

Prepublication Review Information

Who Should Submit What

If you are obligated by a CIA secrecy agreement (see below) and are writing or speaking about intelligence-related materials, foreign relations, or CIA employment or contract matters, you must submit your work prior to publishing or sharing it with anyone. Both official (prepared on government time for government purpose) and nonofficial (personal) works related to intelligence must be submitted. If you are unsure as to whether you should submit your work, please contact us at 703-613-3070 or e-mail prb@ucia.gov.



Former Employees (Staff, Contractors, or Covered Non-Agency Personnel)

The Board will only review your submission for classified information. Permission to publish will not be denied solely because the material may be embarrassing to or critical of the Agency. You must obtain the written approval of the Publications Review Board prior to publication.

Current Employees (Staff, Contractors, or Covered Non-Agency Personnel)

The Board reviews your submission for classified information, as well as appropriateness in relation to your position. *You may submit internally.*

Please identify your Agency staff supervisor, program manager, or contracting officer so the PRB can coordinate the review with them. You must obtain the written approval of the Publications Review Board prior to publication, and you may also be required to complete an Outside Activity Approval Request Form.

Co-Authors

If you choose to collaborate with another author on your manuscript, please contact us prior to collaboration for more information regarding sharing and publishing requirements.

Where to Submit and How to Contact

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A single Word, PDF, or PPT attachment is preferred

FAX: (b)(3)

UPS, FedEx, or DHL Delivery

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U.S. Postal Service Delivery
CIA Publications Review Board
Washington, DC 20505 (b)(3)

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Questions? Phone: **or** **E-mail:** (b)(3)



Timeline

Please allow at least 30 working days for completion of the review process. Short manuscripts such as editorials may not require extensive internal and external coordination and may be completed more quickly. Additional time may be required if your manuscript is lengthy, complex, or requires significant coordination to identify classified information. Only completed works are accepted. Incomplete works, chapters, or portions of works are not accepted. Sample chapters and outlines for publishers are accepted on a case-by-case basis. The Board will notify you, in writing, of its decision either via e-mail and/or via postal mail.

******Please treat any manuscript as potentially containing classified information and refrain from sharing it with others before the Board provides final written approval for publication.**

After the Board's Decision



Adding or Changing Material

If you add material to or change the manuscript the Board has reviewed, you must submit these changes to us *before* giving them to your publisher or anyone else. Please mark or otherwise indicate the new material clearly so we can expedite our review. Additional items that require submission include, but are not limited to, photographs, photograph captions, illustrations, diagrams, tables, charts, or maps.

Book Galleys: Once you receive our formal approval to publish, that approval is contingent upon your further submission of any galley proofs of the final manuscript, as it will appear in book form, so the Board can verify that the version to be published is the approved version. Your responsibility, as the author, is to ensure that the publisher releases only the Board approved version. We will work promptly to complete this final review, but please ensure that the publishing schedule permits adequate time for the Board to complete its work.

If You Disagree with the Board's Decision

We would be happy to meet with you to discuss possible alternatives. In lieu of a personal meeting, if you disagree with the Board's decision, you may ask the Board to reconsider its initial determination. Include any and all information or explanation of the facts that you believe the Board should know. You may include citations or copies of similar references that show this information to have been previously released and already in the public domain. Although, mere listing of published citations may not necessarily be sufficient to change the Board's decision. If the Board upholds its initial decision, you may then formally appeal the Board's decision. Such appeals go to the Agency's Associate Deputy Director for a final Agency decision. If you wish to appeal, you must do so within 30 days of the Board's reconsideration decision. The appeal must be in writing and must be sent to the Board's Chairman. Appeal documentation must include the material intended for publication and any supporting material you would like the Associate Deputy Director to consider.



Manuscripts Containing Classified Information

If the Board determines that your original manuscript contains classified information, we require that you return to us for destruction any and all versions of this work, in whatever form, and remove those items from your hard drive. We can offer the assistance of CIA security personnel in this regard.

