

# LESSON 4

## Generation

**M**any DoD contractors come to possess classified documents solely by receiving them, as discussed in Lesson 2. Other contractors, however, are also authorized to "generate" (produce) classified documents. With generation the key questions are of a different sort than they were with receiving. With receiving we wanted to be sure that nothing improper happened to the classified information on its way from the sender to you and that the transaction was duly recorded. With generation the first question often is, "Has generation occurred? Have we produced something - a sentence or a chart, an equation or a blueprint - something that should be classified?" If so, the next question is, "What *level of classification is* to be assigned?" These questions are routinely resolved by referring to the classification guidance provided to the contractor, but in many instances the answers are not clear-cut and experience and judgment are called for.



The *decision to classify* and the *level assigned* always prescribe both a price and a risk. Classifying information needlessly or assigning too high a classification will mean not only that safeguards will be squandered, but also that the information will be locked away from personnel, unclassified or with too low a clearance, who might well have made good use of it. Not classifying information that should be classified or assigning too low a classification may well lead to damage to the national security.

In this lesson we'll go over the basic policies and procedures that govern the generation of classified information within the NISP. Along the way, we'll cover certain matters of interest to all possessing contractors whether or not they generate classified information, such as rules about the DD Form 254, and when and how to downgrade and declassify documents. We'll also see how EWC generated a working paper and a finished report. Again, don't be put off by the rather long list of objectives. The process should become clear as we go along. For the record, nothing in this lesson is actually classified information. All the security markings are for illustration and training purposes only.

## OBJECTIVES

- When you have completed this lesson, you should be able to do the following.
- Define "classification."
- Distinguish between original classification and derivative classification.
- Identify key features of Executive Order 12958.
- Identify key features regarding the development, issuance, and use of DD Form 254, "Department of Defense Contract Security Classification Specification."
- Differentiate the requirements for personnel who assign classifications using a classification guide and requirements for personnel who perform other kinds of derivative classification (copying, extracting, reproducing, translating, and the like).

- Apply procedures for resolving problems regarding classification.
- Implement requirements for classified or likely classifiable documents originated other than in performance of a UA contract or program (e.g., unsolicited proposals).
- List the main purposes of marking classified information.
- Apply basic markings to SECRET and CONFIDENTIAL documents generated in-house.
- Downgrade/declassify documents as appropriate.
- Apply basic procedures for using a classification guide in developing a classified document.
- Apply procedures for identifying and safeguarding classified waste and safeguarding typewriter ribbons used in producing classified documents.

## WHAT IS CLASSIFICATION?

Let's start at the top. From one point of view, the reason there is classified information is that presidents of the United States have said so. That is, information is classified under a series of presidential executive orders. The most recent of these is Executive Order 12958, signed by President Clinton on April 17, 1995, and taking effect on *October 14, 1995*. (This is a date you should know, since certain marking procedures are different for material classified under previous executive orders.) E.O. 12958 sets up a uniform system for classifying, declassifying, and safeguarding national security information, that is, information relating to national defense or foreign relations. So classification is *the act of imposing an executive order's protection requirements on national security information*.

## ORIGINAL AND DERIVATIVE CLASSIFICATION

Information becomes classified information by either of two processes: *original classification* and *derivative classification*. Original classification is performed by designated government officials only. Derivative classification is performed by other government officials and by contractor personnel in carrying out their authorized functions.

### ORIGINAL CLASSIFICATION



Original classification is an *initial determination* (decision) that information is to be afforded the protection of an executive order. This determination can be made only by an "original classification authority," that is, an official of the Executive Branch who has been designated in writing to make such determinations. There are about 6,500 of these officials. Original classifiers base their *decisions to classify information* on three criteria:

1 The information must be national security information.

 **National Security Information** 

1. Military plans, weapon systems, or operations
2. Foreign government information
3. Intelligence activities, sources or methods, or cryptology
4. Foreign relations or foreign activities of the United States, including confidential sources
5. Scientific, technological, or economic matters relating to the national security
6. United States government programs for safeguarding nuclear materials or facilities
7. Vulnerabilities or capabilities of systems, installations, projects, or plans relating to the the national security

2 The United States Government must own, have a proprietary interest in, or control the information.

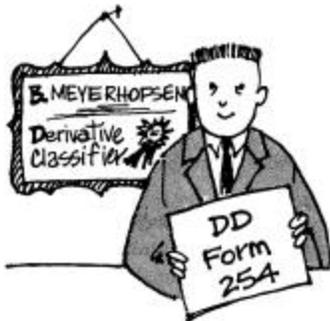
3 It must be determined that unauthorized disclosure of the information would cause damage to the national security.

If the information would cause damage to the national security. If the information in question meets these three criteria, then the original classifier determines *at which level* to classify the information, according to the *extent of damage* to the national security that unauthorized disclosure of the information would cause that the original classifier can identify or describe:



- Damage – CONFIDENTIAL
- Serious Damage - SECRET
- Exceptionally Grave Damage - TOP SECRET

- **Prohibitions.** E.O. 12958 prohibits classifying to conceal violations of law, inefficiency, or administrative error; prevent embarrassment to a person, organization, or agency; restrain competition; prevent or delay the release of information that does not require protection in the interest of national security.
- **Declassification.** E.O. 12958 provides for the original classifier to set a specific *date* (e.g., 25 July 2002) or *event* (e.g., upon completion of tests) on which the information is to be declassified, since it will no longer require protection. If no date or event can be set, a date 10 years from the date of original classification may be assigned. If the classified information falls within one of the categories identified in E.O. 12958 as exempt from automatic declassification, the document is marked with an X (for exempt) and the number of the exemption category.



