

## **Prepublication Security Reviews For Former Department of State Employees**

All former Department of State employees must refrain from the unauthorized disclosure of classified information, as outlined in the provisions of their non-disclosure agreements. The Office of Information Programs and Service (A/GIS/IPS) provides a prepublication security review service at no cost to former employees who wish to ensure that information they wish to publish is free from sensitive information.

A/GIS/IPS coordinates all USG clearances for former employees writing about topics & time periods for which they had access to classified information. This includes, but is not limited to, full-length books, articles, interviews, speeches, op-eds, etc.

Allow at least two weeks review time for short articles, op-eds and speeches, and two months for full-length non-fiction manuscripts. These times are subject to change if the piece requires a referral to other federal agencies.

Submitted text must be free of track changes and comments. The text must include footnotes, where appropriate, with each footnote keyed to the relevant sentence or paragraph in the text.

Do not share uncleared text with publishers, or anyone else without a security clearance.

Authors whose pieces contain information concerning other executive branch entities or the White House should not contact those agencies directly for clearance. A/GIS/IPS will coordinate all external clearances as necessary.

Once A/GIS/IPS has received your piece, you will work directly with the analyst and/or reviewer throughout the review process, and will receive status reports as necessary.

When the review is final, you will receive an email confirming the results of the review and our requested disclaimer clause. Any additions or substantive rewrites may require additional review.

For electronic submissions or general questions please email [classification@state.gov](mailto:classification@state.gov) or contact Behar Godani at (202) 485-2060. For hard copy submissions, please send your piece to:

Eric Stein, Director  
Office of Information Programs and Services  
A/GIS/IPS  
2201 C Street NW, Ste. 12A40A  
Washington, D.C. 20520

Current employees and non-A Bureau WAEs should contact PA/FO as these reviews are conducted under different provisions of 3 FAM 4170.

(Authority: 3 FAM 4172.1-3F)