

May 2024



MARKING NATIONAL SECURITY INFORMATION

JOB AID

TOP SECRET

CDSE Center for Development
of Security Excellence

INTRODUCTION

This job aid gives Department of Defense (DOD) personnel and contractors an overview of the specific marking requirements necessary to protect classified and Controlled Unclassified Information (CUI). The job aid offers an integrated approach to the major requirements for marking and control of information, briefly explaining the reasons for marking and providing examples of correctly marked information. To facilitate information sharing and declassification processes whenever practicable, a classified attachment, addendum, annex, enclosure, or similar section shall be used when classified information constitutes only a small portion of an otherwise unclassified document.

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GENERAL MARKING REQUIREMENTS

PURPOSE

Marking is the principal way of letting information holders know the specific protection requirements for that information. Markings, designations, and electronic labeling serve several purposes; specifically, they:

- Alert holders to the presence of classified information and or controlled unclassified information
- Identify, as specifically as possible, the exact information needing protection and level of protection required
- Give information on the source(s) and reason(s) for classification of the information
- Identify the office of origin and document originator applying the classification markings
- Provide guidance on information sharing
- Warn holders of special access, dissemination control, or safeguarding requirements
- Provide guidance on downgrading (if any) and declassification for classified information

BACKGROUND AND POLICY

DOD policy is to maximize the availability of information consistent with the restraints necessary to protect national security, U.S. economic security, and the rights and interests of individuals, businesses, and foreign governments. To implement this policy, DOD personnel must be able to understand and balance the diverse requirements that guide their decisions about managing the flow of DOD information and data.

All classified information needs to be identified clearly by:

- Electronic labeling
- Designation
- Marking

Proper marking and designation of classified information are the specific responsibility of original and derivative classifiers.

MARKING ORIGINALLY CLASSIFIED INFORMATION

Original classification is an initial determination made by an original classification authority (OCA) that information requires, in the interest of national security, protection against unauthorized disclosure. Standard markings are required for all documents that contain originally classified information. The information is to be shown using these marking elements: banner lines, portion marks, agency, office of origin, date of origin, and classification authority block (OCA or derivative).

The overall process for properly marking a document requires the classifier to:

- Determine the overall classification of the document.
- Identify the classification level of each portion contained in the document.
- Every classified document shall show on the first page, title page or front cover, the “originating agency and office and the date of the document’s origin.” Identify the OCA on the “Classified by” line.
- Annotate the declassification instructions and any downgrading instructions on the “Declassify on” line (as applicable).
- Identify special access, dissemination controls, and handling or safeguarding requirements that apply.

The diagram illustrates a memorandum template with various marking elements highlighted by callouts:

- Portion Markings:** A callout box labeled "Portion Markings" points to the subject line and the first paragraph of the memorandum.
- Classification Authority Block:** A callout box labeled "Classification Authority Block" points to the "Classified By" line, which includes the OCA Name and Position Title, Reason, Downgrade to, and Declassify On date.
- Declassification Instructions:** A callout box labeled "Display the date for downgrading/declassification numerically using the format displayed in this example: (YYYYMMDD)." points to the "Declassify On" date.
- Banner Line (overall classification marking):** A callout box labeled "Banner Line (overall classification marking)" points to the "SECRET//REL TO USA, GBR" marking at the top right of the document.
- Classification, Separator, and Dissemination Control:** Callout boxes labeled "Classification", "Separator", and "Dissemination Control" point to the individual components of the "SECRET//REL TO USA, GBR" marking.

The memorandum template includes the following text:

SECRET//REL TO USA, GBR

**OFFICE OF THE UNDER SECRETARY OF DEFENSE
INTELLIGENCE AND SECURITY**

Dec 28, 20XX

MEMORANDUM FOR XXXXXXXXXX XXXXXXXXXX

SUBJECT: (U) Delegation of SECRET Original Classification Authority (OCA)

(U) You are hereby delegated authority to classify information up to SECRET for information under your area of responsibility in accordance with Executive Order 13526. "Classified National Security Information" (the Order).

(S//REL) As an OCA you are required to receive training in original classification as provided by the Order and implementing directives prior to you exercising this authority. Your Security Manager will facilitate this training.

(S//REL) The Order also provides that OCAs shall prepare classification guides to facilitate the proper uniform derivative classification of information. Request that you provide a copy of your guide(s) to this office by December 31, 20XX.

Classified By: OCA Name and Position Title
Reason: 1.4(c)
Downgrade to: CONFIDENTIAL on 20251231
Declassify On: 20280916

SECRET//REL TO USA, GBR

BANNER LINES

One step in marking a classified document is determining the overall classification of the document. Only by identifying the proper classification for each portion can the overall classification level be determined. The banner line shall specify the highest level of classification (CONFIDENTIAL, SECRET, and TOP SECRET) of information contained within the document and the most restrictive control markings applicable to the overall document (hereafter referred to as overall classification).

1. The highest level of classification is determined by the highest level of any one portion within the document.
2. The classification level in the banner line must be in English and spelled out completely in all capital letters. Only one classification level shall be used.
3. Any other control markings (e.g. dissemination control markings) included may be spelled out or abbreviated as shown in the example below.
4. Banner line markings always use uppercase letters.

Conspicuously place the banner line at the top and bottom of the page.

TOP SECRET

DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC

October 15, 20XX

MEMORANDUM FOR USD(P)

SUBJECT: (U) Banner Markings

1. (U) This paragraph contains "Unclassified" information. Therefore, this paragraph will be marked with the designation "U" in parentheses.

a. (C) This sub-paragraph contains "Confidential" information. Therefore, this paragraph will be marked with the designation "C" in parentheses.

b. (TS) This sub-paragraph contains "Top Secret" information. Therefore, this paragraph will be marked with the designation "TS" in parentheses.

Classified By: Stephen A. Cambone
USD(I&S) Director

Reason: 1.4(d)

Declassify On: 20250930

TOP SECRET

PORTION MARKINGS

A portion is ordinarily defined as a paragraph, but also includes subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, pictures, illustrations, and other portions within slide presentations, and the like.

Classification designations for portion markings are:

- (U) for Unclassified
- (C) for Confidential
- (S) for Secret
- (TS) for Top Secret

These abbreviations are placed in parentheses before the portion to which they apply and are always in uppercase letters.

Whenever possible, use an unclassified title or subject line.

Examples of portion markings

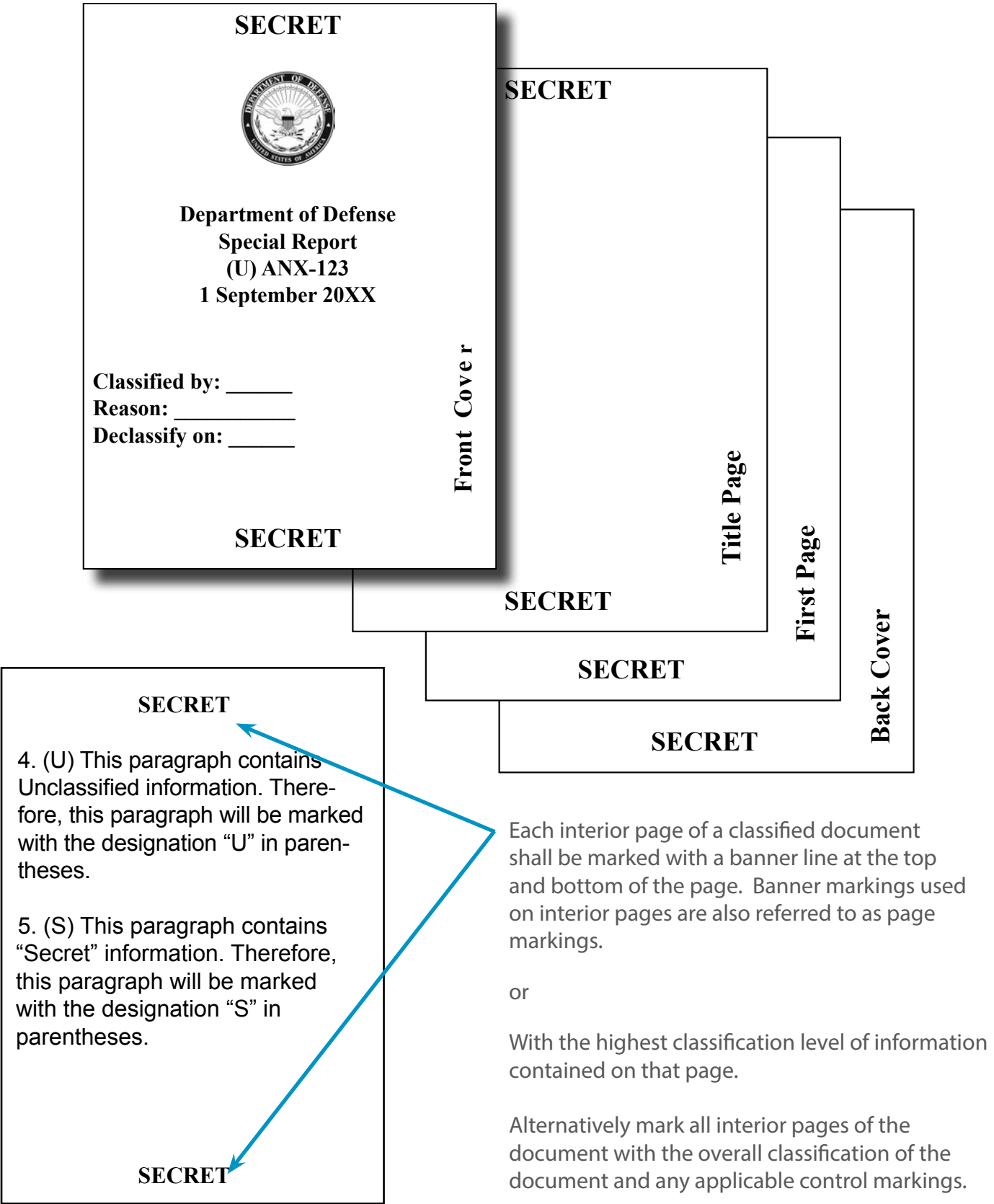
(U) (C) (S) (TS) (CUI) (S//NF/PROPIN)
(C//FRD) (//GBR S) (TS//SI/TK) (S//RD)
(S//REL) (TS//REL TO USA, AUS, CAN, GBR) (S//RD-N)

SUBJECT: (U) Portion Marking for Title or Subject Line

1. (U) This paragraph contains Unclassified information. Therefore, this paragraph will be marked with the designation "U" in parentheses.
 - a. (C) This sub-paragraph contains "Confidential" information. Therefore, this paragraph will be marked with the designation "C" in parentheses.
 - b. (S) This sub-paragraph contains "Secret" information. Therefore this paragraph will be marked with the designation "S" in parentheses.
2. (TS) This paragraph contains "Top Secret" information. Therefore this paragraph will be marked with the designation "TS" in parentheses.

