

LESSON 4

MARKING CLASSIFIED INFORMATION

How do we let people know that they are working with classified information? We mark it, of course. But, as you probably know, marking is not as simple as stamping Top Secret, Secret, or Confidential on a document. In this lesson, we'll go over the basics of marking documents and other materials that contain our country's classified information. We'll also discuss how we deal with classified information received from foreign governments and international organizations such as NATO. At the end of this lesson, you will be able to do the following:



- * Explain why classified information is marked.
- * Apply required markings to classified documents.
- * Apply required markings to NATO and foreign government information.
- * Apply required markings to classified materials other than documents.

This lesson contains no classified information. All sample documents contain hypothetical information only. All security markings are for illustration and training purposes only.

Why is Classified Information Marked?

Anne Perkins, Deputy Chief of the Security Branch at the Defense Interoperability Validation Agency (DIVA), drops by Hawk Pearson's office to see if he needs a ride home. They carpool to work, but this morning Hawk came in early to finish a report.



Hawk Pearson

Anne Perkins

"Hi, Hawk. How's the report coming along?"

"Just four pages to go. Marking is really tedious! I know that it's important to alert users that they are working with classified information, Anne. A document with, say, 'TOP SECRET' stamped on it tells me I have to protect it. It's the other things that don't seem worth all the bother."

"Well, Hawk, consider the value of portion markings. Without the portion markings in that document you're working from, you wouldn't know which parts are classified and which aren't, let alone their levels of classification! "And the markings on a document's face can tell you a lot besides its overall classification. You'll find out if there are any special controls, such as reproduction or dissemination limitations. You'll learn if there are any special safeguarding requirements. If it's an originally classified document, you can learn who the OCA was by looking at the 'Classified by' line. If it's a derivatively classified document, you can find out from the 'Derived from' line what classified

document, security classification guide or other classification guidance provided the classification information. And you can see when protection requirements change from the downgrading and declassification instructions. The next time you're feeling worn out by marking, refer to this chart. It can't take the drudgery out of marking, but it will remind you of the importance of what you're doing!"

Markings serve to ...

- Alert the user that something is classified.
- Tell the user the degree of protection required.
- Specify what portions of a document contain or reveal classified information.
- Identify who classified the information or what source the author used to get classification guidance.
- Show the reason for the classification of the information.
- Provide instructions on how long the information is classified.
- Give notice of special controls and safeguarding requirements.

"I guess markings do serve many important purposes, Anne. Well, I'd better get this document done by 4:30 or instead of riding with you I'll be walking home!"

Let's leave Anne and Hawk to their transportation arrangements and review how information becomes classified. It's important to know this because it impacts certain marking requirements.

Original and Derivative Classification

You should recall from Lesson 2 that

Original classification...

- **Is the *initial determination* that a piece of information needs to be classified.**
- **Can be performed *only by a designated Original Classification Authority (OCA)*.**



General Kent

Do you also recall that General Kent, DIVA's Director, is the OCA for all information originally classified at DIVA? And that in his absence, Captain Douglas, DIVA's Deputy Director, is designated original classification authority? And that other DIVA employees derivatively classify information? In fact, within the Department of Defense derivative classification is done much more often than original classification.

Derivative classification is performed when a person...

- **Pulls information out of classified documents and materials -reports, information papers, maps, photographs, etc. - and creates a different classified document.**
- **Classifies information in accordance with guidance provided by an OCA and so marks the document or whatever is being created.**

We'll have much more to say about derivative classification in the next lesson.

Basic Security Markings



Mike Carson

We'll look first at the markings that are needed for any classified document. Let's listen in as Mike Carson, a security specialist with DIVA, explains the basics of marking a classified document to Doris Duncan of DIVA's Weapons Systems Division.

"Mike, thanks in advance for your help. I finally finished putting together that document we spoke about. Now I need your help with marking it."

"I'm glad you called, Doris. So many people plunge head first into the marking process without knowing anything about it. Improperly marking a document can cause all sorts of problems. We'll start with the basics and move on from there. And speaking of the basics, let me give you this." Mike pulls a piece of paper from a folder he's carrying.

CLASSIFICATION MARKINGS	
Unabbreviated marking	Symbol
TOP SECRET	(TS)
SECRET	(S)
CONFIDENTIAL	(C)
UNCLASSIFIED	(U)

"As we go along I'll show you when to use the *unabbreviated markings* and when to use the *symbols*."

What Must Be Marked?

"Before we begin marking your document, though, let's look at what parts of your document require markings.

The following parts of a document must be marked...

- * **Portions**
- * **Interior pages**
- * **First page**
- * **Title page (if it exists)**
- * **Front and back covers (if they exist)**

Marking a Classified Document

"I'm ready, Mike. My document has two pages and a cover. Since the cover's on top let's start there."

"Sorry, Doris. I know the cover *seems* like a logical place to begin. But we can't completely mark the cover until we've marked the rest of the document! So we're going to mark the document *from the inside out*. We'll mark the document's *portions* first, then

its *interior pages*, then its *first page*, and then, finally, its *cover*."

"I don't get it, but I'm ready when you are."

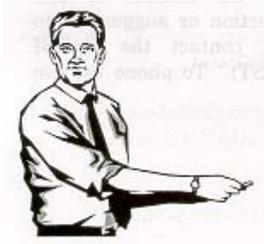
Marking the Portions-----

"All right, the first parts of any classified document that must be marked are the *portions*."

"Sounds like a recipe," Doris says. "What's a 'portion'?"

Portions are small segments of information. They include:

- * **Paragraphs**
- * **Subparagraphs**
- * **Illustrative material (charts, graphs, photos, etc.)**
- * **Captions of illustrative materials**
- * **Headers of major sections**
- * **Title and subject line of document**



"Got it. I've got lots of portions in my document."

"You've probably picked up some ideas concerning portion marking by working with other classified documents," Mike says. "But here's something that spells out a lot of the requirements in a handy format." Mike hands Doris the table shown on the next page.

PORTION MARKING REQUIREMENTS
DoD 5200.1-R

PORTION	MARKING	PLACEMENT	ADDITIONAL INFORMATION
Paragraph	Symbol	Between the paragraph number (or letter) and the paragraph or immediately to the left of the paragraph	Mark each paragraph in a classified document.
Subparagraph	Symbol	Between the subparagraph number (or letter) and the subparagraph or immediately to the left of the subparagraph	You are not required to portion mark subparagraphs if they are of the same classification level as the paragraph that leads into them. Subparagraphs should always be marked when there is a need to eliminate doubt about their classification.
Illustrative Material	Unabbreviated	Within or next to illustrative material	Mark each illustration in a classified document,
Captions	Symbol	Between the caption number (or letter) and the caption or immediately to the left of the caption	Captions are marked based on the content of the caption (not the content of the illustrative material).
Header	Symbol	Immediately to the left	Normally, a portion mark is not required for a header unless it contains or reveals classified information. However, when one or more headers in a document requires marking, all headers should be marked.
Title of document or subject line	Symbol	Immediately to the right	Always mark a classified document's title and/or subject line.

"Keep in mind that the chart contains the minimum markings required by *DoD 5200. 1-R, Information Security Program*. DIVA uses only these markings, but other DoD components have additional requirements. O.K. Now we need the classification of the information in each portion."

"I've already done that! Last week, you suggested..."

When creating a derivatively classified document you should keep track of the appropriate classifications as you develop it.

"Good! Many people put their documents together, then have to go back through their source documents to determine the classification level of the information in each portion. They double their work! Let's look at your classification levels."

- The subject is Unclassified.
- The first header is Confidential.
- Paragraph 1 is Unclassified.
- Subparagraph 1.a. is Confidential.
- Subparagraph 1.b. is Unclassified.
- Figure 1 is Confidential.
- Figure 1's caption is Unclassified.
- The second header is Unclassified.
- Paragraph 2 is Confidential.
- Subparagraphs 2.a. and 2.b. are Confidential.
- The third header is Unclassified.
- Paragraph 3 is Confidential.
- Subparagraphs 3.a. and 3.b. are Secret.

"Looks good, Doris. Now use the table to mark the portions of your document."

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

LASER WIDGET FIELD TEST **(U)**

13 January 2004

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

13 January 2004

SUBJECT: Laser Widget Field Tests **(U)**

(C) THRUST CONVERGENCE DEMONSTRATION

1. **(U)** Field test conducted on November 25, 2002 at Site B confirm thrust convergence of laser widget propulsion system.

a. **(C)** Thrusts were achieved by employing multiple widgets in the octagonal design configuration (Mode C).

b. **(U)** Figure 1 indicates thrust exerted at varying angles on incidence.