DD FORM 254

## DERIVATIVE CLASSIFICATION

If your facility is authorized to *generate classified information*, then designated cleared personnel there will be performing *derivative classification*. Derivative classification is the process of determining that information you're creating is classified based on guidance from an original classification authority, then marking the material you are generating to make sure people know it's classified. If you're extracting material from a *classified document*, the markings on that document can tell you all about classification of the information. Or you may use *classification guidance* furnished to you by a User Agency.

## DD FORM 254

For DoD contractors the classification guidance for a contract, project, or program is cited in *item 13* of the DD Form 254, "Department of Defense Contract Security Classification Specification," issued by the contracting

officer or the designated representative of the User Agency concerned. This classification guidance is prepared under the direction of an original classification authority of the issuing User Agency. We'll have more to say about item 13, but first let's go over a few other aspects of the DD Form 254.

## CONTRACTOR'S ADVICE AND ASSISTANCE



CDR Alvin Eckles

Contractors are required to advise and assist in developing the original DD Form 254 and the security specification guide, to the extent practicable, so that their technical expertise may be used. For the Laser Widget Project, Buzz, Bascom, Kate, and Harold all worked with CDR Alvin Eckles of the Navy, the Contracting Officer's Technical Representative (COTR), to develop the classification guidance for the project. Their efforts ensured that EWC had a clear understanding of the guidance, so that they could fulfill EWC's responsibility to apply all aspects of it. Since the contract was to be a firm fixed price (FFP) contract, i.e., a contract with a specified sum to be paid for the goods/services delivered by the contractor, Harold also studied the Statement of Work (SOW) and the Contract Data Requirements List (CDRL) to determine the costs of all security measures for the contract in preparing EWC's proposal. He made sure that no undetected requirement would cut into EWC's fair profit for its performance.

**GCA Responsibility.** Although EWC's contribution to developing the classification guidance had been considerable, Harold and EWC's engineers were well aware that the guidance was the *exclusive* responsibility of the Navy's GCA and that final determination of the appropriate classification rested with the Navy's GCA.

**Notifying Originator.** Harold and Buzz were also aware that EWC could *notify the originator of* the DD Form 254 *if* they acquired information that suggested the instructions in the form needed to be changed.

Issuance. Harold knew that the DD Form 254 was a *contractual specification* necessary for performance on any classified contract, and that if EWC ever received a classified contract without a DD Form 254, he would have to inform the UA GCA concerned. He knew that DD Form 254 was issued according to the following schedule.

 <b>DD FORM 254</b>	
TYPE	WHEN ISSUED
<b>Original</b>	<ul style="list-style-type: none"> <li>■ With an IFB, RFP, RFQ, or other solicitation.</li> <li>■ With other User Agency classified programs or projects.</li> <li>■ With the award of a classified contract.</li> </ul>
<b>Revised</b>	<ul style="list-style-type: none"> <li>■ When a change occurs to the existing guidance.</li> <li>■ When the contractor needs additional security classification guidance.</li> </ul>
<b>Final</b>	<ul style="list-style-type: none"> <li>■ When, after an initial 2-year retention period, the User Agency determines that a contractor requesting retention authority has a continuing need for classified material associated with the contract.</li> </ul>

The original DD Form 254 that EWC received when it was awarded the contract for the Laser Widget Project looked like this.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>	
				b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER N00021-95-C-7834		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYYYMMDD) 010606
	b. SUBCONTRACT NUMBER			b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO. DATE (YYYYMMDD)
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i>	DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE Electric Widget Company 232 Widget Way Corinth, NY 12822		b. CAGE CODE 61725	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Service Dir., 938 Elkridge Landing Road, Suite 300 Linthicum, MD 21090		
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
10. CONTRACTOR WILL REQUIRE ACCESS TO:					
	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO DECLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>	l. OTHER <i>(Specify)</i>		
k. OTHER <i>(Specify)</i>					

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Reset

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release  Direct  Through (Specify)

NESSC, The Pentagon, Washington, D.C. 20301 ATTN: NELEX-OOL

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

CLASSIFICATION GUIDANCE:

- |                                  |   |
|----------------------------------|---|
| 1. Minimum operational Accuracy  | -C Declassify 1 Oct 2002                              |
| 2. Maximum operational Accuracy  | -S Downgrade to C 3 Jan 1998<br>Declassify 4 Aug 2002 |
| 3. Electronic Design             | -U  |
| 4. Physical Design               | -U  |
| 5. End Item                      | -U  |
| 6. Static Range Information      | -C Declassify 1 Oct 2002                              |
| 7. Operational Range Information | -S Downgrade to C 3 Jan 1998<br>Declassify 4 Aug 2002 |
| 8. Specific Frequency            | -C Declassify 4 Aug 2002                              |
| 9. Countermeasure Vulnerability: |   |
| a. Electro-Optical               | -S Declassify 14 Oct 2003                             |
| b. Directed Energy               | -S Declassify 14 Oct 2003                             |

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract.  Yes  No  
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office.  Yes  No  
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL Ellen A. Travers	b. TITLE Contracting Officer	c. TELEPHONE (Include Area Code) (202) 963-0368
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d. ADDRESS (Include Zip Code)

NELEX-02  
The Pentagon Washington, D.C.

e. SIGNATURE

*Ellen A. Travers*

17. REQUIRED DISTRIBUTION

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input type="checkbox"/>            | b. SUBCONTRACTOR  |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input type="checkbox"/>            | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATIVE CONTRACTING OFFICER                             |
| <input type="checkbox"/>            | f. OTHERS AS NECESSARY  |

DD FORM 254 (BACK), DEC 1999

## CHARTS

The charts on the following pages depict NISPOM requirements for performing various derivative classification actions.

