

Department of State Manuscript/Publication Clearance Process

These processes are for full length books, articles, speeches, op-eds, and other publications. The processes are different for current and former employees.

Current Employees/Contractors:

- The Bureau of Public Affairs (PA/FO) will coordinate the USG clearance.
- Please contact paclearances@state.gov for additional information.

Former Employees/Contractors:

- The Bureau of Administration's Office of Information Programs and Services (A/GIS/IPS) will coordinate the USG clearance.
- Contact Alden Fahy at 202-261-8431 or classification@state.gov for details.

Additional information for former employees/contractors:

- Submit a copy of the written document/entry to IPS by mail to the following address:

Director, Office of Information Programs and Services
A/GIS/IPS, SA-2
515 22nd Street, NW Washington, DC 20522

- **For Manuscripts:** Allow five months or more for review.
- **For Op-Eds and Short Publications:** While a week is preferred, please allow us a few days to review.
- **Do not share uncleared, unreviewed text** with potential publishers.
- Brief text, or an individual 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.

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- Authors employed by the Department plus other agencies can also 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 4170).