

AR 6-5 (U) POLICY AND PROCEDURES FOR THE RELEASE OF UNCLASSIFIED AGENCY OFFICIAL INFORMATION TO THE PUBLIC

AR 6-5 (U) POLICY AND PROCEDURES FOR THE RELEASE OF UNCLASSIFIED AGENCY OFFICIAL
INFORMATION TO THE PUBLIC

Date: 12/09/2010

Category: 6 - Public Affairs **OPR:** OPA

Title: AR6-5 (U) POLICY AND PROCEDURES FOR THE RELEASE OF
UNCLASSIFIED AGENCY OFFICIAL INFORMATION TO THE PUBLIC

CL BY:, **CL REASON:**, **DECL ON:**, **DRV FROM:**

(U) ADMINISTRATIVE REVISION SUMMARY: 12/09/2010

~~(U//A//FO)~~ This regulation supersedes AR 6-5, dated 09/19/1995.

~~(U//A//FO)~~ AR 6-5 is revised to update reference to the new Executive Order 13526,
dated 29 December 2009.

(U) References/links have been reviewed and updated as necessary and appropriate,
including replacing (rescinded) HN 10-11-1, HR 10-22, and HR 6-2 and HR 6-4, with
AR 10-11, AR 70-21, AR 6-2 and AR 6-4, respectively.

(U) Bold faced text has been used to indicate revisions.

(U) This regulation was written by the Office of Public Affairs, (secure).

(b)(3)

5. (U) POLICY AND PROCEDURES FOR THE RELEASE OF UNCLASSIFIED AGENCY OFFICIAL INFORMATION TO THE PUBLIC

(U) **SYNOPSIS.** This regulation provides policy and procedural guidance to Agency personnel, as well as others using Agency resources or facilities, for the release of unclassified Agency official information by any communications means. This includes electronic release, such as facsimile, e-mail, and Internet, publication, (such as books and articles), and public speeches.

- a. (U) **AUTHORITY.** The National Security Act of 1947, as amended and the Central Intelligence Agency Act of 1949, as amended.

b. (U) BACKGROUND AND SCOPE

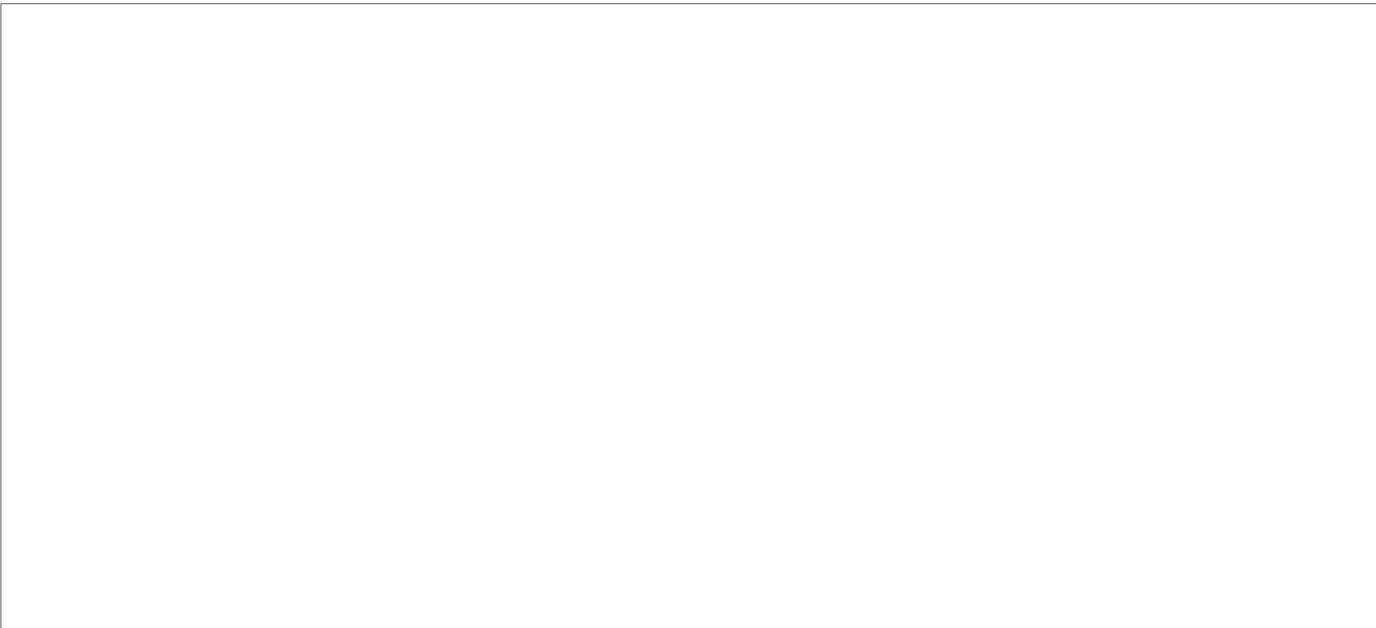
- (1) (U) This regulation sets forth the Agency policy and procedures for handling the release of unclassified Agency official information to the public by any means, including all electronic transmissions, such as Internet and unclassified facsimile. It includes unclassified organizational charts, brochures, booklets, pamphlets, flyers, posters, advertisements, films, slides, videotapes, or other issuances, irrespective of physical media such as paper, film, magnetic, optical or electronic, which describe the organizational structure, needs, or activities of the Agency and/or its components which are intended for recruitment or general public information purposes and which may be reasonably construed at the time to officially represent the Agency to the public.
- (2) (U) The need for this regulation is based on the premise that Agency policy for electronic release of Agency official unclassified information must be consistent with (a) the policy for release of any Agency official unclassified documents, articles, speeches, or other writings in any forum or format, and (b) the goal of effectively applying Agency policy in a practicable, and realistic, and workable manner. Thus it covers all forms of publication of Agency official unclassified information.