### The *first chart*:

- Presents the general rule for applying security classifications to developed material.
- Indicates who marks a new document derived from an already marked source document.
- Shows who determines the markings to be applied to a new document derived by using a DD Form 254 or other classification guidance.
- Shows when classification and marking of a new document is deferred pending further guidance.

4-12



The *second chart* shows procedures for resolving problems regarding classification.

4-13



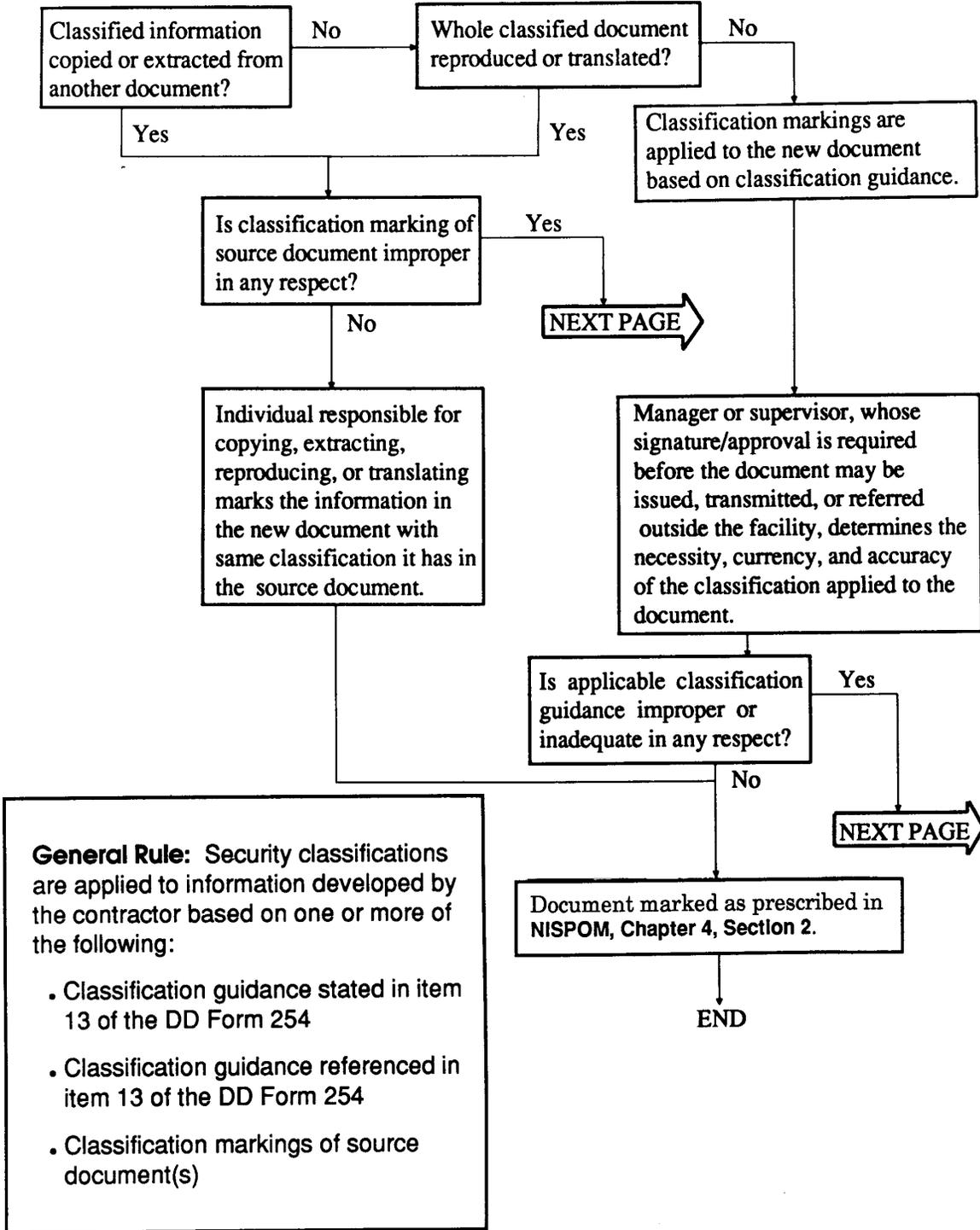
The *third chart* shows what to do with information that is originated other than in performance of a UA contract or program.

