Public Release Submission Form

The U.S. Government mandates all official unclassified information that pertains to military matters, national security issues, or subjects of significant concern to DARPA receive appropriate scrutiny before release to the public. As part of fulfilling this mandate, DARPA requires all DARPA-related information intended for unlimited public release to undergo reviews for technical accuracy, security and policy compliance, and adherence to overall quality standards. These reviews help DARPA offer accurate and timely information to the public, Congress and other key stakeholders, which in turn improves overall understanding of the valuable contributions DARPA and its performers provide to national security.

DARPA's process for the unlimited public release of Agency-related information is handled through the Distribution Statement A Request (DISTAR) online system, which is administered by DARPA's Public Release Center, part of the Agency's Business Processes Directorate (BPD). The DISTAR system is certified by DARPA program managers (PMs) and executed jointly by the Agency's Public Affairs Office (PAO) and DARPA's Security and Intelligence Directorate (SID).

SUBMISSION INSTRUCTIONS: After completing this form please save the .pdf. Attach it and the materials you're submitting to an email and send to DARPA's Public Release Center: public_release_center@darpa.mil. If the materials exceed 40 MB, please email the Public Release Center to receive a drop-off request code to submit this form and your materials via DoD SAFE (Secure Access File Exchange): https://safe.apps.mil/.

If you require additional assistance in submitting this form, please contact the Public Release Center at public_release_center@darpa.mil.

First Steps Checklist

1. Is this material from one or more **current or previous DARPA programs or research efforts?** _____

- Only material related to official DARPA-funded research can receive public release review via DISTAR.
- Performers must wait until they have finalized contracts with DARPA before they can submit material for public release review via DISTAR.

New cases that contain embedded material previously approved through DISTAR must still undergo DISTAR review. Prior approval of material in one case does not mean automatic approval of the same material in subsequent cases, as all material must be evaluated in the context of the specific case under review. Performers are encouraged to identify the location of previously approved material within a case to speed the review process.

DARPA Program

_____

If SBIR/STTR, Front Office, Office-Wide BAA Research Effort, provide description of project (e.g. "[Tech Office] SBIR/STTR," "[Tech Office] Office-Wide Proposers Day")

_____

2. **Does this submission include the review of DARPA Program Software Asset(s)/Software?** _____

- If so, the asset checklist must be completed and signed by ALL applicable Agency personnel prior to submission for review in DISTAR in public release. The checklist was developed to assist DARPA in evaluating whether source code, binary code, executables, web services, documentation, tools and data require restriction or can be publicly released. In addition to this checklist, it is important and highly recommended that a copy of the respective contract, videos, slide presentations, screenshots etc. be provided to assist in the evaluation process. If you need a copy of the required checklist, please email the Public Release Center at public_release_center@darpa.mil.

3. Have you ensured that all of this material is unclassified and appropriate for **unlimited public release?**

- Before submitting material to DISTAR, performers must conduct a classification review in accordance with applicable security classification guides to validate that the material is unclassified and does not pose a risk to national security if released.

- DISTAR review is ONLY for material appropriate for unlimited public release --accessible to ANYONE in the world, including national/international media and potential competitors and adversaries. If this material is not appropriate for unlimited public release, please do not submit it for public release via DISTAR and instead contact your DARPA program manager (PM) as needed.

4. Is this material considered **Contracted Fundamental Research?**

- Performer-created CFR material requires public release review via DISTAR UNLESS it is limited to materials that describe DoD Budget Activity 1 (6.1) basic research performed by university or industry performers or DoD Budget Activity 2 (6.2) applied research conducted by academic performers on their respective campuses. Contractual exceptions to these two exemptions may apply. For example, 6.2-funded research that presents a high likelihood of disclosing performance characteristics of military systems, or manufacturing technologies that are unique and critical to defense, are subject to public release review via DISTAR when such a review requirement has been recorded in the performer's contract with DARPA. If in doubt, refer to your contract for DARPA review requirements.

- For situational-awareness purposes, DARPA strongly encourages performers doing research that does not require public release review via DISTAR to share their material before publication with their DARPA PM, who will forward it to PAO and SID.

5. Are you submitting this material in **sufficient time** for review?

- When planning for the release of information, please allow 15 business days for the public release process via DISTAR, as well as any external submission deadlines for publications, conferences, etc., which are often substantially in advance of presentation dates. Please account for the length of the DISTAR review process, as well as any external submission deadlines and/or presentation dates. Although DARPA aims to review cases within 15 business days, the review period does NOT start when you submit the case to DISTAR; rather, it starts when the cognizant DARPA PM has certified your request in DISTAR. Following PM certification that the case is technically accurate Public Release Center forwards it to PAO and SID via DISTAR for concurrent policy, security and International Traffic in Arms Regulations (ITAR) reviews. Extra time may be needed depending on the length, complexity and nature of the content. Please note, additional time may be required to coordinate/incorporate edits or other changes required by PAO or SID.

- Regardless of submission date, all reasonable efforts will be made to complete public release review of expedited cases as quickly as possible. Expediting a case is only a request, however, and carries no guarantee of the timeliness of approval.

