



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

November 8, 2024

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Directive-type Memorandum 24-005 – “Prepublication and Security Review of Privately Written Works by Current and Former DoD Personnel”

References: DoD Instruction 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended
DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended
DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
Intelligence Community Directive 711, “Prepublication Reviews,” July 12, 2024
United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974,” as amended)
United States Code, Title 10

Purpose. This directive-type memorandum (DTM):

- Establishes policy, assigns responsibilities, and provides procedures for prepublication and security reviews of privately written works by current and former DoD personnel.
- Supersedes any conflicting guidance in those portions of DoD Instructions 5230.09 and 5230.29 that relate to prepublication and security reviews of privately written works.
- Is effective November 8, 2024. The Office of the Performance Improvement Officer and Director of Administration and Management will issue updated DoD policy for prepublication and security review that incorporates and cancels this DTM and current DoD Instructions 5230.09 and 5230.29. This DTM will expire effective November 8, 2025.

Applicability. This DTM applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this DTM as the “DoD Components”).



OSD007537-24/CMD011309-24

Definitions. See Glossary.

Policy.

- Current and former DoD personnel have a constitutional right to publicly express themselves as private citizens. However, due to their employment with the DoD, these personnel must protect certain information. These personnel should engage with the appropriate DoD officials before drafting written materials, including written materials that will be used as the basis for oral statements, to obtain guidance regarding appropriate security practices and risk management principles to minimize the dissemination of sensitive information during the drafting process.
- Public disclosure of classified or other protected information without proper authorization may subject current and former DoD personnel to civil, contractual, administrative, or criminal penalties.
- The DoD must have a uniform prepublication and security review process that, among other things, sets out clear standards for:
 - Which written work current and former DoD personnel must submit to the DoD for review, and when.
 - Which information within those works the DoD may require to be redacted.

Responsibilities. See Attachment 1.

Procedures. See Attachment 2.

Releasability. Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.



Attachments:
As stated

ATTACHMENT 1
RESPONSIBILITIES

1. PERFORMANCE IMPROVEMENT OFFICER AND DIRECTOR OF ADMINISTRATION AND MANAGEMENT (PIO/DA&M). The PIO/DA&M oversees, on a DoD-wide basis, the administration, organization, and management of the processes and procedures in this DTM.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). Under the authority, direction, and control of the PIO/DA&M, and in addition to the responsibilities in Paragraph 4 of this attachment, the Director, WHS:

a. Monitors Defense Office of Prepublication and Security Review (DOPSR) and DoD Component compliance with the policies and procedures established in Attachment 2.

b. Implements, through DOPSR, the prepublication review process of privately written works as described in Attachment 2. DOPSR:

(1) Serves as the prepublication review office for OSD and for reviewing submissions for prepublication review from former DoD personnel, as described in Paragraph 4 of Attachment 2.

(2) Responds to requests for review of material submitted by current OSD personnel acting in a private capacity, former DoD personnel in accordance with Paragraph 2.b.(2) of Attachment 2, or non-DoD sources to ensure classified or other protected information is not disclosed.

(3) Reviews submissions for prepublication review that have been misdirected to DoD Components and for which the appropriate DoD Component is not known or discernible.

(4) Coordinates the review of submissions for prepublication review to DOPSR or DoD Components that cover subjects in which other DoD Components or Federal entities have equities.

(5) Establishes standardized guidance for commonly asked questions from current and former DoD personnel regarding the prepublication review process.

c. Coordinates, as necessary, with the DoD Component heads and leadership of other Federal entities when conducting prepublication reviews to ensure information security guidance is accurate and current.

3. DIRECTOR FOR DEFENSE INTELLIGENCE (COUNTERINTELLIGENCE, LAW ENFORCEMENT, AND SECURITY) (DDI(CL&S)). Under the authority, direction, and

control of the Under Secretary of Defense for Intelligence and Security, the DDI(CL&S) serves as the appellate authority for all prepublication reviews DOPSR conducts.

