



Office of Security Review

Security Review Overview

***Office of Security Review
Executive Services Directorate
Washington Headquarters Services
Department of Defense***

Security Review Program

Overview

- **Key Concepts** (DoD Directive 5230.09 & DoD Instruction 5230.29)
 - Timely Clearance of DoD Information at lowest level
 - Academic Freedom within DoD Schools
 - Protect DoD & USG National Security Information
- **OSR** – Areas of Support within DoD (OSD, JS, Agencies & Services)
 - SR & ITAR Cases (DoD employees & DoD/non-DoD contractors)
 - Congressional Cases (statements, transcripts, budgets & QFRs)
 - FRUS & Policy Cases (serving OSD/JS & Department of State)
 - GAO Reports (via DoD/IG) – OPSEC & BRAC Information
 - ISCAP Appeal Cases (ISCAP/ISOO)
- **Public Release Clearance** (Implement DoD Public Release Policy)
- **SR Appeal Process** (Appellate Review of Denied or Revised Documents)
- **Clearance Applications** (Presentation/Publication/Posting on the Internet or Command Websites)
- **OSR Website:** <http://www.dtic.mil/whs/esd/osr/index.htm>

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

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Popular Links

WHS Managed Programs and Projects

[ESD-Home](#) [ESD-Services](#) [ESD-Divisions](#) [ESD Contacts](#)[OSR Home](#)
[Security Review Process](#)
[Governing Publications](#)
[What to Submit](#)
[How to Submit](#)
[Forms](#)
[Contact Information](#)
[ICE](#)[WHS Services](#)

Office of Security Review

Mission:

Conduct the security and policy review for clearance of official DoD information proposed for official public release by the DoD and its employees (military and civilian). Thus, make available accurate and unclassified information to the public, the Congress, and the news media to help them understand Defense strategy and national security issues.

Such includes reviews of proposed testimony before congressional committees, International Traffic in Arms Regulations (ITAR) controlled technical data that were generated under other than DoD contracts, and material submitted by sources outside the Department of Defense for such review.

[Directions to OSR](#)[OSR Guidelines for Submitters](#)[OSR Information Sheet for Submitters](#)[OSR Information Sheet for Reviewing Offices](#)[OSR Congressional Review Guidelines for Submitters](#)[OSR Trifold Brochure](#)[OSR Congressional Review Guidelines for Reviewing Offices](#)

Security Review Program

- DoD Directive 5230.09 (August 22, 2008) “Clearance of DoD Information for Public Release”
- DoD Instruction 5230.29 (January 8, 2009) “Security and Policy Review”
 - Responsible for the security/policy review and clearance of official DoD information proposed for official public release by DoD employees.
 - Final clearance authority for the Department of Defense for documents intended for public release.
 - Appeal rights are granted to submitter for any information denied for public release.

GAO & Congressional Review

- DoD Instruction 7650.02 (20 Nov 2006) “General Accountability Office (GAO) Reviews and Reports”
- DoD Instruction 5400.04 (17 Mar 2009) “Provision of Information to Congress”
 - Responsible for the security/policy review and clearance of official DoD testimony proposed for official public release to Congress.
 - Final clearance authority for the Department of Defense for Congressional budget documents and reports intended for release to Congress.

Need to Reference DoD Guidance?

DoD Issuances Website: The Official DoD Website for DoD Issuances - Windows Internet Explorer provided by WHS Browser

http://www.dtic.mil/whs/directives/

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DoD Issuances Website: The Official DoD Website for ...

DoD Issuances
The Official Department of Defense Web Site for DoD Issuances

HOME DoD ISSUANCES ISSUANCE PROCESS FORMS & TRAINING WHAT'S NEW SEARCH INTERNAL INFO COLLECTIONS ABOUT TIPS

ANNOUNCEMENTS

Recent DoD issuance standards and templates updates include:

- **January 18:** the [Form SD 106](#) has been updated again to reflect changes in DoD CIO and ASD(SO/LIC) titles and the addition of ASD (Readiness and Force Management) to OUSD(P&R).
- **January 13:** the [DoD Issuance Numbering System](#) has been updated within Supporting Documents
- **December 19:** [SD Form 106 Sample](#) and [SD 106](#) have been updated within Supporting Documents
- **December 14:** Check out [Betty Lynn's Tips](#) for hints on understanding the DoD Issuance process.
- **November 14:** Standards for making changes to DoD Issuances are now available on the [Supporting Documents](#) page.
- **November 9:** Visit the new Plain Language web page for information concerning the [Plain Writing Act of 2010](#).
- **October 4:** The [Search Cancelled DoD Issuances](#) webpage has been moved and improved. Please update your bookmarks.

