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A

Administrative Data	A recommended section of Security Classification Guides; used only when there are administrative details that require classification.
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C

CDO	See Controlling DoD Office
CDSE	See Center for Development of Security Excellence
Center for Development of Security Excellence	Provides security education and training to Department of Defense and other U.S. Government personnel, DoD contractors, and sponsored representatives of foreign governments.
Classification guidance	See Security Classification guidance
Confidential	Information or material of which unauthorized disclosure could reasonably be expected to cause damage to national security that the Original Classification Authority is able to identify or describe.
Controlled Unclassified Information	Information the U. S. Government creates or possesses, or that an entity creates or possesses for or on behalf of the U.S. Government, that a law, regulation, or U.S. Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. However, CUI does not include classified information.
Controlling DoD Office	The DoD activity that sponsored the work that generated the technical document for the DoD and has the inherently Governmental responsibility for determining the distribution of a document containing such technical information. For joint sponsorship, the controlling office is determined by advance agreement and may be a party, group, or committee representing the interested activities or DoD Components. Only the controlling office or higher authority may authorize distribution beyond the distribution statement.
Critical Elements	A recommended section of Security Classification Guides; used only when there are critical components of the system, plan, program, mission, or project unique enough to warrant separation in the guide.
CUI	See Controlled Unclassified Information

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DCSA	See Defense Counterintelligence and Security Agency
DD Form 2024	DoD Security Classification Guide Data Elements; a form used to identify a change to the SCG and signed by the appropriate OCA to ensure accountability.
DD Form 254	DoD Contract Security Classification Specification; identifies to cleared contractors specific security classification guides or source documents to be referenced during the performance of a contract.
Declassification	The authorized change in status of information from classified to unclassified.
Declassification Guide	Written instructions issued by a declassification authority that describes the elements of information regarding a specific subject that may be declassified and the elements that must remain classified.
Defense Counterintelligence and Security Agency	Formerly Defense Security Service (DSS); an agency of the Department of Defense located in Quantico, Virginia with field offices throughout the United States. The Under Secretary of Defense for Intelligence provides authority, direction and control over DCSA. DCSA provides the military services, Defense Agencies, 32 federal agencies and approximately 13,500 cleared contractor facilities with security support services.
Defense Office of Prepublication and Security Review	Responsible for managing the Department of Defense security review program, reviewing written materials both for public and controlled release. This includes official government and defense industry work products, as well as materials submitted by cleared or formerly cleared individuals pursuant to their voluntary non-disclosure agreement obligations. DOPSR also coordinates official work products with Defense enterprise stakeholders to ensure that information being released is both accurate and represents the Department's official position.
Defense Technical Information Center	Aggregate and fuse science and technology data to rapidly, accurately and reliably deliver the knowledge needed to develop the next generation of technologies to support our Warfighters and help assure national security.
Department of Defense	Provides the military forces needed to deter war and ensure our nation's security.
Department of State	The primary agency responsible for the security classification of foreign government information.
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.

D	
Derivative Classifier	All cleared DoD and authorized contractor personnel who generate or create new material from sources which are already classified.
Designate Classification Level	A step in the original classification process that identifies the sensitivity of information relative to the decision about which classification level it should receive: Confidential, Secret, or Top Secret.
Distribution Statement	A statement used in marking a technical document to denote the extent of its availability for secondary distribution, release, and disclosure without additional approvals or authorizations. A distribution statement marking is distinct from and in addition to a security classification marking assigned.
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.
DoD	See Department of Defense
DoD Instruction 5200.01	Provides policy and responsibilities for collateral, special access program, SCI, and controlled unclassified information (CUI) within an overarching DoD Information Security Program.
DoD Instruction 5230.24	Establish DoD policies, assign responsibilities, and prescribe procedures for marking and managing technical documents, including research, development, engineering, test, sustainment, and logistics information, to denote the extent to which they are available for secondary distribution, release, and dissemination without additional approvals or authorizations.
DoD Manual 5200.01, Volume 1 through 3	DoD Information Security Program, which prescribes procedures for the designation, marking, protection, and dissemination of classified information, including information categorized as collateral, sensitive compartmented information (SCI), and Special Access Program (SAP).
DoD Manual 5200.45	Provides detailed information on how to develop security classification guidance.
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DOPSR	See Defense Office of Prepublication and Security Review
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.
DTIC	See Defense Technical Information Center
Duration	A determination made regarding how long information is to be protected (i.e., when the information will lose its

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sensitivity and no longer merit or qualify for classification).

