



Security

DECLASSIFICATION GUIDE

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This Instruction provides the policies and procedures for implementing the provisions of Executive Order (EO) 13526 as promulgated in the Department of Defense (DOD) through DOD Manual 5200.01 Volume 1, *DOD Information Security Program: Overview, Classification, and Declassification*, and DOD Manual 5200.01 Volume 2, *DOD Information Security Program: Marking of Classified Information*, pertaining to declassification of information when the information reaches its stated declassification date or event or when it reaches 25 years from the date of origin, or if the date of an individual document cannot be readily determined. This instruction outlines the United States Transportation Command (USTRANSCOM) declassification process and assigns responsibilities within USTRANSCOM. This instruction applies to all personnel assigned to USTRANSCOM. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all electronic and paper records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

1. References and Supporting Information. References, related publications, abbreviations, and acronyms used in this guide are listed in Attachment 1.

2. USTRANSCOM Declassification Plan Concept of Operations.

2.1. It is DOD and USTRANSCOM policy that information be declassified as soon as it no longer meets the standards for classification unless it is in the best interests of national security to keep it protected and continued classification is in accordance with EO 13526.

2.2. Classified records to be declassified are those deemed to have permanent historical value. If a classified record does not have permanent historical value, it is destroyed and does not have to be declassified.

2.3. Declassification and downgrading classified information are separate actions. This instruction only applies to declassification.

- 2.4.** On an annual basis beginning in 2012, and every calendar year thereafter, all USTRANSCOM originally classified records meeting the 25 year automatic declassification standard at a date during each year, will be declassified no later than 31 December of the year the record becomes 25 years old unless an exemption was requested during the year prior to the record reaching 25 years old.
- 2.5.** Throughout every year, USTRANSCOM records originally classified with a declassification date of less than 25 years will be declassified on the date specified by the Original Classification Authority (OCA).
- 2.6.** USTRANSCOM does not have the authority to exempt records from declassification. That authority remains with the Interagency Security Classification Appeals Panel.
- 2.7.** Declassification does not apply to cryptologic information. Only the National Security Agency/Central Security Service may declassify cryptologic information.
- 2.8.** Request for exemptions to the 25-year automatic declassification must be requested within five years of, but no later than one year before, the information is subject to automatic declassification.
- 2.9.** In the year in which classified information is 25 years old, a USTRANSCOM designated declassification authority will mark the information with declassification markings no later than 31 December.
- 2.10.** Classified information that has been declassified without proper authority remains classified until declassified by an OCA with jurisdiction over the information.
- 2.11.** Information that is declassified does not authorize release of the information to the public. A public release review must be conducted in accordance with DOD Directive 5230.09, *Clearance of DOD Information for Public Release*, to determine if reasons exist for withholding some or all of the information.
- 2.12.** OCAs departing USTRANSCOM may not direct information be declassified in order to remove it from DOD control.
- 2.13.** Classified information within USTRANSCOM that was originally classified by an OCA outside of USTRANSCOM, shall be referred back to the original classification agency for declassification.
- 2.14.** The successor to the OCA who originally classified the information has current declassification authority.
- 2.15.** Deputy Commander, USTRANSCOM (TCDC) may delegate declassification authority. Force Protection Division (TCJ3-F) will provide training prior to appointed personnel being authorized to declassify information.

2.16. All classified information stored at contractor facilities meeting the requirements for declassification will be returned to USTRANSCOM control for declassification. Contractors may not declassify classified information.

2.17. The Joint Staff Declassification Office is the declassification authority for declassifying information that was originally classified by an OCA outside of USTRANSCOM.

3. Declassification Program Assumptions.

3.1. USTRANSCOM will have originally classified records each year beginning in 2012 for automatic declassification.

3.2. Due to the level of approval authority the number of exemption requests will be limited or non-existent.

3.3. DOD declassification guidance may change in future years.

3.4. USTRANSCOM OCAs are Commander, USTRANSCOM (TCCC) and TCDC, for Top Secret and Secret. Director, Operations and Plans (TCJ3), Director, Strategy, Policy, Programs, and Logistics (TCJ5J4), and Director, Command, Control, Communications and Computer Systems (TCJ6) for Secret will not change.

