DoD Unauthorized Disclosure Desk Reference

Important Definitions

Unauthorized Disclosure (UD)	Communication or physical transfer of classified or controlled unclassified information (CUI) to an unauthorized recipient
Compromise	A security incident in which there is an UD of classified information
Data Spill	Transfer or classified or CUI to a computer system accredited at a lower classification level than the data being entered

UD PMO

The **Unauthorized Disclosure Program Management Office (UD PMO)** was realigned from the Office of the Under Secretary of Defense for Intelligence to DSS on December 16, 2016. UD PMO was aligned within DSS to the **DoD Insider Threat Management and Analysis Center (DITMAC)**. The realigned UD Program provides enterprise level management and operational capability to improve the identification, investigation, tracking, and reporting of UDs.

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Required Documentation

Preliminary Inquiry

- **What is it?** Initial fact finding and analysis process to determine the facts of any security incident
- **When is it required?** All cases where information is compromised
- **What is included?** Who, what, when, where, how
- **When should it be completed?** As soon as possible, not to exceed 10 duty days

Damage Assessment

- **What is it?** Formal multidisciplinary analysis to determine the effect of a compromise of classified information on the national security
- **When is it required?** All cases where information is compromised
- **What is included?** Practical effects of a compromise on DoD programs, operations, systems, materials, and intelligence and on the Department of Defense's ability to conduct missions
- **When should it be completed?** Within six months

Media Leaks Questionnaire

- **What is it?** Questionnaire required to refer an UD in the media to the Department of Justice (DoJ)
- **When is it required?** If the disclosure was in the public domain
- **What is included?** 11 specific questions
- **When should it be completed?** As soon as practical

UDs Reportable to UD PMO

All UDs are serious, but not all need to be reported to UD PMO. The following will be reported to UD PMO (even when attribution has not been made):

Media	The release of classified information and/or controlled unclassified information in the public domain. Public domain includes and is not limited to podcast, print articles, internet-based articles, books, journals, speeches, television broadcasts, blogs, and postings.
Technology	Release and/or enabled theft of information relating to any defense operation, system, or technology determined to be classified and/or controlled unclassified information.
Unauthorized Recipient	Information wherein individual disclosed classified information and/or controlled unclassified information to unauthorized person or persons resulting in administrative action, referral for criminal and/or CI investigation, and/or resulted in the suspension or revocation of clearance.

Reporting Media Leaks to the Department of Justice

When UD PMO receives a confirmed report of an UD in the media, we are required to submit an UD referral to the DoJ. In addition to the preliminary inquiry and damage assessment required by all security violations, all UD in the media require the completion of a media leaks questionnaire. This reporting process to DoJ utilizes a tiered approach based on the action DoD would like DoJ to take.

Tier I	The Component's inquiry or investigation determines that further investigation is not warranted. DoD does not ask for further action from DoJ
Tier II	DoD has determined that an internal or administrative investigation is appropriate
Tier III	DoD is requesting a criminal investigation from DoJ