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INFORMATION SECURITY OVERSIGHT OFFICE

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ISOO Notice 2012-01: Requirements for Derivative Classifier Training

The purpose of this Notice is to assist agencies, and their contractors, in identifying who is a derivative classifier, and therefore is required to receive the biennial training mandated in Executive Order 13526, section 2.1(d) and 32 CFR Part 2001.71(d).

Derivative classifiers are defined as those individuals who classify and mark information as stipulated by a classification guide, a Contract Security Classification Specification, or who extract, summarize, or otherwise reutilize classified information found in existing classified products. The duplication or reproduction of existing classified documents is not derivative classification. Individuals who engage in derivative classification activity shall receive training in the proper application of the derivative classification principles of Executive Order 13526, “Classified National Security Information” at least once every two years. Personnel shall receive this training prior to derivatively classifying information.

At a minimum, this training should include:

- Principles of derivative classification
- Classification levels
- Duration of classification
- Identification and markings
- Avoidance of over-classification
- Prohibitions and limitations of classification
- Sanctions
- Classification challenges
- Classification guides
- Information sharing

The Defense Security Service offers an on-line course in derivative classification at:
<http://www.dss.mil/seta/index.html>.

Please direct any questions regarding this ISOO Notice to: isoo@nara.gov.