General Counsel
FOIA Office

21 September 2017

John Greenewald, Jr.

RE: FOIA 17-90

Dear Mr. Greenewald:

This letter is a response to your Freedom of Information request for a copy of the Defense Information Systems Agency Security Classification Management Data SF311 forms filled out by DISA for the last three years.

There were seven pages responsive to your request. Portions of those pages have been redacted pursuant to 5 U.S.C. §552 b(6).

This Agency was unable to locate Data SF311 form for 2014. Enclosed are Data SF311 forms for 2015 and 2016.

Due to the national emergency declared by the President in the aftermath of the terrorist attacks of September 11, 2001, the Department of Defense (DoD) has reviewed its policy regarding the release of names and identifying information of personnel not assigned to units protected from release by statute (10 USC § 130b). As a result of this review, it has been determined that release of lists of names of personnel would constitute a clearly unwarranted invasion of the personal privacy of those individuals. Accordingly, the information you requested is exempt from release pursuant to 5 USC § 552 b(6).

For any further assistance and to discuss any aspect of your request, you have the right to contact the Defense Information Systems Agency FOIA Public Liaison at 301-225-4116. Additionally, you have the right to contact the Office of Government Information Services (OGIS) to inquire about the FOIA mediation services they offer. The contact information for OGIS is: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with this response, you have the right to appeal to the General Counsel, Defense Information Systems Agency, P.O. Box 549, Ft. Meade, MD 20755 or by facsimile at 301-225-5010. Your appeal must be postmarked or electronically transmitted within 90 days of the date of this response. Both the letter and the envelope as well as your electronic transmission, should be clearly marked "Freedom of Information Act Appeal."

This concludes the initial determination by this Agency. If we can be of further assistance, please do not hesitate to contact Robin M. Berger, FOIA Manager, on (301) 225-6104.

Enclosure a/s

VICKI ALLUMS
FOIA Public Liaison/Chief FOIA Officer

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.		1. 2016
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. OTHER: Defense Information Systems Agency (DISA)	
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. ▮▮▮▮▮ *B6*	
4. Point-of-contact responsible for answering questions about this report:		
4a. Name:	4a ▮▮▮▮▮ *B6*	
4b. Title:	4b. Security Specialist (INFOSEC)	
4c. Email address:	4c ▮▮▮▮▮ *B6*	
4d. Phone number:	4d ▮▮▮▮▮ *B6*	

PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is **TOP SECRET**.	5.	4
6. Enter the number of agency officials whose highest level of original classification authority is **SECRET**.	6.	1
7. Enter the number of agency officials whose highest level of original classification authority is **CONFIDENTIAL**.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8.	5

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11.	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14.	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17.	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18.	0

OTHER: Defense Information Systems Agency (DISA)

PART D: Derivative Classification Decisions		
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	73,183
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	32,649
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	3,500
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22.	109,332
PART E: Mandatory Declassification Review Requests		
A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.		
23. Enter the number of REQUESTS received during the reporting period.	23.	14
24. Enter the number of REQUESTS closed during the reporting period.	24.	0
25. Of the REQUESTS entered into block 24, enter the number of pages that were:	25.	
a. Declassified in full.	25a.	0
b. Declassified in part.	25b.	0
c. Denied declassification.	25c.	0
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d.	0
26. Enter the number of REQUESTS that have been unresolved for over one year.	26.	6
27. Enter the AVERAGE NUMBER OF DAYS to resolve each request.	27.	
28. Enter the number of REFERRED REQUESTS received during the reporting period. (Number of requests referred to your agency from another agency)	28.	0
PART F: Mandatory Declassification Review Appeals		
An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only appeals for your agency in which your agency is responsible for the final decision.		
29. Enter the number of APPEALS received during the reporting period.	29.	0
30. Enter the number of APPEALS closed during the reporting period.	30.	0
31. Of the APPEALS entered into block 30, enter the number of pages that were:	31.	
a. Declassified in full.	31a.	0
b. Declassified in part.	31b.	0
c. Denied declassification.	31c.	0
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d.	0
32. Enter the number of APPEALS that have been unresolved for over one year.	32.	0
33. Enter the AVERAGE NUMBER OF DAYS to resolve each appeal.	33.	0
34. Enter the number of REFERRED APPEALS received during the reporting period. (Number of appeals referred to your agency from another agency)	34.	0

