

JANNAF Policy on Papers and Presentations

The “JANNAF Publication Clearance Form” must be submitted with the appropriate information and signature, indicating the approval of your government sponsor or program management to present and publish your paper and/or presentation.

JANNAF policy requires that you submit a publication clearance form along with your paper and presentation **prior to** the meeting. JANNAF adheres to its policy of NO Paper, NO Publication Clearance, NO Podium. Clearance forms are also required for presentations that are part of a Workshop or Specialist Session.

The form can be found on pages 2-4. Download and save the form before completing.

Distribution Statement Usage in JANNAF

- Per DoD Instruction 5230.24, distribution statements are meant for “secondary” distribution.
- By signing this JANNAF Publication Clearance form, the releasing official is permitting the JHU WSE Energetics Research Group, the JANNAF Support Contractor, to publish and disseminate this material in accordance with the distribution statement criteria outlined on this form.
- **Publication of JANNAF documents:** For anything other than statements A or C, only the metadata will be published in JDOC with a “Paper/presentation Available upon Request” statement listed in the supplementary notes.
- **Presentations at JANNAF meetings:** Should you have a more restrictive presentation that you wish to secure, please be sure to contact the ERG staff members listed at the bottom of this page. **NOTE:** presentation distribution statements more restrictive than “C” cannot be accommodated unless communicated prior to printing of the Final Program.

Generate a Distribution Statement

A distribution statement generator is available on the Author Information page of the current meeting web site. Use of this template will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation.

To generate a distribution statement to add to your document(s), go to https://www.jannaf.org/mtgs/common_files/diststmtgen.html.

Releasing Official

The Releasing Official should be the person responsible for approving the release of your paper/presentation for primary distribution by JANNAF under the Distribution Statement / Limited Dissemination Control and (if applicable) CUI markings you have designated.

- If you are a government contractor, the appropriate Releasing Official is typically your government sponsor or government contracting official for the project about which you will be presenting.
- If you work for the government, the Releasing Official is typically the Program Manager that oversees the effort about which you will be presenting, the Program Lead or the Branch Manager.
- An author should only sign as the Releasing Official for their own work if:
 - The work was internally funded and they’re the president or CEO of their company (contractor).
 - They work for the government (not a contractor) and they’re the Program Manager, Program Lead or Branch Manager overseeing the submitted material.

Questions

For assistance in completing this form, check the Appendix page or visit the Author FAQ page of the meeting's website for your question, or contact JHU WSE Energetics Research Group at 410-992-7300, x204, or by emailing Atashia Allen at aallen@erg.jhu.edu or Mionna Sharp at msharp@erg.jhu.edu.

The form is located on pages 2-4.

Publication Clearance Form

Joint Army-Navy-NASA-Air Force (JANNAF)
JANNAF 71st JPM / PIB / 18th MSS / 14th LPS / 13th SPS/
Joint Subcommittee Meeting
Oklahoma City, OK • 6 - 9 May 2024

Download and Save Form Before Completing

*Title: _____ *Tracking No.: _____

* Author(s): _____

* Organization Name: _____ * Phone: _____

In addition to the publication of your paper, can your presentation be published?: Publish Do NOT Publish

This is a U.S. Government-sponsored technical information exchange meeting. Attendance is restricted to U.S. citizens employed by a DoD, DoE, or NASA facility, or whose organization is certified with the Joint Certification Program Office (JCP) (1-800-352-3572; [https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/.](https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/)) for receipt of militarily-critical technical data (DD 2345) and has DoD or NASA sponsorship. Proceedings will be published by the JHU WSE Energetics Research Group (JHU WSE ERG) in the JANNAF Digital Online Collection (JDOC).

Releasing Authorization

For all papers/presentations, the qualified releasing official is permitting the JHU WSE Energetics Research Group, the JANNAF Support Contractor, to publish and disseminate this material in accordance with the distribution statement or limited dissemination control criteria outlined on this form to qualified government, industrial, and academic subscribers within the JANNAF community.

* **DoD Funded:** work performed under DoD contract, subcontract, or grant.
Company or Privately Funded
Other Government Funded: Includes NASA, DoE, etc.

Classified by: _____ Derived from: _____ Declassify on: _____

Government contract or grant number(s) under which work was performed: _____

* Releasing Official's Name/Title: _____ * Signature: _____

* Organization: _____ * Phone: _____

* City: _____ * Email: _____

NOTE: Work done by US government, or for US government contract or grant requires a government official's signature for release.

COMPLETE THIS SECTION OF THE FORM BEFORE CONTINUING

1. **Has this material been approved for public release (Distribution A)?** No Yes
If you answered "No," you must continue to the following question. If you have answered "Yes," *you have completed the form.*

2. **Does this material contain Controlled Unclassified Information (CUI) and is CUI Category Controlled Technical Information (CTI)?** No Yes
If you answered "Yes," you must continue to *Section 2*. If you answered "No" continue to the next question.

