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**Security Classification Guides  
DoD Information Security Program**



# Information Security Webinar

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## Security Classification Guides

**Presenter:** Treva Alexander, SAPPC  
Information Security Management Course  
Manager, DSS - CDSE

- Gained experience in the security profession throughout Naval service in roles such as Security Specialist and Assistant Security Manager
- Security Asset Protection Professional Certification (SAPPC)
- Experienced Instructor and Retired Navy Chief
- B.S. in Workforce Education, Training and Development, Southern Illinois University

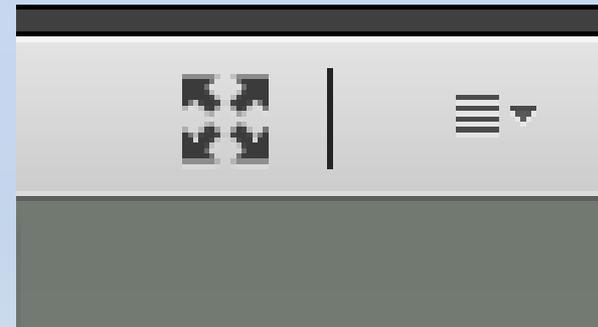




# Meeting Room Navigation

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**Notes** box for audio information and other announcements



Use **Full Screen** (upper right corner) to maximize view of the presentation.

Click **Full Screen** again to switch back. You will need to be out of Full Screen view to respond to poll questions.





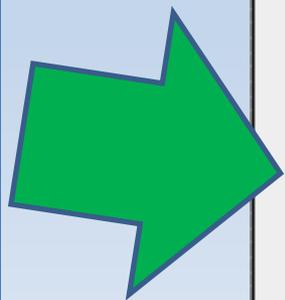
# Example of a Poll Question

**Poll 4** ☰

**Have you ever used DCO before?**

<input type="checkbox"/> I have never used it	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> I have only listened in on a webinar or meeting	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> I have used the chat or Q&A pods	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> I have been a presenter	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> I have hosted a DCO meeting	<div style="width: 0%;"></div>	0%	(0)

Broadcast Results

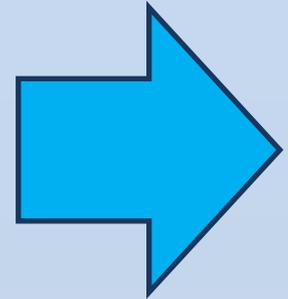




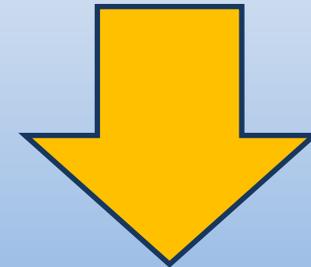
# DCO Meeting Room Navigation

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**Q&A** box for  
entering  
questions/feedback



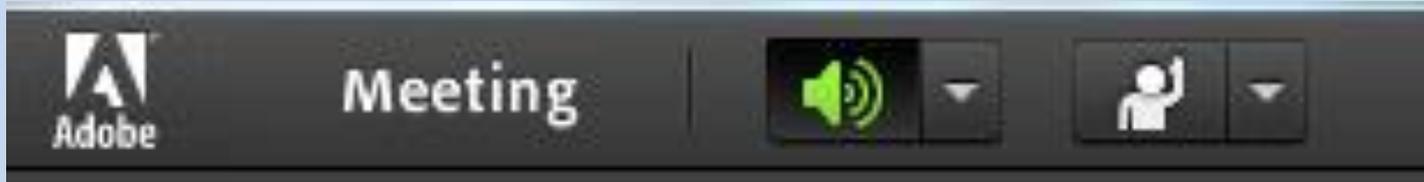
**File share** box to  
download material for  
today's presentation





# Navigation in the Meeting Room

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- Left-hand corner of your screen
- Open the drop-down box next to the stick figure
- Select “raise hand,” “agree,” “applause,” or any other message as appropriate
- After responding, lower your hand or clear your status

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# Scenario

- As a Component Security Professional, you'll provide annual training to the Original Classification Authority (OCA).
- A Three-Star Admiral is the OCA.