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION   AUTHORIZED FOR LOCAL REPRODUCTION   STANDARD FORM 311 (REV 03-16)
Previous edition is unusable   Prescribed by NARA/ISOO
32 CFR 2001 E.O. 13526

PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
35. Enter the number of pages REVIEWED that were subject to automatic declassification under section 3.3 of E.O. 13526.	35.	251,410
36. Enter the number of pages DECLASSIFIED under automatic declassification.	36.	250,087
37. Enter the number of pages REVIEWED that were subject to systematic declassification under section 3.4 of E.O. 13526.	37.	0
38. Enter the number of pages DECLASSIFIED under systematic declassification.	38.	0
39. Enter the number of pages REVIEWED that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39.	0
40. Enter the number of pages DECLASSIFIED under discretionary declassification.	40.	0
PART H: Internal Agency Oversight		
41. Enter the number of CHALLENGES processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	41.	0
42. Enter the number of CHALLENGES where the classification status was fully affirmed.	42.	0
43. Enter the number of CHALLENGES where the classification status was overturned in whole or in part.	43.	0
PART I: Intelligence Community (IC) Information This section applies only to IC agencies and IC components of other agencies who *originally apply* the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.		
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON.		
44. Enter PERCENTAGE of your organization's classified disseminated analytic products originally marked ORCON.	44.	0.00%
45. Enter TOTAL NUMBER of your organization's classified disseminated analytic products originally marked ORCON.	45.	0
46. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in full.	46.	0
47. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in part. Provide explanation for partial denial in part J below.	47.	0
48. Enter the number of ORCON expanded dissemination requests DENIED. Provide explanation for denial in part J below.	48.	0
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON-USGOV.		
49. Enter PERCENTAGE of your organization's analytic products originally marked ORCON-USGOV.	49.	0.00%
50. Enter TOTAL NUMBER of your organization's analytic products originally marked ORCON-USGOV.	50.	0
51. Provide TOTAL NUMBER of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	0
52. Has your organization been NEGATIVELY IMPACTED by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	N/A

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Sampling: The sampling period was 11-24 September 2016. The survey for data collection was provided to each activity with the task of ensuring all personnel that carry out derivative classification decisions received the action to collect data during the sampling period. The Joint Forces Headquarters-Department of Defense Information Networks (JFHQ-DODIN) was also tasked to sample, collect and report data for the command. Results were reported to and consolidated by the DISA Security Office.

Analysis: The total number of derivative classification decisions reported for FY16 is 109,332. Of this total, 78,756 were reported by DISA and 30,576 by JFHQ-DODIN. The DISA Security Office attributes the slight increase in decisions to new agency missions received in FY16. JFHQ-DODIN attributes the large increase in derivative classification decisions to FY16 being the first JFHQ-DODIN has been operational for the entire year. In FY15, JFHQ was still in the process of standing up, staffing, training personnel and coordinating/implementing processes to meet mission requirements. The FY16 sampling period also coincided with a JFHQ-DODIN collateral level exercise.

The DISA Security Office included ISOO the chart of examples of how to count decisions in both the paper environment and the electronic environment in the guidance to the activity security managers. In addition, the DISA Security Office hosted a discussion forum to allow activity security managers to share concerns, ask questions and collaborate on best practices.

The DISA Security Office also recognizes a need for improvement in the processing and tracking of Mandatory Declassification Review (MDR) requests and appeals. The DISA Security Office is currently working through the back log with an estimated completion date of February 2017.