MARKING CLASSIFIED INFORMATION JOB AID

If a document contains more than one page, the banner line will be placed at the top and bottom of the front cover (if any), the title page (if any), the first page, and on the outside of the back cover (if any), or last page of each classified document.



“CLASSIFIED BY” AND “REASON” FOR CLASSIFICATION AUTHORITY BLOCK



SECRET

DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

August 30, 20XX

MEMORANDUM FOR USD(P)

SUBJECT: (U) Classification Authority Block

1. (S) When properly marking a document, indicate the authority for the classification determination on the document or last page, of each classified document. This is accomplished by placing the OCA on the “Classified by” line. The **“Classified by”** line should include the name or personal identifier of the actual classifier and their position. If the identification of the originating agency is not apparent on the face of the document, place it below the “Classified by” line.

2. (U) Each original classification decision shall state a **“reason”** for classifying. Classification may be applied only to information described in the following categories as specified in section 1.4 of Executive Order (E.O.) 13526, “Classified National Security Information”:

- a. (U) Military plans, weapons systems, or operations
- b. (U) Foreign government information
- c. (U) Intelligence activities (including special activities), intelligence sources or methods, or cryptology
- d. (U) Foreign relations or foreign activities of the United States, including confidential sources
- e. (U) Scientific, technological, or economic matters relating to national security, which includes defense against transnational terrorism
- f. (U) United States Government programs for safeguarding nuclear materials or facilities
- g. (U) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to national security, which includes defense against transnational terrorism
- h. (U) Development, production, or use of weapons of mass destruction

Classified By: Wilma Y. Jones
Director, NAAFMC

Reason: 1.4(a) and (d)

Declassify On: 20251231

SECRET

“DECLASSIFY ON” LINE

The final essential marking indicates the duration of classification. The OCA should select, to the greatest extent possible, the declassification instruction that will result in the shortest duration of classification. This information is placed on the “Declassify on” line. When determining the duration of classification, the OCA should choose one of the following three declassification instructions.

1. Date or Event

When possible, identify the date or event for declassification which corresponds to the lapse of the information’s national security sensitivity, which is equal to or less than 10 years from the date of the original classification.

OR

2. Ten Year Duration

When a specific date or event cannot be determined, identify the date that is 10 years from the date of the original classification.

OR

3. Twenty-five Year Duration

If the sensitivity of the information warrants protection beyond 10 years, then the OCA may assign a declassification date up to, but no more than, 25 years from the date of the original classification.

Note: The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. Should the information clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source, the designation 50X1-HUM shall be used.

September 1, 2025
(Date of document)

Classified by: Keith M. Morris USD(R)
Reason: 1.4(a)
Declassify on: 20331231or
Completion of Operation

September 1, 2025
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason: 1.4(a)
Declassify on: 20340901
or
Completion of Operation

September 1, 2024
(Date of document)

Classified by: Keith M. Morris USD(R)
Reason: 1.4(a)
Declassify on: 20490901

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If the information should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction (do not include a declassification date or event), then designation 50X2-WMD shall be used.

NOTE: When 50X1-HUM and 50X2-WMD are used, a specific date or event for declassification of the information will not be used. The Interagency Security Classification Appeals Panel (ISCAP) can approve an exception to the 50X1 and X2. If there is a need for a longer period, consult ISCAP. The ISCAP can grant approval of a 75-year exemption (i.e., 75X1 through 75X9) with date or event for declassification.

Classified By: John E. Doe, Chief
Division 5
Reason: 1.4(a)
Declassify On: 50X2-WMD

Classified By: John E. Doe, Chief
Division 5
Reason: 1.4(a)
Declassify On: 75X5, 20901231

CLASSIFICATION EXTENSIONS

An OCA may extend the duration of classification up to 25 years from the date of the original classification, change the level of classification, or reclassify specific information.

Revise the “Declassify on” line to include the new declassification instructions, the identity of the OCA authorizing the extension, and the date of the action.

Reasonable attempts should be made to notify all holders of a classification extension.



SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

June 3, 20XX

MEMORANDUM FOR DASD(I&S)

SUBJECT: (U) Classification Extensions Markings

1. (S) This paragraph contains “Secret” information. Therefore this paragraph will be marked with the designation “S” in parentheses.

Jane G. White
Dir, USNTL

Classified By: Jane G. White, director
USNTL
Reason: 1.4(a)
Declassify On: 20210107
Classification extended on 20201125 to 20241221 by Brian Howard, Dir. ADHT

SECRET

SECTION 1 - MARKING DERIVATIVELY CLASSIFIED INFORMATION

Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form information that is already classified and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document, or documents, or a classification guide issued by an OCA.

When using a classification guide as the basis for derivative classification, the instructions provided by the guide are to be applied to the derivative document.

The “Classified by” line is a required part of a derivative document. List name and position title or personal identifier of the Derivative classifier and, if not otherwise evident, include the agency and office of origin. The “Reason” line, as reflected in the source document(s) or classification guide, is not transferred to the derivative document.

Overall classification markings for derivatively classified documents are applied in the same manner as originally classified documents.

SOURCE DOCUMENT

SECRET

September 1, 20XX

(U) Special Report -- ANX-128

1. (U) This paragraph contains “Unclassified” information. This portion will therefore be marked with the designation “U” in parentheses.
2. (S) This paragraph contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.

Classified by: Keith M. Morris USD(I&S)
Director
Reason: 1.4 (a) & (d)
Declassify on: 20321231

SECRET

DERIVATIVE DOCUMENT

SECRET

October 15, 20XX

(U) ABC Battalion Report


1. (S) This paragraph contains incorporated information taken from the second paragraph of a source document, a paragraph marked “Secret.” Therefore, this paragraph is marked with an “S.” This “derivative” document contains no other classified information. Therefore, portion mark all other portions with a “U.”
2. (U) This paragraph contains “Unclassified” information. Therefore, this paragraph will be marked with the designation “U” in parentheses.

Classified by: James Smith USD(I&S)
Division Chief
Derived from: Special Report— (U) ANX-128, dtd 20210901
Declassify on: 20321231

SECRET

“CLASSIFIED BY, DERIVED FROM, AND DECLASSIFY ON” LINES

NOTE: The information contained within the document below is taken from policy. Individuals will comply accordingly.



SECRET

DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC

July 15, 20XX

MEMORANDUM FOR USD(P)

SUBJECT: (U) “Classified by,” “Derived from” and ”Declassify on” Line

1. (U) The face of each derivatively classified document shall include a classification authority block consisting of these elements: “Classified by,” “Derived from,” and “Declassify on.”

2. (S) Declassification and downgrading instructions, which are added to the classification authority block as applicable, shall be carried forward by the derivative classifier from the source document(s), from instructions in the appropriate security classification guide(s), or from other classification guidance issued by the OCA.

Classified by: Name and position or identifier

Derived from: USD(I&S) Memorandum
Subj: (U) Derivative Classification Marking,
20XX0625

Declassify on: 20XX0609

SECRET

SECRET

June 25, 20XX
(Date of origin)

Subject: (U) Derivative Classification Markings

Classified by: Mary Smith,
Analyst USD(I&S)
Reason: 1.4 (a) & (d)
Declassify on: 20XX0609

SECRET

SOURCE DOCUMENT

25X1 – 25X9 ON THE “DECLASSIFY ON” LINE

The 25X exemptions may only be used on the “Declassify On” line if an agency has identified permanently valuable information that needs to be exempted from automatic declassification at 25 years and has received approval from the ISCAP to exempt the information and to incorporate the exemption into a classification guide. (See 32 C.F.R. Parts 2001.26 and 2002). When using an approved exemption, a date or event that has been approved by the ISCAP must be included with the marking and shall not exceed 50 years from the date of the original classification.

The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:

Declassify on: 50X1-HUM

“The marking “50X1-HUM” replaces “25X1-Human,” which is no longer an authorized declassification instruction. As stated in section 1.5(d) of E.O. 13526, no information may remain classified indefinitely; therefore, information marked as “25X1-Human” will be subject to automatic declassification. Since the “25X1-Human” marking will continue to be found on originally and derivatively classified documents for many years, it will be treated as having the same classification duration as “50X1-HUM,” and that information is not subject to automatic declassification for up to 75 years.”

Use of 50X and 75X exemptions:

In extraordinary cases, agency heads may, within five years of the onset of automatic declassification, propose to further exempt specific information from declassification at 50 years and at 75 years. These are subject to approval by the ISCAP. ISCAP-approved exemptions at 50 and 75 years will include a date or event that has been approved by the ISCAP.

