



PRO

PREPUBLICATION REVIEW OFFICE
INFORMATION MANAGEMENT DIVISION

REVIEW REQUIREMENTS FOR FORMER FBI PERSONNEL

WHAT REQUIRES PRO REVIEW?

The FBI's Prepublication Review office (PRO) must review any oral, written, or electronic product that:

- Contains information gained through FBI employment or assignments,
- Is created in a personal capacity, **outside of official duty requirements**, and
- Is intended for dissemination outside of the FBI.

PRO review requirements include Honors Interns and extend to any academic assignments, reporting products, theses, and capstones containing FBI information.



PRO REVIEW REQUIRED

Resumes, Bios, Cover Letters, etc.	✓
Research Products <i>(e.g., theses, dissertations)</i>	✓
Speaking Engagements, Interviews, etc. <i>(print, podcast, panel, etc.)</i>	✓
Articles, Blog/Web Content, etc.	✓
Manuscripts, Screenplays, etc. <i>(fiction <u>and</u> non-fiction)</i>	✓
Intern Academic Products <i>(Academic assignments, reporting products, capstones, etc.)</i>	✓

All **current and former** FBI personnel* are subject to the requirements in the Prepublication Review Policy Guide and in nondisclosure agreements signed upon entering service. [1065PG]

In accordance with 1065PG, all current and former FBI personnel are prohibited from revealing, sharing, or disclosing information acquired in the course of their employment or in association with the FBI to an unauthorized recipient without the FBI's prior written approval. An unauthorized recipient is any person who receives or reviews FBI records and information absent an official need to know and without the appropriate clearance, including, but not limited to, editors, ghost writers, attorneys, publishers, academic institutions, etc.

WHAT DOES NOT REQUIRE PRO REVIEW?

Products created and used at the request of the FBI
(e.g., official speeches, writings, presentations)

Coordinate reviews with the FBI office that commissioned the product or participation.

HOW ARE OTHER MATERIALS HANDLED?

Copies of FBI records and information for personal use and/or public disclosure outside of official FBI duties
(e.g., performance documentation, training transcripts, writing samples, emails, case files, audio or video recordings, etc.)

All information created or acquired by FBI personnel in connection with official FBI duties, as well as all official material to which FBI personnel have access, is the property of the federal government. **All personnel are prohibited from removing records and information, including duplicates, from FBI space for any reason except for official purposes.**

Such records/information must be **requested through the Freedom of Information & Privacy Acts (FOIPA)**. Requests can be submitted through the FBI's eFOIA portal at <https://efoia.fbi.gov>.

*FBI Personnel are "...individuals employed by, detailed, or assigned to the FBI, including task force officers, members, and participants; members of the armed forces; experts and consultants to the FBI; industrial and commercial contractors, licensees, certificate holders, or grantees of the FBI, including all subcontractors; personal service contractors of the FBI; and any other category or person who acts for or on behalf of the FBI, as determined by the FBI Director." 1065PG



REVIEW PROCESS FOR FORMER FBI PERSONNEL

PREPUBLICATION REVIEW PROCESS

- 1 Author submits their most complete draft and/or proposed speaking engagement to the PRO prior to dissemination
- 2 The PRO will conduct internal analysis and coordinate with partner agency offices for equity review as needed
- 3 Author collaborates with the PRO to create a product free of sensitive FBI information
- 4 Author receives official approval from the PRO to disseminate and publish their work

30 business days or longer – see 1065PG §4.3.1

The time required for review depends on variables such as length, complexity, and consultations with internal and external stakeholders.

DID YOU KNOW?

- › Government records created during the course of official FBI duties must be requested through the Freedom of Information/Privacy Acts (FOIPA). Requests can be submitted through the FBI's eFOIA portal at <https://efoia.fbi.gov>.
- › Much information that constitutes a prohibited disclosure can be resolved by replacing specifics with generalized phrasing, and revising the information in a manner that obscures or fictionalizes the information.

PROHIBITED DISCLOSURES

TYPES OF PROHIBITED DISCLOSURES

- › Personal privacy information
- › Classified information
- › Law enforcement techniques & procedures
- › Identities of individuals or institutions who provided information on a confidential basis
- › Anything involving pending law enforcement matters
- › Information statutorily or procedurally protected from disclosure
- › Proprietary information & trade secrets
- › Information pertaining to currency transaction reports
- › Tax return information
- › Contractor bids, proposals, or source-selection information
- › Grand Jury Material

See 1065PG §4.1.4 for details



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CONTACT PRO

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Review the PRO policy:

<https://vault.fbi.gov/prepublication-review-policy-guide-1065pg/prepublication-review-policy-guide-1065pg-part-01/view>