



DEFENSE ADVANCED RESEARCH PROJECTS AGENCY  
3701 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1714

JAN 25 2012

DARPA Instruction No. 65

DIRO

SUBJECT: Clearance of DARPA Information for Public Release

- References:
- (a) DARPA Instruction No. 65, "Clearance of DARPA Information for Public Release," April 19, 2002 (hereby canceled)
  - (b) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
  - (c) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
  - (d) DoD Instruction 5230.27, "Presentation of DoD-Related Scientific and Technical Papers at Meetings," October 6, 1987
  - (e) through (u), see Enclosure 1

1. PURPOSE

This Instruction rescinds Reference (a) and updates policies, responsibilities, and procedures for the clearance of Defense Advanced Research Projects Agency (DARPA) information for public release.

2. APPLICABILITY AND SCOPE

2.A. This Instruction applies to:

2.A.1. DARPA personnel, DARPA contractors, IPAs, consultants, and military personnel assigned to or on liaison to DARPA.

2.A.2. DARPA information considered for release to the public, domestic or foreign, regardless of media. Examples include, but are not limited to, documents (paper or electronic), videos, pictures, drawings, public speeches, conference presentations, academic paper for public release, video teleconferences, articles for publication, the DARPA External Web Site, or other form. This includes DARPA meetings where the public, domestic or foreign, may be in attendance.

2.B. This Instruction does not apply to:

2.B.1. Government-Only Meeting and Conference Material. Information or material presented at meetings or conferences in which the attendees are limited to the government-only or there is a non-disclosure with U.S. contractors. In these cases, apply the proper distribution statement in accordance with (IAW) References (d) and (e).

RELEASABILITY: UNLIMITED. This Instruction is authorized for public release.

2.B.2. Freedom of Information Act (FOIA) Requests. FOIA requests will be processed IAW DARPA Instruction No. 30 “Processing Freedom of Information Act Requests” and DoD Directive 5400.7, “DoD Freedom of Information Act Program,” January 2, 2008.

2.B.3. Acquisition and Funding Information. Acquisition information is released by the Director, Contracts Management Office (CMO). Contract funding information to be exchanged between DARPA personnel and DARPA contractors does not require clearance for public release. Release of any other funding information to sources outside of DARPA is subject to approval by the DARPA Comptroller.

2.B.4. Ethics and Legal Information. Ethics and legal information are released by the DARPA General Counsel.

2.B.5. Fundamental Research. Fundamental research will not be subject to the DARPA public release process unless an exemption requiring public release approval is obtained from the Deputy Director, DARPA and included in the fundamental research contract and/or grant.

### 3. DEFINITIONS

Key terms used in this Instruction are defined in Enclosure 2.

### 4. POLICY

It is DARPA policy that:

4.A. Accurate and timely information is made available to the public and the Congress to help the analysis and understanding of DARPA, the DARPA mission, DARPA initiatives, DARPA programs, strategy, policy, and national security issues.

4.B. Any DARPA information intended for public release that pertains to national security matters, national security issues, or subjects of significant concern to both DARPA and the Department of Defense (DoD) shall receive a technical, security, and policy review.

4.C. Any information released should be consistent with the established national, international, and DoD policies and programs, including all Secretary and Under Secretary Directive-Type Memorandums (DTMs).

4.D. Information released to the public shall be reviewed for quality standards prior to its dissemination. Three substantive terms describe the quality of information disseminated by DARPA: utility, objectivity, and integrity (see Enclosure 2).

4.D.1. To ensure a climate of academic freedom and to encourage intellectual expression, students and faculty members of an academy, college, university, or DoD school are required to submit papers or materials prepared in response to academic requirements for review

*when they are intended for release outside the academic institution* (outside the institution includes posting or assigning to the university library).

4.E. Former DARPA personnel (government, IPA, military, or contractor) may use the DARPA Public Release process or the DoD security review process, IAW Reference (c).

4.F. Information proposed for public release that DARPA is not the original classification or acquisition authority shall be forwarded to the DoD Chief, Office of Security Review (OSR) or the controlling DoD component for resolution.

