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0501 SECURITY REVIEW

a. General. Information controlled under federal statutes and agency regulations, such as classified material and sensitive unclassified military technology, shall not be released. References (a) through (d) are germane. Nevertheless, commanders and commanding officers shall not deny public affairs officers (PAOs) access to such information solely because of their media relations responsibilities. See Article 0104b(4)(b) and 0104b(4)(c). It is important that PAOs have the appropriate security clearances and access to understand important operational and administrative matters that affect the command. For most activities, that entails routine access to classified and sensitive unclassified military technology information. Without access to necessary operational information, it is not possible to prepare material for timely public release or plan appropriate contingency actions. Delays in disseminating unclassified information bring about needless speculation, erroneous coverage and lack of understanding of the Navy and Marine Corps mission and objectives. Delaying or withholding information complicates Navy-Marine Corps relations with the public and jeopardizes public support of successful military missions.

b. Intra-Command Security Review. Each command or activity will review material prepared for public release to ensure that it reveals no classified information or sensitive unclassified military technology. The PAO will submit material for security review after facts have been obtained from sources (officials, agencies, files), coordinated with concerned departments and agencies and compiled into the desired format (e.g., press release, speech or response to inquiry). (That is, sources of information within the command will apprise the PAO of pertinent statutory or security constraints as information is furnished but will not withhold information necessary to the PAO's understanding of the subject matter and related issues. Security review follows final compilation of the information.) As discussed further in this chapter, certain categories of information require security review by the Assistant Secretary of Defense (Public Affairs) [ASD(PA)]. Nevertheless, this does not relieve a lower echelon office or command of its responsibility to review material and remove, to the limit of its capability, all classified and sensitive unclassified information.

c. Requirement for ASD (PA) Security Review. Certain categories of information require rigid control to prevent collection by hostile intelligence organizations. Rigid control is required regardless of whether the information appears to the office of origin to be unclassified and releasable. Security review at the ASD(PA) level is required in the following categories of information:

(1) "Exhibit 12A" Information. Information pertaining to any of the following subjects is referred to as "Exhibit 12A" information and requires ASD (PA) level security and policy review, even if considered to be unclassified by the office or command proposing its release. "Exhibit 12A" information is:

(a) Information originated or proposed for publication or release at the Seat of Government, or

(b) Information which meets any of the following criteria (submit if in doubt):

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

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policy;

2. Concerns high level military, DoD or U. S. government

3. Concerns subjects of potential controversy among DoD components (i.e., the military services) or with other federal agencies; or

4. Concerns any of the following:

a. New weapons, weapons systems, significant modifications or improvements to existing weapons or weapons systems, equipment or techniques, or the introduction of a new weapons system for the first time into a different operating theater;

b. Military operations, operations security, potential operations and significant exercises;

c. National Command Authority and command posts;

d. 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;

e. Material, including that submitted by Defense contractors, involving militarily critical technology;

f. Communications security, signals intelligence and computer security;

g. Other subject areas that may be designated by the Office of the Secretary of Defense or higher authority.

Commands will submit all information related to subject areas listed above through the chain of command to the Office of the Chief of Naval Operations (Assistant for Naval Investigative Matters and Security) (OP-09N), or, on Marine Corps matters, the Commandant of the Marine Corps (Code INTC-Counterintelligence). When information is intended for the general public, internal audience or news media, OP-09N and Code INTC will coordinate with CHINFO or DIRPA as appropriate.

(2) Naval Nuclear Propulsion Information. The disclosure of any information pertaining to naval nuclear propulsion matters is made on a strict need-to-know basis pursuant to agency regulations and federal statutes. For information which is to be made public, special care is required to ensure that it contains nothing prohibited from public dissemination for security reasons and that it contains the proper perspective recognizing overall public sensitivity to nuclear issues. To accomplish this requires review by personnel specially trained in the technical and policy aspects of naval nuclear propulsion matters. Accordingly, as established in reference (e), the Director, Naval Nuclear Propulsion Program (OP-00N), is responsible for overseeing all public affairs related to naval nuclear propulsion. This includes ensuring that responses to the public, news media and any foreign audience are properly formulated, receive proper security review and are correctly handled in both routine and emergent situations. Specific guidance is provided below:

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(a) CHINFO and OP-00N shall be kept informed via the chain of any public affairs matter related to naval nuclear propulsion. This includes the change of homeport of any nuclear-powered ship and the associated announcement of the homeport shift. Matters which involve general aspects of the acceptance of nuclear-powered ships and matters seemingly related only indirectly to nuclear power shall also be reported. Proposed releases to news media, individuals or non-Navy organizations must be submitted to CHINFO for further review and clearance by OP-00N and other cognizant officials as necessary.

(b) In the event of a nuclear or radiological emergency involving a nuclear propulsion plant or support facility, OP-00N will exercise principal responsibility for public affairs regarding the emergency. This includes establishing and maintaining direct communication with the ship or activity involved, the appropriate fleet and type-commander and area or regional area coordinator, as well as liaison with CHINFO.

(c) OP-00N must concur in all statements and responses to press inquiries prior to their release if they concern or are related to local naval nuclear propulsion program work at shipyards and nuclear-powered ship support facilities not otherwise requiring clearance by the CHINFO.

d. Submission Requirements. Material submitted for security or policy review by higher authority [OP-09N (Navy) or Code INTC (Marine Corps)] shall conform to the following:

(1) Material shall be typewritten, double-spaced, pages numbered and submitted (original and three copies) under DD Form 1910. When submitting by message, number paragraphs.

(2) When photographs must be reviewed, submit four prints. Slides need not be printed, and films or videotapes should not be reproduced.

(3) Allow sufficient time for review in advance of the proposed release date, normally four weeks exclusive of mailing. For material over 3,000 words, review time will depend on subject matter.

(4) Submit four copies of speeches under Form 1910. The speaker, his deputy or chief of staff must initial the first page of the original copy or, if submitted by message, state that the speaker personally approved the text. See also Article 0308 (Speeches).

(5) When material is being proposed for release to the news media, but is not being sent directly to CHINFO or DIRPA, a copy of the material will be provided to CHINFO or DIRPA; include CHINFO or DIRPA as information addressees on all message submissions. In the case of letter submissions or intra-office copies of material under review, the proposed release will carry the following advisory in bold letters:

**NOT RELEASABLE UNTIL SECURITY AND POLICY
REVIEW COMPLETED AND RELEASE APPROVED AS
PER SECNAVINST 5720.44A.**

e. "Personal" Correspondence. Correspondence which expresses the personal views of the author that is not written in an official capacity (e.g., letters to

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the editor) is not necessarily exempt from security review. Some "personal" correspondence must be submitted for security review. The review requirement is based solely on the content of the material and not to whom it is addressed. See Article 0310e (Writing for Commercial Publication). Individuals writing in a private capacity may submit their material for a courtesy review and should be encouraged to do so in cases of doubt.