



Department of Defense

Distribution Statements

DISTRIBUTION STATEMENT A
Approved for Public Release
Distribution Unlimited

A Quick Reference for Marking DoD Technical Documents

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Purpose

This guide is intended to offer DoD staff and contractors a basic understanding of the rationale and mechanics of properly assigning DoD Distribution Statements to DoD technical documents. While other markings such as security classification may also apply, this guide covers only Distribution Statements.

Background and Policy

Research, development, technical, and engineering personnel are faced with many policies and requirements for controlling the vast array of information they generate and manage. Identifying and balancing these diverse requirements can pose a significant challenge.

DoD policy is to maximize the availability of technical information and products resulting from Defense-funded technical activities consistent with restraints such as national security, export control, and intellectual property rights.

Distribution Statements provide the framework for DoD personnel to comply with this policy and to meet their responsibilities for managing, disseminating, and when necessary, restricting the flow of information and data that results from their work.

Introduction

Roles in Marking Documents

DoD Controlling Office

Contracting Officer's Technical
Representative (COTR)

Content Provider

Managers and Supervisors

Project Manager

Public Affairs Office

Security Office

Foreign Disclosure Office

STINFO Officer/
Technical Data Manager

DoD Controlling Office is the entity that sponsored the work which generated the technical document, or which received the technical document on behalf of the DoD. The DoD Controlling Office has overall responsibility for assigning DoD Distribution Statements including appropriate review and dissemination.

Contracting Officer's Technical Representative directs the contractor as to the appropriate DoD Distribution Statement for each technical document/data set.

Content Provider generates the document and has the best knowledge of its technical content. If content providers are DoD employees, then they should determine the appropriate DoD Distribution Statement and mark the document. If they are not DoD employees, they should assist the DoD Controlling Office in selecting the appropriate DoD Distribution Statement.

Managers and Supervisors are responsible for seeing that staff are aware of and adhere to DoD policy, that staff know what their roles are, and that they are carrying them out. Their duties include helping to ensure that DoD personnel and contractors document and properly mark the results of their work.

Project Manager helps ensure that project results are documented, DoD Distribution Statements are assigned, and that documented efforts are disseminated.

Public Affairs Office reviews and approves all documents marked for release to the general public before they are released.

Security Office reviews documents to ensure that national security interests are protected.

Foreign Disclosure Office reviews documents for export-controlled information and ensures that all foreign disclosure requirements are met.

The Scientific and Technical Information Officer/Technical Data Manager assists the content provider in the proper use of DoD Distribution Statements and ensures that documents/data are distributed.

What Is My Role in Marking DoD Technical Documents?

What Is the Process I Should Follow to Mark Documents?

1. **Technical Content:** Is the content of the document, data, or information technical in nature? (For help, see "What Kinds of Documents Should I Mark"? below)

YES? Then DoD Directive 5230.24 applies. Go to question 2.

NO? Then no need to mark.

2. **DoD Technical Document:** Does the document meet all criteria for Defense technical documents? In particular, was it produced by or for DoD? (See note under Definitions in "What Kind of Documents Should I Mark?" below)

YES? You must mark it. Go to question 3.

NO? Then no need to mark.

3. **Primary Distribution:** To whom does the DoD Controlling Office need to send it? The list you generate in answer to this question constitutes the "primary distribution" for the document. In general, recipients on the primary distribution list should be consistent with the other audiences who can receive the content. On occasion, the DoD Controlling Office may choose to exercise its additional approval authority to distribute the document, data, or information beyond the constraints you must now consider. For example, although the document may be marked for distribution to DoD only because it contains proprietary information, the document may obviously be shared with the contractor who provided the proprietary information. Don't post, fax, or e-mail those copies yet. First, work through question 4 to consider "secondary distribution."
4. **Secondary Distribution:** Your fourth question is: Who do you think can or cannot receive this technical content *without further review or release decisions by the DoD Controlling Office*? Another way to think of this is: What are the constraints, if any, on the public release of the content?

