United States Department of State

Washington, D.C. 20520

October 11, 2016

TO: All Construction, Design and Engineering Contractors
Supporting the DOS Overseas Buildings Operations Program

SUBJECT: Public Release of Information & Safeguarding Information

The U.S. Department of State (DOS), Bureau of Overseas Buildings Operations (OBO), and the Office of Acquisition Management (AQM), is providing you this reminder that public release of information regarding any aspect of the design, construction, or any other service in relation to our projects is prohibited without the written approval of the Contracting Officer. There shall be no release of information related to any project, which includes photographs in any medium, including your company website or any Internet forum. This prohibition also applies to all firms involved in the project including subcontractors at any tier. Because of this, prime contractors are requested to distribute the contents of this letter to all of their cleared and uncleared subcontractors performing work on DOS projects.

All documents and records (including photographs) generated during the performance of work under these projects shall be for sole use of and shall become the exclusive property of the U.S. Government. No article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of the work performed under these projects shall be published or disseminated through any medium without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of the projects or at any other point in time.

Information associated with any DOS project is considered sensitive and needs to be safeguarded against general public release. Please be reminded that your company, your employees, and subcontractors shall exercise the utmost discretion in regards to all matters, materials, and data relating to their duties and functions on Diplomatic projects.

If you currently have DOS project material on your website, or any other public medium, that hasn't been approved by a DOS Contracting Officer, immediately email VivianDW@state.gov, SavageJM@state.gov, AND LeungJB@state.gov with the information you've published and the Internet site where such information could be found. The information will be reviewed by the Department for approval or disapproval.

If you wish to publish DOS project information on your website, in print, or other media in the future, please submit your request with the information you would like to release **prior** to publication to VivianDW@state.gov, SavageJM@state.gov, AND LeungJB@state.gov (email all) for approval. If available please include the contract or task order number.

DAVID W VIVIAN

Digitally signed by DAVID W VIVIAN
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David W. Vivian
Contracting Officer