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National Geospatial-Intelligence Agency

Declassification Plan
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Table of Contents

1.0 Forward.....	3
2.0 Introduction.....	5
2.1 Scope.....	5
2.2 Background.....	5
2.3 Objectives.....	5
2.4 Declassification Authorities.....	6
3.0 Declassification Programs.....	8
3.1 Geospatial Intelligence.....	8
3.1.1 Geospatial Intelligence Methodology.....	9
3.2 Airborne Imagery Intelligence.....	9
3.2.1 Airborne Imagery Intelligence (DoD, National, National/DoD).....	9
3.2.2 Airborne Methodology.....	11
3.3 Imagery Intelligence (Imagery Products and Imagery Derived Information).....	11
3.3.1 Imagery Methodology.....	11
3.4 Office of International Policy.....	12
3.5 Presidential Archived Libraries.....	12
4.0 Integral File Blocks.....	13
5.0 Declassification Plan.....	15
5.1 Short-Term Goals.....	15
5.2 Intermediate-Term Goals.....	15
5.3 Long-Term Goals.....	15
6.0 Declassification Management Approach.....	16
6.1 Declassification FY04 Accomplishments.....	16
7.0 Declassification Resource Requirement.....	17
8.0 Other Factors.....	18
Appendix A Acronyms and Abbreviations.....	21
Appendix B Definitions.....	23



1.0 Forward

This plan describes the National Geospatial-Intelligence Agency's (NGA's) approach for implementing the automatic declassification program required under Executive Order 12958, "Classified National Security Information," as amended. It contains references to other NGA documents and implementation plans to be executed as part of this effort.



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Declassification Plan

2.0 Introduction

This declassification plan delineates the National Geospatial-Intelligence Agency's (NGA) response to the automatic declassification requirements specified in Executive Order 12958, as amended which requires the automatic declassification of all permanent records more than 25 years old unless they are reviewed and specifically exempted from declassification.

2.1 Scope

The scope of the NGA declassification effort can be categorized as an anomaly when compared to other Defense or Intelligence agencies. In October 1996, a number of organizations, either in whole or in part, came together to form the National Imagery and Mapping Agency (NIMA). Most of the organizations retained ownership of their respective legacy records created prior to NIMA standup. Others like the Central Imagery Office were not old enough to have records over 25 years old. As a result, the initial scope of the NIMA declassification program encompassed only the former Defense Mapping Agency (DMA) and its legacy organizations. To date, two additional programs have been established. In an agreement made with the Central Intelligence Agency (CIA), imagery derived products of the former National Photographic Interpretation Center are being reviewed by NGA personnel at a CIA facility. Due to a recent reorganization, NGA inherited a program from the Defense Intelligence Agency (DIA) to review Airborne Imagery Products. These programs are further explained in the plan.

On February 22, 1995, President Clinton signed Executive Order 12951 in an effort to release certain scientifically or environmentally useful imagery acquired by space-based national intelligence reconnaissance systems. This Executive Order as targeted by the Director of Central Intelligence (DCI) develops a comprehensive program for the periodic review of imagery from systems other than the Corona, Argon, and Lanyard missions, with the objective of making available to the public as much imagery as possible consistent with the interests of national defense and foreign policy. This mission has divided responsibility for reviewing and declassifying imagery to both NGA and the Director of Central Intelligence. The Director of Central Intelligence has the responsibility for declassifying space-based national intelligence imagery and NGA maintains responsibility for declassifying Geospatial Intelligence and Airborne Imagery.

2.2 Background

The Department of Defense (DOD) established the National Imagery Mapping Agency (NIMA) in October 1996. The Agency brought together all the functions of the former Central Imagery Office, Defense Mapping Agency, Defense Dissemination Program Office, and the missions and functions of the National Photographic Interpretation Center (NPIC). Additionally, NIMA incorporated a segment of the imagery policy dissemination function of the Central Intelligence Agency, National Reconnaissance Office (NRO), Defense Intelligence Agency, and the Defense Airborne Reconnaissance Office. NIMA's creation eliminated overlapping missions and activities, and improved efficiency in the production of imagery-based products and services.



NIMA was responsible for all classified information transferred in conjunction with the establishment of the Agency. The following Memoranda of Agreements were created and executed:

Agency	Programs	Document/Records	Sites
NGA/DCI	Geospatial, Airborne, and Imagery Derived Products	Operational Files, Personnel and Administrative Files	Central Imagery Office and the NPIC
NGA/CIA	Geospatial, Airborne, and Imagery Derived Products	Intelligence Reports, NTM Film and Digital tapes, and open source articles	Central Imagery Office and the NPIC

Figure 2 – 1 Agency MOA’s established during the creation of NIMA

The former National Photographic Interpretation Center (NPIC), as part of the Central Intelligence Agency (CIA), was a full participant in the CIA declassification program. At the time of NIMA’s creation, DMA and CIO declassification records indicated that formal plans had not been created or implemented. These agencies were the principal legacy agencies in the creation of NIMA. In October 1997, NIMA Corporate Affairs Directorate implemented a plan to review records for declassification under the Executive Order for the former Defense Mapping Agency records only. The result was the NIMA Automatic Declassification Program for Geospatial Products.

