



August 14, 2020

**Memorandum for:** Senior Agency Officials (SAOs) Designated Under Section 5.4(d) of Executive Order (E.O.) 13526, “Classified National Security Information”

**From:** Mark A. Bradley, Director

**Subject:** Fiscal Year (FY) 2020 Information Security Oversight Office (ISOO) Annual Reporting Requirements

As our nation continues to experience unprecedented times due to the COVID-19 public health emergency, we understand that many agency operations have been significantly affected by the global pandemic. This includes how agencies are managing their classified national security information (CNSI) programs. As a result, this year’s reporting requirements will be adjusted to account for the current environment in which we operate. In accordance with E.O. 13526, “Classified National Security Information” and 32 CFR Part 2001.90, this memorandum provides instructions for completing ISOO’s FY 2020 agency annual reporting requirements.

As you are aware, in FY 2018 ISOO embarked on a multiyear effort to reform its data collection. Our aim was to develop a more effective and efficient way to measure and assess the health of agency CNSI programs. We have worked extensively with stakeholders and subject matter experts, including those from federal agencies and civil society groups, to gather recommendations on this reform effort and intended to use the resulting new data collection questionnaire in FY 2020. This questionnaire streamlines reporting requirements by consolidating all collections into one data call that focuses only on data that is valuable for oversight, mandated to collect, or helpful to agencies for improving their programs.

Given current operational considerations, I am delaying deployment of the new comprehensive data collection questionnaire until FY 2021. Pursuant to my authority as Director of ISOO under E.O. 13526 and 32 CFR Part 2001.80(b), I am also waiving the use of Standard Form (SF) 311, Agency Security Classification Management Program Data, SF 716, Agency Security Classification Costs Estimates, and the Self-Inspection Reporting Form for FY 2020 executive branch agency statistical reporting to my office.

Instead, for FY 2020, agencies must complete and submit to ISOO the reporting elements included in Enclosures 1 and 2 to this memorandum. Your response to this tasking should be signed or otherwise endorsed by you, as the SAO for your agency’s CNSI program.

Please submit all responses by **Friday December 4, 2020** to Mr. Adam Huddleston, Senior Program Analyst, at [adam.huddleston@nara.gov](mailto:adam.huddleston@nara.gov), as well as any questions you may have.

Enclosures 1 and 2

## Enclosure 1

### FY 2020 ISOO Annual Reporting Requirements

Your report must include the following:

1. Agency Name.
2. Name/Title/Phone/Fax/E-mail Address of the Senior Agency Official (SAO) (as defined in E.O. 13526, section 5.4(d)) responsible for this submission.
3. Name/Title/Phone/Fax/E-mail Address of the point-of-contact responsible for answering questions regarding this submission.
4. All delegations of original classification authority at your agency (using the attachment at Enclosure 2).
5. A description of how the COVID-19 pandemic has impacted your agency's management of its CNSI program under E.O. 13526.
6. A description of how the COVID-19 pandemic has impacted your agency's CNSI self-inspection program, as required by section 5.4(d) of E.O. 13526 and 32 CFR Part 2001.60. This should include at least the following:
  - a. Did your agency conduct self-inspections?
  - b. If so, did the self-inspections cover all of the program areas required by 32 CFR Part 2001.60(f)(2)?
  - c. Were any alternative or special measures employed to oversee the CNSI program during the COVID-19 pandemic?
  - d. Did you identify any best practices for conducting effective oversight in these unique circumstances? If so, please describe the best practices identified for conducting effective oversight in these unique circumstances.

Enclosure 2

(See OCA Spreadsheet)