

Executive Correspondence Non-Disclosure Policy Acknowledgement Statement

(For use of this form see USAR Pam 25-2; the proponent agency is G-2/6)

SUBJECT: Policy on the Release of Executive Correspondence Outside of the Army Reserve

1. References:

- a. AR 25-55, Freedom of Information Act Program.
- b. AR 340-21, The Army Privacy Program.

2. This sets forth the following policy governing the release of executive correspondence outside of Army Reserve channels.

"Executive correspondence" is memoranda (including draft copies), e-mail correspondence, notes, slides, and publications issued by any general officer assigned to the Office of the Chief, Army Reserve (OCAR), and US Army Reserve Command (USARC).

Executive correspondence will not be released outside of Army Reserve channels unless specifically authorized by the originator or the appropriate Freedom of Information Act (FOIA) official.

3. All executive correspondence will be presumed to be For Official Use Only (FOUO) as set forth in AR 25-55, Chapter IV.

Executive correspondence will be kept under a DA Label 87, For Official Use Only, protective cover sheet. Upon distribution to authorized recipients, each copy of the executive correspondence will be transmitted under this protective cover sheet. Additional cover sheets reading "executive correspondence" may be used for clarification; however, use of the latter alone will not remove the "do not disclose" status of the underlying document. The FOUO status of documents which might be provided to recipients outside of Army Reserve channels will only be terminated upon specific approval of the originating official, or if requested in writing, after a formal determination of releasability by the pertinent FOIA authority.

4. Again, whether bearing special markings or not, no Army Reserve employee or Soldier may release executive correspondence outside of the distribution specified in the correspondence without approval as noted above. Persons who violate this policy are subject to disciplinary action. Executive correspondence, unless specifically prepared for public dissemination via Public Affairs channels, will not be released outside of Army Reserve without having been requested in writing and fully reviewed as specified in the preceding paragraph.

5. All OCAR and USARC personnel currently assigned and future accessions upon in-processing are required to sign this acknowledgment statement attesting to having reviewed and understood the nondisclosure policy delineated above. Executive officers of staff agencies will ensure the executed statements are collected and maintained in the Housekeeping Files, under Record Number 1ff, Office Standards of Conduct Files.

6. For additional information or assistance, contact the Document Management Branch, Information Management Office, Army Reserve G-2/6.

I, _____, acknowledge that
(printed name and rank/grade) (staff section or office)

I have read and fully understand the above provisions regarding the policy on the release of Executive Correspondence outside of the Army Reserve.

(Signature)

(Date)