The Following Disclaimer Is Required to be Included as Part of Any Approved Writing

All statements of fact, opinion, or analysis expressed are those of the author and do not reflect the official positions or views of the CIA or any other U.S. Government agency. Nothing in the contents should be construed as asserting or implying U.S. Government authentication of information or Agency endorsement of the author's views. This material has been reviewed by the CIA to prevent the disclosure of classified information.

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Questions? Phone:

E-mail:



Has the Board approved your book?

Let us know when it becomes available commercially so we can add a copy to our library!

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17 April 2013

(U) PREPUBLICATION REVIEW PROCEDURES

- (U) PRB Staff.
- (U) Equity-holding Information Review Officers.
- (U//AIUO) Supervisor or Program Manager/COTR. Where the author is head of a DCIA Area office (CIO, OGC, OIG, OCA, HR, etc.), the supervisor tasking is waived. Where the author's supervisor is head of a directorate or independent office or is an office director, cc: the supervisor only on the tasking.
- (U//AIUO) Review for classified information and for Agency "appropriateness" standards.

1. (U) OVERVIEW OF MANUSCRIPT FLOW

~~(U//AIUO)~~ Upon receipt of a manuscript, the Executive Secretary will create an initial manuscript file following the process and details outlined below. E-mail submissions will receive a prompt confirmation of receipt.

~~(U//AIUO)~~ Upon the first submission of a manuscript by a former employee or contractor, the Administrative Assistant will create a "case file" that includes a copy of the author's biography (staff employees only) and secrecy or nondisclosure agreement. The Administrative Assistant will create a manuscript record in the PRB Database with a case number and pass the manuscript file to a case assigner.

~~(U//AIUO)~~ The case assigner will assign the manuscript to a Team Lead. The Team Lead will task the manuscript for review to any equity-holding parties and will add these reviewers to the database record. Following the Team Lead's review, the manuscript file will be given to a Second Reviewer or placed in the "PRB Staff Review Required" drawer for a Second Reviewer. Upon completion of review by a Second Reviewer, if the manuscript requires a response from an equity-holder, the manuscript is placed in the "Pending Responses" drawer.

~~(U//AIUO)~~ When all responses have been received and recorded, the Team Lead will reply to the author and pass the manuscript file to the Administrative Assistant for closeout in the PRB Access Database and for filing.

2. (U) CASE ASSIGNMENT PROCEDURES

A. (U) Opening Case and Initial Review

- ~~(U//AIUO)~~ Team Lead/First Reviewer takes the lead in handling, monitoring, processing, and finalizing the case until it is formally closed.
- ~~(U//AIUO)~~ Initial review and processing will take place within 24 hours of the manuscript file creation. This includes updating the PRB database;

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tasking the review to a Board member(s) and other staff reviewer; tasking the review to a supervisor or Program Manager/COTR (as appropriate); and tasking the review to an external USG agency or agencies as a referral (as appropriate).

B. (U) Minimum Review Standards

- ~~(U//AFO)~~ The general rule is that all manuscripts will be formally reviewed by at least two staff members and by at least one Board member – either having equity in the substance of the manuscript or by direct assignment.
 - ✓ Otherwise, manuscripts will be assigned to any (and all) Board member(s) based on the substance of the manuscript and the current assignment of the author. Other Board members, not initially assigned to a case, may personally request, or be asked by C/PRB, another Board member, or staff reviewer, to be included as part of the case review.
 - ✓ All assignees will be afforded the opportunity to provide substantive input during a manuscript review. In the event that multiple responses need to be deconflicted/merged into a single, Board-consensus response, all assignees will be advised. During any necessary deliberations, while all assignees will have the opportunity to provide input and comment, the views of the equity-owning Board member regarding damage to national security and appropriateness for publication will be given great weight. C/PRB will resolve all issues related to the identification of the appropriate equity-owning Board member and the deconfliction of differing points of view as necessary.
- ~~(U//AFO)~~ Manuscripts by a current employee or contractor will be coordinated with the corresponding supervisor or Program Manager/COTR.
- ~~(U//AFO)~~ Manuscripts dealing with legal or court issues (including court declarations) will be coordinated with the PRB Legal Advisor.

