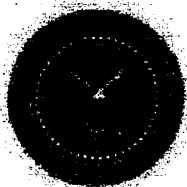


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**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
INSTRUCTION NO. 80.16**

**Category 80 – Information and Records Management
Office of Primary Responsibility: Mission Support Division/Information Management**

**SUBJECT: OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
ORIGINAL CLASSIFICATION AUTHORITY**

1. AUTHORITIES: The National Security Act of 1947, as amended; and other applicable provisions of law.

2. REFERENCES: Executive Order 13526; ODNI Instruction 23.01, *Director of National Intelligence Delegation of Original Classification Authority*, dated 16 April 2010; and the *ODNI Classification Guide*.

3. PURPOSE: This Instruction sets forth guidance regarding Original Classification Authority (OCA) as it pertains to ODNI information.

4. APPLICABILITY: This Instruction applies to all ODNI components and all categories of ODNI personnel.

5. DEFINITIONS:

A. Classification Guide: Classification guide issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each element.

B. Derivative Classification: Incorporating, paraphrasing, restating, or generating a new form of information that is already classified, and marking the new material consistent with the classification markings that apply to the source information. This includes the classification of information based on an existing classification guide.

C. Original Classification: The initial determination by an OCA that information requires protection against unauthorized disclosure in the interest of national security.

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D. Original Classification Authority: An individual authorized to classify information in the first instance including individuals who are designated in writing as "Acting" officials in any of the delegated positions but may not be delegated beyond these positions. The OCA positions are listed in Instruction 23.01, *DNI Delegation of Original Classification Authority*.

6. POLICY:

A. Classification Authority: All ODNI Original Classification Authorities may originally classify information up to and including the TOP SECRET//SI-G/TK level and only when an appropriate classification citation cannot be identified in the current ODNI Classification Guide, in a source document, or in an existing Controlled Access Program (CAP) or other classification guide. The original classification of information is rarely necessary. If the OCA has significant doubt about the need to classify information, it shall not be classified. If there is significant doubt about the appropriate level of classification in rendering an original classification decision, it shall be classified at the lower level.

B. Reporting Requirement: Original classification authorities will coordinate, when practical, with the Director, Information Management, (D/IM) to ensure consistency and compliance with E.O. 13526. Final original classification decisions (e.g., copy of the classified memo or program level classification guide) must be sent to the D/IM within 10 days of each OCA decision to ensure proper reporting to the United States National Archives and Records Administration's Information Security Oversight Office (ISOO) and for inclusion in the annual report on classification to the President.

C. Creation of Classification Guides: Classification guides are issued as needed to protect sensitive national security information. To ensure program consistency, classification guides must be coordinated with the D/IM, and in the case of controlled access program guides, prior coordination with the Controlled Access Program Coordination Office (CAPCO) is required.

D. Training Requirements: Original classification authority may not be exercised without documented initial and annual training, as required by the E.O. The D/IM provides required classification training to OCAs and will arrange such training for all OCAs.

E. Declassification Authority: Only the DNI, the Principal Deputy Director of National Intelligence (PDDNI), the Chief Management Officer (CMO), or the D/IM may declassify all types of ODNI information. All other ODNI Original Classification Authorities may declassify only that information that was originally classified by them and may only exercise their authority in coordination with the D/IM. The CMO is responsible for directing and administering the program for classifying, safeguarding, and declassifying ODNI information. The D/IM supports the CMO in this responsibility and serves as the ODNI's Chief Declassification Officer. **Under no circumstances should previously declassified ODNI information be reclassified without the expressed approval of the DNI or the PDDNI, and coordination with the D/IM.**

7. RESPONSIBILITIES:

A. The CMO:

- (1) Exercises original classification authority.
- (2) Exercises declassification authority.
- (3) Directs and administers the program of the ODNI under which ODNI information is classified, safeguarded, and declassified.

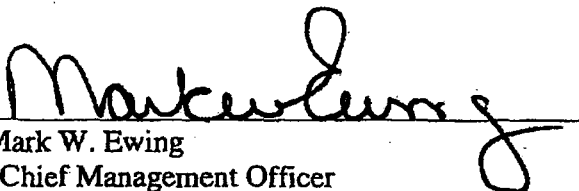
B. The D/IM:

- (1) Serves as the ODNI's Chief Declassification Officer.
- (2) Ensures the ODNI Classification Guide is updated when warranted.
- (3) Reports classification decisions to ISOO, including the number of times information is originally and derivatively classified, and takes the lead on other ISOO-directed information management actions.
- (4) Issues classification and declassification guidance to the ODNI workforce, and assists other ODNI and IC elements in developing classification guides, as necessary.
- (5) Provides classification training to original and derivative classifiers.

C. The OCA:

- (1) Makes original classification decisions for ODNI information where a determination has not otherwise been made.
- (2) Coordinates original classification decisions with the D/IM and provides copies of such decisions to the D/IM within 10 days.
- (3) Completes classification training as required.

8. EFFECTIVE DATE: This Instruction is effective upon signature.


Mark W. Ewing
Chief Management Officer

10/21/2010
Date