

# Manuscript Clearance Procedures for Retirees

*On Oct. 11 the Office of Information Programs and Services, Global Information Services, Bureau of Administration, issued the following guidance about manuscript clearance procedures for former employees and some WAEs. The guidance applies to full-length books, articles, speeches and op-eds, among other communications.*

A/GIS/IPS coordinates all USG clearances as below. Contact is Jane Diedrich, (202) 261-8340 or Alden Fahy (202) 261-8431 or via email: [classification@state.gov](mailto:classification@state.gov)

Submit paper copy, by either hand-delivery, FedEx, DHL, or registered mail, to Acting Co-Director, Office of Information Programs and Services, Alex Galovich, A/GIS/IPS, SA-2, 515 22<sup>nd</sup> Street NW, Washington, D.C. 20522. Do not submit text by unregistered mail, CD, email attachment, or fax. Text is presumed to be, and handled as, classified until cleared. Write "ATTN: Pre-Publication Review" on the envelope; do NOT require signature receipt.

Allow at least two weeks review time for articles and long speeches, five months for full-length non-fiction manuscripts, and a few days for op-eds, and short speeches or works of fiction. Do not share uncleared text with potential publishers, or anyone else without a security clearance. Brief text, or a single chapter intended for publishers, may possibly be cleared on an expedited schedule.

Authors who have only been employed by the Department, even though their text contains information concerning other executive branch entities or the White House, should not contact those agencies directly for clearance. Authors employed by multiple agencies can usually have A/GIS/IPS handle all external coordination necessary.

Once A/GIS/IPS has assigned a case number and reviewer for your publication, you will work directly with that reviewer throughout the review process, and will receive regular status reports.

When clearance is final, you will receive a letter, the cleared version of your manuscript showing required redactions or rewritten text as agreed upon, and our requested disclaimer clause. Any additions or substantive rewrites may require additional review.

**A/GIS/IPS looks forward to working with you.** (Authority: 3 FAM 4172.1-3F).

***Current employees' and non-A Bureau WAEs' pre-publication reviews are conducted by PA/FO under different provisions of 3 FAM 4170; contact Lisa Miller (202) 647-6197.***