C. (U) Timelines

- (U) PRB will attempt to meet reasonable author deadlines. Short, time-sensitive manuscripts will be reviewed within a few working days. Moderate-sized manuscripts should be closed within 14 days. Book manuscripts should be closed within 30 days.

D. (U) Author Approvals

- ~~(U//AFO)~~ All responses to authors will be coordinated and approved by either a PRB supervisor or C/PRB. This is especially true in unusual cases: i.e., where, due to time or staffing issues, the usual review standards have not been met (e.g., only one staff member has performed the review); the

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submission is from a high-profile author; the manuscript involves a highly-sensitive topic; the supervisor or Program Manager/COTR has not responded; or the PRB has not been able to respond to the author in a timely manner (a delayed response to the author).

3. (U) CRITERIA FOR PREPUBLICATION REVIEW

(U) Nonofficial Manuscripts

(U) Definition: A nonofficial manuscript is a personal (author-owned) manuscript. Review processing will be handled as follows:

A. (U) Former Employees or Contractors

- PRB Staff and equity-holding or other Board member(s).
- Review for classified information only.
- Share with other USG agencies (as a “referral”) if equities warrant.

B. (U) Current Employees and Contractors

- (U) PRB Staff and equity-holding or other Board member(s).
- (~~U//AFUO~~) Supervisor or Program Manager/COTR. Where the author is head of a DCIA Area office (CIO, OGC, OIG, OCA, HR, etc.), the supervisor tasking is waived. Where the author’s supervisor is head of a directorate or independent office or is an office director, cc: the supervisor only on the tasking.
- (~~U//AFUO~~) Review for classified information and for Agency “appropriateness” standards.
- (U) Share with other USG agencies (as a “referral”) if equities warrant.
- (~~U//AFUO~~) Authors with staff-like access are required to submit a Form 879 (Outside Activity Approval Request) to the Office of Security for any nonofficial publication - even if no PRB review is required. A Form 879 is not required for an academic paper if the Agency is funding the corresponding course work, or if an employee is part of a CIA-organized intern, co-op, graduate fellow, or Congressional Fellow program. However, if an academic paper is to be published in an “outside-the-classroom” venue, a Form 879 is required. Form 879 is not required if a contractor does not have “staff-like access.”

(~~U//AFUO~~) Note: **Résumés, biographies, statements of purpose, summaries of agency employment, letters of recommendation, application forms/essays, co-op/intern reports or evaluations, engagement/wedding announcements, award**

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nominations, obituaries, or any other description of employment history, background, credentials, attributes, or skills will be:

- Reviewed by Résumé Team.
- Coordinated with Information Review Officers (IROs) and other USG agencies if equities warrant.
- Review by supervisor or Program Manager/COTR is not required.
- Form 879 is not required.

(U) Official Manuscripts

(U) Definition: An official manuscript is work-directed and is intended to be unclassified and for a general public audience. In addition to being work-directed, the manuscript is created for a government purpose, on government time, and with government resources. "General public audience" means other than Federal Government employees and contractors. Review processing will be handled as follows:

A. (U) Official Manuscripts

- (U) Share with other USG agencies (as a "referral") if equities warrant.
- (U) Inform OPA as an "FYI" if media may be present.

B. ~~(U//AFO)~~ Manuscripts Intended for a Federal Government-only Audience (Staff and Contractors) or Manuscripts Intended to Contain FOUO Material and to be Marked "UNCLASSIFIED//FOUO"

- ~~(U//AFO)~~ Refer author to directorate IRO for review and approval.