3.5. USTRANSCOM OCAs will designate selected personnel to exercise declassification authority over information under their jurisdiction.

3.6. Classified information that did not have permanent historical value will already have been destroyed in accordance with paragraph 2.2.

4. Specified Tasks/Responsibilities.

4.1. TCDC will:

4.1.1. Appoint in writing personnel to perform duties as declassification authorities within USTRANSCOM.

4.2. Intelligence Directorate will:

4.2.1. Manage declassification coordination of originally classified TOP SECRET Sensitive Compartmented Information from outside USTRANSCOM. OCA's in USTRANSCOM do not have the authority to classify Sensitive Compartmented Information. All declassification will be handled by those agencies who originated the material.

4.3. TCJ3-F will:

4.3.1. Manage implementation of the USTRANSCOM Declassification Program.

4.3.2. Write and maintain the command declassification guide.

- 4.3.3. Provide guidance on declassification markings.
- 4.3.4. Prepare and staff the annual declassification taskers.
- 4.3.5. Assist with the implementation of declassification on an annual basis.
- 4.3.6. Provide guidance on declassification exemptions.
- 4.3.7. Manage the tracking of OCA decisions and compile a consolidated log of USTRANSCOM declassified records.
- 4.3.8. Train USTRANSCOM declassification authorities on responsibilities per DODM 5200.01, Volume 1.

4.4. Operations and Plans Directorate, Special Access Programs, will:

- 4.4.1. Manage declassification of Top Secret Special Access Program information.
- 4.4.2. Manage declassification of collateral Top Secret information created by the TCCC/TCDC.

4.5. USTRANSCOM Declassification Authorities will:

- 4.5.1. Identify USTRANSCOM originally classified records with permanent historical value that have come to their declassification time or event.
- 4.5.2. Declassify all records meeting the 25-year automatic declassification time period and mark those records in accordance with DODM 5200.01, Volume 2, not later than 31 December of each year beginning in 2012.
- 4.5.3. Declassify all other records from a USTRANSCOM OCA when the record's declassification time or event is reached.

5. Coordinating Instructions for USTRANSCOM staff.

- 5.1. On an annual basis beginning in 2012, upon receipt of the declassification tasker, USTRANSCOM staff will identify all originally classified documents of permanent historical value that are or will be 25 years old by 31 December and follow the declassification procedures contained in this guide. Records not of permanent historical value shall be destroyed.
- 5.2. Provide the records to the appointed declassification authority who will mark all declassified information in accordance with Attachment 3 of this instruction.
- 5.3. Obtain the declassified records from the declassification authority and record the declassification in accordance with Attachment 2 of this instruction.

5.4. Coordinate with a USTRANSCOM declassification authority at least one year prior to automatic declassification, and if a record meets one of the declassification exemptions in paragraph 7 of this instruction, request the exemption per paragraph 7. Note the decision whether a record meets the declassification requirement is outside USTRANSCOM's decision authority. The Interagency Security Classification Appeals Panel is the approving authority.

6. Declassification Process.

6.1. Antiterrorism and Security Branch (TCJ3-FP) will create and staff a tasker calling for identification of all classified records that become 25 years old starting with calendar year 2012.

6.2. Directorates and the Command Support Group will search and locate any classified paper and electronic records meeting the search criteria.

6.3. Once the records are identified, those not having permanent historical value will be destroyed.

6.4. Those records having permanent historical value will be declassified and remarked in accordance with paragraph 8 of this instruction unless they meet one of the following categories:

6.4.1. The record warrants continued classification in accordance with an authorized exclusion.

6.4.2. The record has an Interagency Security Classification Appeals Panel approved exemption.

6.4.3. The record qualifies for a delay of automatic declassification.

6.5. All classified information records that are declassified will be recorded in a Directorate or Command Support Group managed declassified file (see Attachment 2).

