



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of Security and Strategic Information
Washington, D.C. 20201

February 9, 2017

Mr. William A. Cira, Acting Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW, Room 100
Washington, DC 20408-0001

Dear Mr. Cira:

Enclosed, please find the completed report on the Fundamental Classification Guidance review (FCGR) for the Department of Health and Human Services in advance of the June 2017 due date. The Office of Security and Strategic Information (OSSI) effectively conducted a thorough FCGR process and review to develop and promulgate a single consolidated HHS' Security Classification Guide which was originally approved and authorized issuance on October 16, 2015. Another review was completed on February 9, 2017 and the guide continues to meet our classification needs in protecting our critical national security information. This is the only active HHS SCG guide.

The HHS Security Classification Guide was developed with contributions and the reviews of OSSI program experts, Operating Division Subject Matter Experts and select Staff Division reviewers who have responsibility for national security information derivatively classified within their respective HHS program areas. Individual item descriptions were reviewed in several iterations.

Staff Divisions and Operating Divisions were further solicited for comments and recommendations from within their wider organizations and OSSI fielded inquiries and offered explanatory guidance and direction toward reconciling their questions and in providing further training on use of the ultimate Security Classification Guide. Information included in biannual training on derivative classification requirements in FY 2016 and in our upcoming 2017 refresher training on National Security Information and derivative classification training.

For purposes of developing the October 16, 2015, HHS SCG:

- The number of classification guides reviewed (2);
- The number of classified guides cancelled (1)
- The number of classification guides consolidated (1);
- The number of modifications made to classification duration, if any (0); and
- The number of declassification exemptions removed, if any (0). For the record, HHS does not have any declassification exemptions.

The exercise HHS underwent to develop and produce this Security Classification guide is the same as the Fundamental Classification Guidance Review which Senior Agency Officials throughout the Executive Branch have been tasked with accomplishing by June 30, 2017. According, HHS' efforts are well ahead in finalizing the requested report.

Sincerely,



CAPT Michael Schmoyer, Ph.D, USPHS
Acting Deputy Assistant Secretary
Office of Security & Strategic Information (OSSI)

FY 2017
Fundamental Classification Guidance Review (FCGR)

Section A: Identifying Information			
Agency:	Department of Health and Human Services	Date:	Feb 9, 2017
Name and Title/Position of Senior Agency Official:	CAPT Michael Schmoyer, Ph.D, USPHS Acting Deputy Assistant Secretary Office of Security & Strategic Information (OSSI)		
Name, Title/Position, Phone Number, and E-Mail Address of FCGR Point of Contact:	Bernice O. Bocachica, Special Security Officer Telephone: 202 691-2294, email: bernice.bocachica@hhs.gov		

Section B: Original Classification Authority (OCA)	
B-1. Number of OCAs in your agency.	1
B-2. Date of last validation of OCA positions.	Feb 9, 2017
B-3. How many OCAs have approved and signed SCGs?	1

Section C: Security Classification Guides (SCG)	
C-1. Total number of guides.	1
C-2. Number of guides reviewed.	2
C-3. Number of guides cancelled as a result of this review.	0
C-4. Number of guides consolidated as a result of this review.	1
C-5. Number of guides superseded or replaced as a result of this review.	1
C-6. Was there a determination that new guides were required as a result of this review?	No
C-7. Number of modifications made to classification duration.	0
C-8. Number of declassification exemptions removed.	0

Section D: Review Process	
D-1. Was a working group formed to conduct the review?	Yes
D-2. If yes, did the working group include subject matter experts, classification and declassification experts, and users of the guides? Please describe the process in your attached narrative.	Attached
D-3. If no, please describe the process used to conduct the review in your attached narrative.	N/A
D-4. During the review process, did you consider the following:	
D-4a. Should the information retain its current level of classification?	Yes
D-4b. Should any information be downgraded or declassified?	No
D-4c. Is the current duration of classification appropriate?	Yes
D-4d. Are current exemptions from automatic declassification valid?	N/A
D-4e. Does each guide contain the following (IAW 32 CFR 2001.15):	
D-4e(1). Identification of the subject matter.	Yes
D-4e(2). Approval by the appropriate OCA by name and position, or personal identifier.	Yes
D-4e(3). Agency point of contact for questions regarding the guide.	Yes
D-4e(4). Date of issuance or last review.	Yes
D-4e(5). Precise statement of each element of information that requires protection.	Yes
D-4e(6). The level of classification for each element of information.	Yes
D-4e(7). If applicable, handling caveats.	N/A
D-4e(8). The concise reason for classification as described in E.O. 13256, section 1.4.	Yes
D-4e(9). A specific date or event for declassification.	Yes
D-5. Have past and recent classification and declassification decisions been incorporated?	Yes
D-6. Have you cross-referenced information with other guides (internal and external) and conducted a horizontal coordination to ensure consistency?	N/A

Section E: Training

E-1. Have agency personnel received any training in the use of SCGs?	Yes
E-2. Have agency personnel received any training in the development of SCGs?	No
E-3. Are OCAs involved in the development process of the SCGs?	Yes

Section F: Comments

OSSI's review of the Security Classification Guide portion of the FCGR is complete. We incorporated the use of our current SCG within our Derivative Classification Training for employees with a security clearance for FY 2016 and the information is listed in our 2017 national security training modules to include refresher and derivative classification training modules.

OSSI superseded the FDA SCG that was reported to ISOO in 2012. Information pertaining to classifiable categories requiring continued classification were included in our current SCG dated 16 October 2015. Note: Our current SCG is limited to derivative classification at the Secret and Confidential levels.

The Acting Deputy Assistant Secretary for OSSI reviewed the current SCG on February 9, 2017 and the guide meets HHS' classification needs.

At this time, HHS has one (1) assigned OCA due to the current Presidential Transition. Once our remaining OCAs report for their assignments and complete the required training, OSSI will forward their information.

This submission supports the reporting requirement due to ISOO on 28 February 2017 and the final submission due 30 June 2017.