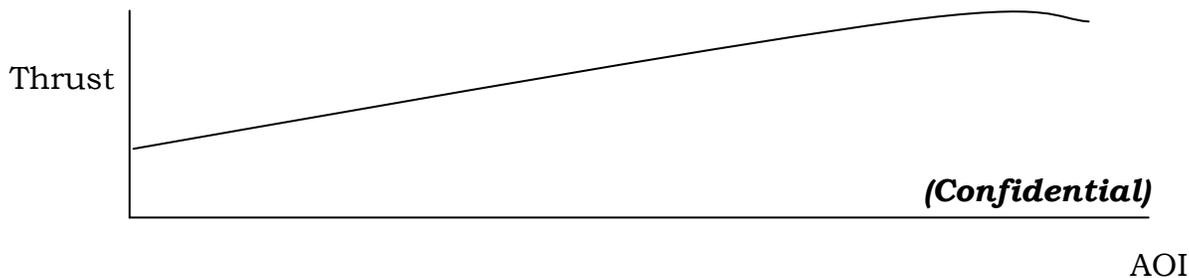


Figure 1. **(U)** Static Range Data

(U) CALIBRATION RECOMMENDATION

2. **(C)** Recommend that system be calibrated for countermeasure as follows:

a. **(C)** Electro-optical susceptibility was noted at 43° to 67° angle of incidence

b. **(C)** Directed energy susceptibility was noted at 23° to 36° angle of incidence.

SUBJECT: Laser Widget Field Tests **(U)**

(U) THRUST OFFSET

3. **(C)** Field test conducted on December 2, 2002 at Site confirm thrust offset of 35 modulated tones.

- a. **(S)** offsets were delineated by the design configuration of Nodal G.
- b. **(S)** The offsets will vary according to the angles.



"Perfect! Your markings make clear which portions contain or reveal classified information and their levels of classification. You focus on each portion in itself, not as it relates to associated information. For example, you marked the lead-in portions of paragraphs 1 and 3 according to their information's level of classification, not according to the level of classification of the information contained in the sub-paragraphs. There are two other things you should know about portion markings, Doris...

- If every portion in a document is classified at the same level, you need not mark each portion. Include a statement that alerts a user that all portions are at a particular level.
- Sometimes portions contain information that falls into a special category or is subject to additional controls. If so, the portion marking must show this. For example, a portion containing Secret Restricted Data is marked (S-RD).

"Here's another table. It shows the **full warning** notices placed on the face of the document as well as the applicable portion markings.

WARNING NOTICES and CONTROL MARKINGS

OVERALL DOCUMENT MARKING	MARKING
<p>RESTRICTED DATA</p> <p>This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.</p>	<p>(Classification-RD)</p> <p>EXAMPLE: (S-RD)</p>
<p>FORMERLY RESTRICTED DATA</p> <p>Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b., Atomic Energy Act, 1954.</p>	<p>(Classification-FRD)</p> <p>EXAMPLE: (S-FRD)</p>
<p>Critical Nuclear Weapons Design Information.</p> <p>DoD Directive 5210.2 applies.</p> <p>(CNWDI)</p>	<p>(Classification-RD)(N)</p> <p>EXAMPLE: (S-RD)(N)</p>
<p>DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR</p>	<p>(Classification-OC)</p> <p>EXAMPLE: (S-OC)</p>
<p>CAUTION-PROPRIETARY INFORMATION INVOLVED</p>	<p>(Classification-PR)</p> <p>EXAMPLE: (S-PR)</p>

Marking Interior Pages

“Now let’s mark the pages, Doris”

For marking purposes, a page...

is *one side of a sheet of paper that contains information*. If a side of paper is *blank*, for purposes of marking, it is *not* considered a page.

“First, we’ll mark all of the *interior pages*. An interior page is *any page other than the first page or the title page* (if you have a title page.)

To mark an interior page...

Conspicuously display at the *top and bottom* of the page the *unabbreviated marking* for the *highest level of classified information on the page*. The marking should stand out and be noticeable.

“Page 2 of your document is your only interior page. How would you mark it?”

“The highest level of classified information on page 2 is Secret, so I’d mark it ‘SECRET’.”

“That’s right. Go ahead and mark the page.”

Doris marks page 2 of her document as shown on the next page.

SECRET

SUBJECT: Laser Widget Field Tests (U)

(U) THRUST OFFSET

3. (C) Field test conducted on December 2, 2002 at Site confirm thrust offset of 35 modulated tones.

- a. (S) Offsets were delineated by the design configuration of Nodal G.
- b. (S) The offsets will vary according to the angles.

SECRET

Overall Classification Markings-----

"Since you have just the one interior page, we can start to put the *overall document classification markings* on the proper places. The overall document classification is the *highest classification of information contained in the document*.



The highest classification of information in a document must be marked on the

- **front cover, if any.**
- **title page, if any.**
- **first page.**
- **outside of the back cover, if any.**

Marking the First Page

"Since we're working 'inside-out' with this document, I suppose we go next to the first page."

"Right, Doris. If a document has no front cover, the 'first page' will be the front page. If it has a cover, the 'first page' is the first page you see when you open the cover. The title page and the 'first page' may be the same. All *documents have a 'first page,' but not all documents have a cover or a title page.*"

Doris marks the first page as follows.

SECRET

13 January 2004

SUBJECT: Laser Widget Field Tests (U)

(C) THRUST CONVERGENCE DEMONSTRATION

1. (U) Field test conducted on November 25, 2002 at Site B confirm thrust convergence of laser widget propulsion system.

a. (C) Thrusts were achieved by employing multiple widgets in the octagonal design configuration (Mode C).

b. (U) Figure 1 indicates thrust exerted at varying angles on incidence.

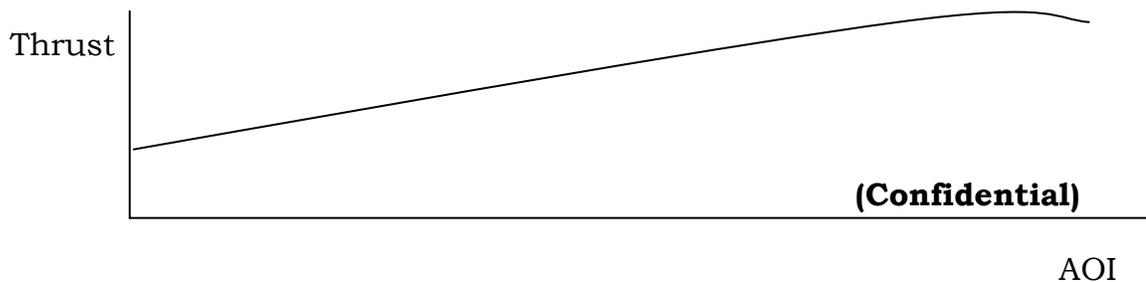


Figure 1. (U) Static Range Data

(U) CALIBRATION RECOMMENDATION

2. (C) Recommend that system be calibrated for countermeasure as follows:

a. (C) Electro-optical susceptibility was noted at 43° to 67° angle of incidence

b. (C) Directed energy susceptibility was noted at 23° to 36° angle of incidence.

SECRET

"Correct again! Even though your first page does not contain any Secret information, you knew that you still must put the marking for *the highest classification of information contained within the entire document on the first page*. We do this so anyone intending to read the document will know as soon as they look at the first page that the document contains Secret information.

Marking Title Pages



"Now, Doris, let's do the cover. But before we do that let me ask you this. If your document had a *title page*, how would you mark it?"

"I would put the *overall document classification marking* on it, regardless of the level of classification of the information actually on the title page itself. That's so the reader would be warned that the document contains that level of classification of information."

"Very good, Doris, now let's mark your cover."

Marking Covers

"Remember, not all documents have covers. Some documents are only one page. Some documents are simply multiple pages stapled together. Since you have chosen to put a cover on your document, Doris, the *overall document classification marking must be placed on the cover*."

Doris marks the cover as follows.

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

SECRET

LASER WIDGET FIELD TEST (U)
13 January 2004

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

SECRET

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

Associated Markings-----



"Up to this point, Doris, the markings that you put on your document provide classification information. Now we're going to put markings on your document that give *information other than classification levels*. We call these markings '*associated markings*.' Associated markings go on the face of your document. For marking purposes, we refer to the first thing you see as you look at the front of a document (cover, title page, or first page), as the *face of the document*. As we noted, not all documents have a *cover*, like yours. When you look at some documents, the first thing you see is the *title page*. Or you might see the *first page*. So, although in this case you'll be putting these associated markings on a cover, remember that *associated markings go on the face of the document, whatever that face may be*.

"And remember when we spoke last week about the two classification processes?"

"Original and derivative classification?"

"Right. Well, the associated markings that you put on the face of a document vary according to whether the document is an originally classified one or a derivatively classified one. Let's look at a list of the markings first, then we'll look at how an originally classified document is marked and then how a derivatively classified one is marked."

Associated markings that go on the face are:

- **"Classified by" line if original classification**
- **"Reason" line if original classification**
- **"Derived from" line if derivative classification**
- **Downgrading instructions (if applicable)**
- **The "Declassify on" line**
- **The agency and office where the document originated and the date**
- **Additional warning notices**

Associated Markings - Original Classification



General Kent

OCA

"I'm going to show you the associated markings that go on the face of an originally classified document. However, be aware that an originally classified document is rare. To say that a document is originally classified means that *an OCA has personally made an original classification decision on every classified item in the document.* And you know for yourself that hardly ever happens. I can't remember the last time our OCA, General Kent, sat down and personally classified every piece of information in a document. Most classified documents are classified through the derivative process. We'll look at the associated markings for a derivative document in a minute.

