



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5230.18
PA
10 Jun 94

MARINE CORPS ORDER 5230.18

From: Commandant of the Marine Corps
To: Distribution List

Subj: CLEARANCE OF DEPARTMENT OF DEFENSE INFORMATION FOR PUBLIC
RELEASE

Ref: (a) DoD Directive 5230.9
(b) SecNav 5720.44A
(c) MCO P5720.61

1. Purpose. To publish specific instructions, per references (a) and (b), to Headquarters Marine Corps personnel and civilian employees of the Marine Corps guiding publication of materials.

2. Background. Department of Defense policy is to provide the American people with maximum information about DoD operations and activities. As a safeguard against potentially adverse impact upon the conduct of Government, however, information is cleared for release only after it is determined that it is consistent with established national, Department of Defense and Department of the Navy policies and programs. The purpose of this scrutiny is to ensure that classified information is not being used in such writings, to verify that any information revealed is available generally to the public or is intended to be made available, and that use of nonpublic information has been authorized by proper authority. Per reference (c), CMC(PA) is designated as the clearance authority for publication of material obtained as a result of official duties. There are two types of review required: policy review and security review.

3. Action

a. At a minimum, all material proposed for release to the public will undergo policy and security review at the staff agency level. Material will not fail policy review solely because its release might reveal administrative error, inefficiency or cause embarrassment. A writer submitting material for policy review will first ensure that it does not contain information known by the originator to be classified, in error or in conflict with established policy. Normally, final policy clearance authority is the head of the staff agency, except as noted in para 4. below.

b. Information proposed for publication or public release that concerns or affects the plans, policies, programs or operations of DoD or the U.S. Government, and that is prepared by DoD personnel either in an official or private capacity, shall be submitted to the Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD(PA)) for security review and clearance. Within the Marine Corps, such material should be submitted through CMC(PAM).

4. Clearance Requirements. Speeches and articles meeting the criteria below should be submitted to arrive at CMC(PA) at least six working days before the date that clearance is desired, more if the volume of the documents and complexity of the subject matter warrant. Material being considered for publication should be submitted to OATSD(PA), through CMC(PA), for review if the information:

a. Originates or is proposed for publication or release at the seat of government; or

b. Meets any of the following criteria (if in doubt, submit):

(1) Is or has the potential to become an item of national or international interest or has foreign policy or foreign relations implications.

(2) Concerns high level military or DoD policy; or U.S. Government policy.

(3) Concerns subjects of potential controversy among DoD components or with other Federal agencies.

(4) Concerns the following subject areas:

(a) New weapons or weapons system or significant modifications or improvements to existing weapons or systems, equipment, or techniques.

(b) Military operations, operations security, potential operations, and significant exercises.

(c) National command authorities and command posts.

(d) Military applications in space; nuclear weapons, including nuclear weapons effects research; chemical warfare; defensive biological and toxin research; and high-energy lasers and particle beam technology.

(e) Material, including that submitted by Defense contractors, involving critical military technology.

(f) Communications security, signals intelligence, and computer security.

(g) Others as the ATSD(PA) may designate.

5. DoD personnel shall make no commitments to furnish manuscripts other than to DoD publications until the manuscripts have been cleared or OATSD(PA) approval for commitment has been granted.

6. Further information about writing for publication may be found in references (a), (b) and (c), or by contacting CMC(PAM).

J. M. SHOTWELL
By direction

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