To answer this question, you must use:

- Your knowledge of the project
- Relevant information about the content (such as its origins, ownership, use, etc.)
- Any supporting documents (such as contractor or joint work agreements)
- Expertise of other DoD staff (such as security or foreign disclosure personnel)

Got your resources lined up? Good, now you are ready to review the possible reasons—if any—that may make it necessary to limit the access of selected categories of individuals or organizations to the technical content of your materials. Use the matrix of "Reasons for Designating Audiences" below to address the following questions:

- a. Is this a DoD technical document, DoD technical data, or DoD technical information?
- b. Does it contain information provided by a foreign government?
- c. Does it contain proprietary information?
- d. Does it contain information on the results of testing and evaluation that would be sensitive in the relationship between DoD and its producing contractors?
- e. Does it contain information obtained from management review of a contractor?
- f. Does it contain critical technology information the release of which would have a negative impact on U.S. military activities or help potential adversaries overcome military deficiencies?
- g. Does it contain potentially patentable information or information that is part of a patent application by a DoD activity for in-house work?
- h. Does it contain documentation for software covered by a license?
- i. Does it contain information that is descriptive of administrative or operational procedures with technical content such as technical manuals and maintenance procedures?
- j. Does it contain information restricted by a specific law, regulations, or Executive Order?
- k. Does it contain export-controlled information?

YES to any question? You must consider the need to restrict your document's secondary distribution to one of the audiences defined in the matrix. The outcome of your decision will be the choice of one of six distribution levels—B, C, D, E, F, or X (see "What Are the Distribution Levels/Codes" below).

NO to all questions? If the document does not contain information that is sensitive for other reasons (e.g., classified, copyrighted, falls under the Privacy Act, etc.) and if the Public Affairs Office concurs, the document should be approved for release to the general public and assigned distribution level A.

ONE MORE NOTE OF CAUTION: Not all DoD technical documents or data sets should have a single secondary distribution. For example, different distribution constraints may apply to the separate papers in a conference proceedings. If the document can or should be broken down into logical components, assign a distribution level to each component.

5. **DoD Distribution Statement:** Having made your initial decision, assign the Distribution Statement, providing all needed information and placing it correctly on the materials. (See the examples in "What Makes Up a Distribution Statement?" below)
6. **Review and Concurrence:** Finally, check your decision with others who have a role in marking documents for distribution (see "What Is My Role..." above). In addition to your own management line and DoD Controlling Office, reviewers may include the Public Affairs, Security, and Foreign Disclosure Offices, and your STINFO Officer or Technical Data Manager.

What Is the Process I Should Follow to Mark Documents?

Definitions

DoDD 5230.24 provides the following definitions for types of information that are considered DoD technical documents and should be marked with DoD Distribution Statements:

DoD Technical Data: Recorded information related to experimental, developmental, or engineering works that can be used to define an engineering or manufacturing process or to design, procure, support, maintain, operate, repair or overhaul material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog-item identifications, and related information and computer software documentation.

DoD Technical Document: Any recorded information that conveys scientific and technical information or technical data. It includes such informational documents as working papers, memoranda, and preliminary reports when such documents have utility beyond the immediate mission requirement, or will become part of the historical record of technical achievements.

DoD Technical Information: Information, including scientific information, that relates to research, development, engineering, test, evaluation, production, operation, use, and maintenance of munitions and other military supplies and equipment.

NOTE: DoD technical documents include only those technical documents generated by DoD-funded research, development, test and evaluation programs, which are the basis of the DoD Scientific and Technical Information Program. They also include all newly created engineering drawings, standards, specifications, technical manuals, blueprints, drawings, plans, instructions, computer software and documentation, and other technical information that can be used or adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment. These documents **do not include** command, control, communication, and intelligence operational documents; communication security documents; cryptographic data; personnel records; broad types of documents such as administrative papers, internal procedures, catalogs and brochures, directories, promotional materials, and contract administration documents; or technical documents used by DoD that have not been produced by or for DoD such as a book of industry standards or a privately published scientific journal.

Documents that must be marked with DoD Distribution Statements include all information relating to research, development, engineering, testing, evaluation, production, operation, use, and maintenance for military products, services, and equipment for military systems.

Please note that the following list is **not all inclusive**:

Types of Documents	• Technical reports • Technical memoranda • Technical manuals • Conference proceedings • Special reports • Instructions • Engineering drawings • Preprints • Annual technology program reports	• Technical notes • Technical papers • Technical orders • Journal articles • Plans • Computer software • Working papers • Theses
Media Formats	• Paper • Film • Microfilm/Microfiche • Transparencies • Computer diskettes • E-mail	• Electronic • Oral presentations • Audio/Video tapes • Slides • CD ROM
Forms of Data	• Blueprints • Graphic displays • Dimensional data • Formulas • Maps	• Drawings • Text • Numeric data sets • Photographs • Computer printouts

What Kinds of Documents Should I Mark?