IMPORTANT LINKS **TOP 10 REQUESTED ISSUANCES** **PLAIN LANGUAGE**

- [Reformatting the Civilian Personnel Manual \(DoD 1400.25-M\)](#)
- [New SD Form 106, January 2012](#)
- [Information on Training Classes](#)
- [Download the Adobe Acrobat Reader](#)

WHAT'S NEW & SUBSCRIBE **SEARCHING FOR DOD ISSUANCES**

The [What's New](#) web page contains updates of both new issuances and issuances that have been recently cancelled. You can also subscribe (or unsubscribe) to the weekly DoD Issuances email...

INTERNAL INFORMATION COLLECTIONS (IIC) **IIC CANCELLATIONS**

- [Valid Internal Information Collections](#)

Follow us on for the most recent updates.

Done

Start DoD Issuances Websi... Inbox - Microsoft Outlook OSR Website Microsoft PowerPoint - [...]

Internet 100% 11:35 AM Friday

<http://www.dtic.mil/whs/directives/>

Security Review Program

- Key concepts (DoD Directive 5230.09 (Aug 22, 2008))
 - Purpose of a security/policy review
 - Clearance of information at the lowest level
 - Academic freedom within DoD schools (only exception is for documents being published or used for open reference in a DoD school library)

- Timeframes (DoD Instruction 5230.29 (Jan 8, 2009))
 - Speeches and abstracts (10-15 workdays)
 - Technical papers/briefings (15-20 workdays)
 - Manuscripts and theses (30-45 workdays)
 - Reports and policy papers (30-60 workdays)
 - Congressional documents (1-5 workdays)

How Do You Make a Request?

- ▶ For Security Reviews use DoDI 5230.29
 - Use DD Form 1910 “Clearance Request for Public Release of Department of Defense Information” (See OSR website)

- ▶ For Congressional Requests use DoDI 5400.04
 - Use DD Form 1790 “Prepared Testimony Review” (See OSR website)
 - Use DD Form 1587 “Record of Congressional Transcript Review” (See OSR website)

- ▶ Private Sector requests require a formal signed letter on official letterhead but DoD requesters should use forms in lieu of a letter or memo

Security Review Program

Expediting the Process

- ▶ Express Mail is an option:
 - Confirm your carrier can deliver inside the Pentagon to the OSD Mail Room at 3C843 or directly to OSR at 2A534
- ▶ Hand delivery is also acceptable – deliver directly to OSR at the Pentagon – 2A534 – for expedited service (hard copy preferred – 5 copies)
- ▶ Call OSR 24-48 hours after document receipt to obtain a Case Control Number and the Action Officer assigned:
 - Do call when you are concerned about a case suspense
 - Use your judgment when to call the case Action Officer
 - Call the OSR Help Desk for a status check – (703) 614-5001

Security Review Program

Expediting the Process

– FAQ –

- ▶ Can I fax in my security review request? YES!!!
 - UNCLAS Fax – (703) 614-4956
 - CLASSIFIED Fax – (703) 614-4966

- ▶ What about e-mail? (Classified & Unclassified/FOUO)
 - SECRET: secrev1@whs.mil
 - SIPRNET: ofoisrsr@whs.smil.mil
 - JWICS: OfficeofSecurity@osdj.ic.gov

- ▶ Can I call OSD offices to coordinate directly? NO!
 - Please only contact OSR action officers during the SR clearance process to eliminate any confusion

Questions?

OSR Customer & SR Liaison:

Mr. Art Horn

OSR Website:

<http://www.dtic.mil/whs/esd/osr/index.htm>

***Mr. Art Horn
Support Branch Chief
Office of Security Review***

***703-614-4892
Arthur.Horn@whs.mil***

Backup Slides

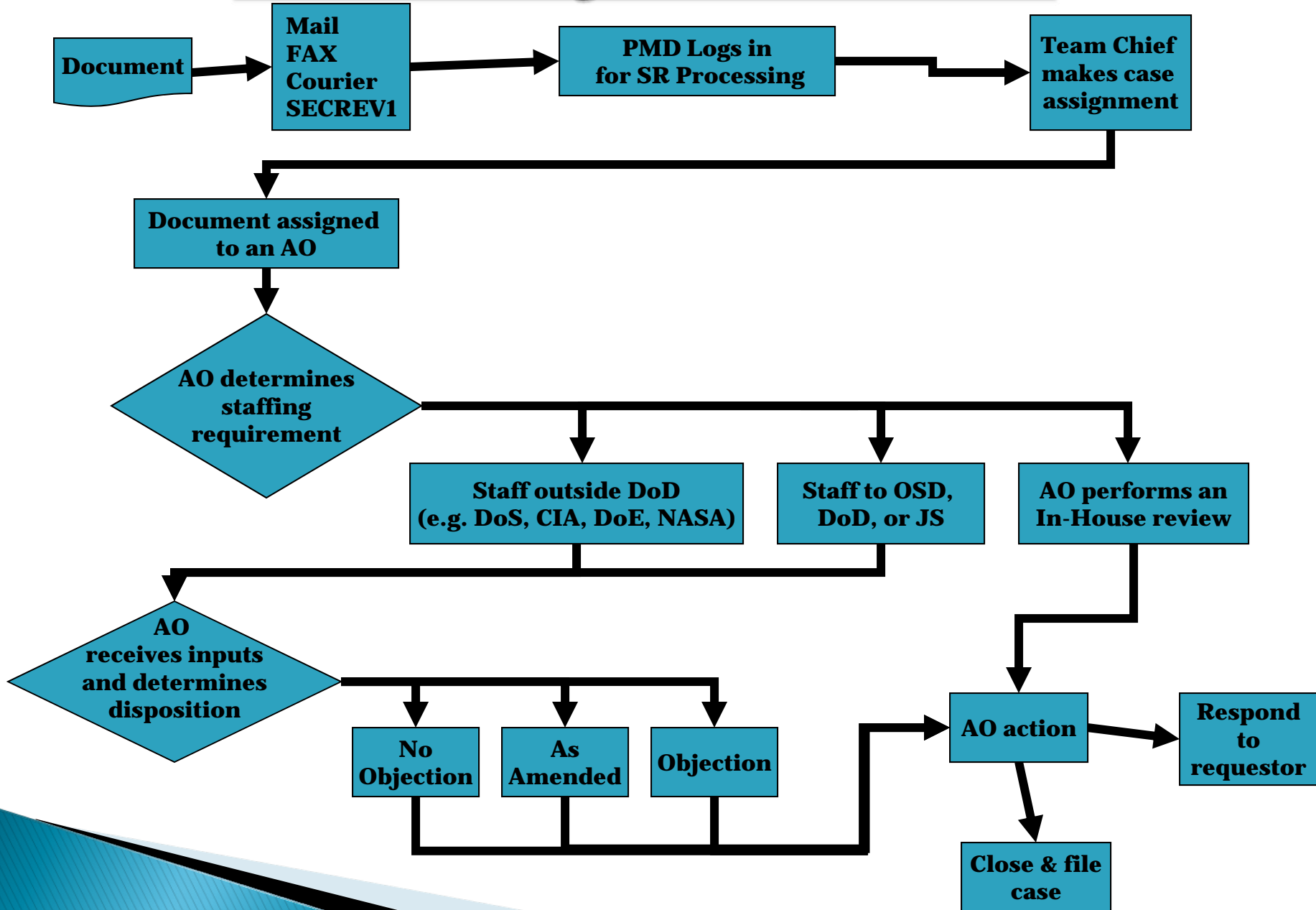


Security Review Program

History

- **DoD Security Review Program** – Established as the Directorate for Security Review (DSR) in 1949 – The DoD Office of Security Review has served continuously in OASD(PA), DA&M and WHS since that time to the present (1949 - 2012) processing Security Review requests for DoD.
- **DoD SR Program** – Governing directive for policy (DoD Directive 5230.09 (August 22, 2008)) and instruction for implementation (DoD Instruction 5230.29 (January 8, 2009)) based upon guidance in DoD Instruction 5200.1.
- **Office of Security Review** – Responsible for the security/policy review and clearance of official DoD information proposed for official public release by the Department of Defense and its employees (military, civilian, reserve/guard and retirees) and DoD contractor information upon request to meet ITAR requirements (in lieu of licensing).
- **DoD Office of Security Review** – OSR established as the final clearance authority for the Secretary of Defense for all official DoD documents intended for public release per DoD regulations, directives and instructions.