# Required OCA Training

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OCA's must receive training in the following:

- Fundamentals of security classification and declassification
- Limitations of their authority
- Sanctions that may be imposed
- Duties and responsibilities



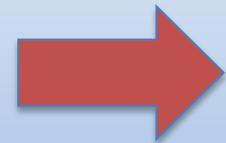
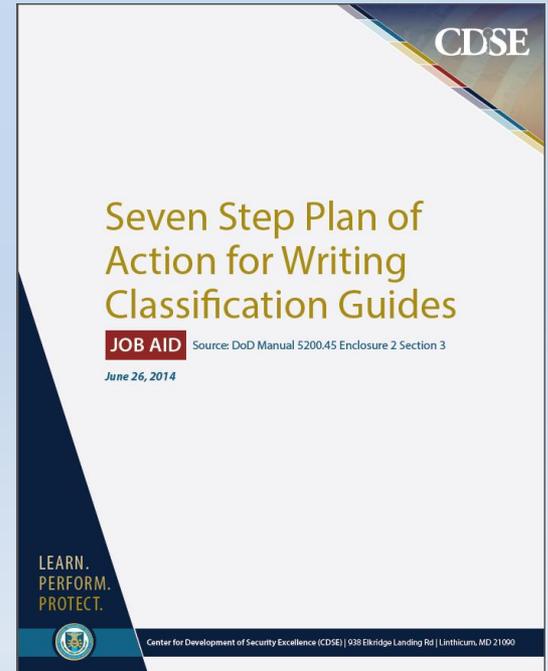


# Chat Question 1

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**What should the Admiral consider when he's developing a Security Classification Guide (SCG)?**

**Enter your response in the chat box.**





# Poll Question #1

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# DoD Manual 5200.01, Vol. 1

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## Department of Defense MANUAL

NUMBER 5200.01, Volume 1  
February 24, 2012

USD(I)

SUBJECT: DoD Information Security Program: Overview, Classification, and Declassification

References: See Enclosure 1

### 1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose. The purpose of the overall Manual, as authorized by DoD Directive (DoDD) 5143.01 (Reference (a)) and DoD Instruction (DoDI) 5200.01 (Reference (b)), is to reissue DoD 5200.1-R (Reference (c)) as a DoD Manual to implement policy, assign responsibilities, and provide procedures for the designation, marking, protection, and dissemination of controlled unclassified information (CUI) and classified information, including information categorized as collateral, sensitive compartmented information (SCI), and Special Access Program (SAP). This guidance is developed in accordance with Reference (b), Executive Order (E.O.) 13526 and E.O. 13556, and part 2001 of title 32, Code of Federal Regulations (References (d), (e), and (f)). This combined guidance is known as the DoD Information Security Program.

b. Volume. This Volume:

- (1) Describes the DoD Information Security Program.
- (2) Provides guidance for classification and declassification of DoD information that requires protection in the interest of the national security.
- (3) Cancels Reference (c) and DoD O-5200.1-I (Reference (g)).
- (4) Incorporates and cancels Directive-Type Memorandums 04-010 (Reference (h)) and 11-004 (Reference (i)).

2. APPLICABILITY. This Volume:

“The responsible OCA shall issue a security classification guide for each system, plan, program, or project involving classified information and shall ensure it is reviewed and updated.”



# Overview

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- Procedures for developing an SCG
- Classification of elements within an SCG
- Declassification of elements within an SCG



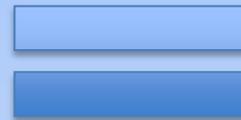
# Purpose of an SCG

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Timely  
Issuance



Precise  
Classification  
Guidance



Effective  
and Efficient  
Information  
Security





# SCG Resources

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## For issuance standards:

- EO 13526
- 32 CFR Part 2001

## For development, distribution, maintenance, and cancellation of SCGs:

- DoD Manual 5200.01, Volume 1, Enclosure 6 (in File Share box)

## Instructions for developing an SCG:

- DoD Manual 5200.45 (in File Share box)





# Developing an SCG

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## Identify

- Specific items of information
- Levels of protection required
- How long the information needs protection

