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## 5.61 SECURITY REVIEW

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DATE LAST UPDATED: 27 March 2003

1. A security review is required for all speeches, manuscripts or opinion editorials (OpEd) intended for public (Non-DoD) dissemination. Items to be published in non-official publications should be submitted two weeks prior to the intended submission date. Items that are to be published in official DoD publications should be submitted at least one month prior to the intended date of publishing. Allowances will be made for time-sensitive OpEd's and letters to the editor.

### 2. STEPS FOR SECURITY REVIEWS:

a. Pieces that will be published in non-official publications, such as newspapers and academic journals, should be submitted electronically, as attachments to an email preferably, to the security review manager. The submission should include the title of the piece, desired date of publication/submission, intended medium of release and the forum, if applicable. The piece will be reviewed by NDU faculty and staff for security concerns.

b. Pieces that are to be published in official publications, such as Joint Forces Quarterly or as a book under the NDU Press must be sent to the Pentagon for security and policy review. Send five complete copies of the piece for review to the security review manager. They will be reviewed by the OSD Directorate for Freedom of Information and Security Review.

c. If the review is to be conducted internally by NDU, the piece will be sent to two independent reviewers. One will be from the writer's organization, and the second from another NDU component. These two reviewers will be responsible for the substantive security review, and will either recommend clearance, changes, or disapproval based on security concerns. In the event that there are recommended changes, the security review manager will address the concerns with the writer. Once the reviewers are satisfied that the piece can be released, the security review manager will so notify the writer.

d. If the writer wishes to appeal a security review decision, the writer may do so by contacting the Vice President of Academic Affairs and the Vice President for University Relations.

e. If the review is to be conducted externally by OSD, the security review manager will remain the single point of contact between the writer and the Pentagon's reviewers. The security review manager will provide the writer with the results of the review when it is completed, and will assist if there is any adjudication required.

f. All pieces published under the auspices of this section will be marked prominently with the standard NDU disclaimer: "THE VIEWS EXPRESSED ARE THE AUTHOR'S AND DO NOT NECESSARILY REFLECT THE OFFICIAL POLICY OR POSITION OF THE NATIONAL DEFENSE UNIVERSITY, THE DEPARTMENT OF DEFENSE OR THE U.S. GOVERNMENT".

g. Pieces that are approved are done so as written. If there are substantial rewrites or additions, the piece must be cleared anew. While not mandatory, it is preferable to wait until the draft piece is almost final before it is submitted for security review.

h. Each element of NDU is responsible for identifying its own security review POC to the NDU security review manager.

APPLICABLE REGULATION: NDU Reg. 360-1 and DOD Directive 5230.9

NDU Security Review Manager: Mr. Tom Carnell, 685-2129, [carnellt@ndu.edu](mailto:carnellt@ndu.edu)

NDU OPR: Vice President for University Relations, Ph: 685-3937