Security Review

─ *Guidelines for Submitters – Please Distribute* ─

References: (a) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
(b) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
(c) OSR website: http://www.dtic.mil/whs/esd/osr/index.htm

What to Send:

Official DoD information that is prepared by or for DoD personnel and is proposed for official public release shall be submitted…if the information:
— Originates or is proposed for release in the National Capital Region
— Is or has the potential to become an item of national or international interest
— Affects national security policy, foreign relations, or on-going negotiations
— Concerns a topic of controversy among DoD Components or with other Federal Agencies
— Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson
— Contains technical data, including data developed under contract or independently developed and potentially controlled by the ITAR…that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made…
— Bears on any of the following subjects:
- New weapon or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment or techniques
- Military operations, significant exercises…and operations security of national or international significance
- The President and/or Secretary of Defense; Command, Control, Communications, Computers and Intelligence (C4I); Information Operations (IO); Weapons of Mass Destruction (WMD); Improvised Explosive Devices (IEDs); and computer security
- Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; initial fixed weapons basing; and arms control treaty implementation"[1]

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[1] DoD Instruction 5230.29 "Security and Policy Review of DoD Information for Public Release," pg. 4

Submission Guidelines:

Please include 5 unbound copies of the document being submitted for review.

"Other media" (CD-ROMs, DVDs, etc.) should be in a format compatible with DoD approved office software (Microsoft Office 2007).

All documents originated by DoD offices/agencies must be accompanied by a signed DD Form 1910 (see page 2 of this form for instructions to complete it).

All DoD contractors should use a signed corporate letter in lieu of the DD Form 1910.

U.S. Government departments/agencies and their contractors should use an official cover letter in lieu of the DD Form 1910.

Each document being submitted should have its own individual DD Form 1910 or signed cover letter to facilitate log-in and processing of the review request.

All papers being submitted by DoD academies/universities/schools should use the DD Form 1910 and the use of the standard DoD disclaimer statement is recommended.

All documents submitted for review will be treated as "For Official Use Only" during the review process and will be handled accordingly. Documents marked with export control, proprietary or any other limited distribution markings will not be accepted for review.

Clearance of presentations does not include the script if no script is provided for review.

Clearance of abstracts does not satisfy any requirement to clear the unabridged document prior to presentation, publication or posting of the paper on a website (public release).

Final versions only. Draft versions will not be accepted for review by OSR.

Please note that the Department of Defense will not review documents that are already in the public domain (which includes the Internet).

Please also note that the Department of Defense will not accept documents marked as For Official Use Only, Controlled Unclassified Information or company proprietary for review.

Forms:

DD Form 1910 – "Clearance Request for Public Release of Department of Defense Information," accompanies documents submitted by DoD requestors (except DoD Contractors).

Current versions of the DoD forms used to request a review are available on the OSR website:

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

How to submit a request:

Standard mail:
Department of Defense
Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Express mail:
Department of Defense
Office of Security Review
2A534, Pentagon
Washington, DC 20301-1155

(*Note*: DoD recipient's phone number is required -- FedEx, UPS, DHL all accepted)

FAX:
Unclassified   703-614-4956
Classified   703-614-4966

E-mail:
NIPR: **secrev1@whs.mil**   (Unclassified documents only)

SIPR: **ofoisrsr@whs.smil.mil**   (FOUO through Secret)

JWICS: **OfficeofSecurity@osdj.ic.gov**   (All documents up to TS/SCI)

Courier:
Pentagon pick-up at the OSD Mail Room (3C843) ‒ (Twice daily)

SR Help Desk:
For questions on how to submit a request or to check on the status of a review please
contact the SR Help Desk at **(703) 614-5001**.

Average Minimum Response Times (Based Upon Receipt by OSR):

Submit papers, articles and other material to ensure receipt by OSR at least **10-15 working days**
before the date needed. The length, complexity and content will determine the number of
reviewing Agencies required and consequently, the time it will take to complete the review.

Technical papers shall be received by OSR to allow at least **15-20 working days** for review. More
time may be needed if the material is complex or requires review by agencies outside DoD.

Manuscripts and books shall be received by OSR to allow at least **30-45 working days** for review. More time may be needed if the material is complex or requires review by agencies outside of DoD or is determined by OSR to contain classified information.

Policy or position papers and reports shall be received by OSR to allow at least **30-60 working days** for review. Additional time may be required if the material requires review by agencies outside of DoD or is determined by OSR to contain classified information.[2]

Possible Response Methods:

Please indicate the desired response method in the "Remarks" section of the submission form or request cover letter. If no method is indicated, responses for DoD agencies will be by courier delivery to the OSD Mail Room (3C843) in the Pentagon. Responses to other U.S. Government Departments/Agencies or contractors will be via U.S. mail unless otherwise requested.

Mail – U.S. Mail (please allow a minimum of 2 weeks for receipt).

FAX – Stamped submission form (or copy of cover letter) and first page of document only (also stamped).

Email – Stamped submission form and first page of document only.

Phone – Verbal clearance to be followed by any other requested method.

Courier – Hardcopy to OSD Mail Room (3C843) at the Pentagon for pickup.

Note: Response by Priority/Express Mail or FedEx/UPS/DHL is no longer authorized.

Results of Reviews:

- Cleared – Information may be released without restriction. Document will be stamped to indicate response is *Cleared*.

- Cleared as amended – Amendments are binding on submitter. Red brackets identify material to be deleted. Wording may be included as additions or substitutions. Information may be released without restriction upon implementation of amendments. Document will be stamped to indicate response is *As Amended*.

- Recommended changes – Not binding on submitter. Identifies suggested changes that clarify or amplify the information in the document for accuracy. Document will be stamped to indicate response is *Cleared* with *recommended* changes.

- Not cleared – Information may not be released as written. Document will not be stamped.

- Returned without action – OSD unable to review due to insufficient time, material is already in public domain, or review cancelled upon request of submitter. Document will not be stamped.

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[2] DOD Instruction 5230.29 "Security and Policy Review of DoD Information for Public Release," pg 5.

Appeals:

Denials and amendments may be administratively appealed to OSR. Any such appeal should be submitted in writing and offer justification to support reversal of the initial decision and may be forwarded to OSR using the official mail address or appropriate e-mail box.

Ways to Speed up the Process:

- Send documents by FAX (classified or unclassified) or email (classified or unclassified) using the appropriate method – NIPRNET/SIPRNET/JWICS and provide requestor's email address.

- If you do not wish to receive your response via regular mail or courier, please request response by FAX or email in the "Remarks" section of DD Form 1910 or cover letter.

- All documents submitted for review, especially by FAX or email, must be legible and in font size appropriate for review purposes (i.e. not less than 8 pitch).

- Verify before submission that accompanying DD Form 1910 (if used) is completed and signed. (Note: This is the submitting office/agency certification that the document is unclassified, in final form and approved by the submitter's office/agency for public release.)

- Please send the required number of copies of the final version only. Drafts, documents already in the public domain or versions marked as company proprietary will not be reviewed by OSR.

Contact Information/Queries

Office of Security Review (OSR)
2A534/Pentagon – 1155 Defense Pentagon
Washington, DC 20301-1155
(703) 614-5001 // Fax: (703) 614-4956 (U)

E-mail: secrev1@whs.mil (unclassified only)

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