4.G. DARPA information improperly posted to the World Wide Web or other public media outlets does not constitute public release approval. However, the fact that the information has been found in the public domain (along with URL address) should be provided in the public release submission request.

4.H. Prime contractors are contractually obligated to present their subcontractor or teaming partners' requests for public release to DARPA. Direct requests from subcontractors or teaming partners will be returned and directed to submit through their Prime.

#### 4.J. Quality of Information Disseminated to the Public

##### 4.J.1. Quality Standards

4.J.1.a. Any person may request a correction to publicly released information. However, that request must include proper documentation. DARPA Public Affairs shall determine whether a person(s), which includes groups, organizations and corporations, is or will be affected by DARPA's information. DARPA may reject claims made in bad faith or without justification and is required to undertake only the degree of correction that DARPA concludes is appropriate for the nature and timeliness of the information involved. Disseminated information shall be corrected to the extent that such information is not accurate, clear, complete or unbiased. Claims must be in writing IAW Enclosure 4.

##### 4.J.2. Disclaimers

4.J.2.a. DARPA's external web sites shall carry the blanket disclaimer shown at Enclosure 4. It provides information to the public regarding DARPA quality standards and also outlines the procedures for claims to be submitted by the public.

## 5. RESPONSIBILITIES

5.A. The Director, DARPA, shall approve policy for the review and clearance of DARPA information for public release.

5.B. The Deputy Director, DARPA, shall resolve technical and consistency issues forwarded for review.

5.C. DARPA Public Affairs, shall:

- 5.C.1. Manage the approval process for public release of DARPA information.
- 5.C.2. Conduct review of documents to ensure that they are consistent with established national, DoD, and DARPA policies and programs.
- 5.C.3. Determine which information proposed for public release requires clearance by OSR, and forward such information with a recommendation regarding releasability.
- 5.C.4. Obtain additional review by other DoD or Government agencies, or direct the submitter to do so, as appropriate.
- 5.C.5. Grant approval for public release following a full policy, security, and technical review.
- 5.C.6. Determine whether time-sensitive information (i.e., press releases) requires a technical review. Time sensitive information still requires a security review.
- 5.C.7. Receive and resolve complaint reports regarding information that may not comply with quality standards IAW the procedures outlined in Deputy Secretary of Defense Memorandum (Reference (k)).

5.D. The DARPA Comptroller shall obtain clearance reviews of budget documents and verify the accuracy of any funding information provided to non-DARPA individuals or organizations.

5.E. The Support Services Office/Security and Intelligence Directorate (SSO/SID) shall oversee the various security reviews conducted in the process.

5.F. The Director, Contracts Management Office (CMO), shall make public release determinations on all acquisition information, such as Broad Agency Announcements (BAAs) and Requests for Proposals (RFPs) and will coordinate release with the Public Affairs Office, DARPA.

5.G. The Chief, SSO/Policy, Records and Research Services (PRRS), shall:

5.G.1. Oversee the administrative process of submitting and tracking information for public release to the Public Affairs Office, DARPA. This includes:

5.G.1.a. Ensure cleared information is entered in the DISTAR database for future retrieval and reference.

5.G.1.b. Act as point of contact for Program Managers, contractors, OSR, other DoD organizations, and other entities requesting public release approval or coordination on public release requests.

5.G.1.c. Ensure requests are complete and appropriate.

5.G.1.d. Reply to status requests.

5.G.1.e. If specified by DARPA Public Affairs, prepare request for Washington Headquarters Services (WHS), OSR and review and track status.

5.G.1.f. Obtain coordination of other in-house reviewers as specified by SID, DARPA Public Affairs, or Program Managers.

5.G.1.g. Prepare workload and status reports for management and specialized reports as requested.

5.G.1.h. Maintain database of information that has been submitted for clearance for public release and the resolution of each action.

5.G.1.i. Maintain an electronic copy of all publicly released documents for ready access. The electronic copy will be placed in a document library for retrieval by any DARPA employee/contractor with access to DARPA's local area network.