4-14



# DERIVATIVE CLASSIFICATION

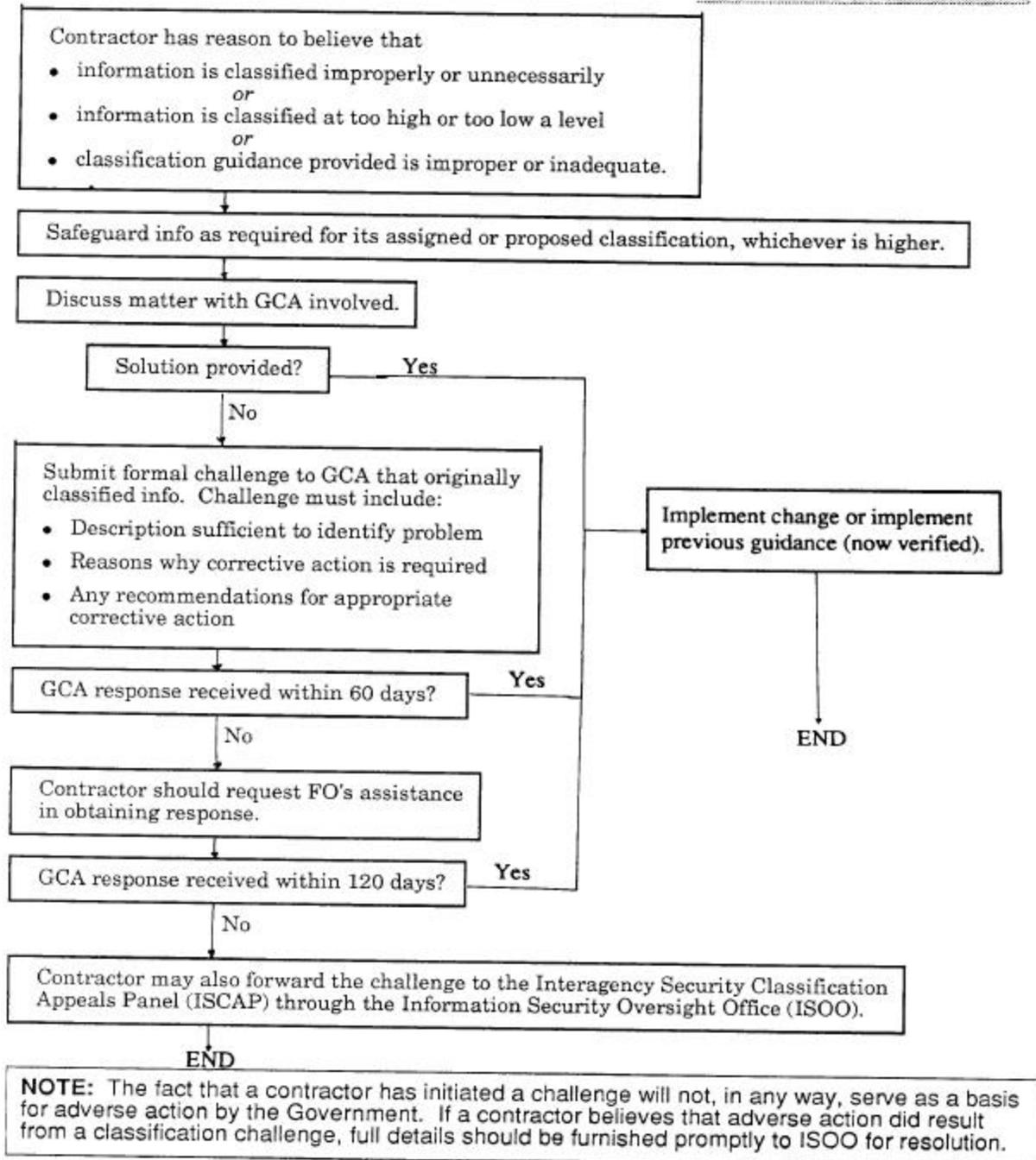
## SECRET AND CONFIDENTIAL DOCUMENTS



# 2

## DERIVATIVE CLASSIFICATION

### RESOLVING ISSUES

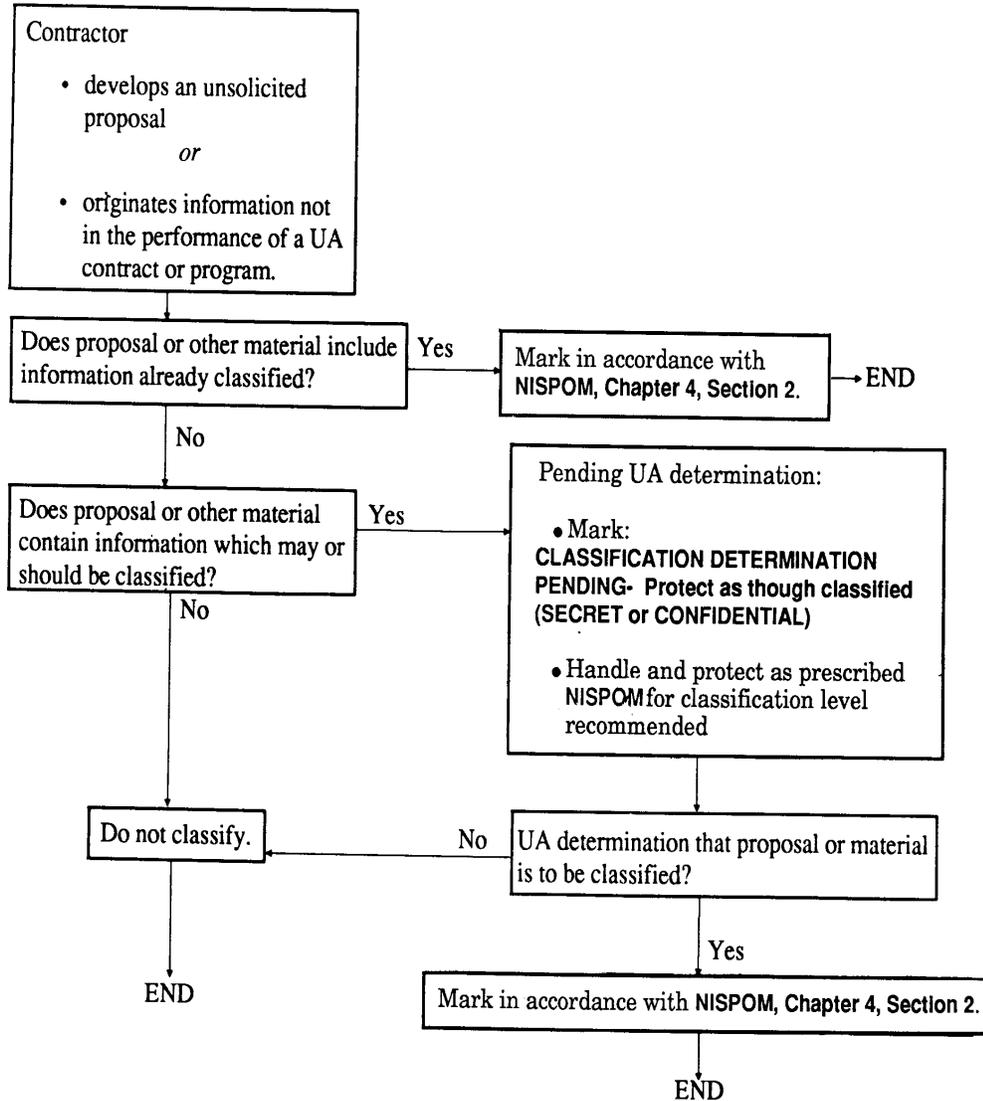


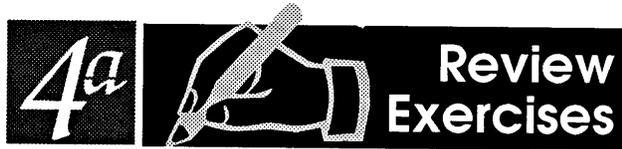
# 3



## DERIVATIVE CLASSIFICATION

### UNSOLICITED PROPOSALS



The logo consists of a black rectangular box divided into three sections. The left section contains the number '4a' in a white, stylized font. The middle section contains a white line-art illustration of a hand holding a pen, positioned as if writing. The right section contains the words 'Review Exercises' in a white, bold, sans-serif font.

**Complete the following exercises for review and practice.**

*Multiple-choice questions may have one or more correct choices.*

1. Classification is the act of i\_\_\_\_\_ an e\_\_\_\_\_  
o\_\_\_\_\_ protection requirements on n\_\_\_\_\_  
s\_\_\_\_\_ i\_\_\_\_\_.
  
2. For the following items write OC if the item applies to original classification and DC if the item applies to derivative classification.
  - \_\_\_\_\_a. performed by about 6,500 officials of the Executive Branch.
  
  - \_\_\_\_\_b. incorporating, paraphrasing, restating, or generating in a new form.
  
  - \_\_\_\_\_c. applying security categories to a new document based on those shown on a source document or on those to be assigned according to a classification guide.
  
  - \_\_\_\_\_d. determination that information is national security information, that it is owned or controlled by the U.S. Government, and that some degree of damage would result from its unauthorized disclosure.
  
  - \_\_\_\_\_e. performed by federal officials and authorized DoD contractors.
  
  - \_\_\_\_\_f. deciding how much protection (level of classification) and for what period of time protection is required (duration) for particular national security information.

3. Executive Order 12958

- a. prohibits use of classification to prevent or delay the release of information that does not require protection in the interest of national security.
- b. took effect on October 14, 1995.
- c. invalidated all previous executive orders.
- d. prohibits use of classification to conceal violations of law, inefficiency, or, administrative error.
