

**Committee on National Security Systems**

**CNSSI No. 1100**

April 2016



**CONSISTENCY AND SYNCHRONIZATION  
DURING CLASSIFICATION AND  
DECLASSIFICATION  
OF INFORMATION RELATED TO  
CYBERSECURITY OF NATIONAL SECURITY  
SYSTEMS**

THIS DOCUMENT PRESCRIBES MINIMUM STANDARDS.  
YOUR DEPARTMENT OR AGENCY MAY REQUIRE FURTHER  
IMPLEMENTATION



# NATIONAL MANAGER

## FOREWORD

1. The Committee on National Security Systems (CNSS), pursuant to its authority under National Security Directive 42 (NSD-42), *National Policy for the Security of National Security Telecommunications and Information Systems* (Reference a), is issuing CNSS Instruction (CNSSI) No. 1100, *Consistency and Synchronization During Classification and Declassification of Information Related to Cybersecurity of National Security Systems*. This Instruction directs adherence, at a minimum, to national information security requirements, and provides guidance to increase consistency and synchronization across Departments and Agencies (D/As), when considering the classification and declassification of information related to cybersecurity of national security systems (NSS).

2. Additional copies of this Instruction may be obtained from the CNSS Secretariat or the CNSS website: <http://www.cnss.gov>.

/s/  
CURTIS W. DUKES

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# CONSISTENCY AND SYNCHRONIZATION DURING CLASSIFICATION AND DECLASSIFICATION OF INFORMATION RELATED TO CYBERSECURITY OF NATIONAL SECURITY SYSTEMS

## SECTION I – PURPOSE

1. CNSSI No. 1100 directs adherence, at a minimum, to national information security requirements when classifying and declassifying information related to cybersecurity of NSS (herein referred to as applicable information) per Executive Order (E.O.) 13526, *Classified National Security Information* (Reference b), and as implemented in *32 Code of Federal Regulations (CFR) Parts 2001 and 2003* (Reference c), to help ensure consistency across and synchronization among D/As.

2. Due diligence in correctly and consistently classifying and declassifying applicable information is paramount to providing the assurance needed to reduce gaps in protection that United States (U.S.) adversaries may exploit. This instruction outlines clear guidance to help ensure U.S. Original Classification Authorities (OCAs) take a consistent approach in classifying and declassifying applicable information. This consistency reduces overclassification, thereby facilitating sharing of information needed to establish a common defense. It also reduces underclassification, thereby ensuring information is not divulged to adversaries who may exploit NSS containing the information.

3. This Instruction also clarifies the role of the National Security Agency (NSA), as National Manager for NSS, regarding both the development of classification guides that contain applicable information, and the consistency and uniformity of classification and declassification decisions expressed within such classification guides.

## SECTION II – AUTHORITY

4. The authority to issue this Instruction derives from NSD-42, *National Policy for the Security of National Security Telecommunications and Information Systems* (Reference a), which outlines the roles and responsibilities for securing NSS consistent with applicable law, E.O. 12333, *United States Intelligence Activities* (Reference d), and other Presidential Directives.

5. Nothing in this Instruction alters or supersedes the authorities of the Director of National Intelligence (DNI).

## SECTION III – SCOPE

6. This Instruction applies to all OCAs who direct the classification and declassification of applicable information. The requirements of this Instruction apply to all U.S. Government (USG) Departments, Services, Agencies, and their contractors (when implemented via contractual requirements), consultants, and licensees who own, procure, use, operate, or maintain NSS or who own or process national security information (NSI). This Instruction does not address information classified under the *Atomic Energy Act of 1954, as amended (Public Law*

83-703) (Reference e).

#### **SECTION IV – POLICY**

7. In developing and maintaining classification guides for NSS, OCAs with purview over that NSS, the information residing in that NSS, or the mission relying on that NSS must include classification and declassification guidance on applicable information for NSS and supporting components.

8. In organizing the contents of their classification guides containing applicable information (per Reference c, Part 2001, Section 2001.15), OCAs must pay particular attention to ensure classification guide developers communicate within their D/As, with other D/As developing guides for similar activities, with prospective users of the classification guides, and with other subject matter experts (SMEs). This communication will help ensure the consistency and uniformity of classification and declassification decisions within and across D/As.

9. All classification guides containing applicable information must be substantively reviewed and properly classified per Reference b.

#### **SECTION V – RESPONSIBILITIES**

10. The heads of D/As designated or delegated as OCAs per Reference b must:

a. Make releasable classification guides, which contain applicable information for programs under their purview, available to other D/As, helping to ensure consistency and uniformity of classification and declassification decisions.

b. Enter into agreements, when necessary, with other D/A OCAs to develop cross-organizational classification guides that include applicable information, to clearly articulate respective responsibilities for cross-organizational classification guide development, coordination, maintenance, reissuance, and dispute resolution. In the case of disputes between the parties entering into cross-organizational agreements, a D/A may pursue a classification challenge, per section 1.8 of Reference b, with the responsible D/A.

c. Consult with NSA and other relevant SMEs during development of, and decisions on, classification guides that include applicable information.

11. NSA, as National Manager for NSS, per References a, d, and CNSS Directive No. 502, *National Directive on Security of National Security Systems* (Reference f), must:

a. Act as the focal point and SME for classification guides that include applicable information.

b. Support D/As during development of, and decisions on, classification guides that include applicable information.

c. Maintain an online repository, or repositories, to make available approved, releasable classification guides that include applicable information, helping to ensure consistency and uniformity across D/As during classification and declassification decisions, classification guide revisions, and new classification guide development.

## **SECTION VI - DEFINITIONS**

12. All definitions of terms used in this issuance are defined in CNSSI No. 4009, *Committee on National Security Systems (CNSS) Glossary* (Reference g). The only exceptions are the definitions of “OCA” and “classification guide”, which are defined in Reference b.

## **SECTION VII - REFERENCES**

13. Future updates to referenced documents must be considered applicable to this Instruction. References applicable to this Instruction are found in Annex A.

**ANNEX A – REFERENCES**

- a. National Security Directive 42 (NSD-42), *National Policy for the Security of National Security Telecommunications and Information Systems*, 5 July 1990.
- b. Executive Order (E.O.) 13526, *Classified National Security Information*, 29 December 2009.
- c. National Archives and Records Administration, Information Security Oversight Office, *32 CFR Parts 2001 and 2003 Classified National Security Information*, 28 June 2010.
- d. Executive Order (E.O.) 12333, *United States Intelligence Activities*, dated 4 December 1981 (as amended by EOs 13284 (2003), 13355 (2004), and 13470 (2008)).
- e. *Atomic Energy Act of 1954, as amended (Public Law 83-703)*, 30 August 1954.
- f. Committee on National Security Systems Directive (CNSSD) No. 502, *National Directive on Security of National Security Systems*, 16 December 2004.
- g. Committee on National Security Systems Instruction (CNSSI) No. 4009, *Committee on National Security Systems (CNSS) Glossary*, 6 April 2015.

**ANNEX B – ACRONYM LIST**

CFR	Code of Federal Regulations
CNSS	Committee on National Security Systems
CNSSD	Committee on National Security Systems Directive
CNSSI	Committee on National Security Systems Instruction
D/A	Department/Agency
DNI	Director of National Intelligence
E.O.	Executive Order
NSA	National Security Agency
NSD	National Security Directive
NSI	National Security Information
NSS	National Security System
OCA	Original Classification Authority
SME	Subject Matter Expert
U.S.	United States
USG	United States Government