NOTE: If you specify CUI Category SP-CTI, your paper/presentation must be marked with one of the DoD distribution statements B through E, in accordance with Department of Defense Instruction 5230.24

3. **Does this material contain Controlled Unclassified Information (CUI) and is a CUI Category other than Controlled Technical Information (CTI)?** No Yes
If you answered "Yes," continue to *Section 3*.

*** This form is not yet complete * Continue to the applicable section of the form.**

Section 2

Distribution Statements
Please select one applicable statement from the options below for your paper and/or corresponding presentation and include the full statement on p.1 of your paper and/or presentation. If Distribution B, C, D, or E is selected, you must complete Reason(s), Date of Determination, and Controlling Office and Address fields beneath selection and review further guidance in Additional Statements and Markings section below. **See appendix for full distribution statements.**

Preferred LDCs for JANNAF are highlighted. JANNAF will not control access to meeting rooms for the presentations with the highlighted markings below.

Distribution Statements	Who may receive the information?
Distribution A	Public Release
Distribution B	U.S. Government only
Distribution C	U.S. Government and their U.S. Contractors
Distribution D	DoD and U.S. DoD Contractors only
Distribution D – REL TO NASA, NASA CON	DoD, U.S. DoD Contractors Only, NASA and U.S. NASA Contractors
Distribution E	DoD Components only
Distribution E – REL TO NASA	DoD Components and NASA Components only

Paper

Distribution Statement: _____ **Reason(s):** _____

Date of Determination: _____ **Controlling Office:** _____

Write-in additional REL TO organizations here, if desired:

Presentation

Distribution Statement: _____ **Reason(s):** _____

Date of Determination: _____ **Controlling Office:** _____

Write-in additional REL TO organizations here, if desired:

*** Controlled Unclassified Information (CUI) (Not for use with Distribution Statement A)**

Use this information to generate the CUI designation indicator that must be placed in the lower right portion of page 1 of your paper and/or presentation. An example is provided on appendix page. Papers/presentations determined to contain CUI must also, at a minimum, include "CUI" or "CONTROLLED" at the top and bottom of each page.

All printed and electronic, including digital, technical documents that are determined to contain Controlled Unclassified Information (CUI) data shall be marked. For organization-specific marking guidance, refer to your security personnel or government sponsor. For general marking guidance, refer to <https://www.archives.gov/cui>.

Controlled By (Controlling Organization/Agency): _____

Controlled By (Office within Organization/Agency responsible for document): _____

CUI Category (Select one or more from list [here](#)): _____

Distribution Statement (Must match Distribution Statement selected above): _____

Information for Point of Contact (POC) Responsible for CUI (Note: POC should belong to Controlling Organization/Office)

POC Name: _____

POC Office Phone or Email: _____

Use this information to complete the CUI Designation Indicator located on p. 1 of your paper/presentation. See Appendix.

This is the end of Section 2.

Section 3

Limited Dissemination Control (LDC)

All papers and presentations that are not for public release require an LDC. Please select one from the list of controls below, they are listed in increasing level of restriction. Select one: (Preferred LDCs for JANNAF are highlighted). JANNAF will not control access to meeting rooms for the presentations with the highlighted markings below.

NOTE: If you specify CUI Category SP-CTI, your paper/presentation must be marked with one of the DoD distribution statements B through E, in accordance with Department of Defense Instruction 5230.24

CUI Limited Dissemination Control (LDC)	Who may receive the information?
NOFORN (if EXPT or EXPTR)	U.S. Persons Only
FED ONLY	U.S. Government Only
FEDCON	U.S. Government and their U.S. Contractors
DL LIST = DoD, DoD CON, NASA, NASA CON	DoD and NASA, and their U.S. Contractors
DL LIST = DoD & NASA	DoD & NASA Only

Paper

Select the LDC that applies to your paper.

Write-in additional REL TO organizations here, if desired:

Presentation

Select the LDC that applies to your presentation.

Write-in additional REL TO organizations here, if desired:

* Controlled Unclassified Information (CUI) (Not for use with Distribution Statement A)

Use this information to generate the CUI designation indicator that must be placed in the lower right portion of page 1 of your paper and/or presentation. An example is provided on appendix page. Papers/presentations determined to contain CUI must also, at a minimum, include "CUI" or "CONTROLLED" at the top and bottom of each page.

All printed and electronic, including digital, technical documents that are determined to contain Controlled Unclassified Information (CUI) data shall be marked. For organization-specific marking guidance, refer to your security personnel or government sponsor. For general marking guidance, refer to <https://www.archives.gov/cui>.

Controlled By (Controlling Organization/Agency):

Controlled By (Office within Organization/Agency responsible for document):

CUI Category (Select one or more from list [here](#)):

Limited Dissemination Control (LDC) Must match LDC selected above):

Information for Point of Contact (POC) Responsible for CUI (Note: POC should belong to Controlling Organization/Office)

POC Name:

POC Office Phone or Email:

Use this information to complete the CUI Designation Indicator located on p. 1 of your paper/presentation. See Appendix.

