

CLEARANCE REQUEST FOR PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION

(See instructions on back.)

(This form is to be used in requesting review and clearance of DoD information proposed for public release in accordance with DoDD 5230.09.)

TO: (See Note) Chief, Defense Office of Prepublication and Security Review, 1155 Defense Pentagon, Washington, DC 20301-1155

Note: Regular mail address shown above. For drop-off/next day delivery, use:
Room 2A534, 1155 Defense Pentagon, Washington, DC 20301-1155

1. DOCUMENT DESCRIPTION

a. TYPE	b. TITLE
c. PAGE COUNT	d. SUBJECT AREA

2. AUTHOR/SPEAKER

a. NAME (Last, First, Middle Initial)	b. RANK	c. TITLE
d. OFFICE	e. AGENCY	

3. PRESENTATION/PUBLICATION DATA (Date, Place, Event)

4. POINT OF CONTACT

a. NAME (Last, First, Middle Initial)	b. EMAIL	c. TELEPHONE NO. (Include Area Code)
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5. PRIOR COORDINATION

a. NAME (Last, First, Middle Initial)	b. OFFICE/AGENCY	c. TELEPHONE NO. (Include Area Code)

6. REMARKS

7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY

a. THE ATTACHED MATERIAL HAS DEPARTMENT/OFFICE/AGENCY APPROVAL FOR PUBLIC RELEASE (qualifications, if any, are indicated in the Remarks section) AND CLEARANCE FOR OPEN PUBLICATION IS RECOMMENDED UNDER PROVISIONS OF DODD 5230.09. I AM A GOVERNMENT EMPLOYEE (civilian or military), AND NOT A CONTRACTOR, AUTHORIZED TO MAKE THIS RECOMMENDATION FOR RELEASE ON BEHALF OF:

b. CLEARANCE IS REQUESTED BY _____ (YYYYMMDD).

c. NAME (Last, First, Middle Initial)	d. TITLE
e. OFFICE	f. AGENCY
g. SIGNATURE	h. DATE SIGNED (YYYYMMDD)

INSTRUCTIONS

GENERAL NOTE FOR PERSONNEL PROCESSING

THIS REPORT: Items marked with an asterisk (*) have been registered in the DoD Data Element Program.

1. DOCUMENT DESCRIPTION.

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

b. Title - Record the exact caption, headline, name or label of the material.

c. Page Count - Enter the number of pages of the document submitted.

d. Subject Area - Record major topic or theme, whenever possible.

Examples: "Go-Between Circuits III - Total Force in Action," and "Communications."

2. AUTHOR/SPEAKER.

*a. Name - Self explanatory.

*b. Rank - Self explanatory.

c. Title - Self explanatory.

d. Office - Self explanatory.

e. Agency - Self explanatory.

3. PRESENTATION/PUBLICATION DATA.

Record the forum of open presentation or publication.

4. POINT OF CONTACT

*a. Name - Self explanatory.

b. Email Address - Self explanatory.

c. Telephone Number - Enter the office phone number of the point of contact.

5. **PRIOR COORDINATION.** Self explanatory.

6. **REMARKS.** Enter any additional pertinent information.

7. **RECOMMENDATION OF SUBMITTING OFFICE/ AGENCY.** It is of paramount importance to components, as large and complex as those which comprise the Department of Defense, that coordinated and consistent security and policy determinations are made; therefore,

Item 7 must be completed by an individual who is a government employee (civilian or military), and possesses the authority to communicate a particular component's policies and recommendation.

Contractors may not sign this form.

a. Enter title of Component/Agency Head or title of other individual ultimately responsible for the substantive issues addressed.

Examples: Secretary of the Army; Chairman of the Joint Chiefs of Staff; President, National Defense University; etc.

*b. Clearance is requested by - Self explanatory.

*c. Name - Entry must be typed or printed and coincide with signatory official.

d. Title - Self explanatory.

e. Office - Self explanatory.

f. Agency - Self explanatory.

g. Signature - Mandatory.

*h. Date - Self explanatory.