



Congressional Case Review

– Guidelines for Submitters – Please Distribute –

References: (a) DoD Instruction 5400.04, “Provision of Information to Congress,” March 17, 2009
(b) DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release,” January 8, 2009

What to send:

- Prepared Statements
- Budget Justification Books
- Inserts for the Record (IFR)/Questions for the Record (QFR)
- Advance Policy Questions (APQ) for DoD nominees
- Congressional Reports
- Executive Session Testimony Transcripts

Submissions:

- Unclassified Statements – Reviewed for security and policy in same manner as other security review cases.
- Classified Statements – Reviewed for policy only. Classified information identified with black brackets by submitter – validated with red brackets.
- Unclassified Transcripts – Reviewed for security only. Classified information identified by red brackets.
- Classified Transcripts – Reviewed for security only. Classified information validated with red brackets.
- Inserts for the Record (IFR)/Questions for the Record (QFR) – Reviewed for security and policy in the same manner as other security review cases. Classified information identified by red brackets.

Delivery:

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

FAX:

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

E-mail:

NIPR: secrev1@whs.mil (Unclassified documents only)
SIPR: ofoisrsr@whs.smil.mil (FOUO & Classified documents)
JWICS: OfficeofSecurity@osdj.ic.gov (All documents up to TS/SCI)

Note: Also send an information copy (cc:) to David.Riedel@whs.mil, Beth.Fitzgibbons@whs.mil, and Rotonya.Kemp@whs.mil to ensure receipt.

Minimum response times (upon receipt by OSR):

Prepared statements: 3 - 5 working days
Transcripts: Full 1/3 of time available for review

Results of reviews:

- Cleared – Information may be released without restriction.
- 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.

- Recommended changes - Identifies non-binding suggested changes to clarify or amplify information in the document.
- Not cleared – Information may not be released.
- Returned without action – OSD unable to review or review cancelled upon request of submitter.

Appeals:

Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded to this office.

Numbers of copies (if sending hard copies):

Send two copies of prepared statements along with signed Form 1790.
Send two copies of QFRs, IFRs, or transcripts along with signed Form 1587.

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



Contact Information/Queries

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