September 1, 20XX
(Date of original classification)

Classified by: Keith M. Morris USD(I&S)
Director
Reason: 1.4(a)
Declassify on: 50X1-HUM

September 1, 20XX
(Date of original classification)

Classified by: Keith M. Morris USD(I&S)
Director
Reason: 1.4(c)
Declassify on: 25X3, 20630901
dates are required with all other 25, 50,
75X exemptions except 1 & 2
Completion of Operation

September 1, 20XX
(Date of original classification)

Classified by: Keith M. Morris USD(I&S)
Director
Reason: 1.4(a)
Declassify on: 50X1-HUM

PREVIOUSLY USED DECLASSIFICATION INSTRUCTIONS

When a source document is classified derivatively either from a source document(s) or a classification guide that contains one of the following previously used declassification instructions, "Originating Agency's Determination Required", "OADR" (or source marked OADR), "Manual Review" (or source marked MR), "MR", "DCI Only" and "DNI Only" or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative markings shall use a calculated declassification date that is 25 years from the date of the creation of the derivative document, unless other guidance from the OCA is available.

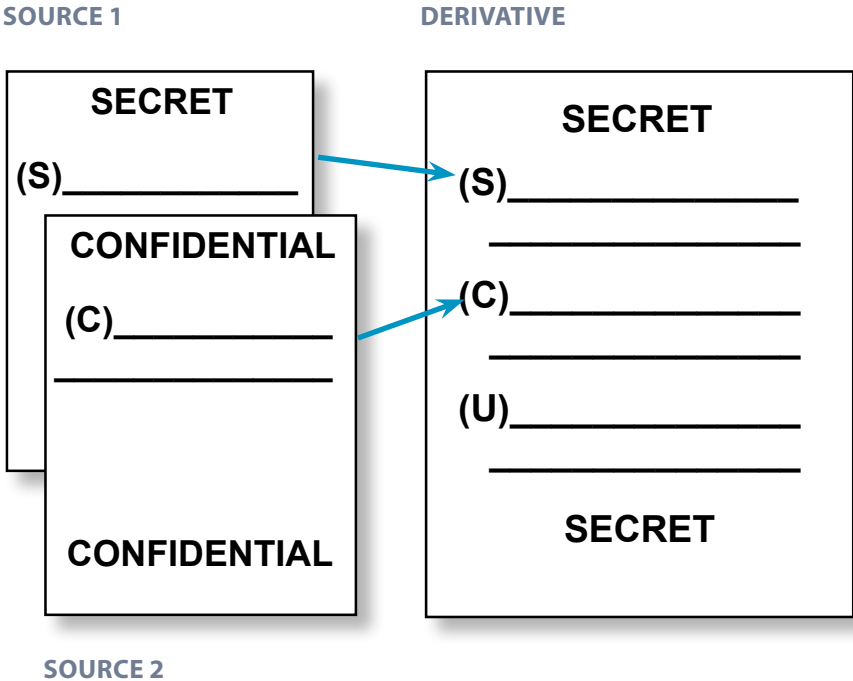
| |
|--|
| <p>Classified By: Mary Jones Director of Security Department of Good Works</p> <p>Reason: 1.4(g)</p> <p>Declassify On: X4</p> <p>SECRET</p> |
| <p>Classified By: ID #IMN01 Derived From: Document dated 20XX1202 Subj: Equip Procurement Department of Good Works</p> <p>Declassify On: 20XX1202</p> <p>SECRET</p> |

UNCLASSIFIED - CLASSIFICATION MARKINGS FOR ILLUSTRATION
PURPOSES ONLY

DERIVATIVELY CLASSIFYING FROM MULTIPLE SOURCES

Portion Markings

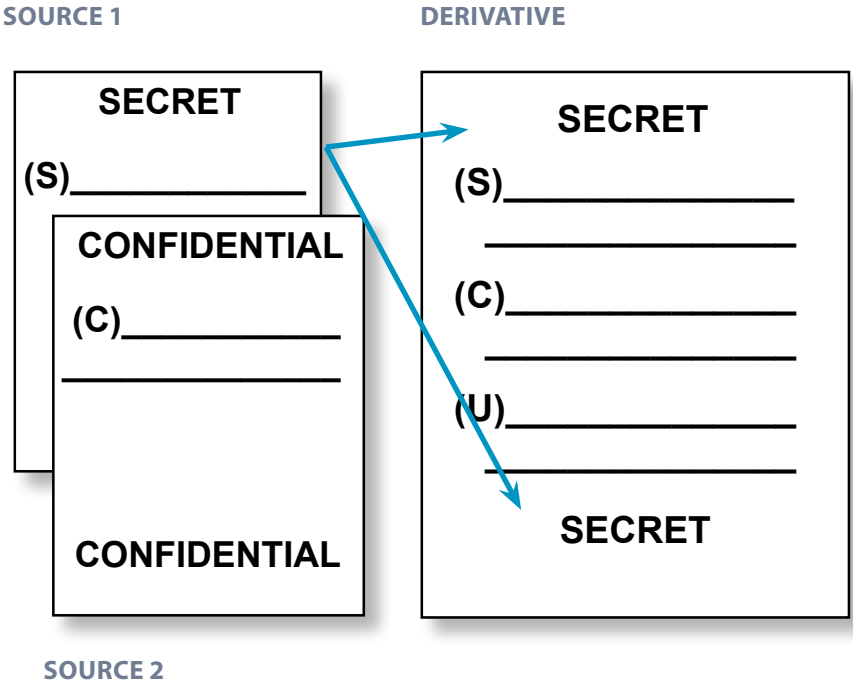
When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the classification level indicated on the source documents. In the example shown, paragraph one of the derivative document incorporates "Secret" information from paragraph one of Source 1 and paragraph two of the derivative document incorporates "Confidential" information from paragraph one of Source 2. The remainder of the derivative document is "Unclassified."



Banner Markings

The derivative document will be conspicuously marked at the top and bottom with the highest classification level of information found in any portion of the document. The overall classification shown here is "SECRET."

The banner line on an interior page shall specify either the highest level of classification, with applicable control markings, of the information contained on that page, or the overall classification of the document.



“Classified by” Line / “Derived from” Line

The “Classified by” line will contain the name and position or personal identifier of the derivative classifier. If not otherwise evident, include the agency and office of origin.

(S)_____

Classified by: Mary Pierce,
Analyst USD(P)
Reason: Foreign Relations
Declassify on: 20XX0319

SOURCE 1

(C)_____

Classified by: Lauren Michaels,
Div. Chief
Reason: 1.4(a)
Declassify on: 20XX0501

SOURCE 2

(S)_____

(C)_____

(U)_____


Classified by: Paul James,
Director
Derived From: Multiple
Sources
Declassify on: 20XX0319

DERIVATIVE

“Derived from” Line

Enter “Multiple Sources” on the “Derived from” line of a derivative document to indicate that more than one classified source was used. When citing multiple sources in the CAB, also include an annotated list of multiple sources on the bibliography/reference page of the derivative document.

A document derivatively classified from a single classified source document that is itself marked “Multiple Sources” shall cite the specific source document on its “Derived From” line rather than using the term “Multiple Sources.”



SECRET
DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC

June 27, 20XX

MEMORANDUM FOR AGENCY OFFICIALS

From: John E Doe, Division Chief
Subject: (U) Examples


1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.

2. (U) This is paragraph 2 which contains “Unclassified” information. This portion will therefore be marked with the designation “U” in parentheses.

Classified By: John E. Doe, Division Chief
Derived from: Multiple Sources
Declassify on: 20XX0627

SECRET

DERIVATIVE DOCUMENT USED AS A SOURCE



SECRET
DEPARTMENT OF THE NAVY
WASHINGTON, DC

July 15, 20XX

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director
Subject: (U) Examples

1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.

Classified By: Joe Carver, Director
Derived From: Department of Defense
Memorandum dated June 27, 20XX, Subj: Examples
Declassify on: 20XX0627

SECRET

DERIVATIVE DOCUMENT

DOCUMENTATION OF CLASSIFIED SOURCES USED

As already noted, the list of multiple sources must be included with or annotated on the derivative document. If the document has a bibliography or reference list, this may be used as the list of sources. Annotate it to distinguish the sources of classification from other references.

“Declassify on” Line

Specify the date or event for declassification, exemption category with date or event for declassification, or other declassification instruction corresponding to the longest period of classification among the source document(s), security classification guide(s), and other applicable classification guidance issued by the OCA.

Sources: 1.
MEMORANDUM FOR DASD(I&S)


June 12, 20XX

SUBJECT: (U) Security Awareness of
Classification Markings

Sources: 2.
MEMORANDUM FOR DASD(I&S)

Oct 31, 20XX

SUBJECT: (U) Security Awareness



SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD(I&S)
JUNE 12, 20XX

SUBJECT: (U) Security Awareness of Classification Markings

1. (S) This paragraph contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.

Classified By: Jane G. White
Analyst, USNTL

Reason: 1.4(a)

Declassify on: 20250603

SECRET

Classified By: John Smith, SECDEF
Analyst, USNTL

Derived from: DOD Dept of Good works memo
dated 20181202, Subj: Equip Procurement

Declassify on: 20221009

SECRET

FENSE

October 31, 20XX

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

1. (S) _____

2. (S) _____

Classified by: Jane G. White
Analyst , USNTL

Derived from: Multiple Sources

Declassify on: 20250603

SECRET

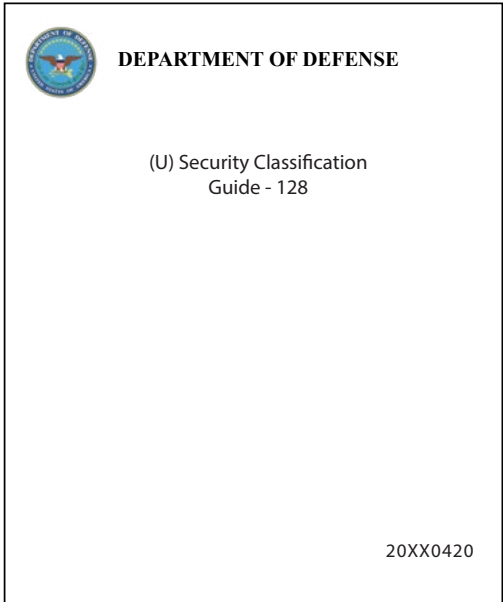
If the document is classified by “Multiple Sources” and different declassification instructions apply to information included, determine the MOST RESTRICTIVE declassification instruction that applies to any of the source information (i.e., the one farthest in the future giving the longest period for classification) and place it on the “Declassify on:” line. This will ensure all the information in the document is protected for as long as necessary.