5.G.1.j. Facilitate the Corrective Action Process.

5.H. Office Directors, or his/her designee (Government employee only), shall approve the content of their information for public release, including revisions (especially with regard to quality standards, accuracy, clearance requirements, sensitivity, and necessary disclaimers), IAW the procedures in Enclosure 3, the requirements of this Instruction and DARPA Instruction No. 54 (Reference (k)).

5.I. DARPA Program Managers shall:

5.I.1. IAW Section 4.D., as it relates to fundamental research, (a) determine whether classification is appropriate prior to the award of a research grant, contract, or cooperative agreement. If so, control the research results through standard classification procedures; and (b) periodically review all research grants, contracts, or cooperative agreements for potential classification.

5.I.2. Perform a technical review and assign a preliminary distribution statement on technical documents, IAW the DARPA Security Guide and DoD Directive 5230.24 (References (b) and (d)), prior to a recommendation for public release. Guidelines to assist in performing a proper technical review are included in Enclosure 5.

5.I.3. Ensure that information proposed for public release by the Program Manager or his or her contractors, and produced for or as a result of his or her program(s), meets quality standards and receives clearance for public release IAW this Instruction.

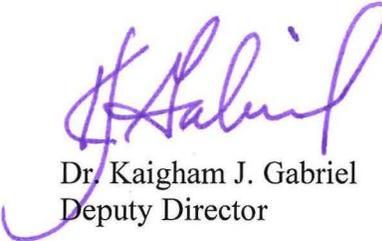
5.I.4. Submit information to be cleared for public release using the DISTAR database IAW the procedures at Enclosure 3.

5.J. DARPA Agents shall follow the public release clearance process outlined in DD Form 254, "DoD Contract Security Classification Specification," (if the award contains one) unless the agreement, grant, contract or other transaction requires the contractor to obtain public release approval through DARPA. In the absence of a DD Form 254, or other contractual clause, Agents may follow the process instituted by their activity. All other Government personnel who wish to release information to the public shall follow the policies and procedures outlined in this Instruction.

7. RELEASEABILITY: UNLIMITED. This Instruction is authorized for public release.

8. EFFECTIVE DATE

This Instruction is effective immediately.



Dr. Kaigham J. Gabriel  
Deputy Director

Enclosures-5

- E1. References, continued
- E2. Definitions
- E3. Procedures for Public Release of DARPA Information
- E4. Quality of Information Disclaimer
- E5. Guidelines for DISTAR Reviewers

E1. ENCLOSURE 1  
REFERENCES, continued

- (e) DoD Directive 5230.24, "Distribution Statements on Technical Documents," March 18, 1987
- (f) DoD Directive 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure," November 6, 1984
- (g) "International Traffic in Arms Regulations (ITAR)," Department of State, April 1, 2010
- (h) National Security Decision Directive (NSDD) 189, "National Policy on the Transfer of Scientific, Technical, and Engineering Information," September 21, 1985
- (i) DoD Instruction 5230.27, "Presentation of DoD-Related Scientific and Technical Papers at Meetings," October 6, 1987
- (j) DoD Directive 3200.12, "DoD Scientific and Technical Information (STI) Program (STIP)," February 11, 1998
- (k) DARPA Instruction No. 54, "DARPA Unclassified Web Site Administration," July 9, 2009
- (l) Deputy Secretary of Defense Memorandum, "Ensuring Quality of Information Disseminated to the Public by the Department of Defense," February 10, 2003
- (m) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
- (n) DoD 5220.22-M, "National Industrial Security Program Operating Manual," January 1995
- (o) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (p) Under Secretary of Defense for Intelligence Memorandum, "Interim Information Security Guidance," April 16, 2004
- (q) Public Law 90-629, "Arms Export Control Act," October 22, 1968, as amended (22 U.S.C. 2751 et. seq.)
- (r) Public Law 96-72, "The Export Administration Act of 1979 (EAA)," (50 U.S.C. 2401 et. seq.), September 29, 1979, as amended
- (s) DoD Instruction 5040.07, "Visual Information (VI) Productions," August 30, 2005
- (t) DARPA Instruction No. 30, "Processing Freedom of Information Act Requests," July 26, 2011
- (u) DoD Directive 5400.7, "DoD Freedom of Information Act Program," January 2, 2008

