

## SUBCHAPTER B—OMB DIRECTIVES

### PART 1310—OMB CIRCULARS

Sec.

1310.1 Policy guidelines.

1310.3 Availability of circulars.

1310.5 List of current circulars.

AUTHORITY: 31 U.S.C. 501-06.

SOURCE: 63 FR 70311, Dec. 21, 1998, unless otherwise noted.

#### § 1310.1 Policy guidelines.

In carrying out its responsibilities, the Office of Management and Budget issues policy guidelines to Federal agencies to promote efficiency and uniformity in Government activities. These guidelines are normally in the form of circulars.

#### § 1310.3 Availability of circulars.

Copies of individual circulars are available at OMB's Internet home page; you may access them at <http://www.whitehouse.gov/WH/EOP/omb>. Copies are also available from the EOP Publications Office, 725 17th Street NW., Room 2200, Washington, DC 20503; (202) 395-7332. Selected circulars are also available through fax-on-demand, by calling (202) 395-9068.

#### § 1310.5 List of current circulars.

The following list includes all circulars in effect as of December 1, 1998.

*No. and Title*

A-1—"System of Circulars and Bulletins to Executive Departments and Establishments"  
A-11—"Preparation and Submission of Budget Estimates" (Part 1)  
"Preparation and Submission of Strategic Plans and Annual Performance Plans" (Part 2)  
"Planning, Budgeting, and Acquisition of Capital Assets" (Part 3)  
"Capital Programming Guide" (Supplement to Part 3)  
A-16—"Coordination of Surveying, Mapping, and Related Spatial Data Activities"  
A-19—"Legislative Coordination and Clearance"  
A-21—"Cost Principles for Educational Institutions"  
A-25—"User Charges"

A-34—"Instructions on Budget Execution"

A-45—"Rental and Construction of Government Quarters"

A-50—"Audit Followup"

A-76—"Performance of Commercial Activities"

A-87—"Cost Principles for State, Local, and Indian Tribal Governments"

A-89—"Federal Domestic Assistance Program Information"

A-94—"Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs"

A-97—"Rules and regulations permitting Federal agencies to provide specialized or technical services to State and local units of government under Title III of the Intergovernmental Cooperation Act of 1968"

A-102—"Grants and Cooperative Agreements With State and Local Governments"

A-109—"Major System Acquisitions"

A-110—"Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"

A-119—"Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities"

A-122—"Cost Principles for Non-Profit Organizations"

A-123—"Management Accountability and Control"

A-125—"Prompt Payment"

A-126—"Improving the Management and Use of Government Aircraft"

A-127—"Financial Management Systems"

A-129—"Policies for Federal Credit Programs and Non-Tax Receivables"

A-130—"Management of Federal Information Resources"

A-131—"Value Engineering"

A-133—"Audits of States, Local Governments, and Non-Profit Organizations"

A-134—"Financial Accounting Principles and Standards"

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A-135—“Management of Federal Advisory Committees”

**Subpart A—Classification and Declassification of National Security Information**

**PART 1312—CLASSIFICATION, DOWNGRADING, DECLASSIFICATION AND SAFEGUARDING OF NATIONAL SECURITY INFORMATION**

**§ 1312.1 Purpose and authority.**

**Subpart A—Classification and Declassification of National Security Information**

This subpart sets forth the procedures for the classification and declassification of national security information in the possession of the Office of Management and Budget. It is issued under the authority of Executive Order 12958, (60 FR 19825, 3 CFR, 1995 Comp., P.333), as implemented by Information Security Oversight Office Directive No. 1 (32 CFR part 2001), and is applicable to all OMB employees.

**Sec.**

- 1312.1 Purpose and authority.
- 1312.2 Responsibilities.
- 1312.3 Classification requirements.
- 1312.4 Classified designations.
- 1312.5 Authority to classify
- 1312.6 Duration of classification.
- 1312.7 Derivative classification.
- 1312.8 Standard identification and markings.
- 1312.9 Downgrading and declassification.
- 1312.10 Systematic review guidelines.
- 1312.11 Challenges to classifications.
- 1312.12 Security Program Review Committee.

**§ 1312.2 Responsibilities.**

The effectiveness of the classification and declassification program in OMB depends entirely on the amount of attention paid to it by supervisors and their staffs in those offices and divisions that possess or produce classified material. Officials who originate classified information are responsible for proper assignment of a classification to that material and for the decision as to its declassification. Officials who produce documents containing classified information must determine the source of the classification for that information and must ensure that the proper identity of that source is shown on the document. Custodians of classified material are responsible for its safekeeping and for ensuring that such material is adequately marked as to current classification. Custodians are also responsible for the control of and accounting for all classified material within their area of jurisdiction as prescribed in OMB Manual Section 1030.

**Subpart B—Control and Accountability of Classified Information**

- 1312.21 Purpose and authority.
- 1312.22 Responsibilities.
- 1312.23 Access to classified information.
- 1312.24 Access by historical researchers and former Presidential appointees.
- 1312.25 Storage.
- 1312.26 Control of secret and confidential material.
- 1312.27 Top secret control.
- 1312.28 Transmission of classified material.
- 1312.29 Destruction.
- 1312.30 Loss or possible compromise.
- 1312.31 Security violations.

(a) *EOP Security Officer.* In cooperation with the Associate Director (or Assistant Director) for Administration, the EOP Security Officer supervises the administration of this section and develops programs to assist in the compliance with the Order. Specifically, he:

**Subpart C—Mandatory Declassification Review**

- 1312.32 Purpose and authority.
- 1312.33 Responsibility.
- 1312.34 Information in the custody of OMB.
- 1312.35 Information classified by another agency.
- 1312.36 Appeal procedure.
- 1312.37 Fees.

(1) Promotes the correct understanding of this section by all employees by providing annual security refresher briefings and ensures that new employees attend initial briefings about overall security procedures and policies.

**AUTHORITY:** Executive Order 12958, April 20, 1995, 3 CFR, 1995 Comp., p. 333.

**SOURCE:** 62 FR 25426, May 9, 1997, unless otherwise noted.