In 1998, NIMA assigned personnel to the CIA to review Imagery Intelligence Products (former NPIC) for declassification in accordance with the Executive Order. These employees utilized CIA space, equipment, and CIA programs to accomplish their mission. In October 2002, NIMA inherited the Airborne Imagery Program from the Defense Intelligence Agency. An effective declassification program under the Executive Order did not exist at that time. Since that time, NIMA has worked to establish an effective program.

On November 24, 2003, the Office of Secretary Defense (OSD) signed the Defense Authorization Bill, transforming the National Imagery and Mapping Agency (NIMA) to the National Geospatial-Intelligence Agency (NGA). NGA’s mission is to provide timely, relevant, and accurate Geospatial Intelligence in support of national security. The name NGA reflects the Agency’s GEOINT support capability to its many and varied customers. From specialized three-dimensional city graphics to animated “fly-throughs,” NGA leverages the power of fusion to provide our customers GEOINT products in support of the nation’s defense. The complementary blending of its respective tradecrafts, each offering unique attributes, is part of a continuing transformation process; changing the name to the NGA is a profoundly important symbol of this transformation.

2.3 Objectives

The objectives of this Declassification Plan are:

1. Develop a detailed list of existing NGA systems, plans, programs, and projects involving classified and sensitive but unclassified National Security Information (NSI) 25



years or older.

2. Establish a standard methodology for measuring all unique products to include film and imagery where an approach has not been identified.

3. Provide detailed milestones encompassing all NGA products requiring declassification.

4. Document the process and guidance used to track and document declassification decisions.

5. Identify special media as defined in Executive Order 12958, as amended requiring an extension.

2.4 Declassification Authorities

The following list cites, by name and title, current NGA Government Declassification Review Authorities and contractors supporting NGA declassification programs.

Declassification Authorities	Title	Location
/ /	b3 / b6	/ /

Figure 2 – 1 NGA Declassification Authorities; Government Review Authorities and Supporting Contractors



3.0 Declassification Program

Specific areas of work to be assessed, relative to this Declassification Program, are outlined in *Figure 3 – 1* below. Specific plans of action related to each of these activities, including associated schedules, are provided in the succeeding paragraphs.

Program	Products/Media	Sites
Geospatial Intel	1. Topographic, Hydrographic, Aeronautical	WNY, St. Louis, NARA II
Airborne Imagery	2. Airborne Imagery Film	WNRC
Imagery Intelligence	3. Textual Records/Imagery Derived Products	CIA Records Center

Figure 3 – 1 Scope of the NGA Declassification Program

3.1 Program Name: Geospatial Intelligence

The following information provides detail for Geospatial Intelligence and how inputs into NGA are received and processed for declassification. The information also includes quantities of pages that are received and will be received for declassification by December 31, 2006 as cited in the ISOO requirements plan.

Record Type	FY04 ¹	FY05	FY06	FY07
Textual Records to be Reviewed	1,408,281	944,000	700,000	400,000
Textual Records to be Declassified	1,350,306	870,000	645,000	345,000
Textual Records to be Exempted	57,975	55,000	55,000	55,000
Textual Records to be Referred In	18,381	10,000	10,000	10,000
Textual Records to be Referred Out	4,630	9,000	9,000	9,000

Figure 3 – 2 Geospatial Intelligence Declassification Figures

Figure 3 – 2 above, describes the quantity and types of records that have been declassified or pending declassification. Currently, in FY05 the actual textual records that have been declassified are 217,608 (21%) of the 944k projections. For textual records that are exempted under Executive order 12958, as amended, in FY05 there have been 30,228 (3.0%) of the 944k projections. The following numbers represent the status of declassification efforts to date for Geospatial in FY05:

Record Type	FY05
Textual Records to be Reviewed	247,836
Textual Records to be Declassified	217,608
Textual Records to be Exempted	30,228
Textual Records to be Referred In	52,056
Textual Records to be Referred Out	1,380

1

¹ FY04 figures reflect actual production data. The figures for FY05 - FY07 are projected.



3.1.1 Methodology

Geospatial Intelligence uses the pass/fail technique when processing records for review. Inputs are received from the Federal Records Centers and forwarded to the review centers at Washington Navy Yard, College Park, and St Louis. The records are then physically reviewed utilizing the "Pass/Fail" and "Tab/Refer" methods of declassification outlined in Executive Order 12958, as amended.

Pass/Fail:

The pass/fail procedure is a technique that regards information at the full document level. Any exemptible portion of a document may result in exemption (failure) of the entire document. The documents are tabbed as exempt in accordance with the Geospatial Declassification Guide and given a date for re-review. Documents that contain no exemptible information are passed and therefore declassified (though not necessarily releasable).

Tab & Refer:

Documents are tabbed in accordance with instructions in the Geospatial Declassification Guide and a letter is sent to the applicable agency to advise that equity is being held.