The "Classified By" Line-----

"The '*Classified by*' line indicates *who classified the information* in the document."

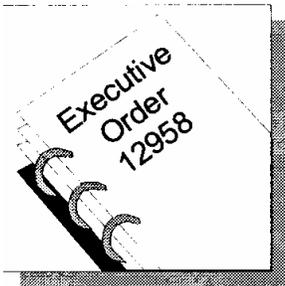
"So if I were an OCA and I determined that the information needed to be classified, my name would appear on the '*Classified by*' line."

"Right, Doris! That and some other information."

An originally classified document's "Classified by" line contains the *name or personal identifier of the OCA* and the *OCA's position title*. If the agency is not apparent on the document, the '*Classified by*' line must include the agency's name.

"The OCA is accountable for the original classification decision, so the OCA's name or identifier is required in addition to the OCA's title."

The "Reason" Line-----



"Executive Order 12958, as amended, requires that a reason be given why the information in the document is classified. We call this the '*Reason*' line. Remember, this is required for an originally classified document, *not* a derivatively classified one. To meet this requirement, the OCA either *writes out the reason* or *cites the classification category* from Section 1.4 of the Executive Order (para 2-301, DoD 5200.1-R)."

Downgrading Instructions-----

"Doris, do you remember what downgrading instructions do?"

"Well, I think so.

Downgrading instructions indicate when classified information requires a *lower degree of protection than is currently provided*. TOP SECRET information may become SECRET or CONFIDENTIAL; SECRET information may become CONFIDENTIAL.

"Right, Doris. Of course, not all documents require downgrading instructions. But if the information in the OCA's document can be downgraded sometime in the future, the OCA puts the instructions on the *face of the document*.

The "Declassify On" Line-----

"Regardless of whether you have downgrading instructions, you *must* have a 'Declassify on' line (the only exception are documents that contain Restricted Data or Formerly Restricted Data).

Declassification is a determination that classified information no longer requires protection. When classified documents or materials are declassified classification designations are *removed or canceled*.

"I remember that the OCA has four options, Mike.

An OCA's declassification options are:

- * A specific date within 10 years
- * A specific event likely to occur within 10 years
- * 10 years from the date of classification
- * 25 years from the date of classification.

"And I also recall that 'OADR' and 'X1-X8' are no longer options."

"That's right, Doris. 'OADR' and 'X1-8' are *not* options under E.O. 12958, as amended. It's prohibited!"

Agency and Office of Origin, and Date-----

"Other information that must appear on the document are the *agency* and *office* that originated the document and the *date* of the document.

"These items are required administratively anyway, *so if* they appear somewhere other than the face *of* the document, that's okay. *If* not, then the OCA must include the information.

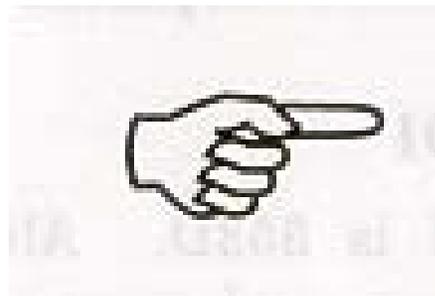
"Specifically, if not otherwise evident, the agency and office of origin will follow the name or designator on the 'Classified By' line. An example might appear as:"

Classified By: David Smith, Chief, Division 5,
Department of Good Works, Office of
Administration

Additional Warning Notices-----



"*If* the document contains any information that warrants special handling or additional controls, then the OCA must place the appropriate *warning notice* on the face *of* the document. The notice warns readers that the document contains this type of information. Just refer to the table I gave you for the most common warning notices." Here's what Doris' cover might have looked like if *General Kent had originally classified the document.*



SECRET

LASER WIDGET FIELD TEST (U)

13 January 2004

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

***Classified by: General John Kent, Director DIVA,
Office of the Director***

Reason: 1.4(a)

Declassify on: 23 August 2011

SECRET

Associated Markings - Derivative Classification

"Now let's talk about the associated markings that go on the face of a *derivatively* classified document. Almost all documents are derivatively classified, including yours, Doris. So these markings are the most common ones. And note that some of them are the same as the associated markings that go on an originally classified document."

The "Derived From" Line-----

"The '*Derived from*' line on a derivatively classified document serves the same function as the 'Classified by' line found on an originally classified one. Basically, it tells the reader *where the classification for the information in the document came from*. The 'Classified by' line on an originally classified document tells you who classified the information. The 'Derived from' line on a derivatively classified document tells you what source or sources provided the classification guidance or instructions for its author.

A derivative document's "Derived from" line contains either...

- The complete identity of a single source (document, Security Classification Guide, or other classification guidance, such as a regulation or directive):
 - (1) Subject of source
 - (2) Agency and office of origin of source
 - (3) Date of source

or

- The phrase "*Multiple sources*"



Doris says, "I'll bet the 'Derived from' line on my document should say *'Multiple sources.'* I used several classified source documents to develop my document and I referred to them for classification instructions."

"You're right! Whenever you use *more than one source for classification instructions* put 'Multiple sources' on the 'Derived from' line. Of course, if you use *only one source*, write that source on the line. Identify it by its *name, originating agency and office, and date.*

"One other thing ...

If you use more than one source for your classification guidance and you put "Derived from: Multiple sources" on your document you must either list your sources on the face of your *document or maintain a list of your sources with your file copy* so that they will be available if you should need to explain your classifications.

Downgrading instructions-----

"And as for an originally classified document, if the information in your document can be downgraded to a *lower classification level in the future*, put those instructions on the *face of your document.*

The "Declassify on" line-----

"And as for an originally classified document, regardless of whether you have downgrading instructions, you *must* have a *'Declassify on' line, unless your document contains 'Restricted Data' or 'Formerly Restricted Data.'*"

"Where do I get my declassification instructions?"

Using a Single Source Document

"Suppose you use one source document as the basis of your classification instructions. If that's the case, that document's declassification instructions become your document's declassification instructions."

"So if my source document's 'Declassify on' line is:

Declassify on: 2 February 2006

then the 'Declassify on' line on my document is:

Declassify on: 2 February 2006."

"Exactly."



Using Multiple Sources

"Now if you use more than one source and some or all have *different declassification instructions*, then use the most restrictive declassification instruction for your document. The most *restrictive declassification instruction* would be the one that would provide the *longest protective time period*."

When using multiple sources, place the *most restrictive instruction* on your "Declassify on" line.

"So if I use three source documents that have these declassification instructions:

Declassify on: 25 March 2004

Declassify on: 31 May 2010

Declassify on: 15 July 2005

I would put on my document:

Declassify on: 31 May 2010."



"That's correct. The same principle applies if the declassification instructions for the individual information elements in your document vary. Use the *most restrictive declassification instruction* for your document."

"Mike, I don't mean to be a spoil-sport, but what if my source document has '*Declassify on: OADR*' as its declassification instruction. You told me earlier that under E.O. 12958, as amended, we can't use it."

"I did. If you use a source whose declassification instruction is 'OADR,' then on your document you write '*Declassify on: Source Marked OADR; Date of source_____*' and you put the *date of the source document* in the blank."



Doris

"Let's take an example. Suppose your source document is dated 23 June 1994. The declassification instructions on it are:

Declassify on: OADR

What declassification instruction would you write on the face of your document?"

"Hmm, I believe my instruction would be:

Declassify on: Source marked OADR; Date of source 23 June 1994."

"You've got it, Doris!

Now let's try another example. What about source documents that contain exemptions? How do you suppose we would handle a source document dated 13 March 2002. The declassification instruction on it is:

Declassify on: X2

"Well, I suppose I would handle it just like OADR. The instruction would be:

Declassify on: Source marked X2, Date of source 13 March 2002."

“Fantastic! Two for two, Doris.”

Now let's make it a little more complex. Remember what I said about using the *most restrictive* declassification instruction. What if you had taken classified information from *three different documents* and used it in your document. All three documents have the declassification instruction

'Declassify on: OADR.' The dates the documents were created are:

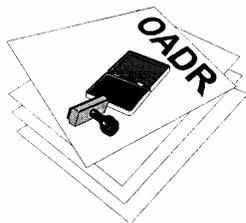
- (1) 15 April 1993**
- (2) 5 September 1988**
- (3) 25 October 1994**

What would your 'Declassify on' line be?"

"Oh, boy! Let me see. I think it should be:

Declassify on: Source marked OADR; Date of source 25 October 1994"

"Go to the head of the class, Doris! Now if your source document was written *before 1982* - *that is*, prior to the time that President Reagan's E.O. 12356 that established OADR took effect - and it has an *indefinite duration* for classification, you treat that document *as if* it had a declassification instruction of 'OADR.' You won't see the phrase 'Declassify on: OADR' on the document, just treat it *as if* it did have it on it.



A source document

Documents and materials classified prior to E.O. 12356 that are not marked for declassification on a specific date or event will be treated *as though they were marked "OADR."*

“Now let's recap what we just went over...

