



**DEPARTMENT OF THE NAVY**

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 5230.12  
Ser 00D/001  
21 Nov 03

**NAVSEA INSTRUCTION 5230.12**

**From:** Commander, Naval Sea Systems Command

**Subj:** RELEASE OF INFORMATION TO THE PUBLIC

**Encl:** (1) Listing of Applicable References  
(2) Definitions  
(3) Procedures for Requesting Public Release of Naval Sea Systems Command (NAVSEA) Information  
(4) Responsibilities of NAVSEA/PEO Authors/Presenters  
(5) NAVSEA Public Release Form

1. **Purpose.** To provide policy and procedures for reviewing technical data and information under the cognizance and/or control of the Naval Sea Systems Command (NAVSEA) claimancy and NAVSEA affiliated Program Executive Offices (PEOs) that is intended for public release. Governing instructions and guidance documents, references (a) through (o), are listed in enclosure (1). Terms used in this instruction are defined in enclosure (2).

2. **Cancellation.** NAVSEAINST 5510.6.

3. **Applicability and Scope**

a. This instruction applies to official information and technical data intended for public release prepared by the following individuals/organizations, as the information pertains to military matters, national security issues, naval nuclear propulsion information (NNPI), and subjects of significant concern under the cognizance of the NAVSEA claimancy and NAVSEA affiliated PEOs. The following individuals/organizations shall adhere to the policies and procedures set forth in this instruction:

- 1 NAVSEA Headquarters and field activity employees;
- 2 NAVSEA affiliated PEOs and their staffs;
- 3 NAVSEA contractors

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b. Department of Defense (DoD) or non-DoD personnel acting in a private capacity, retired DoD personnel, former DoD employees and non-active duty members of Reserve components have the option to voluntarily submit information for review for technical accuracy, and to ensure that classified information is not divulged and that information proposed for public release does not compromise national security.

c. The Director, Naval Nuclear Propulsion Program (SEA 08) ensures that disclosure of any information pertaining to naval nuclear propulsion matters is made on a strict need-to-know basis. 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. Further details are provided in reference (c).

d. Individuals/organizations requesting release of information (i.e., abstracts, technical papers, fact sheets, articles, photographs, CD-ROMs, DVDs/videos, brochures, booklets, briefings, graphics for displays, etc.) may release only that information that has been approved for release by an official letter from the Office of Congressional and Public Affairs (SEA 00D). The official SEA 00D letter will indicate the applicable distribution statement that identifies the extent of releasability of the information (i.e., the audience authorized to receive the information). Details on distribution statements are contained in exhibit 8A of reference (f) and summarized in enclosure (2).

e. This instruction does not apply under the following conditions:

(1) The NAVSEA Freedom of Information Act (FOIA) release authority is responsible for public dissemination of NAVSEA information requested under the FOIA according to reference (a).

(2) As an independent and objective official, the NAVSEA Inspector General (SEA 00N) is exempt from the provisions of this instruction, unless the information proposed for release includes NNPI. Such information must undergo a review by the Naval Nuclear Propulsion Program office (SEA 08) before release.

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(3) Photographs taken in conjunction with inspections and investigations of workplaces by federal/state Occupational Safety and Health officials for which public release is not required must be fully screened and censored, as appropriate, according to OPNAVINST 5100.23F. Such photos should be sent via first class or express mail to the Environmental Protection, Occupational Safety and Health Office (SEA 00T), which will coordinate required reviews and approve limited release, as warranted.

(4) The Navy's policy and procedures for the release of coordinated, consistent and authoritative information to the media is provided in reference (c).

#### 4. Policy

##### a. NAVSEA's policy is to:

(1) Ensure accurate and timely information is made available to Congress, the media and the public, to educate them regarding NAVSEA programs and related issues.

(2) Ensure NAVSEA directorates, field activities and NAVSEA affiliated PEOs limit public release to information that does not compromise national security or other legitimate governmental interest.

(3) Promote academic freedom and encourage intellectual expression.

