



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 1700.3, *Written Articles*, dated November 9, 2004.

**SUMMARY OF CHANGES:** Section 4, Definitions, revises a definition to include Government ethics requirements; Section 6, Policy, updates policy based to meet Government ethics requirements; and Section 7, Procedures, is revised.

1. **PURPOSE:** This directive provides TSA policy and procedures for written articles that reference or relate to TSA
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
  - A. [DHS MD 2010, Public Affairs Guidance and Designated Spokespeople](#)
  - B. [DHS MD 2230, Public Affairs Management Structure](#)
  - C. [TSA MD 1100.73-5, Employee Responsibilities and Conduct](#)
4. **DEFINITIONS:**
  - A. Article: A document produced specifically for the purpose of publication through submission to a newspaper, magazine, website, book, public journal, or other means of publication.
  - B. Writings: A writing relates to one's official duties, and thus does not permit the acceptance of compensation, if it meets any one of the following criteria:
    - (1) The activity is undertaken as part of the employee's official duties;
    - (2) The circumstances indicate that the invitation to submit the publication was extended to the employee primarily because of his/her official position, not his/her expertise on the subject matter;
    - (3) The invitation was extended to the employee, directly or indirectly, by a person or entity with interests that may be affected by the performance of the employee's official duties;
    - (4) The information conveyed draws substantially on ideas or official data that are non-public information;
    - (5) The subject matter deals in significant part with any matter to which the employee presently is assigned, or to which the employee had been assigned during the previous one-year period; or

- (6) The subject matter deals in significant part with any ongoing or announced policy, program or operation of the agency.

**5. RESPONSIBILITIES:**

- A. The Assistant Administrator for Strategic Communications and Public Affairs (SCPA), or designated subordinate, is responsible for all aspects of this directive.
- B. All Assistant Administrators and Directors are responsible for ensuring compliance with this directive within their organizational elements.

**6. POLICY:**

- A. SCPA shall be the clearinghouse for **all** newspaper, magazine and scholarly articles, books, websites, or any other writing to be published that references or relates to TSA or its mission.
- B. Any TSA office, division, or employee that wishes to publish an article that references or relates to TSA must submit the article to SCPA and inform them of the manner of publication, the likely audience, the projected publication date, whether or not compensation has been offered for the article, and any other pertinent information.
- C. Any TSA contractor that wishes to submit or publish such an article dealing with its contract from or services to TSA must seek approval from the responsible TSA contracting officer. The contracting officer will submit the article to SCPA for clearance. Contracting Officers are responsible for ensuring that their contractors are aware of this policy.
- D. A TSA employee may not receive compensation (e.g., honoraria or royalties) from any source other than the Government for any writing that relates to the employee's official duties.
- E. Employees must safeguard classified, Sensitive Security Information (SSI), as well as proprietary, source-selection or other official information. In addition, employees may not:
  - (1) Release any official information in advance of the time prescribed for its authorized issuance;
  - (2) Use any official information not available to the general public for private purposes;
  - (3) Remove official documents or records from files for personal or inappropriate reasons, falsification, concealment, or mutilation (unauthorized removal of official documents or records, either electronic or hard copy, is prohibited); or
  - (4) Disclose information the release of which would be covered under the provisions of the Privacy Act (5 U.S.C. [at] 552a) or Freedom of Information Act (5 U.S.C. [at] 552), except as authorized.
- F. Employees may not use their government position, title or any authority associated with their public office to endorse any private conduct, service, or enterprise, except as authorized.
- G. Employees who publish any writing that references or relates to TSA shall not use or permit the use of their government position, title or office to promote or advertise the article, except that

employees may include or permit the inclusion of their office, title, or position as one of several biographical details when such information is given to identify them in connection with the writing, as long as it is given no more prominence than other biographical details. If an employee's office, title or position is used in connection with the publication of an article, the article must be accompanied by a reasonably prominent disclaimer stating that the views expressed in the article do not necessarily represent the views of TSA, DHS, or the United States.

**7. PROCEDURES:**

- A. Any individual within TSA who wishes to submit a written article for publication that references or relates to TSA must secure the approval of his or her supervisor prior to the article being presented to the SCPA.
- B. Upon submission, the SCPA will arrange with other program offices/divisions, as needed (including DHS) to review the article for security or legal purposes. After these offices have conducted their audit (not to exceed ten business days), they shall return the article, with comments, to the SCPA.
- C. The Office of the Administrator retains the authority to deny publication authorization to any individuals or offices that fail to adhere to this policy.
- D. SCPA will promptly inform the requester of the approval or disapproval of the request. Any conditions on approval will be clearly described. Notice of disapproval will be accompanied by an explanation of the basis or bases for disapproval.

**8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**

*Signed*

*2/1/08*

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Ellen Howe, Assistant Administrator for  
Strategic Communications and Public Affairs

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Date

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