

Getting your Materials Cleared for Public Release

Typically, your Mentor will take care of processing the paperwork for a Security Review, but it is important to understand why and how that process works.

Unlike other internships in industry, where you may be able to freely share your internship work in a class, that is not necessarily the case with an internship in the DoD.

Talk with your mentor to see if your material can be shared outside your internship and the DoD, or what restrictions or processes you may have to go through to release that material. If you **do** require a release, you will need to factor in the lead-time for the review to obtain that release. Your de-brief is a good place to raise these questions if you didn't do so earlier.

What is the purpose of a Security Review?

A security review (pre-publication) is the process by which information proposed for public release is examined to ensure compliance with national and DoD policies to determine there is no material that is classified, controlled unclassified or export-controlled and, therefore, not appropriate for release to the public.

The security review ensures that information that is damaging to the national security is not inadvertently disclosed. DoD services and agencies have a lifelong responsibility to have their materials intended for public disclosure reviewed pre-publication to ensure that any protected information that may have been gained while associated with the Department is not disclosed to the public.

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

Who must submit materials for a Security Review?

All current, former, and retired DoD employees (including those in the military services and interns) who have had access to DoD information or facilities must submit to their appropriate office for a security review any and all materials for public release. Most of the military services rely on their local Public Affairs Offices (PAO) to perform their security reviews; which is what most of our HIP interns will be required to do. Each PAO has their own set of rules/forms for getting materials cleared for public release. Most require at least 10 working days to review the material before clearing. Your mentor will help with this process and will know the typical time required for processing.

What type of materials must be submitted for a Security Review?

- Books
- Manuscripts/theses
- Biographies
- Articles
- Book reviews

Audio/video materials

Speeches

Press releases

Conference/meeting **briefings**

Research papers

Other media (such as **Posters**)