UNDER SECRETARY OF DEFENSE
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INTELLIGENCE

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
DEPUTY CHIEF MANAGEMENT OFFICER
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Security and Policy Reviews of Articles, Manuscripts, Books and Other Media Prior to Public Release

All current and former DoD employees have a lifelong obligation to protect classified information and controlled unclassified information, and to follow established procedures to obtain security reviews of articles, books and other media prior to public release. Classified information, even when it appears in the public domain, remains classified until it is declassified by an appropriate U.S. Government authority.

Accordingly, we request all DoD components ensure widest dissemination of the attached guidance to remind employees of these obligations and provide procedures for obtaining security reviews of DoD information prior to public release. This guidance can be modified as appropriate for your organization and should be incorporated in your initial, separation, and pre-retirement security processing, and annual security refresher training. The guidelines may also be posted on official websites.

The Office of Security Review (OSR), Washington Headquarters Services, is the point of contact for security and policy review and pre-publication reviews in the Department. Questions concerning policy or procedures can be directed to OSR at (703) 696-4671 or secrev1@whs.mil.

Michael G. Vickers

Attachment:
As stated

Frequently Asked Questions for Department of Defense Security and Policy Reviews

What is a security and policy review (pre-publication review)?

A security and policy review, or pre-publication review, is the process by which information proposed for public release is examined to ensure compliance with established national and DoD policies, and to determine that it contains no classified, controlled unclassified, or export-controlled information. Once the information is cleared by a DoD component or the Office of Security Review (OSR), release to the public is the responsibility of the originating office or individual.

Why are these reviews necessary?

The purpose of the security and policy review is to ensure information damaging to the national security is not inadvertently disclosed. Department of Defense employees and military service members have a lifelong responsibility to submit for pre-publication review any information intended for public disclosure that is or may be based on protected information gained while associated with the Department.

> *Note: Public disclosure means disclosure to one or more persons who do not have the appropriate access authorization, security clearance, and need-to-know to receive protected information.*

Who must submit materials intended for publication for DoD component or OSR review?

All current, former, and retired DoD employees and military service members (whether active or reserve) who have had access to DoD information or facilities, must submit DoD information intended for public release to the appropriate office for review and clearance. "DoD information" includes any work that relates to military matters, national security issues, or subjects of significant concern to the Department of Defense in general, such as spy novels or biographical accounts of operational deployments and wartime experiences. Publications about gardening, cooking, sports, crafts, and the like do not need to undergo pre-publication review if there is no association with the author's current or former affiliation with the Department of Defense.

> *Reminder: Pre-publication reviews and protection of classified information are a **lifetime** responsibility. Your responsibility does not end when you end your association with the Department of Defense. Unauthorized disclosure of classified information (whether in a printed article, manuscript or book, on a blog, on a public website or provided to the media), even when it appears in the public domain, does not automatically result in declassification of the information. The information remains classified and must be protected until the U.S. government official with original classification authority (OCA) declassifies the information.*

What has to go through the security and policy pre-publication review process?

Any DoD-related material that is intended for publication or dissemination must undergo security and policy pre-publication review. This includes, but is not limited to:

- Books
- Manuscripts and theses
- Biographies
- Articles
- Book reviews
- Audio/video materials
- Speeches
- Press releases
- Conference briefings
- Research papers
- Other media

How long will it take?

Specific timelines are addressed in DoDI 5230.29, para 3, "Time limits." Note that manuscripts should be submitted for pre-publication review early enough to allow at least 30 working days for the review. (Actual review time will vary based on the length, type, and subject of the publication, as well as the number of coordinating organizations involved in the review.)

Where do I send my request and what should it include?

1. DoDI 5230.29, para 2, "Submission Procedures" details what is required. DD Form 1910 and DD Form 1790 are used by active duty personnel and government officials. A letter should be submitted by someone in the private sector and will need to include the following:

- Name (*see Privacy Act statement below).
- Contact information (address, phone number, and/or e-mail address).
- Information title or subject.
- Three unbound paper copies, or if submitted electronically, one soft copy, of each document in its final form submitted for review.
- Intended audience or publication venue (e.g., SIGNAL Magazine July 2011 issue; May 12, 2011 - U.S. Naval Academy: "The Military Today" briefing to midshipmen; or book prior to submission for publishing). Please include as much detail as possible.
- Specific deadline, if applicable (e.g., date of a conference for a speaking engagement, due date for submission of a research paper).
- Written consent from all-DoD affiliated personnel named in your material, if applicable.

*PRIVACY ACT NOTICE: Collection of this information is authorized in 50 U.S.C. § 402, 50 U.S.C. § 831-835, and Executive Order 13526. The information you provide will be used to verify your identity and review information in your submission that may require protection from public disclosure. Your disclosure of the requested information is voluntary. However, failure to furnish the requested information may delay the pre-publication review of your submission.

2. Completed packages should be forwarded to your DoD component organization for initial review.

For DoD component reviews:

Component Pre-publication Review Office _____
Address _____
Telephone number _____
Fax number _____
E-mail address_____

3. Personnel assigned to the Office of the Secretary of Defense should forward packages to the Office of Security Review (OSR) at the following address:

Standard mail: Department of Defense
Attn: Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

E-mail: NIPR -- secrev1@whs.mil
SIPR – ofoisrsr@whs.smil.mil

Fax: (703) 696-4527

How does the review process work?

The DoD component's security review office (for security and policy review and pre-publication review office) will:

- Confirm the request qualifies as a pre-publication review.
- Confirm that all required information is included in the package (name, publication venue, etc.).
- Review the information to ensure it is unclassified and appropriate for public disclosure.
- Forward to OSR all requests containing information defined under DoDI 5230.29, enclosure (3), paragraph 1.
- Coordinate with other DoD components or offices as necessary.

What will happen if I do not submit my material for a review?

You may be subject to administrative or legal action.

How do I check on the status of my submission?

Contact your organization's pre-publication review office.

Where can I find DoD policy concerning pre-publication reviews?

Current DoD issuances governing this can be found at the OSR Website:
www.dtic.mil/whs/esd/osr/index.htm

These include the following:

DoD Directive 5230.09, Clearance of DoD Information for Public Release
DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release
DoD 5200.1-R, DoD Information Security Program

How do I contact the Office of Security Review?

Telephone: (703) 696-4671
OSR Website: www.dtic.mil/whs/esd/osr/index.htm
E-mail: secrev1@whs.mil