C. ~~(U//AFO)~~ Official Manuscripts as a Referral From the Office of the Director of National Intelligence (ODNI)

- ~~(U//AFO)~~ Official ODNI manuscripts should be referred to the CIA via a Director's Action Center (DAC) request. Once IMS receives the request, it will be assigned to the PRB to handle as a standard, official review. Following PRB's response to the ODNI, notify IMS/EXO [redacted] that the DAC request should be closed. ICEmail: [redacted]

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D. ~~(U//AFO)~~ Portfolio Material (Guidance on the Personal Use of Official Government Property)

~~(U//AFO)~~ The following guidelines, which derive from OGC ethics guidance, concern the personal use of officially produced graphic design items. When graphic design material is confirmed by the requester to fall under EXCEPTIONS #2 or #3 below, since the material is considered to be government property, the review should be handled as "official" and tasked to an appropriate IRO. Since the graphic design material

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is to be used for a nonofficial, publication purpose, a Form 879 and standard PRB provisional approval are required.

(U) GENERALLY, ITEMS CANNOT BE USED:

(U//~~AFUO~~) Employees (and, in certain circumstances, contractors) cannot use an item for a personal purpose, gain, or other benefit (not just financial), if the item is considered to be Agency property. Using the graphic design item as part of a personal portfolio would benefit an employee or contractor in a personal capacity as it could be used to obtain outside employment, compensation, or other recognition. Therefore, as the graphic design is considered to be government property, it may not be used for any personal purpose, and it is not appropriate for PRB review at this time.

(U) The above said, there are exceptions to this general rule:

(U//~~AFUO~~) EXCEPTION #1 (OFFICIALLY RELEASED MATERIAL):

(U//~~AFUO~~) One is free to use an item for a personal purpose (e.g., portfolio) if it was provided by the Agency to groups/individuals outside of the Agency without stipulating any restriction on its use. Although still government property, the item's release by the Agency into the public domain renders it usable as part of anyone's personal portfolio. However, mere "exposure" of the material in Agency space to the general public is not the same as being released into the public domain by the Agency. If there is information that confirms that the Agency has officially made the graphic design item, handout, brochure, or map available without restriction to the general public, no PRB review is required.

(U//~~AFUO~~) EXCEPTION #2 (MATERIAL INTENDED/SUITABLE FOR OFFICIAL RELEASE):

(U//~~AFUO~~) The PRB will review a draft graphic design item, handout, brochure, or map for a personal use or purpose (e.g., portfolio), if information can be provided to the PRB that confirms that the Agency intended to officially make the graphic design item available without restriction to the general public, although it did not finalize the product or make it available to the general public. This confirmation should be sent in a Lotus Note to PRB with a cc: of the supervisor or Program Manager/COTR. The PRB will review the item(s) for classified information and for appropriateness issues.

(U//~~AFUO~~) EXCEPTION #3 (CONTRACTOR-OWNED MATERIAL):

(U//~~AFUO~~) The PRB will review a draft graphic design item, handout, brochure, or map for a personal use or purpose (e.g., portfolio), if information can be provided to the PRB that confirms that the terms of the contract with the Agency specifically allows the requester (or requester's company) to control, or retain some level of intellectual property rights to the material. This means that the property created under the contract is not the U.S. Government's (though it may be used by the USG), but rather is owned by the contractor. When it comes to items that are controlled by statute (e.g., the Agency Seal), then the statute controls.

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~~SECRET//CIA INTERNAL USE ONLY/NOFORN~~**4. (U) MISCELLANEOUS****A. (U//~~AIUO~~) Studies in Intelligence Articles**

- CSI Editorial Board selects articles and forwards manuscripts to PRB.
- Standard review for a nonofficial manuscript except no Form 879 required.
- Reply to CSI not the author.

B. (U//~~AIUO~~) Office of Military Affairs (OMA) Faculty Representatives to Department of Defense Post-Secondary Educational Institutions (Military Academies, Command Schools, etc.)

(U//~~AIUO~~) Recognizing the need for OMA faculty members to exercise a reasonable amount of academic freedom in their positions, and assuming that OMA will provide overall management and oversight of the program and will review and approve all faculty presentations and materials, PRB review is not required (but such material may be submitted to the PRB for review). Academic materials include all syllabi, outlines, briefing slides, handouts, etc. intended exclusively for in classroom use. Such use includes these scenarios:

1. Block courses (core courses) approved by OMA management and taught at the assigned institution.
2. Elective courses (specialized courses) approved by OMA management and taught at the assigned institution.