3.2 Program Name: Airborne Imagery Intelligence

This record series was transferred in total to NGA from DIA at the start of FY 03. NGA declassification work began on this record series in February FY03. A listing of all special media airborne imagery records that meet the criteria for review under executive orders was generated from the NGA airborne imagery database. The data retrieval resulted in a determination that NGA has a known total of 153,141 rolls or 76.6 million linear feet of imagery to review prior to the special media declassification deadline of December 31, 2011. NGA maintains a consolidated database of all airborne mission frames on film for National and DoD tasked missions from 1935 to the present.

3.2.1 Airborne Imagery Intelligence (DOD, National, National/DOD)

Figure 3 – 3 Describes the total number of imagery rolls to be reviewed, originating from a search of the airborne database for all DOD, National, National/DOD missions with a WNRC location identifier. All known airborne imagery, subject to future review, is located at either the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base, Washington, DC or the Washington National Records Center (WNRC), Suitland, MD. Further analysis (film rolls/linear feet) relative to National, DOD, National/DOD missions are under research. The Airborne Imagery Intelligence areas are included in Section 5.0 of the declassification plan as a milestone.

Totals	Film Rolls	Linear Feet
National	20,296	10,148,000
DOD	81,752	40,876,000
National/DOD	20,296	10,148,000
No-MAF	30,797	15,398,500
Total Rolls	153,141	76,570,500
NGA Reviewed (thru FY04)	-55,791	-27,895,500
Total Rolls Remaining	97,350	48,675,000

Figure 3 – 3 Airborne Imagery Intelligence Declassification Figures



The database contains location information for all known original negative airborne imagery. The level of effort currently applied to review airborne imagery records for declassification will completely process all known relevant NGA holdings prior to January 1, 2008. Identification of new records and the potential for outside referrals can be effectively dealt within the remaining time prior to the special media review deadline of December 31, 2011.

Record Type	FY04²	FY05	FY06	FY07
Special Media to be Declassified	19,346	20,000	20,000	20,000
Special Media to be Exempted	14,445	10,000	10,000	10,000
Special Media to be Referred Out	350	500	500	500
Special Media to be Referred In	0	0	0	0

Figure 3 – 4 Airborne Imagery Film Records (Rolls)

Figure 3 – 4 Quantifies the number of known airborne imagery special media records NGA anticipates reviewing for declassification by fiscal year through FY07.

Record Type	FY04³ Linear ft	FY05 Linear ft	FY06 Linear ft	FY07 Linear ft
Special Media roll film to be Declassified	9,673,000 ft	10,000,000 ft	10,000,000 ft	10,000,000 ft
Special Media roll film to be Exempted	7,222,500 ft	5,000,000 ft	5,000,000 ft	5,000,000 ft
Special Media roll film to be Referred Out	175,000 ft	250,000 ft	250,000 ft	250,000 ft
Special Media roll film to be Referred In	0	0	0	0

Figure 3 – 5 Airborne Imagery Film Records (Linear Footage)

Figure 3 – 5 Articulates the same information contained in *Figure 3 – 4*, but the information has been converted to linear footage based on the original negative film.

Special media roll film records expected to be referred to NGA for declassification by December 31, 2016 are listed as “0” because there is no experience to date or prescribed methodology to determine even an educated guess as to how many records of this category will be referred to NGA.

² FY04 figures reflect actual production data. The figures for FY05 - FY07 are projected.

³ FY04 figures reflect actual production data. The figures for FY05 - FY07 are projected.



3.2.2 Methodology

Airborne imagery records are evaluated by accession blocks⁴, which range in size from 10 to 10,000 rolls. Between 1 and 4 accessions are permanently withdrawn from the storage facility at any one time. Accessions, which are being permanently withdrawn, are moved to a NGA review site. (500 - 2000 rolls per week)

The physical review occurs at the NGA worksite. The work is done by 5.5 Full Time Equivalents (FTE) contract employees and 1 government FTE. There are three possible results for a roll of airborne imagery from the current NGA review process:

Finding a valid exemption:

Valid exemptions are placed in new accessions and returned to the storage facility and re-reviewed in 10 years.

Finding no valid exemption:

Files with no valid exemptions are declassified and prepared for transfer to NARA.

Files that fall outside the scope:

Files that fall outside the scope of the NGA airborne imagery records review process are referred to the appropriate office or agency.

3.3 Program Name: Imagery Intelligence (Imagery Products and Imagery Derived Information)

Figure 3 – 6 Shows planned declassification figures for FY04 - FY07. There are 228,000 total un-reviewed records that are due for review prior to December 31, 2006. Of these 228,000 records, we plan to review and complete 178,000 in FY 05. Approximately 128,000 (72%) will be reviewed manually, which requires only a pass/fail decision. At least 88,000 (69%) of the 128,000 textual records to be manually reviewed can be bulk exempted (failed) which will expedite the review process.