Reasons for Designating Audiences* for Secondary Distribution	DoD Distribution Statement Levels/Codes						
	A	C	D	B	E	X	F
APPROVED FOR PUBLIC RELEASE: <i>The information is approved for public release and does not contain controlled data.</i>	✓						
FOREIGN GOVERNMENT INFORMATION: <i>The foreign government information furnished to the Department of Defense is restricted in its distribution to:</i>							
DoD components only.					✓		
U.S. Government Agencies only.				✓			
DoD components and their contractors only.			✓				
U.S. Government Agencies and their contractors only.		✓					
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
PROPRIETARY INFORMATION: <i>The information is (1) owned by a non-government entity and (2) is protected by a contractor's Limited Rights Statement (LRS) or other agreement. Therefore, dissemination is restricted to:</i>							
DoD components only.					✓		
U.S. Government Agencies only.				✓			
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
TEST AND EVALUATION: <i>The information results from testing and evaluation of commercial products or military hardware produced by a nongovernmental entity.</i>							
Routine dissemination of such results outside DoD could result in unfair advantage or disadvantage to the manufacturer or producer.					✓		
Routine dissemination of such results outside the U.S. Government could result in unfair advantage or disadvantage to the manufacturer or producer.				✓			
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓

*Audience is the group of persons approved to receive a document.

Reasons for Designating Audiences* for Secondary Distribution	DoD Distribution Statement Levels/Codes						
	A	C	D	B	E	X	F
CONTRACTOR PERFORMANCE EVALUATION: <i>The information derives from the management review of a program, contractor, performance records, or other advisory documents evaluating a contractor program.</i>							
Routine dissemination of such results outside DoD could result in unfair advantage or disadvantage to the contractor.					✓		
Routine dissemination of such results outside the U.S. Government could result in unfair advantage or disadvantage to the contractor.				✓			
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
CRITICAL TECHNOLOGY: <i>The technology or information is on the Munitions List or the Commerce Control List and release of the technology or information to other than the designated group (identified below) will have a negative impact on U.S. military activities or help potential adversaries overcome military deficiencies:</i>							
DoD components only.					✓		
U.S. Government Agencies only.				✓			
DoD components and their contractors only, but only if the contractors are registered with DoD to receive export-controlled data.			✓				
U.S. Government Agencies and their contractors only, but only if the contractors are registered with DoD to receive export-controlled data.		✓					
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
Agencies, individuals, and enterprises authorized to receive export-controlled data.						✓	

What Constraints Must I Consider in Marking Documents?

Reasons for Designating Audiences* for Secondary Distribution	DoD Distribution Statement Levels/Codes						
	A	C	D	B	E	X	F
PREMATURE DISSEMINATION: <i>The information relates to patentable military systems or processes in the developmental stage, and:</i> Disclosure at this time, except at the discretion of the Controlling Office, would compromise DoD's interest in protecting a patentable technology.							✓
Disclosure at this time, except to U.S. Government Agencies, would compromise DoD's interest in protecting a patentable technology.				✓			
Disclosure at this time, except to DoD components, would compromise DoD's interest in protecting a patentable technology.					✓		
SOFTWARE DOCUMENTATION: <i>Software documentation shall be distributed according to the terms of the software license, which may restrict distribution to:</i> DoD components only.					✓		
U.S. Government Agencies only.				✓			
DoD components and their contractors only.			✓				
U.S. Government Agencies and their contractors only.		✓					
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
ADMINISTRATIVE/OPERATIONAL USE: <i>This information describes administrative procedures or operations with technical content (such as equipment maintenance or weapons operations manuals). Such information may be unclassified but is considered sensitive information and its distribution should be limited to entities that need it for Government purposes or to conduct official business for DoD.</i> DoD components only.					✓		
U.S. Government Agencies only.				✓			
DoD components and their contractors only.			✓				
U.S. Government Agencies and their contractors only.		✓					
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓

Reasons for Designating Audiences* for Secondary Distribution	DoD Distribution Statement Levels/Codes						
	A	C	D	B	E	X	F
SPECIFIC AUTHORITY: <i>The specific authority (Executive Order, statutes such as the Atomic Energy or Stevenson-Wydler acts, Federal regulation, etc.) governing this information restricts its distribution to:</i>							
DoD components only.					✓		
U.S. Government Agencies only.				✓			
DoD component and their contractors only.			✓				
U.S. Government Agencies and their contractors only.		✓					
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓
DIRECT MILITARY SUPPORT: <i>The technical data is export-controlled and of such military significance to another country or to a joint U.S.-foreign program that its release for other than direct support of DoD activities potentially jeopardizes an important military advantage of the U.S. Release can be made:</i>							
To anyone permitted access to unclassified export-controlled data for foreign military sales.						✓	
To any DoD component in the joint program.					✓		
Recipients as directed by the DoD Controlling Office or higher DoD authority.							✓

What Constraints Must I Consider in Marking Documents?