(4) Ensure that SEA 08 reviews and recommends release of information related to the technical aspects of nuclear reactor work, safety of reactors and associated nuclear propulsion plants, the control of radiation and radioactivity associated with NNPI and overall administration of the Naval Nuclear Propulsion Program (NNPP), including areas such as security, transportation, public information, procurement, logistics and financial management. References (c), (d), (e) and (h) provide further guidance.

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b. Information submitted for public release is to be treated as For Official Use Only (FOUO) until a release determination is completed. Unauthorized release can lead to a loss or compromise of national security or the inadvertent release of classified information. Unauthorized release of information before a release determination is made must be reported to the cognizant NAVSEA field activity Security Office and to NAVSEA Security (SEA 104), as appropriate. SEA 104 will report the release to higher authority, as warranted, in accordance with reference (f).

c. Information submitted for public release should be hand-carried, faxed or forwarded via first class or express mail. Until public release approval is secured, proposed public releases may not be transmitted via electronic mail unless encrypted to current information security standards in accordance with reference (i).

d. Only federal government civilian employees or active duty/reserve military members assigned to NAVSEA and its affiliated PEOs are authorized to recommend release of information under their cognizance. NAVSEA/PEO support contractors are not authorized to recommend release of information.

5. Procedures. The procedures for requesting public release of information are provided in enclosure (3). Enclosure (4) provides guidance regarding individual responsibilities for preparing and safeguarding information. Enclosure (5) is the NAVSEA form used to initiate a review and to record the applicable distribution statement assigned to the information reviewed for release.

6. Responsibilities. The individuals/organizations below fulfill the following responsibilities in conjunction with public release of information:

a. Congressional and Public Affairs (SEA 00D):

(1) ensures information proposed for public release receives proper review and approval for release according to reference (c). Coordinates reviews among NAVSEA directorates, PEOs, SEA 104 and other DoD components of requests for public release of information.

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(2) publicly releases reviewed information in accordance with references (b), (c), (m) and (n), and ensures the appropriate distribution statement is identified in accordance with reference (f).

(3) maintains the Public Release (PR) database that supports the policies and procedures outlined in this instruction.

(4) issues an official letter to the requester, providing approval for public release of information, or limited release if warranted, when the review is complete.

b. SEA 08 reviews and makes recommendations regarding public release of naval nuclear propulsion related information

c. SEA 104 performs a security review to ensure that information intended for public release does not contain classified information. SEA 104 review is completed after review and approval by NAVSEA directorates and affiliated PEOs in accordance with references (f) through (h), and reference (o).

d. NAVSEA directorates and affiliated PEOs:

(1) review material intended for public release for technical accuracy, checking technical information against the original classification authority, and ensuring the entire scope of information does not present a threat to national security.

(2) ensure information proposed for public release represents NAVSEA in a professional manner.

(3) assist SEA 00D in identifying individuals responsible for conducting reviews of information under their cognizance.

e. NAVSEA's Command Information Officer (SEA 00I) ensures information under the cognizance of the NAVSEA claimancy and affiliated PEOs that is displayed on the Internet and NAVSEA's Intranet web site is reviewed and approved for public release according to references (i) through (l).

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f. SEA 00N reviews the public release process at NAVSEA field activities, detachments and remote sites in conjunction with Command performance inspections, audits, evaluations and special reviews, and investigations.

g. NAVSEA field activities, detachments or remote sites/offices ensure that information intended for public release which is funded by NAVSEA or affiliated PEOs, or involves NNPI, is sent to SEA 00D for processing and approval unless they have been provided delegated local approval authority by SEA 00D.

h. NAVSEA contractors ensure that information intended for public release is provided to SEA 00D for processing and approval. To avoid premature, unauthorized release of information to the public domain, NAVSEA contractors must follow the procedures in enclosure (3) and ensure that information is safeguarded until completion of the public release process and an approval letter from SEA 00D is received.