7. Declassification Exemptions.

7.1. There are three types of exemptions from automatic declassification.

7.1.1. Specific information. This exemption option permits OCAs to identify and select information that should be exempted from automatic declassification.

7.1.2. Specific records. This exemption option permits OCAs to identify and select specific records for exemption from automatic declassification.

7.1.3. File series. This exemption option allows OCAs to identify an entire file series that should be exempted from automatic declassification.

7.2. Exemption criteria and duration.

7.2.1. 25-year old information may be exempted for a period of not to exceed 50 years from the date of origin when the release would clearly and demonstrably be expected to:

7.2.1.1. Reveal the identity of a confidential source, a human intelligence source, a relationship with an intelligence or security service of a foreign government or international organization, or a non-human intelligence source, or impair the effectiveness of an intelligence method currently in use, available for use, or under development (exemption 25X1).

7.2.1.2. Reveal information that would assist in the development, production, or use of weapons of mass destruction (exemption 25X2).

7.2.1.3. Reveal information that would impair US cryptologic systems or activities (exemption 25X3).

7.2.1.4. Reveal information that would impair the application of state-of-the-art technology within a US weapon system (exemption 25X4).

7.2.1.5. Reveal formally named or numbered US military war plans that remain in effect, or reveal operational or tactical elements of prior plans that are contained in such active plans (exemption 25X5).

7.2.1.6. Reveal information, including Foreign Government Information, that would cause serious harm to relations between the US and a foreign government, or to ongoing diplomatic activities of the US (exemption 25X6).

7.2.1.7. Reveal information that would impair the current ability of US government officials to protect the President, Vice President, and other protectees for whom protection services, in the interests of the national security, are authorized (exemption 25X7).

7.2.1.8. Reveal information that would seriously impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, or infrastructures relating to the national security (exemption 25X8).

7.2.1.9. Violate a statute, treaty, or international agreement that does not permit the automatic or unilateral declassification of information at 25 year (exemption 25X9).

7.3. Exemptions for information 50 and 75 years old. USTRANSCOM originated in 1987, these exemptions will be considered starting in 2037.

7.4. Should any USTRANSCOM originally classified information be considered for exemption of the 25 year automatic declassification, the current OCA must approve the exemption request.

7.5. The following specific guidelines must be followed for an OCA to request an exemption for declassification.

7.5.1. A detailed description of the information, in the form of a declassification guide.

7.5.2. An explanation of why the information should be exempt from automatic declassification and must remain classified for a longer period of time.

7.5.3. A specific date or a specific and independently verifiable event for automatic declassification of records that contain the information proposed for exemption.

7.5.4. If appropriate, a statement that the exemption will be cited subsequently in applicable classification guides to provide declassification guidance.

7.6. Exemption requests shall be requested not more than 5 years and not less than 1 year before information is subject to automatic declassification.

7.7. USTRANSCOM process for requesting exemptions.

7.7.1. The information must meet one of the categories in paragraph 7.2. of this instruction.

7.7.2. The appropriate OCA has signed an exemption memorandum and provided the information contained in paragraph 7.5. of this instruction.

7.7.3. The memorandum is forwarded to TCJ3-FP.

7.7.4. TCJ3-FP forwards the information to the Under Secretary of Defense, Intelligence USD(I). The Interagency Security Classification Appeals Panel is the decision making element.

8. Marking Declassified Information.

8.1. Once the declassification authority has confirmed the OCA has not extended the classification period, the information may be declassified. The declassification authority completes the remarking.

8.2. The following standard remarkings shall be applied to all declassified records, or copies of records, regardless of media unless a waiver has been approved by the Information Security Oversight Office of the National Archives and Records Administration (see Attachment 3).

8.2.1. The overall classification marking in the banner lines shall be lined out and the word DECLASSIFIED shall be remarked next to the lined out classification marking.

8.2.2. All classified markings in the portions shall be lined out and replaced with (U). For bulky documents, contact TCJ3-FP for further guidance on portion remarkings.

