



**USAID**  
FROM THE AMERICAN PEOPLE

Mark A. Bradley, Director  
Information Security Oversight Office  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001

Dear Mr. Bradley:

The purpose of this letter is to provide you with the results of USAID's FY 2022 Fundamental Classification Guidance Review (FCGR) as required under Executive Order 13526 and pursuant to the Information Security Oversight Office (ISOO) memorandum dated December 09, 2022.

USAID performed a thorough review of its one classification guide. This review began in May 2022 and concluded in July 2022. The Office of Security's Information and Industrial Security (IIS) Branch reached out to stakeholders, subject matter experts, unit security officers, security professionals, and managers from various Bureaus and Independent Offices to review the guide and provide their feedback. The IIS Branch also issued an agency wide notice informing all employees that this review was taking place. The FCGR took into account all guidance that has been provided by ISOO to include if the guide contained the information as required by 32 CFR 2001, if information should retain its current level of classification, if information should be downgraded or declassified, if the current duration of classification is appropriate, if past or recent classification and declassification decisions were incorporated, and if the guide was cross-referenced with other guides.

USAID began the FCGR with one classification guide and ended the review with one classification guide. Additional guides were not developed as a result of this review nor were any guides cancelled. It was determined that the information listed within the guide should retain its current classification level and no information should be downgraded at this time. There were no modifications made to the classification duration since the current duration is appropriate. Declassification exemptions were not removed or included since USAID's classification guide does not include any declassification exemptions.

Throughout this review it was determined that the dissemination and availability of the guidance is appropriate, timely, and effective. In addition, an examination of recent classification decisions reflected that the intent of the security classification guide was reflected in these decisions.

USAID's Original Classification Authorities continue to receive training on an annual basis and included in this training is the use of our agency's security classification guide. Additionally, USAID employees receive training on the classification guide during their mandatory initial security training and annual information security refresher training.

Please feel free to contact me if you have any questions or require any additional information.

Sincerely,

John Voorhees  
Director of Security