Clearance Request for Public Release of Department of Defense Information	*See instructions on reverse*	ONRINST 5570.2A

To: Chief of Naval Research (Code BD043)	CASE NO.

I. Document Description *(To be completed by author)*

1. TYPE OF DOCUMENT	2. TITLE
3. PAGE COUNT	4. SUBJECT AREA

II. Author/Speaker *(To be completed by author)*

5. NAME *(Author/Speaker)*	6. RANK/GRADE	7. OFFICE/CODE
8. TITLE *(Author/Speaker)*	9. ACTIVITY	

III. Presentation/Publication Data *(To be completed by author)*

10. OCCASION *(Title of Meeting/Publication for which Intended)*	11. MEANS *(Means by which material will be presented)*
12. DATE *(Of meeting or publication date and issue)*	13. PLACE *(Location of meeting or where published)*
14. SPONSOR *(Organization conducting meeting or publishing material)*	15. CONFERENCE TYPE *(Check R of following)* ☐ CLOSED FORUM ☐ OPEN FORM
16. IF MATERIAL IS PRESENTED, WILL IT BE PRINTED? ☐ YES ☐ NO	17. IF PRINTED, SPECIFY PUBLICATION NAME

IV. Control Data *(To be completed by author) (Check "yes" or "no")*

18. INFORMATION CONTAINED IN PRESENTATION OR PUBLICATION IS CONSIDERED:
(Indicate answer by placing an "X" in proper column.)

	YES	NO
a. REGARDED AS UNCLASSIFIED	☐	☐
b. SUBJECT TO INTERNATIONAL ARMS REGULATIONS (ITAR)	☐	☐
c. CONTAINS MILITARILY CRITICAL TECHNOLOGY	☐	☐
d. PROPRIETARY DATA	☐	☐
e. RESTRICTED BY PATENT	☐	☐
f. REQUIRES OTHER APPROVAL. IF YES, STATE BY WHOM _____	☐	☐
g. PREPARED UNDER ONR CONTRACT? IF YES, STATE CONTRACT NO._____	☐	☐
h. CONTRACT IS CLASSIFIED	☐	☐
i. ALL REFERENCES ARE UNCLASSIFIED	☐	☐
(1) IF NO, STATE REFERENCES THAT ARE CLASSIFIED _____		
(2) STATE RELEASE AUTHORITY FOR CLASSIFIED REFERENCES _____		

19. PROGRAM MANAGER/SPONSOR NAME:	20. CODE

V. Coordination/Approvals

21. *(Indicate Yes or No and show Initials, Code and Date)*
(Note: "a" only for contractor papers, "b" through "e" for ONR employee papers)

	YES	NO	CODE	INITIALS	DATE
a. CONTRACT MONITOR	☐	☐			
b. PROGRAM MANAGER	☐	☐			
c. DIVISION DIRECTOR	☐	☐			
d. DEPARTMENT/DIRECTORATE DIRECTOR	☐	☐			
e. PUBLIC AFFAIRS	☐	☐			

(If no, give reason for: _____)

22. RECOMMEND DISTRIBUTION STATEMENT *(check one)*

☐ A ☐ B ☐ C ☐ D ☐ E ☐ X

VI Clearance Action *(To be completed by Staff Security Branch (Code 00R1)*

23. SIGNATURE AND TITLE OF STAFF SECURITY BRANCH REPRESENTATIVE APPROVING FOR ONR	24.DATE

23a. Staff Security Branch Represenative check approved or disapproved:

☐ APPROVED ☐ DISAPPROVED

25. DATE SUBMITTED TO CNO (OP-09N)	26. LTR SERIAL NO.

27. CNO (OP-09N) ☐ APPROVED ☐ DISAPPROVED	28. DATE	29. SERIAL NO.

30. REASON FOR DISAPPROVAL BY SNO (OP-09N)

31. DATE AUTHOR/PRESENTER NOTIFIED	32. SERIAL NO OF NOTIFICATION LTR

INSTRUCTIONS

I. DOCUMENT DESCRIPTION

1. Type - Nature of the material submitted, i.e.; speech, article, paper, manuscript, poster, presentation, etc.
2. Title - Full title of the material.
3. Page count - Total number of pages of text and graphics.
   NOTE: SUBMIT MATERIAL IN SIX (6) COPIES FOR CONTRACTORS AND TWO (2) COPIES FOR ONR EMPLOYEES, DOUBLE SPACED, ONE SIDE OF THE SHEET ONLY, INCLUDE ALL GRAPHICAL MATERIAL AND TEXT WITH FINAL MATERIAL.
4. Subject Area - Examples: High Energy Laser Technology, C3 Computer Technology, Composites, etc. The subject area should provide the reviewer with information on which to refer to the Military Critical Technologies List (MCTL), classification guides, and other resources.

II. AUTHOR/SPEAKER

Blocks 5 through 9 self-explanatory

III. PRESENTATION/PUBLICATION DATA

10. Occasion - Title of the meeting or publication for which the material is intended.
11. Means - Means by which the material will be presented.
12. Date(s) - Date(s) of meeting or publication date and issue.
13. Place - Location of meeting or where published.
14. Sponsor - Organization conducting the meeting or publishing the material.
15. Check whether "Open Forum" or "Closed Forum".
16. and 17. - Answer as appropriate.

IV. CONTROL DATA

18a through 18i. - Answer "Yes" or "No" or complete as appropriate.
18j (1). - Answer "Yes" or "No" and indicate which references are classified.
18j (2). - Release Authority - Normally the material should not list any classified references, but if authorized, show documentary basis for the authorization.
19. and 20. - Self-explanatory.

V. COORDINATION/APPROVALS

21a. through 21e. - This section to be completed by the reviewing authorities as indicated. Contractor papers normally will be routed to contract monitors by Code BD043 and should be returned to Code BD043 upon completion of item 21a. ONR authors should route papers/presentations to b. through e. for coordination/approval and then to Code BD043 for final approval action. Do not route disapproved ONR papers to Code BD043.

22. - Self-explanatory. (See ONRINST 5570.1A)

VI. CLEARANCE ACTION

23 and 24. - Approved by ONR - Used only when submission to higher authority is not needed.
23a - Check Approved or disapproved.
25. through 32. - Completed by Code BD043 for action and file record as appropriate.

NOTE: Case Number at top of form will be assigned by Code BD043.