



Security Review Cases

— Recommended Guidelines —

- “Official DoD information that is prepared by or for DoD personnel and is proposed for public release”¹ should be submitted to OSR for a security and policy review. Contractors should follow contract guidelines in determining whether to submit a document for a security and policy review.
- OSR will not review documents already in the public domain.
- OSR will not accept documents marked as draft or company proprietary.
- All documents originated by a DoD Agency or office must be accompanied by a signed DD Form 1910. U.S. Government agencies/departments and contractors should use a cover letter. Use of the DD Form 1910 is not required by U.S. government contractors.
- Send 5 unbound copies of each document being submitted for review.
- Send classified documents by mail or classified fax (703-614-4966). Send unclassified documents by mail, unclassified fax (703-614-4956) or e-mail at secrev1@whs.mil (unclassified only).
- Submit papers, articles, and other material to ensure receipt by OSR at least 10-15 working days before the date needed; technical papers shall be received by OSR to allow at least 15-20 working days for review; manuscripts and books shall be received by OSR to allow at least 30-45 working days for review. Policy documents and reports shall be received by OSR to allow at least 30-60 working days for review.² Please contact the SR Help Desk with questions at (703) 614-5001.
- “More time may be needed if the material is complex or requires review at Agencies outside of DOD” to permit adequate time for coordination of the review with DoD subject matter experts.³
- Clearance of presentations does not include the script if none is provided for review to OSR.
- Clearance of an abstract does not satisfy any requirement to clear the unabridged document for publication/presentation.

Contact Information/Queries

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¹ DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 3

² DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 5

³ DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 5