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A	
Access	The ability and opportunity to gain knowledge of classified information. Access equals eligibility plus need-to-know plus a signed SF-312.
Automatic Declassification	Declassification of information that is more than 25 years old and is not otherwise prevented from being declassified by an approved exemption. Such information shall be declassified on the 31 st of December, 25 years from the date of original classification.

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B	
Banner marking	Indicate the highest level of classification of the overall document, as determined by the highest level of any one portion within the document. They are placed on the top and bottom of every page of the document.

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C	
Center of Development of Security Excellence (CDSE)	Provides security education and training to Department of Defense and other U.S. Government personnel, DoD contractors, and sponsored representatives of foreign governments.
Classification	The act or process by which information is determined to require protection against unauthorized disclosure and is marked to indicate its classified status.
Classification Authority Block	Indicates who the document was classified by, where it was derived from, downgrade instructions, and when it should be declassified. The CAB is placed on the face of each classified document near the bottom.
Classified Information	Information that has been determined, pursuant to Executive Order 12958 or any predecessor order, or pursuant to the Atomic Energy Act of 1954, to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.
Classified Information Nondisclosure Agreement	SF 312, a contractual agreement between the U.S. Government and a cleared employee that must be executed as a condition of access to classified information.
Compilation	Items of information that are individually unclassified or classified at a lower level, may be classified, or classified at a higher level, only if the compiled information reveals an additional association or relationship.
Compromise	An unauthorized disclosure of classified information.
Confidential (C)	Information or material of which unauthorized disclosure could reasonably be expected to cause damage to national

C	
	security that the Original Classification Authority is able to identify or describe.
Contained in	Applies when derivative classifiers incorporate classified information, word for word, from an authorized source into a new document, and no additional interpretation or analysis is needed to determine the classification of that information.
Custodian	An individual who has possession of, or is otherwise charged with, the responsibility for safeguarding classified information.
Cybersecurity	Measures that protect and defend information and information systems.

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D	
Declassification	An authorized change in status of information from classified to unclassified.
Defense Office of Prepublication and Security Review (DOPSR)	Responsible for managing the DoD security review program and reviewing written materials for public and controlled release.
Department of Defense (DoD)	Department of Defense – Provides the military forces needed to deter war and protect national security. Under the President, the Secretary of Defense directs and exercise authority and control over the separately organized Departments of the Air Force, the Army, and the Navy; over the Joint Chiefs of Staff; over the combatant commands; and over defense agencies and field activities.
Department of Defense Directive (DoDD)	Department of Defense Directive
Department of Defense Instruction (DoDI)	Department of Defense Instruction
Department of Defense Manual (DoDM)	Department of Defense Manual
Derivative Classification	Incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information.
Derivative Classifiers	All cleared DoD and authorized contractor personnel who generate or create new material from sources which are already classified.
Destruction	Destroying classified information so that it can't be recognized or reconstructed.
Dissemination	The sharing or transmitting of classified information to others who have authorized access to that information.
Document	Any physical medium in or on which information is recorded or stored, to include written or printed matter, audiovisual materials, and electromagnetic storage material.

D

Downgrading	A determination by an OCA or declassification authority that information classified and safeguarded at a specified level shall be classified and safeguarded at a lower level.
Duration	A determination made regarding how long information is to be protected (i.e., when the information will lose its sensitivity and no longer merit or qualify for classification).

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Executive Order (E.O.) 13526	Establishes the legal authority for certain officials within the Executive Branch of the Federal government to designate classified national security information.
Eligibility	A DoD Consolidated Adjudication Facility (DoD CAF) has made an adjudicative determination of a member's Personnel Security Investigation (PSI) and that member may have access to classified information equal to the level of their adjudicated investigation.
Evaluated Products List (EPL)	A list of destruction products that have been tested and meet performance requirements.
Exceptions	Permanent exclusions or deviations put in place when classified information cannot be safeguarded to the standards or requirements specified in DoDM 5200.01.
Executive Order (E.O.)	An order issued by the President to create a policy and regulate its administration within the Executive Branch.

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General Services Administration (GSA)	Federal agency which establishes and publishes uniform standards, specification, and supply schedules for units and key-operated and combination padlocks suitable for the storage and protection of classified information.
Government Information (Official)	A step in the original classification process; for information to be identified as official, it must be owned by, produced by or for, or under the control of the U.S. Government.

