

FY 2017
Fundamental Classification Guidance Review (FCGR)

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:			

Section B: Original Classification Authority (OCA)	
B-1. Number of OCAs in your agency.	
B-2. Date of last validation of OCA positions.	
B-3. How many OCAs have approved and signed SCGs?	

Section C: Security Classification Guides (SCG)	
C-1. Total number of guides.	
C-2. Number of guides reviewed.	
C-3. Number of guides cancelled as a result of this review.	
C-4. Number of guides consolidated as a result of this review.	
C-5. Number of guides superseded or replaced as a result of this review.	
C-6. Was there a determination that new guides were required as a result of this review?	
C-7. Number of modifications made to classification duration.	
C-8. Number of declassification exemptions removed.	

Section D: Review Process	
D-1. Was a working group formed to conduct the review?	
D-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.	
D-3. If no, please describe the process used to conduct the review in your attached narrative.	
D-4. During the review process, did you consider the following:	
D-4a. Should the information retain its current level of classification?	
D-4b. Should any information be downgraded or declassified?	
D-4c. Is the current duration of classification appropriate?	
D-4d. Are current exemptions from automatic declassification valid?	
D-4e. Does each guide contain the following (IAW 32 CFR 2001.15):	
D-4e(1). Identification of the subject matter.	
D-4e(2). Approval by the appropriate OCA by name and position, or personal identifier.	
D-4e(3). Agency point of contact for questions regarding the guide.	
D-4e(4). Date of issuance or last review.	
D-4e(5). Precise statement of each element of information that requires protection.	
D-4e(6). The level of classification for each element of information.	
D-4e(7). If applicable, handling caveats.	
D-4e(8). The concise reason for classification as described in E.O. 13256, section 1.4.	
D-4e(9). A specific date or event for declassification.	
D-5. Have past and recent classification and declassification decisions been incorporated?	
D-6. Have you cross-referenced information with other guides (internal and external) and conducted a horizontal coordination to ensure consistency?	

Section E: Training

E-1. Have agency personnel received any training in the use of SCGs?	
E-2. Have agency personnel received any training in the development of SCGs?	
E-3. Are OCAs involved in the development process of the SCGs?	

Section F: Comments