Record Type	FY04	FY05	FY06	FY07
Textual Records to be Reviewed	59,000	178,000	50,000	50,000
Textual Records to be Declassified	31,000	75,000	35,000 ⁵	25,000 ⁶
Textual Records to be Exempted	28,000	103,000	15,000	25,000
Textual Records to be Referred In	7,500	2,500	2,500	2,500
Textual Records to be Referred Out	1,000	1,000	1,000	1,000

Figure 3 – 6 Imagery Intelligence Declassification Figures

⁴ Accession block is a records management term used by the Federal Records Center to label a group of boxes.

⁵ Approximation is based on historical release rates.

⁶ Assumption is that release rate will decrease due to un-releasable satellite imagery.



3.3.1 Methodology

Imagery records are screened at the Agency Archives and Records Center (AARC), which is also known as the CIA Repository. Imagery records that are deemed as candidates for redaction are delivered to the Document Conversion Center (DCC) and scanned for electronic viewing. Other records are bulk⁷ exempted by manual review at the AARC. The pass/fail method is also performed here at the AARC.

The Redaction review method vastly increases the release rate over the pass/fail method. During redaction review, critical classified information is blacked out using an electronic redaction system – Image Workflow Automation System (IWAS). If the information is processed manually with the pass/fail method and failed, the records are then returned to the AARC for re-review in another 10 years. When equity content in a record belongs to another organization, the record is electronically referred in IWAS.

The automated production flow is as follows:

- Received via document conversion
- The IWAS system is used for online redaction
- The documents are then sent through a QC process:
 - 1st level review
 - 2nd level quality review
 - 3rd level final certification
- The documents are quality checked against the Imagery Intelligence Guide (IMINT Policy Guide) along with the CIA Reviewers Handbook.
- The releasable records are then placed on a CD and checked for quality before being considered declassified. The records are stored in the National Archives (NARA).

3.4 Program Name: Office of International and Policy (OIP)

The Office of International and Policy provides the overall management of NGA international activities, consistent with U.S. foreign policy, DCI and OSD guidance and NGA objectives. OIP develops and promulgates imagery and geospatial policy and guidance on behalf of the DCI, SECDEF and the Director of NGA. OIP is also responsible for developing, implementing, and managing imagery and geospatial release and disclosure policy for the community⁸.

3.5 Presidential Archived Libraries

NGA equities held in Presidential libraries are received through the External Referral Working Group (ERWG) in coordination with the Remote Archive Capture (RAC) program which scans documents from Presidential libraries and distributes them to all equity agencies for review and declassification.

⁷ Bulk items consist of system-generated records or large items that are failed due to content or for having an out of scope date.

⁸ The subject matter in this section is included as a milestone on Pg. 18 (Declassification Approach)



4.0 Integral File Blocks

Figure 4-1 below shows various File Block Series and the associated name. Also indicated are the dates the documents were published and approved by NGA.

File Block Series	File Series Name	Approval Date
100	Office Administrative Files	Approved & Published June 1999
200	Planning Programming Files	DMA 5015 Pending NARA Approval*
300	Budget & Fiscal Files	Approved and Published November 2000
400	Legal Files	Approved & Published March 2000
500	Security Files	Approved & Published June 2000
600	Personnel Files	Approved & Published July 2000/615 added 2002
700	Imagery Intelligence Files	DCI DDST SCH 60-84- Pending NARA Approval*
800	Geospatial Files	DMA 5015 Request Exemption*
900	Medical, Health, Safety Files	Approved & Published March 2002
1000	Training Files	Approved & Published October 1999
1100	Communications Files	Approved & Published April 2001
1200	Logistics Files	Approved & Published December 2002
1300	Research & Development	Approved & Published April 2000
1400	Facilities Files	Approved & Published February 2001

Figure 4-1 Integral File Blocks

Refer to the *NGA Instruction 8040.1R8* for specific detailed info on records deposition. This is based on 14 distinct series. The File Block Series denoted above by the asterisk are those that are awaiting approval by the National Archives and Records Administration (NARA).



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There are several files from the *700 and 800 File Series Block* that have been requested by NGA to be exempted from the declassification file process. They are as follows:

File Series 700: Imagery Intelligence includes NPIC photographic interpretation report files, and the index of imagery. Since the NES File is the index of imagery, the index is permanent along with the imagery. NES is a database that is classified at system high of TS/SCI. NES holds the indexing information for archived film imagery that dates back to 1935. The index itself is classified. NES holds both Cables and Reports developed since the 1950's, originally created by CIA/NPIC and now NIMA/NGA.

File Series 810-01: Geospatial Policy includes formal records of geospatial policy decisions based on product lines, data or information and formal delegation of authority correspondence. Included are files related to declassification decisions and security policy in regards to the disclosure and release of geospatial data.

File Series 810-02: Geospatial Security Policy are files relative to geospatial products including software, data, or information to DOD and Intelligence Community customers, individual foreign governments, operational coalitions, international or multinational organizations covered by letter of memorandum, memorandum of understand or other appropriate correspondence.

