

DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS

1. REASON FOR SUBMISSION *(select one) See instructions on back. Include the applicable date (click on box, then down arrow, select date)*

☐ New Guide _____
 ☐ Revision _____
 ☐ 5-Year Review _____
 ☐ Cancellation _____
 ☐ OCA Transfer _____

☐ Supersedes: *(provide full title as it appears on the SCG)*
☐ Annex/Addendum _____

DTIC Accession Document Number *(of superseded SCG)*:

2. TITLE OF SECURITY CLASSIFICATION GUIDE *(include the full title as it appears on the signed SCG. If classified, provide an unclassified short title)*

3. DESCRIPTION *(a brief description of what the guide covers)*

4. ORIGINAL CLASSIFICATION AUTHORITY

Position Title:

Component:
(choose one)

5. OVERALL CLASSIFICATION OF SCG

☐ Unclassified
☐ CUI
☐ Confidential
☐ Secret
☐ Top Secret *(do not submit to DTIC)*

6. AVAILABLE THRU DTIC

☐ YES
☐ NO
(select reason)

7. DTIC ACCESSION DOCUMENT NUMBER

8. COMPONENT-SPECIFIC ID NUMBER *(if applicable)*

9. DISTRIBUTION STATEMENT AND ASSOCIATED REASON FOR CONTROL *(select reason)*

☐ **B** _____
☐ **C** _____
☐ **D** _____
☐ **E** _____
☐ **F** _____

10. SUBJECT MATTER INDEX TERMS *(select a minimum of three terms)*

Other:

11. COORDINATION COMPLETED

☐ Horizontal _____
☐ Foreign Disclosure Office _____
☐ Special Access Program Central Office _____

12. REMARKS

13. POINT OF CONTACT

OFFICE/COMPONENT	NAME	PHONE NUMBER	E-MAIL <i>(organizational, if available)</i>

14. SIGNATURE

**DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS
PURPOSE AND INSTRUCTIONS**

Purpose: Data provided constitutes the sole input to the DoD's Index of Security Classification Guides (SCG) (hereafter referred to as the index) managed by DTIC and provides information to OUSD(I&S)/DDI(CL&S) for oversight functions. The metadata provided will facilitate search functions.

Instructions: This form is executed by the originator of each SCG issued pursuant to the requirements of DoD Manual 5200.45, Original Classification Authority and Writing a Security Classification Guide.

SCI, SAP, ACCM-controlled SCGs, SCGs classified at the Top Secret level, and SCGs that have limited distribution will not be sent to DTIC. However, to maintain an accurate listing of SCGs, a DD 2024 must be submitted to DTIC and DDI(CL&S). If the title of the SCG is classified, an unclassified short form of the title will be annotated.

Required Actions:

a. This form and a copy of the SCG (excluding those exempt as noted above) will be uploaded to DTIC. See DoDM 5200.45 for instructions.

b. DD 2024s submitted for the following reasons will be emailed to DTIC at dtic.belvoir.ecm.mbx.acquisitions@mail.mil:

- (1) SCG cancellation
- (2) OCA transfer
- (3) SCG cannot be posted in DTIC repository

c. A copy of all DD 2024s will be emailed to OUSD(I&S)/DDI(CL&S)/CTP at osd.pentagon.rsrcmgmt.list.ousd-intel-infosec-mbx@mail.mil

Block 1. Select the reason for submission. For each reason, include the applicable date.

- New SCG. Include the date of the SCG.
- Revision. Include the date of the revision.
- 5-Year Review. Include the date review was conducted.
- Cancellation. Include date SCG is cancelled.
- OCA Transfer (*an SCG is being transferred to a different OCA*) The agency the SCG is being transferred from will alert DTIC to the transfer by sending a DD 2024 to DTIC. The receiving agency will submit a DD 2024 with the correct information annotated. All DD 2024s will be emailed to dtic.belvoir.ecm.mbx.acquisitions@mail.mil
- Supersedes. Include the full title of the superseded SCG along with its DTIC Accession Document Number.
- Annex/Addendum. Include the applicable date.

Block 2. Provide the full SCG title as it appears on the SCG. If the title is classified, provide an unclassified short title or a unique identifier.

Block 3. Description. Include a brief description of what the guide covers.

Block 4. Enter the position title and component of the OCA signing the SCG. Select the component from the drop down menu.

Block 5. Select the overall classification of the SCG.

Block 6. Indicate if the SCG is or will be available thru DTIC. If it is not, select a reason from the drop down menu.

Block 7. Record the DTIC accession document number. A new number will be assigned whenever a new or updated SCG is submitted to DTIC. This number will be entered on subsequent DD 2024s for future actions (e.g., five-year review, cancellation, OCA transfer).

Block 8. Enter the Component-assigned ID number, if applicable.

Block 9. Indicate which distribution statement from DoDI 5230.24, "Distribution Statements on Technical Documents, has been applied to the SCG. Select the reason from the drop down menu.

Block 10. Select the appropriate subject matter index term(s) (*use drop down menu*). If the index term is not listed, select Other and enter the appropriate term in the text box provided. Selection of these terms is critical to proper indexing of SCGs. They should concisely describe what the SCG pertains to.

Block 11. Indicate coordination completion.

- Horizontal coordination includes reviewing SCGs on the same or related topic, both within and outside your organization to ensure classification is aligned.
- Foreign Disclosure Office coordination is recommended to ensure compliance with current National Disclosure Policies.
- SAPCO coordination is recommended to ensure the classification does not misalign with any SAP programs on the same or related topic.

Block 12. Enter any additional information.

Block 13. Enter information for the OPR/POC.

Block 14. The form can be signed by the action officer or POC. It does not require the OCA signature.