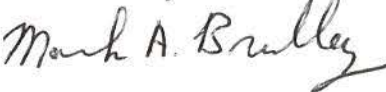




June 12, 2019

Memorandum for: Senior Agency Officials Designated Under Section 5.4(d) of Executive Order 13526, "Classified National Security Information"

From: Mark A. Bradley, Director 

Subject: Annual Senior Agency Official Self-Inspection Program Report

This memorandum serves as a reminder of, and provides further instruction pertinent to, the requirement under Section 5.4(d) of E.O. 13526, "Classified National Security Information" (the Order), for senior agency officials (SAO) designated under the Order to report annually to the Director of the Information Security Oversight Office (ISOO) on their agencies' self-inspection programs. In accordance with the Order, the report should be signed or otherwise endorsed by you, as the senior agency official for your agency's classified national security information (CNSI) program. This year's report must be submitted to ISOO no later than December 1, 2019.

The Order mandates that all executive branch agencies establish and maintain an ongoing self-inspection program. The purpose of such a program is to provide you, as the SAO, with information necessary to assess the effectiveness of the CNSI program within individual activities of your agency and the agency as a whole, in order to fulfill your critical responsibilities under section 5.4(d) of the Order.

Self-inspections evaluate the effectiveness of agency programs covering original classification, derivative classification, declassification, safeguarding (to include telecommunications, automated information systems, and network security), security violations, security education and training, and management and oversight. In addition, self-inspections include regular reviews of representative samples of agencies' original and derivative classification actions; these samples must encompass all agency activities that generate classified information; and appropriate agency officials must be authorized to correct misclassification actions not covered by sections 1.7(c) and 1.7(d) of the Order.

Your report must provide:

- (1) A description of your agency's self-inspection program that provides an account of activities assessed, program areas covered, and methodology utilized; and
- (2) Information gathered through your agency's self-inspection program during fiscal year 2019, including
 - (a) A summary and an assessment of the findings from the self-inspection program, to include responses to specific questions about the implementation of core elements of your agency's CNSI program;
 - (b) Specific information from the review of your agency's original and derivative classification actions;
 - (c) Actions taken or planned to correct deficiencies; and
 - (d) Best practices identified during self-inspections.

Enclosure 1 provides instructions for the creation and submission of your report. Enclosure 2 is a form-fillable PDF that details the elements that should be included in the report and provides a means to record and transmit the required information. The enclosures are included as attachments to the transmittal e-mail for this memorandum. The report should be submitted electronically on the saved form-fillable PDF and not as a scan of the completed form. Please note that there is nothing that precludes agencies from performing their self-inspections earlier in the fiscal year to allow for the compilation and analysis of their internal self-inspection reports in advance of the submission of the agency report to ISOO. This approach will increase the probability of the submission of a timely and thorough report.

Thank you for your attention to this important requirement. Please contact Greg Pannoni, Associate Director, on 202-357-5047, or me on 202-357-5250, if you have any questions.

Enclosures