How to Submit a Document for Security Review

Thank you for submitting your document to the **Office of Security Review (OSR).** By submitting your document to **OSR** you are confirming that the document is **UNCLASSIFIED** – in <u>final form</u> (contains no **For Official Use Only (FOUO)**, **Distribution Statements**, or **Proprietary Information)** and has been approved by your organization for public release. Please submit the proper **DD Form** or send your request on **corporate letterhead** that has been signed by the public release or empowered official in your office. **DoD personnel** should only use the proper **DD Forms** when requesting a pre-publication review by **OSR** (forms are available on the **OSR website** (<u>see the link below</u>)). All **DoD contractors** should submit requests for security review using **corporate letterhead only** (<u>no DD Form is required</u>).

DoD personnel must submit a **DD Form 1910** for **Security Review** cases, **DD Form 1790** for **Prepared Congressional Statements, APQs, Reports, and Budget Documents**, or **DD Form 1587** for **Congressional Transcripts**, **IFRs**, or **QFRs.** These forms are available on the **OSR website** for easy access. Please select the correct form and follow the procedures to properly complete it. Your **DD Form** must be properly filled out and **<u>signed</u>** in order to process your request. Answers to any questions you may have about the **DoD Security Review** process are located on the **OSR website**. Please call the **SR Help Desk** with any questions.

OSR Website: http://www.dtic.mil/whs/esd/osr/index.htm

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E-mail Address:
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JWICS address: OfficeofSecurity@osdj.ic.gov **(All documents up to TS/SCI)**

Please call the number provided above if you have any questions.

THANK YOU!

Executive Support Team
Office of Security Review