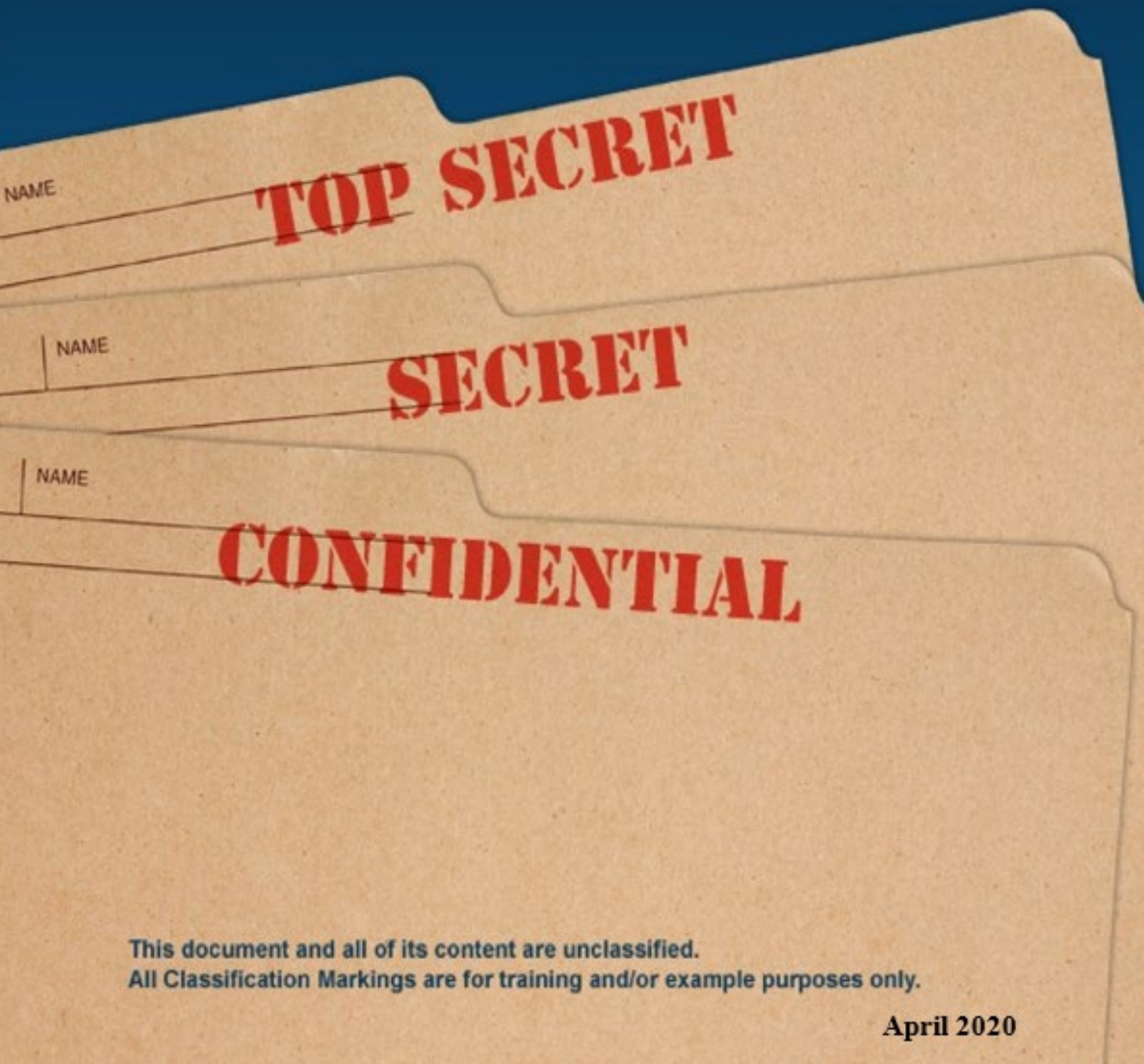




U.S. DEPARTMENT OF  
**ENERGY**

## CMPC Marking Resource

Examples of Acceptably Marked Classified Matter



This document and all of its content are unclassified.  
All Classification Markings are for training and/or example purposes only.

April 2020

# **CMPC Marking Resource**

## **Examples of Acceptably Marked**

### **Classified Matter**

April 2020

Prepared for U.S. Department of Energy  
Office of Environment, Health, Safety and Security  
Office of Security Policy

## FOREWARD

---

A strong and cohesive information security program is integral to national security. The U.S. Government requires certain information to be maintained in confidence to protect our citizens, democratic institutions, and activities within the international security community.

Marking notifies holders of classified matter of the protection requirements for the information. Markings and designations serve two primary purposes:

- Alert holders to the presence of classified information.
- Warn holders of special access or safeguarding requirements.

This resource was developed to assist Federal and contractor employees by providing examples of acceptably marked classified matter. Although examples of current or historical markings may be included, this is not a comprehensive source for all possible marking of classified matter.

Nothing in this document is meant to establish, imply, or mandate requirements. These are reference examples only. U.S. Department of Energy (DOE) and national directives take precedence over the examples in this document if there are any discrepancies at any time.

### **How to Use This Document**

Examples illustrate markings for matter that contains classified information. Note that page markings, with the exception of top and bottom and front and back markings, are no longer required to be at specific locations on the page. More than one example may be required to fulfill all requirements. References and links for DOE and national directives are provided on the following page.

The examples exhibit markings that achieve minimum national and departmental requirements, but are for example purposes only. Facilities may have procedures and practices for marking that vary from this handbook; e.g., use of alternate stamps that include all required information. If you have questions, consult your site's Classification or Security Office.

This resource is not a substitute for training in DOE document and data control. In addition, specialized training and formal designation is required in order to derivatively classify or declassify matter.

This resource document contains no classified information. The security classification markings, declassification instructions, and warning notices are for illustration purposes only.

## REFERENCES<sup>1</sup> FOR DOE AND NATIONAL DIRECTIVES COVERING MARKINGS

---

- Atomic Energy Act of 1954
- EO 13526, *Classified National Security Information*
- 10 CFR Part 1045, *Nuclear Classification and Declassification*
- 32 Code of Federal Regulations (CFR) Parts 2001 and 2003, *Classified National Security Information*, (Directive No. 1), Subpart C, Identification and Markings
- DoDM 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*
- *National Industrial Security Program Operating Manual* (NISPOM)
- ISOO Notice 2011-02, Further Guidance and Clarification on Commingling Atomic Energy Information and Classified National Security Information
- DOE O 452.8, *Control of Nuclear Weapon Data*
- DOE O 470.4B, *Safeguards and Security Program*
- DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*
- DOE O 471.6, *Information Security*
- DOE O 475.2A, *Identifying Classified Information*

NOTE: This list is for informational purposes only; other directives or national policy requirements may apply.

---

<sup>1</sup> Refer to current version of each document.

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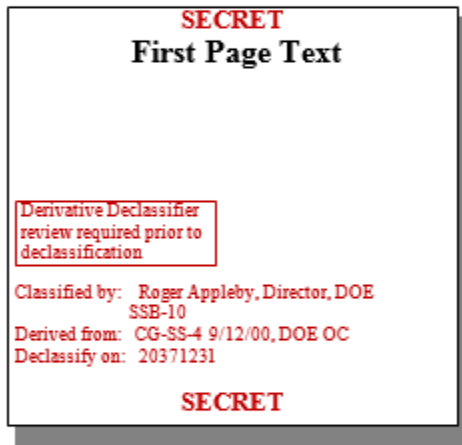
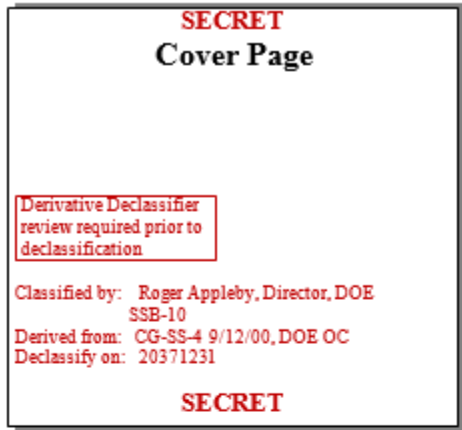
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## 1.0 MARKING EXAMPLES

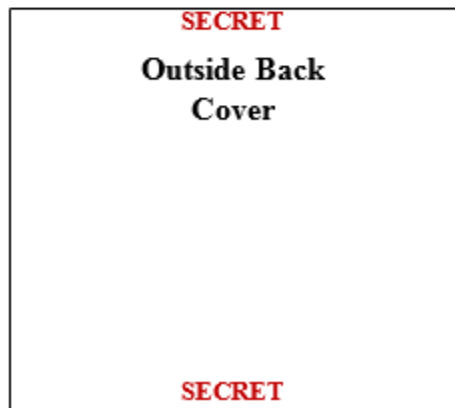
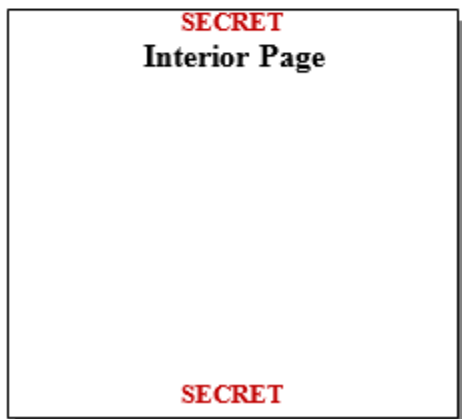
### 1.1 Classified Information

#### 1.1.1 Basic Marking Examples



Classifier marking must be placed on “first page” of the document, whether the cover page, title page, or first page of text and should be placed in the lower left corner.

Derivative Declassifier Review Stamp should be close to NSI Classifier Marking, preferably above it, but as close as possible.



### Classification Marking Layout for Derivatively Classified NSI Documents

Additional required markings on page 2.

**Overall Classification Level\***

Originator Information  
(name of organization and address)

Date

**(Classification Level/Caveat\*) Title/Subject**

*Classification level and caveat (if applicable) must always be identified; the use of classified titles is strongly discouraged.*

**NSI portion marked**

(Classification Level/Caveat\*) Paragraph 1

(Classification Level/Caveat\*) Paragraph 2

**Derivative Declassifier  
review required prior  
to declassification**

Caveat (if applicable)

Classifier Marking

**Overall Classification Level\***

**Required Markings for First Page of an NSI Document**

Additional required markings for interior pages on pages 3 and 4.



MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

\*Note: Overall Classification Level, title/subject and portion marking must identify caveats when applicable.

**UNCLASSIFIED**

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 42

**UNCLASSIFIED**

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

3. (U) This is paragraph 3 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked “UCNI” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 43

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

**SECRET**

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information.

Page 44

**SECRET**

**SECRET**

- contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.
8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

Page 45

**SECRET**

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

**Portion Marking Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Information on that Page**

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

**SECRET**

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 42

**SECRET**

**SECRET**

3. (U) This is paragraph 3 and contains unclassified information.
4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked “UCNI” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information.

