NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
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MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE
(ISOO)

SUBJECT: National Geospatial-Intelligence Agency Fundamental
Classification Guidance Review – Final Progress Report

REFERENCE: Memorandum for Selected Senior Agency Officials Designated
Under Section 5.4(d) of Executive Order 13526, "Classified
National Security Information," 17 March, 2016, William A. Cira,
Acting Director, ISOO

1. In response to the reference, the National Geospatial-Intelligence Agency (NGA) submits the Fundamental Classification Guidance Review (FCGR) – final progress report.

2. The enclosures provide a detailed accounting of retired, current, and future security classification guides. Despite this task's official closure, NGA will continue to review guides to determine if existing guidance reflects current operational and technical circumstance and is aligned with NGA's mission and strategy.

3. The NGA point of contact is Paul Kieschnick, Branch Chief, Classification Management and Program Protection Team, Office of Security, 571-557-2113 (open), 578-2113 (classified), or Paul.E.Kieschnick@coe.ic.gov.

Allison W. Hall
Director
Security and Installations Directorate

Enclosures
1. DoD FCGR – NGA Final Report (U)
2. NGA Security Classification Guides List (U)
3. Consolidated NGA (CoNGA) Security Classification Guide (SCG) Overview Briefing (U)

Enclosure 1
DoD FCGR – NGA Final Report

This is the final report from the National Geospatial-Intelligence Agency (NGA) after conducting a comprehensive Fundamental Classification Guidance Review (FCGR) of all security classification guides (SCGs) as identified by Executive Order 13256, "Classified National Security Information" and further defined in the Information Security Oversight Office memorandum dated 17 March 2016.

Formulation, review, and management of the NGA Classification Management Program is the responsibility of the Security and Installations Directorate (SI), Office of Security, Information Security Division, Classification Management and Program Protection Branch (SISCC).

NGA SCGs identify information to be protected at the Unclassified to Top Secret levels. They include identification of classified and controlled unclassified information in a number of compartments and categories, and application of caveats and Intelligence Dissemination Control markings to include: Limited Distribution, Talent-Keyhole, Not Releasable to Foreign Nationals, and Risk Sensitive. SCGs also provide guidance for releasing information to international partners, declassification dates and instructions, reasons for classification, and any additional information as needed.

NGA's SCGs are published for use by members of the National System for Geospatial Intelligence (GEOINT) (NSG) functional community. Guides include decisions on protection of airborne and space-based platforms, imagery intelligence, and geospatial products.

NGA's FCGR Process

In May 2016, NGA SI began a comprehensive review of all SCGs. While the original goal of this effort was to clarify and reduce classification line items and improve the utility of the guides, it quickly evolved into an Agency-wide consolidation effort. From this, the Consolidated NGA (CoNGA) SCG was created. The CoNGA SCG merges all of the individual NGA SCGs into a single source which includes validated and current content for all users in keeping with NGA's existing and emerging missions and functions.

On 10 March 2017, NGA SISCC submitted the final CoNGA SCG for NGA coordination and D/NGA signature.

Pertinent details of NGA's classification review include:

- 65 SCGs reviewed
- 37 SCGs consolidated into one
- 29 total compartmented or Special Access Program SCGs remaining after FCGR

- 0 modifications made to classification duration
- Six declassification exceptions removed

NGA's FCGR Activities and Outcomes

Through strong leadership and intense participation from NGA Directorates, the CoNGA SCG was successfully completed on an aggressive schedule; over 3,000 classification line items were reviewed and adjudicated in just three months. Additionally, the working groups responsible for developing the CoNGA SCG designed and then drafted language for over 900 "enhancement statements" (further, below) that are applicable for each classified line item in the CoNGA SCG. The CoNGA SCG Enhancement Statement system and methodology is slated for DoD-wide adoption in a forthcoming change to DoD Manual 5200.45, "Instructions for Developing Security Classification Guide," 2 April 2013.

Overall, the CoNGA SCG project and final product achieved its primary goals of:

- Reducing the redundancy across NGA SCGs to meet Department of Defense (DoD) and Director of National Intelligence (DNI) requirements and thereby support ease of use by the NGA workforce;

- Improving the utility of information classification and classification guidance to enable efficient and effective GEOINT product development; and,

- Modernizing the content of NGA's protected information to reflect 21st century, dynamic military operations and the proliferation of open source sources and methods.

To achieve these three primary goals, the CoNGA SCG working groups developed and implemented the following:

- **Enhancement statements** –Three amplifying statements for each classified line item labeled: Value, Damage, and Unclassified. See Enclosure 3, slide 8 for additional details.

- **Original Classification Authority (OCA) reorganization** – Due to this consolidation, NGA OCA's are now responsible for specific line items in the CoNGA SCG vice entire guides. This allows for more responsive SCG modifications. See Enclosure 3, slide 9 for additional details.

- **Source / Method / Mission** – Referred to as "framing components" in the CoNGA SCG, these three categories of information further define why a line item is classified.

- **Rapid Change Process** – SISCC has begun building and implementing a new organizational process to allow SCG users to quickly request line item changes and/or clarifications. See Enclosure 3, slide 12 for additional details.

- **Security Management Resource Tool** – Best described as an online version of the CoNGA SCG, this SharePoint based tool enables users to search and/or sort all NGA line items in one central location. See Enclosure 3, slide 17 for additional details.

