

**BY THE ORDER OF THE COMMANDER
NORTH AMERICAN AEROSPACE
DEFENSE COMMAND (NORAD) AND
UNITED STATES NORTHERN COMMAND
(USNORTHCOM)**

**NORAD AND USNORTHCOM
HEADQUARTERS
OPERATING INSTRUCTION 35-129**



**10 AUGUST 2011
Administrative Change, 19 September 2013**

Public Affairs

**SECURITY AND POLICY REVIEW
FOR PUBLIC RELEASE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: N-NC/PA5

Certified by: N-NC/CS (Maj Gen Charles D. Luckey)

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This headquarters operating instruction (HOI) implements policy and procedures for review and clearance of information for release to the public contained in the referenced documents. It also establishes procedures for declassification review staffing and coordination of Headquarters, NORAD and/or USNORTHCOM specific documents and records intended for open publication. It applies to all personnel (active duty, reservist and DOD civilians) assigned to or under the operational control of Headquarters NORAD and USNORTHCOM. This HOI applies to all personnel (active duty, reservist, DOD civilians) as well as any Reserve or National Guard member performing official duties including while on Inactive Duty for Training (IDT), or while earning retirement points or while engaged in any activity in support of NORAD and USNORTHCOM. Send recommendations to change, add, or delete information in this instruction to the Office of Primary Responsibility (OPR) using the AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 from the field through the appropriate functional's chain of command. Maintain and dispose of records created as a result of prescribed processes in accordance with the Joint Staff Disposition Schedule CJCSM 5760.01, **Joint Staff and Combatant Command Records Management Manual: Volume I (Procedures) & Volume II (Disposition Schedule)**. This publication may not be supplemented.

SUMMARY OF CHANGES

Administrative Change: Certifier updated to reflect MG Luckey and the approving authority updated to reflect John Cornelio. **Initial Change:** This document has been substantially revised and must be completely reviewed. The major changes in this HOI include the use of an Office Form 1 to annotate coordination process of unit security managers, OPSEC managers and Directorate and Division Chief's approval. It also emphasizes the need for controlled unclassified information (CUI) and For

Official Use Only (FOUO) information to be protected and not released without appropriate approval from senior leadership designated in HOI. In addition, The OPSEC program manager (OPM) and OPSEC program coordinator (OPC) offices have been included as part of the coordination process to identify critical information before public release.

1. General:

1.1. It is the policy of NORAD and USNORTHCOM to provide the American and Canadian publics with maximum information with minimum delay about the mission, responsibilities, operations, and activities of both commands consistent with security considerations.

1.2. It is the policy of NORAD and USNORTHCOM to ensure that military and civilian personnel adhere to established procedures for security and policy review and/or declassification review and clearance of information proposed for release to the public.

1.3. NORAD and USNORTHCOM will provide for the security and policy review and/or declassification review of all material proposed for public release to include speeches, articles, briefings, manuscripts, histories, technical papers, reports, audio/visual products, and similar materials.

1.3.1. NORAD and USNORTHCOM will ensure that the material is reviewed and does not contain any classified, critical, controlled but unclassified (CBU), Law Enforcement Agency Sensitive (LEAS) or proprietary information (i.e. technical, copyrighted documents, For Official Use Only (FOUO) information, Controlled Unclassified Information (CUI), etc.) prior to release.

1.3.2. NORAD and USNORTHCOM will ensure that the material does not conflict with established policies, plans, and programs of NORAD and USNORTHCOM, Department of Defense (DOD), National Defence Headquarters (NDHQ), and the governments of the United States and Canada.

1.3.3. NORAD and USNORTHCOM will determine the level of clearance authority before release of information.

2. Glossary of References and Acronyms. See Attachment 1.

3. Responsibilities:

3.1. The author of material intended for submission for open publication (U.S. personnel) will:

3.1.1. Coordinate with the directorate, special staff office, agency security manager, OPSEC program manager (OPM) or OPSEC Program Coordinator (OPC) for security and substantive review, obtaining written determination that reviewed material neither contains classified information nor critical information referring to intelligence sources and methods as outlined in appropriate security classification guides. Due to the unique collaborative relationship between USNORTHCOM and various civilian and non-military governmental agencies, the public release query may be referred to those civilian or non-military governmental agencies for follow-on coordination prior to release.