- e. set up a uniform system for classifying, declassifying, and safeguarding national security information.
- f. provides that a date 10 years from the date of the original classification may be assigned, if no specific date or event can be set.
- g. provides that certain categories of information may be exempted from automatic declassification.

4. Which of the following are true of DD Form 254, Department of Defense Contract Security Classification Specification?

- a. Contractors must advise and assist developing the original DD Form 254 to the extent practical.
- b. DD Forms 254 are issued by the contracting officer or UA designee.
- c. When a contractor is to generate classified information, the classification guidance is stated in item 13 or is incorporated by reference in item 13.
- d. The classification guidance provided is the shared responsibility of the User Agency GCA and the contractor.
- e. The contractor is responsible for applying all aspects of the classification guidance contained in the DD Form 254.

5. For each of the following, indicate the type of DD Form 254 issued, as follows: 0 for Original DD Form 254, R for Revised DD Form 254, and F for Final DD Form 254.

\_\_\_\_\_a. When, after and initial 2-year retention period, the User Agency determines that a contractor requesting retention authority has a continuing need for classified material associated with the contract.

\_\_\_\_\_b. With the award of a classified contract,

\_\_\_\_\_c. Whenever a change or additional guidance is necessary.

\_\_\_\_\_d. With an IFB, RFP, RFQ, other solicitation, other User Agency classified program or project.

6. Security classifications are applied to information developed by the contractor based on

a. UA-provided c\_\_\_\_\_ g\_\_\_\_\_ .

7. Alvin Jacobs, the FSO at Diversified Data (DD), believes that certain classified information generated by DD that the classification guidance says should be CONFIDENTIAL should actually be classified SECRET. He has safeguarded the information at the SECRET level and has discussed the matter with the Air Force as the UA involved. The Air Force affirmed that CONFIDENTIAL is the proper classification, but Alvin still believes that the information should be classified SECRET. What is Alvin required to do now?