NGA's FCGR Lessons Learned and Best Practices

Throughout the development of the CoNGA SCG, several lessons learned were identified. These include:

- **Establishing a signed Project Charter.** The CoNGA SCG Charter was critical in ensuring the success of the project. Defining the project outcomes and processes up front provided clear guidance to the team and prevented scope creep.

- **Collaboration of subject matter experts.** The CoNGA SCG was completed by a core team of over 30 individuals from key NGA Directorates. Collectively, those 30 individuals spent more than 2,000 hours writing and reviewing the CoNGA SCG. Without this level of participation, the CoNGA SCG would not have been possible.

- **Support from leadership.** From the very beginning the CoNGA SCG project had the support of NGA leadership. Their support and guidance ensured that the Integrated Project Teams were properly resourced and received the appropriate visibility across the Agency.

Enclosure 3
Consolidated NGA (CoNGA) Security Classification Guide (SCG) Overview Briefing

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CoNGA Overview

- The Bottom Line on CoNGA SCG
- Security Classification Guide Observations
- CoNGA SCG Overview
  - Build Process
  - Introduction to Enhancement Statements
  - Original Classification Authority (OCA) Restructure
  - Derivative Classification
  - Rapid Inquire / Change Process
  - Controlled Unclassified Information (CUI) and Releasability
  - Metrics
  - What CoNGA SCG Will and Won't Do
- CoNGA SCG Online – The Security Management Resource Tool (SMaRT)
- Conclusions and Endorsements
- CoNGA SCG and NGA Program Protection

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The Bottom Line on CoNGA SCG

- **Purpose**
    - Consolidate all of the individual NGA classification guides into a single source and validate its content in keeping with NGA's current mission and functions.

- **Major Deliverables**
    - A revised and consolidated NGA classification guide – One document that contains an updated and modernized list of NGA information (i.e. line items).
    - A Security Management Resource Tool (SMaRT) – An online, searchable version of the CoNGA SCG that allows users greater access and availability.

- **Deliverable Metrics**

Reduced Redundancy	Improved Utility	Modernization
• SCG line item reduction **(2525)**	• Classification downgrades **(45)** • Line items added **(16)** • Line items revised to enable user derivative classification at the lowest level **(365)**	• Enhancement statements added **(292)**

- **Other Outcomes**
    - Elimination of CONFIDENTIAL
    - FOUO replaced by Controlled Unclassified Information (CUI) TBD

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Security Classification Guide Observations

SISCC Observations & Conclusions
- 65 separate classification guides in various stages of completion.
- Long timelines (~ 9 months) to get a classification guide approved and signed.
  - Lack of agility in updating classification guides.
- Line item redundancies, conflicting classifications, and external agency equities in NGA SCGs.
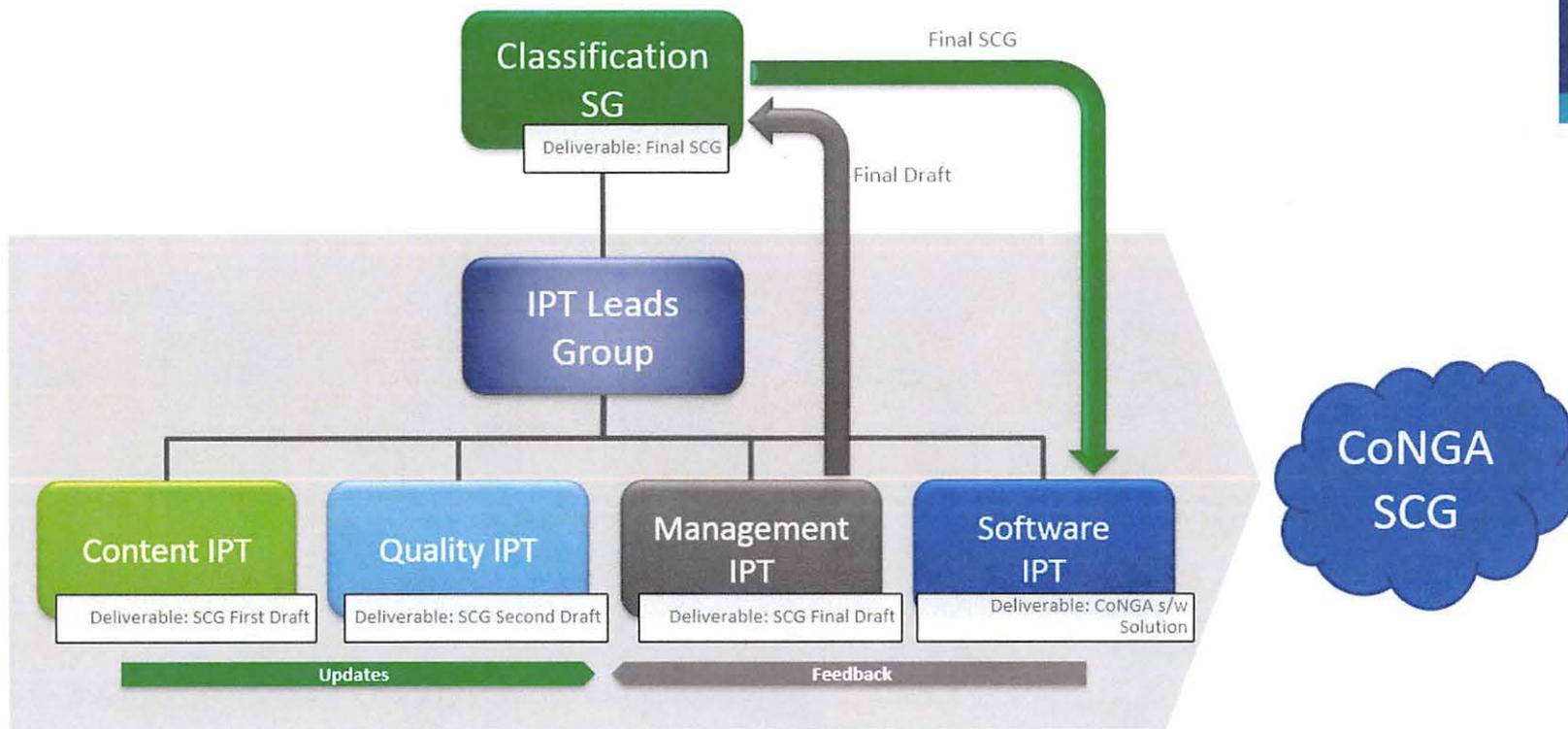
NGA Leadership Observations & Conclusions
- SCGs "based on old notions of TCPED...that could make it challenging for NGA to achieve future strategic objectives" (DD/NGA).
- The GEOINT SCG is more reflective of the "Cold War," not the "current environment" (NGA/CoS).