3.1.2. Obtain written approval from the director, or deputy director, of the originating NORAD or USNORTHCOM directorate or special staff office. A brief Memorandum for Record (MFR) is satisfactory for this purpose after coordination with directorate or agency security manager and OPM or OPC. The MFR will state the material is unclassified and non critical in accordance with **paragraph 3.1.1.**

3.1.3. Submit MFR, signed by the director, (or their designated representative), of the originating NORAD and USNORTHCOM Directorate, along with reviewed materials/manuscript and completed N-NC/CSC (PA) Office Form 1 (OF-1), *Public Affair Security and Policy Review*, see **Attachment 2** to NORAD and USNORTHCOM Deputy Chief of Staff Communication; Bldg 2, Room 120; 250 Vandenberg; Peterson AFB, CO 80914 (ATTN: Security and Policy Review Officer). All materials should also be provided in electronic format via SIPR to facilitate Command internal coordination via the electronic staffing process.

3.2. The author of the material (Canadian personnel) will:

3.2.1. Obtain written approval from the Canadian senior leadership (e.g., Deputy Commander, NORAD (ND) or Director of NORAD Combat Operations (NJ3)).

3.2.2. Obtain written approval from the directorate or agency security manager if the material contains foreign intelligence information or refers to intelligence sources and methods. Personnel must obtain written approval from the Director if the material contains critical information.

3.2.3. Submit material to the NORAD and USNORTHCOM Public Affairs Security and Policy Review officer (N-NC/PA5) if the product concerns the policies of either government or defense department. N-NC/PA5 official will submit the material to the Canadian Political Advisor (POLAD) and the Office of the Assistant Deputy Minister for Public Affairs, National Defence Headquarters (NDHQ), for review and resolution of conflicting information. Unclassified documents may be submitted electronically via NIPR e-mail.

3.3. N-NC/PA5 Security and Policy Review Officer will:

3.3.1. Coordinate with additional staff elements for comments and input when appropriate, especially when there is a question about or conflict with established command policies, plans, or programs. Official DOD information that is prepared by or for DOD personnel and is proposed for public release shall be reviewed and cleared in accordance with DODI 5230.29, *Security and Policy Review of DOD Information for Public Release*.

3.3.2. Coordinate security and policy review of NORAD and USNORTHCOM documents by preparing an electronic staff summary sheet and routing it through Staff Judge Advocate (SJA) and appropriate/affected command directorates. For material requiring declassification review, materials will be submitted to the appropriate classification/ declassification authority for review. When the declassification authority has made a determination in writing that materials may be released, the portion of the document cleared for release will be forwarded to the requester along with a cover letter explaining the particulars of what can be released. This security and declassification review process does not pertain to requests coming through the command(s) under the Freedom of Information Act.

3.3.3. Provide local approval authority if material has been previously approved (assigned a release case number from Washington Headquarters Services (WHS), DOD or local case number) and/or is already in the public domain (previously given speech, published article, audiovisual production, transcribed material, etc.; references already published and in the public domain, etc.) **NOTE:** In some cases, it is possible for some materials to be in the public domain (inadvertent disclosure) which should not continue to be promulgated.

3.3.4. Security and Policy Review Process: For materials which cannot be released at the NORAD and USNORTHCOM levels (see criteria listed in paragraphs **3.3.4.1.** through

3.3.4.13. below), items will be forwarded to DOD Washington Headquarters Services, Office of Security Review upon completion of internal staffing. Information proposed for publication or public release which meets the following criteria will be forwarded to DOD Washington Headquarters Services, Office of Security Review if it:

- 3.3.4.1. Concerns the policies, plans, programs, or operations of the DOD or the United States government, or which may become an item of national or international interest.
- 3.3.4.2. Has foreign policy or foreign relations implications and/or concerns.
- 3.3.4.3. Concerns military applications in space, especially offensive and/or defensive weapon systems.
- 3.3.4.4. Originates or is proposed for release in the Washington, D.C. area.
- 3.3.4.5. Affects national security policy or foreign relations.
- 3.3.4.6. Concerns a subject of potential controversy among the DOD components or other Federal Agencies.
- 3.3.4.7. Contains technical data, including data developed under contract or independently developed and controlled by ITAR that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made.
- 3.3.4.8. Involves new weapons or weapons systems, or significant modifications or improvement to existing weapons or weapons systems, equipment or techniques.
- 3.3.4.9. Involves military operations, significant exercises, and/or operations security.
- 3.3.4.10. Is related to command, control, communications, computer, and intelligence information operations and computer security.
- 3.3.4.11. Concerns military activities or application in space, nuclear weapons, including nuclear weapons effects research; chemical warfare and defense biological warfare, and arms control treaty implementation.
- 3.3.4.12. Concerns any other contemporary topic that is designated by the head of a DOD Component as requiring review.

