The President
of the
United States

Oval Office, Primary STE#1

The White House

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TO: EXECUTIVE DEFENSE DIRECTORATE
C/O DIRECTOR, DEPUTY DIRECTOR

SUBJECT: Agency Clearance Classifications

BY EXECUTIVE ORDER #SEO-20082910-EDD24

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DIRECTOR, EDD

This Special Executive Order (SEO) is considered a threat to National Security if compromised. Follow department containment procedures. This SEO requires an OSS clearance but has been granted via the Special Access Program for new Agents as per SEO-242623-EDD15.

From the Desk of the Office Director

Within this classified document you will find the classifications used to secure sensitive data. All agents are expected to treat agency sensitive information with the highest of care. The Agency also expects each agent to scrutinize any other person who has in their posession classified information. Do not get complacent.

The full force of federal law is behind the enforcement of these sensitive information classifications. Read them, learn and memorize them, and understand where your classification sits, and what information you have access to. Simply coming into posession of information that is beyond your clearance is not sufficient rights to access or otherwise read that information. You must flag your handler immediately and relinquish that classified data into his or her custody. Failure to do so can result in censure, prison, fines, or a combination of the above – or worse.

OF SPECIAL SIGNIFICANCE

This document **MUST NOT** leave the premises. Follow disposal procedure #EDD2901 after reading.

EXECUTIVE DEFENSE DIRECTORATE

Subsentio et facio occultus.

Agency Clearance Levels Definition

All Agency information has a particular classification and acces to that information will depend on the agent's ACL. The Agency has created a system for classifying information based on its sensitivity, agency-assigned threat or importance, and impact to the agency, the Office, or national security should the information become compromised.

The symbols or words in parenthesis after the clearance name are common ways in which the clearance is indicated. That is, Agency Clearance Level ALPHA documents may be classified with the words "Agency Clearance Level ALPHA," "ALPHA," " ACL-α", or simply "α." The beginning of each ACL description is prefaced with an ALL CAPS bolded term that other federal agencies use and is used here only as a point of reference with which you may be familiar.

Agency Clearance Level ALPHA (ACL-α, ALPHA, α)

NON-CLASSIFIED or DECLASSIFIED. This information is generally available to the public and can be gathered in the clear from media outlets or may be considered general knowledge. For example, the GNP of the Philippines or standing army numbers for North Korea can be found with Internet searches.

Agency Clearance Level BETA (ACL-β, BETA, β)

SENSITIVE INFORMATION. Information classified **BETA** is considered to be of marginal importance to the Office but is not considered general knowledge. For instance, budget numbers are considered sensitive information as would any information gleaned from overseas listening posts that do not impact the US, but may have a financial or other impact in the remote country and would be available to anyone who was in the foreign country with language skills. This information is processed by agency analysts and made available to any agency personnel for whom it may be useful or interesting.

This document **MUST NOT** leave the premises. Follow disposal procedure #EDD2901 after reading.

Agency Clearance Level GAMMA (ACL- γ, GAMMA, γ)

CONFIDENTIAL INFORMATION. Any documents, media, or information classified as **GAMMA** is considered to be unknown by the general public. Other intelligence or law enforcement agencies may already have this information although it is generally not shared by the Office. **ACL- γ** data displays this classification and must be treated carefully. It may leave the Home Office premises. Compromise of **ACL- γ** information may lower the confidence of US citizens but can usually be managed by the agency's spin/public relations department. Data of this classification may include personal information on individuals, activities, organizations, and countries as well as operational data. Any active sworn agent may receive this information in the course of their mission briefing.

Agency Clearance Level DELTA (ACL-Δ, DELTA, Δ)

SECRET INFORMATION. This classification is considered to be of importance to maintaining the confidence of the US public and its compromise could seriously damage national security. All agency officers possess this level of clearance at a minimum after an intense vetting of their background. **DELTA** data is given only on a need-to-known basis, typically for a mission. Sometimes only particular individuals on the mission team will have this information and they are not authorized to share it with other members of the team, even though they may share the same ACL. Information that would disrupt foreign relations, the existence of specific intelligence operations are examples of **ACL- Δ** level data.

Agency Clearance Level EPSILON (ACL-Ɛ, EPSILON, Ɛ)

TOP SECRET. This material is so sensitive that its release could cause critical damage to national security. Handlers, Controls, and senior operatives have this ACL. Prototypical **EPSILON** data would be any information that could provoke an armed conflict, disrupt foreign relations with vital allies, or compromise agency wide security, such as the release of secure ciphers. **Ɛ** materials must be destroyed (shredded, burned, crushed) after viewing. Hard copies of such materials must not exist for unnecessary lengths of time and can never leave agency premises.

Agency Clearance Level ZETA (ACL-ζ , ZETA, ζ)

SENSITIVE COMPARTMENTALIZED INFORMATION. This information is related to operations that are planned and executed in such an obscure manner that the involvement of the Office, this agency and its parent government are completely shielded. The very exemplification of "clandestine," these operations are almost always overseen by handlers, using teams of

subordinates who operate "blind," without ever knowing the identities of their true employers. The material and information under **ZETA** classification will certainly undermine national security and the Office of the President if released or compromised. This classification is also colloquially known as "Of Special Significance," whose sublime wording gives no hint as to the grave importance this classified information carries. Older agents sometimes still mark **ζ** information as OSS and it is still used contemporarily when there is any possibility of sharing the data with other agencies, which is mostly never.

Special Access Program (SAP)

From time to time an active agent in the field may need access to information that is beyond his security clearance. Instead of increasing his access to an entire level of information, the agent may be given a codeword that is tagged only to particular material and information in a higher level of classification. Alternately, certain information in the agent's current ACL may be restricted to a need-to-know basis, even if an agent has the appropriate clearance. Also referred to as "codeword" programs, SAPs are additional controls to establish a safeguard access to **GAMMA**, **DELTA**, and **EPSILON** information. **ZETA** classified information is never eligible for Special Access Programs.

For the most part, a SAP compartmentalizes information, allowing access to the information only to agents with the correct clearance or mission-qualified need-to-know. An agent must be sponsored by his handler to gain access to any Special Access Programs. Agents may also phone in intelligence requests or alternately, may use their secure satellite laptop connection to connect to the Agency Central Operations for Remote Enabling (CORE) infrastructure using the Cellular Operations Algorithm for Secure Transmissions (COAST). and use their codeword to retrieve mission- and agent-specific classified information.