E2. ENCLOSURE 2  
DEFINITIONS

E.2.1. Contracted Fundamental Research. Includes grants and contracts that are (a) funded by budget Category 6.1 (“Research”), whether performed by universities or industry or (b) funded by budget Category 6.2 (“Exploratory Development”) and performed on-campus at a university. The research shall not be considered fundamental in those circumstances where the 6.2-funded effort presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense, and where agreement on restrictions have been recorded in the contract or grant.

E.2.2. DARPA Contractors. Contractors for DARPA funded programs with contracts, grants, agreements and other transactions executed either through the DARPA Contracts Management Office (CMO) or through a DARPA Agent.

E.2.3. Distribution Statement A Request (DISTAR). The DISTAR system is a web-based application designed to improve the efficiency of the public release process. It is a site managed by the Public Release Center (PRC) that allows users to view and access public release case information. Users can quickly submit cases for public release, view case information, and check case statuses. This solution allows internal government personnel to submit information for review, via the intranet, and provides collaboration for the participants in the review process. DISTAR does not alert reviewers when new or revised information is posted.

E.2.4. Fundamental Research. Fundamental research (as defined in NSDD 189 (Reference (h))) means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons.

E.2.5. Information. Any communication or representation of knowledge.

E.2.6. Integrity. Refers to the security of information—protection of the information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification.

E.2.7. Objectivity. Involves two distinct elements, presentation and substance.

E.2.7.1. “Objectivity” includes whether disseminated information is being presented in an accurate, clear, complete, and unbiased manner. The information must also be presented in the proper context.

E.2.7.2. In addition, “objectivity” involves ensuring accurate and reliable information. In a scientific, financial, or statistical context, the original and supporting data shall be generated, and the analytical results shall be developed using sound statistical and research methods.

E.2.8. Official DoD Information. All information that is in the custody and control of the Department of Defense, relates to information in the custody and control of the Department, or was acquired by DoD employees as part of their official duties or because of their official status within the Department.

E.2.9. Policy Review. Review conducted by the Public Affairs (PA), DARPA, on information proposed for public release to ensure accuracy and currency of existing policy and that no conflict exists with established policies or programs of the DoD or the U.S. Government IAW DoD Directive 5230.09 (Reference (c)).

E.2.10. Quality. An encompassing term comprising utility, objectivity, and integrity.

E.2.11. Security Review. Review conducted IAW DoD Directives 5230.09 (Reference (c)), by the SID Technical Office Program Security Officer, International Security Specialists, and Program Security/SAPCO representative(s), when necessary, on information proposed for public release to ensure that it is void of any classified information, controlled unclassified information/technical data, or Operational Security (OPSEC) information that may be governed by a Security Classification Guide(s), OPSEC Plan, DoD Directives 5230.24 and 5230.25, and/or the International Traffic in Arms Regulations (ITAR) (References (e), (f), and (g)).

E.2.12. Technical Data. Any blueprints, drawings, plans, instructions, computer software and documentation, or other technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.

E.2.13. Technical Review. Review conducted by the DARPA technical expert (Deputy Director, DARPA, or Office Director (OD) or Program Manager (PM)) on information proposed for public release.

E.2.14. Utility. Refers to the relevance and timeliness of information to its intended users, including the public. In assessing the usefulness of information that is disseminated to the public, DARPA employees need to consider the uses of the information not only from the perspective of DARPA but also from the perspective of the public.

E3. ENCLOSURE 3  
PROCEDURES FOR PUBLIC RELEASE OF DARPA INFORMATION

E.3.1. Prior to submission, requests for public release of information are to be reviewed by the requester to determine if clearance is necessary or appropriate. The requester should identify any previously cleared information, or information that does not require clearance because there has been no substantive change in content of previously cleared information.