4. DOD COMPONENT HEADS. The DoD Component heads:

a. Establish and maintain an office for their respective DoD Component to receive submissions for prepublication review and make sufficient resources available to complete reviews within the target timelines detailed in Paragraph 5 of Attachment 2.

b. Establish and maintain procedures for prepublication review, determinations, reconsiderations, and appeals (to an independent authority) in accordance with this DTM and Intelligence Community Directive 711, to the extent applicable.

c. Ensure their respective DoD Components comply with this DTM and issue any guidance necessary for the internal administration of the requirements prescribed in Attachment 2.

d. Designate sufficient resources to provide prompt guidance and assistance, when requested, on the security implications of information in a privately written work proposed for public release.

e. Ensure records and information established and created in accordance with this DTM are retained in accordance with DoD Instruction 5015.02 and DoD Component records management disposition schedules.

ATTACHMENT 2

PREPUBLICATION REVIEW PROCEDURES

1. STANDARDS FOR CURRENT AND FORMER DOD PERSONNEL PUBLISHING WRITTEN MATERIAL IN A PRIVATE CAPACITY.

a. General Standard. Prepublication review aims to prevent the unauthorized disclosure of classified or other protected information. The review process provides the DoD with a reasonable opportunity to:

(1) Determine whether written material (including written material that will be used as the basis for oral statements) prepared by current and former DoD personnel acting in their private capacity contains any classified or other protected information.

(2) Advise authors of the potential harms that could result from the disclosure of non-public information contained in material proposed for publication, and to put in place legally permissible measures to prevent or mitigate these potential harms and consequences.

b. Submission Standards.

(1) Mandatory Review. Current and former DoD personnel will submit for prepublication review any written material, including controlled unclassified information (CUI) and other unclassified information, that they intend to disclose in their private capacity if:

(a) The material contains official DoD information and relates to national security, including information related to military plans or operations, intelligence activities, or foreign relations; or

(b) Mandated by a properly executed non-disclosure agreement.

(2) Optional Review. If the written material does not fall within the mandatory review categories in Paragraph 1.b.(1) of this attachment but authors believe their work might contain CUI, they should submit the material for review.

c. Redaction Standards.

(1) Mandatory Redactions. Before written material is published or disclosed, the DoD may require an author acting in their private capacity to redact information to prevent the unauthorized disclosure of:

(a) Classified information.

(b) Statutorily and regulatorily protected information.

(c) Information for which the DoD could otherwise make a showing of an identifiable and describable risk to national security, whether CUI or not.

(d) Information as required by a properly executed non-disclosure agreement.

(2) Optional Redactions. The DoD may recommend that authors delete CUI outside the categories listed in Paragraph 1.c. of this attachment (e.g., in certain cases involving privileged or personally identifiable information) and may advise authors of the potential consequences of releasing such information, including in accordance with Section 552a of Title 5, United States Code, also known and referred to in this DTM as the "Privacy Act of 1974."

2. GENERAL SUBMISSION PROCEDURES.

a. Current DoD personnel outside of OSD submitting material for prepublication review will submit a copy of the material covered by this attachment, along with their contact information (email and phone number), to the DoD Component where they are currently employed or assigned. Current OSD personnel will submit their requests to DOPSR, as described in Paragraph 4 of this attachment.

b. Former DoD personnel submitting material for prepublication review will submit a copy of the material covered by this attachment, along with their contact information (email and phone number), to:

(1) The DoD Component where they were last employed or to which they were last assigned; or

(2) DOPSR, as described in Paragraph 4 of this attachment.

c. All forms of written material covered by this attachment intended for public disclosure including, but not limited to, book manuscripts, newspaper columns, blog posts, magazine articles, letters to the editor, book reviews, pamphlets, scholarly papers, private-capacity congressional testimony, private-capacity court filings, slides for display at oral presentations, and works of fiction, regardless of medium, are subject to the prepublication review requirement.

d. Oral statements that are based on written materials (e.g., outlines of a statement to be made) covered by this attachment are also subject to the prepublication review requirement. Current and former DoD personnel:

(1) Are not required to prepare written materials for review before making oral statements unless they have reason to believe such statements may contain classified or other protected information.