NGA's security classification guides must be modernized.

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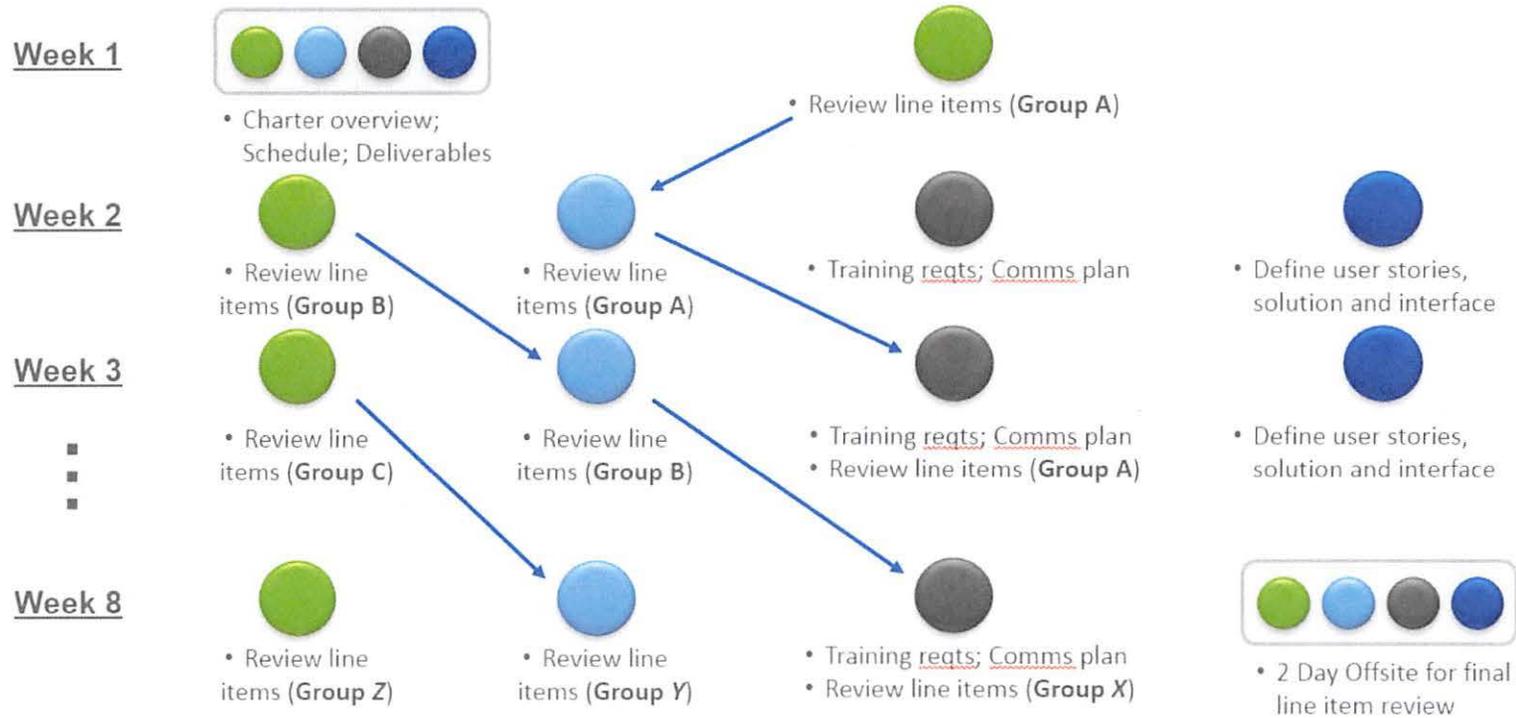CoNGA SCG Overview – Build Process

Note: Pertinent NGA KCs were represented on all IPTs (S, A, R, IA, OGC, CIO-T, OSO, SI).

