***FY 2022***

***Fundamental Classification Guidance Review (FCGR)***

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|  **Section A: Identifying Information**  |
| Agency: | USAID | Date:  | 9/28/22 |
| Name and Title/Position of Senior Agency Official: | John Voorhees, Director |
| Name, Title/Position, Phone Number, and E-Mail Address of FCGR Point of Contact: | Clint Howard, Branch Chief, 202-712-4031, clhoward@usaid.gov |

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| **Section B: Consolidated Classification Guides (CCG)** |
| B-1. Does your agency have a CCG that consolidates classification guidance for all components within the agency? | No |
| B-2. If your agency has a CCG, when was it implemented? | N/A |
| B-3. In the absence of a current CCG, does your agency have a plan to develop one? | No |

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| **Section C: Security Classification Guides (SCG)** |
| C-1. Total number of classification guides at beginning of review. | 1 |
| C-2. Number of classification guides reviewed. ***DO NOT COUNT DECLASSIFICATION GUIDES*** | 1 |
| C-3. Number of classification guides cancelled as a result of this review. | 0 |
| C-4. Number of classification guides consolidated as a result of this review. | 0 |
| C-5. Number of classification guides superseded or replaced as a result of this review. | 0 |
| C-6. Was there a determination that new classification guides were required as a result of this review? | No |
| C-7. Number of modifications made to classification duration. | 0 |
| C-8. Number of declassification exemptions removed. | 0 |
| C-9. Total number of classification guides at end of review. | 1 |
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| **Section D: Interagency Classification Guidance** |
| D-1. Does your agency use any shared or multi-agency classification guides? | No |
|  D-1a. If so, how has your agency conducted the review of such interagency classification guidance for purposes of the FY 2022 FCGR? Please describe in your attached narrative. | N/A |
|  D-1b. If not, is your agency considering the development of any shared/multi-agency classification guidance? Please describe in your attached narrative. | N/A |

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| **Section E: Classification Guides in Electronic Format** |
| E-1. Does your agency maintain your CCG or all SCGs in electronic format? | Yes |
|  E-1a. If all of your agency’s classification guides are not maintained in electronic format, do you plan to put them in electronic format as part of the FGCR process? | N/A |
|  E-1b. What is the total number of classification guides maintained by your agency in electronic format at the end of the review, expressed as a raw number and as a percentage of the total number of classification guides? | 1 |
| E-2. Does your agency use an electronic marking tool to mark classified information in accordance with the appropriate classification guide? | Yes, See Comment |
|  E-2a. If your agency uses an electronic marking tool, what metadata standard does it use in the electronic marking of classified information? Please describe in your attached narrative. | See Comment |

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| **Section F: Review Process** |
| F-1. Was a working group formed to conduct the review? | Yes |
| F-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. | Yes |
| F-3. If no, please describe the process used to conduct the review in your attached narrative. | N/A |
| F-4. During the review process, did you consider the following: |  |
|  F-4a. Should the information retain its current level of classification? | Yes |
|  F-4b. Should any information be downgraded? | No |
|  F-4c. Should any information be declassified? | No |
|  F-4c. Is the current duration of classification appropriate? | Yes |
|  F-4d. Are current exemptions from automatic declassification valid? | N/A |
|  F-4d(1). If so, what is your process for confirming the exemption? Please describe in your attached narrative. |  N/A |
|  F-4e. Does each guide contain the following (IAW 32 CFR 2001.15): |  |
|  F-4e(1). Identification of the subject matter. | Yes |
|  F-4e(2). Approval by the appropriate OCA by name and position, or personal identifier. | Yes |
|  F-4e(3). Agency point of contact (and contact information) for questions regarding the guide. | Yes |
|  F-4e(4). Date of issuance or last review. | Yes |
|  F-4e(5). Precise statement of each element of information that requires protection. | Yes |
|  F-4e(6). The level of classification for each element of information. | Yes |
|  F-4e(7). If applicable, handling caveats. | N/A |
|  F-4e(8). The concise reason for classification as described in E.O. 13256, section 1.4. | N/A |
|  F-4e(9). A specific date or event for declassification. | Yes |
| F-5. Have past and recent classification and declassification decisions been incorporated? | N/A |
|  F-5a. If so, please describe the process in your attached narrative. If not, please describe why not.  | N/A |
| F-6. Have you cross-referenced information with other guides (internal and external) and conducted a horizontal coordination to ensure consistency? | Yes |
| **Section G: Training** |
| G-1. For the period under review, did agency personnel receive any training in the use of SCGs or your CCG? If so, describe the training in your attached narrative. | Yes |
| G-2. For the period under review, did agency personnel receive any training in the use of electronic classification marking tools? If so, describe the training in your attached narrative. | Yes |
| G-2. For the period under review, did agency personnel receive any training in the development of SCGs or your CCG? If so, please describe the training in your attached narrative. | Yes |
| G-3. For the period under review, were OCAs involved in the process of developing the CCG or SCGs?  | No |

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| **Section H: Comments** |
| E-2. USAID’s classified system (ClassNet) is owned and maintained by the Department of State. Therefore, the marking tool that is used by USAID employees is Department of State’s ClassNet marking tool. E-2a See above for comments for E-2. The Department of State would maintain the oversight of the metadata standards used for the marking tool on ClassNet. F-2. The working group consisted of those that regularly deal with classified information, are familiar with the classification guide, and thoroughly understand the requirements for classifying declassifying information as well as derivatively classifying information. G-1. All personnel receive(d) annual security training which covers the use of CCG.G-2. All personnel receive(d) annual security training which covers the use of electronic classification marking tools.G-2. All personnel receive(d) annual security training which covers the use on the development of CCGs.G-3.  |