

Frequently Asked Questions for Department of Defense Security and Policy Reviews

What is a security and policy review?

A security and policy review, or pre-publication review, is the process by which information proposed for public release is examined to ensure compliance with DoD and national policies and to determine that it contains no classified, controlled unclassified, or export-controlled information.

Why are these reviews necessary?

The purpose of the security and policy review is to ensure information damaging to the national security is not inadvertently disclosed.

Who must submit materials intended for publication for review by DoD components to Office of Security Review (OSR) for review?

All current, former, and retired DoD employees, contractors, and military service members (whether active or reserve) who have had access to DoD information or facilities. DoD information includes any work that relates to military matters, national security issues, or subjects of significant concern to DoD in general, such as spy novels or biographical accounts of operational deployments and wartime experiences. Publications about gardening, cooking, sports, and crafts and the like do not need to undergo pre-publication reviews if there is no association with the author's current or former DoD affiliation.

What must go through the security and policy pre-publication review process?

- Books
- Manuscripts and theses
- Biographies
- Articles
- Book reviews/Op-Ed pieces
- Audio/video materials
- Speeches/Presentations
- Press releases/Website updates
- Conference panels/briefings
- Research papers
- Other media

How long will it take?

Specific timelines are addressed in DoDI 5230.29, Enclosure 3, para 3, "Time limits."

Note that manuscripts should be submitted for pre-publication review early enough to allow at least 30 working days for the review. Actual review time will vary based on content.

Where do I send my request and what should it include?

First, conduct an Operations Security (OPSEC) review through the Component OPSEC Manager in accordance with DoDM 5205.02.

Then, conduct a pre-publication review. DoDI 5230.29, Enclosure 3, para 2, "Submission Procedures" details what is required. DD Form 1910 is used by active duty personnel and government officials. A signed letter should be submitted by someone in the private sector and will need to include the following:

- Name

- Contact information (address, phone number, email address)
- Information title or subject
- Intended audience or publication
- Specific deadline, if applicable
- Written consent from all-DoD affiliated personnel named in your material, if applicable.

Include a minimum of three unbound paper copies, or if submitted electronically, one soft copy, of each document in its final form submitted for review.

How does the process work?

The DoD component's security review liaison office (for security/policy review) and their pre-publication release official will:

- Confirm the request qualifies as a pre-publication review and that all required information is included.
- Forward to OSR all requests containing information defined under DoDI 5230.29, Enclosure 3, para 1, in final form.
- Coordinate with other DoD components or offices as necessary prior to submission.

What will happen if I do not submit my material for review?

You may be subject to administrative or legal action.

Reference: USD(I) Memo, "Security and Policy Reviews of Articles, Manuscripts, Books and Other Media Prior to Public Release,"

April 26, 2011

<https://www.intelink.gov/sites/ousdi/hcis/sec/icd/irect/information/default.aspx>

SUBMISSION METHODS

Completed packages should be forwarded to your DoD component organization for initial security review by your public release official.

Personnel assigned to the Office of the Secretary of Defense should forward packages to the Office of Security Review (OSR) – 2A534 - Pentagon or send them to the following address:

Standard mail:

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

Courier:

OSD Mail Room in the Pentagon (3C843)

Email:

NIPR – secrev1@whs.mil (unclassified)
SIPR – ofoisrsr@whs.smil.mil (FOUO and classified up to SECRET)
JWICS – OfficeofSecurity@osdj.ic.gov (All)

Telephone: (703)-614-5001

Fax: (703)-614-4956

Classified Fax: (703)-614-4966

OSR Website:

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

DOD POLICY FOR SECURITY AND POLICY REVIEWS

Current DoD policy issuances, references and forms governing publication reviews can be found at the OSR Website:

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

These include the following:

DoD Directive 5230.09, “Clearance of DoD Information for Public Release”

DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release”

DD Form 1910, “Clearance Request for Public Release of Department of Defense Information”

Related DoD security policy issuances can be found at the DoD issuances website:
<http://www.dtic.mil/whs/directives/>

DoD Manual 5200.01 (Vol. 3) “DoD Information Security Program”

DoD Manual 5205.02, “DoD Operations Security Program Manual”

For questions on security/policy review submissions or status updates, contact the OSR Help Desk at 703-614-5001.

For questions on information security policy, contact Security Directorate, OUSD(I) at 703-604-2764.

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Frequently Asked Questions



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