(U//~~AIUO~~) PRB review is required for manuscripts intended for use outside the assigned institution (even if for an event sponsored by the institution or if part of the institution's outreach efforts). This would include proposed briefings, speeches, media contacts, interviews etc. If PRB review is required, the standard manuscript review process is followed to include tasking of the Agency supervisor and submission of a Form 879 to the Office of Security.

C. (U//~~AIUO~~) Reserve Cadre

- (~~C/NF~~) Usually involves NCS part-time contractors who perform duties irregularly.
- (U//~~AIUO~~) Standard nonofficial manuscript review process is followed but no Program Manager/COTR tasking.
- (U//~~AIUO~~) Form 879 required only if contractor has staff-like access. If author does not have access to CWE, refer author to their Reserve Cadre contact officer to submit the form on their behalf.

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D. (U//~~ATUO~~) Office of the Director of National Intelligence (ODNI) (Lotus Note: DNI-Pre-Pub)

- CIA employees and CIA contractors assigned or detailed to the ODNI submit nonofficial manuscripts to their home agency (CIA) for review.
- Direct ODNI employees and direct ODNI contractors submit nonofficial manuscripts to the ODNI for review. Former CIA employees or contractors who are now direct employees or direct contractors of the ODNI submit nonofficial manuscripts to the ODNI for review. ODNI will share the manuscripts with the CIA as a referral if equities warrant.
- All official manuscripts by direct employees or contractors of the ODNI and by anyone assigned or detailed to the ODNI are submitted to the ODNI for review. If equities warrant, ODNI will refer the manuscript to PRB via a Director's Action Center (DAC) tasking.
- If an author is a former CIA employee or CIA contractor and is a former ODNI employee or ODNI contractor, manuscripts should be submitted to the CIA. The CIA will share the manuscript with ODNI as a referral (ODNI wants to review all manuscripts by former ODNI employees only - not former ODNI contractors).

E. (U//~~ATUO~~) Senate Statements or Manuscripts by Current or Former SSCI Staff Employees

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- Usually submitted to CIA from the SSCI Security Director
- Follow standard review procedures but Senate statements are given very high priority.
- For former SSCI staff employees (e.g., Daniel J. Gallington) – inform SSCI of PRB review decision. SSCI will then inform PRB of its review decision. PRB then replies directly to author since author signed an Agency secrecy agreement.
- cc: of OCA on all e-mails to the SSCI and author. OCA receives a copy of all hardcopy communications PRB conducts with the SSCI and author.
- A case file is created for any SSCI staff employee that includes a copy of the signed secrecy or nondisclosure agreement.

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F. (U//~~ATUO~~) National Security Council (NSC)

- Manuscripts by the following CIA authors should be shared with the NSC due to having been assigned or detailed to the NSC.

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5. (U) AUTHOR BACKGROUND CHECKLIST

(U//~~ATUO~~) **Cover Check:**

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(U//~~ATUO~~) **Secrecy and Nondisclosure Agreements:**

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(U//~~ATUO~~) (NOTE: PRB does not provide copies of secrecy or nondisclosure agreement to requesters. A FOIA or Privacy Act request must be submitted to obtain a copy of these documents).

(U//~~ATUO~~) **Clearances and Accesses:**

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(U//~~ATUO~~) **Independent Contractor Status:**

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6. (U) SECURITY ISSUES

(U//~~ATUO~~) **Office of Security** **- Form 879 (Final Concurrence)**

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- Authors with staff-like access are required to submit a Form 879 (Outside Activity Approval Request) to the Office of Security for any nonofficial publication - even if no PRB review is required. A Form 879 is not required for an academic paper if the Agency is funding the corresponding course work, or if an employee is part of a CIA-organized intern, co-op, graduate fellow, or Congressional Fellow program. However, if an academic paper is to be published in an "outside-the-classroom" venue, a Form 879 is required. Form 879 is not required if a contractor does not have "staff-like access."
- Provide provisional approval and on all manuscripts that require a Form 879.

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7. (U) COVER ISSUES

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