HOW TO SUBMIT A DOCUMENT

Please send **3 copies**, not professionally bound, of each document you wish to have reviewed. Here's how:

1. **All documents submitted by DoD agencies/offices** must be accompanied by a signed DD Form 1910. **Other U.S. Government agencies/departments and contractors** are not required to use the DD Form 1910. A cover letter should be used in lieu of the DD Form 1910.

2. **Unclassified** documents may be submitted by mail, unclassified fax or unclassified email.

3. **Classified** documents may be submitted by classified fax, email on SIPRNET/JWICS or by courier. Please notify DOPSR when forwarding a classified document by classified fax or SIPRNET/JWICS to ensure that it has been received for processing.

---

**NOTE:** All Manuscripts/Books must be mailed, either Standard or Express, and NOT EMAILED.

---

**SUBMISSION METHODS**

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

**Express mail:** (UPS, FEDEX, DHL accepted)
Department of Defense
Defense Office of Prepublication and Security Review
Rm. 2A534 Pentagon
Washington, DC 20301-1155

**Email:**
Niprnet:
whs.pentagon.esd.mbx.secrev@mail.mil
Siprnet:
whs.pentagon.esd.mbx.DOPSR@mail.smil.mil
JWICS: OfficeofSecurity@osdj.ic.gov

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

**Contact Information/Queries**
DOPSR Help Desk:
Tel: 703-614-5001

DOPSR Website:
http://www.esd.whs.mil/DOPSR/

---

1 DoD Instruction 5230.29, pg. 3
STREAMLINING THE SECURITY AND POLICY REVIEW PROCESS

The Defense Office of Prepublication and Security Review (DOPSR) conducts a security and policy reviews on all documents that are submitted for official public release in accordance with DoD Directive 5230.09 and the ITAR. The average response times listed below are estimates upon receipt by DOPSR. Response times may vary based upon the document type and content. Additional time may be needed if the material is complex, voluminous, and/or requires review by DoD components or the Interagency.

1. Please allow 10-15 working days for review of papers, articles, and briefings.

2. Please allow 15-20 working days for review of technical papers and brochures.

3. Larger documents – books, reports, and manuscripts - may take longer to review - please allow 30-60 working days.

Note: For additional information on the prepublication review process, please see DoDI 5230.29 at: http://www.dtic.mil/whs/directives/index.html

WHAT ELSE DO I NEED TO KNOW ABOUT THE REVIEW?

1. All documents submitted for review must be legible and in font size appropriate for review purposes (no less than 8 pitch).

2. “Other media” (CDROMs, DVDs) should be in a format compatible with DoD approved software (MPEG-3 or MPEG-4) for video or Microsoft Office for documents.

3. Documents already in the public domain will not be reviewed.

4. Proprietary documents cannot be accepted by DOPSR for review.

5. Final versions only. Draft versions will not be accepted for review.

6. To expedite processing, send documents by fax or email.

7. Please send 3 unbound hard copies of the documents to be reviewed.

8. Requests to receive responses by fax or email should be noted in the “Remarks” section of DD Form 1910 or cover letter.

9. Provide complete contact information, including fax number, email address and date the review response is needed.

RESULTS OF REVIEWS

If no alternate method is indicated, responses will be sent via U.S. Mail or DoD courier.

Cleared - Information may be released to the public without restriction.

Cleared as amended - Amendments are mandatory due to deletions or additions. DoD clearance is contingent upon implementation of amendments. Information may be released without restriction upon incorporation of the amendments provided by DOPSR.

Recommended changes - Identifies non-binding suggested changes to clarify or amplify information in the document.

Not cleared - Information is not cleared and may not be publicly released.

Returned without action – DOPSR is unable to review due to insufficient time, material is already in the public domain or review was cancelled by the requester.

APPEALS

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