To determine your declassification instructions:

- If a single E.O. 12958, as amended-declassification instruction (date or event) applies to *all* the classified information in your document, use it.
- If *all* of the information comes from documents marked “X1 through X8” or "OADR," *put* on your document "Declassify on: Source marked (X1, X2, etc.... or OADR); Date of source _____ placing the *latest date of any of your sources* in the blank.
- If the declassification instructions for the information in your document vary, use the *most restrictive* declassification instruction.

"The order of precedence for declassification instructions is as follows:

Most Restrictive
"25X1-human;
"X1 "through "X8"
"OADR"
The latest date or event specified for any source
Least Restrictive

Agency and Office of Origin, and Date-----

"Just like an originally classified document, a derivatively classified one must contain the *agency* and *office* that *created the document* and its *date*.

Additional Warning Notices-----

"And if the derivatively classified document contains any information requiring special handling or additional controls, place the *appropriate warning notice* on the face of the document.

"Okay, Doris, let's finish marking your cover. Where did you get your classified information?"

"I used two source documents:

(1) a Secret document, 'Laser Widget Tests' written by the DIVA Development Office on 14 March 1994 with declassification instructions of 'OADR.'

(2) a Secret document, 'Laser Widget Demonstration' by the DIVA Development Office on 29 June 1997 with declassification instruction of 'X3'."

SECRET

LASER WIDGET FIELD TEST (U)

13 January 2004

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

Weapons Systems Division

Derived from: Multiple Sources

***Declassify on: Source marked X3;
Date of source: 29 Jun 97***

Sources:

- 1. "Laser Widget Tests," DIVA Development Office, dated 14 Mar 94***
- 2. "Laser Widget Demonstration," DIVA Development Office, dated 29 Jun 97***

SECRET

Marking Component Parts

"Just one more item to cover: marking *components*."

A component is a section of a document that is intended to be taken out of the document and used separately.

"Like an appendix or annex?"

"Yes. Suppose your document had an appendix. You would mark it *as if it were a separate document* since someone might pull it out of your document and use it by itself.

Marking a component...

Portion, page, overall, and associated markings are required, however

If an entire component is Unclassified...

- * **Mark the top and bottom of the component's face page with "UNCLASSIFIED."**
- * **Include a statement like "All portions of this (appendix, annex, etc.) are UNCLASSIFIED."**



"Suppose the overall classification of my appendix is Secret, but the overall classification of my document without the appendix is Confidential. Do I change the document's overall classification to Secret when the appendix is attached?"

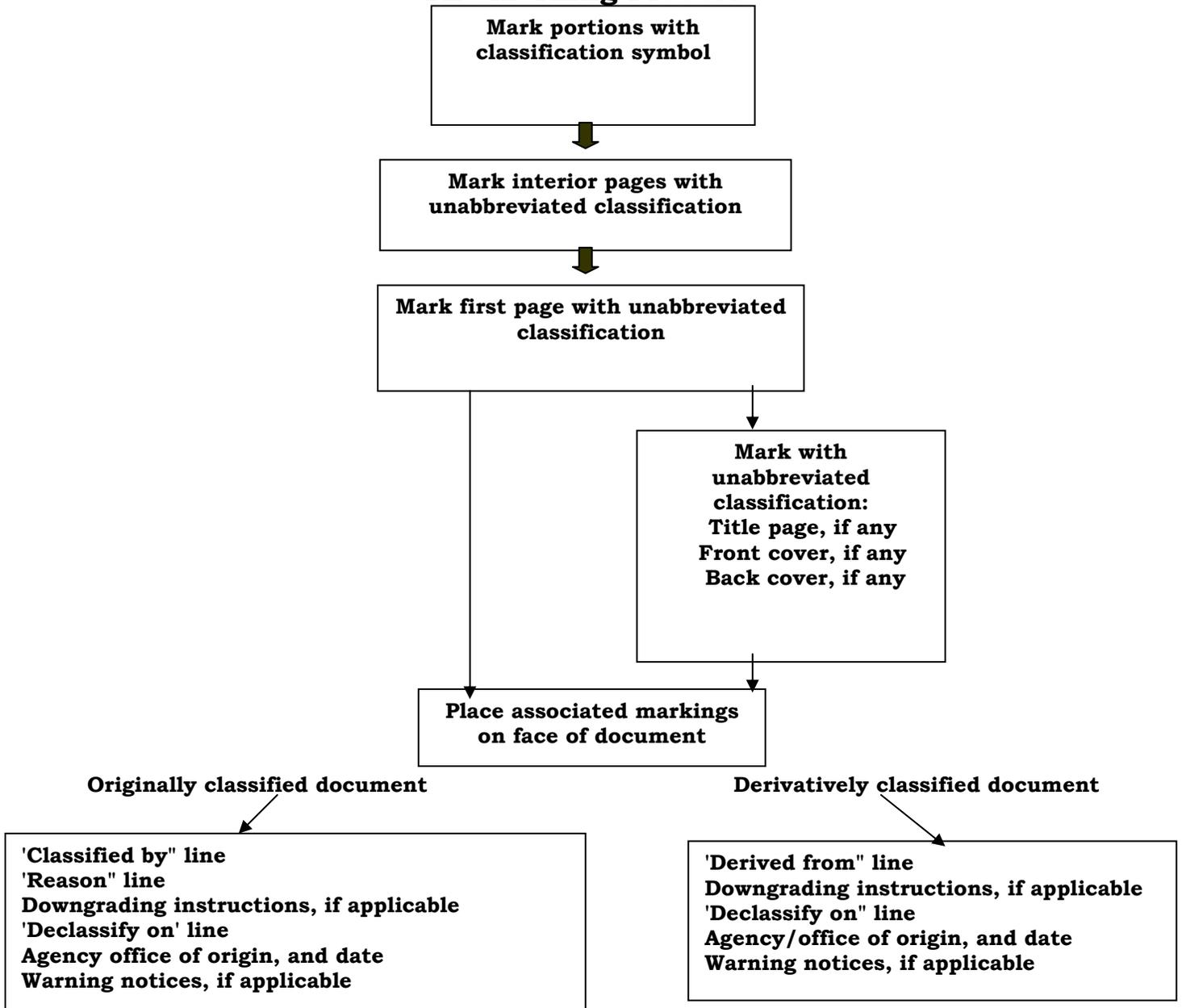
"Yes. However, you need to put an *additional marking* on the *face of your document* to let the user know that *when the appendix is removed, the document is classified Confidential*.

If the component is of a higher classification level than the document it is attached to, add the following marking to the face of the document:

**“UPON REMOVAL OF (TYPE OF COMPONENT)
THIS DOCUMENT BECOMES (CLASSIFICATION LEVEL).”**

"Here's a chart that sums up the marking process."

The Marking Process



REVIEW EXERCISES - Part One

1. List three reasons for marking classified information.
 - a. _____
 - b. _____
 - c. _____

2. Which three parts of every classified document must be marked with the proper classification marking?
 - a. _____
 - b. _____
 - c. _____

3. What three other parts, if contained in a document, must also be marked?
 - a. _____
 - b. _____
 - c. _____

4. The next page shows page 7 (an interior page) of a derivative document. Use the following information to place the proper portion and page markings on it.

The source of classification is a report, "Visual Displays (U)," dated 1 Dec 03, developed by the Human Factors Engineering Office, Fort Belvoir, VA.

From the source document you determine that:
The first paragraph is Unclassified.
The second paragraph is Confidential, declassify on 2 Oct 05.
 The first subparagraph is Confidential, declassify on 2 Oct 05.
 The second subparagraph is Confidential, declassify on 2 Oct 05.
The third paragraph is Unclassified.
The figure is Secret; its caption is Unclassified.
The fourth paragraph is Confidential, declassify on 12 Jun 2013.
The fifth paragraph is Unclassified.

Three basic types of dynamic quantitative displays were evaluated for use in the STR24 Vehicle.

Based on thorough research, the digital display is recommended for use because:

Digital displays are more accurate than analog displays.

Digital displays record values quicker than analog ones.

The figure below represents the type of display to be incorporated into the STR24 Vehicle.

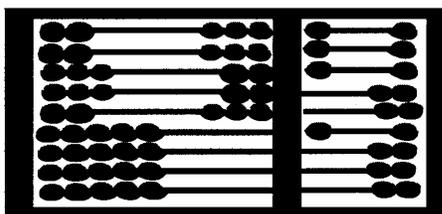


Figure 1. Recommended Display

As the display is developed, care must be taken to ensure that the values displayed in the digital display remain visible long enough to be read.

The digits on the display will appear in green as opposed to red.

5. Use the information below to apply portion, page, and overall markings to this one-page document prepared by DIVA's Weapons Systems Division.

The source of classification is the Security Classification Guide for the AN/ALQ-904 Countermeasures Set (U), issued 7 Oct 01 by the Countermeasures Equipment Project Office, Fort Pell, VA. From the SCG, you determine that:

Paragraph 1 is Confidential, declassify on 2 Nov 05.

Paragraph 2 is Unclassified.

Subparagraph 2a is Unclassified.