Page 43

**SECRET**

**SECRET**

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information

Page 44

**SECRET**

**SECRET**

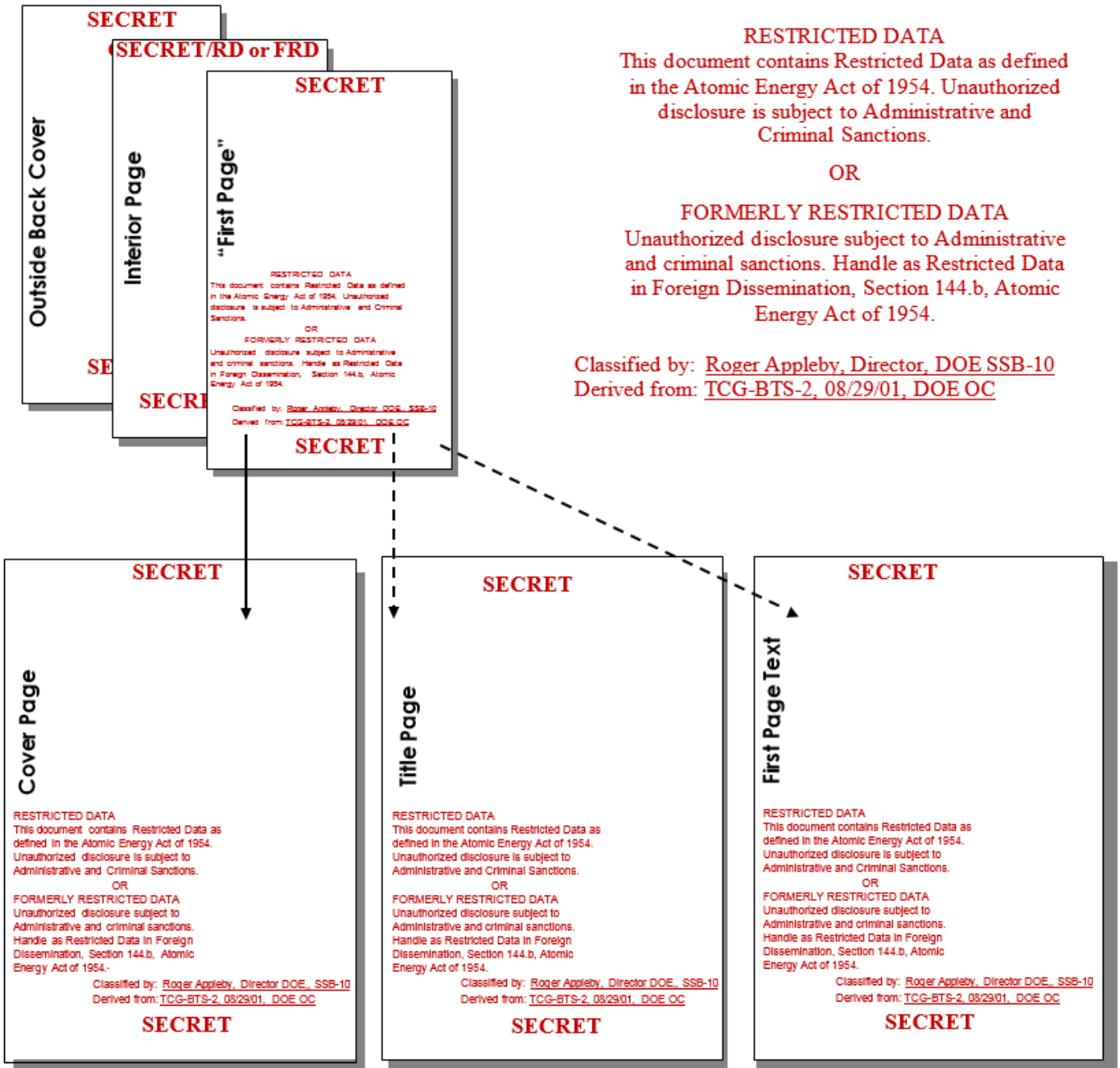
- contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.
8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

Page 45

**SECRET**

**Portion Marking Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Document**

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



**Classification Marking Layout for RD/FRD Documents**

Additional required markings for first page on page 6. Interior pages are marked with overall document classification level and category at top and bottom of page.

<b>Overall Classification Level</b>	
Originator Information (name of organization and address)	
Date	
<b>(Classification Level/RD or FRD/Caveat)</b>	Title Subject
<i>Classification level, category and caveat (if applicable) must always be identified; the use of classified titles is strongly discouraged.</i>	
Caveat (if applicable)	
RD or FRD Admonishment Notice	RD/FRD Classifier Marking
<b>Overall Classification Level</b>	

**Required Markings for First Page of RD/FRD Documents**

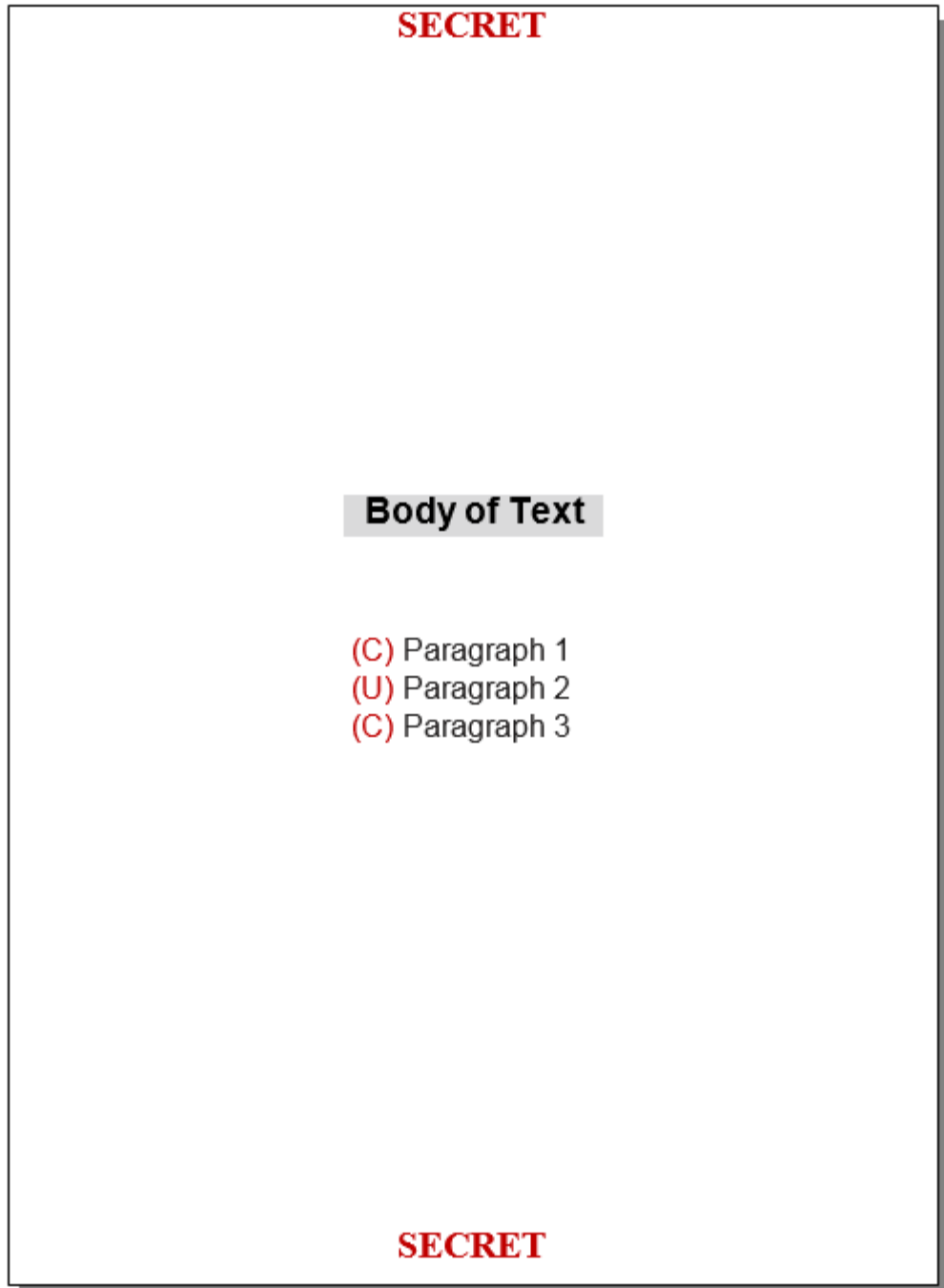
<b>CONFIDENTIAL</b>	Overall Classification Level
<b>(U) Theory and Operation of Gismo Model 739</b>	Title
by John S. Smith	Author (optional)
Adjax Corporation 10090 River Road Mouse Creek, AR 67890	Originating Organization
June 30, 2012	Date
<b>RESTRICTED DATA</b> This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.	Admonishment Notice
Classified by: <u>Robert Wilson, Director, Applied Technology, Adjax Corp.</u> Derived From: <u>TCG-BTS-2, 08/29/01, DOE OC</u>	Classifier Marking
<b>CONFIDENTIAL</b>	Overall Classification Level

**Confidential RD Document**

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

Unique ID Number	ABC 8910
Overall Classification Level	<b>TOP SECRET/NOFORN</b>
Originating Organization	Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585
Date	DECEMBER 30, 2011
Title/Subject Marking	MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division  FROM: John Jones, Director Administrative Support Services  SUBJECT: (U) Funding for Project YZX
Portion Marked Text	<b>Text of Memo</b>  (U) Paragraph 1 (C) Paragraph 2 (TS) Paragraph 3
Caveat	Derivative Declassifier review required prior to declassification  NOFORN
Classifier Marking	Classified by: <u>Ronald McKenny, Team lead, DOE SP-32</u> Derived From: <u>CG-NEM-1, 08/09/01, DOE OC</u> Declassify on: <u>20210830</u>
Overall Classification Level	<b>TOP SECRET/NOFORN</b>

**Top Secret Derivatively Classified NSI Document with Intelligence Information**



**Classification Markings of Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Document if that Level is Secret**



**SECRET**

**(U) Bibliography**


1. **(U)** Brown, John. "Widget Tests and Performance (U)"  
DOE Laboratory report #CDF-234A, DECEMBER 30,  
2004, 152 pages. (SRD document)
2. **(U)** Kilgore, George A. "Widget Development (U)"  
Ajax Corporation, Madison, WI, #AC-9400133, July  
23, 1994, 92 pages. (SRD document)
3. **(C)** Mayes, Albert. "Carbon Alloys for Widgets (C)"  
Ajax Corporation, Madison, WI, #AC-9600024,  
March 6, 1995, 68 pages. (C document)

**SECRET**

**Portion Marking a Bibliography in a Secret NSI Document**

NOTE: When marking a page at the highest level of the page, this example would be marked as "Confidential."

### 1.1.2 Classification/Declassification Markings

	<p><b>CONFIDENTIAL</b></p> <p>Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2011</p> <p>MEMORANDUM FOR: Distribution FROM: Document Author SUBJECT: (U) Status of Activities</p> <p><b>Body of Text</b></p> <p>(C) Paragraph 1 (U) Paragraph 2 (C) Paragraph 3</p> <p><b>Derivative Declassifier</b> review required prior to declassification</p> <p>Classified by: <u>William H. Smith, Director, Office of Security</u> Derived From: <u>CG-SS-49/12/00, DOE OC</u> Declassify on: <u>October 12, 2021</u></p> <p><b>CONFIDENTIAL</b></p>
---	---

### Derivatively Classified Confidential NSI Document



**CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Kenneth Steinberg, Director  
Office of Administration  
FROM: Catherine Kazanski, OPSEC Programs  
SUBJECT: (U) Report of Activities

**Text of Memo**

Paragraph 1  
Paragraph 2  
Paragraph 3  
Paragraph 4


Derivative Declassifier  
review required prior to  
declassification

This document has been classified as a compilation and  
must not be used as a source document for a derivative  
classification decision

Classified by: Thomas Roe, Analyst, DOE SP-32  
Derived From: TCG-BTS-2, 08/29/01, DOE OC  
Declassify on: DECEMBER 30, 2021

**CONFIDENTIAL**

**Classification by Compilation: Derivatively Classified NSI**

	<p><b>SECRET</b></p> <p>Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>July 11, 2011</p> <p>MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division</p> <p>FROM: Thomas Reed, Director Intelligence Office</p> <p>SUBJECT: (U) Status Report</p> <p><b>Text of Memo</b></p> <p><b>RESTRICTED DATA</b> This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.</p> <p>This document contains: <u>Restricted Data at the Confidential level</u> <u>Formerly Restricted Data at the Secret level</u> <u>National Security Information at the Secret level</u> Classified by: <u>Bill Larson, Analyst, STT-10</u></p> <p>Classified by: <u>Jerry Ranier, Director Security Division</u> Derived from: <u>CG-RER-1, 07/08/02, DOE OC</u></p> <p><b>SECRET</b></p>
---	---

**S/RD Document with Mixed Levels and Categories Marking Matrix**

NOTE: A marking matrix may be used when classified matter contains a mix of information at various levels and categories that causes the document to be marked at an overall level and category higher than the protection level required for any of the individual portions. This would allow an individual with a lower access level, such as an “L” cleared employee, to be given access to a document that he or she might not otherwise have been authorized access to.



