

**POLICY STATEMENT AND MEMORANDUM OF UNDERSTANDING FOR
REVIEW AND RECEIPT OF R&D DOCUMENTS**

For use of this form, see AR 70-35; the proponent agency is SARDA

Prior to reviewing any classified or unclassified documents in the Technical and Industrial Liaison Office, you must understand and agree to the following policy statement.

POLICY

1. It is the policy of the U.S. Army, as implemented by the Technical and Industrial Liaison Office (*TILO*), to release classified and unclassified R&D planning information, requirements information, descriptions of Army materiel and equipment, and other related information to qualified individuals and organizations to be used for planning their participation in the overall Army research, development, and acquisition program. As a qualified recipient, you must be a U.S. citizen and represent a U.S. firm, partnership, or corporation having personnel and facility security clearances at the appropriate level, storage capability, and an appropriate need-to-know. If you represent an organization that is foreign owned, controlled, operated, or influenced, we must coordinate your visit and subsequent document release through established foreign-disclosure channels.
2. After we confirm your security clearances and storage capability, we shall mail you the classified documents or portions thereof that you request as well as your classified handwritten notes.
3. Classified documents that we furnish you shall remain the property of the U.S. Government and are subject to our recall at any time. You may not reproduce or disseminate any of these documents without our written approval.
4. Your organization must safeguard all classified documents, providing and maintaining a system of security controls in accordance with DD Form 441 (*DOD Security Agreement*) and DOD 5220.22M (*Industrial Security Manual for Safeguarding Classified Information*).

MEMORANDUM OF UNDERSTANDING

I, on behalf of _____

INDIVIDUAL, COMPANY, OR CORPORATION

have read, understand, and agree to the provisions of the above policy statement. I understand that the information provided to me is for information and guidance only and is not to be construed as a request for a proposal or as a commitment by the U.S. Government to issue a contract, or as authority for my organization to incur expenses in anticipation of a Government contract. Furthermore, I am not being asked to furnish the U.S. Government any experimental, developmental, research, or production articles, services, or proposals. Attached to this form are my hand-written notes (*if any*) and a list of the documents and/or pages that I am requesting. I have indicated the document names, the pages required, and their respective security classification by a (*U*), (*C*), or (*S*).

SIGNATURE

PRINTED OR TYPED NAME

TITLE OR POSITION

DATE