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E.O. See Executive Order

E.O. 13526 Prescribes a uniform system for classifying, safeguarding, and declassifying national security information, including information that relates to defense against transnational terrorism.

Executive Order An order issued by the President to create a policy and regulate its administration within the Executive Branch.

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FOIA See Freedom of Information Act

Freedom of Information Act An information access statute enacted in 1966 that applies to agency records of the executive branch of the federal government. FOIA requires that certain types of records be published in the *Federal Register*, that certain types of records be made available for public inspection and copying, and that all other records be subject to request in writing.

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General Instruction A recommended section of Security Classification Guides; provides instructions and administrative guidance for the system, plan, program, mission, or project covered.

Government Information 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.

Guidance A step in the original classification process that designates the information as classified and communicates that decision to individuals who use the information.

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Hardware A recommended section of Security Classification Guides; provides information on the hardware that comprises or is used by the system, plan, project, mission, or program.

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I

Impact A step in the original classification process that assesses the probable operational, technological, and resources of classification.

I

Information Security Oversight Office	Develops and issues implementing guidance and is responsible for implementing and monitoring the National Industrial Security Program.
ISOO	See Information Security Oversight Office
ISOO, 32 CFR Parts 2001 and 2003	Classified National Security Information; Final Rule provides guidance to all government agencies on classification, downgrading, declassification, and safeguarding of classified national security information.

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Military Operations	Defined as information pertaining to a strategic or tactical military action, including training, movement of troops and equipment, supplies, and other information vital to the success of any battle or campaign.
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Net National Advantage	A factor that plays into the early stages of classification determination. In assessing net national advantage, an OCA must reflect on what value, direct or indirect, would accrue or be expected to accrue to the U.S. as a result of classifying the information under consideration.
NOFORN	See Not Releasable to Foreign Nationals
Not Releasable to Foreign Nationals	Designation used to indicate that information is not authorized for release to foreign nationals, governments, or organizations.

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O

OCA	See Original Classification Authority
Operations Security	A process of identifying critical information and analyzing friendly actions attendant to military operations and other activities.
OPSEC	See Operations Security

O

Original Classification	An initial determination that information requires, in the interests of national security, protection against unauthorized disclosure.
Original Classification Authority	An individual authorized in writing, either by the President, the Vice-President, or by agency heads or other officials designated by the President, to make initial determinations regarding information that needs protection against unauthorized disclosure.
Overall Effort	A recommended section of Security Classification Guides; provides information on the classification effort itself for the system, plan, program, mission, or project.
Owned by	Information that belongs to the U.S. Government.

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Performance and Capabilities	A recommended section of Security Classification Guides; provides information on the performance and capability characteristics of an end item or an end item's components, parts, or materials.
Pre-existing Guidance	Any existing classification guidance that applies to the item or information that is the subject of the determination.
Produced by	Government-developed information
Produced for	When the government enters into an agreement through purchase, lease, contract, or receipt of the information as a gift.

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REL TO	See Release To
Release To	Identifies classified information that an originator has predetermined as releasable to foreign governments or international organizations (such as NATO), through established foreign disclosure procedures.

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SCG	See Security Classification Guide
Secret	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.

S

Security Classification Guidance/Guide	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.
Specifications	A recommended section of Security Classification Guides; provides information on the physical components and assembly of the system, plan, program, mission, or project.
State-of-the-Art Status (of information)	Factors to consider when assessing state-of-the-art status include the state-of-the-art itself, the state of development, the level of attainment in the field of work, and what is known and openly published about it. (What has already been accomplished, what is being attempted by the effort under consideration, and by whom?)

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Top Secret	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.
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Under the control	The authority of the originating agency to regulate access to the information.
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Vulnerabilities and Weaknesses	A recommended section of Security Classification Guides; provides information on the vulnerabilities and weaknesses of the system, plan, program, or project and the applicable countermeasures taken to mitigate the potential risks.
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