



Defence Security

Scientific, Technical and Industrial Security Guidance

Security guidance notes for contractors in relation to the open release of Authored Material not for Exhibitions

1. The signatory level required for final security clearance of authored material is that of the Security Controller, the appropriate Management/Project Area Head or nominated deputy. If there is an identified MOD sponsor, customer or Subject Matter Expert (SME) for the material then advice should be obtained from these authorities on its suitability for release.
2. Authored material intended for open release must not be security sensitive and be suitable for unlimited distribution. It may, however, be a non-security sensitive extract from a classified text. Non-security sensitive simply means that the material does not contain any information that could prevent it being considered appropriate to be widely disseminated. In accordance with the Government Security Classification (GSC), it is recognised the information is likely to be classified OFFICIAL. However, no classification markings should be included on any material considered appropriate for open release or wide dissemination, therefore, any 'OFFICIAL' headers and footers should be removed before open presentation or publication of the material.
3. If authored material is derived from a classified project then authors should take particular care regarding the release of any numerical data, for example frequencies could give away military communications information and dates could indicate the rate (or lack) of progress of a project. Release of performance data could reveal capability information that would be detrimental to UK security interests, as could the release of information on the limitations of equipment with defence application.
4. Particular scrutiny is required of material from which significant inferences could be made concerning UK defence procurement or military capability, such as information which could assist the plans of a hostile power or enable them to allocate their resources more efficiently. The absence of a capability may also be a significant factor to take into account in the clearance process.
5. Overall statistics of defence, operational, R&D or production (e.g. cost, manpower, quantities, equipment defects etc) resources could be regarded as sensitive and require particular scrutiny.
6. Information which may assist terrorist or subversive elements should not be disclosed.
7. It is normal for a paper to refer to other work. Citation of a paper implies that it is readily available, so reference to a classified document that is considered inappropriate to release must be avoided; not only because it will not be available to everyone, but also because such citation advertises the existence of a security sensitive project. If such reference is unavoidable and essential to the text, then the expression "Unpublished Company/MOD Report" should be used as appropriate, with author and title details only. SECRET or above reports (including pre-GSC CONFIDENTIAL), or reports with other handling restrictions (e.g. a national caveat) may not be quoted as references.
8. The impartiality of the MOD must be preserved and anything which may be construed as MOD endorsement of a commercial product must be omitted.
9. Authors should ensure that no security sensitive classified information is given in any discussion arising from publication or presentation of the material.

For Defence Exhibitions, contractors are still required to obtain clearance for the publicity material or equipment they intend to exhibit or release in accordance with existing guidelines.

Our mission is to enable the Department to operate securely