

EUCOM
Declassification Plan
(Status: Plan attached – pending receipt
of signed cover memorandum)

US EUROPEAN COMMAND DECLASSIFICATION PLAN

EXECUTIVE ORDER 12958 CLASSIFIED NATIONAL SECURITY INFORMATION

REVISED VERSION OF ORIGINAL 1999 PLAN

CURRENT AS OF:

10 February 2005

Incorporates Amendment to EO 12958, dated 25 March 2003, which extended the suspense date for 25 year Automatic Declassification Review to 31 December, 2006; and responds to the requirement to submit a new declassification plan.

US EUROPEAN COMMAND DECLASSIFICATION PLAN

Executive Order 12958, as amended,
Classified National Security Information

Objective

Consistent with the intent of the amended Executive Order and implementing Information Security Oversight Office Declassification guidance, USEUCOM is committed to declassifying all records no longer warranting classification for national security reasons and releasing them to the public in a timely manner.

Oversight and Management

Oversight:

Director, ECJ1
APO AE 09131

Management:/Coordination

Chief, Information Management Division
HQ US European Command/ ECJ1-A
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Organization

The US European Command Declassification Project is located in the Personnel Directorate (ECJ1). Management is handled as a collateral duty by the Chief of the Records Management Division with the assistance of trained personnel from the Command Historians office and Security Support Office of the Intelligence Directorate (ECJ2). Reviewers and have been delegated authority to make final declassification decisions on US European Command documents 25 years old or older. Currently Contract assistance is provided by McNeil Technologies, Inc., and is funded through annual unfunded requirement requests.

Preparations are being made to program monies for the out-years through the POM process. Funds are not currently available for contractor work during the current fiscal year; however, requests are being evaluated for allocation of additional funds. The Division is also responsible for administering the USEUCOM Freedom of Information and Mandatory Declassification Review Programs.

Declassification Responsibilities

The Chief of Staff, US European Command granted the authority to conduct declassification of 25-year records through memorandums of delegation that are updated as needed. The following Declassification Specialists are authorized under the provisions of EO 12958 and associated directives to declassify and release information originated by the US European Command that is 25 years old or older.



Scope of Project & Identification and Location of records.

1. Mission of the USEUCOM Automatic Declassification Program; total requirement of EO 12958, as amended, as it applies to records from the establishment of the Command since August 1951:

EO 12958, as amended, requires the automatic declassification of all Federal classified records 25 years or older (up to 1981 inclusive), unless said records are reviewed by the owning agency and judged to endanger national security sufficiently to retain classification. A parallel task, formalized by the Kyle-Lott Amendment to the Defense Act of 1998, is to preserve the security of all Restricted Data/Formerly Restricted Data (which is not subject to review under the EO) in USEUCOM records. HQ USEUCOM, based on a Presidential amendment of the review suspense, has until 31 December 2006 to complete review of multi-agency records in its own possession. **(NOTE: Reviews of all US European Command records repositories/ archives were completed by October 2003. Since that time, records coming of age (25-year anniversary) are reviewed as required. The majority of USEUCOM review efforts are currently focused on equity referrals from other agencies.**

2. Estimate of aggregate quantity of USEUCOM records: Total quantity of USEUCOM records (1951-1981) covered by all versions of EO 12958 and its amendments was approximately 1.5M pages, of which all have been reviewed. The USEUCOM estimation methodology involved the measurement of cubic feet stored at all locations and reliance on NARA accounting.

- a. Estimated quantity of textual records that will be declassified by 31 December, 2006: **1.8M pages**
- b. Estimated quantities of textual records that will be exempted from Automatic Declassification by 31 December 2006 (includes RD/FRD pages not eligible for declassification review): **20K pages**
- c. Estimated quantity of textual records that is expected to be referred to other agencies by 31 December, 2006: **180 pages**
- d. Estimated quantity of textual records that is expected to be referred to your agency for declassification or exemption by 31 December, 2009: **350K.**
- e. Estimated quantity of special media that can be delayed until 31 December, 2011: **USEUCOM does not have any files in special media.**
- f. Estimated quantity of special media that your agency expects to declassify by 31 December, 2011: **None**
- g. Estimated quantity of special media that your agency expects to exempt by 31 December, 2011: **None**
- h. Estimated quantity of special media that your agency expects to refer by 31 December, 2011: **None**
- i. Estimated quantity of special media that you expect to be referred to your agency for declassification or exemption by 31 December 2016: **None**

3. Integral File Block Concept: USEUCOM does not have any files for declassification under the Integral File Block Concept.