All classification markings within this publication are unclassified and are for illustrative purposes only.

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DERIVATIVELY CLASSIFYING FROM A SECURITY CLASSIFICATION GUIDE

A Security Classification Guide (SCG) is a document issued by an OCA that provides derivative classification instructions. It describes the elements of information that must be protected and the level and duration of classification. When an SCG is used to determine the declassification date of a derivatively classified document, use the declassification instructions provided by the OCA. A date derived or calculated in accordance with instructions in the guide shall not exceed 25 years from the date of the creation of the derivative document, except for information that would reveal the identity of a confidential human source or a human intelligence source or key design concepts of weapons of mass destruction or for which the guide cites an authorized exemption category.



| DEPARTMENT OF DEFENSE | | | |
|---|-------|--------|----------|
| (U) Security Classification Guide – 128 | | | |
| Subject | Level | Reason | Duration |
| Program Planning | U | | |
| Program Progress | U | | |
| Technical Scope | C | 1.4(a) | 20230401 |
| Vulnerability | S | 1.4(g) | 20230401 |

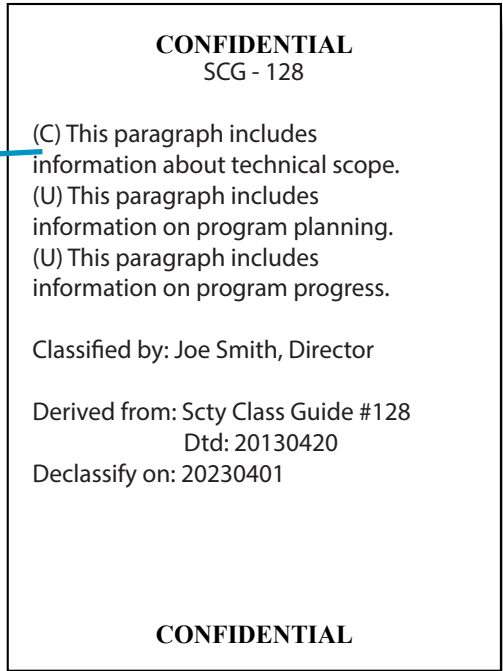
SAMPLE PAGE FROM THE SAMPLE GUIDE

Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the SCG specifies shall be classified “Confidential”. Following the guidelines of the SCG the first paragraph has been marked with a “C”. All other portions are Unclassified, as indicated in the SCG, and are marked appropriately with a “U”.

Banner Line

Conspicuously mark the overall classification at the top and bottom of the derivative document. As shown here, the highest classification level is “CONFIDENTIAL”.



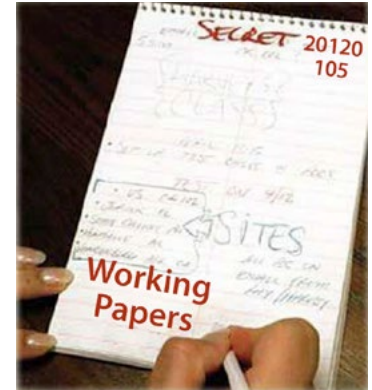
DERIVATIVE

SECTION 2 - MARKING SPECIAL TYPES OF INFORMATION AND MATERIALS

WORKING PAPERS

Working papers are documents and material accumulated or created when preparing or drafting finished documents and material. Working papers containing classified information must be:

- Dated when created
- Annotated as “Working Paper”
- Marked with the highest level of classification of any information contained within
- Protected in accordance with the assigned classification
- Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification level when retained more than 180 days from the date of origin (30 days for SAPs), released by the originator outside the activity or filed permanently. Destroy when no longer needed. This requirement extends to all classification levels.



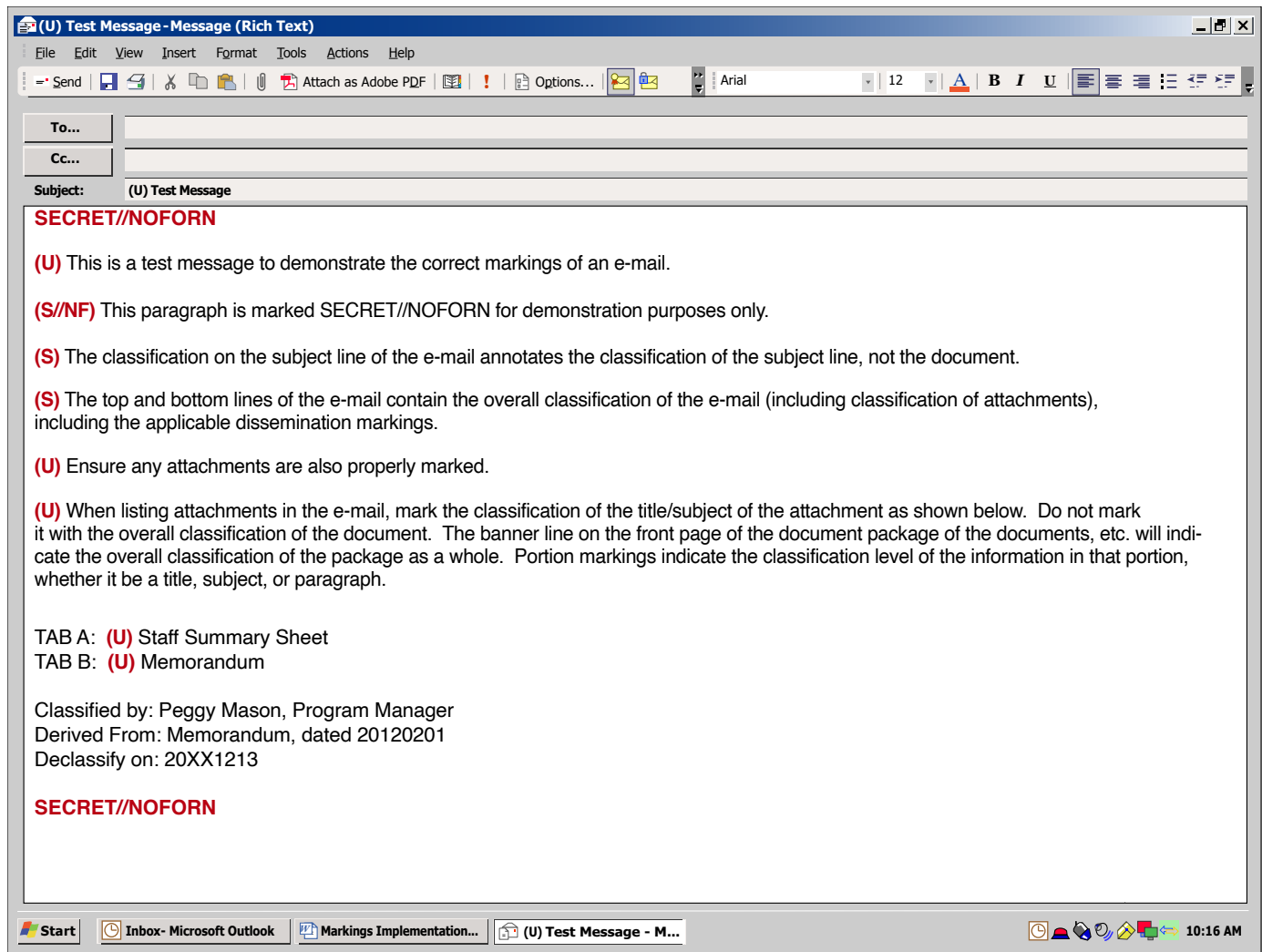
ELECTRONICALLY TRANSMITTED MESSAGES

Classified information resident in an electronic environment, and retained as permanent records, must be marked, as would any other classified document:

E-mail

1. Shall display the banner line at the top and bottom of the body of each message. A single linear text string showing the overall classification, to include dissemination and control markings, shall be included as the first line of text and at the end of the body of the message after the signature block. The banner marking for the e-mail shall reflect the classification of the header and body of the message. This includes the subject line, the text of the e-mail, any classified signature block, attachments, included messages, and any other information conveyed in the body of the e-mail.
2. Classified e-mail shall be portion marked. 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.
3. Properly completed “Classified by” and “Reason” lines or “Derived from” line, declassification instructions, and downgrading instructions (when applicable) must be included in the classification authority block. Declassification and downgrading instructions will not be used on information containing Restricted Data or Formerly Restricted Data.

CLASSIFIED MARKINGS FOR E-MAILS



FOREIGN GOVERNMENT INFORMATION (FGI)

Most foreign governments, as well as NATO, use three classification markings that generally equate to U.S. Top Secret, Secret, Confidential. Many of these governments also have a fourth classification marking, Restricted, for which there is no U.S. equivalent. NATO has a fifth category of controlled information, NATO Unclassified. Some governments also have unclassified information protected by law or national regulations that is treated and provided to other governments as “in confidence” information.

Mark portions that contain the FGI to indicate the country of origin (trigraph) and the classification level. Substitute the words “Foreign Government Information” or “FGI” where the identity of a specific government must be concealed. The identity of the concealed foreign source in this example must be maintained with the record copy and adequately protected.

Note: If the fact that information is FGI must be concealed, the information shall be marked as if it were wholly of U.S. origin.



SECRET//FGI CAN

**OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC**

February 15, 20XX

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5
SUBJECT: (U) Foreign Government Information

1. (U) This paragraph contains “Unclassified” information.
2. (C) This paragraph contains “Confidential” information from a U.S. source document. Therefore, this portion will be marked with the designation “C” in parentheses.
3. (//CAN S) This paragraph contains only Canadian Secret information within a U.S. classified document. As such, this paragraph will be portion-marked with the Canada country of origin trigraph and the classification level.

