



## DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 100-50-17\*

JUL 21 2014

### POLICIES

#### Review and Release of Information to the Public

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for the review and release of information to the public. It provides guidance on clearance requirements, details procedures for submission of information, and advises of the determinations resulting from the review of information.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Directive 5122.05, Assistant Secretary of Defense for Public Affairs (ASD/PA), 5 September 2008; DoD Directive 5230.09, Clearance of DoD Information for Public Release, 22 August 2008; and DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release, 8 January 2009.
4. **Policy.** Security and policy reviews will be conducted on all official Agency information intended for public release in any form or medium that pertains to military matters or national security issues, is of a business sensitive nature, or that is the subject of significant concern to DoD. Situations include contact or anticipated contact with individual reporters or media outlets; speeches or presentations intended for delivery at forums open to the public; information to be posted on Web sites or Internet forums with unfiltered public access; displays and demonstrations open to the public; and articles, manuscripts, reports, studies, fact sheets, brochures, video, or other similar products intended for public release and/or publication.
5. **Responsibilities**
  - 5.1 **Director for Strategic Planning and Information (SPI).** The Director, SPI, will:
    - 5.1.1 Monitor, direct, integrate, coordinate, and synchronize all of the Agency's strategic communications and public affairs activities.
    - 5.1.2 Conduct an assessment of public engagements as strategic communications opportunities, staff the request with the Office of the General Counsel, and make a recommendation to support or decline.
    - 5.1.3 Select and prepare command spokesperson(s) and subject matter expert(s) for engagements with the media.

5.1.4 Ensure classified or business sensitive information is protected and that command policy, themes, messages, programs, and policies are accurately represented.

5.1.5 Conduct a policy review of official Agency information proposed for public release that is originated by or for DISA, to include information distributed via the Internet, statements intended for open presentation before Congress, and other material submitted to Congress, in accordance with the authority documents.

5.1.6 Respond to requests for public release of information and ensure such material does not contain classified or sensitive unclassified information.

5.1.7 Ensure reviews are conducted of information that address technology transfer and public release of technical data.

5.1.8 Maintain a suspense and database system on security and policy review requests received by the Public Affairs Office (PAO). (This system is maintained on the SPI site on the DoD Enterprise Portal Service [DEPS].)

5.1.9 Expedite staffing at all levels to ensure publication deadlines, speaking dates, and other valid deadlines are met.

5.1.10 Review for accuracy and propriety and approve all informational materials for printed distribution throughout the Agency (or to more than one directorate or office) and to external groups or organizations. (This does not include materials or products distributed internally within a directorate or office.)

5.1.11 Serve as the Agency's focal point for its public Web site and for all printed and video products intended for distribution inside and outside the Agency.

5.1.12 Ensure the public Web site and all printed and audiovisual products are consistent in message, format, and style and reinforce the Agency "brand" and "speaking with one voice."

5.1.13 Ensure all content for the public Web site; printed and audiovisual products for the Agency, external audiences, or media; and presentations for delivery to external audiences is approved for public release prior to production, release, and/or presentation by PAO.

5.1.14 Release press materials, fact sheets, and responses to media queries, after appropriate review and approval.

5.2. **General Counsel (GC).** The GC will provide advice on the legality and propriety of releasing and denying release of information under the Freedom of Information Act (FOIA) and other statutes and regulations.

**5.3 Director for Defense Information Technology Contracting Organization (DITCO).**

The Director, DITCO, will review requests for public release of information related to contracts and procurements to ensure compliance with applicable laws and regulations and to protect DISA and DoD rights, interests, and business sensitive information.

**5.4 Director for Manpower, Personnel, and Security (MPS).** The Director, MPS, will conduct first-line operations security reviews to ensure official information intended for public release does not contain information that, when compiled, would give our adversaries the means to identify our intentions, capabilities, activities, limitations, or vulnerabilities.

**6. Principal Director, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals will:

6.1 Ensure all official DISA information intended for public release that pertains to military matters or national security issues, is of a business sensitive nature, or that is a subject of significant concern to the Agency or DoD is reviewed within the directorate before forwarding to PAO.

6.2 Ensure any information intended for dissemination outside DISA is properly staffed within the Agency. (Staffing is to include the PAO, GC, MPS Security Division (MPS6), DITCO, and Foreign Disclosure Office (FDO), as appropriate.)

6.3 Implement technical security practices, as well as procedures, to ensure information distributed via the Internet is consistent with the policy and communications strategies of DISA and DoD, when operating an official Web site.

