

Public Affairs

## SECURITY AND POLICY REVIEW PROCEDURES

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### SUMMARY OF REVISIONS

Updates the text and attachments. Note: Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

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This instruction prescribes the policy and procedures necessary to clear United States Transportation Command (USTRANSCOM) related speeches and other information proposed for public release. It implements Department of Defense (DOD) Directive (DODD) 5230.9, Clearance of DOD Information for Public Release. This instruction is applicable to all personnel, including contractors, assigned or attached to USTRANSCOM at Scott Air Force Base, Illinois. Failure to comply with the prohibitions and mandatory provisions of this instruction by military personnel is a violation of Article 92, Uniform Code of Military Justice. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel may result in denied access to facilities, contractual remedies against the contractor, or debarment from the installation.

**1. References and Supporting Information.** References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

**2. Clearance Requirements.** Information proposed for publication or public release that concerns or affects the plans, policies, programs, or operations of USTRANSCOM, DOD, or the U.S. Government, and prepared by USTRANSCOM personnel or contractors in an official capacity, or if in a private capacity that is prepared on Government time, with Government resources, or which contains information obtained by the individual in their official capacity which has not been made available to the general public, shall be submitted to USTRANSCOM, Public Affairs (TCPA) for clearance prior to disclosure of the information:

**2.1.** Originates or is proposed for publication or release in the Washington DC area; or

**2.2.** Meets any of the following criteria (*if in doubt, submit*):

**2.2.1.** Is or has the potential to become an item of national or international interest or has foreign policy or foreign relations implications.

**2.2.2.** Concerns high-level military or DOD policy or U.S. Government policy.

**2.2.3.** Concerns subjects of potential controversy among DOD components or other federal agencies.

**2.2.4.** Concerns the following subject areas:

**2.2.4.1.** New weapons or weapons systems or significant modification or improvements to existing weapons or weapons systems, equipment, or techniques.

**2.2.4.2.** Military operations, operations security, potential operations, and significant exercises.

**2.2.4.3.** National command authorities and command posts.

**2.2.4.4.** Military applications in space; nuclear weapons, including nuclear weapons effects research; chemical warfare, defensive biological and toxin research; and high-energy lasers and particle beam technology.

**2.2.4.5.** Material, including that submitted by defense contractors, involving critical military technology.

**2.2.4.6.** Communications security, signals intelligence, and computer security.

**2.2.5.** *Disclaimer.* Any unofficial speeches or writings by military members or employees not submitted for review or approval which do not involve the use of Government resources or Government information as indicated in paragraph 2, must contain the disclaimer required by DOD 5500.7-R, Joint Ethics Regulation, paragraph 2-207, if the speech or writing relates to agency matters or includes the title or position of the Government employee.

**2.3.** A speech, article, or paper being submitted for review shall be initialed by the speaker or author to indicate approval of the text.

**2.4.** Forward speeches through channels to reach TCPA not less than five working days before the date that clearance is desired. Submit material to allow a review time over five days commensurate with the volume of the documents and complexity of the subject matter.

**2.5.** Submit the full and final text of material requiring review, including any supplemental audiovisual material.

**2.6.** Notes, abstracts, or outlines will not be cleared as substitutes for a complete text.

**2.7.** Material for review shall be submitted with a cover letter which provides the following information:

**2.7.1.** *Document Description.*

**2.7.1.1.** Type - the nature of material submitted; e.g., speech, article, manuscript, study/thesis, brochure, news release, advertisement, radio/television script, etc.

**2.7.1.2.** Title - the exact caption, headline, name of label of the material submitted.

**2.7.1.3.** Page count - the number of pages of the document submitted.

**2.7.1.4.** Subject area - the major topic or theme.

**2.7.2.** Author/speaker.

**2.7.2.1.** Name, rank, and title.

**2.7.2.2.** Office and agency.

**2.7.3.** Presentation/publication date - the form of open presentation or publication. Include the occasion, place, and date, if applicable.

**2.7.4.** Point of contact. Name and telephone number.

**2.7.5.** *Prior coordination.* Office and agency.

**2.7.6.** *Remarks.* Any additional pertinent information (indicate circumstances justifying any request to expedite clearance).

**2.8.** Contractors will send items for publication through their contracting officer to TCPA for concurrence.

**3. Security and Policy Review.** Material submitted in compliance with this directive shall be cleared for public release only after it has been reviewed and necessary amendments made to ensure that it is consistent with established USTRANSCOM, DOD, and other U.S. Government policies and programs. See DOD 5200.1-R, Information Security Program, paragraph 2-202, for information that will be considered classified as well as appropriate training.