**SECRET**  
**CONFIDENTIAL**

Department of Energy  
Georgia Site Office 20039  
Peachtree Street  
Atlanta, Georgia 56789

July 20, 2011

MEMORANDUM FOR: Joseph Bishop  
Office of Administration

FROM: Abby Thomas  
Office of Technology Transfer

SUBJECT: (U) Work for Others Projects

**Text of Memo**

(U) Paragraph 1  
(U) Paragraph 2  
(U) Paragraph 3  
(S) ~~(C)~~ Paragraph 4

Derivative Declassifier  
review required prior to  
declassification

Classified by: Signer  
Derived From: CG-SS-4,09/12/00, DOE OC  
Declassify on: 20210720

Upgraded by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32  
Upgraded on: 8/8/2011  
Derived from: CG-SS-4,09/12/00, DOE OC  
Declassify on: 20210720

**CONFIDENTIAL**  
**SECRET**

**Document Upgraded from Confidential NSI to Secret NSI**

**SECRET**  
**CONFIDENTIAL**

**(U) Radiation Hardening of Gizmo Model 549**

by Jack Davis

Adjax Corporation  
100090 River Road  
Mouse Creek, AR 67890

February 25, 2008

~~FORMERLY RESTRICTED DATA  
Unauthorized disclosure subject to  
Administrative and Criminal  
In Foreign Dissemination, Section  
Unauthorized disclosure subject to  
Sanctions. Handle as Restricted Data  
144.b, Atomic Energy Act of 1954.~~

~~Classification changed to: C/FRD  
Authorized by: OSTI Notice #5, 4/8/08  
Changed by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32, 4/15/08~~

~~RESTRICTED DATA  
This document contains Restricted  
Data as defined in the Atomic  
Energy Act of 1954. Unauthorized  
disclosure subject to Administrative and  
Criminal Sanctions~~

~~Classified by: Jean Freemont, Director  
Materials Division, Adjax Corp.  
Derived from: TCG-NAS 1, 10/12/00, DOE-OC~~

**CONFIDENTIAL**  
**SECRET**

**Document Downgraded Based on Change Notice**

NOTE: If downgrading from RD or FRD to NSI, declassification instructions are provided and portions must be marked appropriately.

~~SECRET~~  
**UNCLASSIFIED**

**Metallurgy of Uranium Alloys** (X)

Sylvester Smalling  
Gregory Spinett

Metals Corporation  
1111 Main Road  
Columbus, Ohio 54321

October 31, 2007

**Derivative Declassifier  
review required prior to  
declassification**


Classified by: Wolfgang Steiling, Metals Corp.  
Derived From: CG-SS 4, 0042/00, DOE OC  
Declassify on: 20474404

Declassified by: Chris Clark, Analyst, Security Division  
Declassified by: Shane Rule, Sr. Analyst, Security Division  
Derived From: CG-NMP-209/1100, DOE OC  
Declassified on: 20111103

**UNCLASSIFIED**  
~~SECRET~~

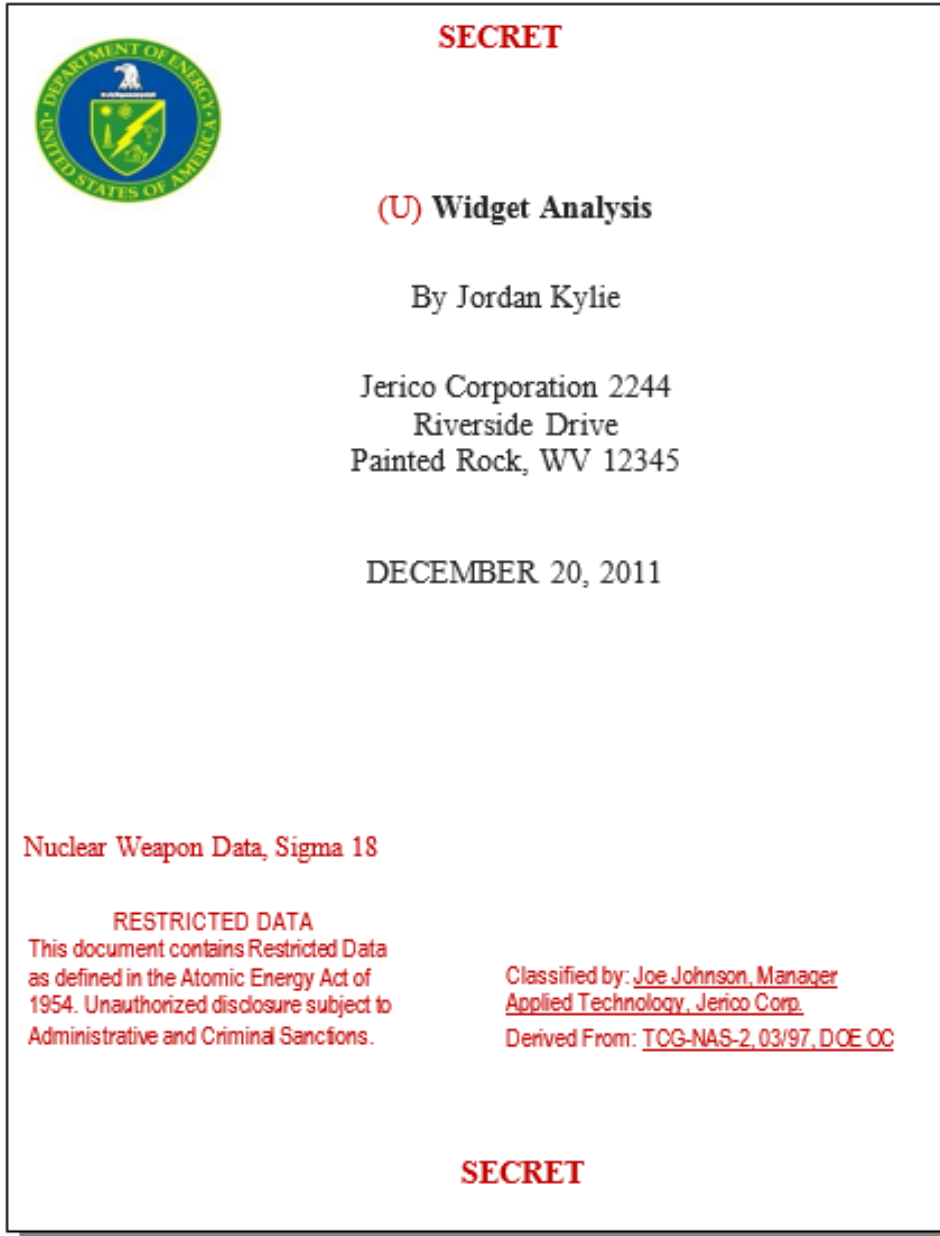
**Declassified NSI Document**

*1.1.3 Caveats and Special Control Markings*

	<p style="text-align: center;"><b>SECRET</b></p> <p style="text-align: center;">Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p style="text-align: center;">DECEMBER 30, 2011</p> <p>MEMORANDUM FOR: Jane J. Brown, Director International Affairs</p> <p>FROM: James Jones, Director Operations Management</p> <p>SUBJECT: (U) Funding for Project YZX</p> <p style="text-align: center;"><b>Text of Memo</b></p> <p>(U.K.-C) Paragraph 1 (U) Paragraph 2 (U.K.-C) Paragraph 3 (U.K.-S) Paragraph 4</p> <div style="border: 1px solid red; padding: 2px; width: fit-content;"><p>Derivative Declassifier review required prior to declassification</p></div> <p>Classified by: <u>Signer</u> Derived From: <u>U.K. memo title project YZX Funding 7/25/2011</u> Declassify on: <u>25X6, when officially released by foreign government</u></p> <p style="text-align: center;">This document contains <u>United Kingdom</u> information</p> <p style="text-align: center;"><b>SECRET</b></p>
---	---

**Foreign Government Information (FGI)  
Derivatively Classified National Security Information**





**Derivatively Classified S/RD Document that Contains Sigma 18 Nuclear Weapon Data**

NOTE: All documents containing Nuclear Weapon Data that were/are originated in the DOE or NNSA and transmitted to the DoD, must also be marked Critical Nuclear Weapon Design Information (CNWDI), if appropriate, using criteria established by the joint DOE/DoD classification guides per DOE O 452.8 and DoD Directive 5210.02.

**SECRET**

**ACC-04-653**

**(U) Design of Use Control Systems**

By Jose Whales

Jerico Corporation 2244  
Riverside Drive  
Painted Rock, WV 12345

June 4, 2011

This document may not be reproduced or disseminated beyond original distribution without approval of the originator, the originating agency Use Control Site Coordinator, or the National Nuclear Security Administration Headquarters Use Control Program Coordinator.

Nuclear Weapon Data, Sigma 14 & 15

**RESTRICTED DATA**  
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

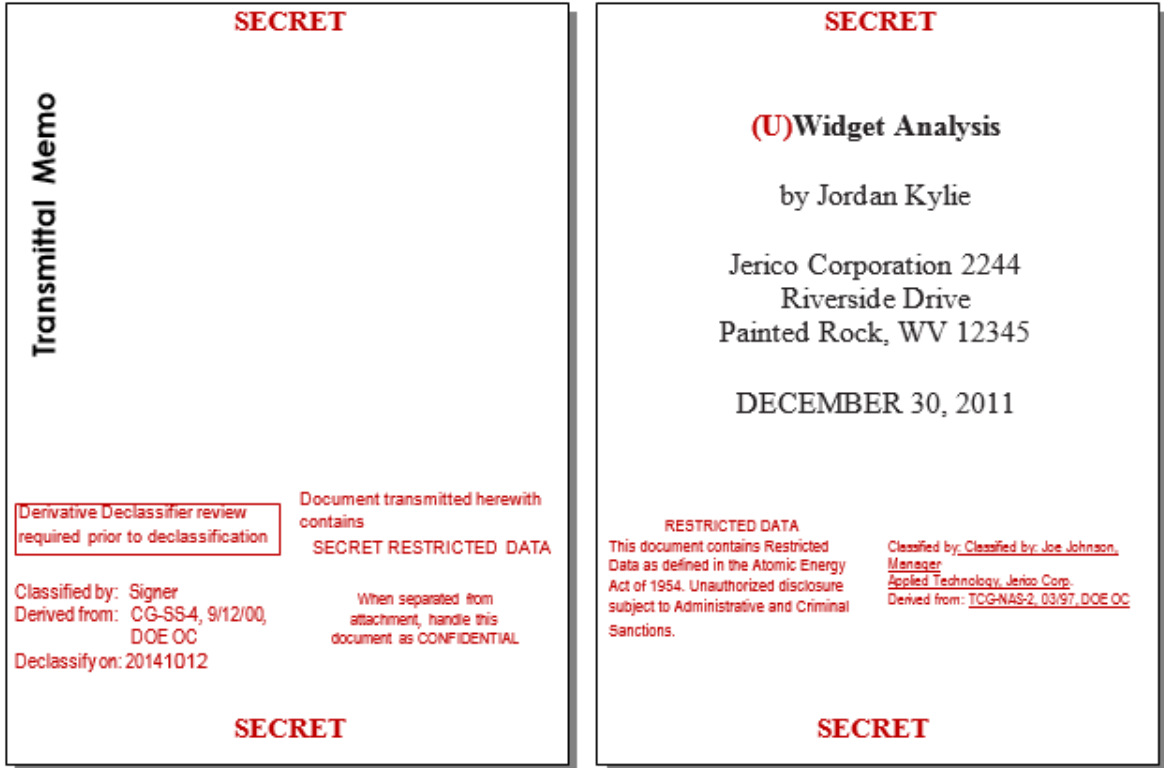
Classified by: Joe Johnson, Manager Applied Technology, Jerico Corp.  
Derived From: TCG-UC-3, 09/23/02, DOE OC

**SECRET**

**Derivatively Classified S/RD Document that Contains Sigma 14 and 15 Nuclear  
Weapon Data**


**1.1.4 Marking Special Types of Documents**

See page 23 for a Confidential National Security Information Transmittal for a Secret Restricted Data attachment and the re-marked transmittal once the attachment has been removed.