(2) May participate in an oral presentation that is not based on written materials subject to the prepublication review requirement if there is no opportunity for prior preparation (e.g., a news interview or panel discussion) without violating the prepublication review requirement, but they remain under a lifelong obligation to:

(a) Protect classified or other protected information from unauthorized disclosure.

- (b) Seek proper authorization before any disclosure of such information.

3. DOD COMPONENT REQUIREMENTS AND SUBMISSION PROCEDURES.

a. Each DoD Component will maintain an office to receive submissions for prepublication review and will make sufficient resources available to complete timely review (see Paragraph 5 of this attachment regarding timeliness). DOPSR satisfies this requirement for OSD.

b. DoD Components must establish procedures and standards for review, determination, reconsideration, and appeals that align with and are equivalent to the procedures and standards established for DOPSR in Paragraphs 4 through 7 of this attachment.

c. Any DoD Component receiving a misdirected submission for prepublication review will forward the submission to the appropriate DoD Component or, if the appropriate DoD Component is not known or discernible, to DOPSR. The receiving DoD Component or DOPSR will inform the author in writing of their receipt of the submission.

d. If the material submitted to a DoD Component for prepublication review covers subjects in which other DoD Components or Federal entities have equities, the receiving DoD Component will forward the submission to DOPSR. DOPSR will coordinate their review with the other DoD Components or Federal entities with equities as appropriate.

e. To provide thorough auditing and promote effective oversight, DoD Components that conduct prepublication reviews not tasked, received, or reviewed by DOPSR will provide annual reports, in machine-readable format, to the Chief of DOPSR no later than November 30 of each year, detailing the submissions received and the prepublication reviews completed over the previous fiscal year.

f. The reports will include for each entry:

- (1) A standardized case identifier.
- (2) The name of the individual submitting materials for review.
- (3) The submission's title.
- (4) The date on which the submission was received.
- (5) DoD Components or Federal entities to which the material was referred.
- (6) The date of referrals.
- (7) The referral determinations.
- (8) The release determination.
- (9) The date on which the review was completed and returned to the author.

(10) As applicable:

- (a) The date on which the author submitted any reconsideration request or appeal.
- (b) The date on which any reconsideration request or appeal was resolved.
- (c) The outcome of any reconsideration request or appeal.

4. DOPSR SUBMISSION PROCEDURES.

a. Current OSD personnel and former DoD personnel submitting material to DOPSR for prepublication review must submit an electronic copy, along with the author's contact information (email and phone number), to whs.pentagon.esd.mbx.secrev@mail.mil or a hard copy to:

Chief, Defense Office of Prepublication and Security Review
1155 Defense Pentagon
Washington, D.C. 20301-1155

b. Authors must submit the material's full and final text. Drafts, notes, outlines, briefing charts, etc., may not be submitted as a substitute for the complete text. DOPSR may return drafts or incomplete documents without review or action.

c. Prepublication review is required for abstracts intended for disclosure before the completed work, paper, manuscript, etc. Clearance of an abstract does not fulfill the requirement to submit the full and final version of the work for review before publication.

d. Authors must submit the material personally and directly and not through agents, legal counsel, publishers, research assistants, or other intermediaries regardless of their security clearance.

5. TIMELINES FOR PREPUBLICATION REVIEWS PROCESSED BY DOPSR.

a. DOPSR should process requests for review within the target timelines detailed in this paragraph. Proper review of complex or longer material may require additional time, especially when DOPSR determines it must coordinate its review with other DoD Components or Federal entities. Resource limitations and mission requirements may also extend the time for a proper review. Lack of response does **not** constitute a public release clearance.

b. The timelines for submitting requests for prepublication review are as follows:

(1) Speeches, remarks, and briefings must be submitted to DOPSR at least 5 business days before the event at which they are proposed to be presented.

(2) Papers, articles, blog posts, reports, and similar materials must be submitted to DOPSR at least 15 business days before the proposed publication date.

(3) Technical papers must be submitted to DOPSR at least 20 business days before the proposed publication date.