Files Series 810-03: Geospatial Arrangements are files that are related to agreements and arrangements with U.S. agencies and foreign governments concerning mapping, charting and geodesy. Included in this arrangement are international standardization agreements, exchange agreements and specific operational arrangements (MOUs and MOAs) within the framework of ratified agreements.

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5.0 Declassification Plan

Introduction

This declassification plan provides an all-inclusive concept to be employed from initial development phase through the implementation process, with milestones for initiating and executing a comprehensive declassification management program.

5.1 Short-Term Goals (Monthly)

The short-term goals that are listed below, establish immediate milestones for formalizing NGA's declassification management program while ensuring decisions regarding specific programs and projects are appropriately documented and accomplished by authorized personnel.

- Formalize the process to document declassification authorities as outlined in EO 12958, as amended
- Define International Policy declassification for OIP

5.2 Intermediate-Term Goals (Quarterly (1 Month – 3 Months))

Intermediate-term goals define milestones that fall between 1 – 3 months after the declassification plan is established. These goals will guide areas such as policy and training to promote a continuous tasking on the declassification plan.

- Declassification training and certification specific to NGA
- Establish methods for capturing metrics

5.3 Long-Term Goals (Semi-annually (1 Month - 6 Months))

The set of milestones classified as long-term are reserved for those that are ongoing throughout the declassification plan. These goals will set the precedence for development of a cohesive plan as well as defining implementation procedures for the future.

- Establish a schedule for declassification plan review and updates
- Identify and document incoming and outgoing referral process
- Update and revise declassification guides



6.0 Declassification Management Approach

Figure 6 – 1 Describes the approach NGA is taking to identify key milestones for the next 24 months. This milestone chart will also aid the agency in updating the plan on an annual basis, which is detailed in Executive Order 12958, as amended, part of the ISOO task instructions.