6.4 Apply necessary controls to ensure information that is not for public release and is shared between the Agency and non-DoD entities is distributed and maintained only by the authorized parties.

6.5 Coordinate with the GC and FDO to determine appropriate controls when conducting information sharing with non-DISA, non-DoD, and/or foreign entities, especially when the information is not authorized or intended for public release.

6.6 Ensure employees who are contacted by the public or media representatives direct those individuals to the PAO or the designated representative without comment. (Interviews will not be granted until the PAO has evaluated the appropriateness and determined the scope of the interview.)

6.7 Ensure employees invited to speak at conferences or to other external audiences submit requests to PAO for review before accepting. (If the speaking engagement is approved, speakers will submit presentations through the Document Review Group (DRG) for review and approval at least 10 calendar days prior to the event.)

6.8 Ensure compliance with this Instruction and issue any guidance necessary for the internal administration of the requirements prescribed in paragraph 8.

**7. Clearance Requirements.** Official DISA information proposed for public release will be submitted via the Document Review Group (DRG) on DEPS at <https://east.esps.disa.mil/DISA/ORG/SPI/DRG/Submission/Forms/My%20submissions1.aspx>, if the document or presentation contains information that includes one of the following criteria:

7.1.1 Is or has the potential to become an item of national or international interest.

7.1.2 Affects or concerns national security policy or foreign relations.

7.1.3 Concerns or includes a subject of potential controversy among DISA or its subordinate activities, contractor information that may be considered proprietary or business-sensitive, or DISA information that may be procurement or acquisition-sensitive.

7.1.4 Is presented by a DISA employee who by virtue of rank, position, or expertise would be considered an official DISA or DoD spokesperson.

7.1.5 Contains technical data, including contractor proprietary information; data developed under contract; or independently developed and controlled that may be either (1) subject to restricted access by the terms of the agreement with DISA or (2) militarily critical and subject to limited distribution, but on which a distribution determination has not been made or which pertains to technology transfer or which deals with any of the following subjects:

7.1.5.1 Doctrine, concept development, operations, training, material, leadership, personnel, or facilities-change recommendations.

7.1.5.2 Military experiments, joint training events, operations, and operations security.

7.1.5.3 National Command Authorities; command, control, communications, computers, and intelligence; information operations; and computer security.

7.1.5.4 Any other topic designated by the Director, DISA or a DoD Component.

**8. Submission for Review.** Only complete and final versions of material proposed for public release will be submitted for review. Notes, outlines, or drafts will not be submitted as a substitute for the final version.

8.1 Information is to first be coordinated within the originating directorate to ensure it accurately reflects Agency policy or position, is appropriate for release, and does not contain classified information. (Additional reviews are to be coordinated with other command offices, as applicable, when information relates to another directorate.)

8.2 After directorate-level coordination is accomplished, information is to be submitted to the DRG at <https://east.esps.disa.mil/DISA/ORG/SPI/DRG/Submission/Forms/My%20submissions1.aspx> in electronic copy at least 10 calendar days prior to date of requirement for release. (Length, complexity, and content may impact the number of reviewing offices or the

time needed for completion of the review process; therefore, submitting offices are encouraged to submit information as early as possible. If the document requires clearance by Office of the Secretary of Defense (OSD) Office of Security Review, the review will take significantly longer. Contact PAO to determine if the document requires this higher level of review.)

**9. Determinations Resulting from the Review of Information.** Information reviewed for public release clearance will result in one of the following determinations:

**9.1 Cleared for Public Release.** The information may be released without restriction by the originating official. The PAO may require a disclaimer to accompany the information as follows: "The views expressed are those of the author and do not reflect the official policy or position of the Defense Information Systems Agency, the Department of Defense, or the U.S. Government."

**9.2 Cleared "as Amended" for Public Release.** Amendments are binding on the submitter. When possible, alternative wording is provided to substitute for deleted material. Occasionally, wording will be included that will be added to the text prior to public release. A disclaimer, as stated in subparagraph 9.1, may also be required.

**9.3 Not Cleared for Public Release.** The information submitted for review may not be released outside of DoD. A disclaimer should be added to the document specifying that it is not approved for public release to avoid inadvertent release.



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**SUMMARY OF SIGNIFICANT CHANGES.** This revision proscribes the requirement for clearance of documents for public release and establishes the process of submitting documents for review via the Document Review Group (DRG) portal.

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\*This Instruction cancels DPL 2003-2, 25 January 2003, and must be reissued, canceled, or certified current within 5 years of its publication. If not, it will expire 10 years from its publication date and be removed from the DISA issuance postings.

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DISTRIBUTION: P