FY 2022
Fundamental Classification Guidance Review (FCGR)

Section A: Identifying Information			
Agency:	U.S. Department of Homeland Security (DHS)	Date	September 16, 2022
Name and Title/Position of Senior Agency Official:	Richard D. McComb/DHS Chief Security Officer		
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Section B: Consolidated Classification Guides (CCG)	
B-1. Does your agency have a CCG that consolidates classification guidance that applies for all components within the agency? If so, how many separate Security Classification Guides (SCGs) did your agency consolidate into the CCG? Please explain in your attached narrative.	No
B-2. Whether or not your agency has a CCG that applies for all components within the agency, does your agency have guides that consolidate classification guidance for specific activities, programs, or topics (including Special Access Programs [SAPs]) within the agency? Please explain in your attached narrative.	No
B-2a. If so, how many classification guides does your agency have that apply to the specific activities, programs, or topics (including Special Access Programs [SAPs])? When was (were) the consolidation(s) implemented? Please explain in your attached narrative.	N/A
B-3. In the absence of a current CCG that applies for all components within the agency, does your agency have a plan to develop one? In your attached narrative, please explain your agency's plan. If your agency has no plan for a CCG that applies for all components within the agency, please explain why not.	No

Section C: Security Classification Guides (SCG)	
C-1. Total number of classification guides at the beginning of the current FY 2022 FCGR. **DO NOT COUNT DECLASSIFICATION GUIDES.**	68
C-2. Number of classification guides cancelled as a result of this FCGR review.	0
C-3. Number of classification guides consolidated or superseded as a result of the current FY 2022 FCGR. Please explain in your attached narrative.	In Progress, See Section I Comments
C-4. As a result of the current FY 2022 FCGR, was there a determination that new classification guides are required? Please explain in your attached narrative.	No, See Section I Comments
C-4a. If there was a determination that new classification guides are required as a result of the FY 2022 FCGR, how many are required? Please explain in your attached narrative.	N/A
C-5. Total number of classification guides at the end of the current FY 2022 FCGR.	68

Section D: Security Classification Elements	
D-1. Total number of modifications made to increase the duration of classifications.	0

D-2. Total number of modifications made to decrease the duration of classifications.	0
D-3. Total number of exemptions from automatic declassification added to guides, pursuant to E.O. 13526, Sec. 3.3, (b)(1-9).	Yes
D-4. Total number of exemptions from automatic declassification removed from guides, pursuant to E.O. 13526, Sec. 3.3, (b)(1-9).	Yes

Section E: Shared or Multi-agency Guides	
E-1. Does your agency use any shared or multi-agency classification guides?	Yes
E-1a. If so, how has your agency conducted the review of such shared or multi-agency classification guides for purposes of the FY 2022 FCGR? Please describe in your attached narrative.	In Progress, See Section I Comment
E-1b. If not, is your agency considering the development of any shared or multi-agency classification guides? Please explain in your attached narrative.	N/A

Section F: Classification Guides in Electronic Format	
F-1. Does your agency maintain classification guides in electronic format?	Yes
F-1a. If so, are your agency's classification guides provided to users in a machine-readable electronic format? Please explain in your attached narrative.	Yes, See Section I Comment
F-1b. If all of your agency's classification guides are not maintained in a machine-readable electronic format, do you plan to put them in a machine-readable electronic format as part of the FCGR process? Please explain in your attached narrative.	N/A
F-1c. What is the total number of classification guides currently maintained by your agency in an electronic format at the end of the current FY 2022 FCGR, expressed as a raw number and as a percentage of the total number of classification guides? Please explain in your attached narrative.	68, 100% See Section I Comment
F-1d. What is the total number of classification guides currently maintained by your agency in a machine-readable electronic format at the end of the current FY 2022 FCGR, expressed as a raw number and as a percentage of the total number of electronic classification guides? Please explain in your attached narrative.	N/A
F-2. Does your agency use an electronic marking tool to mark classified information in accordance with the appropriate classification guide? Please identify the electronic marking tool(s) used by your agency.	Yes, See Section I Comment
F-2a. If so, what metadata standard does your electronic marking tool use to mark classified information in accordance with the appropriate classification guide? Please explain in your attached narrative.	See Section I Comment
F-2b. If your agency uses an electronic marking tool, does the electronic marking tool apply electronic markings in a machine-readable electronic format? Please explain in your attached narrative.	See Section I Comments

