

**313/99 Clearance Procedures for Dealing with the Media and Other Public Speaking and Writing(U)**

[D/OGCC/5/1/2: 70003MB]

**Purpose**

1 It is very important that the MOD should be as open as possible about its activities, that every opportunity is taken to explain the Defence Mission and that those who speak or write setting out the MOD's policies should do so clearly and consistently. This DCI enables this to happen. It sets out MOD policy on how personnel should respond to requests from the media or other sources for interviews, briefings and articles, and describes the procedures to be followed to ensure that all such activities are approved by the appropriate authorities. It will be of interest to all MOD and Armed Forces personnel but especially those who work in an area of actual or potential public interest all MOD and Armed Forces personnel who deal with internal MOD and external media including national and regional newspapers, magazines, television, radio, internet, video and other media; and all one-star officers and equivalent and unit commanders.

2 Further guidance on clearance procedures and related issues can be found in:

Queen's Regulations - Ch 36 Official Information and Public Relations  
 MOD Personnel Manual - Conduct under section 6 Disclosure of Information.  
 JSP 440, Vol 1, Chapter II - Release of MOD information into the public domain  
 JSP 406 and DCI(Gen) 216/98 - Data Protection Act 1998  
 DCI (Gen) 223/99 - Open Government  
 DCI (Gen) 97/99 - Use of the Internet  
 DCI (Gen) 99/99 - Gifts, Rewards and Hospitality.

**Contents**

3 This DCI gives specific guidance on the following.

*Introduction*

a Responsibilities of Central and Local Public Relations (PR) Staffs

*Internal Media*

*External Media*

- a Major interview bids and briefings
- b. Public speaking and appearances on film, radio or television
- c. Lecturing or writing for publication
- d Spokesmen and women