First Page of S/RD Attachment


**Confidential NSI Transmittal Memorandum with an S/RD Attachment**

	<p><b>SECRET/RD</b></p> <p>Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2011</p> <p>MEMORANDUM FOR: Bill Brown, Director Office of Administration Services</p> <p>FROM: Bruce Black, Director Office of Nuclear Energy</p> <p>SUBJECT: (U) Special Nuclear Materials Inventory</p> <p><b>Text of Memo</b></p> <p>RESTRICTED DATA This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.</p> <p>Classified by: <u>Signer</u> Derived From: <u>CG-SS-4, 09/12/00, DOE OC</u></p> <p><b>SECRET/RD</b></p>
---	---

**S/RD Transmittal Memorandum with an S/RD Attachment**

NOTE: Placing the RD category at the top and bottom of the first page is a good business practice, but is not required.

**SECRET**



Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

Text of Memo

Document transmitted herewith contains  
SECRET RESTRICTED DATA

When separated from attachment,  
handle this document as  
UNCLASSIFIED

**SECRET**

**Page 1**

**UNCLASSIFIED**


Text of second page  
of Unclassified  
Transmittal Memo

**UNCLASSIFIED**

**Page 2**

### **Unclassified Transmittal Memorandum with a Classified Attachment**

NOTE: If a lower level classified or an unclassified transmittal memorandum with multiple pages, the highest level (and category) markings are only required on the first page and any remaining pages are marked appropriately. In this example, page two is marked Unclassified, however, no marking is also allowed since it is Unclassified.



**SECRET**  
Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services  
FROM: Bruce Black, Director  
Office of Nuclear Energy  
SUBJECT: (U) Special Nuclear Materials  
Inventory

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4


Document transmitted herewith contains  
**SECRET RESTRICTED DATA**  
When separated from attachment,  
handle this document as  
**CONFIDENTIAL**

Derivative Declassifier review  
required prior to declassification

Classified by: Signer  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 20211012

**SECRET**

**NSI Transmittal Memo with an S/RD  
Attachment**



**SECRET  
CONFIDENTIAL**  
Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services  
FROM: Bruce Black, Director  
Office of Nuclear Energy  
SUBJECT: (U) Special Nuclear Materials  
Inventory

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4

Document transmitted herewith contains  
**SECRET RESTRICTED DATA**  
When separated from attachment,  
handle this document as  
**CONFIDENTIAL**

Derivative Declassifier review  
required prior to declassification

Classified by: Signer  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 20211012

**CONFIDENTIAL  
SECRET**

**Re-marked Transmittal when Separated  
from Attachment**

**Re-Marking a Transmittal Memorandum**



**CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

April 5, 2011

MEMORANDUM FOR: Abraham Cross, Security Specialist  
Safeguards and Security Division

FROM: Gerald Reber, Manager  
Operations Security Division

SUBJECT: (U) OPSEC Survey

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4

Derivative Declassifier review  
required prior to declassification

Document Transmitted Herewith Contains  
Unclassified Controlled Nuclear Information

Classified by: Martha Medley, Analyst, Security Division  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 20210405

**CONFIDENTIAL**

**Confidential NSI Transmittal with an UCNI Attachment**

**SECRET**  
**DRAFT/WORKING PAPER**

**(U) Draft Security Plan for Project ZYX**

by John S. Smith

Adjax Corporation  
10090 River Road  
Mouse Creek, AR 67890

December 30, 2011

**DRAFT/WORKING PAPER**  
**SECRET**

**Draft/Working Paper Within an Activity/Office**

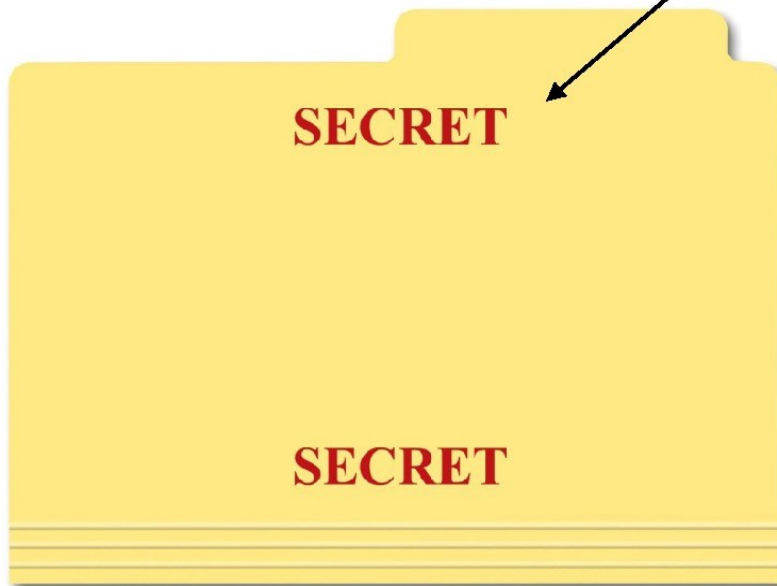
NOTE: Although draft/working papers are not required to be portion marked, the subject/title is considered classified unless determined to be unclassified and marked accordingly. Date location is not mandatory. The date may be located in another location on this page (i.e., top, bottom, etc.).





*Front*

Folders containing classified matter, when removed from secure storage repositories, are conspicuously marked to indicate the highest level of classified information contained in the folder. A coversheet could also be affixed to the folder.

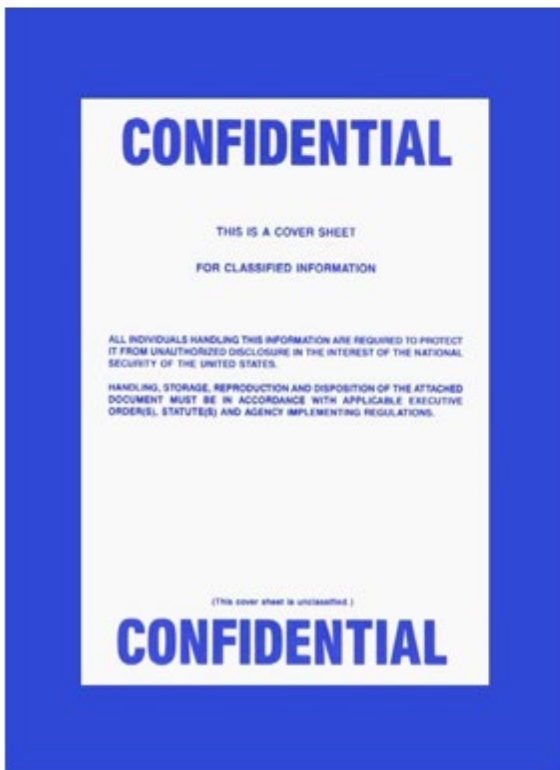


*Back*

The folder is unclassified when it no longer contains classified material.

**Folder Containing Classified Documents**

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



**Top Secret, Secret, and Confidential Cover Sheets**

DOE F 471.2  
(07/2011)  
All Other Editions Are Obsolete  
Local Reproduction Authorized

**U.S. DEPARTMENT OF ENERGY**  
**C/FGI-MOD**  
**CONFIDENTIAL FOREIGN GOVERNMENT**  
**INFORMATION**  
**- MODIFIED HANDLING AUTHORIZED -**

As defined by Executive Order 13526, Section 6.1(S), "Foreign Government Information" means:

- (1) information provided to the U.S. Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both are to be held in confidence;
- (2) information produced by the United States pursuant to or as a result of a joint arrangement with a foreign government or governments, or a international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence: or
- (3) information received and treated as "Foreign Government Information" under the terms of a predecessor order.

The attached document(s) contains Foreign Government Information (FGI), as defined by Executive Order 13526, "Classified National Security Information," that the foreign government protects at a level lower than U.S. CONFIDENTIAL.

Access to the attached information does not require an access authorization or personnel security clearance. However, access to this information must only be granted to persons with an established need-to-know and whose official duties require access. This information must not be disclosed to a third party government, individual, group, or organization not involved in the applicable agreement or treaty without the expressed, written permission from the originator.

This document(s) must be transmitted using approved U.S. classified methods unless this requirement is waived by the owning foreign government. It must be destroyed as required for a U.S. CONFIDENTIAL classified document.

When not in use, this document must be stored in a locked receptacle (e.g., file cabinet, desk, bookcase) that is accessible only by persons who have a need to know the information to perform their official duties to ensure protection against unauthorized disclosure or access by unauthorized personnel.

***This Cover Sheet May Be Applied to All Qualified FGI Documents  
While Under U.S. Control in U.S. Facilities.***

**C/FGI-MOD**

Document(s) contains \_\_\_\_\_ information  
(Insert name of country)

**C/FGI-MOD Coversheet**

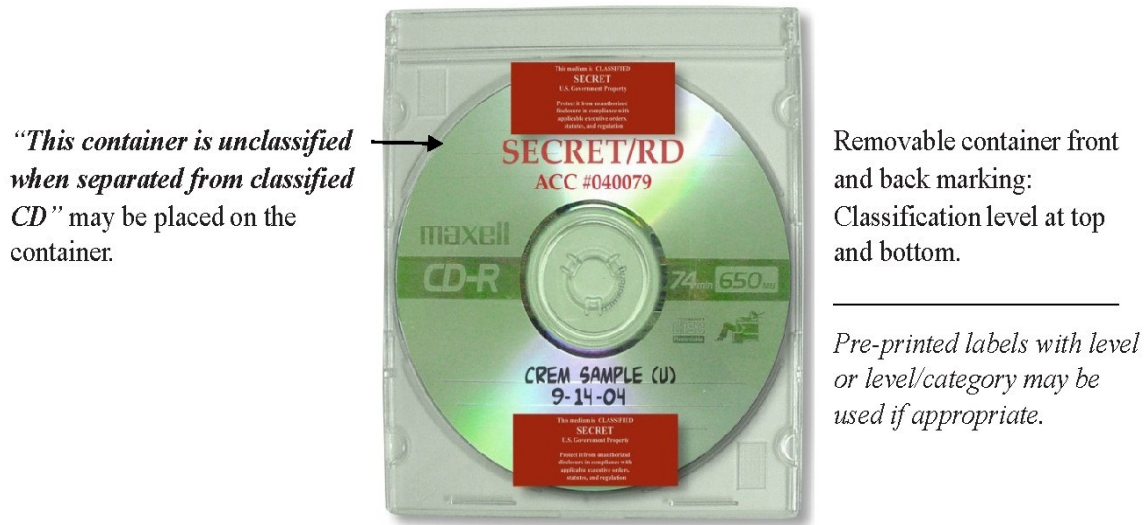
A C/FGI-MOD coversheet (DOE F 471.2) is completed and attached to foreign government documents that are protected at a level lower than U.S. Confidential.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



### Marking for a Removable Container for Classified Media

NOTE: Classification level marked at top and bottom, front and back of container.



### CD/DVD and Case (S/RD)

### Marking Classified Removable Electronic Media (CREM)

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

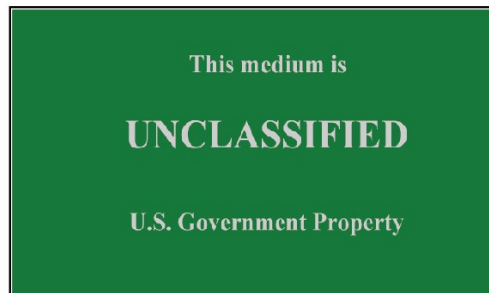


\* Removable hard drive case is considered a container and marked as such.