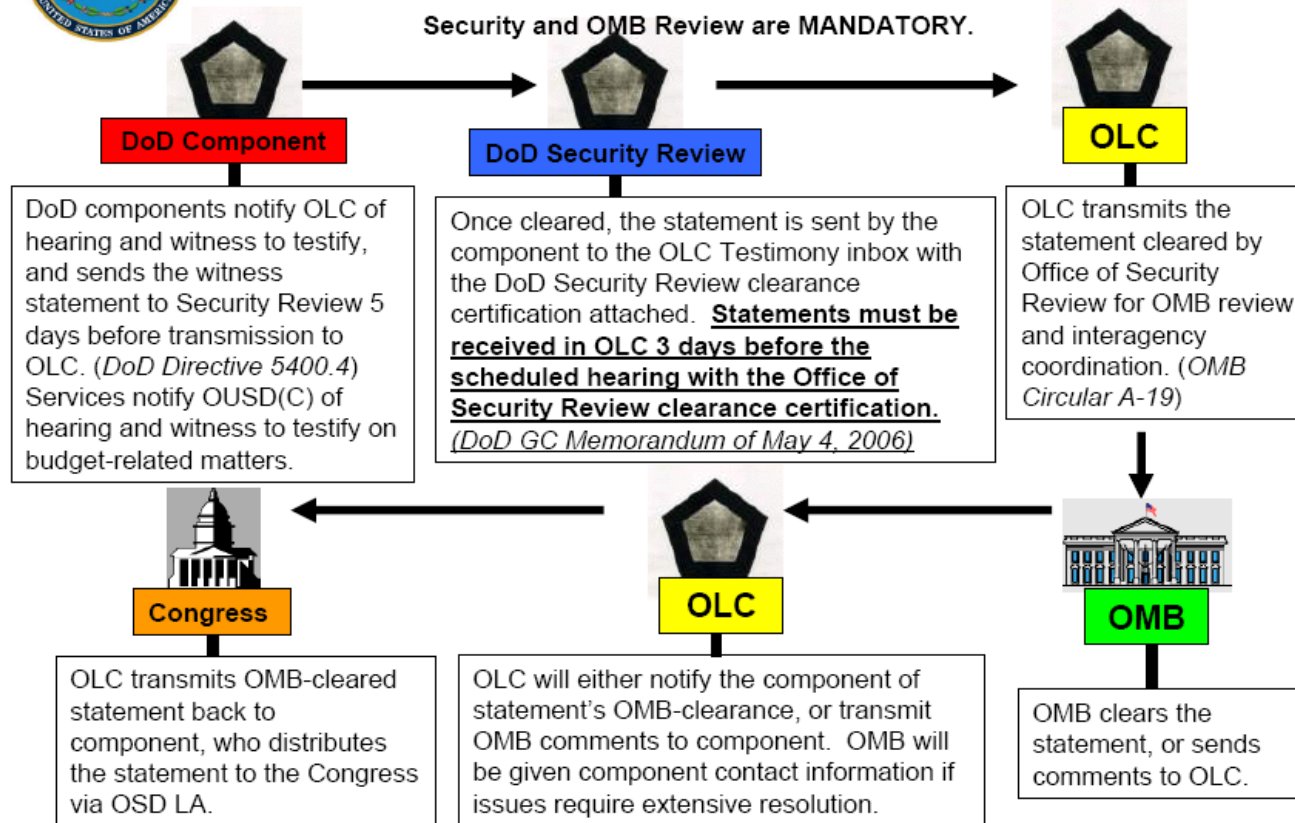
DoD Security Review Process



DoD Congressional Review Process



OFFICE OF LEGISLATIVE COUNSEL Testimony Clearance Flow Chart



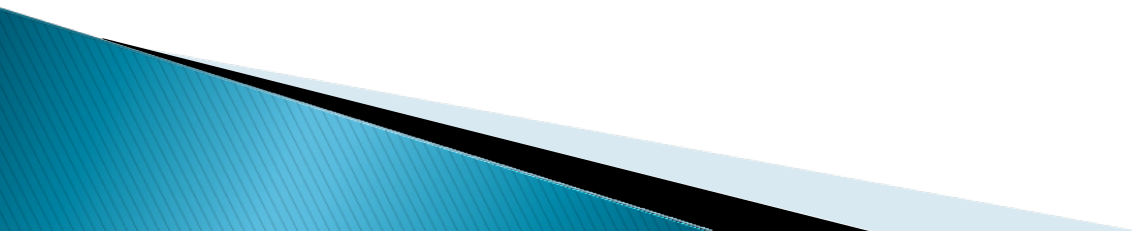
Definitions

■ DoD Employee

- DoD civilian official or employee, active duty Regular or Reserve military officer, warrant officer, and active duty NCO or enlisted member of the Army, Navy, Air Force, or Marine Corps.
- Reserve or National Guard member on active duty.
- Faculty member or student of an academy, college, university, or school of the Department of Defense.
- Retired military personnel must avail themselves of the services for DoD Security Review (required review).

Definitions

■ Official DoD Information

- All information in the custody and control of the Department of Defense, that was created or acquired by DoD employees as part of their official duties or because of their official status within the Department.
 - The position and rank of a DoD official will affect how the public views them as a DoD spokesperson.
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Washington Headquarters Services
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