



U.S. Department of  
Transportation

400 Seventh St S.W.  
Washington D.C. 20590

JAN 7 2005

Mr. J. William Leonard  
Director, Information Security Oversight Office  
National Archives and Records Administration  
700 Pennsylvania Ave., NW  
Washington, DC 20408

Dear Mr. Leonard:

Enclosed please find the U.S. Department of Transportation's (DOT) updated declassification plan. It is important to note that the United States Coast Guard and the Federal Aviation Administration's civil aviation security function, including its Office of Intelligence, transferred to the Department of Homeland Security. As a result, DOT has been left with less than 200 cubic feet of records that fall under the criteria of Executive Order 12958, as amended.

This office is confident DOT will meet all declassification requirements of E.O. 12958, as amended. If you have any questions concerning this matter, please contact Richard Thompson of my staff at 202-366-4678.

Sincerely,

A handwritten signature in black ink that reads "Lee A. Privett".

Lee A. Privett, Director  
Office of Security

Enclosure

**DOT DECLASSIFICATION PLAN**  
**January 7, 2005**

**1. POINTS OF CONTACT**

a. **RESPONSIBLE OFFICIAL:** Please direct any routine questions or requests to the Primary Action Officer identified below.

Lee A. Privett, Director, Office of Security, 202-366-6295  
Mailing Address:  
US Department of Transportation  
ATTN: Director, Office of Security, M-40, Room 7402  
400 Seventh St, S.W.  
Washington, DC 20590

**PRIMARY ACTION OFFICER:** David Meade, Security Specialist, 202-366-8891, david.meade@ost.dot.gov

The mailing address for DOT referrals is:

**OUTER ENVELOPE**  
U.S. Department of Transportation  
ATTN: Document Control, Room 7402  
400 Seventh Street, SW  
Washington, DC 20590

**INNER ENVELOPE**  
Same address, ATTN: David Meade, M-40, Room 7402

**NOTE:** If desired, referrals for the Federal Aviation Administration (FAA) may be made directly to the FAA at the following address:

**OUTER ENVELOPE**  
Federal Aviation Administration  
ATTN: Security Control Point, Room 315, FOB 10A  
800 Independence Ave, S.W.  
Washington, DC 20591

**INNER ENVELOPE**  
Same address, ATTN: Mike Anderson, AIN-100, Room 5408

**b. AGENCY OFFICIALS WITH DECLASSIFICATION AUTHORITY**

**SECRET Declassification Authority:**

- (a) Norman Y. Mineta, Secretary of Transportation
- (b) Deputy Secretary of Transportation (position currently vacant)
- (c) Vincent T. Taylor, Assistant Secretary for Administration
- (d) Director of Intelligence and Security (position currently vacant)
- (e) Lee A. Privett, Director, Office of Security
- (f) Marion C. Blakey, Administrator, Federal Aviation Administration (FAA)
- (g) Lynn Osmus, Assistant Administrator for Security and Hazardous Materials, FAA
- (h) Claudio Manno, Deputy Assistant Administrator for Security and Hazardous Materials, FAA
- (i) William G. Schubert, Administrator, Maritime Administration (MARAD)

**2. DOT DECLASSIFICATION PROCESS:**

The DOT declassification effort is coordinated by David Meade, Office of Security, M-40, Office of the Secretary, 202-366-8891, david.meade@ost.dot.gov. All DOT modal administrations and Secretarial offices are encouraged to contact Mr. Meade for any questions about their declassification programs. Mr. Meade contacts the DOT organizations every few weeks to determine the status of their programs.

NARA has been periodically informing DOT of documents which require a classification review. A representative of DOT visits the NARA repository to review the documents in question. If a determination cannot be made immediately, copies of the documents are made for referral to an appropriate subject matter specialist.