**Marking a Removable Hard Drive**



SF 708 (1-87)



SF 710 (1-87)



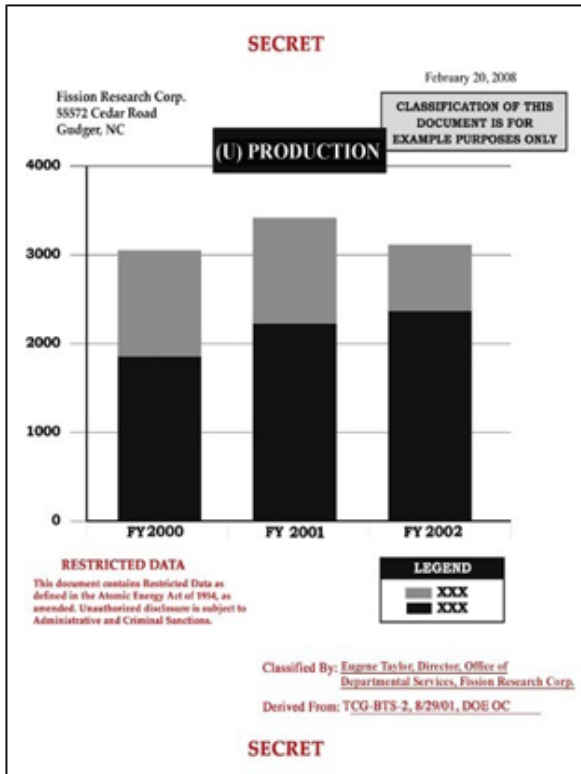
SF 706 (1-87)



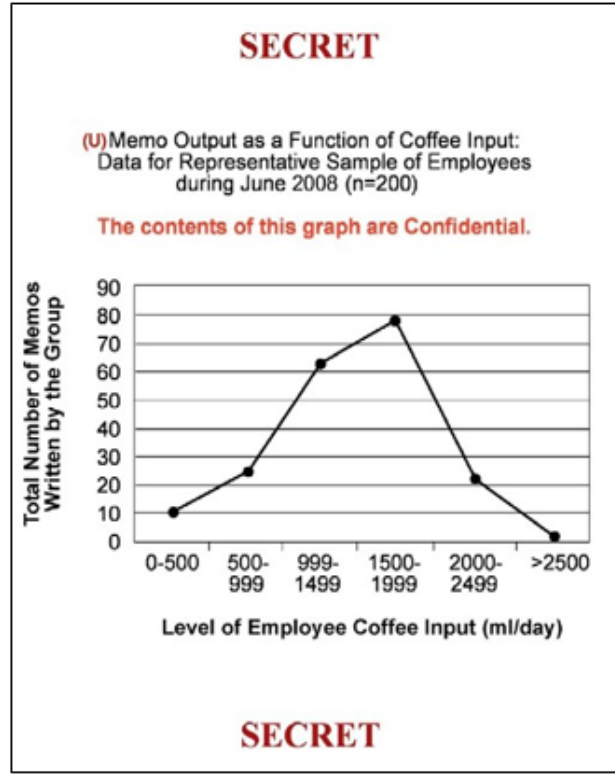
SF 707 (1-87)

**Standard Form Labels for Media**

NOTE: The Site/System Classified Cyber Plan may provide additional information or details on use of these media labels.

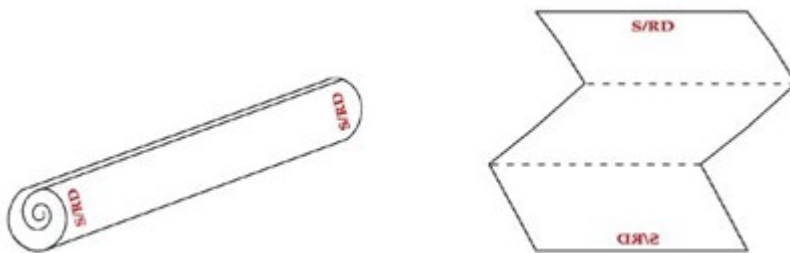


Secret Restricted Data Chart



Confidential Graph In A Secret Document

### Marking Folded or Rolled Documents



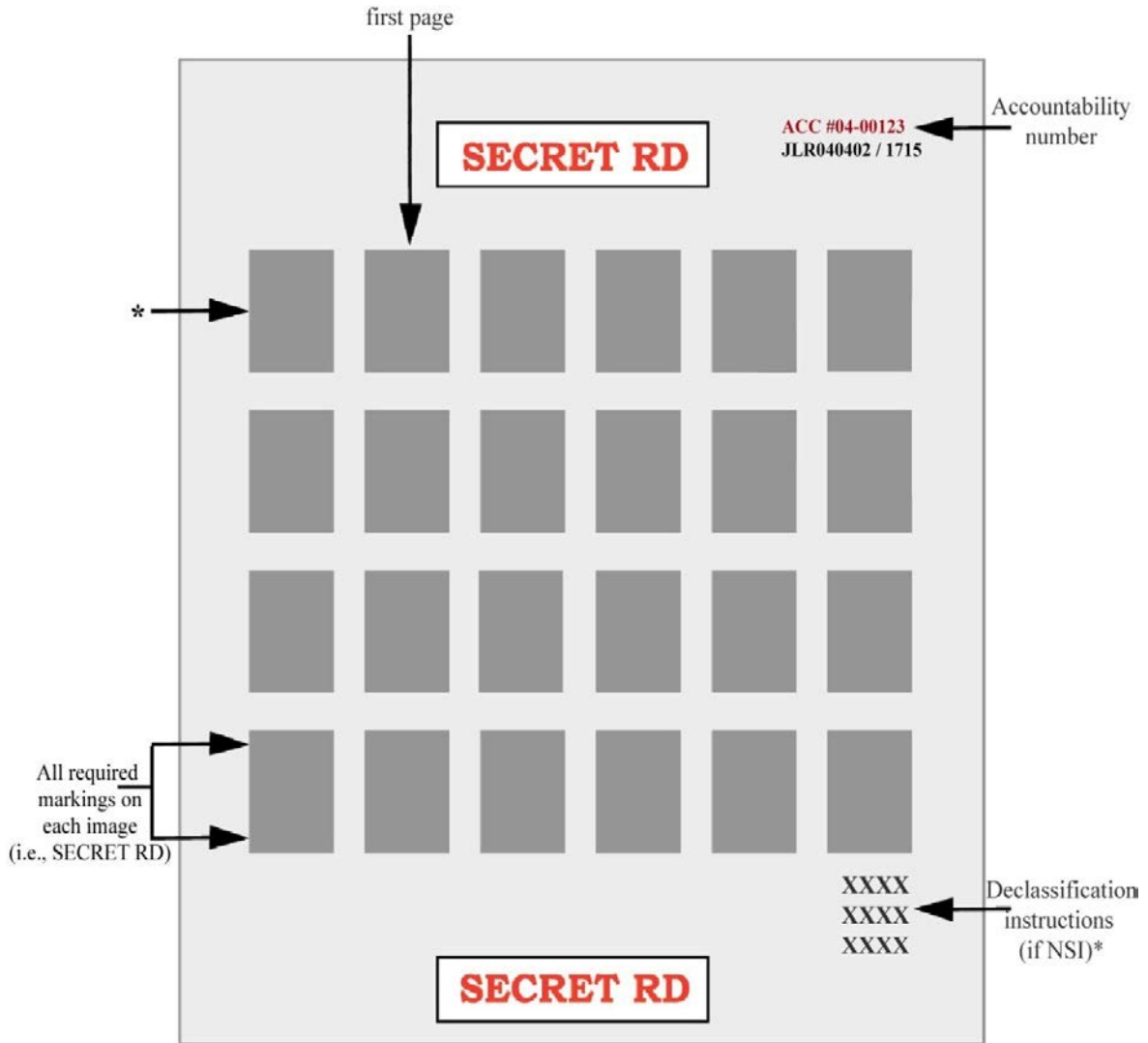
The classification level and category (if RD or FRD) must be visible when these types of documents are folded or rolled.

### Marking Charts, Graphs, and Folded or Rolled Documents

The classification level and category (if RD or FRD) are visible when these types of documents are folded or rolled.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

All required markings must be on each individual document contained on the microfiche to include all required first page and interior markings (see pages 1-4 of this handbook).

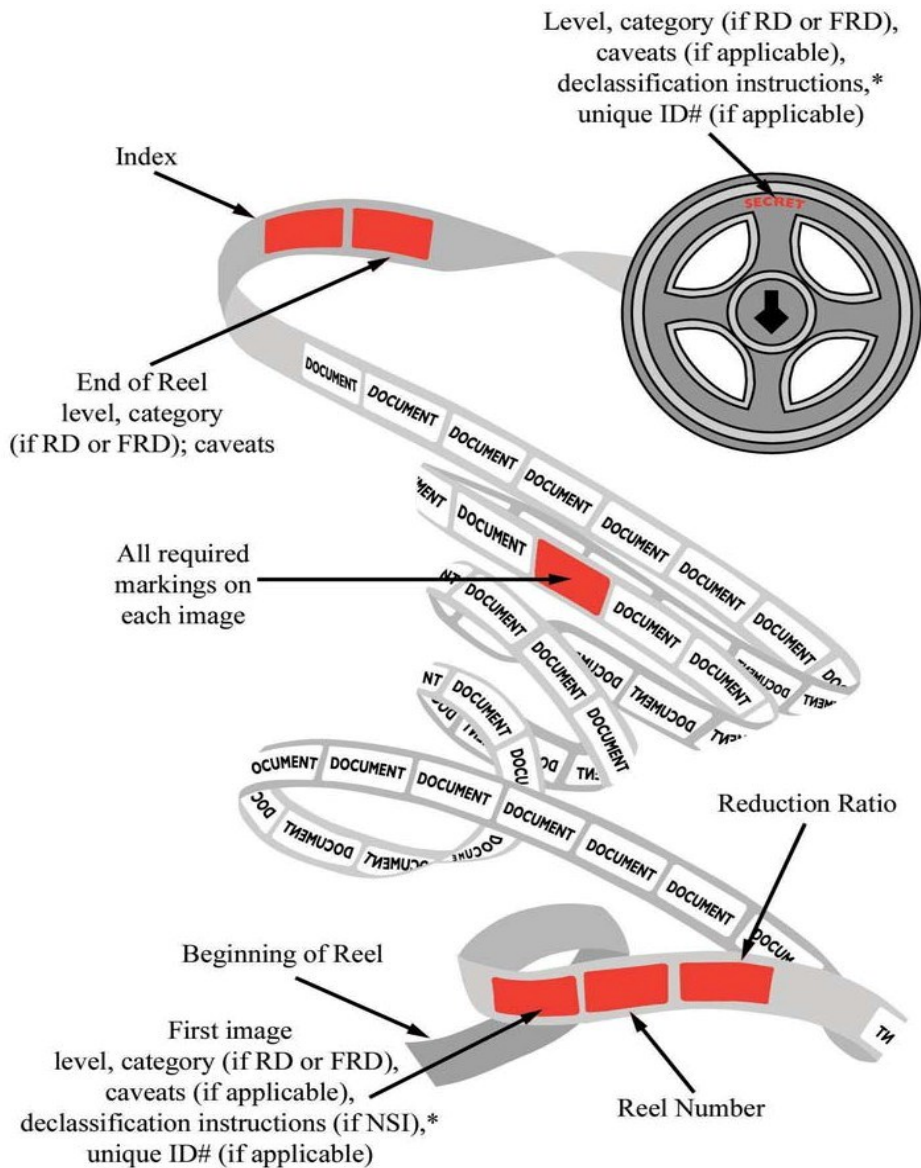


\*First and last images should show highest classification level, category (if RD/FRD), and caveats (if applicable) of information on microfiche.