A. W. LENGERICH  
Vice Commander

Distribution:  
See next page

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Distribution:

SNDL C84B COMNAVSEASYS COM Shore Based Detachments (less C84J)  
FKP COMNAVSEASYS COM Shore Activities (less FKP6B & FKP24)  
A1J1L PEO INTEGRATED WARFARE SYSTEMS  
A1J1M PEO LITTORAL & MINE WARFARE  
A1J1N PEO SUBMARINES  
A1J1P PEO SHIPS  
A1J1Q PEO CARRIERS

Copy to:

SNDL FKM22 NAVICP (100)  
FL1 COMNAVDAC (Code 82)  
FT88 EDOSCOL

NAVSEA Special List Y3

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REFERENCES

- SECNAVINST 5720.42F**, DoN Freedom of Information Act (FOIA) Program, dtd 6 Jan 99
- (b) **DODDIR 5230.9**, Clearance of DoD Information for Public Release, dtd 9 Apr 96 w/changes
- SECNAVINST 5720.44A**, DoN Public Affairs Policy and Regulations, dtd 3 Jun 87 w/changes
- NAVSEAINST C5510.32B**, Naval Nuclear Propulsion Information; safeguarding of, dtd 22 Dec 93
- NAVSEAINST 5510.2B**, Physical Security, Access and Movement Control at Shore Activities, dtd 30 Apr 90 w/changes
- SECNAVINST 5510.36**, DoN Information Security Program Regulation, dtd 17 Mar 99 w/changes
- (g) **DODDIR 5230.25**, Withholding of Unclassified Technical Data from Public Disclosure, dtd 6 Nov 84 w/changes
- NAVSEAINST 9210.8B**, Involvement of the Nuclear Propulsion Directorate in Matters Affecting Naval Nuclear Propulsion, dtd 2 Feb 00
- NAVSEAINST 5239.2**, Information Systems Security, dtd 29 Jul 98
- DOD Web Policy**, Web Site Administration Policies and Procedures, dtd 25 Nov 98 w/changes
- SECNAVINST 5720.47A**, Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites, dtd 24 Oct 03
- Deputy Secretary of Defense Memorandum**, Clearance Procedures for Making Electronic Information Available to the Public, dtd 17 Feb 95
- DODINST 5230.29**, Security and Policy Review of DoD Information for Public Release, dtd 6 Aug 99
- DODINST 5230.27**, Presentation of DoD-Related Scientific and Technical Papers at Meetings, dtd 6 Oct 87
- OPNAVINST 5510.161**, Withholding of Unclassified Technical Data from Public Disclosure, dtd 29 Jul 85

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DEFINITIONS

1. **Critical Technology** - technologies that consist of (a) arrays of design and manufacturing know-how (including technical data); (b) keystone manufacturing, inspection and test equipment; (c) keystone materials; and (d) goods accompanied by sophisticated operation, application or maintenance know-how that would make a significant contribution to the military potential of any country or combination of countries and that may prove detrimental to the security of the United States (also referred to as a military critical technology).

2. **Distribution Statements** - a Distribution Statement identifies the releasability of the information. The following statements are also identified in reference (f) and the reasons are summarized below:

**Statement A** - Approved for Public Release; Distribution is unlimited.

This statement shall be used only on unclassified technical documents that have been cleared for public release by competent authority.

**Statement B** - Distribution authorized to U.S. Government Agencies only; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.

This statement shall be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements or in the event the document is declassified.

**Reasons for assigning Statement B:**

**Foreign Government Information (FGI)** - to protect and limit information distribution per the desires of the foreign government that furnished the technical information. Information of this type is normally classified at the confidential level or higher.

Enclosure (2)

**Proprietary Information** - to protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement or received with the understanding that it may not be routinely transmitted outside the U.S. Government.

**Critical Technology** - to protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of reference (o).

**Test and Evaluation** - to protect results of test and evaluation of commercial products or military hardware when disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.

**Contractor Performance Evaluation** - to protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.

**Premature Dissemination** - to protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.

**Administrative/Operational Use** - to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement shall be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.

