***FY 2022***

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

***Status Report #2***

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| **Section A: Identifying Information** | | | | |
| Agency: |  | | Date: |  |
| Name and Title/Position of Senior Agency Official: | |  | | |
| Name, Title/Position, Phone Number, and  E-Mail Address of FCGR Point of Contact: | |  | | |

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| **Section B: Classification Guides in Electronic Format** | |
| B-1. Does your agency maintain classification guides in electronic format? |  |
| B-1a. If so, are your agency’s classification guides provided to users in a machine-readable electronic format? Please explain in the comments section below. |  |
| B-1b. If all of your agency’s classification guides are not maintained in a machine-readable electronic format, do you plan to put them in a machine-readable electronic format as part of the FCGR process? Please explain in the comments section below. |  |
| B-1c. What is the total number of classification guides currently maintained by your agency in an electronic format at the end of the current FY 2022 FCGR, expressed as a raw number and as a percentage of the total number of classification guides? Please explain in the comments section below. |  |
| B-2. Does your agency use an electronic marking tool to mark classified information in accordance with the appropriate classification guide? Please identify the electronic marking tool(s) used by your agency. |  |
| B-2a. If so, what metadata standard does your electronic marking tool use to mark classified information in accordance with the appropriate classification guide? Please explain in the comments section below. |  |
| B-2b. If your agency uses an electronic marking tool, does the electronic marking tool apply electronic markings in a machine-readable electronic format? Please explain in the comments section below. |  |

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| **Section C: FGCR Review Process** | |
| C-1. Was a working group formed to conduct the review? |  |
| C-2. If yes, did the working group include technical experts or others familiar with the machine-readable formats and digital metadata standards used by your agency to provide and implement classification guidance and the electronic marking of classified information?  Please describe the process in the comments section below. |  |
| C-3. If yes, did the technical experts familiar with these issues come from the offices of the Chief Data Officer (CDO), the Chief Technical Officer (CTO), or the Chief Information Officer (CIO)? Please explain in the comments section below. |  |
| C-3a. If no, please describe the process used to determine how your agency maintains classification guidance in electronic format, and the electronic marking of classified information. Is your agency considering including the offices of the CDO, CTO, or CIO in the creation and maintenance of future classification guidance? |  |
| **Section D: Training** | |
| D-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 the comments section below. |  |

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| **Section E: Comments** |
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