**Issue early and maintain accordingly**





# Poll Question #2

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# Developing an SCG, continued

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## Department of Defense DIRECTIVE

NUMBER 5230.09

August 22, 2008

Certified Current Through August 22, 2015

DA&M

**SUBJECT:** Clearance of DoD Information for Public Release

**References:** See Enclosure 1

1. **PURPOSE.** This Directive reissues DoD Directive (DoDD) 5230.09 (Reference (a)) to update policy and responsibilities for the security and policy review process for the clearance of official DoD information proposed for official public release by the Department of Defense and its employees under DoDD 5105.02 (Reference (b)).

### 2. **APPLICABILITY AND SCOPE**

a. This Directive applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

(2) All DoD personnel.

b. This Directive does NOT apply for provisions governing review of:

(1) Prepared statements, transcripts of testimony, questions for the record, inserts for the record, budget documents, and other material provided to congressional committees that may be included in the published records. (DoD Instruction (DoDI) 5400.04 (Reference (c)) applies.)

(2) Information before publication or disclosure by DoD contractors. (DoD 5220.22-M and DoD Manual 5200.01 (References (d) and (e)) apply.)

(3) Official information in litigation. (DoDD 5405.2 (Reference (f)) applies.)

“Any official DoD information intended for public release that pertains to military matters, national security issues, or subjects of significant concern to the DoD shall be reviewed for clearance prior to release.” DoD Directive 5230.09



# Developing an SCG, continued

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- Restricted data (RD) and formerly restricted data (FRD) are never automatically declassified
- Do NOT include declassification instructions for this data
- Mark with appropriate distribution statement in accordance with DoD Instruction 5230.24





# Classification and Declassification

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- Classification
- Decisions
- When to Declassify
- Downgrading
- Exemptions



# Classification Decisions

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**Original classification** should NOT be reasonably derived from a previous classification decision still in force that involves the same or closely related information.



**Derivative classification** occurs when the information already known to be classified is paraphrased, restated, or incorporated into a new document or form and the newly developed material is marked consistent with the source information.