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CoNGA SCG Overview – Build Process

Week 1

• Charter overview; Schedule; Deliverables

• Review line items (**Group A**)

Week 2

• Review line items (**Group B**)

• Review line items (**Group A**)

• Training reqts; Comms plan

• Define user stories, solution and interface

Week 3

• Review line items (**Group C**)

• Review line items (**Group B**)

• Training reqts; Comms plan
• Review line items (**Group A**)

• Define user stories, solution and interface

Week 8

• Review line items (**Group Z**)

• Review line items (**Group Y**)

• Training reqts; Comms plan
• Review line items (**Group X**)

• 2 Day Offsite for final line item review

5 Months | *30+ active participants* | *> 2000 hours*

(In addition to their day jobs)

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CoNGA SCG Overview – Introduction to Enhancement Statements

Enhancement Statements – CoNGA SCG incorporates three amplifying statements for each classified line item. These three statements are labeled: ***Value***, ***Damage***, and ***Unclassified***.

The ***Value*** statement explains why the information is being protected.

The ***Damage*** statement describes the potential impact to National Security should an unauthorized disclosure (UD) occur.

The ***Unclassified*** statement outlines how a user can address the classified line item in an unclassified manner.

Enhancement statements help users: ***manage risk***, ***build appropriately classified products***, and ***increase product dissemination***.
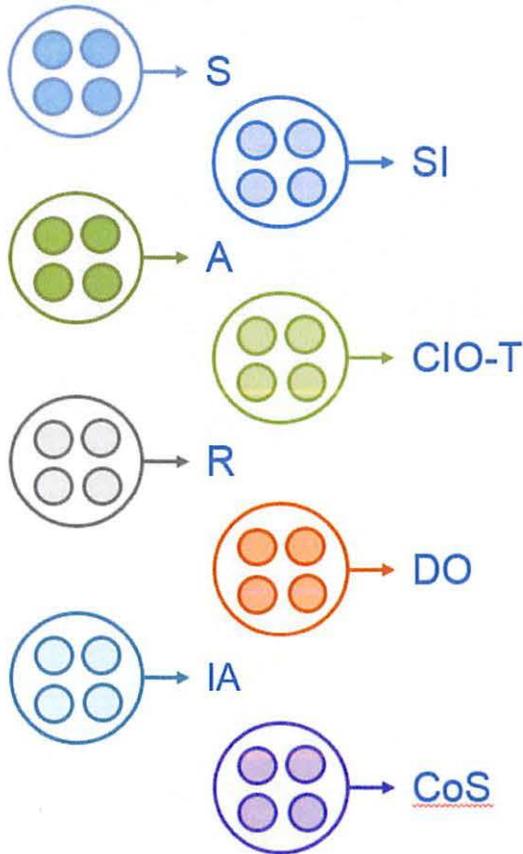
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CoNGA SCG Overview – Original Classification Authority (OCA) Restructure

Before CoNGA SCG — 32 SCGs signed by different OCAs

- S
- SI
- A
- CIO-T
- R
- DO
- IA
- CoS

After CoNGA SCG — D/NGA-signed CoNGA SCG; Individual OCAs have authority over specific line items.