(4) Manuscripts and books must be submitted to DOPSR at least 120 business days before the proposed publication date.

c. The author must submit final materials with sufficient time for DOPSR to conduct a proper review and coordinate with DoD Components and other Federal entities when necessary. DOPSR may return submissions without action if the author has not allowed sufficient time for a proper review. Returning submissions under such circumstances without action does **not** constitute a release determination.

d. The following procedures apply when any DoD Component or Principal Staff Assistant's (PSA) office tasked by DOPSR with reviewing a submitted work expects significant delays in submitting feedback to DOPSR:

(1) If a review pursuant to Paragraph 5.a of this attachment will not be completed within 120 business days of submission, an O-6 or GS-15 or higher in the chain of command of the reviewing DoD Component or PSA's office must identify the cause of the delay and describe such cause in writing no later than 100 business days from the submission date and submit it to the Chief of DOPSR. DOPSR will inform the author that the review will extend beyond the target timeline.

(2) If a review pursuant to Paragraph 5.a. of this attachment will not be completed within 180 business days, an O-7 or Senior Executive Service or higher in the chain of command of the reviewing DoD Component or PSA's office must approve an extension and document such approval in writing with plan of action to complete the review no later than 150 business days from the submission date. The approval must be sent to the Chief of DOPSR and the Office of the General Counsel, Washington Headquarters Services and Pentagon Force Protection Agency (WHS & PFPA). DOPSR will inform the author of the extension. The General Counsel, WHS & PFPA will promptly inform the Deputy General Counsel (Legal Counsel), Office of the General Counsel of the Department of Defense.

(3) If a review pursuant to Paragraph 5.a. of this attachment will not be completed within 240 business days, an O-7 or Senior Executive Service or higher in the chain of command of the reviewing DoD Component or PSA's office must deliver written justification of such delay no later than 200 business days from the submission date to the PIO/DA&M, along with an action plan including an estimated completion date, and inform the General Counsel, WHS & PFPA and the Deputy General Counsel (Legal Counsel), Office of the General Counsel of the Department of Defense. DOPSR will promptly inform the author of the extension.

6. DOPSR RELEASE DETERMINATIONS, PRIVACY ACT, AND POST-CLEARANCE REVIEW.

a. Official Release Determinations. Prepublication reviews conducted by DOPSR will result in one of these official release determinations:

(1) Cleared for Public Release. The information may be released without restriction. DOPSR may require a disclaimer to accompany the information, as shown in Figure 1.

Figure 1. Cleared for Public Release Disclaimer

“The views expressed are those of the author and do not reflect the official policy or position of the Department of Defense or the U.S. Government.”

(2) Cleared “As Amended” for Public Release.

(a) The information may be released subject to all amendments indicated. These amendments are binding on the author.

(b) Information blacked out must be deleted, or modified with formal DOPSR approval, before public release. If the amendments are not adopted, the DoD public-release clearance is void.

(c) Whenever possible, DOPSR will provide alternative wording as an approved substitute for deleted information.

(d) Information that must be amended includes all mandatory redactions described in Paragraph 1.c.(1) of this attachment.

(3) Cleared “With Recommendations” for Public Release.

(a) Recommendations are optional corrections, deletions, or additions that DOPSR may indicate.

(b) Recommendations are not binding on the author. However, authors who fail to implement them will forego any protections described in Paragraph 6.b. of this attachment.

(c) Information in the “with recommendations” category will include categories of CUI and other non-public information, the deletion of which may not be required as described in Paragraph 1.c.(2) of this attachment.

(4) Cleared “As Amended” and “With Recommendations” for Public Release.

(a) This release determination is used when the material proposed for publication contains both information subject to amendment and information subject to recommendations.

(b) When this release determination is appropriate, Paragraphs 6.a.(2) and 6.a.(3) of this attachment apply.

(5) Not Cleared for Public Release. As submitted, the written material may not be released. The release determination letter may provide additional instructions for the protection of classified or other protected information.

b. Post-Clearance Review. Authors who participate in the prepublication review process in good faith will not be subject to administrative or legal action by the DoD if classified or other protected information is subsequently identified in the reviewed material. This protection applies only if all required amendments and recommendations are implemented and the information at issue was part of the review process (i.e., not added after the DoD provided clearance). Any inadvertent release of classified or other protected information caused by the government’s failure to identify such information during the prepublication review process does not constitute an official release of the information, nor does it constitute a declassification or decontrolling of the information.

c. Personally Identifiable Information. Authors are solely responsible for any depictions of individuals mentioned in the material submitted, for the legal consequences resulting from the release of any information about individuals, and for failure to obtain proper consent or permission to disclose such information, including information protected by the Privacy Act of 1974.