8.2.3. The name and position title of the declassification authority or the title and date of the declassification guide. An example of this marking is:

Declassified by: Ian Smith, USTRANSCOM Declassification Authority
Declassified on: 27 June 2012

8.2.4. The overall classification markings that appear on the cover page or first page shall be marked through with an X or a straight line.

8.3. The remarkings shall be uniformly and conspicuously applied or attached to leave no doubt about the classification status of the information and who authorized the declassification.

9. Declassification of Information Marked with Old Declassification Instructions.

9.1. When information is marked with previously authorized exemption categories X-1 through X-8, or with OADR (Originating Agency's Determination Required), or MR (Manual Review), the declassification process is the following:

9.2. Use a declassification date 25 years from the date of the source document or 25 years from the current date if the source document is not available.

10. Tracking Declassified Records.

10.1. All declassified records must be tracked for annual reporting to the Information Security Oversight Office. See Attachment 2 for a sample records control log.

10.2. Separate declassification records will be maintained for each calendar year starting 2012. At the end of the year, the control log will be filed.

11. Mandatory Declassification Review.

11.1. Whenever USTRANSCOM receives a request for a declassification review of information classified by a USTRANSCOM OCA, the information will be reviewed for declassification if the request contains enough specificity to allow the information to be located with a reasonable amount of effort. Requests for broad type of information, entire files of records, or similar non-specific requests may be denied.

11.2. If the information falls under the purview of a USTRANSCOM OCA, is not pending litigation, is not contained within an operational file, has not been reviewed for declassification within the past 2 years, was not originated by the incumbent President or Vice President or was not submitted by a defense intelligence component by a US citizen or an alien lawfully admitted for permanent residence, the information may be reviewed.

KATHLEEN M. GAINERY
Lieutenant General, USA
Deputy Commander

Attachments

1. Glossary of References and Supporting Terms
2. Annual Declassification Record
3. Sample Marking of a Declassified Record

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING TERMS

References

Executive Order 13526, *Classified National Security Information*
DOD Manual 5200.01 Volume 1, *DOD Information Security Program: Overview, Classification, and Declassification*
DOD Manual 5200.01 Volume 2, *DOD Information Security Program: Marking of Classified Information*
DOD Directive 5230.09, *Clearance of DOD Information for Public Release*

Abbreviations and Acronyms

DOD – Department of Defense
EO - Executive Order
OCA - Original Classification Authority
TCCC – Commander, United States Transportation Command
TCDC - Deputy Commander, United States Transportation Command
TCJ3 - Operations and Plans Directorate
TCJ3-F - Force Protection Division
TCJ3-FP - Antiterrorism and Security Branch
TCJ5J4 – Director, Strategy, Policy, Programs, and Logistics
TCJ6 – Director, Command, Control, Communications and Computer Systems
USTRANSCOM - United States Transportation Command

Definitions.

Declassification Authority. The USTRANSCOM OCA who authorized the original classification, if that person is still serving in the same OCA position; or the originator's current successor; or an USTRANSCOM member who have been appointed in writing by TCDC as an declassification authority.

Declassified Information. Classified information that has reached the end of the duration of original classification and an authorized change in the status of the information from classified to unclassified has been taken by a declassification authority.

OCA. An individual authorized in writing to originally classify information. Within USTRANSCOM, the only positions are TCCC, TCDC, TCJ3, TCJ5/J4, and TCJ6.

Attachment 3

Sample of Marking a Declassified Document

DECLASSIFIED ~~SECRET~~ Unclassified

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

November 1, 2003

MEMORANDUM FOR THE DIRECTOR
From: David Smith, Chief Division 5
Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Declassified by: David Smith, Chief Division 5, Dept. of Good Works
Declassified on: December 31, 2019

Declassify on: December 31, 2019

David Smith, Chief Division 5, Department of Good Works
Office of Administration
1.4(a) and (d)

DECLASSIFIED ~~SECRET~~ Unclassified

Mark document as DECLASSIFIED.

Cross out old markings and replace with new markings.

Annotate authority and date of declassification.