

All official DoW information prepared by or for DoW personnel and intended for official public release must be submitted for prepublication review.

HOW TO SUBMIT A DOCUMENT

When submitting, please include the following:

1. All documents submitted by **DoW components** must be accompanied by a signed DD Form 1910. **Other U.S. Government agencies, Government employees/contractors and former Government employees/contractors** should use a cover letter or email, in lieu of the DD Form 1910.
2. It's preferred you submit your request via **email**.
3. Documents regarding **sensitive topics** may be submitted on SIPR or JWICS. Please notify DOPSR when sending to ensure that they have been received for processing.

SUBMISSION METHODS

Standard mail:

Department of War

Defense Office of Prepublication and Security Review
1155 Defense Pentagon

Washington, DC 20301-1155

Express mail: (UPS, FEDEX, DHL accepted)

Department of War
Defense Office of Prepublication and Security Review
Rm. 2A534 Pentagon
Washington, DC 20301-1155

Email:

NIPR:

whs.pentagon.esd.mbx.secrev@mail.mil

SIPR:

whs.pentagon.esd.mbx.DOPSR@mail.smil.mil

JWICS: OfficeofSecurity@osdj.ic.gov

Contact Information/Queries DOPSR Help Desk:

Tel: 703-614-5001

DOPSR Website:

<http://www.esd.whs.mil/DOPSR/>

Defense Office of Prepublication and Security Review

YOUR GUIDE TO SUBMITTING DOCUMENTS FOR DOW PREPUBLICATION REVIEW



Department of War Defense
Office of Prepublication and
Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Customer Questions:

Tel: 703-614-5001

STREAMLINING THE PREPUBLICATION REVIEW PROCESS

The Defense Office of Prepublication and Security Review (DOPSR) conducts prepublication reviews on all documents that are submitted for official public release in accordance with DoDI 5230.09, DoDI 5230.29, Directive Type Memorandum (DTM) 24-005, and the ITAR. Average response times may vary widely based upon the document type and content. Additional time may be needed if the material is complex, voluminous, and/or requires review by DoW components or the Interagency.

1. Shorter documents such as data sheets, brochures or shorter presentations are likely to not require a significant amount of time to review.
2. Please allow additional time for the review of technical papers, longer presentations or shorter articles.
3. Larger documents – books, reports, longer articles and manuscripts - may take longer to review. Please allow **several months** for review.

Note: For additional information on the prepublication review process, please see DoDI 5230.09, DoDI 5230.29, and , DTM 24-005 at:
<http://www.dtic.mil/whs/directives/index.html>

Please submit documents in a timely manner so that the review can be completed prior to the publication/presentation deadline.

WHAT ELSE DO I NEED TO KNOW ABOUT THE REVIEW?

1. “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.
2. Documents already in the public domain **will not** be reviewed.
3. **Proprietary** documents **cannot** be accepted by DOPSR for review.
4. **Final versions only.** Draft versions will not be accepted for review.
5. Documents must be marked in the manner in which they will appear when published.
6. Provide information regarding the publication plan for the document.
7. Provide complete contact information to include, , email address and date the review response is needed.
8. When submitting a manuscript for review, it is highly recommended that a publisher be sought only after the prepublication review has been completed. DOPSR **does not comply** with publishing dates.

RESULTS OF REVIEWS

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

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

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

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.

RECONSIDERATION AND APPEALS

Not Cleared and Cleared as Amended release determinations may be administratively addressed through the reconsideration and formal appeal process outline in DTM 24-005. Any reconsideration or appeal should offer justification to support reversal of the decision and be forwarded in writing to DOPSR.