CoNGA SCG
- Line items 1-30 (IA)
- Line items 31-75 (DO)
- Line items 76-103 (CoS)
- Line items 104-132 (SI)
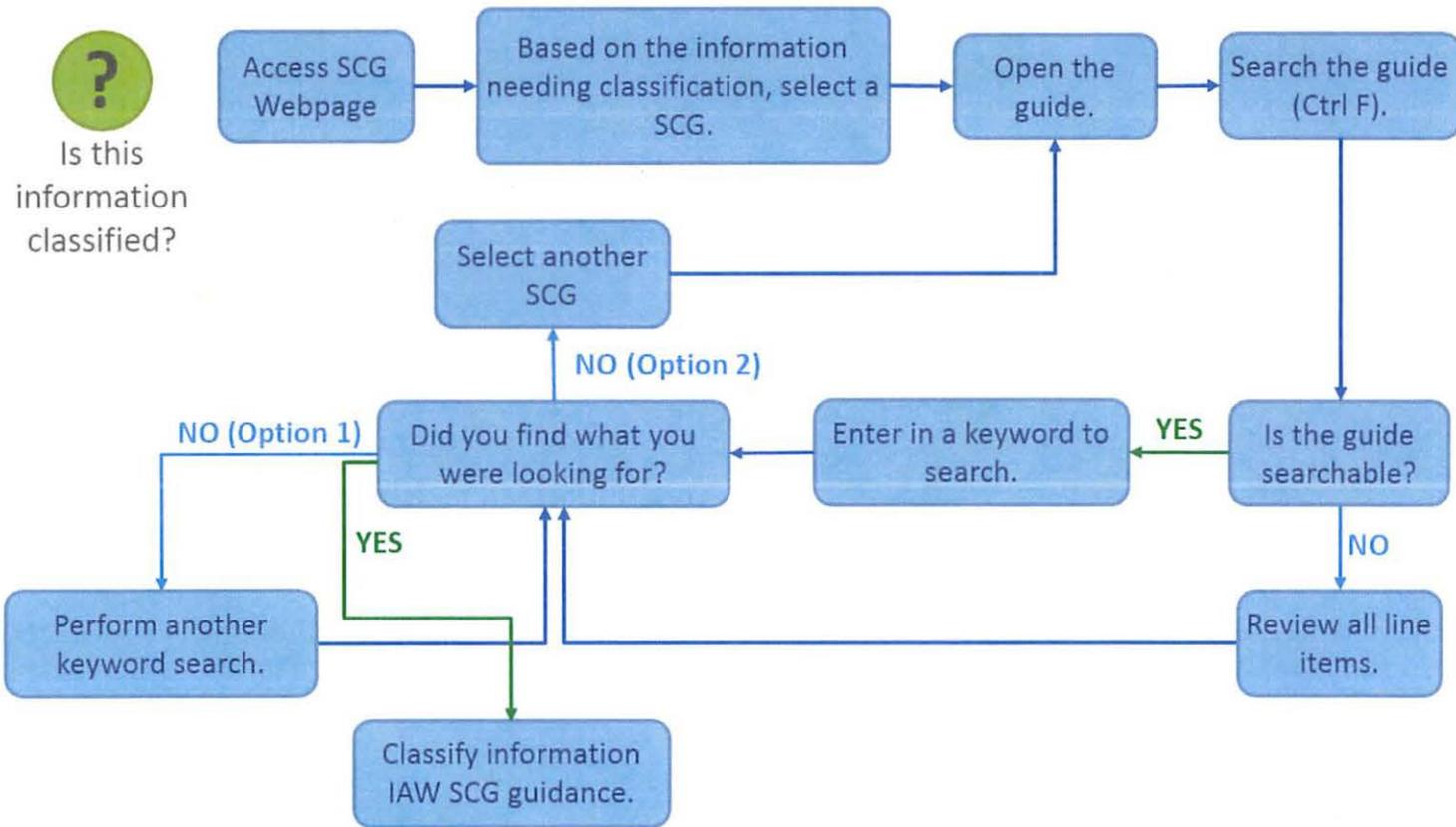- Line items 133-167 (S)
- Line items 168-211 (R)
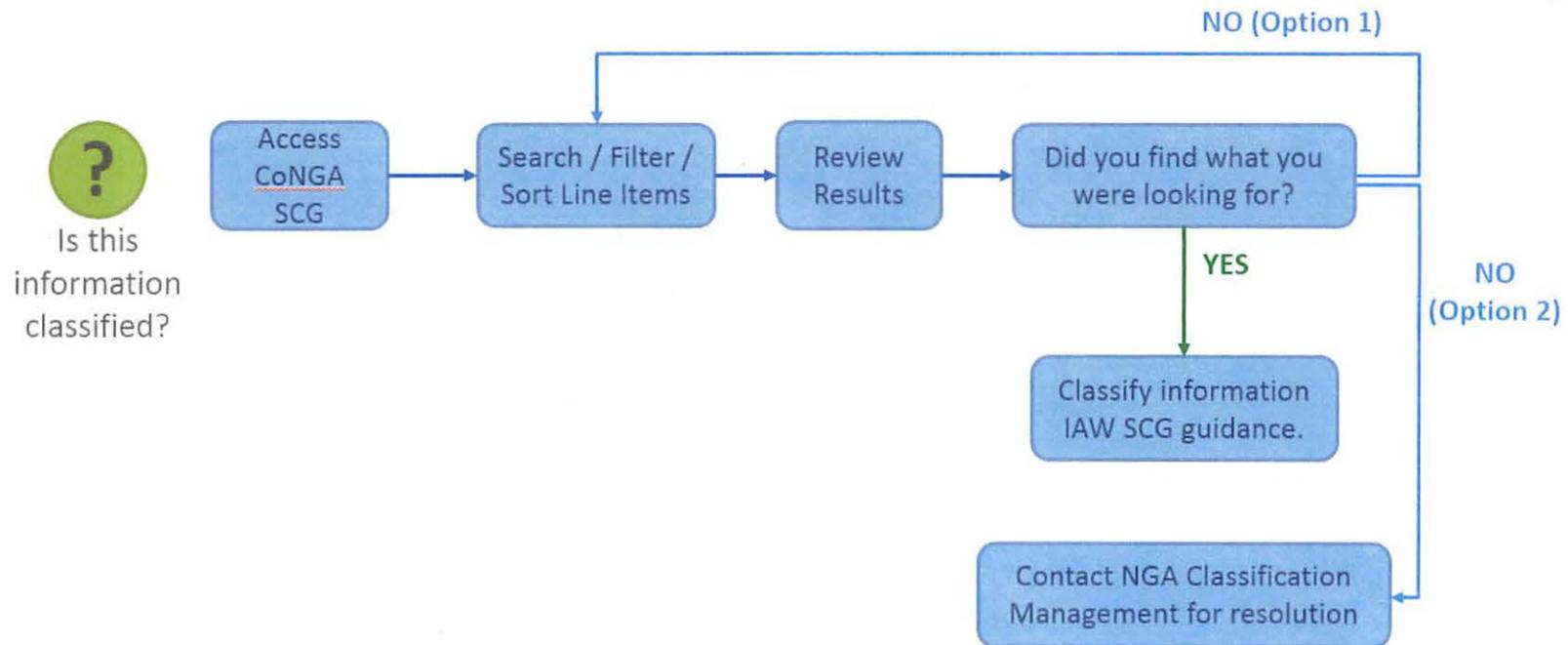
→ D/NGA

Line item numbering is for example only

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CoNGA SCG Overview - Previous Derivative Classification (Multiple SCGs)

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CoNGA SCG Overview - Future Derivative Classification (CoNGA)

NO (Option 1)

?

