



DEPUTY SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1010

APR 12 2023

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Department of Defense Guidance on Safeguarding Responsibilities Regarding
Classified Information

As you may be aware, there has been recent reporting on the unauthorized disclosure of what appear to be classified DoD and Intelligence Community documents. REMINDERS for all DoD personnel:

- Unauthorized disclosure of classified information, whether intentional or unintentional, does not alter the classified nature of the information or the responsibilities of all personnel to safeguard the information according to its ascribed classification. Failure to appropriately safeguard classified information is a reportable security incident.
- All personnel should refrain from speculating about unauthorized disclosures and should take care not to discuss classified information with any person not authorized to receive such information.
- **Do not access or download documents with classified markings from unclassified websites – either from home or work** – as the data may be classified, it may be associated with hostile foreign elements, or it may contain malicious code or embedded capabilities that could introduce cyber threats into our information systems. If you have already accessed or downloaded such documents on an unclassified network or device, please consult with your supervisor and contact your organization's IT/cybersecurity service provider immediately for guidance.
- If you are contacted by a member of the media, please refer them to the DoD Office of Public Affairs at osd.pa.dutyofficer@mail.mil.
- If you are contacted by Congressional members or staff, please refer them to the DoD Office of Legislative Affairs at osd.pentagon.oasd-la.list.intel@mail.mil.
- If you need to report a security incident, contact your security officer.

Personnel with access to classified information are trusted stewards of that information and the responsibility to safeguard classified information is a lifetime requirement for each individual granted a security clearance.

Thank you for your attention to this important matter and for all you do to keep our Nation safe.