**3. WORK TO BE DONE BY DECEMBER 31, 2006:**

Only the FAA and Maritime Administration (MARAD) have reported holding classified information of permanent historical value that will be 25 years old or older on December 31, 2006. The Primary Action Officer, identified above, has established

an electronic data base of all security containers within Headquarters, DOT, and checks with each DOT organization that has off-site offices to ensure that there are no off-site holdings meeting these criteria. If any additional offices with classified information are identified, the Primary Action Officer will inform them of the requirements for the review of classified information of permanent historical value that is nearing 25 years of age, and offer assistance in performing the proper reviews and applying declassification procedures. In January 2006, M-40 will reissue a reminder of the review requirements and assist in the resolution of any problems. The DOT Director of Security is requesting that the FAA and MARAD complete in 2005 all declassification activities for information that will be 25 years old or older by December 31, 2006.

a. FAA's Documents: FAA has about 32 cubic feet of classified and unclassified mixed documents at NARA that have been reviewed and determined to be no longer classified. Because some of the information dealt with international affairs, FAA coordinated with State Department. After reviewing a sample of the records, State declined interest in the documents and advised that the declassification decision would be up to FAA. FAA will return to cancel the classification markings of the documents during the next year. Some boxes had only one folder that was classified, some boxes had several classified documents, and in some cases the entire contents of a box were classified. A page count will be conducted when the FAA returns to declassify the documents.

b. MARAD's Documents: MARAD has 143 cu. ft. of reference papers at NARA regarding a civilian nuclear vessel which contain classified papers from other agencies. MARAD has contacted NARA and will transfer custody of the documents to them. MARAD has identified points of contact at the Departments of Commerce, Energy and State, and will inform them of the existence of the documents.

c. DOT has not identified any classified special media of permanent historical value.

#### **4. WORK TO BE DONE BY DECEMBER 31, 2007 AND BEYOND:**

Beginning in 2006, DOT will require its organizations to review their classified holdings that will be 25 years old or older by December 31 of each year. DOT is including this requirement in the revision of its classified information management order. Because of the small quantities of information expected, this requirement will most likely be fulfilled by existing staff. Hours expended by subject matter specialists on this effort shall be included in the annual Cost Estimates Display report. Page counts of information declassified or referred shall be reported via the SF 311 process.

#### **5. INTEGRAL FILE BLOCK CONCEPT:**

There are no plans to implement the integral file block concept.

## **6. COST ESTIMATES:**

DOT expects to meet the December 31, 2006 requirement with about \$17,500 in FY2005, and \$9200 in 2006. FY2004 resources are being tallied and will be reported on the annual cost estimates worksheet in FY2005. No shortfalls are expected.

## **7. DECLASSIFICATION GUIDES AND FILE SERIES EXEMPTIONS**

DOT has no programs for which classification guides would be appropriate. Likewise, there are no file series exemptions requested at this time, nor are any foreseen.

When the United States Coast Guard and the FAA's civil aviation security function, including its Office of Intelligence, were transferred to the Department of Homeland Security (DHS), all programs that had classification guides went with them. Classified information now generated within DOT is of a derivative nature except on infrequent occasions when an original classification authority is exercised. This has not occurred since the organizational transfers to DHS.

All documents reviewed so far will be released in their entirety after other agencies' equities are considered. There has been no cause for redaction of any of the documents yet. Redaction is considered an option for documents that have not reached 25 years old if they are requested under the Mandatory Review or FOIA processes.

## **8. OTHER FACTORS**

DOT will continue to coordinate with NARA to ensure that all archived DOT classified records are reviewed before December 31, 2006. Referrals from NARA and other agencies shall be passed to a DOT subject matter specialist within ten days of receipt, with a response time requested of 30 days.

DOT maintains continuous contact with its organizations to ensure that the requirements are understood and that work continues. DOT will contact its ISOO liaison representative with any questions that may arise regarding the identification of equities.

Since all DOT classified information is expected to be declassified within 25 years of its date of origin, or the date of its source document, no re-reviews of records are anticipated at this time.