**Software Documentation** - releasable only per the provisions of DoD Instruction 7930.2 of 31 December 1979.

**Specific Authority** - to protect information not specifically included in the above reasons and discussions, but which requires protection per valid documented authority such as

Executive Orders, classification guidelines, DoD or DoN regulations, or policy guidance. When filling in the reason, cite "specific authority" (identification of valid documented authority).

**Statement C** - Distribution authorized to U.S. Government agencies and their contractors; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.

May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements or in the event the document is declassified.

**Reasons for assigning Statement C:**

**FGI** - Same as in Statement B.

**Critical Technology** - Same as in Statement B.

**Software Documentation** - Same as in Statement B.

**Administrative or Operational Use** - Same as in Statement B.

**Specific Authority** - Same as in Statement B.

**Statement D** - Distribution authorized to DoD and DoD Contractors only; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.

May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements or in the event the document is declassified.

**Reasons for assigning Statement D:**

**FGI** - Same as in Statement B.

**Administrative or Operational Use** - Same as in Statement B.

**Software Documentation** - Same as in Statement B.

**Critical Technology** - Same as in Statement B.

**Specific Authority** - Same as in Statement B.

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**Statement E** - Distribution authorized to DoD Components; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.

May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements or in the event the document is declassified.

**Reasons for assigning Statement E:**

**Direct Military Support** - Document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the U.S. Designation of such data is made by competent authority per reference (o).

**FGI** - Same as in Statement B.

**Proprietary Information** - Same as in Statement B.

**Premature Dissemination** - Same as in Statement B.

**Test and Evaluation** - Same as in Statement B.

**Software Documentation** - Same as in Statement B.

**Contractor Performance and Evaluation** - Same as in Statement B.

**Critical Technology** - Same as in Statement B.

**Administrative/Operational Use** - Same as in Statement B

**Specific Authority** - Same as in Statement B.

**Statement F** - Release is not authorized; Further dissemination as only directed by COMNAVSEA or higher authority

**Reasons for assigning Statement F:**

(1) Normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists.

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(2) Distribution Statement F is used when the originator determines that the information is subject to the special dissemination limitation as specified in reference (f), chapter 6.

(3) When a classified document assigned Distribution Statement F is declassified, the statement shall be retained until specifically changed or removed by the originating command.

3. **Case Types** - the information submitted for review, e.g., abstracts, technical papers, fact sheets, articles, photographs, CD-ROMs, DVDs/videos, brochures, booklets, briefings, graphics for displays, etc.

4. **Employee** - any civilian, military (active or reserve), temporary hire, consultant, contractor or subcontractor employee supporting the NAVSEA claimancy or its affiliated Program Executive Offices. The term employee also applies to individuals who are assigned to the Defense Personnel Exchange Program (DPEP), Foreign Liaison Officer (FLO), Cooperative Program Personnel (CPP), or Engineer and Scientific Exchange Program (ESEP).

5. **Naval Nuclear Propulsion Information (NNPI)** - information, classified or unclassified, concerning the design, arrangement, development, manufacture, testing, operation, administration, training, maintenance and repair of the propulsion plants of naval nuclear powered ships and prototypes, including the associated shipboard and shore-based nuclear support facilities. Guidance on disclosure of information pertaining to naval nuclear propulsion matters is provided in reference (c).

6. **NAVSEA Information** - any communication or representation of knowledge such as facts, data, or opinions in any medium or form that is derived from a NAVSEA (or affiliated PEO) funded technical program.

7. **Public** - the public includes, but is not limited to, family, friends, private individuals, open forum, business affiliates, meetings with vendors, or technical counterparts from various countries/companies (not under NAVSEA contract).

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8. **Public Release** - process by which information is reviewed in order to ascertain whether information is releasable to the public.
9. **Security Review** - an independent and objective review to provide oversight and ensure that information has been properly identified as releasable to the public and that documentation does not contain classified information.
10. **Technical Data with Military Application or Technical Data** - any blueprints, drawings, plans, instructions, computer software and documentation, or other technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.
11. **Technical Review** - official procedure for approving or disapproving the release of technical information proposed for release outside the Department of Defense but not to the public.
12. **Unclassified Technical Data** - unclassified data that contains or discloses critical technology with military or space application in the possession of or under the control of the Department of the Navy, which may not be exported lawfully without an approval authorization or license. See reference (g) for further information concerning unclassified technical data.

