



# Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, DC 20408



**JUN -8 2004**

The Honorable Gordon R. England  
Secretary of the Navy  
1000 Navy Pentagon  
Washington, DC 20350-1000

Dear Secretary England:

I am required to report, at least annually, to the President on the implementation of Executive Order 12958, as amended, Classified National Security Information (the Order). Enclosed is the report for FY 2003 recently forwarded to the President. It highlights progress made to date as well as continued challenges in making certain that in this time of war, our nation's secrets receive the protection they deserve.

It is in this vein that I am requesting all agency heads to closely examine their efforts to implement and maintain the classification system. I ask that you give special emphasis to reviewing how your agency provides your personnel who deal with classified information the knowledge and understanding required to make the program work, and what positive steps your agency has taken to ensure the continued integrity of the system. This includes ensuring that information that requires protection is properly identified and safeguarded; and, equally important, that information not eligible for inclusion in the classification system remains unclassified or is promptly declassified. I also ask you to ensure that the necessary resources have been committed to ensure the effective implementation of your agency's security classification program, as called for by §5.4(b) of the Order.

I encourage you to share this message with members of your leadership team, since effective implementation of the classification system is, in essence, a leadership issue.

Sincerely,



J. WILLIAM LEONARD  
Director

Enclosure

cc: Mr. David L. Brant  
Special Assistant for Naval  
Investigative Matters and Security