



**DEPARTMENT OF THE AIR FORCE**  
**PUBLIC AFFAIRS & NATIONAL MEDIA ENGAGEMENT**  
**NEW YORK, NY**

Air Force National Media Engagement Office  
805 3<sup>rd</sup> Ave., 9<sup>th</sup> floor  
New York, N.Y. 10022-7513

Thank you for your interest in the United States Air Force. The staff at the Air Force National Media Engagement office in New York City is happy to assist you with your request for information.

Please fill out the attached Request for Book Support form and send it by postal mail or e-mail:

U.S. Air Force Public Affairs  
Attn: Book Support  
805 3<sup>rd</sup> Ave., 9<sup>th</sup> floor  
New York, N.Y. 10022

E-mail: [AirForceNYC@us.af.mil](mailto:AirForceNYC@us.af.mil)

You'll find items 1 – 4 are self-explanatory. In item 5, please give a brief description of your project, including a name. For example: The book, "Women Fighter Pilots" will offer an inside look at the lives of female fighter pilots, specifically from 2002 – present.

In item 6, please explain exactly what information you're requesting from the Air Force. Identify any subject matter experts you've already spoken with and any interview subjects you're specifically interested in. In item 7, please explain how you identified your subject and what you hope to accomplish with your project. Also, please understand that in accordance with Department of Defense and Air Force policies and regulations, in the interest of national security, information to be provided is strictly limited to that which is publicly releasable only.

In item 8, please list any previously published works. If you'd like to include additional information on previous works, subject matter, or if you have additional questions, please mark yes in item 9 and include the information on a separate sheet with the form.

**In addition to the form, please send a letter of intent to publish from your publisher.** A signed publishing contract will also suffice. Without a signed letter (on agency letterhead) or contract from an accredited book publishing agency (production, editing, book marketing and book distribution for the author), I am unable to process your request at this time.

You can expect an answer within two to three weeks of receipt of your completed request. Once your project is approved for Air Force support, you will receive a letter indicating that approval. You may then contact the Air Force bases you wish to visit directly through their Public Affairs office. Participation by the affected units is at the discretion of that unit's chain of command.

If you have any questions or need contact information for a particular Air Force base, please call (212) 784-0147 or e-mail [AirForceNYC@us.af.mil](mailto:AirForceNYC@us.af.mil). Once again, thank you for your interest in the Air Force.

## **Request for official U.S. Air Force Book Support**

### **1. DATE OF REQUEST:**

### **2. AUTHOR'S NAME:**

### **3. AUTHOR'S MAILING ADDRESS:**

### **4. AUTHOR'S E-MAIL ADDRESS & PHONE:**

### **5. PROJECT DESCRIPTION AND TITLE:**

*Author provides a description of the book project, including whether the book is fictional, non-fictional or a pictorial, the book's working title and manuscript or other completion deadlines, if any. For example: "The non-fiction book of working title, 'Women Fighter Pilots,' will provide an inside look at the lives of female fighter pilots, specifically from 2002 to present. Author's deadline for completion is June 2012, by contractual agreement with the publishing agency."*

### **6. NAME AND CONTACT INFORMATION OF PUBLISHING AGENCY:**

*Author provides a copy of a signed Letter of Intent to Publish by his or her publishing agency, as well as the phone number of the agency point of contact. A signed publishing contract will also suffice. Without a signed letter (on agency letterhead) or a contract from an accredited book publishing agency (production, editing, book marketing and book distribution for the author), SAF/PA is unable to provide official book support approval at this time.*

### **6. SPECIFIC INFORMATION OR ACCESS AUTHOR REQUESTS:**

*Author specifies exactly what information he or she requests from the Air Force. Author should identify subject matter experts with whom he or she has already spoken and identify individuals he or she is specifically interested in interviewing. Author should also share specific bases or units he or she is interested in visiting.*

### **7. BACKGROUND ON BOOK SUBJECT:**

*Author explains how he or she identified the subject and what is hoped to accomplish with the project. Also, the author should acknowledge his or her understanding that in accordance with Department of Defense and Air Force policies and regulations, in the interest of national security, information to be provided is strictly limited to that which is publicly releasable only.*

### **8. AUTHOR'S CREDENTIALS:**

*Author lists his or her previously published works, including title, name of publishing agency and date of publication. Author includes additional information on previous works, subject matter and any questions regarding his or her request.*

### **10. EXPECTED PUBLICATION DATE:**