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PROCEDURES FOR REQUESTING PUBLIC RELEASE OF  
NAVAL SEA SYSTEMS COMMAND (NAVSEA) INFORMATION

1. Overall approval of public release shall be granted by the Office of Congressional and Public Affairs, SEA 00D.
2. Procedures for clearing documents/media for public release within NAVSEA Headquarters are described below. If NAVSEA directorates or affiliated PEOs must review the information before it may be released, forward two (2) copies of the information (e.g., abstracts, technical papers, fact sheets, articles, photographs, CD-ROMs, DVDs/videos, brochures, booklets, briefings, graphics for displays, etc.) to the following address:

COMMANDER  
NAVAL SEA SYSTEMS COMMAND  
ATTENTION SEA 00D BUILDING 197 ROOM 2E2200  
1333 ISAAC HULL AVENUE SE  
WASHINGTON NAVY YARD DC 20376

a. Information proposed for public release shall be provided to SEA 00D **not later than fifteen to thirty working days** in advance of the required due date to allow sufficient time for the conduct of proper technical, SEA 08, and security reviews. SEA 00D's goal is to complete the review process within fifteen working days of receipt of a request. Requesters should plan ahead to allow sufficient time for technical reviews that may be required by several focal points within the NAVSEA claimancy and affiliated PEOs.

b. Press releases must be reviewed by cognizant NAVSEA directorates and/or affiliated PEOs and approved for release by SEA 00D, but do not need to be approved by NAVSEA Security, SEA 104, unless the proposed press release contains technical information. Press releases take priority over other information submitted to SEA 00D for review and release to the public. SEA 00D's goal is to approve press releases within three to five days of receipt. Proposed sub-contractor press releases must be submitted to SEA 00D via the prime contractor and will not be processed for release without the applicable directorate, PEO and prime contractor's approval.

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c. Documents/media submitted for release are treated as For Official Use Only (FOUO) until approved for public release. Information submitted for public release should be hand-carried, faxed or forwarded via first class or express mail. Until public release approval is secured, proposed public releases may not be transmitted via electronic mail (email) unless encrypted to current information security standards in accordance with reference (i).

d. Any and all information such as briefs, papers, etc., intended for public release must be clearly marked as FOUO until such time as approval for public release is granted by SEA 00D. After SEA 00D approves the information for public release, the FOUO marking should be deleted.

e. When submitting material for review, a public release form, enclosure (5), will be filled out. This form will be used as the official record for approval by SEA 00D for public release.

f. SEA 00D enters information about the document/media into the Public Release (PR) Database, which automatically assigns a tracking number to the case. This tracking number will be used to track the item through the review process.

g. The document/media along with the public release form is forwarded to the NAVSEA directorate or PEO focal point and evaluated for technical accuracy and to ensure that classified information is not contained in the material. After completion of the technical review, the reviewer shall return the document/media to SEA 00D, annotating the recommended Distribution Statement on the public release form. Once the reviews are complete, it is recommended that the cognizant NAVSEA directorate or PEO retain a copy of the NAVSEA public release form for proof of technical accuracy and use as a tracking system for requests for public release.

h. The document/media is forwarded with the public release form to SEA 08 for review if NNPI is proposed for release.

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i. SEA 08 is responsible for the protection of NNPI. It is SEA 08 policy not to disclose information concerning naval nuclear propulsion, classified or unclassified, to foreign nations, unless such disclosure is made under an approved NNPI government-to-government agreement. SEA 08 must review documents and media that may contain NNPI prior to public release. NNPI public release requests must be submitted in time to allow SEA 08 a minimum of five working days for review.

