

DISTAR Public Release Process

Step 1. Document submitted to DISTAR

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Step 2. PRC processes submission

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Step 3. PM completes Technical Review

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Step 4. PRC submits case to 4 Reviewers

[CLICK](#)

Step 5. PRC finalizes case

[CLICK](#)

DISTAR Public Release Process

Step 1. Document Submitted to DISTAR [CLICK TO GO HOME](#)

Step 1: Log into DISTAR -- Type DISTAR into IE Address Bar

Step 2: Click “Submit Case”

Step 3: Complete document information such as Document Author, Event Description, Government POC, and Target Date. Once completed, click “Submit”.

Step 4: A homepage will be created for each case.

Step 5: Upload document by clicking on “Add new Document (no bigger than 15,000 KB)”. If submission is larger than 15,000 KB, upload to Filer1 by clicking on “Add/access documents (bigger than 15,000KB) to Filer 1”.

* Provide at least 20 business days to complete the entire public release process.

** Remove all limiting distribution/FOUO markings on submitted document.

DISTAR Public Release Process

Step 2. PRC Specialists Process Submission [CLICK TO GO HOME](#)

PRC Specialists will conduct a brief review of the document to make sure there are no limiting distribution statements or FOUO markings. The submitter will be notified if changes need to be made. PRC Specialists then place the case on hold for the Technical Review to be completed and set the target date.

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Step 3. PM Completes Technical Review

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DARPA PM determines whether the submitted material is appropriate for public release:

1. **Is this information considered to be contracted fundamental research?** Note: DARPA authored materials, regardless of source, are not considered to be fundamental research and need to be reviewed for public release. Y/N
2. **Is this material discussing a program that has been approved by DIRO?** If no, please explain (is it a seedling, SBIR, etc.) in Comments below. Y/N
3. **Does this information contain equities belonging to another organization? (Air Force, Navy, Army, etc.)?** If yes, provide POC and contact information in Comments below. Y/N
4. **Is the material directly involved with a classified program funded by DARPA or another government agency?** If yes, please provide the agency with primary equity ownership, the program name and the associated Security Classification Guide in the comments section. Y/N
5. **Could public release of this information prove detrimental to the national security or other legitimate governmental interest of the United States in accordance with DARPA Instruction No. 65 and DOD Directive 5230.09, "Clearance of DoD Information for Public Release"?** For instance, does the information divulge data that could be used by an adversary to facilitate the development of countermeasures to U.S. military systems? Could the release of this information benefit an adversary (e.g. help develop more potent pathogens or pathogens that couldn't be detected, allow synthesis of pathogens)? Y/N
6. **Does this information relate to a sensitive topic (e.g. nuclear, chemical-biological, space, infectious diseases)?** Y/N
7. **Is there International Traffic in Arms Regulation (ITAR) controlled information included in the material being submitted (i.e. critical technology applicable to military or space applications)?** Does the information include details on the design, development, production, manufacture, assembly, operation, repair, testing, maintenance, or modification of defense articles? (Note: this does not include information concerning general scientific, mathematical, or engineering principles or general system descriptions of defense articles.) View the Munitions List which shows the categories of ITAR controlled material. Queries related to ITAR should be referred to SID/International Security, (571) 218-4227. Y/N
8. **I have performed a technical review and determined the material is appropriate for public release.** Y/N
9. **Comments.**

*PM may reject the case or request amendments be made prior to further review.

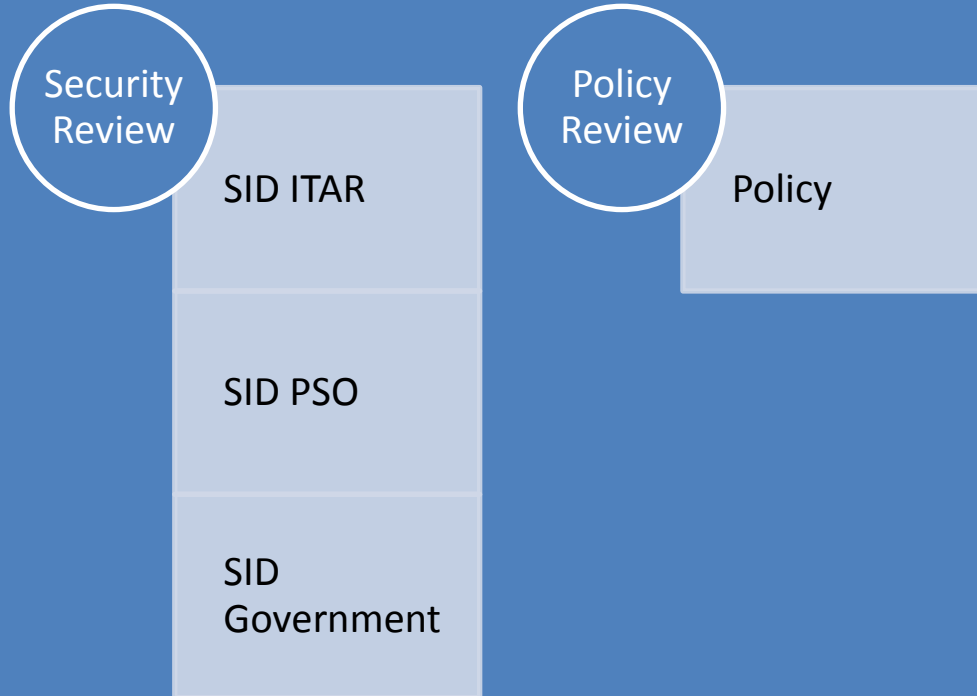
** Once the review is complete, PRC Staff will submit the case to the remaining reviewers.

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Step 4. PRC Specialists Submit Case to Security and Policy for Review

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Security And Policy Reviews are completed simultaneously.



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Step 5. PRC Specialists Finalize Case

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PRC Specialists are notified of the decision concerning public release once all reviews are completed.

If approved as submitted, the case is cleared to carry the Distribution Statement A marking. PRC Specialists will notify the submitter, PM, SETA, external POC, and Primary Office facilitators of approval via email.

If approved as amended, PRC Specialists will inform the submitter of necessary amendments to be made prior to finalization. Email PRC (PRC@darpa.mil) the amended document for final approval.

If rejected, the case is not cleared to carry the Distribution Statement A marking. PRC Specialists will notify the submitter, PM, SETA, external, POC, and Primary Office Facilitators of rejection via email.

*External reviews may be required if other DoD components are mentioned, a special classification guide is required, or there is national visibility.