Subparagraph 2b is Secret, declassify on 1 Apr 05.

Subparagraph 2c is Secret, declassify on X3.

Paragraph 3 is Unclassified.

Subparagraph 3a is Confidential, declassify on completion of OT-H.

Subparagraph 3b is Secret, declassify on achievement of IOC.

Subparagraph 3c is Confidential, declassify on achievement of IOC.

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

INFORMATION PAPER

SUBJECT: AN/ALQ-904 Countermeasures Set

1. Production start for AN/ALQ-904 has been delayed until June 2001 because of serious performance problems discovered during OT-I.
2. Problems encountered include:
 - a. Batteries have a 53% probability of full discharge at 81° F.
 - b. Jamming of ARM terminal homing systems failed 96%.
 - c. Operation at a 73 GHz setting caused unintentional detonation of XM-214 Missile warheads within 300m.
3. Production rescheduling will cause milestone slippage as follows:
 - a. OT-II to Jan 02
 - b. First production delivery to Jun 02.
 - c. IOC to Sep 02.

LTC Fluster / 77765
5 May 00

6. The next page shows the front cover of a report prepared by the Office of the Deputy Assistant Secretary of Defense. Use the information below to mark the front cover.

The subject is Unclassified.

Pages 3 through 25 and pages 28 through 34 contain Confidential information. Page 26 contains Secret information. Page 27 contains Top Secret information.

The sources of classification are:

DA Pamphlet 100-7 (Confidential, declassify on 2 Jun 05)

CNO Letter, 7 Aug 94, subject: Naval Operations in the Pacific (U), (Secret, declassify on OADR)

SCG for the XM29 Missile System (U) (Top Secret, declassify on 15 Jan 05)

Final Report: Southern Pacific Study Group

28 March 2003

Prepared by:
Office of the Deputy Assistant Secretary of Defense
Washington, DC 20305

7. Document A is a Secret letter entitled "Gyro Rate (U)," and was written by the Testing Office of DIVA on 23 January 2000 with declassification instructions of 21 May 2009.

Document B is a Secret letter entitled "Spin Cycle (U)," and was written by the Operations Office of DIVA on 14 September 2001 with a declassification instruction of X3.

- a. You use Document A in writing a report. Complete the following:

Derived from _____

Declassify on _____

- b. You use both documents for your report. Complete the following:

Derived from _____

Declassify on _____

8. If your "Derived from" line is "Multiple sources," what must appear on your document or be maintained with your file copy?

9. You have extracted Secret information from the following four documents and have put the information into a document that you are writing. What is your "Derived from" line and what is your "Declassify on" line?

(a) A Secret letter originated by the Operations Office of DIVA, subject: Wainscotting Rate (U), dated 15 February 1996, Declassify on: X4.

(b) A Secret memo originated by the Testing Office of DIVA, subject: Wainscotting Declination (U), dated 7 September 1996, Declassify on X3.

(c) A Secret letter originated by the Operations Office of DIVA; subject: Wainscotting Drive (U), dated 9 March 1994; Declassify on: OADR.

(d) A Secret memo originated by the Testing Office of DIVA, subject: Wainscotting Leftovers (U), dated 23 October 2003, Declassify on: 1 November 2013.

10. Component parts of a document should be marked as if they were completely separate documents.

True. False.

SOLUTIONS AND REFERENCES - Part One

1. Any three of the following:

- To alert a user that something is classified.
- To tell the user of the degree of protection required.
- To specify what portions of a document *contain* or *reveal* classified information.
- To identify who classified the information or what source the author used to get classification guidance.
- To show the reason for the classification of the information.
- To provide instructions on how long the information is classified.
- To give notice of special controls and safeguarding requirements.
(p. 4-3)

2. The following parts of a classified document must be marked:

- a. Portions
- b. Interior pages
- c. First Page (p. 4-6)

3. The following parts of a classified document must be marked if the document has them:

- a. Title page
- b. Front cover
- c. Back cover (p. 4-6)

4. CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

SECRET

(U) Three basic types of dynamic quantitative displays were evaluated for use in the STR24 Vehicle.

(C) Based on thorough research, the digital display is recommended for use because:

(C) Digital displays are more accurate than analog displays.

(C) Digital displays record values quicker than analog ones.

(U) The figure below represents the type of display to be incorporated into the STR24 Vehicle.

SECRET

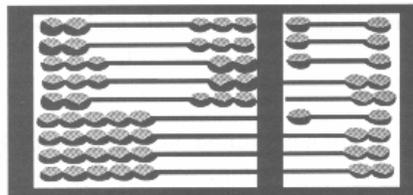


Figure 1. (U) Recommended Display

(C) As the display is developed, care must be taken to ensure that the values displayed in the digital display remain visible long enough to be read.

(U) The digits on the display will appear in green as opposed to red.

SECRET

SECRET

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

INFORMATION PAPER

SUBJECT: AN/ALQ-904 Countermeasures Set (14)

1. **(C)** Production start for AN/ALQ-904 has been delayed until June 1995 because of serious performance problems discovered during OT-1.
2. **(U)** Problems encountered include:
 - a. **(U)** Batteries have a 53% probability of full discharge at 810 F.
 - b. **(S)** Jamming of ARM terminal homing systems failed 96%.
 - c. **(S)** Operation at a 73 GHz setting caused unintentional detonation of XM-214 Missile warheads within 300m.
3. **(U)** Production rescheduling will cause milestone slippage as follows:
 - a. **(C)** OT-II to Jan 96.
 - b. **(S)** First production delivery to Jun 96.
 - c. **(C)** IOC to Sep 96.

**Derived from SCG for AN/ALQ-904, Countermeasures
Set (U), Equipment Project Office, Ft Pell, 7 Oct 01**

Declassify on: Source marked X3, date of source 7 Oct 01

LTC Fluster / 77765 5 May 92

SECRET

6. CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

TOP SECRET

Final Report: Southern Pacific Study Group **(U)**

28 March 1993

Derived from: Multiple sources

Downgrade to Secret on 15 Jan 05

Declassify on: Source marked OADR, date of source 7 Aug 94

Prepared by:

Office of the Deputy Assistant Secretary of Defense Washington, DC 20305

TOP SECRET

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

(pp. 4-18-19, 26-32)

7. a. Derived from: Letter, subj: Gyro Rate (U), Testing Office, DIVA, dated 23 Jan 00
Declassify on: 21 May 09
- b. Derived from: Multiple sources
Declassify on: Source marked X3, date of source 14 Sep 01
(pp. 4-26-32)
8. A list of the sources.
(p. 4-27)
9. Derived from: Multiple sources
Declassify on: Source marked X3 date of source 7 Sep 96
(pp. 4-26-32)
10. True.
(p. 4-34)

Marking a Transmittal Letter

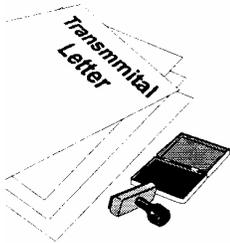
Mike picked up his folder, and got up to leave.

"Any other goodies in that folder, Mike?" Doris asks.

"Well, let me see. Do you think you'll be sending your report to anyone?"

"I'm sure we'll send it to the California field office."

"Then you'll be needing a *transmittal letter*. I can give you a sample - an unclassified transmittal letter attached to a classified document. And the instructions for using an unclassified transmittal letter with a classified document are right there in the text of the letter."



"Mike, this sample letter is great! I see that the only markings required are the *overall classification marking* and the *notice* at the bottom. That makes sense since the transmittal letter itself is Unclassified. There's no reason it would need a 'Classified by' or 'Derived from' line, a 'Declassify on' line, or any downgrading instructions."

"This stuff isn't so hard to figure out after all, is it, Doris?"

SECRET

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

17 February 2004

MEMORANDUM FOR Transmittal Letter Writers

SUBJECT: Unclassified Transmittal Letters

1. This is a sample of an unclassified transmittal letter that has, as an attachment, another document that is classified SECRET.
2. If the attached document was Unclassified, the transmittal letter would not have markings. Instead, SECRET appears because it is the overall classification of the attached document.
3. Observe the notice at the bottom of this letter. It tells a user that upon removal of the attachment, this letter is unclassified.
4. If any of the attachments contain information that warrants a special notice, the warning notice must appear on the face of the transmittal letter.
5. All markings need appear only on the face of the transmittal letter.

You R. Writer

Attachment

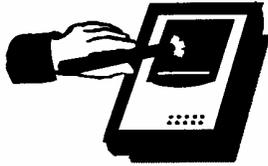
*UPON REMOVAL OF ATTACHMENT
THIS DOCEYMENT BECOMES UNCLASSIPIED*

SECRET

Marking an Electronically Transmitted Message

"Do you ever send messages, Doris?"

"Sure. I sent one the other day."



"Here's a sample message with the requirements written in the text.

"For incoming electronically transmitted messages, the system can apply the top and bottom page markings, but they must stand out from the text."

"Mike, I appreciate the help and the samples. I'll be sure to pass out this stuff to our people who need it."

