



NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
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25 June 2012

MEMORANDUM FOR THE INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: Final NSA/CSS Report on the Fundamental Classification Guidance Review –
INFORMATION MEMORANDUM

REFERENCES: a. NSA/CSS Progress Report Memorandum, dated 22 August 2011
b. NSA/CSS Response to “Agency Security Classification Management Program Data”
(SF-311) for FY 2011, dated 21 October 2011
c. NSA/CS Progress Report Memorandum, dated 31 January 2012

The National Security Agency/Central Security Service (NSA/CSS) began a fundamental classification guidance review on 28 June 2010 following the issuance of the Information Security Oversight Office Implementation Directive (32 C.F.R. Parts 2001 and 2003), and reported progress in August 2011 (Reference a), October 2011 (Reference b), and January 2012 (Reference c).

Conducted in accordance with Section 2001.16, the comprehensive review of available hard copy and electronic files at NSA/CSS yielded 593 distinct documents that were identified and evaluated for content using the following criteria:

- 1) Guidance that conformed to current operational and technical circumstances;
- 2) Guidance that met the standards of classification under Section 1.4 of Executive Order 13526 and an assessment of likely damage under Section 1.2 of the Order;
- 3) Use of guidance (date of document being one factor); and
- 4) Extent of dissemination and availability of guidance.

The second phase of the comprehensive classification guidance review where all of the assembled documentation was reviewed by appropriate Agency subject matter experts was completed at the end of 2011. The results by category as of 30 January 2012 were:

- 1) Current formal guidance: 155 classification guides;
- 2) Obsolete or unofficial/unapproved guidance: 394 guides or documents identified as guidance;
- 3) Superseded guidance: 14 classification guides;
- 4) Draft guidance: 30 classification guides.

The final fundamental classification guide review results by category are as follows:

- 1) Current formal guidance: 170 classification guides; 34 draft guides in development.
- 2) Guidance that did not meet the standards of classification due to determination of being obsolete, superseded, and/or unofficial: 359 classification guides and apparent guide documentation.
- 3) To facilitate the usage of formal guidance and promote uniformity in the application of formal guidance, three (3) specific actions were taken:
 - a) The NSA/CSS website for posting formal classification guidance was refined to create specific categories for current guidance, cancelled/obsolete/superseded guidance, OCA decisions on classification and declassification, compartmented guidance, and non-NSA classification guidance;

- b) Effective July 2011, a change register was added to the NSA/CSS classification guide template so that all formal guidance using this template will allow for the timely incorporation of Original Classification Authority decisions;
- c) Effective March 2012, the numbering scheme used for SIGINT classification guides was changed to eliminate the possibility of duplicative number assignment and provide clarity in guide purpose based on number assigned.

4) To meet the intent of E.O. 13526 in promoting uniform classification of national security information, the availability of formal NSA/CSS classification guidance was expanded in March 2012 with the initiative to post NSA/CSS classification guidance on INTELINK. All authorized holders with the appropriate access and need to know have the ability to utilize formal classification guidance applicable to NSA/CSS information.

The NSA/CSS fundamental classification guide review did not reveal any documents, topics or categories that were downgraded as a result. Further, there were no cases in which the duration of classification was modified nor were there any cases in the course of the fundamental classification guide review where exemptions from declassification were removed.



for Elizabeth R. Brooks
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Designated E.O. 13526 NSA/CSS Senior Agency Official