

<b>(IMPORTANT - Read instructions on reverse before completing this form)</b>				INTERAGENCY REPORT CONTROL NUMBER  0230-NAR-AN		
<b>AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA</b>				1. FISCAL YEAR COVERED		
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT			3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)			
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)						
<b>5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES</b>						
A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL			
<b>6. NUMBER OF CLASSIFICATION DECISIONS</b>						
CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE			
	DECLASSIFY IN 10 YEARS OR LESS  (a)	EXEMPT FROM DECLASSIFI- CATION IN 10 YEARS  (b)				
A. TOP SECRET						
B. SECRET						
C. CONFIDENTIAL						
7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD  (a)	NEW CASES RECEIVED  (b)	CASES CARRIED OVER TO NEXT PERIOD  (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL  (d)	GRANTED IN PART  (e)	DENIED  (f)
A. REQUESTS						
B. APPEALS						
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)			9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews			
<b>10. EXPLANATORY COMMENTS</b>						
(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to						

# INSTRUCTIONS

## I. GENERAL

This reporting requirement applies to each department, independent agency or establishment in the executive branch that creates, handles, and/or stores classified national security information. The reporting period is on a fiscal year basis. Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activities for possible ISOO review.

## II. SPECIFIC

Item 5. Enter the number of Top Secret, Secret and Confidential original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with Top Secret authority in boxes A and D, only; Secret authorities in boxes B and D, only; and Confidential authorities in boxes C and D, only.

Item 6. Enter the actual number of original classification decisions made during the reporting period, breaking these down by classification level and the type of declassification instructions assigned. Enter the actual count of derivative classification decisions by classification level. A classification decision, original or derivative, is a finished product for dissemination or retention, regardless of the media. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 7. Each agency should report numbers only for those cases, including pages, for which it is responsible for the final decision. Enter the number of mandatory review requests and appeals cases carried over from the previous reporting period (column (a)); new ones received (column (b)); and the number of cases carried over to the next reporting period (column (c)). If a case is dropped from consideration for any reason, e.g., requester withdrew the request, please indicate the number and reason in Item 10, Explanatory Comments. Case means an individual mandatory review request or appeal, regardless of the number of requester cited in the request or the number of documents or pages to be reviewed as a result of the request. For Declassification Decisions (column (d) through (f)), enter the number of pages acted on under each category: Granted in Full; Granted in Part; and Denied. Page means one side or face of recorded information.

Item 8. Enter the aggregate number of pages declassified under the Automatic Declassification program [section 3.4 of E.O. 12958] and the Systematic Review program [section 3.5 of E.O. 12958]. Agencies can include the number of pages reviewed under these respective programs in Item 10, Explanatory Comments.

Item 9. For purposes of this report, an inspection, survey, or program means any internal review and evaluation of any aspect of the agency's security classification program.