



**DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF PUBLIC AFFAIRS
1500 ARMY PENTAGON
WASHINGTON, DC 20310-1500**

SAPA-PD

24 May 2011

MEMORANDUM FOR SEE DISTRIBUTION


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

1. All current and former Army personnel 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.
2. Such reviews are to be completed prior to any public release of the subject materials to any person or persons lacking appropriate security clearances or other access authorization. This specifically precludes sharing or otherwise furnishing works to agents, editors, publishing concerns, and other persons or organizations outside the Department of Defense.
3. Review requirements apply to all current, former, and retired Army employees and Soldiers (whether Active Component or Reserve Component), writing or speaking about military matters.
4. The Army administers the review process through AR 360-1, "The United States Army Public Affairs Program". The applicable sections are Para. 5-3 and Chapter 6, which cover the review responsibilities and requirements outlined in DoDD 5230.9 and DoDI 5230.29. The regulation has been revised and is awaiting formal publication. The revision more clearly states the obligation of Reserve Component Soldiers and retired personnel to use the review procedure.
5. Paragraph 5-3 of AR 360-1 lists the types of information that require not only Army but OSD-level review. That review is handled through OCPA. However, anyone submitting material for review is strongly encouraged to first have their unit or servicing PAO conduct a review and determine if further evaluation is necessary. If OCPA receives an action indicating the need for a lower echelon review, a longer processing time will be the likely result.

6. The review process is not a quick one. Anyone submitting a document or other work for review should do so at least 30 days prior to their intended use of the material. Reviews, particularly of books, can be expected to take significantly longer than that to complete.

7. OCPA point of contact for this subject is James W. Hill. 703-697-4122. Addressees should transmit this memorandum to subordinate commands.

FOR THE CHIEF OF PUBLIC AFFAIRS:


STEPHANIE L. HOEHNE
Principal Deputy Chief of Public Affairs

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