

All portions (U) unless marked otherwise.

BACKGROUND INFORMATION

The PRB does not correct factual inaccuracies (or grammar, punctuation, spelling, etc)!

GUIDANCE FOR COMPONENT REVIEWERS

The Publications Review Board is the Agency office that is charged with the responsibility to review all written – official or non-official (i.e., personal) -- works by employees, contractors and former employees and contractors. For employees and current contractors we review the material to make sure that the information is unclassified and appropriate. For former employees and contractors we only review the material for classified information.

For **official works**, the Agency owns the material and has complete control and discretion as to what is approved.

For **non-official, personal works**, the writing is owned by the author (not the Agency). The Agency has the right and responsibility to review the material for classified information – nothing more. Because the author has a legal, proprietary interest in the work, the Agency must be careful to limit distribution to only those people and offices that are involved in the official review process.

Action:

- **You are being asked to review the attached writing for classified information** (information, that if released would damage national security). As you perform your review, please keep in mind two things: (1) the Agency must be able to articulate damage to national security to the author in order to be able to prevail in any redactions requested, and (2) since only the classified information is considered to be Agency-owned, all the rest of the material is the author's, so we need to be as judicious as possible in deleting information – where possible, delete a classified word or phrase, rather than deleting an entire sentence or paragraph. Ask yourself: "What is the bare minimum I can remove from this text that will make it unclassified."

- **If the writing has been authored by a current employee or contractor you are also being asked to determine if the work is appropriate.** In this context, appropriate means that if published could the material reasonable be expected to impair the employee's/contractor's performance of his or her job, interfere with the authorized functions of the CIA, or have an adverse effect on the foreign relations or security of the U.S.

- **Since the writing is the propriety property of the author, do not further distribute this work without PRB approval.** Further, once your review has been completed, you must delete all review copies of the manuscript to include hard and electronic copies you may have made.

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If you have any questions, or would like additional background information on this manuscript or the review process in general, please contact the PRB:

(b)(3) [Redacted]

CSI ARTICLE ON EMPLOYEE FREE SPEECH

"Reviewing the Work of CIA Authors: Secrets, Free Speech, and Fig Leaves"

(b)(3) [Redacted]

CLASSIFIED ISSUES

BUDGET / STAFFING

- The Agency does not permit budget or staffing statistics to be stated.

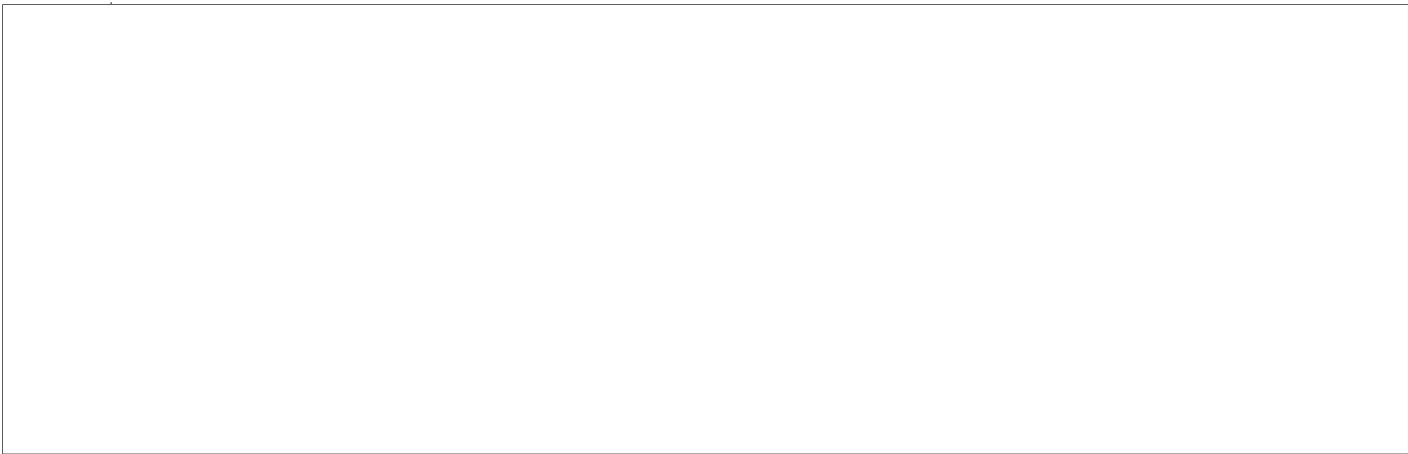
CODEWORDS / CODENAMES / CRYPTONYMS

- The Agency does not permit codewords / codenames / cryptonyms unless previously declassified.