**Microfiche Markings**

NOTE: All documents placed on classified microforms must be specifically identified as being either classified or unclassified which may require adhesive labels for additional marking.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

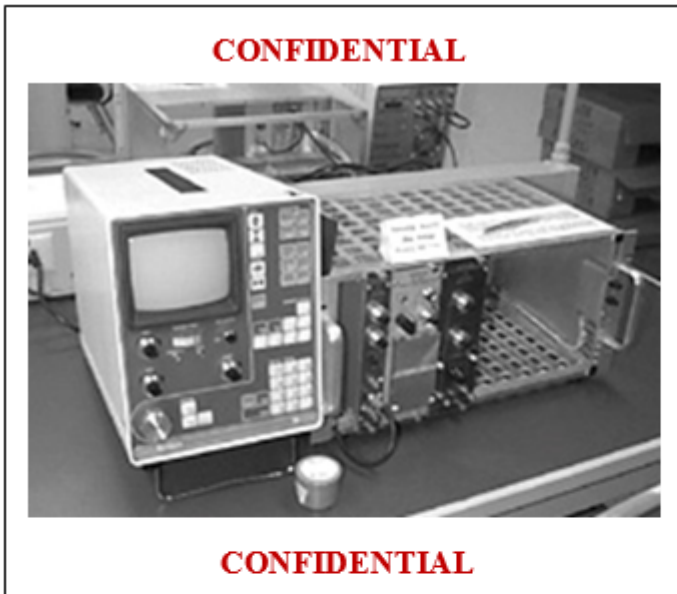


\* If such markings would apply to all the classified documents on the microfilm. If these instructions will not fit, they accompany the microfilm.

**Microfilm Reel Markings**

NOTE: May require adhesive labels for current marking information.





**CONFIDENTIAL**

**Jellico Research, Inc.  
Wind River, WY 67890  
December 10, 2011**

**(U) Equipment Photo**

Derivative Declassifier review  
required prior to declassification

Classified by: Anthony Chavez, Director  
Office of Departmental Services, Jellico Research, Inc.  
Derived From: CG-SS4, 09/12/00, DOE OC  
Declassify on: 20211210

**CONFIDENTIAL**

← Back of Photograph

← (if it cannot be placed on the photograph) is kept in separate record.

### Marking of Photographs

**SECRET**

@ Circle Corporation  
1022 Pine Road  
Little Rock, AK

22 May 2011

## **(U)** *Slides and Viewgraphs*

Derivative Declassifier review  
required prior to declassification

Classified by: Anthony Chavez, Director, DOE/SP-60  
Derived from: CG-SS-4, 9/12/00, DOE OC  
Declassify on: 20241231

**SECRET**

PowerPoint Presentation, Slide 1

**SECRET**

## **(U)** *Intelligence Collection Systems*



### **(U)** Operational Goals

- **(U)** This contains operational goals information
- **(U)** This section contains additional information about the goals

### **(U)** Contribution to Operation

- **(U)** This statement discusses how this contributes to the operation
- **(S)** This discusses additional contributions.

**SECRET**

PowerPoint Presentation, Slide 2

### **Marking of Transparencies and Slides**

*1.1.5 Marking Equipment/Parts*



**Classified Equipment Marking**



Part etched S/NSI



Part labeled S/NSI

### Example 1. Marking Parts

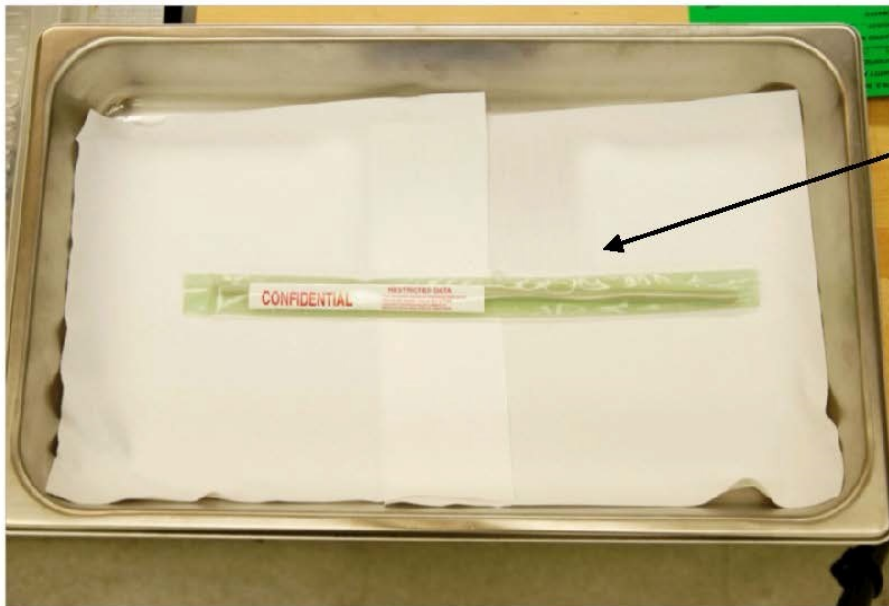
Overall markings are stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal, or similar device on classified material other than documents, and on containers of such material, if possible. If marking the material or container is not practical, written notification of the markings are furnished to recipients.

**Caution.** Before initiating any new marking policies, it is necessary to coordinate with the production engineers. War reserve and configuration control requirements mandate strict control over what is done to specific materials – markings cannot violate these rules. Any alternative markings under consideration must be compatible with the material being marked.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



Part marked with a CRD tag



Part marked with a CRD label

### Example 2. Marking Parts

NOTE: Additional classification markings (e.g., classifier information) are furnished to those who have access to the parts if the markings cannot be placed on the equipment.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY




Containers are clearly marked when the parts are unable to be marked.



### Example 3. Marking Containers

## 1.2 Unclassified Controlled Nuclear Information


<b>CONFIDENTIAL</b>	
	Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585
	October 12, 2011
MEMORANDUM FOR:	Kenneth Steinberg, Director Office of Administration
FROM:	Catherine Kazanski, OPSEC Programs
SUBJECT:	<del>(S)</del> Report of Activities
<b>Text of Memo</b>	
(UCNI) Paragraph 1	
<del>(S)</del> Paragraph 2	
<del>(S)</del> Paragraph 3	
<del>(S)</del> Paragraph 4	
<del>Derivative Declassifier review required prior to declassification</del>	<b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION</b>
<del>Classified by: Simer _____ Derived from: CG-SS-4, 09/12/00, DOE OC Declassify on: 25 x 8; Declassify when vulnerability is corrected or facility is closed</del>	Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168).  Reviewing Official: <u>Cathy Overhauser, Research Division</u> name/organization  Date: <u>Oct. 21, 2031</u> Guidance Used: <u>TG-PUP-2, 02/04/03</u> Declassified by: <u>K. Keye, Analyst, Security Team</u> Declassified by: <u>R. Roe, Sr. Analyst, Security Team</u> Derived from: <u>CG-SS-4, 09/11/00, DOE OC</u> Declassified on: <u>20311021</u>
<b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION</b>	
<b>CONFIDENTIAL</b>	

### Declassified Document Still Containing UCNI

Classified documents that also contain controlled information do not have the corresponding control markings unless they are portion marked. Therefore, when such documents are reviewed for declassification, any controlled information is identified at that time and marked accordingly. A declassified document that contains UCNI must be re-marked as UCNI after the classification markings are lined out.

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

**SECRET**

 Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585  
May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: (U) Inventory Differences

**Text of Memo**

UNCLASSIFIED CONTROLLED NUCLEAR  
INFORMATION  
NOT FOR PUBLIC DISSEMINATION  
Unauthorized dissemination subject to civil and criminal  
sanctions under Section 148 of the Atomic Energy Act of  
1954 (42 U.S.C. 2168)

Document transmitted  
herewith contains  
**SECRET RESTRICTED DATA**

Reviewing Official: Cathey Overhauser  
Research Division  
(name/organization)


Date: 5/23/2011

Guidance Used: TG-PUP-2, 02/04/03

When separated from  
attachment, handle this  
document as UCNI

**SECRET**

**SECRET**

 Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585  
May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: (U) Inventory Differences

**Text of Memo**

UNCLASSIFIED CONTROLLED NUCLEAR  
INFORMATION  
NOT FOR PUBLIC DISSEMINATION  
Unauthorized dissemination subject to civil and criminal  
sanctions under Section 148 of the Atomic Energy Act of  
1954 (42 U.S.C. 2168)

Document transmitted  
herewith contains  
**SECRET RESTRICTED DATA**

Reviewing Official: Cathey Overhauser  
Research Division  
(name/organization)

Date: 5/23/2011

Guidance Used: TG-PUP-2, 02/04/03

When separated from  
attachment, handle this  
document as UCNI

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**  
**SECRET**

**Transmittal Containing UCNI with an S/RD Attachment (Left), and Re-marked  
Transmittal when Separated from Attachment (Right)**



**APPENDIX A**

**EQUIVALENT FOREIGN SECURITY CLASSIFICATIONS**

(Taken from DoDM 5200.01-V2, February 24, 2012, Appendix 1)

**Equivalent Foreign Security Classifications**

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Albania	TEPER SEKRET	SEKRET	IMIREBESUESHEM	I KUFIZUAR
Argentina	ESTRICTAMENT E SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Australia	TOP SECRET	SECRET or HIGHLY PROTECTED	CONFIDENTIAL or PROTECTED	RESTRICTED
Austria	STRENG GEHEIM	GEHEIM	VERSCHLUSS	
Belgium (French)	TRES SECRET	SECRET	CONFIDENTIEL	DIFFUSION RESTREINTS
Belgium (Flemish)	ZEER GEHEIM	GEHEIM	VERTROUWELIJK	BEPERTKE VERSPREIDING
Bolivia	SUPERSECRETO or MUY SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Brazil	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Bulgaria	CTOΓO CEKPETHO (STROGO SECRETNO)	CEKPETHO (SEKRETNO)	ΠΟΒΕΡΙΤΕΛΗΟ (POVERITELNO)	ЗА СЛУЖЕБНО ПОЛЗВАНЕ (ZA SLUZHEBNO POLZVANE – equates to For Official Use)
Canada	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Chile	SECRETO	RESERVADO	CONFIDENCIAL	
Colombia	ULTRASECRETO	SECRETO	RESERVADO	CONFIDENCIAL/ RESTRINGIDO
Costa Rica	ALTO SECRETO	SECRETO	CONFIDENCIAL	
Croatia	NAJVECI TAJNITAJNI	TAJNI	POVERLJIV	OGRANCIEN
Denmark	YDERST HEMMELIGT	HEMMELIGT	FORTROLIGT	TIL TJENESTEBRUG
Ecuador	SECRETISIMO	SECRETO	CONFIDENCIAL	RESERVADO
Egypt	TOP SECRET	VERY SECRET	SECRET	OFFICIAL
El Salvador	ULTRA SECRETO	SECRETO	CONFIDENCIAL	
Estonia	TOP SECRET	SECRET	CONFIDENTIAL	
Ethiopia	YEMIAZ BIRTOU MISTIR	MISTIR	KILKIL	
Finland	ERITTAIN SALAINEN	Salainen	Luottamuksellinen	Viranomaiskaytto

