

Headquarters  
Department of the Army  
Washington, D.C.  
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\*DA Memo 325-1

## Statistics

### Clearance of Statistical Material for Release Outside the Department of the Army

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Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

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#### 1. Purpose

This memorandum provides guidance for submitting statistical information to the U.S. Army Information Systems Command-Pentagon (USAISC-P) for clearance before its release. Chief of Staff Regulation (CSR) 380-2 provides separate guidance for security reviews.

#### 2. Reference

CSR 380-2, Classification and Security Review, is a related publication.

#### 3. Explanation of abbreviations

- a. DA ----- Department of the Army.
- b. CSR ----- Chief of Staff Regulation.
- c. HQDA ----- Headquarters, Department of the Army.
- d. USAISC-P ----- U.S. Army Information Systems Command-Pentagon

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\*This memorandum supersedes DA Memo 325-50, 15 March 1990.

4. Requirement for statistical clearance

With limited exceptions, all statistical material prepared or assembled by personnel within Headquarters, Department of the Army (HQDA) with known or anticipated distribution outside HQDA requires statistical clearance before it is released.

5. Types of material requiring clearance

Statistical clearance is required before release of the following material outside HQDA:

- a. Correspondence and fact sheets prepared for the White House, the Congress, the Office of the Secretary of Defense, and other Federal agencies.
- b. Speeches, news releases, congressional backup information, and congressional testimony.
- c. Secretary of the Army and Chief of Staff Posture Statements.
- d. Documents submitted to either the Office of the Secretary of the Army or the Office of the Chief of Staff, Army with known or anticipated use outside HQDA.
- e. Reports distributed outside HQDA. (See paragraph 8 for exceptions.)

6. Material not requiring clearance

The documents listed below do not require statistical clearance, but USAISC-P needs copies of the documents for statistical reference. Transmittal memoranda forwarding these documents to sources outside HQDA must be cleared.

- a. Congressional descriptive summaries and congressional data sheets.
- b. Program Budget Guidance sheets.
- c. Financial reprogramming actions.
- d. Department of the Army (DA) Budget Justification sheets.
- e. Army budget information published in the "Green Book."
- f. Information on 3- by 5-inch index cards.

7. Responsibilities

a. Before submitting information to USAISC-P for statistical clearance, officials of HQDA proponent agencies will--

(1) Ensure that--

(a) Documents contain accurate, valid, and timely information reflecting the latest Army position.

(b) Information remains consistent internally and with similar material previously released.

(c) Material conforms to current policies and procedures for releasing such information.

(d) Extracted data is based on valid documents and reports.

(e) Security reviews are completed in accordance with current policies and procedures.

(f) Material is properly coordinated within the Army Secretariat and Staff.

(2) Mark USAISC-P copy of the document to show--

(a) Data sources.

(b) Office symbols of coordinating agencies.

(c) Action officer's name, office symbol, and telephone number.

(3) Identify specific material that requires a clearance, either by underlining or by using some other suitable means to indicate data in updated or revised versions. This procedure saves time and reduces requirements to review and clear entire documents.

(4) Prepare sufficient copies for agency use and one copy for USAISC-P retention.

b. Action officers or their representatives should submit material to be reviewed to USAISC-P, ATTN: ASQNS-OP-M-S, Room 2B486, the Pentagon, Washington, DC 20310-3073.

c. USAISC-P personnel will approve the release of statistical material by stamping both the agency's record copy and the copy retained in USAISC-P.

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8. Automatic clearance

a. USAISC-P may authorize automatic clearance to release an approved recurring report outside HQDA under the following conditions:

(1) When proponent agencies establish the report's reliability and obtain security clearance.

(2) When the agency concerned holds sole responsibility for the report's statistical content.

b. Proponent agencies should make their request for automatic clearance to USAISC-P (ASQNS-OP-M-S).

(SAAA-IM)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

Distribution:  
Headquarters, Department of the Army agencies