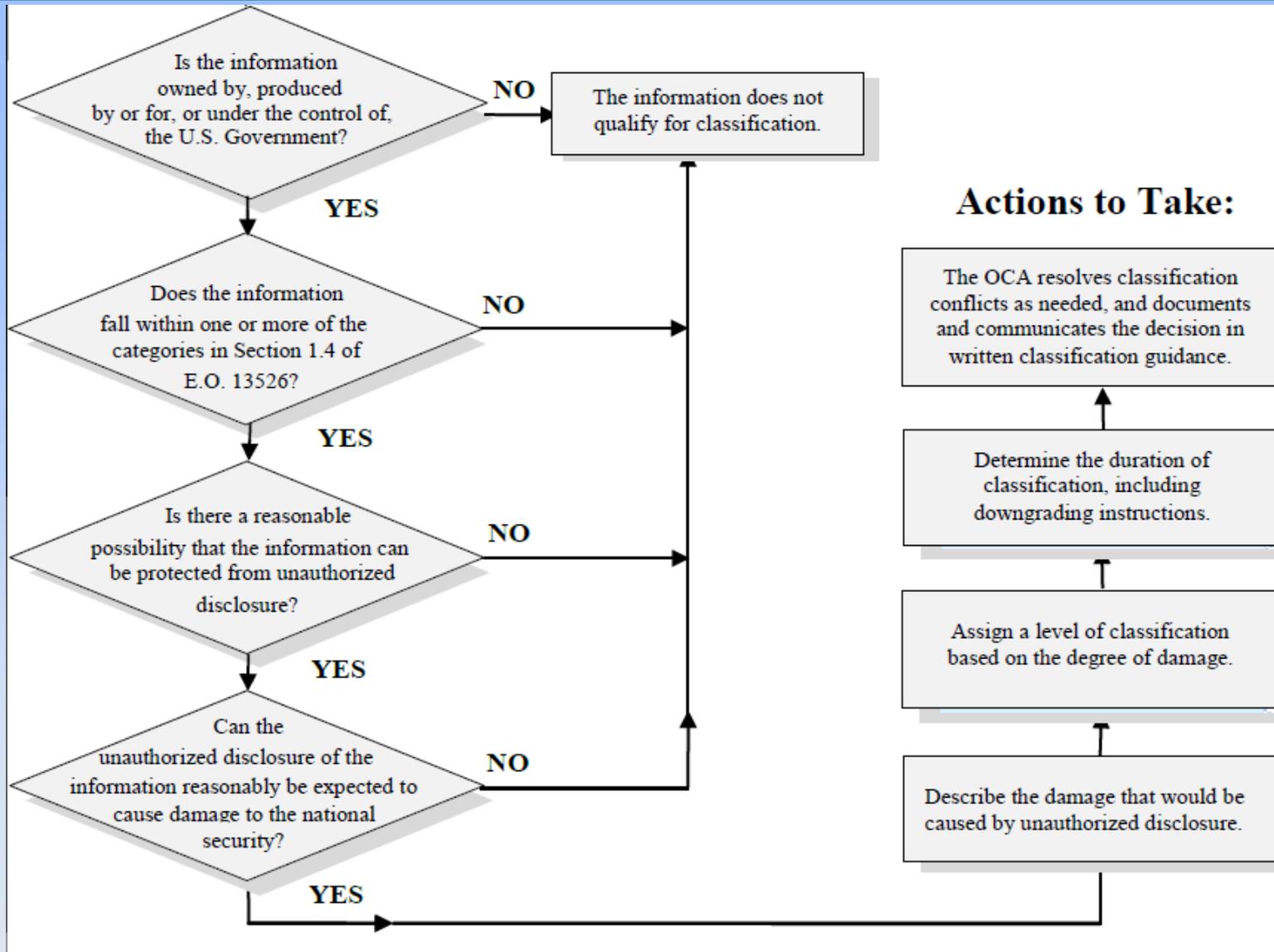
# Classification Decisions, continued

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- Classification only applies to U.S. Government information.
- Must meet criteria in EO 13526.
- Coordinate with the Department of Energy for RD and FRD.
- Fundamental research not related to national security must remain unrestricted.