\_\_\_\_\_

What must the contents of the paperwork include?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Match the personnel with the NISPOM requirements that apply to them.

**Personnel**

\_\_\_\_\_employee who copies classified information from source document

\_\_\_\_\_employee who reproduces whole classified document

\_\_\_\_\_employee who extracts classified information from source document

\_\_\_\_\_manager or supervisor whose signature or other approval is required before the document may be issued, transmitted, or referred outside the facility

\_\_\_\_\_employee who translates whole classified document

**NISPOM Requirements**

a. marks new document with same classification as source document

b. determines necessity, currency, and accuracy of classification applied to the document

c. determines proper markings for the new document based on the classification of the information taken from the source document

9. Melissa Lenox, the FSO at Beneficial Bearings, Inc.(BBI), has an unsolicited proposal developed by BBI. She looked it over and did not find any classified information in it, but it does contain information that she thinks should be classified CONFIDENTIAL. Pending a UA classification determination, what should Melissa do concerning the proposal?

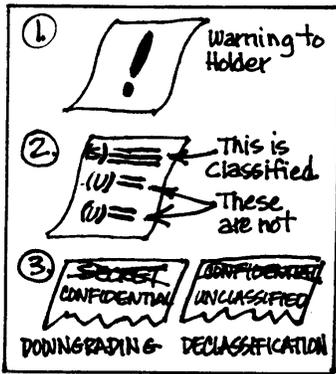
a. \_\_\_\_\_

b. \_\_\_\_\_



8. c. employee who copies classified information from source document.
    - a. employee who reproduces whole classified document.
    - c. employee who extracts classified information from source document.
    - b. manager or supervisor whose signature/approval is required before the document may be issued, transmitted, or referred outside the facility.
      - a. employee who translates whole classified document.
- (p. 4-12) (NISPOM, 4-102)
9. a. Mark "Classification determination pending. Protect as though classified CONFIDENTIAL."
    - b. Handle and protect as though classified at CONFIDENTIAL level.  
(p. 4-14) (NISPOM, 4-105)

## PURPOSES OF MARKING



Let's turn now to marking. Though marking can be a rather tedious chore, it serves several purposes that justify the attention given to it. Its main purposes are

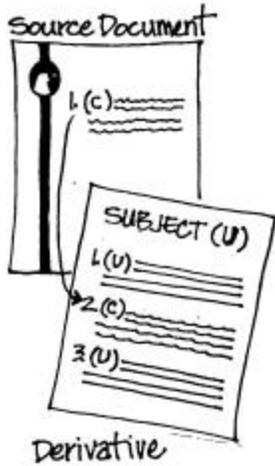
- To warn the holder of the degree of protection required.
- To indicate to the holder which portions of the document contain or reveal classified information and which do not.
- To promote timely downgrading and declassification.

## BASIC MARKING: THE 'INSIDE -OUT' METHOD

In this section we will talk you through the steps in derivatively classifying a written document and applying basic markings to it.



**1. Mark the Subject or Title.** First select the subject or title of the document. If possible, select one that does not require classification. A short document, such as a letter or memorandum, usually gives the subject on the first page, while a longer document, such as a proposal, will often have a separate front cover and/or title page giving the title. Mark the subject or title by placing its classification *symbol* - (C) for CONFIDENTIAL or (S) for SECRET - or the symbol (U) for UNCLASSIFIED *immediately after and to the right of the item.*

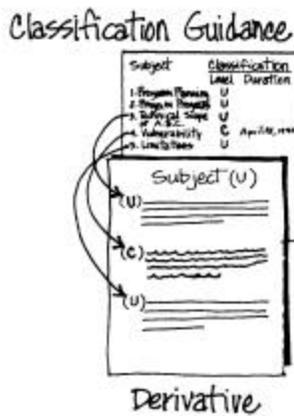


**2. Mark Portions,** The next step in marking a document is to identify and mark the classification level of *each portion* it contains. Unclassified portions are also marked. Portions are typically small segments of information, and documents consist of a series of portions. The portions to be marked include:

- Paragraphs.
- Subparagraphs (when marking is needed for clarity).
- Illustrative material, such as graphs, tables, charts, and figures.
- Captions.

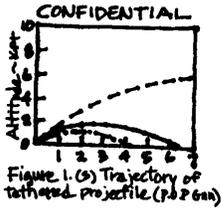
If you are deriving your document from one or more already-marked source documents, follow the markings for the classified information *in the source document*.

If you are deriving Your document from the classification guidance given in a *DD Form 254* (i.e., the narrative in item 13) or from one or more *Security Classification Guides (SCG)* incorporated by reference in item 13 of the *DD Form 254*, then you must decide, for each portion, if the portion contains or reveals classified information and, if so, assign the classification level prescribed in the guidance. Then mark the portions accordingly.