**3.1. Security Review.** Material submitted for review shall not contain information known by the office of origin to be classified. Submitter must indicate in writing that no classified material is involved.

**3.1.1 *Classification Background.*** All DOD personnel are personally and individually responsible for providing proper protection to classified information under their custody and control. All officials within the DOD who hold command, management, or supervisory positions have specific, nondelegated responsibility for the quality, implementation and management of the Information Security Program within their area of responsibility.

**3.1.1.1.** Management of classified information shall be included as a critical element or item to be evaluated in the rating of original classification authorities, security managers/specialists, and other personnel whose primary duties involve the creation or handling of classified information.

**3.1.1.2.** Except for information subject to the Atomic Energy Act of 1954 (as amended), Executive Order 12958 and DOD 5200.1-R provide the only basis for application of security classification to information within the DOD.

**3.1.1.3.** Information shall be classified only when necessary in the interest of national security, and shall be declassified as soon as is consistent with the requirements of national security.

**3.1.1.4.** Information shall not be reclassified after it has been declassified and officially *released* to the public by proper authority.

**3.1.1.5.** Persons shall be allowed access to classified information only if they (1) possess a valid and appropriate security clearance, (2) have executed an appropriate nondisclosure agreement, and (3) have a valid need for access to the information to perform a lawful and authorized governmental function. DOD 5200.2-R contains detailed guidance on personnel security investigation, adjudication and clearance.

**3.1.1.6.** Classified information shall be protected at all times (DOD 5200.1-R, Chapters 6 and 7).

**3.1.1.7.** Classified information shall be maintained only when it is required for effective and efficient operation of the organization or its retention is required by law or regulation.

**3.1.1.8.** Classified documents and material that constitute permanent and valuable records of the Government shall be maintained and disposed of in accordance with DODD 5015.2, DOD Records Management Program. Other classified material shall be destroyed in accordance with DOD 5200.1-R, Chapter 6.

**3.1.2. *Eligibility for Classification.*** Classification may be applied only to information that is owned by, produced by or for, or is under the control of the United States Government. Information may be considered for classification only if it concerns one of the categories specified in Section 1.5 of Executive Order 12958:

**3.1.2.1.** Military plans, weapon systems, or operations;

**3.1.2.2.** Foreign government information;

**3.1.2.3.** Intelligence activities (including special activities), intelligence sources or methods, or cryptology;

**3.1.2.4.** Foreign relations or foreign activities of the United States, including confidential sources;

**3.1.2.5.** Scientific, technological, or economic matters relating to the national security;

**3.1.2.6.** United States Government programs for safeguarding nuclear materials or facilities; or

**3.1.2.7.** Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

**3.2. *Policy Review.*** As a safeguard against potentially adverse impact upon the conduct of Government, material submitted is cleared for public release only after it is determined that it is consistent with established DOD and national policy and programs. Material will be reviewed for policy commensurate with the author's rank and level of responsibility.

**3.3.** Material will not be denied clearance because its public disclosure may reveal administrative error or inefficiency.

**3.4.** TCPA has no responsibility for correcting errors of fact in material submitted for review. However, obvious errors identified during review may be noted either for the attention of the submitter or corrected.

**3.5.** All USTRANSCOM directorates/direct reporting elements shall cooperate with TCPA by providing prompt guidance and assistance when their recommendations are requested in the review of material proposed for clearance.

**4. *Effect of Review Action and Appeals.*** Material reviewed will be returned to the submitter with an indication of "as amended" or "recommended" changes. Amendments are binding upon the speaker or author except that the action may be appealed through TCPA to a higher authority. USTRANSCOM personnel will make no commitment to furnish manuscripts containing the official USTRANSCOM position, other than to DOD publications, until the manuscripts have been cleared or TCPA approval for commitment has been granted.

ARLENE F. BEATTY  
COL, USA  
Chief of Public Affairs

Attachment  
Glossary of References and Supporting Information

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

Atomic Energy Act of 1954 (as amended)

Executive Order 12356, National Security Information

Executive Order 12958, Classified Security Information

Department of Defense (DOD) Directive (DODD) 5015.2, DOD Records Management Program

DOD 5200.1-R, Information Security Program

DODD 5230.9, Clearance of DOD Information for Public Release

DODD 5400.7, DOD Freedom of Information Act (FOIA) Program

DODD 5500.7, Standards of Conduct

DOD 5500.7-R, Joint Ethics Regulation