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MEMORANDUM FOR INFORMATION SECURITY OVERSIGHT OFFICE
(ATTN: MR. WILLIAM CIRCA)

SUBJECT: Missile Defense Agency Fundamental Classification Guide Review Final Report

The purpose of this memorandum is to provide the Missile Defense Agency's (MDA) final response to the Information Security Oversight Office March 17, 2016 memorandum, subject "FY2017 Fundamental Classification Guidance Review." Attached is the final MDA report and associated security classification guide list. Our final report indicates that all MDA security classification guides are updated in accordance with Executive Order 13526 requirements. My point of contact for this matter is Mr. Jeffrey Lea at 256-313-9849 or Jeffrey.Lea@mda.mil.

DONALD J. BLERSCH
Director, Technical Intelligence

Attachments:
As stated
cc:
Ms. Peggy Ushman, Senior Program Analyst, ISOO
Mr. Mark Delullo, Information and Industrial
        Program Manager, PFPA SSD

Section A: Identifying Information				
Agency:	Missile Defense Agency		Date:	June 22, 2017
Name and Title/Position of Senior Agency Official:	MDA Director			
Name, Title/Position, Phone Number, and E-Mail Address of FCGR Point of Contact:	Kevan Gum/Assistant Director Information Safeguards, (256) 313-9287, Kevan.gum@mda.mil Missile Defense Agency, ATTN: MDA/EIR, Bldg 5222, Martin Road, Redstone Arsenal, AL 35898			

Section B: Original Classification Authority (OCA)	
B-1. Number of OCAs in your agency.	1
B-2. Date of last validation of OCA positions.	8 May 2015
B-3. How many OCAs have approved and signed SCGs?	1

Section C: Security Classification Guides (SCG)	
C-1. Total number of guides.	30
C-2. Number of guides reviewed.	30
C-3. Number of guides cancelled as a result of this review.	4
C-4. Number of guides consolidated as a result of this review.	0
C-5. Was there a determination that new guides were required as a result of this review?	No
C-6. Number of modifications made to classification duration.	0
C-7. Number of declassification exemptions removed.	0

Section D: Review Process	
D-1. Was a working group formed to conduct the review?	No
D-2. If yes, did the working group include subject matter experts, classification and declassification experts, and users of the guides? Please describe the process in your attached narrative.	
D-3. If no, please describe the process used to conduct the review in your attached narrative.	See Comments
D-4. During the review process, did you consider the following:	
D-4a. Should the information retain its current level of classification?	Yes
D-4b. Should any information be downgraded or declassified?	Yes
D-4c. Is the current duration of classification appropriate?	Yes
D-4d. Are current exemptions from automatic declassification valid?	Yes
D-4e. Does each guide contain the following (IAW 32 CFR 2001.15):	
D-4e(1). Identification of the subject matter.	Yes
D-4e(2). Approval by the appropriate OCA by name and position, or personal identifier.	Yes
D-4e(3). Agency point of contact for questions regarding the guide.	Yes
D-4e(4). Date of issuance or last review.	Yes
D-4e(5). Precise statement of each element of information that requires protection.	Yes
D-4e(6). The level of classification for each element of information.	Yes
D-4e(7). If applicable, handling caveats.	Yes
D-4e(8). The concise reason for classification as described in E.O. 13256, section 1.4.	Yes
D-4e(9). A specific date or event for declassification.	Yes
D-5. Have past and recent classification and declassification decisions been incorporated?	Yes

D-6. Have you cross-referenced information with other guides (internal and external) and conducted a horizontal coordination to ensure consistency?	Yes

Section E: Training	
E-1. Have agency personnel received any training in the use of SCGs?	Yes
E-2. Have agency personnel received any training in the development of SCGs?	Yes
E-3. Are OCAs involved in the development process of the SCGs?	Yes

Section F: Comments

D-2: A team of classification management security specialists reviewed Agency SCGs. The reviews validated compliance with current security classification policy and other requirements. We created a specialized SCG survey to support the review. The survey enabled the Agency program offices to recommend retention or cancellation of the SCGs. Technical subject matter experts in the Agency Program Offices reviewed the SCGs to verify SCG applicability and topic relevance. Program Managers validated the subject matter expert findings and approved retain/cancel recommendations.

Best Practices:
MDA complies with the E.O. 13526 and DODM 5200.01, "DoD Information Security Program," 5-year review cycle requirements. This enables the Agency to validate the relevance of guidance and ensure continued compliance with updated policy requirements.

MDA has a standing procedure for a Classification Policy Panel (CPP) composed of technical subject matter experts from across MDA to review every Security Classification Guides (SCG) developed or updated by the Agency (not including administrative updates). The CPP helps ensure proposed topics of classification are technically accurate and relevant to the mission. The Agency's single technical authority chairs the CPP. Security works with the CPP and other subject matter experts throughout the Agency to ensure proposed topics of classification are horizontally consistent (where applicable) and compliant with E.O. 13526 and DoD requirements.

Security support to the CPP ensures the inclusion of Information Security policy requirements during the SCG development/update/review process.

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