Classified By: John E. Doe, Chief Division 5
Derived from: Multiple Sources
Declassify on: 20350215

SECRET//FGI CAN

INFORMATION DETERMINED RELEASABLE TO FOREIGN NATIONALS

Information that has been determined releasable through established foreign disclosure procedures to foreign nationals, international organizations or multinational forces will be marked with the overall classification level and “REL TO USA” and the applicable country trigraph(s) and/or international organization or multinational forces tetragraph on the document’s banner line.


Letters of Transmittal

Transmittal documents are documents that have information enclosed with or attached to them. An example is a letter, memo, or staff summary sheet with classified enclosures. The transmittal document itself may or may not contain classified information.

a. Mark the banner line of an unclassified transmittal document with the highest classification level of any information transmitted by it. Also mark the transmittal document with an appropriate instruction indicating that it is unclassified when separated from the classified enclosures (e.g., “Unclassified when separated from classified enclosures” or “Unclassified when Attachment 1 is removed”).

1. If any dissemination control markings apply to the transmittal document or any enclosure, include them on the banner line of the transmittal document.
2. Unclassified transmittal documents do not require portion markings or a classification authority block.
3. It is not necessary to use a banner line on interior pages of an unclassified transmittal document.
4. All of the markings required herein, including a classification authority block, shall appear on the classified enclosure(s) or attachment(s).
5. If any special notice (e.g., NATO, RD, FRD, or export control) applies to the transmittal document or the enclosure(s), include a statement on the face of the transmittal document highlighting inclusion of the information. Unless directed otherwise by applicable policy or regulation, a statement similar to **“Document transmitted herewith contains [level of classification] RESTRICTED DATA”** or **“This document contains NATO [level of classification] information”** will suffice.

SECRET//REL TO USA, CAN, GBR



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

September 20, 20XX

MEMORANDUM FOR DASD(I&S)


SUBJECT: (U) Foreign Government Information

1. (S//REL) This paragraph contains U.S. Secret material and is authorized for release to both Canada and Great Britain.

Classified by: Chief, USD(I&S)
Derived from: Multiple Sources
Declassify on: 20XX1015

SECRET//REL TO USA, CAN, GBR

SECRET



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

June 23, 20XX

MEMORANDUM FOR DASD(I&S)

SUBJECT: (U) Letters of Transmittal

(U) Document must be portion marked if classified and have appropriate classification authority block instructions.

Mary Frank
Chief ASDG

(U) Attachment:
1. Secret USD(I&S) Memorandum, 10/31/20XX,
Subj: Markings.

Unclassified when separated from classified enclosures

SECRET


CLASSIFICATION BY COMPILATION

When a document consisting of individually unclassified items of information is classified by compilation, the overall classification will be marked conspicuously at the top and bottom of each page and on the outside of the front and back covers (if any). An explanation of the basis for classification by compilation will be placed on the face of the document or included in the text.

If portions, standing alone, are unclassified, but the document is classified by compilation or association, mark the portions “U” and the document and pages with the classification of the compilation. You must also add an explanation of the classification or the circumstances involved with association.

If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. An explanation of the classification by compilation is required.

Example 1



Department of Good Works
Washington, D.C. 20006

June 27, 2012

1. (U) This paragraph, when associated with paragraph 2, is classified SECRET.


2. (U) This paragraph when associated with paragraph 1, is classified SECRET.

Classified by: John E. Doe, Chief, Division 5
Reason: 1.4(a)
Declassify on: 20XX1231

Classified by compilation: The individual portions of this document are unclassified (and may be used, stored, transmitted, and shared as unclassified) except where otherwise noted within the body of the document.

SECRET

Example 2



Department of Good Works
Washington, D.C. 20006

June 27, 2012

1. (U) This paragraph contains the weight of widget A.

2. (U) This paragraph contains the height of widget A.

3. (U) This paragraph contains the length of widget A.

Classified by: John E. Doe, Chief, Division 5
Reason: 1.4(a)
Declassify on: 20XX1231

Classified by compilation: The weight of widget A when combined with or used in association with the height of widget A, is classified SECRET. In all other instances the individual portions or combinations of portions are unclassified.

SECRET

All classification markings within this publication are unclassified and are for illustrative purposes only. 23

SECTION 3 - ATOMIC ENERGY INFORMATION



SECRET//RESTRICTED DATA-N

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28, 20XX

MEMORANDUM FOR DEPSECDEF

SUBJECT: (U) Atomic Energy Act of 1954

1. (S//RD) Documents containing "Restricted Data" or "Formerly Restricted Data," as defined by the Atomic Energy Act of 1954, should have abbreviated markings ("RD" or "FRD") included with the classification marking (S//RD).

a. (S//FRD) This paragraph contains "Secret" Formerly Restricted Data only. RD markings will not be applied.

b. (S//RD-N) Critical Nuclear Weapon Design Information (CNWDI) shall be marked with an "N" inside the parentheses following the RD portion marking.

2. (U) Special warning notices are applied to RD, FRD, and CNWDI. If a document combines both as depicted here, both warning notices are required. No declassification instructions are used *.

Albert Strangelove
USD(I&S)

Critical Nuclear Weapon Design Information
DOD Directive 5210.2 Applies

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: John E. Doe, Division Chief

Derived from: SCG title and date

Declassify on: **Not applicable to RD/FRD portions. See source list for NSI portions.**

SECRET//RESTRICTED DATA-N

WARNING NOTICES:

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure is subject to administrative and criminal sanctions. RD and FRD are specifically excluded from the provisions of the executive order, stating such information shall be handled, protected, classified, downgraded, and declassified as required by provisions of the Atomic Energy Act of 1954, as amended, and regulations issued under that ACT.

Only the Department of Energy (DoE) may originally classify or declassify RD.

WARNING NOTICES:

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.

CNWDI

Critical Nuclear Weapon Design Information – DOD Instruction 5210.02 applies. CNWDI is the DOD designation for TOP SECRET RD or SECRET RD weapons data that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munitions, or test device. The designation CNWDI specifically excludes information concerning arming, fusing, and firing systems; limited-life components; and total contained quantities of fissionable, fusionable, and high-explosive materials by type.

COMMINGLING RD AND FRD WITH NSI

To the extent practicable, the commingling in the same document of RD or FRD with information classified under the Order should be avoided. When it is not practicable to avoid such commingling, the marking requirements in the Order and the Directive, as well as the marking requirements in 10 C.F.R. Part 1045, Nuclear Classification and Declassification, must be followed. For commingled documents, the “Declassify on” line shall not include a declassification date or event and shall instead be annotated with “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list, as described in 32 C.F.R. Part 2001.22(c)(1)(ii), shall include the declassification instruction for each of the source documents classified under the Order and shall not appear on the front page of the document.

***E.O. 13526 does not apply to “Restricted Data” or “Formerly Restricted Data”. DOD does not originate RD or FRD; therefore, all documents should reflect on the “Declassify On” line “N/A to RD/FRD portions” and “See source list for NSI portions”.**

SECTION 4 - SPECIAL ACCESS PROGRAMS

Special Access Programs (SAPs) are established in accordance with DOD Directive 5205.07, Special Access Program (SAP) policy. SAPs are created only when absolutely necessary to protect the Nation's most sensitive and critical information or when required by statutes. Establishment must be consistent with law, policy, and regulations and be based on a determination that the threat and/or vulnerability (e.g., sensitivity or value of the information) warrants enhanced protection.

Hard copy documents containing Top Secret SAP information shall include the following in the lower right corner of each accountable page: the assigned document control number (DCN), page number and total page count, and the copy number and total copies made.

SAPs established pursuant to DOD Directive 5205.07 have been granted a File Series Exemption (FSE) in accordance with the Assistant to the President for National Security Affairs Memorandum, dated March 30, 2005. The memorandum exempts the file series of records related to DOD SAPs from automatic declassification at 25 years. SAP documents, dated prior to January 1, 1982, shall be declassified on December 31, 2021. SAP documents dated after January 1, 1982, shall be declassified on the 50th year after the date of origin of the document, unless it is reviewed and submitted for another extension.

Any DOD program or activity employing enhanced security measures exceeding those normally required for collateral information at the same classification level must be established, approved, and managed as a DOD SAP. Examples of such enhanced security measures include:

- Use of any special terminology, including code words, other than an unclassified nickname, to identify or control information dissemination
- Personnel security investigative or adjudicative requirements more stringent than those required for a comparable level of classified information
- Specialized non-disclosure agreements
- Exclusion of a classified contract (use of a carve-out); or
- A central billet system to control the number of personnel authorized access

Some DOD programs which operate under the above enhanced procedures are considered to be SAPs, including: (I) Programs managed under special delegation authorities previously approved by the Secretary of Defense or Deputy Secretary of Defense; (II) Programs sponsored by other departments or agencies but for which DOD participants manage internal DOD security controls (e.g., DOD-managed subcompartments of larger, non-DOD SAPs, etc.); and, (III) Programs conducted in support of, or in cooperation with, other departments, agencies, branches of government, or other governments. SAPs may only be approved by the Secretary of Defense or the Deputy Secretary of Defense.

To differentiate a nickname from a code word, remember that:

- A nickname is a combination of two unassociated and unclassified words (e.g., TWISTED FEATHER, etc.)
- Nicknames are normally typed in ALL CAPS
- A code word is a single word assigned a classified meaning by appropriate authority
- The code word is classified Confidential or higher
- All nicknames and code words are issued through the DOD Components (usually SAP channels) and strictly controlled

The unclassified examples on the following two pages depict common markings for SAP documents. The examples are for illustrative use only. The format for markings should be adjusted to accommodate software applications and production efficiency. For instance, the examples show the overall classification and nickname/code word in the header and the overall classification and special access requirement in the footer. For more information on marking SAP documents, consult DOD Manual 5205.07, Vol. 4, Special Access Program Security Manual: Marking and the CDSE Special Access Programs (SAP) Markings Short.