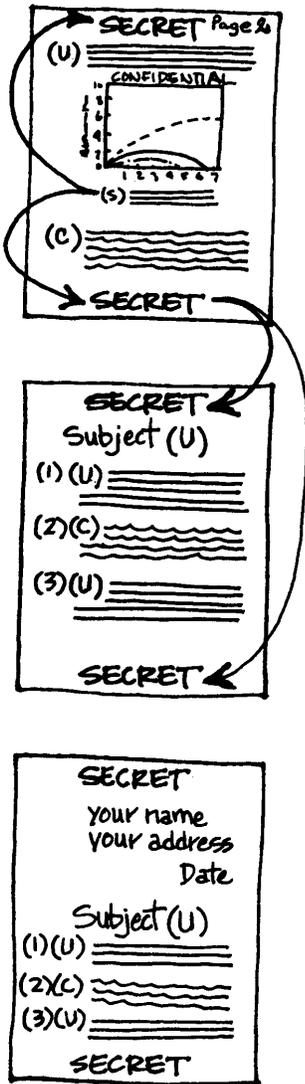
For **paragraphs** and **subparagraphs**, place the appropriate classification *symbol* - (C) for CONFIDENTIAL, or (S) for SECRET - or (U) for UNCLASSIFIED *immediately after the letter or number of the paragraph or subparagraph*, (If you are not lettering or numbering these items, place the symbol immediately before the item.)

If you include *illustrations, photographs, figures, graphs, charts,* or the like in your document, place the *unabbreviated* classification - CONFIDENTIAL or SECRET - or UNCLASSIFIED *within* or *contiguous to* (i.e., touching or nearly touching) the item.



*Captions* for such material are classified and marked based on the *content of the caption* (not on the content of the graphic material). Place the appropriate classification *symbol* - (C) or (S) - or (U) *immediately preceding* the caption.

**3. Mark Interior Pages.** If your document has more than one page, mark the *top* and *bottom* of page 2 and each following page with the *highest classification* level of information *on that page* (CONFIDENTIAL or SECRET) or UNCLASSIFIED if all portions on the page *are* unclassified *Do not abbreviate*



**4. Mark Overall Classification.** The next step is to determine and mark the overall classification of the document. The overall classification of the document is the *highest classification of any part of it*. Conspicuously mark or stamp the overall classification at the *top* and *bottom* on the outside of the front cover (if any) on the title page (if any), or, if no front cover or title page, on the first page, and on the outside of the back cover (if any). *Do not abbreviate* the overall classification (i.e., CONFIDENTIAL or SECRET).

**5. Mark with Facilities Identification/Date..** Mark the *name* and *address* of your facility and the *date* of the document's preparation on the face of the document, or follow written instructions provided by your customer if, for example, they wish to have their own name and address as the activity responsible for its preparation.

## 6. Mark with Source of Classification, Downgrading

**Instruction (if any), and Declassification Instruction.** Enter these on the front cover, title page, first page, or in a similarly prominent place on the document. Use this block:

DERIVED FROM \_\_\_\_\_  
[Required]

DOWNGRADE TO \_\_\_\_\_ ON \_\_\_\_\_ [As  
Applicable]

DECLASSIFY ON \_\_\_\_\_  
[Required]

- *The "Derived from" Line.* In completing the "Derived from" line, identify the applicable DD Form 254, other classification guide(s), or source document(s), as follows:

-*DD Form 254.* If the only source for the derivative classification instructions is the DD Form 254, include (1) the date of the DD Form 254, and (2) the specific contract number for which the DD Form 254 was issued:

Derived from DD Form 254 Aug 97, N03147-97-C-2981

-*Classification Guide.* In identifying the guide include the guide's title or number, the issuing agency, and date.

DERIVED FROM Security Classification Guide, "Intermediate Missiles,"  
US Air Force, 9 Sep 96.

-*Source Document.* If you are carrying forward information from a source document, enter enough information to identify it.

DERIVED FROM SECRET- Report, "Ballistic Characteristics of the RJ 905 Intermediate  
Missile, (U) " 9-Sep 96.

-*Multiple Sources.* If you are following two or more sources, enter "Multiple Sources":

DERIVED FROM Multiple Sources.

When "Multiple Sources" is used, keep a record to support your application of the classification marking for the duration of the contract or program under which the document was created (e.g., add to your file copy a bibliography listing the classification sources or include the bibliography in the document.) When practical, include the bibliography with all copies of the document.

- **The "Downgrade to" Line.** In completing the "Downgrade to" line, insert CONFIDENTIAL and an effective *date* or *event* as indicated in the DD Form 254, referenced guide, or source document. *Omit* the line when *no information* is provided.

**DOWNGRADE TO CONFIDENTIAL ON COMPLETION OF FIELD TESTS.**

- **The "Declassify on" Line.** In completing the "Declassify on" line, use the information in the DD Form 254, referenced guide, or source document. Enter the *date*, *event*, or *'X' code*, as provided. Do *not* use a "Declassify on" line if the new document contains Restricted Data or Formerly Restricted Data.

**DECLASSIFY ON October 11, 2000**

*-Source of Classification: Before October 14, 1995. If* you are marking a new document that derives its classification from material classified or issued *before October 14, 1995* (i.e., before E.O. 12958 was issued), mark it as follows:

-If the DD Form 254 or source material bears a date or event for declassification, enter that *date or event*.

-If the DD Form 254 or source material bears *no* date or event for declassification *and* is marked "Originating Agency's Determination Required" or "OADR," enter "Source marked OADR, Date of Source (INITNI/DD/YYYY on the "Declassify on" line.

-*Multiple Sources: Most Restrictive Marking.* Whenever a new document is classified based on "Multiple Sources," enter the *longest duration of any of its sources.* If any source shows "OADR," enter "Source marked OADR" and the date of the *most recent* document.