7. DOPSR RECONSIDERATIONS AND APPEALS.

a. Requests for Reconsideration.

(1) An author dissatisfied with DOPSR’s release determination may submit a written request for reconsideration within 30 days of the release determination letter’s issuance to whs.pentagon.esd.mbx.secrev@mail.mil.

(2) Reconsideration requests must identify the specific redacted information for which reconsideration is sought and provide evidence of an official acknowledgment, release, or proper declassification of the information, including pinpoint citations and copies of relevant references. A release determination will not be reconsidered solely based on an author providing a list of citations to publicly available publications or a reference to the availability of the same general type of information in publicly available sources.

(3) The DoD Components with equities in the information will review the author’s justifications and evidence submitted for reconsideration. DOPSR and the relevant

DoD Components may, at their discretion, provide representatives to meet with the author to discuss amendments.

(4) The author may rewrite portions of information marked for deletion and resubmit the material for additional review.

b. Appeals.

(1) An author dissatisfied with DOPSR's release or reconsideration determinations may appeal to the DDI(CL&S). Appeals must be submitted:

(a) Within 60 days from issuance of the initial or reconsidered determination.

(b) In writing to whs.pentagon.esd.mbx.secrev@mail.mil.

(2) Appeal submissions must identify the specific redacted information for which appeal is sought and provide evidence of an official acknowledgment, release, or proper declassification of the information, including pinpoint citations and copies of relevant references. No further review may be conducted if such evidence is not provided. A release or reconsideration determination will not be overturned on appeal solely based on an author providing a list of citations to publicly available publications or a reference to the availability of the same general type of information in publicly available sources.

(3) The DDI(CL&S) will review the author's justifications and evidence submitted for appeal. The DDI(CL&S) or a designee may, at the DDI(CL&S)'s discretion, meet with the author to discuss amendments.

(4) The DDI(CL&S)'s determination on appeal is final, is not subject to further administrative review, and must be obtained before an author may seek judicial review.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ACRONYM	MEANING
CUI	controlled unclassified information
DDI(CL&S)	Director for Defense Intelligence (Counterintelligence, Law Enforcement, and Security)
DOPSR	Defense Office of Prepublication and Security Review
DTM	directive-type memorandum
PIO/DA&M	Performance Improvement Officer and Director of Administration and Management
PSA	Principal Staff Assistant
WHS	Washington Headquarters Services
WHS & PFPA	Washington Headquarters Services and Pentagon Force Protection Agency

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this DTM.

TERM	DEFINITION
CUI	Information the U.S. Government creates or possesses, or that an entity creates or possesses for or on the U.S. Government's behalf, that a law, regulation, or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls.

TERM	DEFINITION
DoD personnel	<p>Includes:</p> <p>Any DoD civilian officer or employee (including special U.S. Government employees) of any DoD Component (including any non-appropriated fund activity).</p> <p>Any individual hired by or for any DoD Component through a contractual arrangement.</p> <p>Any active duty Regular or Reserve military officer, warrant officer, and active duty enlisted member of the Military Services.</p> <p>Any Reserve or National Guard member on active duty under orders issued pursuant to Title 10, United States Code.</p> <p>Any Reserve or National Guard member performing official duties, including while on inactive duty for training or while earning retirement points, pursuant to Title 10, United States Code, or while engaged in any activity related to the performance of a Federal duty or function.</p> <p>Any faculty member in a civil service position or hired pursuant to Title 10, United States Code, and any student (including a cadet or midshipmen) of an academy, college, university, or school of the DoD.</p> <p>Any foreign national working for a DoD Component in accordance with labor agreements, international treaties and agreements, and host-country laws.</p>
official DoD information	<p>All information that is in the custody and control of the DoD, relates to information in the custody and control of the DoD, or was acquired by DoD personnel as part of their official duties or because of their official status within the DoD.</p>