SAP NICKNAMES

SAPs use nicknames for control of dissemination and “need-to-know.” Nicknames are assigned to the program when the SAP is approved.

TOP SECRET//SPECIAL ACCESS REQUIRED-TWISTED FEATHER

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28 20XX

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: (U) Identification and Marking of Classified Documents

1. (U) This paragraph contains “Unclassified” information.

2. (C) This paragraph contains non-SAP national security information.

3. (TS//SAR-TF) This paragraph contains TOP SECRET information related to the special access program TWISTED FEATHER. Portion markings are the same as previously described in this marking guide. The exceptions are the addition of the SAR acronym and nickname digraph following the TS designation.

Maxwell Smart
Director, Special Programs
USD(I&S) Attachment:

Classified by: Maxwell Smart, Director, USD(I&S)
Reason: 1.4(g)
Declassify on: 20521231 (per FSE dated 20050330)

DCN: SAPCO/0001-01
Page 1 of 1
Copy 1 of 2

TOP SECRET//SPECIAL ACCESS REQUIRED-TWISTED FEATHER


Highest classification, SPECIAL ACCESS REQUIRED or SAR, program nickname and the dissemination control (if assigned) are conspicuously placed at the top and bottom.

Paragraph markings (portion marked) in SAP documents should contain the level of classification within the paragraph, and be followed by “SAR” and the programs assigned program identifier (PID).

A SAP program identifier (PID) is a two and three letter designator given to each SAP. In this example, "TF" shown here represents the nickname "TWISTED FEATHER." A nickname, code word, or PID may be substituted for the term "SPECIAL ACCESS" Channels. Refer to the SAP Security Procedure Guide for instructions.

SAP CODE WORDS

In addition to nicknames, SAPs also use code words for control of dissemination and a "need-to-know." A code word is a single word with a classified meaning. Code words, like nicknames, are assigned to the program when the SAP is approved.



TOP SECRET//SAR-CODE WORD

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28, 20XX

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: (U) Identification and Marking of Classified Documents

1. (U) This paragraph contains "Unclassified" information.

2. (TS//SAR-CWD) This paragraph reflects TOP SECRET information controlled in the CODE WORD classified program.

Maxwell Smart
Director, Special Programs
USD(I&S)Attachment:

Classified by: Maxwell Smart, Director, USD(I&S)
Derived From: CODE WORD SCG, dated YYYYMMDD
Declassify on: 20521231 (per FSE dated 20XX0330)

DCN: SAPCO/0001-02
Page 1 of 1
Copy 1 of 2

TOP SECRET//SAR-CODE WORD


Highest classification, SPECIAL ACCESS REQUIRED or SAR, and program code word are conspicuously placed at the top and bottom.

Paragraph markings in SAP documents should contain the level of classification within the paragraph and be followed by "SAR" and the SAP program identifier.

SECTION 5 - INTELLIGENCE INFORMATION

Additional security controls and markings are established for intelligence information. The DOD Components of the Intelligence Community (IC) and personnel working with intelligence information shall refer to IC Directive (ICD) 710, "Classification and Control Markings System," issued by the Office of the Director of National Intelligence (ODNI); Special Security Center (SSC) Controlled Access Program Coordination Office (CAPCO); and the CAPCO Register and Manual for guidance on marking and dissemination of classified and unclassified intelligence information.

The chart on the next page will identify several of the most common intelligence caveat designations.



TOP SECRET//NOFORN/ORCON

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28, 20XX

MEMORANDUM FOR DIRECTOR, DEFENSE INTELLIGENCE AGENCY

SUBJECT: (U) Marking of Classified Intelligence Information

1. (S//NF) This paragraph contains "Secret" "No Foreign Dissemination" information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking program identifier (PID) following the S designation.

2. (TS//OC) This paragraph contains "Top Secret" "Originator Controlled" information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking program identifier (PID) following the TS designation.

3. (U) Conspicuously mark the top and bottom of the document with the overall classification.

James Bond
Director, Intelligence Programs
USD(I&S)

Classified by: James Bond, Director USD(I&S)
Derived from: DNI SCG 259, 5/7/04
Declassify on: 20XX1231

TOP SECRET//NOFORN/ORCON

| DESIGNATION | ABBREVIATION | PID |
|---|--------------|-----|
| <p>DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR</p> <p>This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of distribution of the intelligence beyond its original dissemination.</p> | ORCON | OC |
| <p>PROPRIETARY INFORMATION INVOLVED</p> <p>This marking is used with, or without, a security classification level marking, to identify information provided by a commercial firm or private source under an expressed or implied understanding that the information shall be protected as a trade secret or proprietary data believed to have actual or potential value. The marking may not be used on DOD documents except where those documents use IC information so marked. This marking may be used on U.S. Government Proprietary data only when the U.S. Government proprietary information can provide a contractor(s) an unfair advantage such as U.S. Government budget or financial information.</p> | PROPIN | PR |
| <p>NOT RELEASABLE TO FOREIGN NATIONALS</p> <p>This marking is used to identify intelligence that falls under the criteria of DCID 6/6, "Foreign Disclosure," that the originator has determined may not be disclosed or released, in any form, to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. This marking is not authorized for use in conjunction with the "AUTHORIZED FOR RELEASE TO" ("REL TO") marking. NOFORN may also be applied when warranted to unclassified intelligence that has been properly determined to be categorized as Controlled Unclassified Information (CUI) consistent with ICD 710.</p> | NOFORN | NF |
| <p>AUTHORIZED FOR RELEASE TO (name of country(ies)/international organization)</p> <p>Within the DOD, the REL TO control marking is authorized for use on ALL classified Military or Defense CUI. REL TO identifies classified information that has been determined in accordance with established foreign disclosure processes to be releasable, or that has been released through established foreign disclosure procedures and channels, to the foreign country(ies) and/or international organization(s) indicated. REL TO shall not be used with NOFORN or NODIS in the banner line. REL TO may also be applied, when warranted, to unclassified intelligence that has been properly determined to be categorized as Controlled Unclassified Information (CUI) consistent with ICD 710.</p> | REL TO | |
| <p>CONTROLLED IMAGERY</p> <p>This control marking is used on Secret or above and is used to protect sources and analytic methods associated with the geospatial intelligence discipline that are particularly vulnerable to countermeasures, and if disclosed or released could negate or measurably reduce the effectiveness of those methodologies.</p> | IMCON | |

SECTION 6 - CONTROLLED UNCLASSIFIED INFORMATION (CUI)

CUI is unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and Government-wide policies.

It is important to note classified documents containing CUI do not include CUI in the overall classification banner since the document's overall classification adequately protects it. However, portions or pages of a classified document that contain only CUI will be marked in a manner that identifies the CUI content.

There will be an acknowledgment added to the warning box on the first page of multi-page documents to alert readers to the presence of CUI in a classified DOD document as shown below.

Figure 1. CUI Warning Box for Classified Material

This content is classified at the [insert highest classification level of the source data] level and may contain elements of controlled unclassified information (CUI), unclassified, or information classified at a lower level than the overall classification displayed. This content shall not be used as a source of derivative classification; refer instead to [cite specific reference, where possible, or state "the applicable classification guide(s)"]. It must be reviewed for both Classified National Security Information (CNSI) and CUI in accordance with DoDI 5230.09 prior to public release. [Add a point of contact when needed.]

The first page or cover of any document or material containing CUI, including a document with commingled classified information, will include a CUI Designation Indicator or DI block as shown in Figure 2. This CUI DI block is similar to the classification authority block or CAB required on CNSI documents and materials. Minimum marking requirements in accordance with DODI 5200.48 also include the acronym "CUI" in the banner and footer.

Refer to DODM 5200.01, Vol. 2, DODI 5200.48, and CFR Part 2002 for additional guidance on Marking CUI. Refer to DODI 5200.48 and DODI 5230.24 for specific guidance on Dissemination Controls and use of Distribution Statements on CUI Technical Information or CTI.

Figure 2. CUI Designation Indicator for All Documents and Material

Controlled by: [Name of DoD Component] (Only if not on letterhead)
Controlled by: [Name of Office]
CUI Category: (List category or categories of CUI)
Distribution/Dissemination Control:
POC: [Phone or email address]

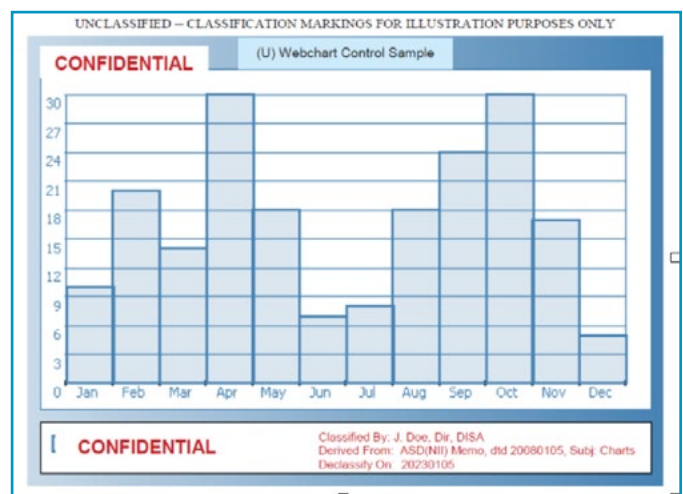
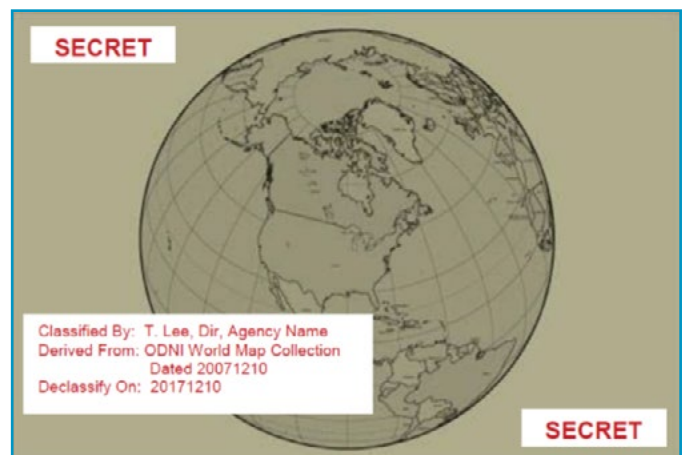
SECTION 7 - MARKING INFORMATION OTHER THAN DOCUMENTS

CHARTS, MAPS, EQUIPMENT, DRAWINGS, AND PHOTOGRAPHS

When classified information is contained in computer or other electronic media, audiovisual media, chart and maps, or other media (including hardware, equipment, and facilities) not commonly thought of as documents, the requirement remains to identify as clearly as possible the information that requires protection, the level of protection required, and its duration. The main concern is that holders and users of the material are clearly notified of the presence of classified information. If it is not feasible to mark such information, an explanatory statement shall be included on or with the information that explains exactly what information is and is not classified. Other markings normally required for classified documents shall also be made available, either on the item or in documentation that accompanies it.