Distribution Statement A

Approved for public release: distribution is unlimited.

Distribution Statement ____ (Fill in Level — B,C,D, or E)

Distribution authorized to _____ (Fill in audience; see Note 1); _____
(Fill in reason; see Note 2); _____ (Fill in date of determination). Other requests
for this document shall be referred to _____ (Insert name of DoD
Controlling Office).

- Note 1 -**
- B = U.S. Government Agencies only
 - C = U.S. Government Agencies and their contractors only
 - D = DoD and U.S. DoD contractors only
 - E = DoD components only

Note 2 - Reasons:

- | | |
|----------------------------------|-------------------------------------|
| • Foreign Government Information | • Proprietary Information |
| • Test and Evaluation | • Contractor Performance Evaluation |
| • Critical Technology | • Premature Dissemination |
| • Software Documentation | • Administrative/Operational Use |
| • Specific Authority | • Direct Military Support |

Distribution Statement X

Distribution authorized to U.S. Government Agencies and private individuals or
enterprises eligible to obtain export-controlled technical data in accordance with
_____ (Insert appropriate regulation); _____ (Insert date of
determination). DoD Controlling Office is _____ (Insert the name of DoD
Controlling Office).
(See Note 3)

- Note 3 -** The audience(s) and reason(s) are inherent in the wording of the statement.

Distribution Statement F

Further dissemination only as directed by _____ (Insert DoD Controlling Office or higher DoD authority); _____ (Insert date of determination).
(See Note 4)

Note 4 - Distribution Statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in Statement E). Distribution Statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R (reference (h)).

A Distribution Statement consists of four critical pieces of information:

- Authorized audience approved for receipt of the data (*distribution level*)
- Reason that the data is restricted from public release (*Statement A has no reason since it is not restricted.*)
- Date (*of determination*)
- Identity of the DoD Controlling Office (*Statement A has no DoD Controlling Office since the material has been cleared for public release.*)

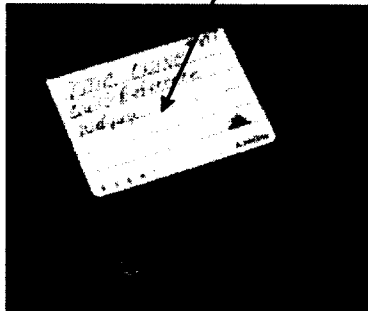
On the reverse and next pages are examples of DoD Distribution Statements on different document types, formats, and media.

All DoD components generating or responsible for DoD technical documents and other forms of data shall determine the appropriate distribution and mark these materials with a DoD Distribution Statement before they can be disseminated. This statement denotes the extent of the document's availability for distribution, release, and disclosure without additional approvals or authorizations. It remains in effect until it is changed or removed by the DoD Controlling Office.

What Makes Up a DoD Distribution Statement?

Distribution Statement C

Distribution authorized to U.S. Government Agencies and their contractors only; software documentation; April 22, 1998. Other requests for this document shall be referred to the Director, U.S. Army Research Laboratory, Adelphi, MD 20783.



Distribution Statement D

Distribution authorized to DoD components and their contractors only; administrative/operational use; February 6, 1997. Other requests for this document shall be referred to the Commander, U.S. Army Test and Evaluation Command, Aberdeen Proving Ground, MD 21005.



Distribution Statement F

Further dissemination only as directed by the Chief of Naval Research, Arlington, VA 22217; May 14, 1997.

(Back of Photo)

Distribution Statement E

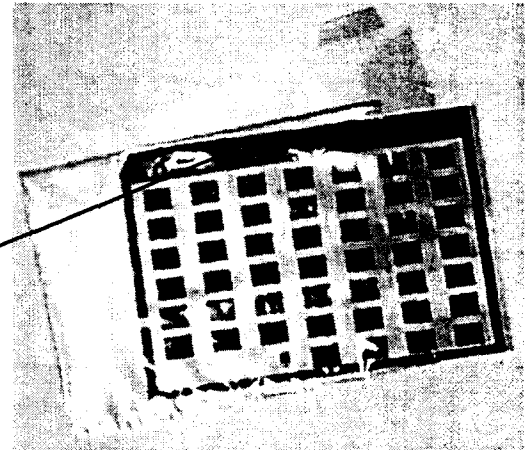
Distribution authorized to DoD components only; direct military support; July 1, 1996. Other requests for this document shall be referred to the Director, Sensor Technology Office, Defense Advanced Research Projects Agency, Arlington, VA 22203.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751, et. seq.) or the Export Administration of 1979, as amended, Title 50 U.S.C., App. 2401 et. seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

