



Homeland Security

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

Dear Mr. Bradley:

Enclosed is the completed report on the FY17 Fundamental Classification Guidance Review (FCGR) for the Department of Homeland Security (DHS). In all, 70 DHS Security Classification Guides were subjected to the FCGR. Of these 70, six guides were canceled and four guides were consolidated--this equated to a 15% reduction. There are now 60 remaining guides, of which 46 are within scope and 14 guides are out of scope (over five years old) requiring updates. Status of out of scope guides is provided in the attached "DHS FY 2017 FCGR Comments" section of the FCGR. DHS's primary goal was and still is to have all guides reviewed, updated or canceled by 4th Qtr. FY17. Additionally, "*Security Classification Guides - A Guide for Writing a DHS Security Classification Guide*" was reviewed and updated in February 2017.

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

Annual training of the DHS's Original Classification Authorities is required and includes the use of DHS security classification guides. DHS personnel are also trained on use of these guides by their Component security officers or representatives.

If you have any questions please contact Monica Friedberg, DHS Security Classification Guide Program Manager, at (202) 447-5969.

Sincerely,

A handwritten signature in black ink, appearing to read "R. McComb".

Richard M. McComb
Chief Security Officer

FY 2017
Fundamental Classification Guidance Review (FCGR)

Agency:	Department of Homeland Security (DHS)	Date:	19 June 2017
Name and Title/Position of Senior Agency Official:	Richard D. McComb/DHS CSO		
Name, Title/Position, Phone Number, and E-Mail Address of FCGR Point of Contact:	Monica Friedberg, Security Classification Guide Program Manager, Security Policy & Implementation Branch, 202-447-5969, monica.friedberg@hq.dhs.gov		

B-1. Number of OCAs in your agency.	26
B-2. Date of last validation of OCA positions.	19 June 2017
B-3. How many OCAs have approved and signed SCGs?	20

C-1. Total number of guides.	70
C-2. Number of guides reviewed.	61
C-3. Number of guides cancelled as a result of this review.	6
C-4. Number of guides consolidated as a result of this review.	4
C-5. Was there a determination that new guides were required as a result of this review?	Yes
C-6. Number of modifications made to classification duration.	61
C-7. Number of declassification exemptions removed.	0

D-1. Was a working group formed to conduct the review?	YES
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.	See comments
D-3. If no, please describe the process used to conduct the review in your attached narrative.	N/A
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

E-1. Have agency personnel received any training in the use of SCGs?	See Comments
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