Is this information classified?

Access CoNGA SCG → Search / Filter / Sort Line Items → Review Results → Did you find what you were looking for?

YES

NO (Option 2)

Classify information IAW SCG guidance.

Contact NGA Classification Management for resolution

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# CoNGA SCG Overview – Rapid Inquiry / Change Process (DRAFT)
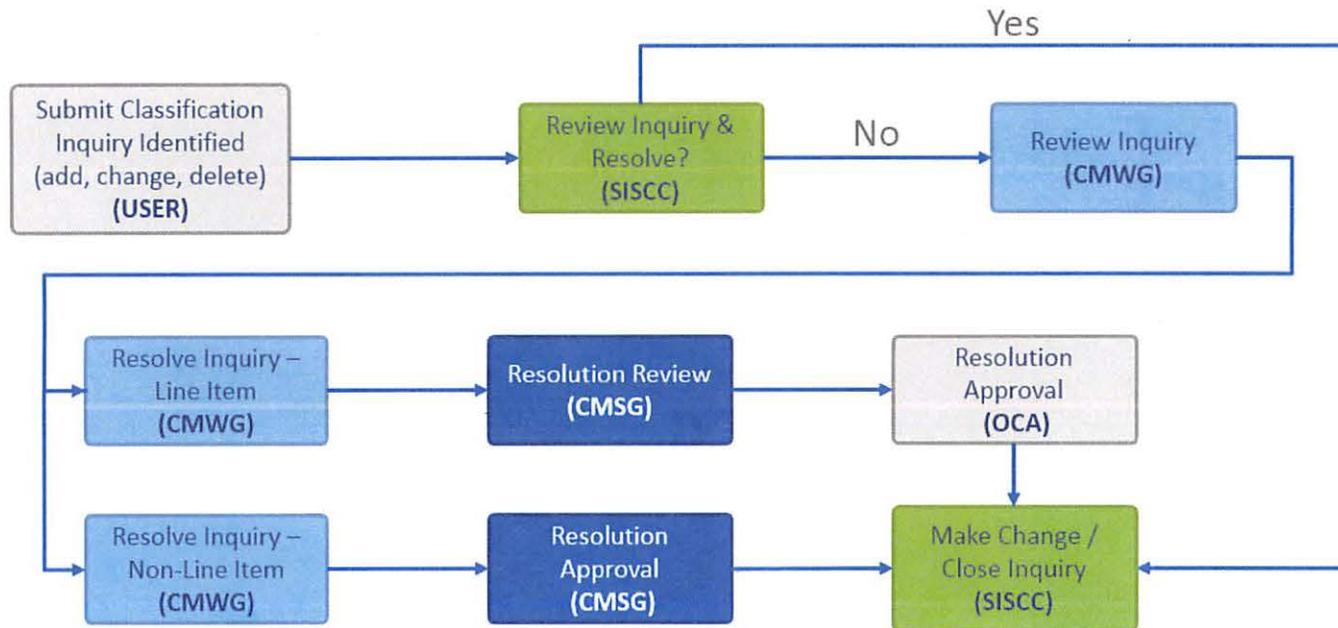
Controlled Unclassified Information (CUI) and Releasability

- CoNGA SCG does not explicitly address Controlled Unclassified Information (CUI) at this time.
    - DoD instructions on the use and protection of CUI are forthcoming.
- Releasability for classified and unclassified information is still controlled by the designated authorities (e.g. NDRO, International Affairs, etc.).
- Existing releasability processes are still in effect.

Unclassified markings do not constitute public release

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CoNGA SCG Overview - Metrics

