

DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS						
See reverse side for purpose and additional completion instructions						
1. REASON FOR SUBMISSION (X as applicable)						
☐ a. NEW GUIDE	☐ b. REVISION	☐ c. REISSUANCE	☐ d. BIENNIAL REVIEW	☐ e. CANCELLATION	☐ 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.)						
☐ B	☐ C	☐ D	☐ E	☐ F	☐ X	☐ 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.)		☐ TS	☐ S	☐ C	☐ U	☐ SPECIAL ACCESS REQUIRED
11. INDEX SOURCE 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.) ↓		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.) ↓		
		☐ TS	☐ S	☐ C	☐ a. YES	☐ b. NO
14. REMARKS						
15. ORIGINATOR						
a. TYPED NAME			b. TITLE		e. DATE SIGNED (YYMMDD)	
c. OFFICE/AGENCY/DEPARTMENT				d. SIGNATURE		
16. ACTION OFFICER						
a. NAME				b. TELEPHONE NO. (AUTOVON if outside DC Metropolitan area.)		