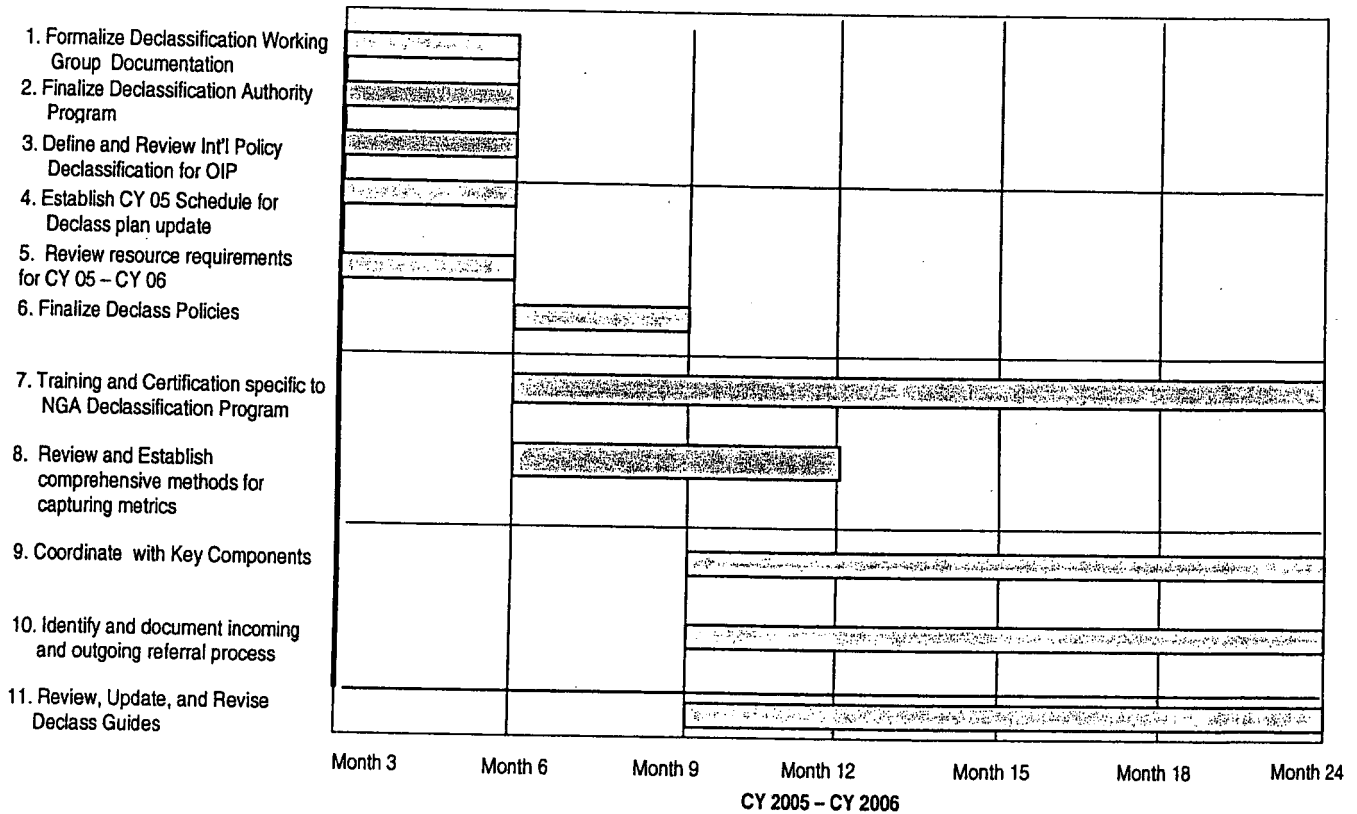


Figure 6 – 1 Schedule of Activities related to the NGA Declassification Program

6.1 Declassification Plan FY04 Accomplishments

NGA Records Management Office established an NGA Declassification Working Group (DCWG) in February 2004 to address Geospatial, Airborne and Imagery Intelligence declassification issues. Records Management is working closely with the NGA Classification and Information Security Manager to ensure security concerns are addressed. An Office of International Policy (OIP) representative still needs to be identified.

Records Management meets internally on a monthly basis to address needed updates to the Declassification Plan and to make necessary adjustments to personnel and budget. A new position was added to support Airborne Imagery declassification efforts. Beginning in July 2004 an effort was started to consolidate all three declassification guides. The new consolidated guide is in final draft form. In addition, metrics are reported to NGA E Directorate to support the ISO 9000 initiative and are also provided to NGA SI Directorate quarterly and ISOO yearly. A Records Management representative has met monthly with the inter-agency External Referral Working Group (ERWG) to discuss, refine and implement Intelligence Community (IC) standards for declassification. The ERWG is continuing IC efforts to establish referral standards with ISOO. A prototype database has been established at the NARA II in College Park.



7.0 Resource Requirements

Figure 7 – 1 Represents the cost structure for the Geospatial Intelligence, Airborne Imagery Intelligence, and Imagery Intelligence Declassifications Programs. There are no defined costs for training or security requirements. Travel costs are built into the overall program cost. The cost figures shown in red represent the budget dollars considered unfunded starting in February 06.

PROGRAM	Staffing Profile		FY04	FY05	FY06
Geospatial Intelligence	6	FTE-Contr	\$1,073,559	\$1,048,427	\$1,063,000
Airborne Imagery Intelligence	5.5	FTE-Contr	\$503,119	\$523,244	\$544,173*
	1	FTE- Govt	\$95,000	\$98,800	\$102,752
Imagery Intelligence	3	FTE-Govt	\$270,000	\$280,800	\$292,032
TOTALS - CONTRACTOR	11.5	FTE-Contr	\$1,576,678	\$1,571,671	\$1,607,173
TOTALS - GOVERNMENT	4	FTE-Govt	\$365,000	\$379,600	\$394,784

Figure 7-1 Detailed Cost Structure for NGA Declassification Programs

* figure shown in red is considered unfunded (Begin Feb. 06)



8.0 Other Factors

1. *Describe any interagency cooperative efforts or innovative approaches that will facilitate the declassification, exemption, referral, or appropriate delay by December 31, 2006, of all 25-year old or older permanent historically valuable classified records in your agency's possession.*

A Records Management representative meets on a monthly basis with the inter-agency External Referral Working Group (ERWG) to discuss, refine and implement Intelligence Community (IC) standards for overall declassification efforts, including exemptions, referrals and/or delays of all 25 years old or older permanent historically valuable classified records. The ERWG maintains a cooperative effort and awareness with other Government declassification centers for Geospatial, Airborne and Imagery Derived Products. The NGA Declassification Working Group (DCWG) intends to include external stakeholders from the ERWG to facilitate the decision-making process.

2. *Describe your agency plans to update, develop, use and share declassification guides. (ISOO Directive 1, 2001.32(a) & (d))*

NGA has an ongoing cooperative effort with the CIA regarding review of NGA equities. Classification guidance, the Imagery Policy Series (Geospatial Intelligence Classification Guide) is current and is shared with appropriate CIA personnel, just as their overall Classification Guide covering CIA equities, is shared with us.

3. *Provide a description of your agency's plan to delegate declassification authority to other agencies either through the sharing of declassification guides, or through any existing or newly executed procedural agreement(s) between the head of another agency and your agency head.*

In general, the current arrangement requires other Government Agency's to refer all NGA and NGA legacy organizations records for review.



4. *Describe any current or planned training initiatives, both internal and external, to aid in the identification of your agency's equities and any other agencies equities contained in your classified records.*

Declassification program personnel, in conjunction with the External Referral Working Group (ERWG) participate in a yearly Equity Recognition Training Program. In addition, declassification program management is working with historic imagery records database specialists to develop broadened location searches of original records holdings to refine the number of known aerial imagery records, which qualify for declassification under Executive Order 12958, as amended.

In FY04, all NGA reviewers have been certified in community declassification policies and programs for the CIA, DOE, and NGA. Further training necessitated by policy changes will be addressed as needed.

