

DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS

REPORT CONTROL SYMBOL
DD-POL(BI&AR)1418

See reverse side for purpose and additional completion instructions

1. REASON FOR SUBMISSION (X as applicable)

| | | | | | |
|---------------------------------------|--------------------------------------|--|---|--|--|
| <input type="checkbox"/> a. NEW GUIDE | <input type="checkbox"/> b. REVISION | <input type="checkbox"/> c. REISSUANCE | <input type="checkbox"/> d. BIENNIAL REVIEW | <input type="checkbox"/> e. CANCELLATION | <input type="checkbox"/> f. CORRECTION |
|---------------------------------------|--------------------------------------|--|---|--|--|

2. PROMULGATING DOCUMENT (Include type of document, activity, symbol or serial number and date. Do not include the subject of the document. If no promulgating document, state "None." Do not exceed 46 characters.)

3. CLASSIFICATION GUIDE TITLE (Include the full title (if unclassified) and any short title. Do not exceed 134 characters.)

4. CLASSIFICATION GUIDE DATE (YYMMDD) (Do not exceed 6 characters.)

5. CLASSIFICATION GUIDE ORIGINATOR (Activity which issued guide. Do not exceed 25 characters.)

6. AVAILABLE THRU DTIC (X one) ↓(See paragraph G of Instructions on reverse.)

| | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F | <input type="checkbox"/> X | <input type="checkbox"/> NO |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|

7. BIENNIAL REVIEW DATE (YYMMDD) (Do not exceed 6 characters.)

8. NUMBER OF REVISIONS AND DATE OF LATEST (Show number of revisions first, then the date of latest revision (YYMMDD). If none, so state. A reissued guide would have no revisions. Do not exceed 8 characters)

9. SUBJECT MATTER INDEX TERMS (Selection of these terms is critical to proper indexing of the classification guide. They should concisely describe what the classification guide pertains to. Each term may consist of one or more words. Each term may not exceed 34 characters. A total of three Subject Matter Index Terms may be listed, each on its own line. The classification guide will appear in the Index under each listed Subject Matter Index Term.)

- a.
- b.
- c.

10. CLASSIFICATION OF GUIDE (X as applicable to indicate classification status of the classification guide, that is, X the classification of the guide document, X the Special Access Required block if the guide itself requires such access, or X the fact that the guide document is unclassified.)

| | | | | | | |
|--------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> TS | <input type="checkbox"/> S | <input type="checkbox"/> C | <input type="checkbox"/> U | <input type="checkbox"/> | <input type="checkbox"/> SPECIAL ACCESS REQUIRED |
|--------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|--|

11. INDEX SEQUENCE NUMBER (Enter existing number if guide is listed in Index.)

12. The highest classification prescribed by the guide is (X as applicable, that is, X the highest classification that the guide states is to be applied to information by users of the guide.)

| | | | |
|--------------------------|-----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> TS | <input type="checkbox"/> S | <input type="checkbox"/> C |
|--------------------------|-----------------------------|----------------------------|----------------------------|

13. The guide prescribes classification of information controlled within a Special Access Program (X one, that is, X YES if the guide states that information classified pursuant to it requires Special Access Program protection or X NO if this is not the case.)

| | | |
|--------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> a. YES | <input type="checkbox"/> b. NO |
|--------------------------|---------------------------------|--------------------------------|

14. REMARKS

15. ORIGINATOR

| | | |
|---------------------------------|----------|----------------|
| a. TYPED NAME | b. TITLE | e. DATE SIGNED |
| c. OFFICE / AGENCY / DEPARTMENT | | d. SIGNATURE |

16. ACTION OFFICER

| | |
|---------|---|
| a. NAME | b. TELEPHONE NO. (AUTOVON if outside DC Metropolitan area.) |
|---------|---|

**DD FORM 2024, "DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS"
PURPOSE AND INSTRUCTIONS**

- A. Data provided by this form constitutes the sole input for DoD Index 5200. 1-I, "DoD Index of Security Classification Guides" (*hereafter referred to as the Index*).
- B. This form is executed by the originator of each security classification guide issued pursuant to the requirements of DoD Regulation 5200. 1-R, "Information Security Program Regulation," to report:
1. Approval (*promulgation*) of a new security classification guide;
 2. Revision (*change*) of a security classification guide;
 3. Reissuance (*reprinting to incorporate previous and/or current revisions or changes*) of a classification guide;
 4. Accomplishment of the biennial review of a classification guide;
 5. Cancellation of a classification guide; and
 6. Correction of data furnished on previously submitted forms.
- C. For each submission of this form:
1. Mark the applicable box(es) in items 1, 6, and 10 (*by typewriter*);
 2. Complete items 2 through 5 and 7 through 9 (*by typewriter*) and observe the maximum number of characters (*letters, numbers, punctuation marks, and spaces*) allowed for these items (*abbreviate as necessary*);
 3. Complete items 11 through 14 as applicable; and
 4. **DO NOT INCLUDE CLASSIFIED INFORMATION.** Do not reveal classified information through association of the Subject Matter Index Terms with other items of information on this form. Do not reveal classified information through association of one classification guide with another guide listed in the Index.
- D. Enter all dates (*in items 2, 4, 7 and 8*) in the following sequence and manner: Year, month, day (*i.e.: 15 July 1984 would be entered as 840715; January 2, 1985 would be entered as 850102; and February 1986 would be entered as 860200*).
- E. For any classification guide that has a classified title, enter (*in item 3*) an unclassified short title and state parenthetically that full title is classified. (*To enhance the utility of the Index, the syntax of a guide title should be such that significant words are first, e.g., "Project X Security Classification Guide."*)
- F. A parenthetical status note (*e.g., guide being revised*) may be included in item 3 after the title of a classification guide, space permitting, when deemed appropriate. Any such note will appear in the Index.
- G. Indicate in Item 6 whether the classification guide (*including any revision*) is available at the Defense Technical Information Center (*DTIC*) for secondary distribution. If so, indicate which one of the distribution statements from DoD Directive 5230.24, "Distribution Statements on Technical Documents," has been applied to the classification guide.
- H. In providing the biennial review date (*item 7*), enter the date when the initial or next biennial review is to be accomplished.
- I. Enter the proper Subject Matter Index Term(s) (*item 9*) from the list in the current issue of the Index.
- J. When the "Reason for Submission" (*item 1*) of this form is other than to report a new guide and the guide is listed in the Index, enter the guide's existing Index Sequence Number in item 11, e.g., A0123.
- K. The "Remarks" (*item 14*) section of this form may be used to furnish additional information (*that will not appear in the Index*).
- L. Complete items 15a through 15e and 16a and 16b as appropriate.
- M. The original executed copy of this form will be forwarded to the Office of the Deputy Under Secretary of Defense for Policy, ATTN: Director of Security Plans and Programs, The Pentagon, Washington, D.C. 20301-2200. One copy of each executed form will be retained by the originator for a minimum of two years.