j. Photography of naval nuclear-powered ships in operation, construction or conversion; construction sites; or industrial facilities (to include the Controlled Industrial Areas (CIAs) of naval nuclear shipyards), possibly containing NNPI, must be reviewed by the local security office, the Naval Nuclear Propulsion Information Control Officer (NNPICO) (if applicable), and a technical representative familiar with the NNPP, prior to forwarding to SEA 00D for public release approval. Photographs may be transmitted to NAVSEA via first class mail, express mail, or digitally via the Naval Nuclear Propulsion Program Network (NNPPNet).

k. Photography requiring public release that positively does not or will not include NNPI, but is typically taken in an area that has a restricted area designation for NNPI, is allowed some flexibility. Local release authority is approved for specific types of photographs taken within the CIA. Examples include photography for events of a general nature such as pictures of employees or U.S. Navy personnel participating in award or promotion ceremonies, local celebrations, partnerships with local governments, and photos of non-sensitive subjects where no sensitive information is revealed in any part. Areas within the CIA where local release authority may be utilized are office spaces, outside of buildings, topside on vessels alongside piers or topside on vessels in drydocks where no sensitive or classified information is revealed in any part. Local reviews shall preclude public release of sensitive information, classified information, occupational safety and health issues, poor work practices, inappropriate signs (i.e., RADCON signs), potential security vulnerabilities and any other photographs considered politically sensitive or convey an adverse liability to the Navy. Photographs of this nature must be submitted to NAVSEA for review.

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1. After SEA 08 completes its review, the document/media is forwarded to SEA 104 via SEA 00D for a security review.

m. SEA 104 performs a security review to ensure material intended for public release does not contain classified information. Upon conclusion of the SEA 104 review, the material is forwarded to SEA 00D for review and release. SEA 00D will mail an official letter to the requester along with email or fax notification that the review is complete and advise as to the distribution statement assigned.

3. NAVSEA Headquarters Initiated Requests. Each office creating documents/media for public release is responsible for its technical accuracy and ensuring that it has received all appropriate technical reviews. The overall responsibility for technical accuracy will remain with the author or originating office responsible for maintaining proof of technical reviews.

4. NAVSEA Field Activities Requesting Public Release

a. NAVSEA field activities, detachments or remote sites/offices must ensure that any information intended for public release which is funded by NAVSEA or affiliated PEOs, or involves NNPI, is sent to SEA 00D for processing and approval unless they have been provided delegated local approval authority by SEA 00D. An internal review may be completed for technical accuracy prior to submission to SEA 00D, if necessary.

b. Procedures for special handling of NNPI are identified in reference (d).

c. When sending requests for approval, the field activity should provide a letter that addresses the purpose for public release, date required, point of contact, and the PEO/Directorate Sponsor(s) who need to review the information for technical accuracy.

5. NAVSEA Contractors Requesting Public Release

a. Contractors requesting public release of NAVSEA sponsored work will send their requests to SEA 00D in accordance with the guidelines below. Each request must indicate the following:

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(1) Cognizant technical sponsor.

(2) Point of contact's name, phone number, mailing address and email address.

(3) The approximate date intended for release of the information.

4 Purpose for requesting the release

(5) Contract number.

b. As prescribed in paragraph 204.404-70(a) of the Defense Federal Acquisition Regulation Supplement:

(1) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of a NAVSEA contract or any program related to this contract, unless

The Contracting Officer has given prior written approval; or

(b) The information is otherwise in the public domain before the date of release.

(2) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(3) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

c. As prescribed in the National Industrial Security Program Operating Manual:

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(1) Contractors shall not disclose classified or unclassified information pertaining to a classified contract to the public without prior review and clearance as specified in the Contract Security Classification Specification for the contract or as otherwise specified by the Cognizant Security Agency (CSA) or Government Contracting Activity (GCA).

(2) Requests for approval shall be submitted through the activity specified in the GCA-provided classification guidance for the contract involved. Each request shall indicate the approximate date the contractor intends to release the information for public disclosure and identify the media to be used for the initial release. A copy of each approved request for release shall be retained for a period of one inspection cycle for review by the CSA. All information developed subsequent to the initial approval shall also be cleared by the appropriate office prior to public disclosure.