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
France	TRES SECRET DEFENSE	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
Germany	STRENG GEHEIM	GEHEIM	VS-VERTRAULICH	Vs- Nur für den Dienstgebrauch
Greece	ΑΚΡΩΣ ΑΠΟΡΡΗΤΟ	ΑΠΟΡΡΗΤΟ	ΕΜΠΙΣΤΕΥΤΙΚΟ	ΠΕΡΙΟΡΙΣΜΕΝΗΣ ΧΡΗΣΕ ΩΣ
Guatamala	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Honduras	SUPER SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Hungary	SZIGORUAN TITKOS	TITKOS	TITKOS	KORLÁTOZOTT TERJESXTÉSÚ
Iceland	ALGJORTI	TRUNADARMAL		THJONUSTAJSKJAL
India	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Indonesia	SANGAT RAHASIA	RAHASIA	TERBATAS	
Iran	BENKOLI SERRI	SERRI	KHEILI MAHRAMANEH	MAHRAMANEH
Ireland	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Israel	SODI BE'YOTER	SODI	SHAMUR	MUGBAL
Italy	SEGRETISSIMO	SEGRETO	RISERVATISSIMO	RISERVATO
Japan	TOP SECRET	SECRET	CONFIDENTIAL	
Jordan	STRICTLY CONFIDENTIAL	CONFIDENTIAL	RESTRICTED	
Korea	I KUP PI MIL	II KUP PI MIL	III KUP PI MIL	
Laos	TRES SECRET	SECRET	SECRET/CONFIDENTIE L	DIFFUSION RESTREINTE
Latvia	SEVISKI SLEPENA	SLEPENA	KONFIDENCIALA	DIENESTA VAJADZĪBĀM
Lebanon	TRES SECRET	SECRET	CONFIDENTIEL	
Lithuania	VISIŠLAPTAI SLAPTAI	SLAPTAI	SLAPTAI	RIBOTO NAUDOJIMO
Malaysia	RAHSIA BESAR	RAHSIA	SULIT	TERHAD
Mexico	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESTRINGIDO
Morocco	SECRET DEFENSE	SECRET	CONFIDENTIEL	RESTREINT
Netherlands	STG. ZEER GEHEIM	STG. GEHEIM	STG. CONFIDENTIEEL	Departementaal VERTROUWELIJK
New Zealand	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Nicaragua	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Norway	STRENGT HEMMELIG	HEMMELIG	KONFIDENEIELT	BEGRENSET
Oman	TOP SECRET	SECRET	CONFIDENTIAL	
Pakistan	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Paraguay	SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Peru	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Philippines	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Poland	SCISLE TAJNE	TAJNE	POUFNE	ZASTREZONE
Portugal	MUITO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Romanian	STRICT-SECRET DE IMPORTANTA DEOSEBITA	STRICT-SECRET	SECRET	SECRET DE SERVICIU
Saudi Arabia	SAUDI TOP SECRET	SAUDI VERY SECRET	SAUDI SECRET	SAUDI RESTRICTED
Singapore	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Slovakia	PRISNE TAJNE	TAJNE	DÖVERNE	VYHRADENE
Slovenia	STROGO ZAUPNO	OBRAMBA – DRŽAVNA SKRIVNOST Defense - State Secret	ZAUPNO	
South Africa	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Spain	SECRETO	RESERVADO	CONFIDENCIAL	DIFUSIÓN LIMITADA
Sweden	H0/ TOP SECRET (the word HEMLIG enclosed with Red Borders)	H1/ SECRET	H2/ SECRET	
Switzerland	GEHEIM	VERTAULICH		
Taiwan	TOP SECRET (Not translatable into English characters)	SECRET	CONFIDENTIAL	
Thailand	LUP TISUD	LUP MAAG	LUP	POK PID
Tunisia	TOP SECRET	SECRET	SECRET CONFIDENTIAL	
Turkey	COK GIZLI	GIZLI	OZEL	HIZMETE ÖZEL
Ukraine		ОСОБЛИВОЇ ВАЖЛИВОСТІ	ЦІЛКОМ ТАЄМНО	ТАЄМНО
UK	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Uruguay	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO

# **Examples of Marking E-mail on a Classified Network**



**U.S. Department of Energy  
Office of Security Policy  
Office of Security  
and the Office of Classification**

**Office of Environment, Health, Safety and Security**

**April 2020**

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## FOREWORD

This Appendix was developed to assist you in marking email generated on a classified system. These examples illustrate national requirements and best practices for marking email on a classified system.

### National requirements

- Each email must have the overall classification/banner marking (including Restricted Data (RD) or Formerly Restricted Data (FRD) when applicable) at the top and bottom.
- Title(s) and subject(s) must be marked to indicate the classification of the text of the title or subject.
- For NSI:
  - The Classification Authority Block must be placed after the signature block but before the overall classification marking at the end of the email. [There may be markings (e.g., source list) in between.]
  - Each email shall be portion marked and shall reflect the highest level of information contained in that portion. A text portion containing a uniform resource locator (URL) or reference (i.e., link) to another document shall be portion marked based on the classification of the content of the URL or link text, not the content to which it points. This is true even when the data accessible via the URL or link reflects a higher classification marking.
  - The text for the special control marking (Derivative Declassifier review prior to declassification) must appear on all classified NSI email messages.
  - The Classification Authority Block may be a single linear text string.
- For RD and FRD:
  - Email containing RD and/or FRD are to be marked in accordance with 10 CFR Part 1045, *Nuclear Classification and Declassification*, including the overall level and category and the RD or FRD admonishment.
  - Except for titles and subjects, portion marking is permitted, but not required, even when commingled with NSI. If portion marked, it must follow the requirements for portion marked commingled documents.

## DOE requirements

Emails include the designation “draft” or “working paper” with the highest potential classification marking in the banner marking at the top and bottom of the email until it has been reviewed for classification by an appropriate authority and marked as final. Additionally, all requirements for drafts and working papers in the current version of DOE O 471.6, *Information Security*, also apply.

## Best practices

The placement of the RD/FRD admonishment and the special control marking on these examples are recommendations, not requirements. While these elements must be in the email, the exact location is not mandated.

Examples provided in this Appendix represent most of the types of emails used within DOE and NNSA, but not every type. The words “must” and “shall” are not used in the examples, rather the description represents how an email would be marked when in compliance with national and departmental requirements. Refer to the “Templates of Required Markings” section for detailed information on the requirements for the Classification Authority Block.

Refer to the “References” section for National and DOE requirements regarding marking email on a classified system.

If you have general questions regarding the marking in this Appendix, please contact Office of Environment, Health, Safety and Security at 301 903-4642 or [Security.Directives@hq.doe.gov](mailto:Security.Directives@hq.doe.gov). For questions concerning classification and classification related markings, please contact the Office of Classification Outreach Program at 301-903-7567 or [outreach@hq.doe.gov](mailto:outreach@hq.doe.gov).

**UNCLASSIFIED EMAIL**

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Unclassified Email

UNCLASSIFIED

This is an example of an unclassified email.

The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

The word "UNCLASSIFIED" is included at the beginning of the email before any text and at the bottom of the email after all of the text.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

UNCLASSIFIED



**NSI EMAIL**

To: Amy  
Basil From:  
Eve Ng  
Subject: (U) Marking an Email Classified as NSI

SECRET

(U) This is an example of an email that contains National Security Information (NSI) only.

(S) The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

(S) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level of the entire email.

(C) Since this email contains only NSI, each portion is marked at the beginning with the highest classification level of the information contained in that portion.

(U) The 3-line classification authority block may be in block or linear form and is placed after the signature block but before the overall classification marking

(U) The email contains the special control marking.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: CG-PUN-1, 10/16/2014, DOE OC  
Declassify On: 20280405

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1,  
10/16/2014, DOE OC; Declassify on: 20280405

SECRET

**RD EMAIL**

To: Amy  
Basil From:  
Eve Ng  
Subject: (U) Marking an Email Classified as RD

SECRET//RESTRICTED DATA

This is an example of an email containing Restricted Data (RD) only.

The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

Since this email contains RD, portion marking is not required.

The 2-line classification authority block may be in block or linear form.

The email contains an RD admonishment.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: CG-PUN-1, 10/16/2014, DOE OC

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1, 10/16/2014, DOE OC

RESTRICTED DATA

This document contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954.

Unauthorized disclosure subject to administrative and criminal sanctions.

SECRET//RESTRICTED DATA

**FRD EMAIL**

To: Amy  
Basil From:  
Eve Ng  
Subject: (U) Marking an Email Classified as FRD

SECRET//FORMERLY RESTRICTED DATA

This is an example of an email containing Formerly Restricted Data (FRD) only.

The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

Since this email contains FRD, portion marking is not required.

The 2-line classification authority block may be in block or linear form.

The email contains an FRD admonishment.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: CG-PUN-1, 10/16/2014, DOE OC

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1,  
10/16/2014, DOE OC

FORMERLY RESTRICTED DATA  
Unauthorized disclosure subject to administrative  
and criminal sanctions. Handle as RESTRICTED  
DATA in foreign dissemination. Section 144b, Atomic  
Energy Act of 1954.

SECRET// FORMERLY RESTRICTED DATA

**TFNI EMAIL**

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Email Classified as TFNI

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

(C//TFNI) This is an example of an email containing only Transclassified Foreign Nuclear Information (TFNI).

(U) The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

(C//TFNI) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

(U) Since this email contains TFNI, but no RD or FRD; it is portion marked. Each portion of the email is marked at its beginning with the highest classification level and with the TFNI label, when appropriate; of the information contained in that portion.

(S//TFNI) The 3-line classification authority block may be in block or linear form. The "Declassify On:" line reads "N/A to TFNI portions."

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Classified By: Eve Ng, Security Specialist, DOE CTI-1 Derived From: CG-PUN-1,  
10/16/2014, DOE OC  
Declassify On: N/A to TFNI portions

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1,  
10/16/2014, DOE OC; Declassify On: N/A to TFNI portions

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

## NSI AND TFNI EMAIL

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking a Portion-Marked Email Containing NSI AND TFNI

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

(U) This is an example of an email containing NSI and TFNI. NSI and TFNI is portion marked.

(S//TFNI) The subject line is marked at the beginning with the classification of the text of the subject line. Subject lines should be unclassified unless it is not possible to do so.

(S//TFNI) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

(C) Since this email contains NSI and TFNI, but not RD or FRD; each portion of the email is marked at the beginning with the highest classification level and, when appropriate; the TFNI label.

(U) The 3-line classification authority block may be in block or linear form and is placed after the signature block but before the overall classification marking

(C) The "Declassify On:" line reads "N/A to TFNI portions." A source list is included. It is separate and distinct from the "Declassify On:," so it should be placed immediately before the overall classification level and category marking at the bottom of the email. The source list contains the sources used for classification and declassification instructions with the longest duration for each NSI source.

(U) The email contains the special control marking.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, DOE CTI-1 Derived From: CG-PUN-1, 10/16/2014, DOE OC  
Declassify On: N/A for TFNI portions; see source list for NSI portions

### OR

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1, 10/16/2014, DOE OC;  
Declassify On: N/A for TFNI portions; see source list for NSI portions

Source List: CG-PUN-1, 10/16/2014, DOE OC; Declassify On: 20201025

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

**RD AND NSI EMAIL – NOT PORTION-MARKED**

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Email Containing RD and NSI that is not portion marked

SECRET//RESTRICTED DATA

This is an example of an email containing RD and NSI that is not portion-marked. Since it is not portion-marked the email is marked the same as an email containing only RD or FRD

The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

Since the document is not portion-marked, declassification instructions are not included and the 2-line classification authority block is used. The classification authority block may be in block or linear form.

The email contains an RD admonishment.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: CG-PUN-1, 10/16/2014, DOE OC

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1, 10/16/2014, DOE OC;

RESTRICTED DATA

This document contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

SECRET//RESTRICTED DATA

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

## RD AND NSI EMAIL – PORTION-MARKED

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking a Portion-Marked Email Containing RD and NSI

SECRET//RESTRICTED DATA

(U) This is an example of a portion-marked email containing RD and NSI that the originator decided to portion mark.

(S//RD) The subject line is marked at the beginning with the classification of the text in the subject line. Subject lines should be unclassified unless it is not possible to do so.

(S) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the entire email.

(C) Since the email is portion marked, each portion is marked at the beginning with the highest classification level and category (and caveats) of the information contained in that portion.

(U) Since the email is portion marked, the 3-line classification authority block is used. The classification authority block may be in block or linear form. The “Declassify On:” line reads “N/A to RD portions.” The source list is separate and distinct from the “Declassify On:” line. The source list contains the sources used for classification and the declassification instructions for the longest classification duration for each NSI source.