E.3.2. If information proposed for public release is not submitted to the DARPA Public Release Center (PRC) a minimum of 20 working days prior to the date required, clearance may not be achieved. Exceptions to 20 working days must be approved by the Public Affairs Specialist. (Extra time may be needed for coordination of information affected by length, complexity, content, or other agency coordination.) PRC will immediately inform the originating office when cleared or status if more extensive review or outside agency review is required.

E.3.3. Full and final text of information proposed for release shall be submitted to the DARPA PRC via DISTAR (Distribution Statement A Request). Upon entering DISTAR, users will attach the information proposed for release and provide the data shown on the attachment to this enclosure.

E.3.4. PRC will then send an e-mail to the Program Manager requesting a technical review and security certification. See Guidelines for Technical Reviewers in Enclosure 4. Responses must be filed in DISTAR prior to routing for security and policy reviews, and the response can only be from the Program Manager. The 20 working days process begins upon completion of the Program Manager's technical review.

E.3.5. When briefing slides are received without accompanying text (briefer's word-for-word script), the briefer will be contacted by security representatives and the Public Affairs Specialist, External Relations, to discuss the slides. The security review and the recommendation for public release will be based on the material depicted on the slides. Notes, outlines, briefing slides, etc., may not be submitted as a substitute for a complete text.

E.3.6. Abstracts published in advance of a completed paper, manuscript, etc., require public release. Clearance of an abstract does not fulfill the requirement to submit the full text before publication. If an abstract is cleared in advance of the completed document, the public release request for the completed document shall include the fact the abstract was cleared and the case number assigned to the abstract.

E.3.7. When the DARPA PRC receives a public release request with all required information, the information will be suspended in the DISTAR system, and action sent to SID via DISTAR and to the PA. If a request for public release is submitted to another DoD Component, an outside agency, or OSR, Washington Headquarters Services, for further review, the requester will be notified by the DARPA PRC.

E.3.8. When all parties have completed their review, the requester will be notified by the DARPA PRC of the case number, clearance date, and the results of the review. If approved "as

amended,” the revised electronic document must be submitted to DISTAR in order to obtain final approval for public release. Should the Program Manager or DARPA office disagree with decisions made on a request concerning DARPA-developed information, the request will be submitted through the Office Director and the Director, SID, to the PA. If the issue cannot be resolved, the PA will present it to the Deputy Director, DARPA, for resolution. If the request in dispute involves information developed by other agencies, the final resolution must be made by OSR.

E.3.9. Should a determination be made that the information is classified, SID will supervise the sanitation of the affected computer systems and provide direction to the originating office on retrieving and safeguarding the classified information in question.

E4. ENCLOSURE 4  
QUALITY OF INFORMATION DISCLAIMER

**Information Review**

The Department of Defense strives to incorporate basic information quality standards ([objectivity](#), [utility](#), and [integrity](#)) into the information it disseminates to the public. DARPA, as a DoD agency, fully supports this policy. As part of that support we thoroughly review all information provided on this Web site prior to publication.

Despite our best intentions, we recognize that there may be times when the information presented on our site could appear to be inaccurate, unclear, incomplete, or biased to an individual or organization. Therefore, we are providing a means for individuals or organizations to address their concerns to DARPA if they believe that the standards described above have not been satisfied. Each claim submitted must:

- Be in writing (use of electronic mail is encouraged but not required),
- Be relatively brief and straightforward, and
- Contain, as a minimum:
  - The name of the originating individual and organization,
  - The location of the information on our Web site,
  - A description of the information proposed to be corrected,
  - The perceived reason for failure to be compliant with the standards described above,
  - A copy of any available documentation supporting the request, and
  - Information supporting the contention that the complainant is affected by the information as presented.