4. Agency Process:

a. USEUCOM Records: The USEUCOM Automatic Declassification Program conducts a page-by-page review, first by a contractor and then a second tier review by a government employee, of ALL USEUCOM records. Reviewers stamp all documents with an appropriate review result: all documents are marked either DECLASSIFIED, REFERRED to another agency, EXEMPTED (either as an Exempt File Series or an individual exemption), or as RESTRICTED DATA/FORMERLY RESTRICTED DATA and requiring review by the Department of Energy. Unless a document is declassified, USEUCOM reviewers tab it with its review results, thus ensuring quick identification of status by NARA or subsequent reviewers.

USEUCOM then accessions any records in USEUCOM possession to NARA. Eligible records already accessioned at NARA receive the same two-tier review process, are tabbed appropriately, and returned to the NARA shelves. USEUCOM established its review priority based on sensitivity of the collection in terms of its level of classification and by the recentness of the record collection.

b. Referrals to USEUCOM: Referrals to USEUCOM will be reviewed using the same page-by-page, tab-and-notify process followed for USEUCOM archival records.

c. Plan for complying with 31 December 2006: All USEUCOM records, except a very few that are attaining 25-years of age each year, have been reviewed. USEUCOM currently estimates that it will receive approximately 1.5M pages of pre-1981 (inclusive) referrals from other agencies. Quantities of referrals that will be reviewed in the out-years will depend on funding provided for this project. If necessary, USEUCOM will apply for the extension for referrals in accordance with Section 3.3 (e)(4) of the amended Executive Order. This section provides suspense of 31 December 2009 for all referrals to USEUCOM from other agencies.

d. Plan for referral notification: USEUCOM will notify other agencies with equities in USEUCOM records upon request, but no later than 30 November 2006. USEUCOM will deliver the referral findings to agencies by e-mail or by paper copy delivered by mail or in person. Correspondence/ notifications will be tracked for acknowledgement of delivery by phone or e-mail 5 working days after dispatch of the referral report.

5. Total cost estimate to implement the USEUCOM Declassification Plan to meet the 31 December, 2006 requirement:

a. FY 2004 – no funds have been allocated to this project to date for this FY.

b. FY 2005 - \$650K

c. FY 2006 - \$750K

6. The USEUCOM Automatic Declassification Project will require a significant increase in funds to review the referrals expected to be due by 31 December 2009.

Other Planning Factors

1. Interagency Cooperative efforts: The USEUCOM routinely cooperates with OSD and JCS in its declassification efforts. All three agencies share the same contractor. At the contractor review site, agencies, through their mutual contractor, pass referrals to the other two agencies as a matter of Standing Operating Procedures. OSD reviewers also review their referrals in USEUCOM records at the Pentagon before Information Management Division accessions the records to the National Archives.

2. Planned training initiatives: USEUCOM participates in Equity Recognition Working Group (ERWG) training sessions when possible – usually in conjunction with TDYs to CONUS. A training session by DOE instructors is scheduled to be held in March or April of this year. Any newly assigned USEUCOM reviewers will be scheduled to attend this training. Internal and DOE refresher training occurs as needed.

3. Collateral duties and outside taskings have a significant impact on Declassification Program government reviewers to accomplish their mission.

4. Implementation of Approved File Series Exemptions (See Appendix B, 1995 Declassification Plan). USEUCOM does not have any Exempt File Series.

5. Re-review of records: USEUCOM will re-review exempted records no later than 10 years after their initial exemption as per Para. 3.3 of EO 12958, as amended. This re-review will begin in 2007. Estimate figures of pages requiring review each year are not available.

6. Files Series Exemptions. USEUCOM has not requested any files series exemptions.