Presentation Title

Distribution Statement B

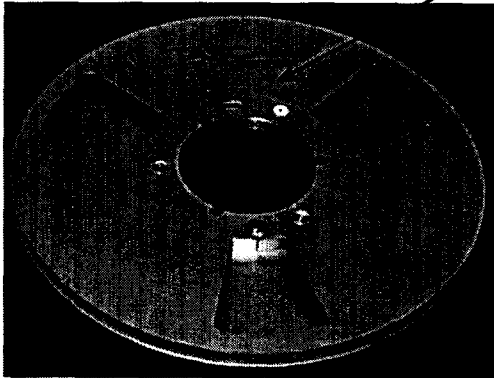
Distribution authorized to U.S. Government Agencies only; foreign government information; September 15, 1995. Other requests for this document shall be referred to the Naval Sea Logistics Center, Naval Sea Systems, Concord, CA 94510.



Distribution Statement X

Distribution authorized to agencies, individuals, and enterprises authorized to receive export-controlled data; critical technology; June 9, 1990. Other requests for this document shall be referred to the Chief Scientist, Armstrong Laboratory, U.S. Air Force, Brooks AFB, Texas 78235.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50 U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with the provisions of DoD Directive 5230.25.



Distribution Statement E

Distribution authorized to DoD components only; administrative/operational use; August 21, 1991. Other requests for this document shall be referred to the Manager, Air Force, Program Data Systems Modernization Office, Dayton, OH 45431.

Report No. WH97JR00-A002

REAL-TIME NETWORK MANAGEMENT

FINAL TECHNICAL REPORT

July 1998

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ITO

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DISTRIBUTION STATEMENT
Approved for public release; distribution unlimited.

Examples of Distribution Statement Placement

Distribution Statement Level/Code	Description
A	Approved for public release; distribution is unlimited.
C	Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
D	Distribution authorized to the Department of Defense and U.S. DoD contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
B	Distribution authorized to U.S. Government Agencies (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
E	Distribution authorized to DoD components only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
X	Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoD Directive 5230.25, <i>Withholding Unclassified Technical Data from Public Disclosure</i> (date of determination). DoD Controlling Office is (insert).
F	Further dissemination only as directed by (insert DoD Controlling Office) (date of determination) or higher DoD authority.

What Are the Distribution Levels/Codes?

For more information contact:

Office of Scientific and Technical Information Policy
Defense Technical Information Center (DTIC)
8725 John J. Kingman Road
Suite 0944
Fort Belvoir, Virginia 22060-6218
Phone: (703)767-9160 Commercial or 427-9160 DSN
Fax: (703) 767-9161 Commercial or 427-9161 DSN

The following references provide additional information about marking of DoD technical documents and/or identify policy constraints on the dissemination of information created by or for DoD or under DoD's control:

Reference	Title
DoD Directive 3200.12	<i>DoD Scientific and Technical Information (STI) Program (STIP)</i>
DoD Instruction 3200.14	<i>Principles and Operational Parameters of the DoD Scientific and Technical Program</i>
DoD Regulation 5200.1-R	<i>Information Security Program Regulation</i>
DoD Directive 5230.11	<i>Disclosure of Classified Military Information to Foreign Governments and International Organizations</i>
DoD Directive 5230.24	<i>Distribution Statements on Technical Documents</i>
DoD Directive 5230.25	<i>Withholding of Unclassified Technical Data from Public Disclosure</i>
DoD Instruction 5230.27	<i>Presentation of DoD-Related Scientific and Technical Papers at Meetings</i>
DoD Directive 5230.9	<i>Clearance of DoD Information for Public Release</i>
DoD Instruction 5230.29	<i>Security and Policy Review of DoD Information for Public Release</i>
DoD Directive 5400.11	<i>Department of Defense Privacy Program</i>
DoD Directive 5400.7	<i>DoD Freedom of Information Act (FOIA) Program</i>
DoD Directive 8910.1	<i>Management and Control of Information Requirements</i>
DFARS 252.27.4/252.227	<i>Proprietary Information</i>

Where Do I Get More Information?

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