E-mails should be sent to [informationreview@darpa.mil](mailto:informationreview@darpa.mil). Written correspondence should be addressed to:

DARPA  
Attn: Information Review Office  
3701 Fairfax Drive  
Arlington, VA 22203-1714

E5. ENCLOSURE 5  
GUIDELINES FOR DISTAR REVIEWERS

There are a variety of reasons why something should not be released to the public. Below are some issues/areas that must be considered when performing a technical review.

E.5.1. Classification. If the material is associated with a classified program, review the program's security classification guide to ensure that all material is unclassified.

E.5.2. Possible Jeopardy to U.S. National Security. The following information is not appropriate for public release—material that: (a) divulges data that could be used to facilitate the development of countermeasures to U.S. systems; (b) includes details on processes and/or designs that could adversely impact on the U.S. economic advantage; (c) includes details on processes and/or designs that could adversely impact the security of sensitive technology; or (d) discusses programs that will be militarily deployed in the near future.

E.5.3. Benefit to an Adversary. Material that could benefit an adversary (i.e., help develop more potent pathogens or pathogens that could not be detected, allow synthesis of pathogens, etc.) is not appropriate for public release.

E.5.4. Controlled Unclassified Information. Information to which access or distribution limitations have been applied or official government information that has been determined by designated officials to be exempt from public disclosure under the Freedom of Information Act (FOIA) is not appropriate for public release. Properly marked FOUO information falls within this category.

E.5.5. Material that Relates to a Sensitive Topic. Military applications, nuclear, chemical-biological, space, infectious diseases, internal personnel rules and practices, or personal information affecting an individual's privacy may not be appropriate for public release. Review very carefully, especially with regard to items on this list.

E.5.6. International Traffic in Arms Regulations (ITAR) Information. Material governed by the Arms Export Control Act (AECA) and controlled by the International Traffic in Arms Regulations (ITAR) (i.e., critical technology applicable to military or space applications found on the [Munitions List](#)) is not appropriate for public release. Queries related to ITAR should be referred to SID/International Security at (571) 218-4227 or [sid\\_international\\_security@darpa.mil](mailto:sid_international_security@darpa.mil)

E.5.7. Other Equities. Material that contains equities belonging to another national security organization (Air Force, Navy, Army, Marine Corps, Intelligence Community, etc.) must be reviewed by the other organization(s). This includes: (a) names of personnel employed by a DoD or Intelligence organization other than DARPA (including the name of the Agent for a program); (b) military weapons systems information not already in the public domain; and/or (c) information relating the capability or shortcomings of operational military systems. Highlight this information during your review.

E.5.8. Company Proprietary Information. Information that is determined to be company proprietary is not appropriate for public release and will not be reviewed through the DISTAR process if the information contains proprietary markings..

E.5.9. Quality Standards. The following material must adhere to federal quality standards (utility, objectivity, and integrity): (a) material authored by a DARPA contractor that DARPA plans to present or publish on the Web or in a CD, etc.; and (b) material authored and presented by DARPA personnel. Federal quality standards are outlined in DARPA Instruction No. 65. Material authored and presented by a DARPA contractor does not require review for adherence to federal quality standards.

E.5.10. Copyrighted Information.

E.5.10.1. Information to be presented or published by DARPA personnel cannot include copyrighted material—the copyrighted material must be deleted, or written permission obtained from the copyright holder to reproduce the copyrighted material each time it is used. This includes instances where DARPA is publishing (on the web or in a CD) or presenting slides authored by a DARPA contractor.

E.5.10.1.a. The following information is usually copyrighted and would have to be deleted: (a) pictures of magazine covers; (b) pictures of entire magazine or newspaper articles or pages; (c) pictures, graphs (including data figures) or other images taken from technical journals, magazines, or websites.

E.5.10.1.b. DARPA personnel can obtain amplifying information on copyright issues from the Public Affairs Specialist.

E.5.10.2. Reviewers do not need to delete copyrighted information contained in information that is to be published or presented by a non-DARPA employee.

E.5.11. Company Logos. Information to be presented or published by DARPA personnel may not include company logos. (Reviewers do not need to delete company logos contained in information that is to be published or presented by a non-DARPA person.)