

Training Requirements

Applicable Policies and Guidance

Executive Order 13526, "Classified National Security Information," December 29, 2009

<http://www.archives.gov/isoo/pdf/cnsi-eo.pdf>

32 CFR Part 2001, "Classified National Security Information," June 28, 2010

<http://www.archives.gov/isoo/policy-documents/isoo-implementing-directive.pdf>

32 CFR 2001.70(d)

1. Initial training shall be provided to every person who has met the standards for access to classified information in accordance with section 4.1 of the Order
2. Original classification authorities (OCA) shall receive training in proper classification and declassification prior to originally classifying information and at least once each calendar year thereafter.
3. Persons who apply derivative classification markings shall receive training in the proper application of the derivative classification principles of the Order prior to derivatively classifying information and at least once every two years.
4. Each agency shall provide some form of refresher security education and training at least annually for all its personnel who handle or generate classified information.

Derivative Classification Principles

1. Persons who reproduce, extract, or summarize classified information, or who apply classification markings derived from source material or as directed by a security classification guide, need not possess original classification authority.
2. Persons who apply derivative classification markings shall be identified by name and position, or personal identifier; observe and respect original classification decisions; and carry forward to any newly created documents the pertinent classification markings.
3. Derivative classification training must include avoidance of over-classification, information sharing, prohibitions and limitations, classification levels, duration of classification, identification and markings, sanctions, classification challenges, and security classification guides.

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Initial Training

All cleared agency personnel shall receive initial training on:

- Basic security policies
E.O. 13526, Sec. 4.1 / 32 CFR 2001.71(b)
- Principles
- Practices
- Criminal, civil, and administrative penalties

Refresher Training

All employees who create, process, or handle classified information shall receive annual refresher training on:

- Reinforcement of policies, principles, and procedures covered in initial and specialized training
- Identification and handling of other agency-originated information and foreign government information
- The threat and techniques employed by foreign intelligence activities attempting to obtain classified information
- Penalties for engaging in espionage activities
- Issues or concerns identified during agency self-inspections.

Original Classification Authorities

OCAs shall be provided detailed training on proper classification and declassification, with an emphasis on the avoidance of over-classification. At a minimum, the training shall cover:

- Classification standards
(E.O. 13526, Sec. 1.1 / 32 CFR 2001.10)
- Classification levels
(E.O. 13526, Sec. 1.2)
- Classification authority
(E.O. 13526, Sec. 1.3)
- Classification categories
(E.O. 13526, Sec. 1.4)
- Duration of classification
(E.O. 13526, Sec. 1.5 / 32 CFR 2001.12)
- Identification and markings
(E.O. 13526, Sec. 1.6 / 32 CFR 2001 Subpart C)
- Classification prohibitions and limitations
(E.O. 13526, Sec. 1.7)
- Sanctions
(E.O. 13526, Sec. 5.5)
- Classification challenges
(E.O. 13526, Sec. 1.8 / 32 CFR 2001.14)
- Security classification guides
(E.O. 13526, Sec. 2.2 / 32 CFR 2001.15)
- Information sharing

Derivative Classifiers

Persons who apply derivative classification markings shall receive training on the proper application of the derivative classification principles of the Order, with an emphasis on the avoidance of over-classification. At a minimum, the training shall cover:

- Principles of derivative classification
- Classification levels
(E.O. 13526, Sec. 1.2)
- Duration of classification
(E.O. 13526, Sec. 1.5 / 32 CFR 2001.12)
- Identification and markings
(E.O. 13526, Sec. 1.6 / 32 CFR 2001 Subpart C)
- Classification prohibitions and limitations
(E.O. 13526, Sec. 1.7)
- Sanctions
(E.O. 13526, Sec. 5.5)
- Classification challenges
(E.O. 13526, Sec. 1.8 / 32 CFR 2001.14)
- Security classification guides
(E.O. 13526, Sec. 2.2 / 32 CFR 2001.15)
- Information sharing