(C//RD) The email contains an RD admonishment.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: CG-PUN-1, 10/16/2014, DOE OC  
Declassify On: N/A for RD portions; see source list for NSI portions

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: CG-PUN-1, 10/16/2014, DOE OC;  
Declassify On: N/A for RD portions; see source list for NSI portions

RESTRICTED DATA

This document contains RESTRICTED DATA  
as defined in the Atomic Energy Act of 1954.  
Unauthorized disclosure subject to administrative  
and criminal sanctions.

Source List: CG-PUN-1, 10/16/2014, DOE OC; Declassify On: 20201025

SECRET//RESTRICTED DATA

**NSI EMAIL CLASSIFIED USING MULTIPLE SOURCES**

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Email Classified Using Multiple Sources

SECRET

(U) This is an example of an NSI-only email classified using multiple sources.

(S) The subject line is marked at the beginning with the classification of the text of the subject line. Subject lines should be unclassified unless it is not possible to do so.

(S) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level of the entire email.

(C) Since this email contains only NSI, each portion of the document is marked at its beginning with the highest classification level of the information contained in that portion.

(U) The 3-line classification authority block may be in block or linear form and is placed after the signature block but before the overall classification marking.

(U) When the classification of an email is based on multiple sources, the entry for the "Derived From:" line is "Multiple Sources." The entry on the "Declassify On:" line reflects the longest duration of classification from all sources.

(U) Since this email contains only NSI, it contains the special control marking.

(U) A list of the sources must also be included.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, DOE CTI-1  
Derived From: Multiple Sources  
Declassify On: 20280405

**OR**

Classified By: Eve Ng, Security Specialist, DOE CTI-1; Derived From: Multiple Sources  
Declassify On: 20280405

Source List:  
CG-PUN-1, 10/16/2014, DOE OC  
CG-LAF-3, 06/10/2012, DOE OC

SECRET



## UNCLASSIFIED EMAIL WITH SECRET ATTACHMENT

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Unclassified Email with a Secret Attachment

SECRET

Attachment contains SECRET

When separated from attachment, this email is unclassified.

This is an example of an email that contains only unclassified information but transmits a classified attachment.

The subject line is marked at the beginning with the classification of the text of the subject line. Subject lines should be unclassified unless it is not possible to do so.

The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level of the email and its attachments. Attachment instructions immediately follow the overall classification level and category.

Wherever the attachment is shown (in the attachment line or within the body of the email), it is marked at the beginning with the classification of the text of the title. Attachment titles should be unclassified unless it is not possible to do so. The attachment must be marked correctly as a stand-alone document.

Since this email itself is unclassified, it is not portion marked and does not have a classification authority block or a special control marking.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1



(U) Attachment Title

SECRET

## NSI EMAIL WITH SRD ATTACHMENT

To: Amy Basil  
From: Eve Ng  
Subject: (U) Marking an Email Classified as NSI with an SRD Attachment

SECRET//RESTRICTED DATA

Attachment contains SECRET//RESTRICTED DATA When separated from attachment, this email is SECRET.

(U) This is an example of an email that contains NSI with an SRD attachment.

(U) The subject line is marked at the beginning with the classification of the text of the subject line. Subject lines should be unclassified unless it is not possible to do so.

(U) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level and category of the email and its attachments. Attachment instructions immediately follow the overall classification level and category.

(U) Wherever the attachment is shown (in the attachment line or within the body of the email), it is marked at the beginning with the classification of the text of the title. Attachment titles should be unclassified unless it is not possible to do so. The attachment is marked correctly as a stand-alone document.

(U) Since this email is NSI, it is portion marked.

(S) The 3-line classification authority block is used. The "Derived From:" line includes the sources used to classify the email. The "Declassify On:" line should contain the declassification instructions for the email.

(U) The special control marking is included.

Eve Ng  
Security Specialist  
Classification Training Institute, CTI-1

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, DOE CTI-1 Derived From: CG-PUN-1, 10/16/2014,  
DOE OC  
Declassify On: 20280101



(U) Attachment Title

SECRET//RESTRICTED DATA

**NSI EMAIL STRING WITHOUT AN ATTACHMENT**

To: Eve Ng  
From: Amy Basil  
Date: Friday, May 24, 2016 10:16 AM  
Subject: Re: (U) Marking a String of Emails

SECRET

(U) If you respond to or forward a classified email and your email contains classified information, you mark your email top and bottom with the classification of the email (including any associations with the previous text), then review and mark the entire string.

(S) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level of the entire string.

(C) Since the string already contains a special control marking, it is not repeated.

(C) You a new classification authority block is added at the end of the string. The "Derived From:" line includes all sources used to classify the entire email string. If any of the previous emails are used as a source, this is noted with "and email above."

Amy Basil Security Specialist  
Classification Training Institute, CTI-1

SECRET

---

To: Basil, Amy  
From: Ng, Eve  
Date: Thursday, May 23, 2016 4:44 PM  
Subject: (U) Marking a String of Emails

CONFIDENTIAL

(C) The initial email is marked according to the classification of the information contained in the email. This email contains Confidential NSI.

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, CTI-1 Derived From: CG-PUN-1, 10/16/2014, DOE OC  
Declassify On: 20260523

CONFIDENTIAL

Classified By: Amy Basil, Security Specialist, DOE CTI-1  
Derived From: CG-LAF-3, 06/10/2012; DOE OC and email above  
Declassify On: 20360524

SECRET

## NSI EMAIL STRING WITH AN ATTACHMENT

SECRET

Attachment contains CONFIDENTIAL

When separated from attachment, this email is SECRET.

(U) If you respond to or forward a classified email and your email contains classified information, you mark your email top and bottom with the classification of the email (including any associations with the previous text), then review and mark the entire string. .

(S) You add the overall classification/banner marking at the beginning of the email before any text and at after all of the text and other markings at the bottom of the string. The overall classification/banner marking identifies the classification level and category of the entire string and attachments.

(U) If previous attachments are still included, you carry forward the attachment instructions. In this example, the attachment instructions are updated to reflect when separated from attachment, the email is SECRET. Wherever the attachment is shown (in the attachment line or within the body of the email), it is marked at the beginning with the classification of the text of the title. Attachment titles should be unclassified unless it is not possible to do so. The attachment is marked correctly as a stand-alone document.

(C) Since the string already contains a special control marking it is not repeated.

(C) A new classification authority block is added at the end of the string. The "Derived From:" line includes all sources used to classify the entire email string. If any of the previous email in the string are used as the basis for classification, this is noted with "and email above."

Amy Basil  
Security Specialist  
Classification Training Institute, CTI-1

SECRET

---

Subject: (U) Marking a String of Emails

CONFIDENTIAL

Attachment contains CONFIDENTIAL

When separated from attachment, this email is CONFIDENTIAL.

(C) The initial email is marked according to the classification of the information contained in the email. This email contains Confidential NSI. It contains a CONFIDENTIAL attachment

Derivative Declassifier review required prior to declassification

Classified By: Eve Ng, Security Specialist, CTI-1

Derived From: CG-PUN-1, 10/16/2014, DOE OC

Declassify On: 20260523



(U) Attachment Title

CONFIDENTIAL

Classified By: Amy Basil, Security Specialist, DOE CTI-1

Derived From: CG-LAF-3, 06/10/2012; DOE OC and email above

Declassify On: 20360524

SECRET

## ORIGINALLY CLASSIFIED NSI EMAIL

NOTE: This example is included for completeness. Original classification applies only to NSI and must be done by an Original Classifier whose training is up to date.

To: Eve Ng  
From: John Sobieski  
Subject: (U) Marking an Email Originally Classified as NSI

SECRET

(U) This is an example of an email containing NSI that is not covered by existing guidance. Only an Original Classifier can make an original classification determination. They may only do so for NSI. RD, FRD, and TFNI cannot be originally classified by an Original Classifier.

(S) The subject line is marked with the classification of the text of the subject line. Subject lines should be unclassified unless it is not possible to do so.

(S) The overall classification/banner marking is placed at the beginning of the email before any text and at the bottom of the email after all of the text and other markings. The overall classification/banner marking identifies the classification level of the entire email.

(C) Since this email contains only NSI, each portion is marked at the beginning with the highest classification level of the information contained in that portion.

(C) The 3-line original classification authority block follows the signature block and may be in block or linear form. Original Classifiers give the "Reason" for classification from Section 1.4 of Executive Order 13526 which describes the types of information that may be originally classified.

(S) The Original Classifier establishes a specific date or event for declassification based on the duration of the national security sensitivity of the information. Generally, this is 10 years from the date of the original decision unless the sensitivity of the information requires that it be classified for up to 25 years from the date of the original decision. When the date is all digital, it will be shown as YYYYMMDD.

(C) The "Classified By:" line identifies the Original Classifier with the name and position, and if not otherwise evident, the agency and office of origin or a personal identifier.

(U) The special control marking is placed after the classification authority block and before the overall classification level.

John Sobieski  
Director, Examples Division Classification Training Institute

Classified By: John Sobieski, Director, Examples Division, DOE CTI-1      **OR**      ID# 55500

Reason: 1.4(c)

Declassify On: 20240202

**OR**

Classified By: John Sobieski, Director, Examples Division, DOE CTI-1; Reason: 1.4(c);

Declassify On: 20240202

Derivative Declassifier review required prior to declassification

SECRET

## TEMPLATES OF REQUIRED MARKINGS

### Classification Authority Blocks

#### The Classification Authority Block for Derivative Classification (may be in several lines or linear format)

“Classified By:” identifies the Derivative Classifier with the name and position, or a personal identifier, and if not otherwise evident, the agency and office of origin.

“Derived From:” identifies the guide (by short title) or source document; the originating agency and, where available, office of origin; and the date of the guide or source. If more than one source is used, “Derived From:” may indicate Multiple Sources and a source list must be included.

“Declassify On:”

For NSI: “Declassify On:” includes the declassification date (shown as YYYYMMDD when the date is all digital) or event, and if exempt from automatic declassification, the number of years of the exemption and the exemption number (e.g., 25X2).

For RD or FRD with NSI that is portion marked or TFNI with NSI: “Declassify On:” reads “N/A to RD (FRD or TFNI, as appropriate), See source list for NSI portions.” A source list is included with declassification instructions for all sources used to classify the NSI. The source list is not be on the first page with the exception of one page documents. For one page documents the source list is separate and distinct from the classification authority block.

#### RD/FRD (2-line)

Classified By:

Derived From:

#### NSI (3-line)

Classified By:

Derived From:

Declassify On:

#### NSI, TFNI, and Portion marked RD/FRD with NSI Derivative (3-line)

Classified By:

Derived From:

Declassify On:

#### NSI Original Classification Authority Block (see page 62 above for instructions)

Classified By:

Reason:

Declassify On:

## **Special Control Marking and Admonishments**

### **Special Control Marking (for NSI only)**

Derivative Declassifier review required prior to declassification

### **RD Admonishment**

#### RESTRICTED DATA

This document contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

### **FRD Admonishment**

#### FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination. Section 144b, Atomic Energy Act of 1954.

## REFERENCES

### DOE References and Resources

Directives available at [DOE Directives - https://www.directives.doe.gov](https://www.directives.doe.gov):

DOE Order 471.6, Chg 2, *Information Security*

DOE Order 475.2B, *Identifying Classified Information*

References available on Powerpedia

*CMPC Marking Resource*

*Marking Email on Classified Systems Quick Reference*

### National Requirements

Available at [Classification Policy, Guidance and Reports - https://energy.gov/ehss/policy-guidance-reports/classification-policy-guidance-reports](https://energy.gov/ehss/policy-guidance-reports/classification-policy-guidance-reports)

Title 10 Code of Federal Regulations 1045, *Nuclear Classification and Declassification*

Executive Order 13526, *Classified National Security Information*

Title 32 Code of Federal Regulation 2001, *Classified National Security Information, Final Rule*

Information Security Oversight Office Notice 2011-02, *Further Notice and Clarification on Commingling Atomic Energy Information and Classified National Security Information*