Reduced Redundancy – *Line Item Reduction*

- Original: 3067
- Removed: 2525
- Remaining: 558
  - 266 UNCLASSIFIED
  - 292 CLASSIFIED
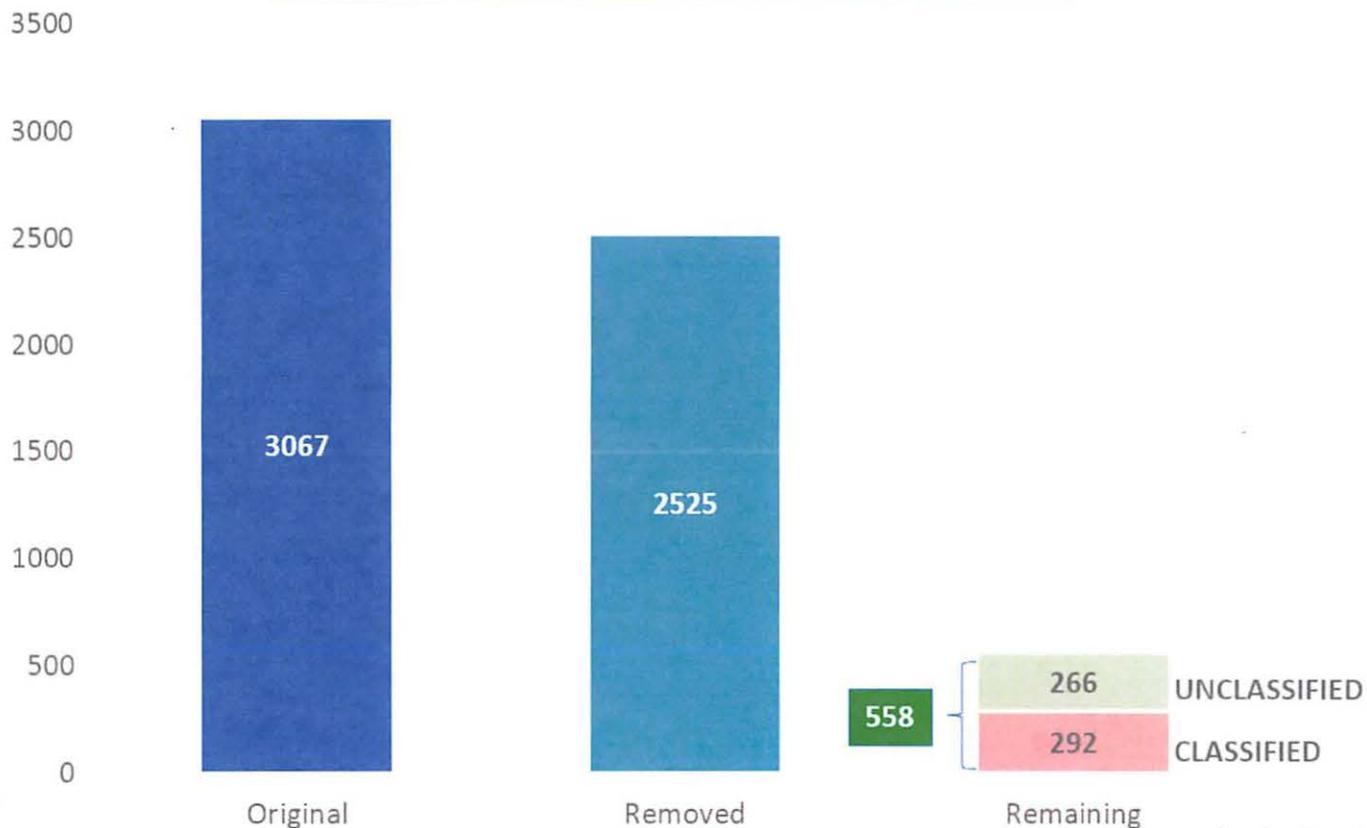
Note: The remaining line item total of 558 includes 16 added line items.
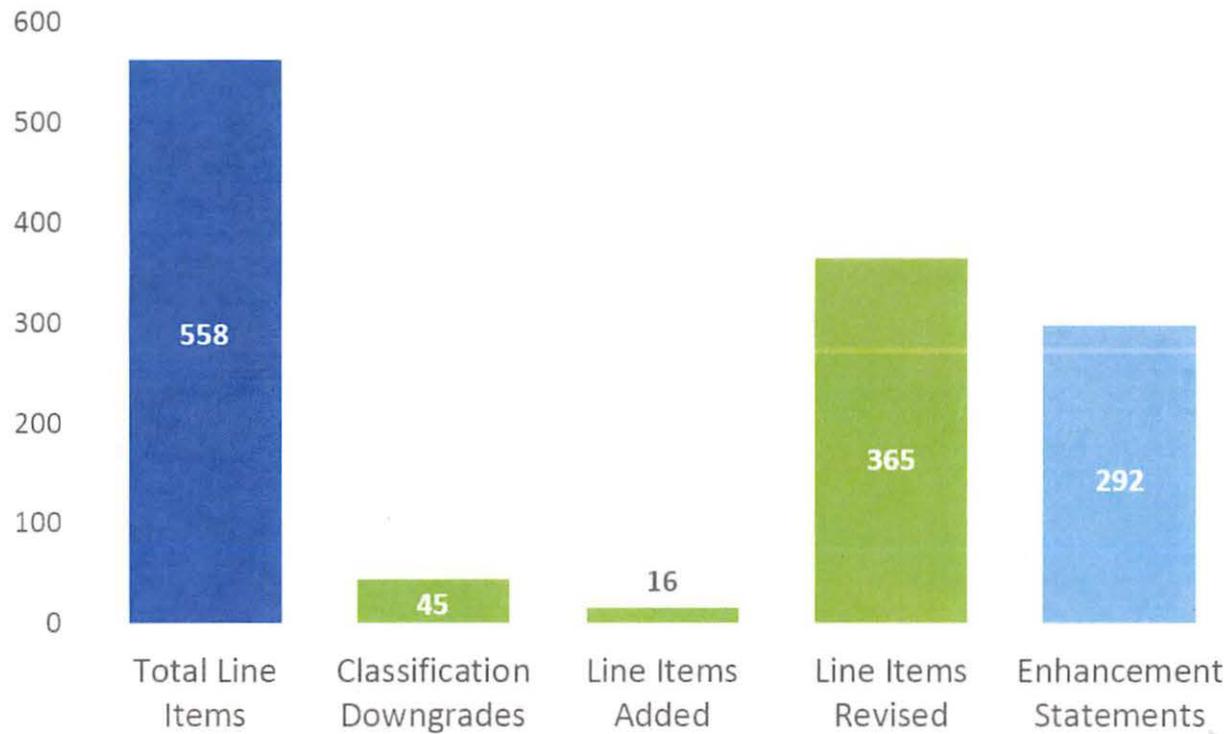
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CoNGA SCG Overview - Metrics

Improved Utility – *Classification Downgrades; Line Items Added; Line Items Revised*

Modernization – *Enhancement Statements Added*

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CoNGA SCG Overview - What It Will and Won't Do

CoNGA SCG Will...