This is the end of Section 3.

Appendix

Controlled Unclassified Information (CUI)

If your paper/presentation contains CUI, you must have the proper CUI markings. Papers/presentations determined to contain CUI at a minimum, must include “CUI” or “CONTROLLED” at the top and bottom of each page.

The CUI designation indicator box must be placed in the lower right portion of page 1 of your paper and/or presentation. An example is provided on the right. This information should match the CUI information on p. 2 of the publication clearance form.

Controlled by: U.S. Air Force Controlled by: AFRL/RQR CUI Category: CTI Distribution Statement C or LDC POC: John Doe, 111-111-1111

For organization-specific marking guidance, refer to your security personnel or government sponsor. For general marking guidance, refer to <https://www.archives.gov/cui>.

Distribution Statements – The full DoD distribution statement must be included at the bottom of page 1 of your paper and/or presentation. Choose one or more reasons from the list provided within the chart for the applicable distribution statement that applies to your material and include it in the publication clearance form.

DISTRIBUTION STATEMENT A - Approved for public release: distribution unlimited.
DISTRIBUTION STATEMENT B - Distribution authorized to U.S. Government agencies (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Foreign Government Information; Administration/Operational Use; Critical Technology (add Export Control Warning); Software Documentation; Specific Authority; Premature Dissemination; Proprietary Information; Test and Evaluation; Contractor Performance Evaluation; Export Controlled (add Export Control Warning); Operations Security; Vulnerability Information</i>
DISTRIBUTION STATEMENT C - Distribution authorized to U.S. Government agencies and their contractors (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Foreign Government Information; Administration/Operational Use; Critical Technology (add Export Control Warning); Software Documentation; Specific Authority; Export Controlled (add Export Control Warning); Vulnerability Information</i>
DISTRIBUTION STATEMENT D - Distribution authorized to Department of Defense and U.S. DoD contractors only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Foreign Government Information; Administration/Operational Use; Critical Technology (add Export Control Warning); Software Documentation; Specific Authority; Export Controlled (add Export Control Warning); Vulnerability Information</i>
DISTRIBUTION STATEMENT D - REL TO NASA, NASA CON – Distribution authorized to Department of Defense and U.S. DoD contractors only; REL TO NASA and U.S. NASA contractors; (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Foreign Government Information; Administration/Operation Use; Critical Technology (add Export Control Warning); Software Documentation; Specific Authority; Export Controlled (add Export Control Warning); Vulnerability Information</i>
DISTRIBUTION STATEMENT E - Distribution authorized to DoD Components only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Direct Military Support (add ITAR Statement); Foreign Government Information; Premature Dissemination; Proprietary Information; Administration/Operational Use; Critical Technology (add Export Control Warning); Software Documentation, Test and Evaluation; Specific Authority; Contractor Performance Evaluation; Export Controlled (add Export Control Warning); Operations Security; Vulnerability Information</i>
DISTRIBUTION STATEMENT E - REL TO NASA – Distribution authorized to DoD Components only; REL TO NASA (no contractors); (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). <i>Reasons: Direct Military Support (add ITAR Statement); Foreign Government Information; Premature Dissemination; Proprietary Information; Administration/Operational Use; Critical Technology (add Export Control Warning); Software Documentation, Test and Evaluation; Specific Authority; Contractor Performance Evaluation; Export Controlled (add Export Control Warning); Operations Security; Vulnerability Information</i>

For more information on Distribution Statements, click [here](#). For specific guidance on modified distribution statements utilizing “REL TO” refer to DoDI 5230.24 section 4.2.g, or your local security personnel.

See next page for Additional Markings.

Additional Markings

If you specify CUI Category **EXPT** or **EXPTR** or Distribution Statement Reason **Critical Technology, Export Controlled or Direct Military Support**, your paper/presentation must include the full EXPORT CONTROL WARNING provided below at the bottom of page 1.

EXPORT CONTROL WARNING: All printed and electronic, including digital, technical documents that are determined to contain export-controlled technical data shall be marked with the following statement:

WARNING – This document contains technical data whose export is restricted by the Arms Export Control Act (Section 2751 of Title 22, U.S.C.) or the Export Control Reform Act of 2018 (Chapter 58 Sections 4801-4852 of Title 50, U.S.C.). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25 and DoD Instruction 2040.02.

DESTRUCTION NOTICE: All technical documents marked with distribution statements B, C, D, or E must also be marked with the Destruction Notice shown below:

Classified documents, follow the procedures in DoD 5200.22-M, National Industrial Security Program Manual, Chapter 5, Section 7. Unclassified, limited documents: Destroy by any method that will prevent disclosure of contents or reconstruction of the document.