- Classification may apply to independent research and development.
- Original classification process is outlined in DoDM 5200.45.



# Classification Decisions Six-Step Process





# Poll Question #3

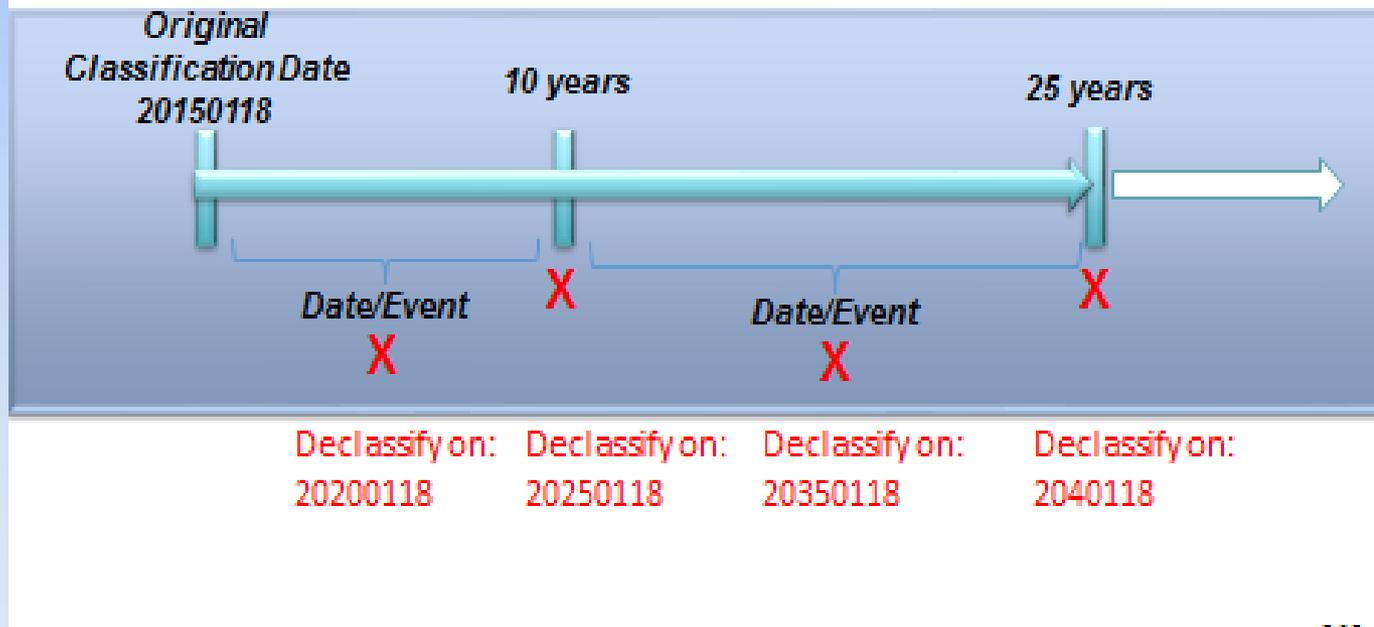
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# When to Declassify