4. Procedures:

4.1. Public Statements, Speeches and Articles. Submit final prepared text for speeches, briefings, papers, articles, documents, etc., and remarks for public release at least 10 workdays before requested clearance to N-NC/PA5. Hand-carry to Bldg. 2, Room 120; 250 Vandenberg Street; Peterson AFB, CO 80914-3808 or send via electronic mail to: nc.pa.omb@northcom.smil.mil.

4.2. Technical Papers and Audiovisual Materials. Submit technical papers and audiovisual scripts and products for public release to N-NC/PA5 at least 30 workdays before the requested clearance date. N-NC/PA5, may have a need to submit material to WHS Office of Security Review for further processing.

4.3. Material containing Ballistic Missile Defense (BMD) topics. Submit BMD materials at least 15 workdays before requested clearance date to N-NC/PA5. N-NC/PA will coordinate with Missile Defense Agency Public Affairs (MDA/PA) as required.

4.4. **Requests for Classified NORAD Documents.** Normally, the public initiates requests for NORAD histories and related documents, although requests can be generated internally from the staff. If a public request is received for a NORAD document that is classified, it will be immediately referred to N-NC/PA5. N-NC/PA5 is responsible for administrative coordination of the request outside of FOIA channels to determine if the document can be declassified for public release by the classification authority/Office of Primary Responsibility (OPR) for the document. Requests for NORAD documents received under the Freedom of Information Act (FOIA), to include media requests, will be immediately forwarded to N-NC/CS Command FOIA officer for processing within FOIA administrative channels.

4.5. **Media Interviews and/or Photography/Filming in SCIF Facilities.** Chief, Current Operations Division (N-NC/PA3) is responsible for coordinating media visits to Sensitive Compartmented Information Facilities (SCIF) with the Special Security Office (SSO) in the NORAD and USNORTHCOM Directorate of Intelligence (N-NC/J2) and the Command OPSEC Program Manager (OPM). The Senior Intelligence Officer (SIO) in the SSO may authorize media visits (including taping/photographing) to SCIF facilities (i.e. N2C2, Northern Command Future Operations Center (NC/FOC), NORAD FOC (N/FOC)) and Command Center (CC) in Cheyenne Mountain Air Force Station (CMAFS). The SIO is also required by DOD Directive S-5105.21-M1, *Sensitive Compartmented Information (SCI) Security Manual, Administrative Security*, to provide prior review of information proposed for public release that may contain SCI material. SIO will meet the requirement for prior review of material to be released via interviews conducted in SCIF's by monitoring the interviews as they occur, thereby providing "security review at the source." The OPM shall ensure no critical information is inadvertently released.

5. Submission Requirements for security/policy review items (i.e., speeches, articles, etc.). Submit all materials to N-NC/PA5; Bldg. 2, Room 120; 250 Vandenberg Street; Peterson AFB, CO 80914 or via electronic mail to: nc.pa.omb@northcom.smil.mil keeping in mind the required timelines for processing/staffing outlined in **paragraphs 4.1.** through **4.3.** above.

- 5.1. Submit with a cover MFR for approval, signed by the director, vice/deputy director, or designated representative, stating that the material contains no classified or critical material.
- 5.2. Submit N-NC/PA OF-1 certifying the material is UNCLASSIFIED.
- 5.3. Submit package via SIPR to facilitate electronic staffing.