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I	
Impact	A step in the original classification process that assesses the probable operational, technological, and resources of classification.
Information	Knowledge that can be communicated, and documentary material, regardless of its physical form or characteristics, that is owned by, produced by or for, or is under the control of the U.S. Government.
Information Security	The system of policies, procedures, and requirements established in accordance with EO 13526 to protect information that, if subjected to unauthorized disclosure, could reasonably be expected to cause damage to national security. The term also applies to policies, procedures and requirements established to protect controlled unclassified information, which may be withheld from release to the public in accordance with statute, regulation, or policy.
Information Security Oversight Office (ISOO)	Oversees programs for classified national security information and controlled unclassified information in both Government and industry and reports on their status annually to the President.
Information Security Program (ISP)	Implements 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).
Information System (IS)	An assembly of computer hardware, software, and firmware configured for the purpose of automating the functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information and textual material.

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L	
Loss	The inability to physically locate or account for classified information.

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M	
Mandatory Declassification Review	A way for members of the public to request the review of specific classified information.

M

Markings

Serve to alert holders to the presence of classified information and technical information with restriction on its dissemination; identify, as specifically as possible, the exact information that needs protection; indicate the level of classification assigned to the information; provide guidance on downgrading and declassification; give information on the source or sources and reason or reasons for classification or other restrictions; and warn holders of special access, control, or safeguarding requirements.

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N

National Security

Information relating to the national defense or foreign relations of the United States.

National Security Administration (NSA)

Agency of the Federal Government that maintains listings of evaluated destruction products that have been tested and meet performance requirements and provides information assurance services and information and signals intelligence.

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Original Classification

An initial determination that information requires, in the interests of national security, protection against unauthorized disclosure

Original Classification Authority (OCA)

An individual authorized in writing, either by the President, the Vice President, or by agency heads or other officials designated by the President, to originally classify information.

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Portion Marking

Indicates the highest level of classification in every portion of the document and must be placed at the beginning of the respective portion.

Properly Marked Source Document

An authorized source of classification guidance used by a derivative classifier, from which information is extracted, paraphrased, restated, and/or generated in a new form for inclusion in another document.

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Revealed by	Applies when classified information has been paraphrased or restated and not taken word for word from an authorized source document, but the classification is deduced from interpretation or analysis.
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Safeguarding	Refers to using prescribed measures and controls to protect classified information.
Scheduled Declassification	A set date or event, determined by the Original Classification Authority (OCA), which will occur within 25 years from the date of original classification.
Secret (S)	Information or material of which unauthorized disclosure could reasonably be expected to cause serious damage to national security that the Original Classification Authority is able to identify or describe.
Security Classification Guidance	Any instruction or source that sets out the classification of a system, plan, program, mission, or project. Initially issued by an Original Classification Authority to document and disseminate classification decisions under their jurisdiction.
Security Classification Guide (SCG)	Form of classification guidance issued by an OCA that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element.
Security Incidents	When someone fails to use proper security requirements for protecting classified information. There are four types, security violation, security infraction, spillage and unauthorized disclosure.
Security Infraction	A failure to comply with security requirements which cannot reasonably be expected to, and does not result in the loss, suspected compromise or compromise of classified information.
Security Manager	Manages and implements the DoD activity's information security program on behalf of the activity head, to whom he or she shall have direct access.
Security Violation	Occurs when there is a knowing, willful, or negligent action that could reasonably be expected to result in the loss, suspected compromise or compromise of classified information.
Sensitive Compartmented Information (SCI)	Information that needs extra protection above a Top Secret security clearance level. SCI can come from various sources and has to have special handling, which involves controls to access.
SF-312	Classified Information Nondisclosure Agreement
SF-700	Security Container Information, used to maintain a record for each container and to record the combination.

SF-701	Activity Security Checklist, used to record checks of work areas at the end of each working day.
SF-702	Security Container Check Sheet, used to record the securing of vaults, rooms, and containers used for storing classified material.
SF-703	Cover sheet for Top Secret material
SF-704	Cover sheet for Secret material
SF-705	Cover sheet for Confidential material
Special Access Program (SAP)	A program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level.
Spillage	Occurs when classified data is introduced on an information system not approved for that level of information.
Systematic Declassification	Review of classified information that has been exempted from automatic declassification.

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Top Secret (TS)	Information or material of which unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to national security that the Original Classification Authority is able to identify or describe.
Transmission	The sending of information from one place to another by audio, microwave, laser, or other non-connective methods, as well as by cable, wire, or other connective medium. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

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U	
Unauthorized Disclosure	A communication or physical transfer of classified information to an unauthorized recipient.
Under Secretary of Defense for Intelligence (USD(I))	Provides implementation guidance for the Information Security Program within the DoD.

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Waivers	Temporary exclusions or deviations put in place when classified information cannot be safeguarded to the standards or requirements specified in DoDM 5200.01.

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