Section G: FGCR Review Process	
G-1. Was a working group formed to conduct the review?	Yes
G-2. If yes, did the working group include subject matter experts, classification and declassification experts, technical experts, and users of the guides? Please describe the process in your attached narrative.	Yes, See Section I Comment
G-3. If no, please describe the process used to conduct the review in your attached narrative.	N/A

G-4. During the review process, did your agency consider the following:	Yes
G-4a. Should the information retain its current level of classification?	Yes
G-4b. Should any information be downgraded?	No
G-4c. Should any information be declassified?	No
G-4d. Is the current duration of classification appropriate?	Yes
G-4e. Are current exemptions from automatic declassification valid?	Yes
G-4e(1). If so, what is your process for confirming the exemption(s)? Please describe in your attached narrative.	See Section I Comment
G-4f. Does each guide contain the following information: (as required by 32 CFR 2001.15):	Yes
G-4f(1). Identification of the subject matter.	Yes
G-4f(2). Approval and signature by the appropriate OCA by name or personal identifier, and position.	Yes
G-4f(3). Agency point of contact (and contact information) for questions regarding the guide.	Yes
G-4f(4). Date of issuance or last review.	Yes
G-4f(5). Precise statement of each element of information that requires protection.	Yes
G-4f(6). The level of classification for each element of information.	Yes
G-4f(7). If applicable, handling caveats.	Yes
G-4f(8). The concise reason for classification as described in E.O. 13256, Sec. 1.4.	Yes
G-4f(9). A specific date or event for declassification.	Yes
G-5. Have past and recent classification and declassification decisions been incorporated?	Yes
G-5a. If so, please describe the process in your attached narrative. If not, please describe why not.	N/A
G-6. Has your FY 2022 FCGR process included cross-referencing information with other classification guides (internal and external) and coordinated the cross-referencing of classification guides with the appropriate OCAs to ensure consistency? Please explain in your attached narrative.	Yes, See Section I Comment
Section H: Training	
H-1. For the period under review, did agency personnel receive any training in the use of your SCGs, CCG, and all classification guides for specific activities, programs, or topics (including SAPs)? If so, describe the training in your attached narrative.	Yes, See Section I Comment
H-2. For the period under review, did agency personnel receive any training in the use of electronic classification marking tools? If so, describe the training in your attached narrative.	Yes, See Section I Comment
H-2a. For the period under review, did agency personnel receive any training in the development of your SCGs, CCG, and all classification guides for specific activities, programs, or topics (including SAPs)? If so, please describe the training in your attached narrative.	Yes, See Section I Comment
H-3. For the period under review, were OCAs involved in the process of developing your CCG, SCGs, and all classification guides for specific activities, programs, or topics (including SAPs)? Please explain in your attached narrative.	Yes, See Section I Comment

Section I: Comments

B-1 and B-2. As the third largest agency in the executive branch, DHS is not configured to have consolidated classification guidance to cover all topics, information, missions, and equities.   We currently have 68 SCGs (including Special Access Programs), 15 Component/Organizations, 26 Original Classification Authorities (OCA) covering separate multiple missions, topics, information, and equities.

C-3.   United States Coast Guard (USCG) Human Intelligence Program Manager formed a working group with the Counterintelligence Service Office and Field Intelligence Subject Matter Experts (SME's) in late March 2022 to begin reviewing five (5) security classification guides (SCG) that fall under their cognizance. The outcome of this effort is to consolidate; DHS SCG USCG-007.2, Vessel Anomaly Detection (VAD); DHS SCG USCG-003.2, Law Enforcement Technical Collections, Communications Intercept and Exploitation (LETC), DHS SCG USCG 005.1; Counterintelligence Services (CGCIS), DHS SCG USCG-008; Coast Guard Intelligence (CGI) Debriefing, DHS SCG USCG-010; Coast Guard Human Derived Intelligence (HDI) into one (1) Human Derived Intelligence SCG.   Once the SCG updates are made that incorporate Coast Guard Title 50 policy and activities, USCG will internally coordinate pre-publication of the Title 50 SCG.

United States Secret Service (USSS) formed a working group with SME's and is in the process of reviewing DHS SCG USSS-TSD 007.2, White House Visitor Entrance Complex for cancellation. USSS is reviewing the following three (3) SCG's for consolidation into one (1) SCG: DHS SCG USSS TSD-013.2, Officer Booths and Vehicle Gates Program; DHS SCG USSS TSD-015.3, Protective Glazing Program; and DHS SCG USSS TSD-025.1, Crown Infrastructure Project by the end of first quarter FY 2023.

