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**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
INSTRUCTION NO. 80.04**

**SUBJECT: PRE-PUBLICATION REVIEW OF UNCLASSIFIED MATERIAL
FOR OFFICIAL DISSEMINATION**

1. AUTHORITIES: The National Security Act of 1947, as amended; Executive Order 12958, as amended; Executive Order 12333, as amended; and other applicable provisions of law.

2. REFERENCES: ODNI Instruction 2007-6, *ODNI Pre-Publication Review of Material Prepared for Public Dissemination*, 26 July 2007. This Instruction supersedes CIA Regulation (AR) 6-2 provisions on official publications as related to the ODNI. Unofficial publications and presentations are addressed in a separate Instruction.

3. PURPOSE:

A. Consistent with ODNI's intent to improve outreach to academia, industry, and the public at large, this Instruction establishes the requirements and process for review of unclassified material prepared for official dissemination.

B. Pre-publication review of material prepared for official dissemination is intended to prevent the disclosure of classified information and to ensure that a presentation or publication does not adversely affect the ODNI's mission, foreign relations or U.S. security. It also ensures that the appropriate level of management review and approval is undertaken prior to the publication and dissemination of the material.

UNCLASSIFIED

UNCLASSIFIED

4. APPLICABILITY:

A. This Instruction applies to all individuals granted access to classified information by the ODNI or who sign a nondisclosure agreement or other secrecy agreement.* This includes ODNI current staff, assignees, individuals serving under Intergovernmental Personnel Act (IPA) agreements and detailees who intend to publish or present information in an official capacity in any media form (i.e., audio, video, slide presentation, handout, etc.).

B. Official ODNI publication or presentation materials that are not public and are disseminated solely to another IC agency in conjunction with government business are not governed by this Instruction. Approval for those publication or presentation materials may be granted by the individual supervisor.

5. DEFINITIONS:

A. **INFOSEC** pertains to information security. INFOSEC promotes safe, secure, and professional information exchanges. Questions pertaining to INFOSEC should be directed to the Information Systems Security Manager (ISSM).

B. **Material**, for the purpose of this Instruction, includes items such as, but not limited to briefings, PowerPoint presentations, talking points, speaking notes, outlines, handouts, audio and video clips, posters and other types of presentation aids.

C. **Public**, as it relates to this Instruction, refers to one or more persons or entities **outside of the U.S. Government (USG)**, including, but not limited to the media, academia, and public policy institutions.

D. **Unclassified Official Dissemination** is any ODNI approved and sanctioned dissemination of unclassified ODNI information to USG entities outside of the Intelligence Community (IC) or the public.

E. **Unofficial Dissemination** is any dissemination of information in an unofficial capacity. Pre-publication review of unofficial dissemination is governed by ODNI Instruction 2007-6, *ODNI Pre-Publication Review of Material Prepared for Public Dissemination*, 26 July 2007.

F. **Unclassified USG Dissemination** is any unclassified dissemination to a USG entity or a USG contractor performing business with the USG where information is not released to the public.

* Due to the unique nature of the IARPA mission and engagement with the private sector, it will have a separate prepublication review directive, fully coordinated with the Director of Communications and Information Management Officer and approved by the Director of the Intelligence Staff.

UNCLASSIFIED

6. POLICY:

A. Each individual who prepares material for unclassified official publication or public dissemination, in any media form, shall submit the material to the appropriate approval authority (as defined in paragraph 7.B) for pre-publication review in accordance with this Instruction.

B. Submissions to the Public Affairs Office (PAO) and Information Management (IM) must go through the following official addresses: DNI-Pre-Pub (classified) or DNI-publicationreview@ugov.gov (unclassified). Individuals who submit material to PAO and IM for review will receive one consolidated response that is binding.

C. This policy does not release authors from obligations to protect classified or non-public unclassified information and to fully comply with information security requirements, nondisclosure agreements, and other secrecy agreements, nor does it alter the terms of such agreements. In case of any conflict between this document and a nondisclosure agreement or other secrecy agreement, the nondisclosure agreement or other secrecy agreement shall govern.

7. ROLES AND RESPONSIBILITIES:

A. **ODNI Staff, Assignees, Detailees, and Contractors.** Before submitting material for approval, individuals preparing information for official public dissemination will conduct an information protection and release review to ensure the information is unclassified and requires no further dissemination controls such as For Official Use Only (FOUO), attorney-client privilege, INFOSEC, or other dissemination restrictions. Contractors are not permitted to make official presentations on behalf of the ODNI.

B. **Approving Authorities.** All publications or disseminations must be approved by an Assistant Deputy Director of National Intelligence (ADDNI) equivalent or higher level official in the author's chain of command before publication or dissemination. The approving authority must ensure that:

(1) The presentation or publication is official in nature, is unclassified, and has been sanitized for "non-public" information, to include, but not limited to, Other Government Agencies (OGA) information and Foreign Government Information (FGI).

(2) The content reflects the Director of National Intelligence (DNI) position on the subject, when appropriate.

(3) All official publications or disseminations in electronic form or media have met INFOSEC safeguards to prevent the inadvertent disclosure of hidden or classified

UNCLASSIFIED

data and that an Information Systems Security Manager (ISSM) has been consulted if questions or concerns about release or protection of information exist.

(4) All unclassified official publications for dissemination to the public are coordinated with the PAO.

(5) All unclassified official publications or disseminations are coordinated with the staff of Mission Support Center (MSC) Information Management (IM).

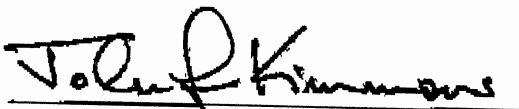
C. Public Affairs Office: PAO will review all unclassified material and information for official dissemination to the public to ensure the content reflects the ODNI position on the subject, when appropriate, and that the material is consistent with ODNI branding standards. PAO will respond to requests within fifteen (15) business days unless otherwise noted.

D. Director, Information Management (Director, IM): The Director, IM will conduct classification reviews of all material and information intended for unclassified official dissemination to ensure that the information is appropriate for release. The staff of MSC/IM will respond to requests within fifteen (15) business days unless otherwise noted.

E. Information System Security Manager: The ISSM will conduct INFOSEC reviews and provide recommendations on the proper electronic dissemination of products.

8. PENALTY FOR NON-COMPLIANCE: Failure to comply with pre-publication review obligations may result in civil and/or administrative penalties.

9. EFFECTIVE DATE: This Instruction is effective upon signature.



John F. Kimmons
Lieutenant General, USA
Director of the Intelligence Staff



Date