

REVIEW OF THE DEPARTMENT OF HOMELAND SECURITY INTERNAL PUBLICATIONS

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy for review of internal publications intended for distribution Department-wide for the purpose of establishing consistent use by all DHS components of the DHS seal, name, and branding elements, and adherence to style guidelines as referenced on the DHS Intranet site Connect. This Directive does not apply to materials developed by components for internal distribution.

II. Scope

- A. This Directive applies throughout DHS with the exception of the Office of the Inspector General.
- B. Management Directive 2510, "Review of DHS Internal Publications," is hereby cancelled.

III. Authorities

- A. Title 5, United States Code (U.S.C.), Section 552, Freedom of Information Act, as amended
- B. Title 17, U.S.C., Sections 101-106, The Copyright Act of 1976, as amended
- C. Delegation 2001, Delegation to the Assistant Secretary for Public Affairs, May 7, 2012
- D. Directive 123-06, "Use of Department of Homeland Security Seal," April 2, 2013
- E. DHS branding and style guidelines referenced on Connect

IV. Definitions

A. **Internal publication**: An internally produced publication related to DHS policy, procedures, and operations intended for distribution Department-wide. Publications may be in print or electronic form, including Department-wide newsletters, pamphlets, and operating guides. This Directive applies to all DHS intranet sites. All internal publications comply with section 508 of the Rehabilitation Act, as amended.

B.

V. Responsibilities

A. **The Assistant Secretary for Public Affairs**: is responsible for all aspects of this Directive.

B. **All Under Secretaries and Component Heads**: ensure that all DHS Components relating to their area of responsibility comply with this Directive.

VI. Policy and Requirements

A. All internal publications intended for distribution Department-wide and originating within DHS are to reflect that they are products of the Department by meeting the requirements for use of the Department seal, branding elements, and style guidelines. All authorized Department and component internal publications are to comply with the laws, regulations, and policies on:

1. Security, including safeguarding of classified information.
2. Use of the official seal.
3. Disclosure of official information.
4. Disclosures, including those on laws, privilege, grand jury matters, libel, copyright, printing, and mailing of materials.

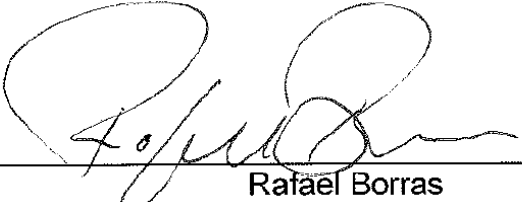
The development of new agency specific internal publications, intended for distribution Department-wide is coordinated with DHS Office of Public Affairs (OPA), Internal Communication.

B. Existing Internal Publications: Copies of existing publications may be printed but must reflect they are DHS products and follow the specified requirements for use of the DHS seal, and other branding tools, as referenced on the Intranet site Connect. The existing clearance process for internal publications, including consultation with OPA, will be followed. OPA will withdraw publication of any product where the content is found to be inconsistent with DHS

policy or inaccurately depicts Component operations.

VII. Questions

Any questions or concerns regarding this Directive should be addressed to OPA.



Rafael Borrás
Under Secretary for Management

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Date