5. *Describe any external factors that may affect your ability to declassify, exempt, refer or appropriately delay by December 31, 2006, all 25-year-old or older permanent historically valuable classified records in your agency's possession.*

Numerous agencies are experiencing difficulty scheduling review time and space at the Washington National Records Center in Suitland, Maryland. This could hinder NGA's ability to meet expected referral deadlines.

6. *Discuss the status of implementation of approved file series exemptions, as well as general information regarding any additional exemptions your agency anticipates requesting.*

Our current understanding is that all potential file series exemptions have been identified and addressed. Unless new records are discovered, we consider our implementation of these exemptions complete.

7. *Describe any current or future, plans if any to re-review records. The description must include volume, reason for re-review and anticipated results.*

The current plan for re-review, as stated in Executive Order 12958, as amended, requires programs within NGA to re-visit files which were addressed at the inception of each program. The documents include those that were exempted for ten years, or found they did not fall into the current review period, and were deferred for later review. Within the ten-year exemption period, unless there are major changes made within the declassification guidelines; NGA anticipates most of these exempt records will be exempted again.



Appendix A: Acronyms and Abbreviations

A

AARC Agency Archives and Records Center
ADP Automated Data Processing
AIS Automated Information System

C

CIA Central Intelligence Agency
CD Compact Disk
CMP Classification Management Plan

D

DCC Document Conversion Center
DCI Director of Central Intelligence
DCID Director of Central Intelligence Directive
DIA Defense Intelligence Agency
DIAC Defense Intelligence Analysis Center
DMA Defense Mapping Agency
DOD Department of Defense

E

E.O. Executive Order
ERWG External Referral Working Group

F

FTE Full Time Equivalent

I

IMINT Imagery Intelligence
ISCAP Interagency Security Classification Appeals Panel
ISOO Information Security Oversight Office
IWAS Image Workflow Automation System



N

NARA National Archives and Records Administration
NGA National Geospatial-Intelligence Agency
NIMA National Imagery and Mapping Agency
NPIC National Photographic Interpretation Center
NRO National Reconnaissance Office
NSDD National Security Decision Directives

O

OADR Originating Agency's Determination Required
OCA Original Classification Authority
OIP Office of International and Policy
OSD Office of Secretary of Defense

Q

QC Quality Control

R

RAC Remote Archive Capture

S

SAO Senior Agency Official

W

WNRC Washington National Records Center



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Appendix B: Definition of Terms

Following are definitions of some of the terms used in security-related matters.

AGENCY - An organization specified as such in E.O. 12958, as amended by E.O. 12972. Within the Department of Defense, this term includes the Department of Defense and the Departments of the Army, Navy, and Air Force.

APPLICABLE ASSOCIATED MARKINGS - Markings, other than those which designate classification level, that are required to be placed on classified documents. These include the "classified by" line, downgrading and declassification instructions, special control notices, Special Access Program caveats, etc.

AUTOMATED INFORMATION SYSTEMS (AIS) - An assembly of computer hardware, software and firmware configured for the purpose of automating the functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information and textual material.

AUTOMATIC DECLASSIFICATION - The declassification of information based upon: (1) the occurrence of a specific date or event as determined by the original classification authority; or (2) the expiration of a maximum time frame for duration of classification established under E.O. 12958, as amended.

CLASSIFICATION - The act or process by which information is determined to be classified information.

CLASSIFICATION GUIDANCE - Any instruction or source that prescribes the classification of specific information.

CLASSIFIED INFORMATION - Information that requires protection in the interest of national security. The three levels of classified information are CONFIDENTIAL (C), SECRET (S) and TOP SECRET (TS). Additionally, other markings or caveats may be used together with the classification level to display either a warning notice or special access requirement. These include: Restricted Data, Formerly Restricted Data, NATO, CNWDI, and others.

CLASSIFIED INFORMATION PROCEDURES ACT - A law that provides a mechanism for the courts to determine what classified information the Defense Counsel may access.

CLASSIFIED NATIONAL SECURITY INFORMATION - (Or "Classified Information"). Information that has been determined pursuant to E.O. 12958, as amended or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

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CLASSIFIER - An individual who makes a classification determination and applies a security classification to information or material. A classifier may be an original classification authority or a person who derivatively assigns a security classification based on a properly classified source or a classification guide.

CUSTODIAN - An individual who has possession of, or is otherwise charged with, the responsibility for safeguarding classified information.

DAMAGE TO THE NATIONAL SECURITY - Harm to the national defense or foreign relations of the United States from the unauthorized disclosure of information.

DECLASSIFICATION - The determination that classified information no longer requires, in the interests of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation.

DECLASSIFICATION AUTHORITY - The official who authorized the original classification, if that official is still serving in the same position; the originator's current successor in function; a supervisory official of either; officials delegated declassification authority in writing by the agency head or the senior agency official.

DECLASSIFICATION EVENT - An event that eliminates the need for continued classification of information.

DECLASSIFICATION GUIDE - Written instructions issued by a declassification authority that describes the elements of information regarding a specific subject that may be declassified and the elements that must remain classified.