The automatic declassification data provided is the agency count as of April 2016. The DISA Security Office was unable to retrieve the final data for FY16 at the time of this report.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION   AUTHORIZED FOR LOCAL REPRODUCTION   STANDARD FORM 311 (REV 03-16)
Previous edition is unusable   Prescribed by NARA/ISOO
32 CFR 2001 E O 13526

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	**1.**	2015
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	**2.** Defense Information Systems Agency (DISA)	
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	**3.** ▬▬▬ B6	
4. Enter the name, title, phone, and email address for the point-of-contact responsible for answering questions about this report.	**4.** B6 ▬▬▬ B6	—

PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	**5.**	4
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	**6.**	1
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	**7.**	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	**8.**	5

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	**9.**	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	**10.**	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	**11.**	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	**12.**	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	**13.**	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	**14.**	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	**15.**	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	**16.**	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	**17.**	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	**18.**	0

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	**19.**	2,340
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	**20.**	55,016
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	**21.**	3,432
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	**22.**	60,788

PART E: Mandatory Declassification Review Requests and Appeals

A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.

23. Enter the number of requests received during the reporting period.	23. 2
24. Enter the number of requests closed during the reporting period.	24. 0
25. Enter the number of requests that have been unresolved for over one year.	25. 0
26. Enter the average number of days to resolve each request.	26. 43
27. Enter the number of appeals received during the reporting period.	27. 0
28. Enter the number of appeals closed during the reporting period.	28. 0
29. Enter the number of appeals that have been unresolved for over one year.	29. 0
30. Enter the average number of days to resolve each appeal.	30. 0
31. Enter the number of referred requests received during the reporting period.	31. 2
32. Enter the number of referred appeals received during the reporting period.	32. 0

PART F: Mandatory Declassification Review Decisions in Pages

33. Enter the number of requested pages that were declassified in full.	33. 0
34. Enter the number of requested pages that were declassified in part.	34. 0
35. Enter the number of requested pages that were denied declassification.	35. 0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36. 0
37. Enter the number of appealed pages that were declassified in full.	37. 0
38. Enter the number of appealed pages that were declassified in part.	38. 0
39. Enter the number of appealed pages that were denied declassification.	39. 0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40. 0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews

41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41. 427
42. Enter the number of pages declassified under automatic declassification.	42. 427
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43. 0
44. Enter the number of pages declassified under systematic declassification.	44. 0
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45. 0
46. Enter the number of pages declassified under discretionary declassification.	46. 0

PART H: Internal Agency Oversight

47. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	47. 0
48. Enter the number of challenges where the classification status was fully affirmed.	48. 0
49. Enter the number of challenges where the classification status was overturned in whole or in part.	49. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends numbers from the previous year's report.

Sampling: The entire DISA workforce is cleared at least at the Secret level, therefore, eligible to make derivative classification decisions. DISA has approximately 15,105 employees which includes military, civilians and contractors.

The time period for data collection was 1-14 September 2015. A survey for data collection was established and provided to each DISA activity security manager with the task of ensuring all personnel that carry out derivative classification decisions received the action to collect data during the sampling period. Results were reported to the DISA Security Office at the completion of the sampling period. The responses were added and the totals were multiplied by 26 to provide a representation of derivative classification decisions made during FY15.

Analysis: The total number of derivative classification decisions made by the Agency did not change a great deal from FY14 (72,384). The results did show a rise in Top Secret classification decisions from 468 in FY14 to 2,340 in FY15. The number of Secret classification decisions decreased slightly from 65,650 in FY14 to 55,016 in FY15. The number of Confidential classification decisions decreased from 6,266 in FY14 to 3,432 in FY 15.

The guidance for collecting data for FY15 was more detailed to allow the derivative classified to better understand the type of information and sources to be included in the data they collected. This may be the cause of the change in numbers reported for Top Secret information. There is also the potential that there was an increase in work completed at the Top Secret and Confidential levels during this reporting period.

For ISOO Use Only

ISOO Analyst Name: _____

Date of QC: _____

Analyst Initials: _____

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION   AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusable   STANDARD FORM 311 (REV 2-15)
Prescribed by NARA/ISOO
32 CFR 2001 E O 13526