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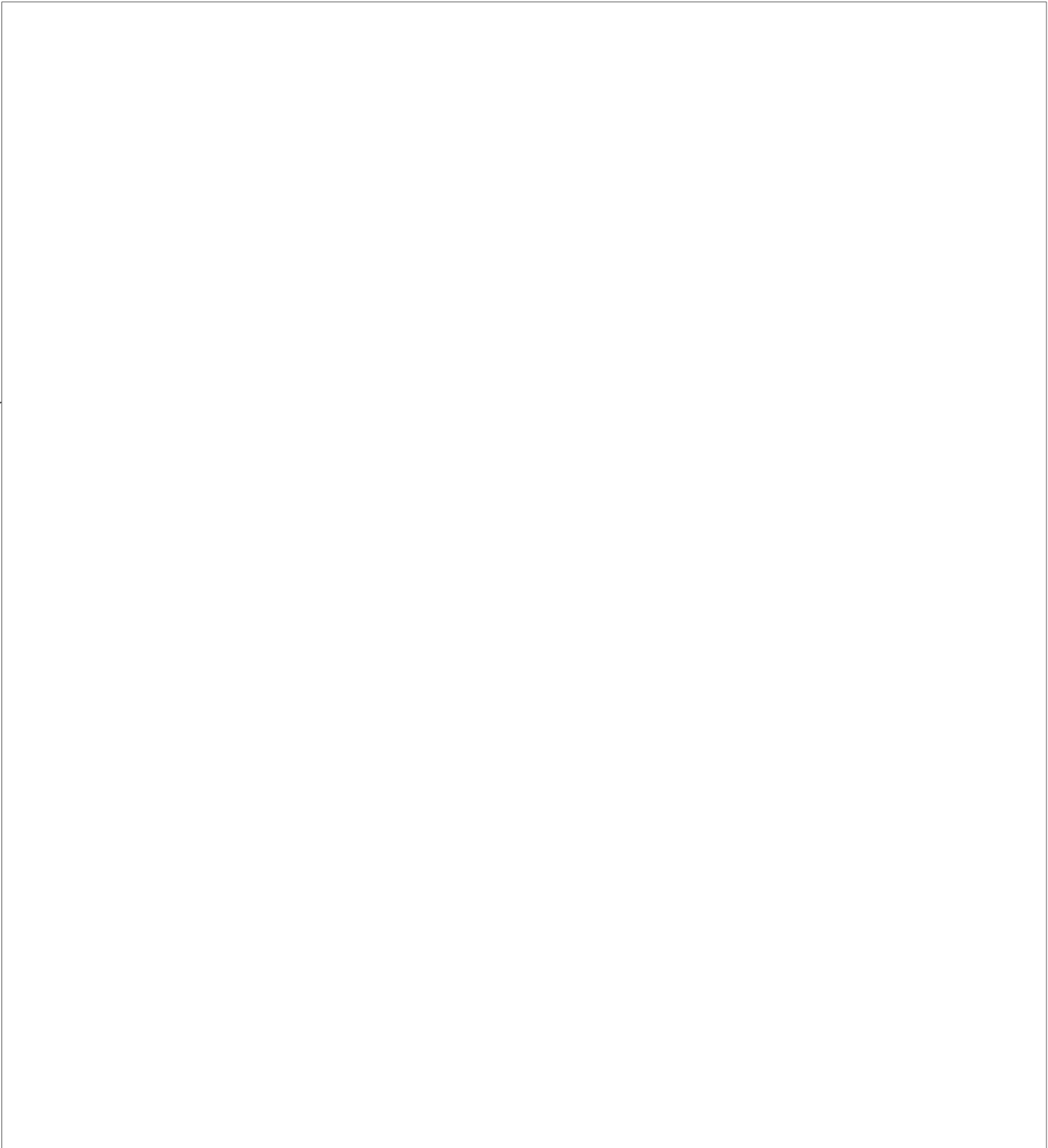


