

*All official DoD information prepared by or for DoD personnel and intended for official public release must be submitted for security/policy review.<sup>1</sup>*

## HOW TO SUBMIT A DOCUMENT

---

When submitting, please include the following:

1. All documents submitted by **DoD 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 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 SIPRNET or JWICS. Please notify DOPSR when sending to ensure that they have been received for processing.

---

<sup>1</sup> DoD Instruction 5230.29, pg. 3

## 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

## 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 A DOD SECURITY AND POLICY REVIEW



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

## Customer Questions:

Tel: 703-614-5001

# 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 Instructions 5230.09, 5230.29 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 DoD 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 and DoDI 5230.29 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, including fax number, 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 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.

**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.