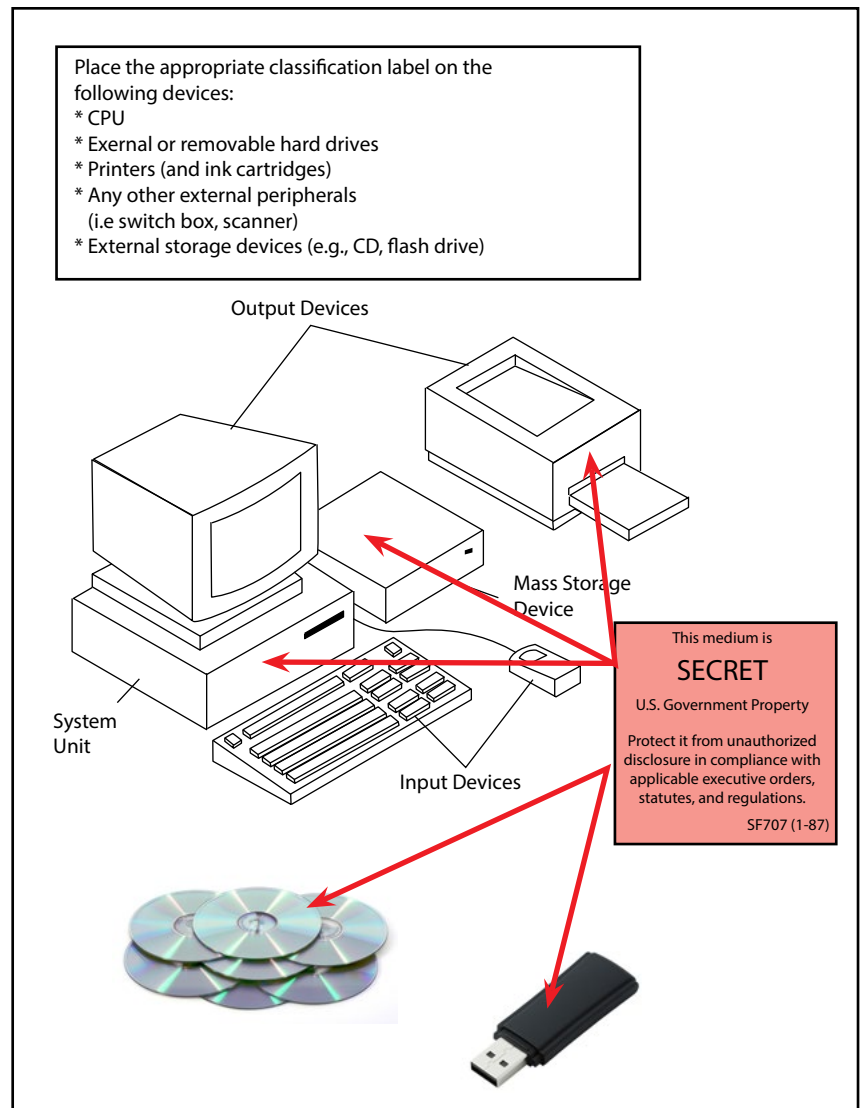
Mark blueprints, engineering drawings, charts, maps, and similar items not contained in a classified document with the appropriate overall classification and dissemination control markings. The classification marking shall be unabbreviated, conspicuous, and applied top and bottom, if possible, in such a manner as to ensure reproduction on any copies. The legend or title shall also be portion marked to show classification of the legend or title. If the blueprints, maps, and other items are large enough that they are likely to be rolled or folded, the classification markings shall be placed to be visible when the item is rolled or folded.

(Note: "CONFIDENTIAL" is not part of the Classification Authority Block)



HARDWARE AND EQUIPMENT

If the required information is stored in a readily accessible format on the device, it does not have to be marked on the outside of the device. As an example, if classified files or documents prepared on an information technology (IT) system are stored on a DVD or compact disc, and each file bears its own declassification instructions, the disc does not need to be marked with declassification instructions. This is true with respect to most removable media containing classified text files and documents, even though a few of them may not have all of the prescribed markings. If the required information is not stored in a readily accessible format on the device, it shall be marked on the outside of the device (normally with a sticker or tag) or placed on documents kept with the device.



ROLLED DOCUMENTS

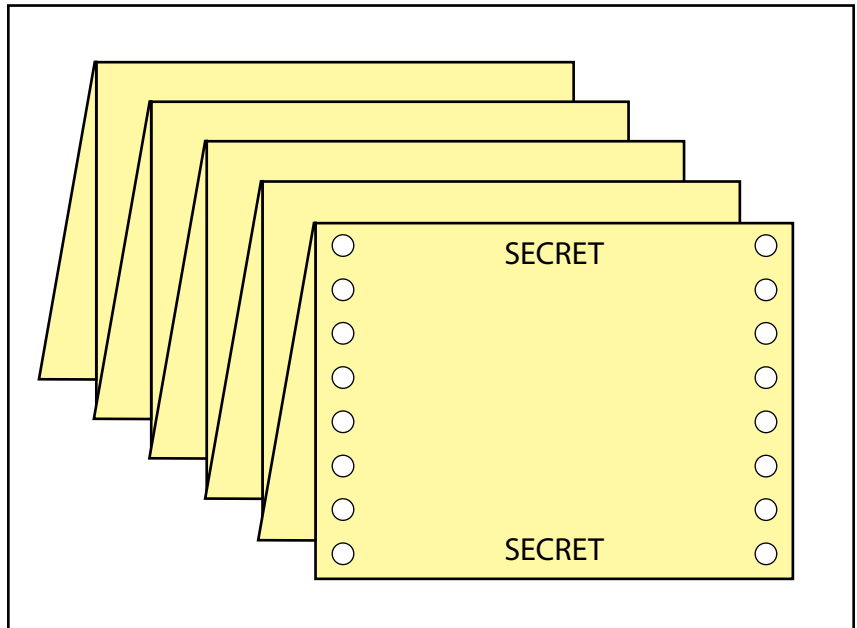
If the blueprints, maps and other items are large enough that they are likely to be rolled or folded, classification markings must be placed to be visible when the item is rolled or folded.



CONTINUOUS FORM (FAN FOLDED) DOCUMENTS

Due to the volume and nature of printed products of Automated Information Systems (AIS), there are special provisions for marking some of these types of documents. These provisions include classification markings on interior pages of fan folded printouts. The AIS equipment may apply these markings even though they may not meet the normal test of being conspicuous.

Special control notices, identification of classification sources, and downgrading and declassification instructions must either be marked on the face of the document or be placed on a separate sheet of paper attached to the front of the document.



PHOTOGRAPHIC MEDIA

Slides must have markings on the slide cover and on the actual image, so when the slide is displayed on screen, the classification is clearly identified. Applicable associated markings should be applied to the lead slide.

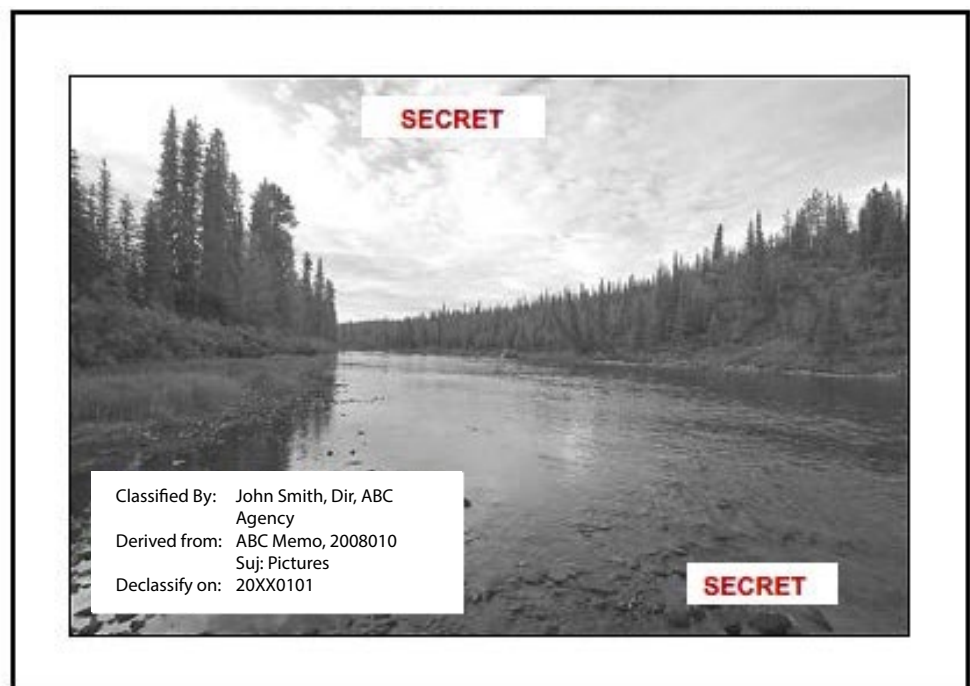
Mark photographs and negatives with the overall classification and dissemination control markings applicable to information they contain. Mark photographs on the face, if possible. If this cannot be done, the classification and dissemination control markings may be placed on the reverse side. Place other required markings on photographs along with the classification marking, or include them in accompanying documentation. Digital photographs may be edited to overlay markings on the face of the photograph.