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

SECRET

SUBJ: DD FORM 173 TEXT (U)

1. (U) The first item of information in the text of a classified electronically transmitted message is its overall classification.
2. (S) Portion marking requirements for messages are the same as for other documents.
3. (S) The "Classified by" line or the "Derived from" line appears at the end, just prior to the downgrading/declassification instructions.
4. (C) Downgrading and declassification instructions appear on the last line of text.

**Derived from: Ltr, HQ AMC, subj. DD Form 173, 14 Mar 99
DECL 24 Aug 08**

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

Marking Working Papers



"While we're at it, let's review another topic we discussed last week - how to mark working papers. Remember we said that in preparing our final versions of classified documents, we often develop preliminary drafts? We refer to them as 'working papers'. We said that working papers are not the final products themselves, but simply something we use to get to the final product.

When marking a working paper...

- * Put the *date it was created* on it.
- * Mark it with the *highest level of classified information* it contains or reveals.
- * Mark it just as you would a *finished document* if:
 - you keep the papers for *more than 180 days* from its date of origin, or
 - you release the paper *outside your activity*.

"Remember that you must *protect* the working paper at the *proper level of classification* and, just as important, *get rid of it* (properly destroy it) *as soon as you finish the final product*."

Some Special Markings

"Remember warning notices? They alert readers that a document contains information requiring *additional handling procedures* or *special controls*. Let's look at those you're likely to run across, Doris.

Restricted Data-----

“Restricted Data is information related to atomic weapons and nuclear material. It is under the control of the Department of Energy. If Restricted Data is put in a DoD document, the following marking goes on the face of the document:

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

"And recall that if the document contains Restricted Data, no "Declassify on" line should be displayed. Only the DOE can declassify Restricted Data. Mark portions containing Restricted Data as follows:

- **(TS-RD)**
- **(S-RD)**
- **(C-RD)**

Formerly Restricted Data-----

"Formerly Restricted Data is information that has been removed from the Restricted Data category upon a joint determination by the Department of Energy and DoD. If Formerly Restricted Data appears in a DoD document, place the following marking on the face of the document:

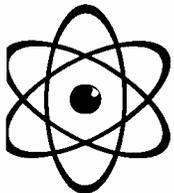
FORMERLY RESTRICTED DATA
Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954



"If the document contains Formerly Restricted Data, do *not* use a "*Declassify on*" line. Formerly Restricted Data is *declassified only upon the joint determination of DOE and DoD*. Mark *portions* containing Formerly Restricted Data as follows:

- **(TS-FRD)**
- **(S-FRD)**
- **(C-FRD)**

Critical Nuclear Weapon Design Information (CNWDI)-----



"CNWDI is a special type of Top Secret and Secret Restricted Data. It refers to information concerning the *theory of operation or design of components of nuclear devices*. If CNWDI appears in a DoD document, this marking goes on its face:

**CRITICAL NUCLEAR WEAPON DESIGN INFORMATION
DOD DIRECTIVE 5210.2 APPLIES**

"The *portion marking* for CNWDI is "(N)." Since CNWDI is a type of Restricted Data, mark portions that contain CNWDI marked as follows:

- **(TS-RD)(N)**
- **(S-RD)(N)**

"As you probably suspect already, Doris,

- *Special markings, if they apply, should be placed on the face of a document.*
- *If a special marking appears on the face of a document's component, it should also appear on the face of the document.*

Other Marking Considerations

"You've come this far, Doris. Have you had enough, or are you game to go the rest of the way? There's just Unclassified, public domain, and NATO and foreign government classified left."

"You've kept me on the edge of my seat so far. I can't wait to see how it all turns out!" Doris laughs.

Wholly Unclassified Material-----

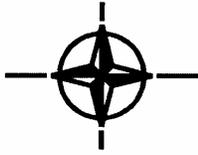
"It's home stretch time, then. Hold on! Material that contains *only unclassified information* usually *is not* marked. However, there *are two circumstances* when the markings "UNCLASSIFIED" or "(U)" can be applied:

- When it's important to convey to the user that the information was *reviewed* for possible classification, but it was determined that classification was not *required*.
- When dealing with formerly classified material

Information That Appears In The Public Domain-----

"Material that appears in the *public domain* (for example, articles in magazines or newspapers), *cannot be marked as classified*. If, however, you develop a report that *compares the content* of a newspaper or magazine article *to classified information*, the report, if classified, *can be marked*."

Marking Foreign Government and NATO Information



NATO

foreign government

"Marking foreign government and North Atlantic Treaty Organization (NATO) information can be pretty tricky, Doris. Keep in mind that many of the marking requirements that we've gone over do not apply to documents created by foreign governments and international organizations of governments, such as NATO. For example, other governments may *not* require *portion and page markings*. Another difference concerns *classification designations*. The United States uses three security classification designations: TOP SECRET, SECRET, and CONFIDENTIAL. Many foreign governments and international organizations use a *fourth designation*, '*RESTRICTED*.' Appendix F, DoD 5200. 1 -R contains a table that shows foreign government and NATO equivalents of U.S. designations. Here's an extract of Appendix F.

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Germany	Streng Geheim	Geheim	VS-Vertraulich	
Italy	Segretissimo	Segreto	Riservatissimo	Riservato
Japan	Kimitsu	Gokuhi	Hi	Toriatsukaichui
Spain	Maximo Secreto	Secreto	Confidencial	Diffusion Limitada

Marking Foreign Government Documents-----

"Let's suppose there's an SFC Juan Montoya who is stationed at DIVA's field office in Heidelberg, Germany. He has just received three classified

documents; one from the government of *Germany* and two from the government of *Spain*.

"Juan looks at the document from Germany first. 'Good,' he thinks to himself, 'it's already marked in English. I don't have to do a thing.'

If a classified foreign government document is marked in *English already* you don't have to apply any other markings.

"As Juan looks at one of the documents from the government of Spain he sees the phrase "SECRETO" on it. Juan refers to Appendix F of DOD 5200.1-R. He sees that Spain's marking "SECRETO" is equivalent to our marking "SECRET" Juan writes "SPAIN SECRET"(conspicuously) near the marking 'SECRETO.'

"Juan looks at the other document from the government of Spain. It has 'DIFFUSSION LIMITADA!' on its cover. He looks at Appendix F and sees that Spain's classification designation 'DIFFUSSION LIMITADA' is equivalent to 'RESTRICTED.' Since our government doesn't have the 'RESTRICTED' designation, he needs to add a marking to show English speaking U.S. personnel what safeguards the document needs. So he puts the following notation on the face of the document:

SPAIN RESTRICTED INFORMATION
Protect as CONFIDENTIAL - Modified Handling

"That's about all there is to it, Doris!

- If the *overall marking* of a classified foreign government document is in a *foreign language*, refer to *Appendix F* for our equivalent marking.
- If the equivalent marking is *TOP SECRET*, *SECRET*, or *CONFIDENTIAL*, conspicuously write or stamp the *country name* and the *appropriate classification marking near the foreign language marking*.
- If the equivalent marking is *RESTRICTED*, conspicuously write or stamp

"(Country) RESTRICTED INFORMATION
Protect as CONFIDENTIAL-Modified Handling"

near the foreign language marking.

Marking NATO Documents-----



"So that's how you would 'translate' the markings of a classified foreign government document for use in our Information Security Program. The same principle applies to *NATO documents*. If the classification markings are in English, you do not have to mark the document further. However,

If the document is marked *NATO RESTRICTED* in *another country's language*, you must place the following notation *on the face of the document*:

TO BE SAFEGUARDED IN ACCORDANCE
WITH USSAN INSTRUCTION 1-69

"This notation alerts a user that the document's safeguarding requirements can be found in *United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN) Instruction 1- 69*. Some components may have additional marking requirements for NATO classified information in their regulations, Doris.

DoD Documents with Foreign Government Information-----

"A DoD classified document that contains foreign government classified information must bear the following notation on its face:

THIS DOCUMENT CONTAINS (Country) INFORMATION.

"This warning alerts a user that the document contains a particular foreign government's information and that the document should *not be provided to nationals of a third country or declassified without the consent of the originator*. If the identity of the foreign government must be *concealed*, the marking is:

THIS DOCUMENT CONTAINS FOREIGN GOVERNMENT INFORMATION.

"If your document had portions containing foreign government information, Doris, you would have had to mark them it so as to identify the information.

Portions of DoD documents that contain classified foreign government information must be marked to identify the foreign government information.



"Mark each portion by writing the abbreviation for the foreign country followed by a dash (-) and the classification symbol. For example, (*MEX-C*) alerts a user that the portion contains Confidential information of the government of Mexico. Check the country's abbreviation in a reliable source, such as a dictionary. If the identity of the foreign government must be concealed, use FGI with the applicable classification symbol, for example, (*FGI-S*).

DoD Documents with NATO Information-----

"The same holds true for *DoD classified documents* that contain *NATO classified information*. In this case mark the *face* of the document as follows:

THIS DOCUMENT CONTAINS NATO (CLASSIFICATION) INFORMATION

"These DoD documents must also be *portion marked* to identify the NATO information. For example, a paragraph that contains *NATO SECRET information* is portion marked '(NS).'

