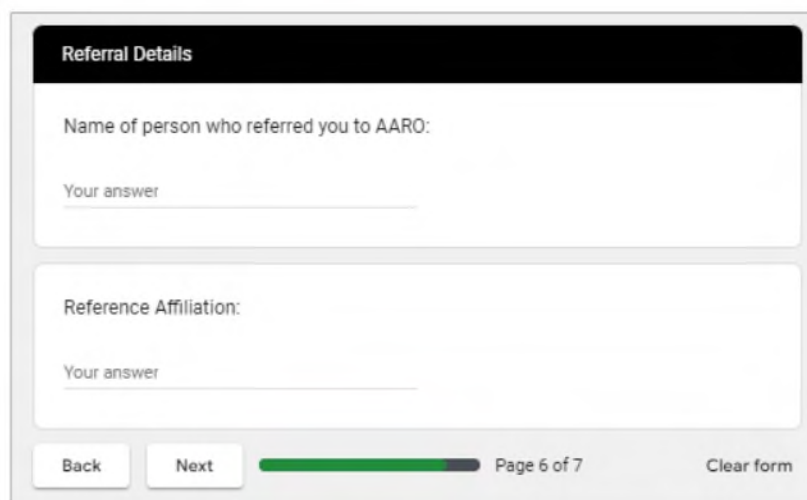
The image shows a web form titled "Referral Details" with a black header bar. Below the header, there are two text input fields. The first field is labeled "Name of person who referred you to AARO:" and the second is labeled "Reference Affiliation:". Both fields have a placeholder text "Your answer" and a light blue border. At the bottom of the form, there are two buttons: "Back" and "Next". To the right of the "Next" button is a green progress bar that is approximately 75% full. Further right, it says "Page 6 of 7". At the far right, there is a "Clear form" link.

Figure 23: Referral Details

Step 27: Referral Details (OPTIONAL):

If you prefer to provide this information, enter it in the two fields provided. Type the reference's name in the first field, and the organization affiliation of your reference in the second field.

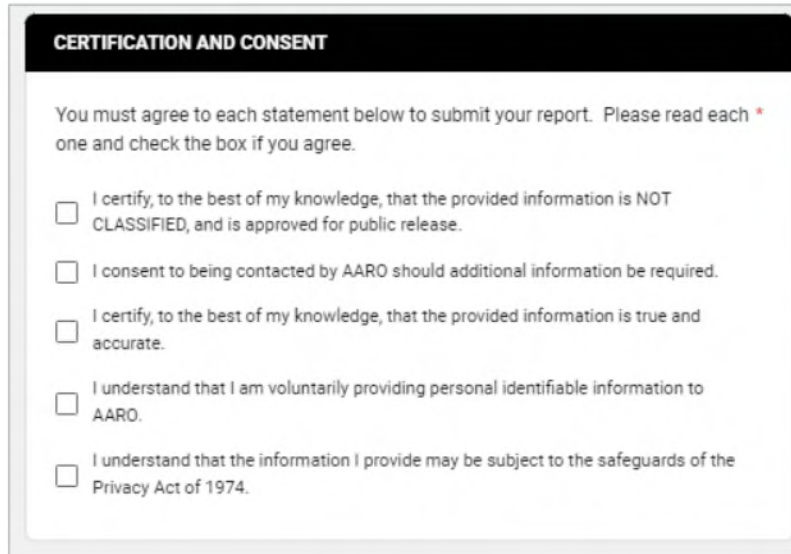
If you prefer not to answer, leave the fields blank.

Step 28: Next:

Click the **Next** button after reviewing all the data to ensure it is correct.

You will not be able to continue until all required data is provided and any inputs fixed.

CERTIFICATION AND CONSENT



CERTIFICATION AND CONSENT

You must agree to each statement below to submit your report. Please read each * one and check the box if you agree.

- ☐ I certify, to the best of my knowledge, that the provided information is NOT CLASSIFIED, and is approved for public release.
- ☐ I consent to being contacted by AARO should additional information be required.
- ☐ I certify, to the best of my knowledge, that the provided information is true and accurate.
- ☐ I understand that I am voluntarily providing personal identifiable information to AARO.
- ☐ I understand that the information I provide may be subject to the safeguards of the Privacy Act of 1974.

Figure 24: Certification and Consent

Step 29: Consent and certify all responses:

Click the checkbox next to **every** statement to certify all of your responses and provide consent that you understand that this form is voluntary. An AARO representative may contact you for follow-up discussion.

All checkboxes must be checked to submit your U.S. Government UAP-related Program/Activity Report.

Step 30: Submittal:

Review the Penalty for False Reporting Statement.

Click the **Submit** button if all information you have provided is true to the best of your knowledge.

THANK YOU, MESSAGE

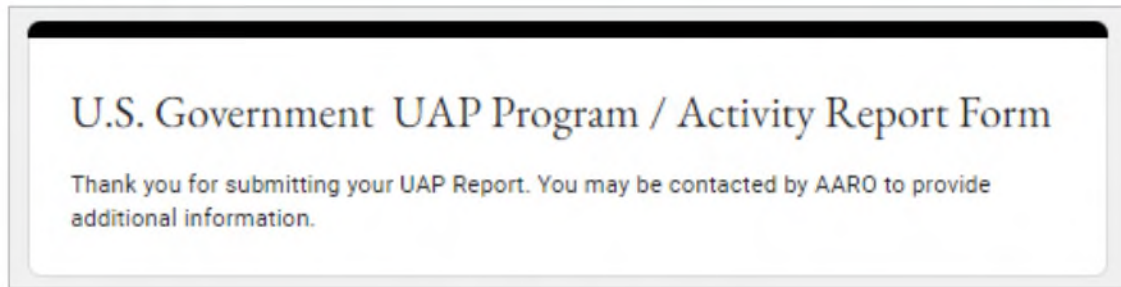


Figure 25: Thank You, Message

Step 31: Thank You:

Once the form is submitted, you will receive this message: "Thank you for submitting your UAP Report. You may be contacted by AARO to provide additional information." You have completed the form. You may now return to the [AARO home page](#).

CLEARED
For Open Publication

Dec 11, 2023

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW