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(U) MEMORANDUM

(U) To: Harry Cooper
 (U) Fr:
 (U) Cc:
 (U) Dt: 7 January 2014
 (U) Re: Thursday Meeting with Jon – Approval of Email Text to Deployed IMTOs
 Regarding Self-Assessment Document Request

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(U) Summary

(U) After our last classification self-assessment planning meeting (circa 27 Dec), we determined that revisions were needed to our proposed request message to the deployed component IMTOs. This email would ask each deployed team to provide CMCG with 100 documents per month to support the self-assessment. At present, the first proposed delivery date is 3 Mar 2014.

(U) Action Needed

- (U) C/CMCG guidance on whether or not action is needed to discuss request with C/RMTG and/or other RMTG officers.
- (U) Concurrence from C/CMCG to send the proposed text to deployed IMTOs via email.

(U) Proposed Text

(U//FOUO) Executive Order 13526, *Classified National Security Information*, establishes a requirement for agencies involved in classifying, safeguarding, and declassifying national security information to establish and maintain an ongoing self-inspection program, to include the regular reviews of representative samples of an agency’s original and derivative classification actions.

(U//FOUO) IMS/Classification Management and Collaboration Group (CMCG) is responsible for conducting the self-inspection program and for providing, on an annual basis, inspection results to the Senior Agency Official and to the Information Security Oversight Office (ISOO).

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(U//FOUO) The quality of the Agency’s report to ISOO depends upon the representative sample of documents provided for review. component IMTOs are tasked with assisting CMCG with the self-inspection. Accordingly, beginning in January 2014, CMCG is asking for each of the Directorate IMO teams (DIR, DI, DS, DS&T, NCS) to collect a group of 100 documents per month for classification review of derivative classification actions.

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[(U) Text continues, next page.]

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- **(U//FOUO) CMCG will be responsible for all classification reviews; IMO teams will be responsible only for document selection and collection.**
 - Document review and data analysis helps CMCG to identify opportunities for better information and training in the future.
 - While documents are collected from individual employees, the data reported out to ISOO is attributed to the Agency only (not to an individual, an office, or a directorate).
 - CMCG does not penalize individuals for classification decisions.

- **(U//FOUO) CMCG asks for one group of 100 documents per directorate (DIR, DI, DS, DS&T, NCS) per month, with delivery requested on the first business day of the month.**
 - CMCG asks that the first group of documents be delivered on or before **3 MAR 2014**.
 - Documents may be collected from any office, to be determined at the discretion of the IMO team.
 - CMCG asks that these documents not come entirely from the same person(s) and/or office every month.
 - CMCG asks that the IMO teams document how they selected offices and individuals to be part of the sample and to report this information when submitting the documents.

- **(U//FOUO) A “document” can include any material on which the first classification decision was made.** Emails may be included, but they should be original messages – not forwards or replies, as these typically do not represent a classification action.
 - Virtually any document produced in FY2014 is eligible.
 - Documents do not have to be produced in the month that they are submitted to CMCG, but they should have a FY2014 date (1 OCT 2013-31 SEPT 2014).

- **(U//FOUO) Since the mandated self-inspection is ongoing across fiscal years, CMCG asks that this process continue as requested above until otherwise directed.**

- **(U)** For any questions or concerns about this request, please contact CMCG by email to

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