DoD Documents with only Foreign Government Restricted/NATO Restricted Information-----

"What would you do if you had a DoD document that doesn't contain any Top Secret, Secret, or Confidential information but does contain foreign government Restricted or NATO Restricted information?"

If the document contains no U.S. classified information but does contain foreign government *Restricted or NATO Restricted information*...

- Mark the portions accordingly.
- Mark the page top and bottom:

"This page contains (Country/NATO) RESTRICTED information."

- Place the following notation on the face of the document:

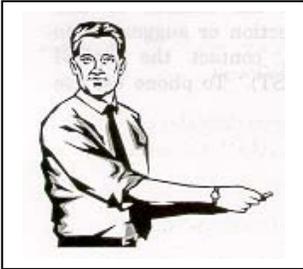
"This document contains (Country/NATO) Restricted information not marked for declassification (date of source) and shall be safeguarded in accordance with USSAN 1-69/DoD 5200.1-R."

"Here's a table that summarizes the requirements for marking NATO and foreign government information, Doris."

Downgrading/ Declassifying Foreign Government/ NATO Information-----

"When foreign government information appears to be subject to automatic declassification, the declassifying agency must determine whether the information is subject to a treaty or international agreement that would prevent its declassification at that time. The declassifying agency must also determine if another exemption under E.O. 12958, as amended may apply to the information. If the declassifying agency believes such exemption may apply, then they should consult with any other concerned agencies in making its declassification determination. The declassifying agency or the Department of State, as appropriate, should consult with the foreign government prior to declassification."

Marking Classified Materials Other Than Documents



"Whew! Free at Last! I didn't think I was going to last through that foreign government and NATO stuff, Mike!"

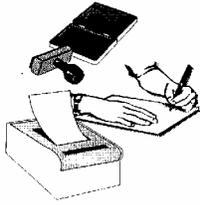
"I know I told you that was the last of it, Doris. But there is still one teensy-weensy topic left."

"Say your prayers, Security Man! Oh, all right. Go ahead. But if this isn't the last word on marking, it will be *your* last word - on anything!"

"We just need to go over how to mark *materials other than documents*."

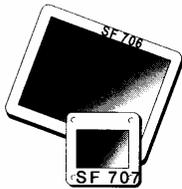
We conspicuously mark classified materials with the overall classification designation and when possible the associated markings.

"The *classification markings* should be *conspicuously displayed* on the *classified materials* and their *containers*, if any. The markings can be

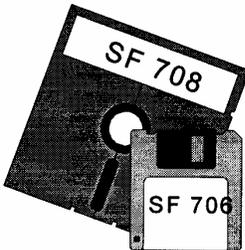


stamped, written, or printed on, or affixed by a sticker, decal, or similar device. If it's not practicable to mark the material or container, you can provide *written notification of the classification markings* to be kept with the materials.

However, this written notification procedure should be used *only as a last resort!* Remember, the purpose for marking the materials is to ensure that the user, recipient, reader, or whoever realizes that the materials they have are classified. If a big stamp with the classification level on it will work, use it. If you have to attach a label to the item and then stamp the label, do so.

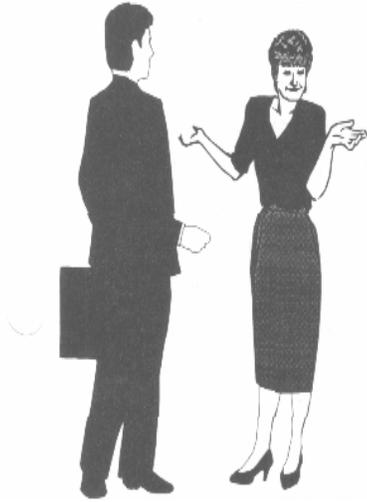


Some items such as 35 mm slides and view-graphs have two groups of people that you must keep informed. The first group is the *audience that views the information as it is projected on a screen*. You must ensure that that group recognizes that the information they are viewing is classified, so put the classification information on the *image area*. The other group of people that you are concerned with is *whoever is handling the slide or the view-graph*. So put the classification designation on the *border of the slide or view-graph* so that person is aware that he or she is holding an item that contains classified information.



"You must also conspicuously mark *magnetic storage media*, the 3 1/2 inch disks, zip disks, etc. that contain classified information. This ensures that others realize that the disk contains classified information - and it reminds you too! If you have them, use the small labels (SF 706 for Top Secret, SF 707 for Secret, and SF 708 for Confidential) designed for use on computer disks and similar materials.

Otherwise, take appropriate action to ensure that people will know that the disk contains classified information.



"How would you mark a document that is electronically stored on a disk, Doris?"

"This is just a guess. Electronically?"

"Still awake, eh? Right. You *electronically* mark the portions and then apply the interior page markings, the overall document markings, and the associated markings, if it's feasible. Otherwise *mechanically* place these markings on the document after it is printed.

"Well, Doris, you made it! And probably in record time."

"Don't use the t-word in my presence ever again! My whole morning is gone!" Doris laughs. "Seriously though, Mike, I appreciate your taking the *time* to tutor me in all these marking instructions. How about we do lunch?"

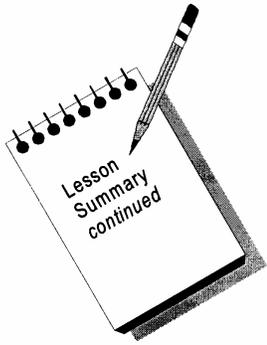
"You bet! And even though it may seem that we've covered marking completely, I'd better point out that the DoD 5200.1-R goes into even greater detail on how to mark various materials. Use it to answer specific questions that you may have about marking a particular item.

"And always remember, Doris, the key to marking is to *identify for others what is classified, at what level, why, and for how long.*"

Summary



In this lesson, you learned about marking requirements for classified documents and materials. We mark the materials to (1) alert the users that they have classified material in their possession, (2) tell the users how they must protect it, (3) show what is classified in the material, (4) identify who classified the information or what source was used to get the classification guidance, (5) show why the information is classified, (6) inform users how long the information is classified, and (7) provide users with any special handling instructions, as appropriate. The parts of a document that must be marked are the portions, the interior pages, the first page, the title page (if any), and the front and back covers (if any). In marking a document, start from the inside and work outward. All portions are marked first (the paragraphs, subparagraphs, illustrative material, captions to the illustrative material, subject or title lines, and headers to major sections), then the interior pages according to the content of the page, then the first page according to the highest level of classification of the information in the entire document, then the title page (if any), and finally the covers (if any). Associated markings provide information other than classification levels: the 'Classified by' line and the 'Reason' line (for originally classified documents), the 'Derived from' line (for derivatively classified documents), downgrading instructions, the 'Declassify on' line, the agency and office of origin, the date of origin, and warning notices, if any. A component part of a document is marked like a separate document. Unclassified transmittal



letters need only have the overall classification marking (the highest level of classified information contained in the entire package) and a statement that the transmittal letter by itself is unclassified. These items are required only on the face of the transmittal letter. Electronic messages require that the first line of the text have the overall classification of the message; the portions must be marked, and the end of the message must have the 'Derived from' and 'Declassify on' information. A 'working paper' need be marked only with the date and the overall classification; however, it must be protected at its proper level and should be destroyed it as soon as the final product is completed. If a document contains information with special handling or control requirements, the appropriate markings need to be placed on the face of the document and the portions containing the information must be marked. Documents containing foreign government classified information or NATO classified information must be marked to reflect these contents; the appropriate warning notice must appear on the face of the document and the portions containing the information must be marked. Classified materials other than paper documents - and their containers, if any - need to be conspicuously marked to alert people that the materials are classified. Classified materials should always be conspicuously marked so others know what's classified, why it's classified, and how long it's classified. Detailed marking guidance is in DoD 5200.1-R and your component regulations.

REVIEW EXERCISES - Part Two

1. The next page shows a one-page transmittal letter prepared by DIVA's Weapons Systems Division. Use the information below to mark the transmittal letter.

The source of classification for the transmittal letter is another letter whose subject is Review of Raider's Design Specifications (U). The source letter is dated 30 June 1999 with a declassification instruction of 27 May 2008.

From the source letter, you determine that:

The subject is Unclassified.

Paragraph 1 is Unclassified.

Paragraph 2 is Unclassified.

Paragraph 3 is Unclassified.

Attached to the transmittal letter is a document that contains Secret Restricted Data and CNWDI



DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

5 July 2004

MEMORANDUM FOR Personnel of Project V

SUBJECT: Raider Design Specification Review

1. Attached are the design specifications for device Raider. You are responsible for reviewing these specifications to ensure that Raider can operate under all anticipated conditions.
2. Testing continues to take place in the Testing Lab at Ft. Warren.
3. We will quickly respond to any requests for further information concerning Raider's capabilities.

LTC Janet L. Peters
Director, Project V

Attachment
Raider Design Specifications

2. Below is the front cover of a report prepared by the RA91 Radar System Project Office, Fort Polk, LA- Use the information to mark the front cover.

Pages 1 through 7 and pages 9 through 11 contain Confidential information that is to be declassified on 25 June 2005.