(3) The following information need not be submitted for approval unless specifically prohibited by the CSA or GCA:

(a) The fact that a contract has been received, including the subject matter of the contract and/or type of item in general terms provided the name or description of the subject matter is not classified.

(b) The method or type of contract; such as, bid negotiated, or letter.

(c) Total dollar amount of the contract unless that information equates to, (a) A level of effort in a sensitive research area or (b) Quantities of stocks of certain weapons and equipment that are classified.

(d) Whether the contract will require the hiring or termination of employees.

(e) Other information that from time-to-time may be authorized on a case-by-case basis in a specific agreement with the contractor.

(f) Information previously officially approved for public disclosure.

(4) These procedures also apply to information pertaining to classified contracts intended for use in unclassified brochures, promotional sales literature, reports to stockholders, or similar type material.

(5) Information that has been declassified is not automatically authorized for public disclosure. Contractors shall request approval for public disclosure of declassified information, in accordance with the procedures described above

6. NAVSEA does not have the authority to release information belonging to outside agencies, the other Systems Commands or Military Services. Release approval must be received from the approving official identified in source documents. If material requires a NAVSEA review in addition to an outside agency, it must be forwarded to SEA 00D for public release of NAVSEA information only. Release approval from the outside agency should be separately obtained.

7. When information approved for public release (Distribution Statement A) is for foreign unclassified briefings, NAVSEA does not want to create a "false impression" that additional information related to that item may be released. In these cases, the following statement must be added to the briefing package on the title page and in the oral presentation:

"This brief is provided for information only and does not constitute a commitment on behalf of the U.S. Government to provide additional information on the program and/or sale of the equipment or system."

8. In some cases, material to be presented to foreign governments or international organizations requires a foreign disclosure review and does not need to go through the public review process. Foreign disclosure reviews are completed by SEA 104.

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9. Once an item is approved for public release (Distribution Statement A), it can be used for unlimited distribution. Administrative or grammatical changes to the item do not require further approval for public release. If the item is technically being changed, then it must go through the review process again for official approval.

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RESPONSIBILITIES OF NAVSEA/PEO AUTHORS/PRESENTERS

1. The following guidelines are provided to authors and/or presenters:

a. The author is responsible for ensuring technical accuracy and receiving approval prior to presentation. The author or presenter is also responsible for the following:

(1) Forwarding the paper, presentation, or brief to SEA 00D for public release approval at least 15-30 days prior to the actual date of the presentation.

(2) Communicating to SEA 00D the intention to present a foreign unclassified briefing to foreign nationals during submission of the document for approval. As NAVSEA does not want to create a "false impression" that additional information related to that item may be released, the briefer annotates the following statement on the brief and indicates during the presentation that "This brief is provided for information only and does not constitute a commitment on behalf of the U.S. Government to provide additional information and/or sale of the system."

(3) Resubmitting the paper or presentation if any technical changes are made.

Enclosure

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# NAVSEA Public Release Form

Due Date:  
Case Type:  
Title:

Activity:

Please review the enclosed material for technical accuracy and complete the form below. Please do not put in mail. Call SEA 00D for pick-up at 202-781-4122.

### Distribution Statements:

- Statement A: Approved for Public Release; Distribution is unlimited.
- Statement B: Distribution authorized to U.S. Government Agencies only; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.
- Statement C: Distribution authorized to US Government Agencies and their contractors; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.
- Statement D: Distribution authorized to DoD and DoD Contractors only; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.
- Statement E: Distribution authorized to DoD Components; Other requests must be referred to COMNAVSEA or the cognizant NAVSEA code.
- Statement F: Release is not authorized; Further dissemination as only directed by COMNAVSEA or higher authority.

## 1. Classification

TopSec \_\_\_\_\_ Sec \_\_\_\_\_ Conf \_\_\_\_\_ Unclass \_\_\_\_\_

## 2. Is this material intended for electronic dissemination?

Yes                      No

If yes, what form of electronic dissemination will be used?

World Wide Web                      Other

## 3. How will release of this material benefit the Navy? (SECNAVINST 5510.36)

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