- Allow users to build products at a desired classification level
- Enable accurate classification
- Refer you to release processes and authorities
- Enhance your Derivative Classification Authority (DCA)
- Focus on GEOINT and NGA's equities

CoNGA SCG Won't...

- Make your information unclassified
- Make classification decisions for you
- Allow unclassified public release
- Make you an Original Classification Authority (OCA)
- Classify external agency equities

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CoNGA SCG Online– The Security Management Resource Tool (SMaRT)
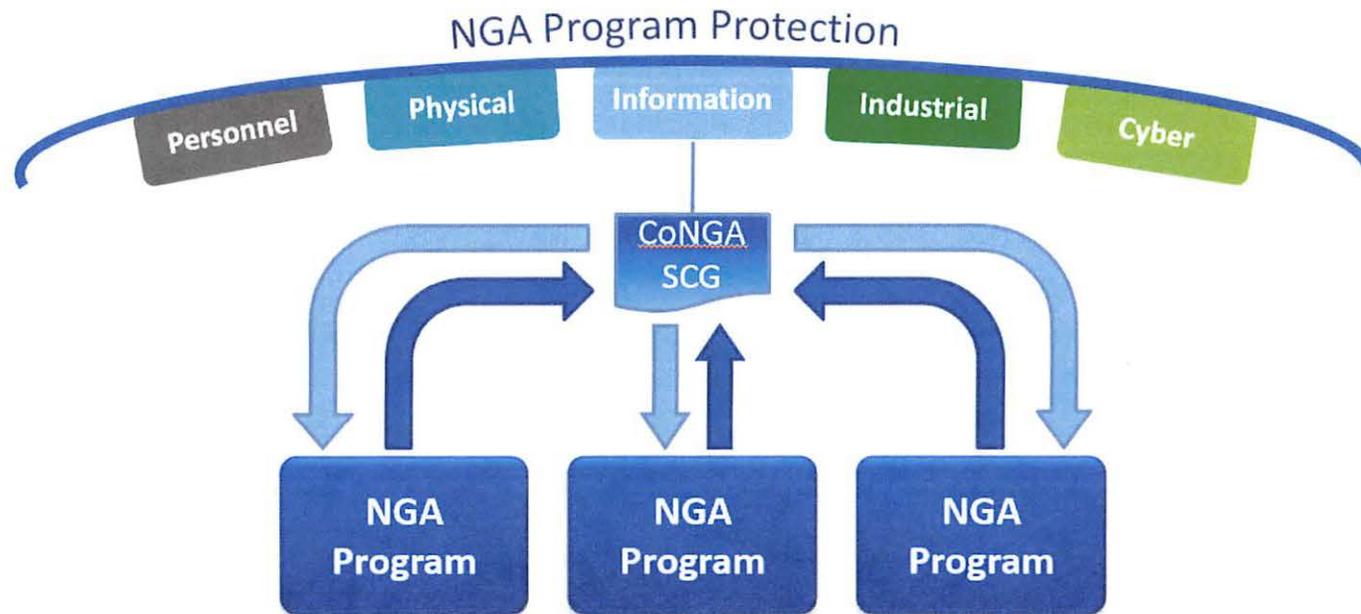
- Key user stories (short-term plans)
    - Core
        - Type a keyword(s) into a textbox and the system returns CoNGA SCG line items.
        - Access CoNGA SCG via a web browser.
        - Log into the CoNGA SCG web site using my PKI (NOT username+password).
    - Search
        - See search results which give at least a few lines of information per item.
        - Use boolean logic in my search parameters (i.e. AND, OR, NOT, etc.).
        - Perform "Advanced Search" (incl. narrowed searches based on fields I select).
    - Ancillary
        - Quickly access a glossary of "Acronyms" and "Definitions".
        - See FAQ information pertaining to how to use the CoNGA SCG.
        - See announcements about recent decisions, adjudications.
    - Enhancements
        - Click a link which opens an email to the NGA Classification Management and Program Protection team.

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CoNGA SCG - Conclusions and Endorsements

- **NGA is leading the DoD and IC in Classification Management transformation:**
  - Fully embracing the principles of the Reducing Overclassification Act.
  - Enabling greater transparency and information sharing.
  - Better identification and protection of the truly important information - higher walls around fewer secrets.

- **Setting the scene to enable greater analytical and general user risk management and flexibility,** by delivering clear and concise classification guidance to GEOINT producers and users, worldwide, 24 x 7.

- **Making a complex task (accurate derivative classification) simpler and easier to do.**

- **Positive feedback for CoNGA SCG:**
  - "… Our highest possible endorsement of what NGA is doing here…extremely impressive, groundbreaking work …clearly, a possible example or model for how to achieve transformation, for the IC and Nationally …" (ODNI).
  - "This isn't just a concept for NGA but a necessity for DoD and the IC" (OUSD(I)).

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CoNGA SCG and NGA Program Protection

NGA Program Protection

Personnel · Physical · Information · Industrial · Cyber

CoNGA SCG

NGA Program · NGA Program · NGA Program

CoNGA SCG provides information security guidance through the accurate classification and dissemination of information.

NGA programs submit updates to CoNGA SCG as new programmatic information is discovered and/or developed.

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UNCLASSIFIED