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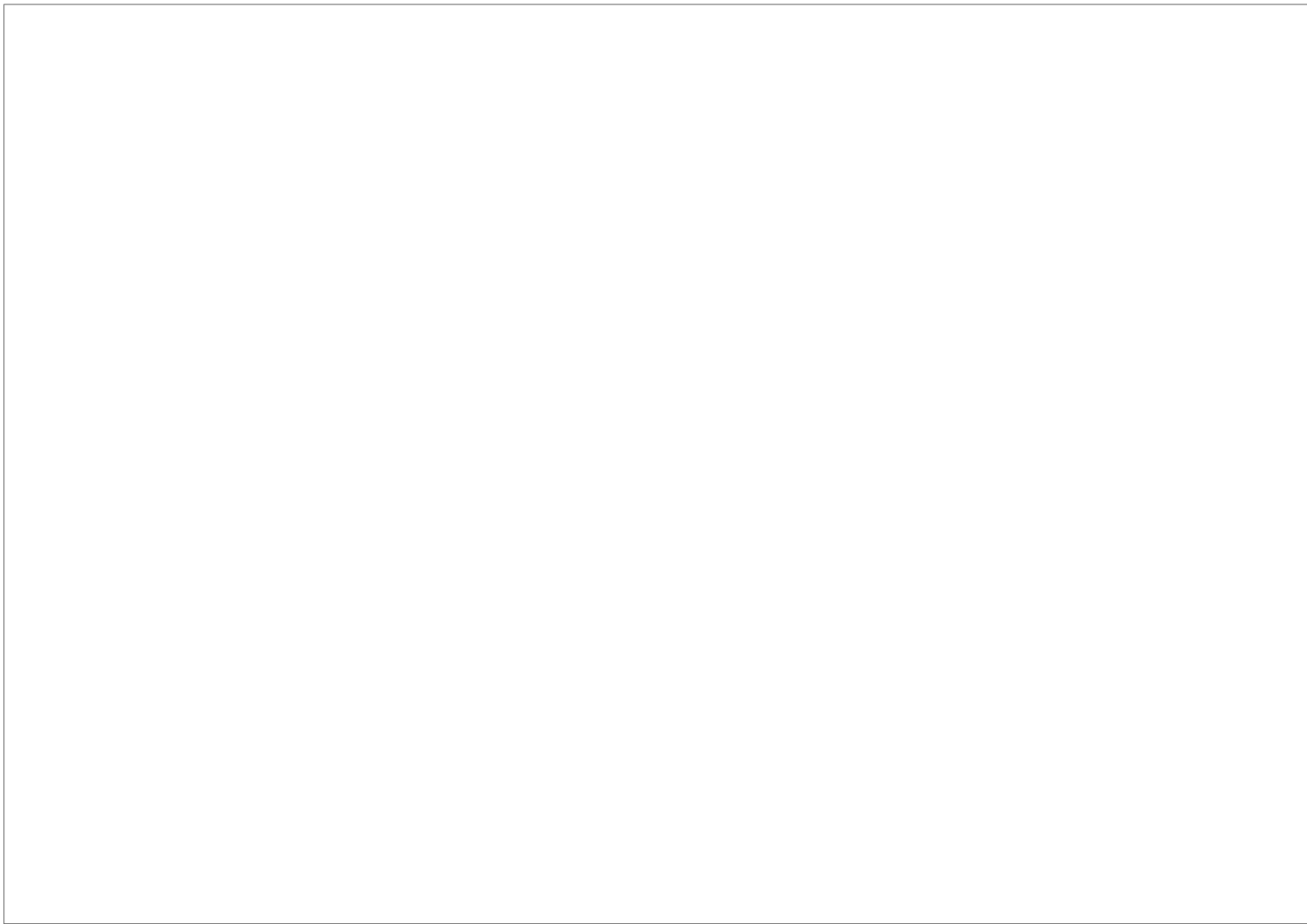
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