Mark roll film negatives and positives and other film containing classified information with their overall classification and any dissemination control markings. These markings shall be placed on the film itself, if possible, and on the canister, if one is used. If placed on the film itself, the marking shall be placed at both the beginning and end of the roll.

Mark slides and transparencies with the overall classification and any control markings on the image area of the item and also on the border, holder, or frame. Place other required security markings on the first slide or transparency in a set in the image area; on the border, holder, or frame; or in documentation accompanying the item. These additional markings are not needed on the other slides or transparencies; however, slides or transparencies that are permanently removed from a set shall be marked as a separate document. Information on the image area of each slide or transparency shall be portion marked.

- a. Digital Video Discs (DVDs), Video Tapes, Motion Picture Film, and Web Videos. Mark DVDs, video tapes, motion picture films and web videos with their classification and any control markings at the beginning and end of the presentation (i.e., the played or projected portion). Other required security markings shall be placed at the beginning of the presentation. Discs, reels, and cassettes shall be marked with the overall classification of the item. When stored in a container, the container shall be marked with the overall classification, applicable dissemination control markings, and other required markings.
- b. Sound Recordings. Place an audible statement of overall classification and dissemination control requirements at the beginning and end of sound recordings. Reels or cassettes shall be marked with the overall classification and any required dissemination control markings and stored appropriately. When stored in a container, the container shall be marked with the overall classification, applicable dissemination control markings, and other required markings.
- c. Microfilm, Microfiche, and Similar Microform Media. Mark microfilm, microfiche, and similar microform media with their overall classification and applicable control markings in the image area that can be read or copied. Such media shall have this marking applied so it is visible to the unaided eye. Other required security markings shall be placed on the item or included in accompanying documentation. Any containers shall contain all required markings, except no markings are required if the container is transparent and markings on the media itself are clearly visible.

PHOTOGRAPHIC MEDIA MARKING EXAMPLES



COMPUTER MEDIA

Basic document markings apply to all media.

Computer discs must reflect the highest level of classification contained on the discs. Standard labels should be used for all levels of classification.

- SF-706 - TOP SECRET
- SF-707 - SECRET
- SF-708 - CONFIDENTIAL
- SF-710 - UNCLASSIFIED

If not otherwise marked, the SF classification labels listed above should be used to identify the highest level of classified information stored on IT systems and removable electronic storage media. These labels may also be used on other forms of property to clearly identify the classification level of the information contained in or on that item, when appropriate.

In an environment in which both classified and unclassified information is processed or stored, the SF-710 UNCLASSIFIED label shall be used to identify unclassified media or equipment. There is no requirement to use a SF-710 label in environments where no classified information is created or used.

If the information's classification level on the medium changes (i.e., the information is declassified, downgraded, or upgraded), the label shall be wholly covered by the appropriate label for the new classification level.

If physical marking of the medium containing classified information is not possible, then identifying the classified information must be accomplished by other means (e.g., indelible marker, etc.).



DISTRIBUTION STATEMENTS - TECHNICAL INFORMATION

DOD INSTRUCTION 5230.24, DISTRIBUTION STATEMENTS ON DOD TECHNICAL INFORMATION

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/523024p.pdf?ver=JiZUVfNZrPKmcRMim_UnHg%3d%3d

Table 1. Distribution Statements and Their Corresponding Categories for Use

| | | | | | |
|---|---|---|---|---|---|
| DISTRIBUTION STATEMENT A. Approved for public release: distribution is unlimited. | | | | | |
| DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office]. | | | | | |
| DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office]. | | | | | |
| DISTRIBUTION STATEMENT D. Distribution authorized to Department of Defense and U.S. DoD contractors only [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office]. | | | | | |
| DISTRIBUTION STATEMENT E. Distribution authorized to DoD Components only [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office]. | | | | | |
| DISTRIBUTION STATEMENT F. Further distribution only as directed by [controlling DoD office] [date of determination] or higher DoD authority. | | | | | |
| REL TO. Information has been predetermined by the DoD controlling agency, in accordance with established foreign disclosure policies, to be releasable through established foreign disclosure procedures and channels, to the foreign country and international organization indicated. | | | | | |
| CATEGORY | A | B | C | D | E |
| PUBLIC RELEASE | X | | | | |
| CTI | | X | X | X | X |
| CONTRACTOR PERFORMANCE EVALUATION | | X | | | X |
| CRITICAL TECHNOLOGY | | X | X | X | X |
| DIRECT MILITARY SUPPORT | | | | | X |
| EXPORT CONTROLLED | | X | X | X | X |
| FOREIGN GOVERNMENT INFORMATION | | X | X | X | X |
| IAs | | X | X | X | X |
| OPERATIONS SECURITY | | X | | | X |
| PATENTS AND INVENTIONS | | X | | | X |
| PROPRIETARY BUSINESS INFORMATION | | X | | | X |
| SBIR | | X | | | X |
| SOFTWARE DOCUMENTATION | | X | X | X | X |
| TEST AND EVALUATION | | X | | | X |
| VULNERABILITY INFORMATION | | X | X | X | X |

***For further information regarding Distribution Statements and corresponding categories refer to DODI 5230.24; Section 4.2 Distribution Statements and Notices and Section 4.3 Defense Categories.**

DISTRIBUTION STATEMENTS - TECHNICAL INFORMATION

Building Compliant Distribution Statements

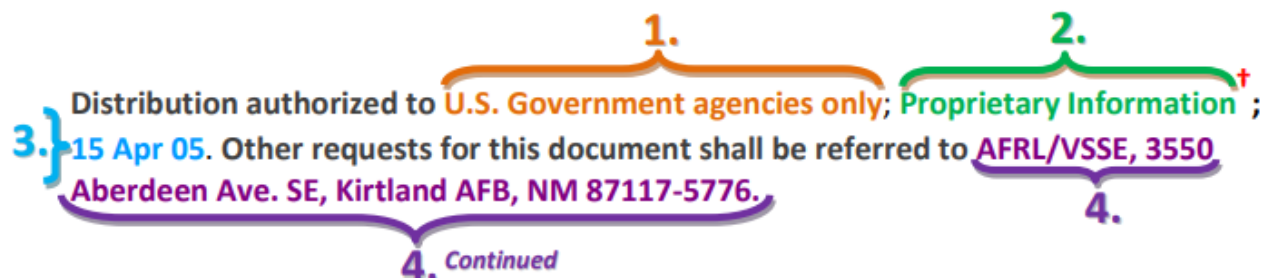
DOD Instruction 5230.24; Section 4: Distribution Statements For Use On Technical Information provides guidance for constructing and using DOD approved distribution statements and their accompanying reasons.

Paragraph 4.1b. Requires: "The wording of the distribution statements specified by this issuance may not be modified to accommodate additional distribution concerns such as distribution to foreign governments." Other markings may also be used.

Paragraph 4.1c. Shows the format: Distribution Statements B, C, D, and E are expressed in a standard format consisting of information in this order:

1. Authorized Audience or **Who Can Access**
2. Reasons for Control or **Why/Reason***
3. **Date of Determination**
4. Controlling Office or **Releasing Authority**

* More than one reason may apply and may be used in a distribution statement.



- Use listed distribution reasons **as written**
- Use **complete mailing address** for the **releasing authority** (including office symbols)

†

For Export Controlled Information: Include **"Export Control"** as a reason

Distribution Authorized to U.S. Government Agencies only; Proprietary Information; **Export Control**;
March 2013. Other requests for this document shall be referred to AFRL/RITF, Rome, NY 13441-4505.

MARKING CONTROLLED TECHNICAL INFORMATION

"CUI" appears in the banner and footer of each page.

First page or cover includes a CUI designation indicator at the bottom-right side.

Directly beneath and separate from the CUI designation indicator box, is the distribution statement in its entirety. Additional markings are included as required, e.g., export control.

APPENDIX A – REFERENCES

The following directives, instructions, and other publications describe DOD policy and requirements for marking information and/or identifying policy constraints on the dissemination of information created by or for DOD or under DOD's control.

1. 10 CFR, Part 1045, Nuclear Classification and Declassification
2. 32 CFR, Parts 2001 and 2003, "Classified National Security Information; Final Rule"
3. 32 CFR, Part 2002 "Controlled Unclassified Information"
4. Executive Order 13526, "Classified National Security Information"
5. Executive Order 13556 "Controlled Unclassified Information"
6. National Archives and Records Administration Implementing Directive No. 1 to Executive Order 13526
7. Atomic Energy Act of 1954, As Amended
8. DOD Directive 5205.07 w/Ch 2, "Special Access Program (SAP) Policy"
9. DOD Instruction 5200.01 w/Ch 1, "DOD Information Security Program and Protection of Sensitive Compartmented Information"
10. DOD Instruction 5200.48 Controlled Unclassified Information (CUI)
11. DOD Instruction 5210.2 w/Ch 1, "Access to and Dissemination of Restricted Data and Formerly Restricted Data"
12. DOD Instruction 5230.24, "Distribution Statements on DOD Technical Information"
13. DOD Manual 5105.21, Vol. 1 w/Ch 1, "Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Information and Information Systems Security"
14. DOD Manual 5200.01 Vol. 2 w/Ch 3, "DOD Information Security Program: Marking of Classified Information"
15. DOD Manual 5205.07, Vol. 4 w/Ch 1, "Special Access Program (SAP) Security Manual: Marking"

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