Page 8 contains Secret information that is to be declassified on 23 April 2008.

Page 12 contains Unclassified information.

Page 15 contains Top Secret Formerly Restricted Data.

The source of classification is the SCG for the RA91 Radar System (U), issued 12 March 1998 by the Electronics Office of DIVA.

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

Final Report: RA91 Radar System Testing

2 October 2003

Prepared by:

RA91 Radar System Project Office
Fort Polk, IA

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

3. The first item of text in a classified electronically transmitted message is the "Subject" line.

True False

4. A document contains only Unclassified information. Under what circumstances should it be marked "Unclassified?"

Use the following table to answer questions 5 through 7.

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Germany	Streng Geheim	Geheim	VS-Vertraulich	
Mexico	Alto Secreto	Secreto	Confidencial	Restringido
NATO	Cosmic Top Secret	NATO Secret	NATO Confidential	NATO Restricted

5. The document on page 4-70 is the front cover of a report provided to the U.S. by the government of Germany. Apply the proper markings.

6. The document on page 4-71 is the front cover of a report provided to the U.S. by the government of Mexico. Apply the proper markings.

7. The document on page 4-72 is the front cover of a report provided to the U.S. by NATO. Apply the proper markings.

GEHEIM

Das Unterseeboot in die deutsche Kriegsmarine

Kapitan z.S. Helmut Pumpnickel

Marinehauptquartier BRD

3.6.03

GEHEIM

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

RESTRINGIDO

DEFENSA AEREA EN EL EJERCITO MEXICANO

31 de Augusto 2002

Oficina de la Defensa Aerea
Ministro de Defensa

RESTRINGIDO

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

NATO RESTRICTED

PROTECTING EACH OTHER

30 September 2003

Produced by:

The North Atlantic Treaty Organization

NATO RESTRICTED

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

8. Suppose you receive a document from the government of Italy. It has the markings "TOP SECRET" on it. What markings do you have to apply?

9. Suppose you receive a document from NATO. It is marked "COSMIC TOP SECRET." What markings do you have to apply?

10. You are writing a classified paper on a cooperative weapons program. You extract some information from a document marked NATO CONFIDENTIAL and put it into paragraph 5 of your document. When you mark your document, what must you do concerning the NATO Confidential information?

11. You are writing a document on a cooperative training exercise. The document contains no U.S. classified information. However, you put "Restricted" information from a government of Denmark (DEN) document dated 12 October 2002 into paragraph 12 of your document. When you mark your document, what must you do concerning the Danish information?

12. You are writing a document on a jointly produced weapon. The document contains no U.S. classified information. However, you put NATO "Restricted" information from a NATO document dated 3 April 1999 into paragraph 3 of your document. When you mark your document, what must you do concerning the NATO information?

13. The next page shows a one-page document prepared by XYZ Weapon System Project Office, NAS Lemoore, CA. Use the information below to mark the document.

Paragraph 1 is Unclassified.

Paragraph 2 contains Confidential information extracted from a document furnished by the New Zealand Ministry of Defense.

Paragraph 3 is Secret, declassify 1 Aug 2007.

The sources of classification are:

CNO Letter, 17 Jul 03, subject: Training Operations in New Zealand (U), (Secret, declassify 1 Aug 2012)

SCG for the XYZ Weapon System, 11 July 2002 (Secret, declassify X3)

Memo from the government of New Zealand (NZ), 26 February 2003 (Confidential, no declassification instructions)



XYZ WEAPON SYSTEM PROJECT OFFICE
NAS LEMOORE, CA

1 October 2003

MEMORANDUM FOR XYZ Weapon System Training Personnel

SUBJECT: Training Operations in New Zealand

1. Training for the XYZ Weapon System will take place in June or July of 2004.
2. The New Zealand government will send 100 troops to partake in the training exercises.
3. Six XYZ Weapon Systems will be deployed to the training sites two weeks prior to training initiation.

LTC Anthony J. Landers
Director, XYZ Weapon System Training

14. Select the true statements concerning marking classified materials.
- a. Classification markings must be placed on the reel of a film but are not necessary for the canister the film is stored in.
 - b. The image area of a classified overhead transparency must contain classification markings.
 - c. Classification markings on materials should be conspicuous.
 - d. The cassette of a classified audio recording does not have to be marked as long as the audio portion contains a warning that the program is classified.

SOLUTIONS AND REFERENCES - Part Two

1. CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY

SECRET

DEFENSE INTEROPERABILITY VALIDATION AGENCY
4719 DORCHESTER STREET
SPRINGFIELD, VIRGINIA 22150

5 July 2004

MEMORANDUM FOR Personnel of Project V

SUBJECT: Raider Design Specification Review

1. Attached are the design specifications for device Raider. You are responsible for reviewing these specifications to ensure that Raider can operate under all anticipated conditions.
2. Testing continues to take place in the Testing Lab at Ft. Warren.
3. We will quickly respond to any requests for further information concerning Raider's capabilities.

LTC Janet L. Peters
Director, Project V

**UPON REMOVAL OF ATTACHMENT THIS
DOCUMENT BECOMES UNCLASSIFIED.**

Attachment
Raider Design Specifications

**Critical Nuclear Weapons Design Information
DoD Directive 5210.2 applies.**

RESTRICTED DATA

***This material contains Restricted Data as defined in the
Atomic Energy Act of 1954. Unauthorized disclosure subject
to administrative and criminal sanctions.***

SECRET

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY
(pp. 4-48-49, 52)

Marking Classified Information 4-77

TOP SECRET

Final Report: RA91 Radar System Testing (U)

2 October 2003

***Derived from: SCQ, RA91 Radar System (Eq,
Electronics Offtce.9 DIVA., 12 Mar 98***

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***

Prepared by:

RA91 Radar System Project Office
Fort Polk, LA

TOP SECRET

3. False. The first line of text in a classified electronically transmitted document is the overall classification of the message. (p. 4-50)

4. An unclassified document should be marked "UNCLASSIFIED" when it is important to convey to the reader that the information was reviewed with the possibility of it being classified, but it was determined that classification was not required. Another circumstance is when the document concerns information that was formerly classified (p. 4-54)

GEHEIM

GERMAN SECRET

Das Unterseeboot in die deutsche Kriegsmarine

Kapitan z.S. Helmut Pumpernickel

Marinehauptquartier BRD

3.6.03

GERMAN SECRET

GEHEIM

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY
(pp. 4-55-57, 60)

RESTRINGIDO

DEFENSA AEREA EN EL EJERCITO MEXICANO

31 de Agosto 2002

Oficina de la Defensa Aerea
Ministro de Defensa

MEXICO RESTRICTED INFORMATION
Protect as CONFIDENTIAL-Modified Handling

RESTRINGIDO

NATO RESTRICTED

PROTECTING EACH OTHER
30 September 2003

Produced by:

The North Atlantic Treaty Organization

*To be safeguarded in accordance
with USSAN Instruction 1-69.*

NATO RESTRICTED

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY
(p. 4-57, 60)

8. Since the document is already marked in English, you don't have to apply any other markings. (p. 4-56, 60)

9. If a NATO-originated document is marked COSMIC TOP SECRET, NATO SECRET, OR NATO CONFIDENTIAL, you don't have to apply any other markings. (p. 4-57, 60)

10. Portion mark paragraph 5 "(NC)" and put the following marking on the face of the document:

"THIS DOCUMENT CONTAINS NATO CONFIDENTIAL INFORMATION."
(p.4-59, 60)

11. Portion mark paragraph 12 "(DEN-R)" and apply the following marking to the face of the document:

"This document contains Denmark Restricted information not marked for declassification (source dated 12 Oct 02) and shall be safeguarded in accordance with DoD 5200.1-R"
(p. 4-59, 60)

12. Portion mark paragraph 3 "(NR)," and apply the following marking to the face of the document:

"This document contains NATO Restricted information not marked for declassification (source dated 3 April 1999) and shall be safeguarded in accordance with USSAN 1-69"
(p. 4-59, 60)

SECRET

XYZ WEAPON SYSTEM PROJECT OFFICE
NAS LEMOORE, CA

1 October 2003

MEMORANDUM FOR XYZ Weapon System Training Personnel

SUBJECT: Training Operations in New Zealand **(U)**

1. **(U)** Training for the XYZ Weapon System will take place in June or July of 2004.
2. **(NZ-C)** The New Zealand government will send 100 troops to partake in the training exercises.
3. **(S)** Six XYZ Weapon Systems will be deployed to the training sites two weeks prior to training initiation.

LTC Anthony J. Landers
Director, XYZ Weapon System Training

THIS DOCUMENT CONTAINS NEW ZEALAND INFORMATION

Derived from: Multiple sources

**Declassify on: Source not marked for declassification,
date of source 26 Feb 03**

SECRET

CLASSIFICATION MARKINGS ARE FOR TRAINING PURPOSES ONLY
(pp. 4-20, 26-32, 58, 61)

14. a. False. The containers or holders that we place classified materials into should also be marked.
- b True.
- c. True.
- d. False. The containers or holders that we place classified materials into should also be marked.

(pp. 4-61-62)