

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 Form, NO Podium. Clearance forms are also required for all presentations, including those that are part of a Workshop or Specialist Session.

The form can be found on page 2-3. 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 presentation with a distribution statement more restrictive than A or C 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.

Controlled Unclassified Information (CUI)

All printed and electronic, including digital, technical documents that are determined to contain Controlled Unclassified Information (CUI) data shall be marked accordingly. This includes, but is not limited to, all publications marked for Distribution Statement B, C, D, or E.

Example CUI designation indicator:

Controlled by: U.S. Air Force Controlled by: AFRL/RQR CUI Category: CTI Distribution Statement C POC: John Doe, 111-111-1111
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At a minimum, these documents should be marked "CUI" or "CONTROLLED" at the top and bottom of each page, and include a CUI designation indicator at the bottom right of the cover or first page. For additional marking guidance, please refer to <https://www.archives.gov/cui>, and for organization-specific guidance, speak with your security personnel or government sponsor. As policies vary between organizations, ERG staff are unable to provide guidance in your organization's specifications for the appropriate CUI marking for your work.

Export Control Warning

All printed and electronic, including digital, technical documents that are determined to contain export-controlled technical data shall be marked as shown.

"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."

Note:

- The Export Control Warning cannot be used alone if the technical paper is DoD/DoE funded.
- All technical documents using the reason "Critical Technology" or "Direct Military Support" also must add the Export Control Warning below the Distribution Statement.

Destruction Notice

All technical documents marked with distribution statements B, C, D, or E must also be marked with this Destruction Notice:

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.

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 cut and paste into your document, go to https://www.jannaf.org/mtgs/common_files/diststmtgen.html.

Questions

For assistance in completing this form, 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.

Publication Clearance Form

Joint Army-Navy-NASA-Air Force (JANNAF)

Download and Save Form Before Completing

Presented at:

*Title: _____ *Tracking No.: _____

* Author(s): _____

* Organization Name: _____ * Phone: _____

* This Form Applicable to (select one): Paper Only Presentation Only Both Paper and Presentation

If this Clearance Form applies to a presentation, can your presentation be published?: Publish Do NOT Publish

This is a U.S. Government-sponsored technical information exchange meeting. Attendance is restricted to invited U.S. citizens 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 criteria outlined on this form to qualified government, industrial, and academic subscribers within the JANNAF community. Those recipients must then follow the distribution criteria or obtain authorization from the originating command for secondary distribution to entities who do not meet the distribution criteria.

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

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

* Security Classification of Publication: Unclassified Confidential Secret
Classified by: _____ Derived from: _____ Declassify on: _____

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

* Releasing Official's Name/Title: _____ * Organization: _____ * City: _____

* **Signature:** _____ * Phone: _____ * Email: _____

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

* Does this material contain Controlled Unclassified Information (CUI)? No Yes

If you answered "Yes" to the previous question, you must complete this section. If "No", proceed to Distribution Statements section. 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 page 1 of this document. 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](#) or provided by your organization): _____

Select one (1) and provide required additional information.
(Note: Selection may not conflict with the publication's Distribution Statement dissemination criteria.)

Distribution Statement (Must match Distribution Statement selected on next page): _____

Limited Dissemination Control (LDC) (Select from list [here](#) or provided by your organization): _____

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

POC Name: _____ POC Office Phone or Email: _____

*** This form is not yet complete * Continue to next page for additional required information.**

* Indicates a required field

Form Date 3/23/2023

*** Distribution Statements**

Please select one applicable statement from the options below & include 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.

Distribution A: Approved for public release; distribution is unlimited.
***May not be used w/ CUI, Export Control Warning or on classified documents).**

Distribution B: Distribution authorized to US Government agencies only; (insert reason); (insert date of determination). Other requests for this document shall be referred to (insert controlling government office and address).

Reason(s) (selected from list below):

Date of Determination:

Controlling Office and Address:

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

Distribution C: Distribution authorized to US Government agencies and their US contractors; (insert reason); (insert date of determination). Other requests for this document shall be referred to (insert controlling government office and address).

Reason(s) (selected from list below):

Date of Determination:

Controlling Office and Address:

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

Distribution D: Distribution authorized to the Department of Defense (DoD) and US DoD contractors only; (insert reason); (insert date of determination). Other requests shall be referred to (insert controlling DoD office).

Reason(s) (selected from list below):

Date of Determination:

Controlling Office and Address:

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

Distribution E: Distribution authorized to DoD Components only; (insert reason); (insert date of determination). Other requests shall be referred to (insert controlling DoD office and address).

Reason(s) (selected from list below):

Date of Determination:

Controlling Office and Address:

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

Check if your publication (information being published in JDOC) has a modified distribution statement and provide details below. Also make publication available to:

Additional Statements and Markings

Include any required additional statements/markings on p. 1 of your paper and/or presentation.

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* Indicates a required field