Pre-Publication Review

Why a pre-publication review?

All NSA/CSS affiliates (past and present) are responsible for forwarding for review any information intended for public disclosure which is or may be based on protected information gained while associated with NSA/CSS. (NSA/CSS Policy 1-30)

Note: Public disclosure means disclosure to one or more persons who do not have the appropriate access authorization, security clearance and/or need-to-know to receive protected information.

Who must submit materials intended for publication to NSA/CSS for review?

Pre-publication review responsibilities are the same whether you are an NSA/CSS employee, a contractor, a military member or other affiliate who has had access to NSA/CSS information or facilities. Included in this sort of information is any work that relates to the Intelligence Community in general, such as spy novels. Publications about gardening, cooking, sports, crafts, etc. do not need to undergo pre-publication review if the only association with the NSA/CSS is the author's current or former affiliation with the Agency.

Reminder: Pre-publication review is a lifetime responsibility. Your responsibility does not end when you end your association with NSA/CSS.

What has to go through the pre-publication review process?

Any Agency-related material that is intended for publication or dissemination must undergo pre-publication review. This includes, but is not limited to:

- books
- biographies
- articles
- · book reviews
- videos
- · co-op reports
- speeches
- press releases
- · conference briefings
- · research papers
- · internet postings

How long will it take?

Materials should be submitted for pre-publication review, with at least 30 working days allowed for the review. (The actual review time will vary based on the length and subject of the publication, as well as the amount of coordination required for the review.)

What do I need to send and where do I send my request?

- 1. Put a package together to include the following:
 - Information Title
 - o Name (*see Privacy Act Statement below)
 - o Contact Information (address, phone number, and/or e-mail address)
 - Intended audience or publication venue (i.e., 1. SIGNAL magazine July 2003 issue, 2. September 12, 2003 U.S. Naval Academy: "The Military Today" briefing to midshipmen, 3. etc.) – please include as much detail as possible
 - Specific Deadline, if applicable (i.e., conference date, research paper due date, etc.)

o Written approval for name use from all NSA/CSS affiliates named in your material, if applicable

*PRIVACY ACT STATEMENT: : Authority for collecting the information requested is contained in 50 U.S.C. § 402 note; 50 U.S.C. §§ 831-835; and Executive Orders 10450, 12356, 12958, as amended, and 12968. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA10 apply to this information. The information provided will be used to verify your identity and potentially classified information and/or information that requires protection from public disclosure. Your disclosure of the requested information is voluntary. However, failure to furnish the requested information may delay the pre-publication review of your information.

2. Send the package to:

NSA/CSS

ATTN: DJP2, Pre-Publication Review

9800 Savage Road

Suite 6248

Fort Meade, Maryland 20755-6248

Resumes are usually reviewed within a week and should be mailed to:

NSA/CSS

ATTN: DJP2, Resume Review

9800 Savage Road

Suite 6248

Fort Meade, MD 20755-6248

Resumes are not accepted via non-secure fax transmission. Questions concerning resumes may be directed to 443-654-4596.

For additional information see Resume Do's and Don'ts

How does the review process work?

The Pre-Publication Review office will:

- Confirm that the request qualifies as a pre-publication review
- Confirm that all required information is included in the package (name, publication venue, etc.)
- Review the information to ensure that it is unclassified and appropriate for public disclosure
- · Coordinate with internal offices, as needed

How do I check on the status of my submission?

Contact 443-654-4596 for a status check.