DS Public Affairs (DS/DSS/PA)

Clearance/Review Request Form

Instructions

The Bureau of Diplomatic Security (DS) encourages personnel to participate in professional, academic, and public forums to increase awareness and understanding of DS and its activities. Public communications may be conducted in the personnel's official or personal capacities. Please review the below instructions and send your completed form to DS-Press@state.gov.

The employee must have their public engagement requests, whether official or personal, cleared/reviewed by their supervisor before submitting to DS/DSS/PA.

Speaking, Media Interviews, & Other Appearances

DS personnel must submit this completed form at least five (5) business days before the proposed event. Requests submitted after this deadline run the risk of not being reviewed/cleared.

For DS Personnel in the U.S.: Obtain approval from your immediate supervisor and office director (Special Agent in Charge if in a field office) before submitting this form.

DS Personnel Overseas: Per 3 FAM 4173, you must be approved by the chief of mission, or the chief of mission's designee, if your audience is not in the United States. Engagements with U.S. audiences would need to be cleared by DS/DSS/PA. Please also notify the post's Public Affairs Officer of your engagement.

Writing

Depending on the length of material, DS personnel must submit this completed form and all associated materials at least 15 business days before your publication deadline. For materials of considerable length, allow 30 business days. If the proposed communication references another U.S. government entity or departmental entities in the content, additional time may be required to complete the review.

To better accommodate your request:

- Note pages of interest and highlight all passages relating to matters of Departmental or USG concern in your document.
- Obtain review/approval from your immediate supervisor and office director (Special Agent in Charge if in a field office) before submitting this form.

Unless the appropriate final review office indicates otherwise, employees communicating publicly in their personal capacity on matters of Departmental concern must include a disclaimer indicating that the views expressed are their own and not necessarily those of the U.S. Government. Disclaimer: *"I affirm this material contains no content relating to the U.S. Department of State or the Bureau of Diplomatic Security. I also affirm this article in no way allows the public to access classified information, even if it is already publicly available due to a previous unauthorized disclosure."*

You can watch a 5-minute video on the DSS clearance/review process here.

For additional information about the State Department's policy on official and personal capacity communications, please refer to 3 FAM 4170.

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