



## CLEARANCE REQUEST FOR PUBLIC RELEASE OF DLIFLC INFORMATION

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Via E-mail: MPAO@dliflc.edu

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a. NAME ( <i>Last, First, Middle Initial</i> )	b. MIL RANK	c. TITLE
d. Division (3 letter abbreviation)	e. School	f. Directorate / Department
<b>3. PRESENTATION / PUBLICATION DATA</b> ( <i>Date, Place, Name of Publication or Event including web address</i> )		
<b>4. POINT OF CONTACT</b>		
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<b>5. PRIOR COORDINATION</b>		
a. NAME ( <i>Last, First, Middle Initial</i> ), Position	b. Division / School / Directorate	c. TELEPHONE NO. ( <i>Include Area Code</i> )
<b>6. REMARKS (including additional Authors)</b>		
<b>7. RECOMMENDATION Of Submitting Division / School / Directorate</b>		
a. THE ATTACHED MATERIAL HAS DIVISION / SCHOOL / DIRECTORATE APPROVAL FOR PUBLIC RELEASE ( <i>qualifications, if any, are indicated in the section below</i> ) AND CLEARANCE FOR OPEN PUBLICATION, UNDER PROVISIONS OF DODD 5230.09, IS:		
b. CLEARANCE IS REQUESTED BY _____ ( <i>YYYYMMDD</i> ). <b>NOTE: Minimum processing time needed is 30 calendar days.</b>		
c. NAME ( <i>Last, First, Middle Initial</i> )	d. TITLE	
e. DIVISION	f. SCHOOL / DIRECTORATE	
g. SIGNATURE ( <i>use your CAC for digital signature</i> )		h. DATE SIGNED ( <i>YYYYMMDD</i> )



## PUBLIC RELEASE PROCESS

*In accordance with the authority specified in DoD Directive (DoDD) 5105.53 (Reference (a)) and Deputy Secretary of Defense Memorandum (Reference (b)), DoD Instruction (DoDI) 5230.29 (Reference (c)) to implement policy established in DoDD 5230.09 (Reference (d)), this instruction assigns responsibilities, and prescribes procedures to carry out security and policy review of DLIFLC information intended for public release.*

The below described process applies to the Defense Language Institute Foreign Language Center and all other subordinate organizational entities (referred to collectively in this document as the “DLIFLC Components”) except for the Office of the Inspector General. The Inspector General of the Department of Defense, as an independent and objective officer within the DoD, is exempt from the policy review provisions based on the documents mentioned above. As necessary, information may be submitted by the Office of the Inspector General for security review before public release.

### IMPORTANT:

- This process is applicable to all academic, research, professional documents, products and other materials intended for presentation or publication outside of DLIFLC or in DLIFLC journals and publications which are distributed to the organizations outside of the DLIFLC Components.
- Only the full and final text of the document or material proposed for release will be submitted for review. Drafts, notes, outlines, briefing charts, etc., may not be submitted as a substitute for a complete text. MPAO reserves the right to return a draft or incomplete document without action.
- Abstracts to be published in advance of a completed paper, manuscript, etc., require clearance. Clearance of an abstract does not fulfill the requirement to submit the full text for clearance before publication.
- To ensure a climate of academic freedom and to encourage intellectual expression, DLIFLC students and faculty members are not required to submit papers or materials prepared in response to academic requirements for review when they are not intended for release outside of DLIFLC.
- DLIFLC personnel, while acting in a private capacity and not in connection with their official duties, have the right to prepare information for public release through non-DLIFLC fora or media. This information must be reviewed for clearance if it meets the criteria in DoDI 5230.29. Such activity must comply with ethical standards and must not have an adverse effect on duty performance or the authorized functions of DLIFLC or the Department of Defense.

All information submitted for clearance to MPAO must first be coordinated within the originating DLIFLC Component to ensure that it:

- (a) Reflects the organization's official policy position.
- (b) Does not contain classified, controlled unclassified, or critical information requiring withholding.
- (c) Is reviewed for operations security.
- (d) Is reviewed to ensure there is no risk of releasing classified, controlled unclassified, operations security, or critical information if the information is aggregated with other publicly available data and information.

### FORM INSTRUCTIONS:

Part 1 a: specify the type of the document submitted in detail (i.e. a book, a paper, a Power Point presentation, etc.)

Part 2: Information about the primary Author or Presenter (i.e. additional Authors or Presenters should be listed in Part 6, under Remarks.)

Part 3: Provide detailed information on when and where the document will be published or presented.

Part 4: Component POC who is responsible for coordination, NOT the Author.

Part 5: Specify who, within the Component, has conducted the internal review of the submitted document.

Part 6: Any relevant remarks.

Part 7: Reserved for Associate Provost, Dean, or Division Director's recommendation to approve the document for release.