C-4. Fifteen (15) reported Component/Organizations stated they have formed working groups with SME's, conducted reviews, consulted with their OCA's, and determined no new SCG's are required because of the FY 2022 FCGR.

E-1a. DHS has one (1) joint SCG; Joint Department of Energy (DOE), DHS and U.S. Nuclear Regulatory Commission (NRC) Classification Guide for Radiological Dispersal Devices and Radiation Exposure Devices.   DHS Countering Weapons of Mass Destruction Office is in the process of reviewing this SCG with their partners from DOE and NRC.

F-1a. All DHS SCGs are available in Portable Document Format (PDF) after Original Classification Authority final review and approval.   SCGs in PDF allow easy conversion to machine readable format.

F-1c. All 68 and 100% of DHS SCG's are available in PDF, electronic format and allows easy conversion to machine readable format.

F-2. DHS uses the Intelligence Community-standard Classified Marking Tool (CMT) provided by Central Intelligence Agency (CIA) however, the Office of the Director of National Intelligence (ODNI) has oversight of the CMT. After upgrading our Exchange servers to near-current versions, we also upgraded CMT to near-current.

The CMT settings require encryption for higher-class or extra-compartment or -caveat messaging, and it does now (maybe a bit too aggressively). Our Chief Information Office contractor (SENS3) support dialed in the settings.

F-2a. The metadata standards were inherited from CIA with oversight from ODNI, DHS has adjusted settings to be DHS-specific. This is one of the reasons we use the "standard" CMT. Then DHS is not required to develop our own metadata standards or recognition / application approach, we rely on the standards of a much larger agency who has completed development of the CMT.

F-2b. CMT applies markings that are in machine readable format allows search by subject names and classification.

G-2. DHS FY 2022 FCGR Kick Off Meeting was conducted by Office of the Chief Security Officer (OCSO), National Security Services Division, Information Security Program Management Branch on February 15, 2022. This meeting was conducted to inform Component/Organization FCGR Representatives of their responsibilities for conducting this review. One of the talking points was the requirement to coordinate meetings, working groups including security representatives, subject matter experts, and users of the guides to assist in the review. Fifteen (15) reported Component/Organizations stated they formed working groups and have participated accordingly.

G-4e(1). Federal Emergency Management Agency (FEMA) and USSS each have a declassification guide with exemptions approved by Interagency Security Classification Appeals Panel (ISCAP); "*ISOO Notice 2019-01: Agencies Eligible to Receive Referrals from Automatic Declassification at 25, 50, and 75 years*" dated September 27, 2019. FEMA reported they have formed working groups with SME's, conducted reviews of their declassification guide, consulted with their OCA's, and confirmed their approved exemptions are still valid. USSS is in the process of conducting a review and update of all exemptions since their SCGs do not directly reference topics within their approved declassification guide. When completed, DHS will submit USSS updated declassification guide to the ISCAP for approval.

G-6. "*Security Classification Guides – A Guide for Writing a DHS Security Classification Guide*" was reviewed and updated in September 2021. For this update, DHS added Horizontal Protection to SCG process and procedures. Horizontal Protection determines if any classification guidance currently exists applicable to items of information concerning the classified system, plan, program, project, or mission for which security classification guide is being constructed. Uniformity, consistency in SCGs and derivative classification are essential. This provides protection of Component/Organizations, DHS Inner/External Agencies information and equities.

H-1. DHS OCSO, Compliance Standards and Training Division provides an Understanding and Utilizing Security Classification Guides (SCG) course. This course helps derivative classifiers with the requisite knowledge for understanding and utilizing a SCG and identifies U.S. Government and DHS policies applicable for using SCG's. The training integrates a comprehensive and cohesive blended learning program necessary for the trainee to effectively learn the appropriate knowledge and tools to carry out their responsibilities.

H-2. All DHS personnel are required to complete mandatory Derivative Classification Training every two years to maintain their classified information technology system accounts. This training covers the required knowledge and tools required to correctly use the Classified Marking Tool.

H-2a. "*Security Classification Guides – A Guide for Writing a DHS Security Classification Guide*" was reviewed and updated in September 2021. This guide provides format, content, guidance and information for development of DHS SCG's'. Additionally, DHS SCG Program Manger provides training, guidance and assistance to Component/Organization subject matter experts, technical experts, security officers/representatives and users of the guide in the development, reviews all SCG's before they are submitted to the OCA for final review and approval.

H-3. DHS requires Original Classification Authority (OCA) involvement during development of SCG's, final review, and approval. A SCG is not approved for derivative classification until the OCA has completed their final review and approval.