6. Does this material contain any **copyrighted material** from your organization?

- If the material includes a copyright notice from your organization, you are encouraged to submit the following statement along with the DISTAR case material to your DARPA PM and Public Release Center: “In the event permission is required, DARPA is authorized to reproduce the copyrighted material for use as an exhibit or handout at DARPA-sponsored events and/or to post the material on the DARPA website.”

7. Is your organization **U.S. Government or military**?

- If the material includes content from military and U.S. Government performers, you must submit, along with the DISTAR case material, proof from those performers that they have obtained prior approval from their respective organizations for unlimited public release of the content.

8. Is your organization the **prime contractor** for the research described in the material? _____

- Only prime contractors can submit cases for DISTAR review, both for their work and that of any subcontractors they employ.

9. Performers are not allowed to use the DARPA logo. Have you ensured you are not using the DARPA logo and the appropriate acknowledgment and disclaimers have been included for all technical papers, presentations, fact sheets/brochures, posters/banners, testimony, speeches, exhibits and videos (excluding press releases)?* _____

- Copyright & IP Protection:
  - PM-created material must use the current DARPA logo according to the DARPA Logo Usage & Style Guide
  - Non-U.S. Government performers must remove all instances of the DARPA logo, unless PAO provides written permission in advanced
  - PM-created material must use the standard DARPA PowerPoint (PPT) template, where applicable
  - All performers are prohibited from using the DARPA PPT template
  - Copyright attribution is not necessary for USG images or performer images related directly to DARPA research. Add "©[Image owner]" to each non-USG image or performer image not directly related to DARPA research (e.g., marketing photo)

Remember: DARPA personnel and performers must clear all DARPA-related materials through DISTAR before any form of public release, unless the material is based solely on contracted fundamental research. Performers may use DISTAR-approved material ONLY after the Public Release Center has finalized the specific case in the DISTAR system.

ALL Fields Are Required

Case Information:

DARPA Office: _____

DARPA Program Manager:

Contracting Agency:

Contract Number:

Security Classification Guides, if applicable:

[SCG Number, SCG Title, SCG Date]

Purpose of Case: _____

Date of Event: _____

Date Material is Desired for Public Release: _____

Document Information:

Document Title:

Document Author(s):

Document Description:

Document Type:

Document Format:

Document Size (Number of Pages, Length of Video, etc.):

Does the document include prior DISTAR-approved material?

If yes, list all known related DISTAR cases:

Does the document contain material from another U.S. Government Agency that has already approved that material for public release?

If yes, provide U.S. Government POC contact info:

DARPA POC Information:

Notification POC Name:

Notification POC Email:

Notification POC Phone:

Comments (optional):

Performer POC Information:

Performer POC Name:

Performer Organization:

Performer Notification POC Name:

Performer Notification POC Email:

Performer Notification POC Phone:

Comments (optional):

Before You Submit - Compliance Checklist for DISTAR Case Content

To speed the review process, please make sure to remove ALL of the following:

- Any material that is proprietary, Controlled Unclassified Information (CUI) or other U.S. Government-sensitive but unclassified, ITAR-restricted or export controlled
- Any U.S. Government classification references, watermarks or labels (e.g., “Unclassified”)
- Any material that mentions, displays or describes specific operational incidents, scenarios, theaters or adversaries, even in historical or hypothetical contexts
- Any material that has performers speaking for DARPA or DARPA speaking for any organization other than itself, including the U.S. Government and performers
- Any other material that could potentially jeopardize U.S. national security or is otherwise not appropriate for unlimited public release

Please ensure the following are included, as needed:

- Attribution: Acknowledgment of DARPA funding and/or programs, as well as source information for all charts, tables and infographics
- Clear Language & Messaging:
  - To minimize confusion, references to DARPA programs should, whenever possible, use current messaging from the DARPA website (www.darpa.mil)
  - Whenever discussing envisioned future capabilities, concept images and any material other than DARPA-verified program results, use notional language (e.g., “would enable” instead of “will enable,” “could do” instead of “can do,” etc.) and image/video labels (e.g., “Artist's Concept”)
  - Always spell out all acronyms and the full names of DARPA programs, staff and performers and your own organization on first reference
- Clear Presentation: Correct and consistent spelling, punctuation and capitalization of body content, headers, footers, image captions and labels within images; all material in its final form, containing all intended information and artwork and no editing marks, tracked changes, or placeholders
- Copyright & IP Protection:
  - Non-U.S. Government performers must remove all instances of the DARPA logo, unless PAO provides written permission in advance

- U.S. Government performers may use ONLY the current DARPA logo (older versions are not allowed) according to the DARPA Logo Usage & Style Guide

- All performers are prohibited from using the standard DARPA PowerPoint (PPT) template

- Policy & Security: For all technical papers, presentations, fact sheets/brochures, posters/banners, testimony, speeches, exhibits and videos (excluding press releases):

  - U.S. Government performers: Add the following distribution statement with no changes: "Distribution Statement 'A' (Approved for Public Release, Distribution Unlimited)"

  - Non-U.S. Government performers: Remove all distribution statements. Add the following disclaimer: "The views, opinions, and/or findings expressed are those of the author(s) and should not be interpreted as representing the official views or policies of DARPA or the U.S. Government."