## Scheduled Declassification

The OCA assigns date within 25 years;  
10 years is ideal.

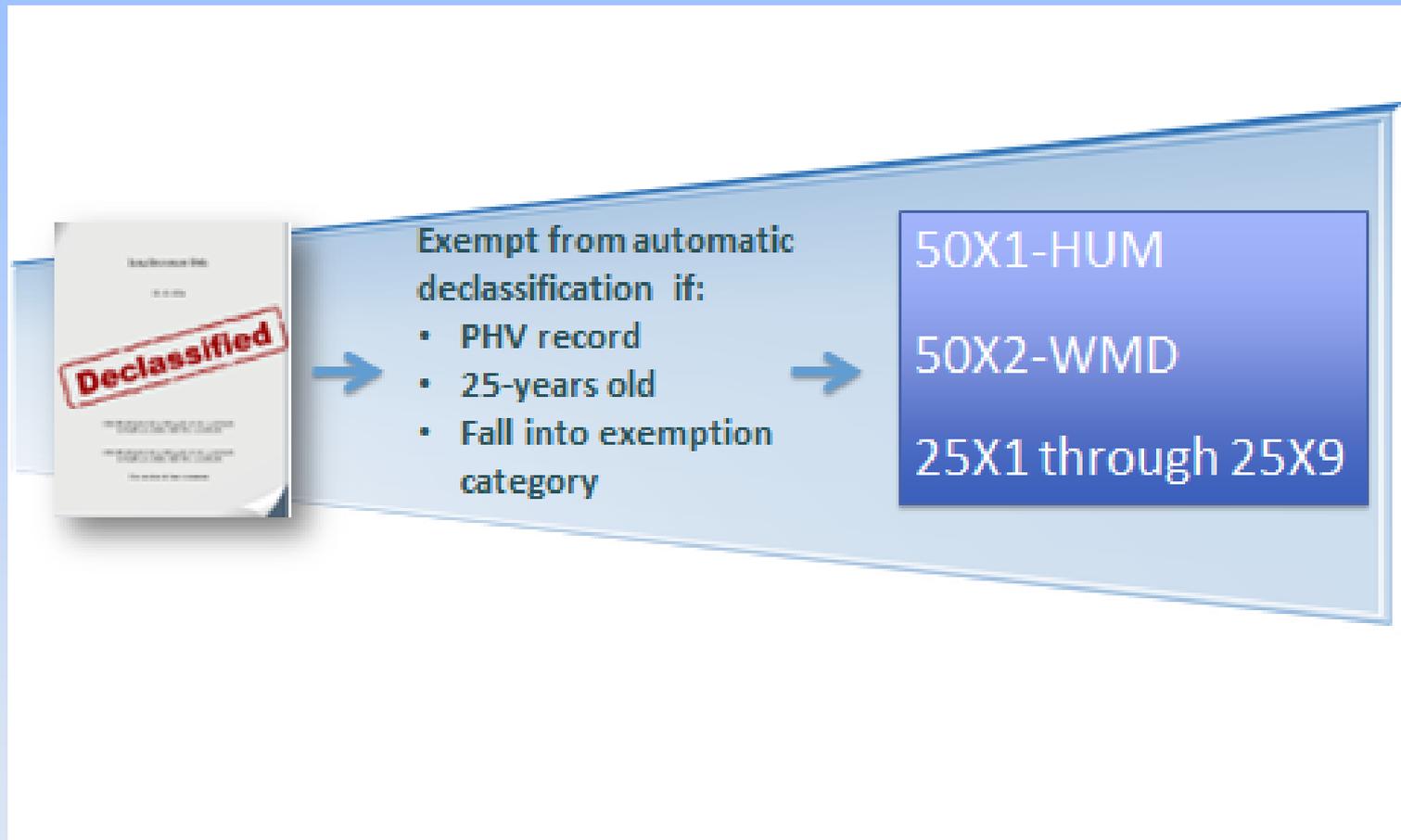




# Downgrading and Exemptions

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## Automatic Declassification



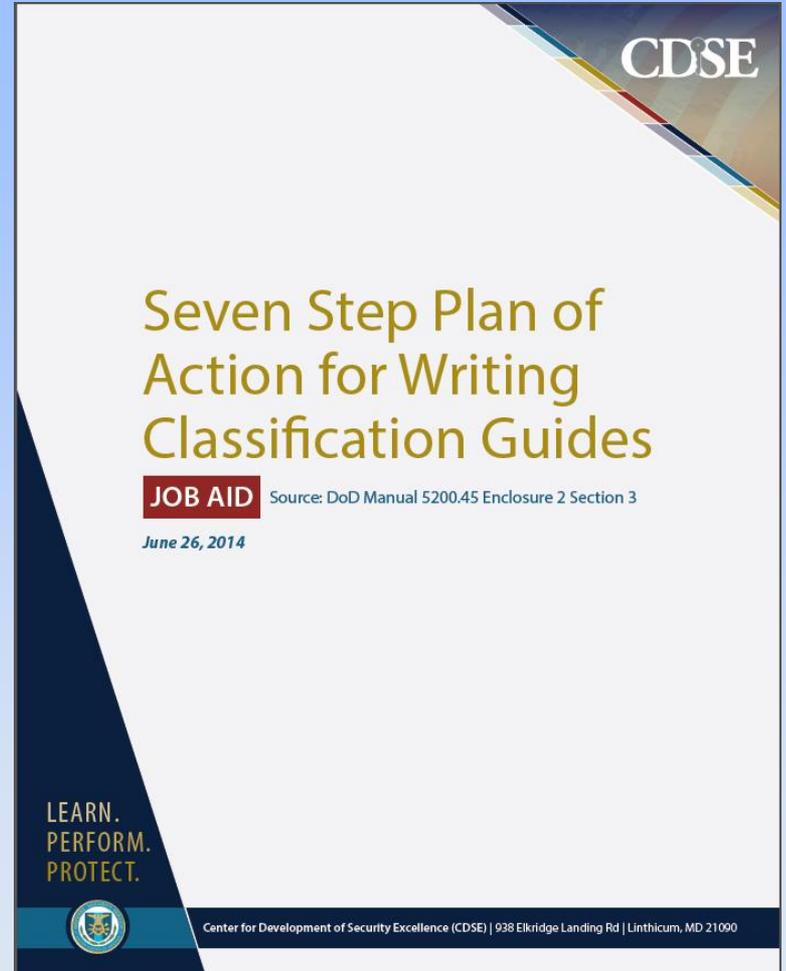


# Seven Step Plan of Action

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## Seven Step Plan of Action for Writing an SCG

**DoD Manual 5200.45  
Enclosure 2  
Section 3**





# Questions

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# Webinar Feedback

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# Contacts and Resources

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Handouts and frequently asked questions from this webinar will be posted at

<http://www.cdse.edu/catalog/webinars/information-security/security-classification-guides.html>

You may also email Information Security training related questions to DSS at

[InformationSecurity.Training@dss.mil](mailto:InformationSecurity.Training@dss.mil)

Thank you for attending the CDSE Security Classification Guides Webinar.