

2014 Classification Self Audit – Declassification

PART D: A summary of the findings of your agency's self-inspection program

*The **summary** should present specific, concise findings from your self-inspection program for each of the required program areas below. It is not a description of the requirements of the agency's CNSI program. Rather, the summary outlines the essential self-inspection findings based on the compilation and/or distillation of the information contained in the agency's internal self-inspection reports, checklists, etc. In large agencies where findings are drawn from multiple agency offices and activities, the findings that are reported here may be the most significant or most frequently occurring.*

46. Declassification:

The review of the automatic declassification program looked at both process and substantive issues, and encountered no examples of missed equities, improper exemptions, or inappropriate referrals.

PART E: An assessment of the findings of your agency's self-inspection program

*The **assessment** discerns what the findings mean. The assessment is an evaluation of the state of each element of your agency's CNSI program based on an analysis of the specific, concise findings of the self-inspection program. It reports what you have determined the findings indicate about the state of your agency's CNSI program.*

The assessment should inform the SAO and other decision makers of significant issues that impact the CNSI program. It should be used to determine how security programs can be improved, whether the agency regulation or other policies and procedures must be updated, and if necessary resources are committed to the effective implementation of the CNSI program. The assessment should report trends that were identified during the reporting period across the agency or in particular activities, as well as trends detected by making

comparisons with earlier reporting periods. It can be used to support assertions about the successes and strengths of an agency's program.

53. Declassification:

We continued our declassification program improvements with the establishment of an automated digital dashboard to help us better manage our Freedom of Information (FOIA) Privacy Act (PA) and Mandatory Declassification Review (MDR) declassification efforts. In FY2014 we achieved a FOIA/PA backlog reduction of 3%, and a MDR backlog reduction of 38%. We reduced our FOIA/PA appeals backlog by 13% and closed the ten oldest FOIA/PA appeals. In FY2014 our automatic declassification program again released over one million pages of information and for the first time 20,000 pages of President's Daily Briefs were reviewed for declassification.

90. Describe best practices that were identified during the self-inspection.

Agency use of metrics to track its declassification efforts is a best practice. It allows managers to monitor, on a real time basis, progress toward our declassification review goals and ensure review accuracy. In an environment of high researcher demand and resource constraints, such monitoring is critical to identify bottlenecks and inefficiencies, spot trends, and redeploy resources to improve review accuracy and most efficiently manage our production workload to meet required deadlines.