DERIVATIVE CLASSIFICATION - A determination that information is in substance the same as information currently classified, and the application of the classification marking.

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE OR "DCID" - The President's principal foreign intelligence adviser appointed by him with the consent of the Senate to be the head of the Intelligence Community and Director of the Central Intelligence Agency and to discharge those authorities and responsibilities as they are prescribed by law and by Presidential and National Security Council directives.

DISSEMINATION CONTROLS - Identifies the expansion of limitation on the distribution of classified information.

DOCUMENT - Any recorded information, regardless of its physical form or characteristics, including without limitation, written or printed matter, tapes, charts, maps, paintings, drawings, engravings, sketches, working notes and papers; reproductions of such things by any means or process; and sound, voice, magnetic, or electronic recordings in any form.



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DOD COMPONENT - The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, and the Defense Agencies.

DOWNGRADING - Changing a security classification from a higher to a lower level.

EXECUTIVE ORDER OR "E.O." - A rule or order signed by the President.

FILE SERIES - Documentary material, regardless of its physical form or characteristics, that is arranged in accordance with a filing system or maintained as a unit because it pertains to the same function or activity.

FOR OFFICIAL USE ONLY or "FOUO" - Information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from public disclosure under the criteria of the Freedom of Information Act, Title 5, U.S.C. Section 552.

FOREIGN GOVERNMENT INFORMATION - Information that is (a) provided to the U.S. by a foreign government or governments, and international organization of governments, or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence; or (b) produced by the U.S. pursuant to or as a result of a joint arrangement with a foreign government or governments or a international organization of governments, or any element thereof requiring that the information, the arrangements, or both, are to be held in confidence.

FOREIGN INTEREST - Any foreign government, agency of a foreign government, or representative of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the U.S. or its possessions and trust territories, and any person who is not a citizen or national of the U.S.

INFORMATION - Any information or material regardless of its physical form or characteristics.

INFORMATION SECURITY - The result of any system of administrative policies and procedures for identifying, controlling and protecting from unauthorized disclosure, information the protection of which is authorized by executive order.

INFRACTION - Any knowing, willful, or negligent action contrary to the requirements of E.O. 12958, as amended or its implementing directives that does not comprise a "violation."

INTELLIGENCE ACTIVITY - An activity that an agency within the Intelligence Community is authorized to conduct under E.O. 12333.

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MANDATORY DECLASSIFICATION REVIEW - Review for declassification of classified information in response to a request for declassification that meets the requirements under section 3.6 of E.O. 12958, as amended.

NATIONAL SECURITY INFORMATION - Any information that has been determined pursuant to E.O. 12958, as amended or any predecessor order to require protection against unauthorized disclosure and is so designated. The classifications TOP SECRET, SECRET, and CONFIDENTIAL are used to designate such information and it is referred to as "classified information."

ORIGINAL CLASSIFICATION - An initial determination that information requires, in the interest of national security, protection against unauthorized disclosure.

ORIGINAL CLASSIFICATION AUTHORITY - An individual authorized in writing, either by the President, or by agency heads or other officials designated by the President, to originally classify information.

ORIGINATING AGENCY'S DETERMINATION REQUIRED OR "OADR" - An obsolete declassification marking. The originator has to approve any declassification action.

PERMANENT HISTORICAL VALUE - Those records that have been identified in an agency records schedule as being permanently valuable.

SAFEGUARDING - Measures and controls that are prescribed to protect classified information.

SECRET or "S" - The designation that shall be applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause *serious* damage to the national security that the original classification authority is able to identify or describe.

SECURITY CLASSIFICATION GUIDES - Classification guidance issued in documentary form by OCA to identify the elements of information regarding a specific subject that must be classified. Classification guides also establish the level and duration of classification for each element.

SECURITY CLEARANCE - A determination that a person is eligible under the standards of DOD 5200.2-R for access to classified information.

SENIOR AGENCY OFFICIAL - An official appointed by the Secretary of Defense, Secretary of the Army, Secretary of the Navy, or Secretary of the Air Force under the provisions of Section 5.6(c) of E.O. 12958, as amended.

SENIOR OFFICIAL - An official appointed by the head of a DOD Component to be responsible for direction and administration of the Information Security Program. (Note: In the Departments of Defense, Army, Navy, and Air Force, this official will also be the "Senior Agency Official" as defined above.)



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SOURCE DOCUMENT - Existing classified documents in which classified information is extracted information and incorporated, paraphrased, restated, or generated in new form into a new document.

SYSTEMATIC DECLASSIFICATION REVIEW - The review for declassification of classified information contained in records that have been determined by the Archivist of the United States ("Archivist") to have permanent historical value in accordance with chapter 33 of title 44, United States Code.

TECHNICAL DATA - Information governed by the International Traffic in Arms Regulation (ITAR) and the Export Administration Regulation (EAR). The export of technical data that is inherently military in character is controlled by the ITAR, 22 CFR 120.1-130.17 (1987). The export of technical data that has both military and civilian uses is controlled by the EAR, CFR 368.1-399.2 (1987).

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