(b)(3)

c. (U) REFERENCES. The policy and procedures set forth in this regulation have been drafted and approved in relation to the following existing regulations and policy statements:

- (1) AR 6-6, Appearances of Agency Personnel Before Non-government Groups.
 - (2) AR 70-21, Access to and Release of Official Information.
 - (3) AR 10-7, Secrecy Agreements.
 - (4) IPB Policy 98-06, Use of Unclassified, Public Access Networks and Information Systems.
- (U) Where the policy and procedure outlined in this regulation conflict with the policies and procedures in any of the regulations listed above, the policy* and procedures in this regulation control.
- d. (U) **POLICY.** The policy promulgated by this regulation is intended to ensure that the appropriate level of management review and approval, commensurate with the information content of the proposed release, is undertaken prior to the release of Agency information.



(b)(3)

- f. (U) **RESPONSIBILITIES.** Individual directorates may require approvals higher than that specified below:
- (1) (U) Operating Officials, or their designees who report directly to an Operating Official, will approve employees being in contact with persons or groups outside of CIA for the purpose of releasing unclassified official Agency information.
 - (2) (U) **NO APPROVALS REQUIRED**
 - (a) (U) No Substantive Information About Agency Business. If the information to be released contains no substantive information about any of the Agency's business areas, no additional approval (other than an approval to be in contact with the individual or group involved) is required.

- (b) (U) **Soliciting Information and Asking Questions.** Proposed questions that are to be asked of the public, including posting unclassified questions to bulletin boards, that do not fall within any of the situations described below need no management approval (other than an approval to be in contact with the individual or group involved). Any Agency employee or other individual using Agency resources or facilities, in conjunction with his or her official responsibilities, may release unclassified Agency information, including transmitting that information on Internet, without obtaining specific management approval except under the situations described below.
- (3) (U) **APPROVALS REQUIRED.** Any Agency employee or other individual using Agency resources or facilities, must obtain specific management approval to release unclassified Agency information under the situations described below.
- (a) (U) **Redistributing Unclassified Documents Attributed to the Agency.** The CIA occasionally prepares unclassified documents for selected customers inside and outside of the organization that are attributed to the Agency by its logo, letterhead, or other information indicating it as an official CIA document. Redistribution of these documents to others outside the Agency must be approved for release by the same level of management prior to being communicated as it received when originally distributed. This restriction does not apply to official documents the Agency has already made available broadly to the public through, for example, the CIA Internet Web Site, DOCEX, and other mechanisms described in b(3)(a) above. An unclassified publication that has been previously disseminated without further dissemination restrictions, may be distributed for official purposes by other Agency employees by any communication means without restriction.
- (b) (U) **Widely Communicating to the Public at Large.** If the proposed communication is to be widely available publicly, such as giving a speech or presentation to a group outside CIA or a posting to a public electronic bulletin board, and if the information or document could, because of the sender's position, expertise, or employment, be reasonably construed at the time to be setting forth an official Agency policy or position, the specific information or document will be reviewed and approved at a management level no lower than one level below an Operating Official prior to being communicated. The Public Affairs Staff encourages Agency officers and/or their approving officials to consult with the Staff before a speech or presentation is given or information is widely posted or disseminated.
- (c) (U) **Potential Impact on the United States or Agency Affairs.** If the proposed communication could be construed at the time of communication to adversely affect the conduct of Agency affairs, or could affect the U.S. political process, public opinion, policies, or media, the specific information or document will be reviewed and approved at a management level no lower than an Operating Official prior to being communicated.
- (d) (U) **Internet Homepage Distribution.** Categories of materials that are to be posted on the CIA Internet Web Site or that are to be posted by individual Agency offices and linked to the CIA Internet Homepage will be reviewed and approved by the Agency Release Panel (ARP) prior to their being posted. Once a category is approved by the ARP, an office may post individual items within the category without further approval other than that required by the individual office

responsible. Agency employees may copy and redistribute materials posted on the CIA Internet Web Site by any communication means without restriction.



(b)(3)

- h. (U) RECORDS.** Records of all communications will conform to the Agency Records Control Schedules approved by the National Archives and Records Administration.
- i. (U) SECURITY.** All postings and all e-mail to the Internet through the Agency resources or facilities are subject to security audit.