JEFF A. DAVIS, CAPT, USN
Director, Public Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- DODD S-5105.21-M1, *Sensitive Compartmented Information (SCI) Security Manual, Administrative Security*,
- DODD 5122.5, *Assistant Secretary of Defense for Public Affairs (ASD(PA))*, 5 Sep 08
- DODD 5205.02, *DOD Operations Security (OPSEC) Program*, 6 Mar 06
- DODD 5230.09, August 22, 2008 *Clearance of DOD Information for Public Release*, 22 Aug 08
- DODD 5230.24, *Distribution Statements on Technical Documents*, 18 Mar 87
- DODD 5400.07, *DOD Freedom of Information Act Program (FOIA) Program*, 2 Jan 08, Incorporating Change 1, 28 Jul 11
- DODI 5230.27, *Presentation of DOD-Related Scientific and Technical Papers at Meetings*, 6 Oct 87
- DODI 5230.29, *Security and Policy Review of DOD Information for Public Release*, 8 Jan 09
- DODI 5200.1, *DOD Information Security Program and protection of Sensitive Compartmented Information*, 9 Oct 08, Incorporating Change 1, 13 Jun 11
- DOD 5200.1-R, *Information Security Regulation*, Jan 97
- JP 3-13.3, *Operations Security*, 29 Jun 06
- JP 3-61, *Public Affairs*, 25 Aug 10
- Pentagon Force Protection Agency, *A Guide to Releasing Information to the Public Through Web Sites and Other Media*, Apr 05
- NNCHOI35-130, *Release of Public Information by HQ NORAD and USNORTHCOM Personnel*, 1 Nov 06, with Administrative Changes effective 1 Jun 10

Adopted Form

N-NC/PA Office Form 1, *Public Affairs Security and Policy Review*

Abbreviations and Acronyms

- BMD**—Ballistic Missile Defense
- CMAS**—Cheyenne Mountain Air Station
- CS**—Chief of Staff
- MDA/PA**—Missile Defense Agency/Public Affairs
- MFR**—Memorandum for Record
- N2C2**—NORAD and USNORTHCOM Command Center
- ND**—Deputy Commander, NORAD
- N/J3**—Director of NORAD Operations
- N-NC/J2**—NORAD and USNORTHCOM Director of Intelligence
- N-NC/J25**—NORAD and USNORTHCOM Foreign Disclosure Office (Intelligence)

N-NC/PA—NORAD and USNORTHCOM Public Affairs

N-NC/PA3—Chief, Current Operations Division

N-NC/PA5—Chief, Future Operations Division

OPC—OPSEC Program Coordinator

OPM—OPSEC Program Manager

OPR—Office of Primary Responsibility

OPSEC—Operations Security

SCC—Space Control Center

SCIF—Sensitive Compartmented Information Facilities

SIO—Senior Intelligence Officer

SSO—Special Security Office

WHS, DFOISR—Washington Headquarters Services, Directorate of Freedom of Information and Security Review

Attachment 2

N-NC/PA OFFICE FORM 1, PUBLIC AFFAIRS SECURITY AND POLICY REVIEW

PUBLIC AFFAIRS SECURITY AND POLICY REVIEW			
SUBMITTER NAME		OFFICE SYMBOL	PHONE
AUTHOR(S) NAME		ORGANIZATION	PHONE
DOCUMENT TITLE		CONFERENCE/EVENT/PUBLICATION NAME	DATE NEEDED
DOCUMENT TYPE <input type="checkbox"/> ABSTRACT <input type="checkbox"/> TECH REPORT <input type="checkbox"/> JOURNAL ARTICLE <input type="checkbox"/> VIDEO <input type="checkbox"/> SPEECH <input type="checkbox"/> TECH PAPER <input type="checkbox"/> BRIEFING CHARTS <input type="checkbox"/> PHOTO <input type="checkbox"/> THESIS/DISSERTATION <input type="checkbox"/> OTHER:		EVENT LOCATION	EVENT DATE
I certify the attached material is unclassified, does not contain critical, SCI or SCI derivative information, is technically accurate, contains no critical military technology, is not subject to export controls, and is suitable for public release.		SIGNATURE	DATE
COORDINATION			
UNIT SECURITY MANAGER			
I certify the attached is unclassified based on current security classification guidance for this subject.			
NAME		SIGNATURE	DATE
NORAD and USNORTHCOM OPSEC OFFICE			
I certify the attached does not contain sensitive unclassified information or critical information (CI) as listed on the Command's CI List.			
NAME		SIGNATURE	DATE
DIRECTORATE/DIVISION CHIEF			
I support the release of this information to the public.			
NAME		SIGNATURE	DATE
PA USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> AS AMENDED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> FORWARDED TO OSD	DATE	PAO SIGNATURE	CASE NUMBER
REMARKS			