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REVIEW OF DHS INTERNAL PUBLICATIONS

I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for review of internal publications for the purpose of establishing consistent use of the DHS seal, name, and branding elements, and adherence to style guidelines. This directive also establishes the policy for the creation of new employee communication tools designated to transmit information to employees on a regular basis.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

This directive is governed by numerous Public Laws and national policy, such as:

- A. Public Law 93-502 (Freedom of Information Act, as amended).
- B. Relevant copyright laws.

IV. Definitions

- A. **Internal publication**: An internally produced publication related to DHS policy, procedures, and operations intended for distribution Department-wide. This includes Department-wide newsletters, pamphlets, memos, and operating guides.
- B. **DHS**: Refers to the Department of Homeland Security headquarters operation as well as organizational elements.
- C. **Designated DHS Officials**: Senior DHS officials as designated by the Secretary, Deputy Secretary, or Under Secretaries.

V. Responsibilities

- A. **The Assistant Secretary for Public Affairs**: shall be responsible for all aspects of this directive.
- B. **All Under Secretaries and Designated DHS Officials**: shall ensure that all DHS organizational elements relating to their area of responsibility comply with this directive.

VI. Policy & Procedures

A. **Policy**:

1. New Internal Publications: All new publications originating from DHS or its organizational elements must reflect that they are products of DHS and must meet specified requirements for use of the seal, branding elements, and style guidelines. Authorized DHS and organizational elements internal publications must comply with laws, regulations, and policies on:

- a. Security, including safeguarding of classified information.
- b. Use of the official seal.
- c. Disclosure of official information.
- d. Disclosure, including those on laws, privilege, grand jury matters, libel, copyright, printing, and mailing of materials.

The development of new agency-specific internal publications, intended for distribution to agency employees, should be coordinated with DHS Public Affairs, Employee Communication. Formal clearance is not required.

2. Existing Internal Publications: Printing additional copies of existing publications must reflect that they are part of DHS and follow the specified requirements for the use of the seal and other branding tools. Existing internal publications shall continue to follow the existing clearance process for content at their organizational element but must consult and coordinate with the DHS Office of Public Affairs on a regular basis. If content is found to be inconsistent with DHS policy or inaccurately depicts organizational element operations it should be immediately withdrawn.

B. **Procedures**: A review board set up by the DHS Office of Public Affairs will review and clear on proposals for all new internal communications publications.

C. **Questions or Concerns Regarding the Process**: Any questions or concerns regarding this directive should be addressed to the Office of Public Affairs.