**7. Mark with Applicable Warning Notices.** Conspicuously mark applicable warning notices (e.g., **INTELLIGENCE SOURCES OR METHODS** notation or **DISSEMINATION AND REPRODUCTION** notices) on the *outside of the front cover* or on the *first page* if there is no front cover.

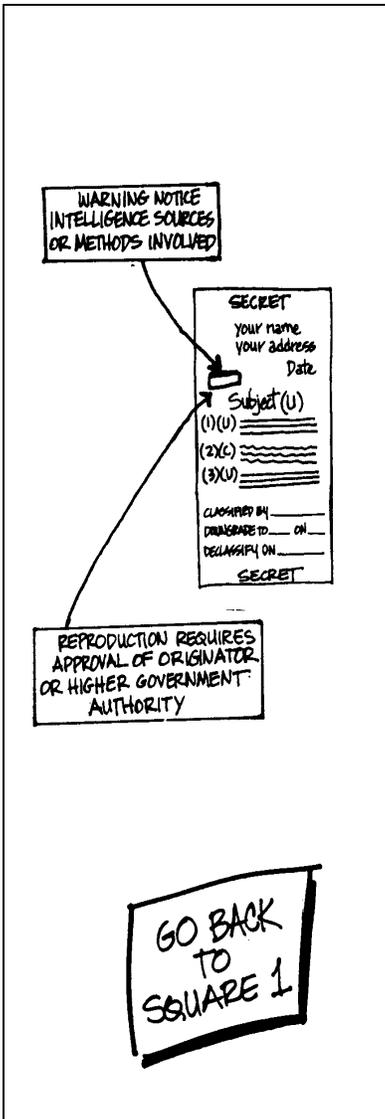
**8. Mark Components, if any.** Major components of complex documents are likely to be used separately, so each major component is marked as a *separate document* (Steps L-7.). Examples include:

-Each annex, appendix, or similar component of a plan, program, or project description.

-Attachments and appendices to a letter.

-Each major part of a report.

If an entire major component is UNCLASSIFIED, mark the top and bottom of the first page of the component "UNCLASSIFIED," and include a statement, such as, "All portions of this (annex, appendix, etc.) are UNCLASSIFIED." When so marked, no further markings are needed on the component.



## DOWNGRADING AND DECLASSIFICATION

We'll see how Buzz generated a document (working paper) in a moment. But since we've just been

discussing downgrading and declassification instructions, let's turn briefly to how downgrading and declassification are in fact accomplished.

- **Contractor Responsibility.** Each DoD contractor who possesses classified information is responsible for taking proper and timely action to downgrade and/or declassify it. This downgrading/declassification is a derivative action, i.e., an implementation of a direction rather than an exercise of authority for deciding the change or cancellation of a classification. In other words, it was an original classification authority who decided when the information would be downgraded/declassified, not the contractor.
- **When to Downgrade/Declassify.** If the document was classified and marked *after October 14, 1995* (i.e., after E.O. 12958 was issued), you simply downgrade or declassify it according to the *date* or *event* shown. If the document shows no automatic downgrading or declassification markings, it must stay classified until authority is obtained from the originating agency to downgrade or declassify it. Mark any information extracted from the document for use in a new document as described in this lesson.

If the document was classified and marked *before October 14, 1995* (i.e., under a previous executive order), then you do the following:

If the document is marked for automatic downgrading or declassification on a specified date or event, then downgrade/declassify it according to the *date* or *event*.

If the document *is not* marked for automatic downgrading or declassification on a specified date or event, do not downgrade/declassify it without authorization of the originating agency. In other words, *consider the document marked "OADR."* (You need not actually re-mark the document).

**Canceling and Re-Marking.** To downgrade/declassify a document, simply *cancel* all old classification markings and *substitute* the new markings. After canceling the old markings, as a minimum place the marking CONFIDENTIAL (if downgrading) or UNCLASSIFIED (if declassifying) on the outside of the front cover (if any), the title page (if any), the first page, and the outside of the back cover (if any).

## GENERATING A WORKING PAPER AT EWC

You will recall that during Linwood Crigger's visit to EWC, Buzz had promised to send Linwood a copy of a report of some test results. ACME needed the test results in order to calibrate its guidance system for the laser widget.

On the Friday before Linwood's visit, Buzz had made a classified visit to a Naval installation in New York (referred to as Site B) to observe field tests conducted on a prototype laser widget propulsion system. Buzz had been granted permission to take unclassified notes of the field tests, so that he could share the data immediately with his colleagues (Kate and Bascom) when he returned to EWC. He had done so. Now his task was to use his phenomenal memory of the classified information he had learned in converting his notes into a classified working paper, which would in turn serve as the rough draft for a finished classified report.

Buzz closed his door and went to the window. He lowered the blinds and closed them. He took out his notes and his copy of EWC's DD Form 254 for the Laser Widget Project. He turned it over to refer to item 13 as he worked.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

CLASSIFICATION GUIDANCE:

- |                                  |    |   |
|----------------------------------|----|---|
| 1. Minimum Operational Accuracy  | -C | Declassify 1 Oct 2002                                     |
| 2. Maximum Operational Accuracy  | -S | Downgrade to <u>C</u> 3 Jan 2001<br>Declassify 4 Aug 2002 |
| 3. Electronic Design             | -U |   |
| 4. Physical Design               | -U |   |
| 5. End Item                      | -U |   |
| 6. Static Range Information      | -C | Declassify 1 Oct 2002                                     |
| 7. Operational Range Information | -S | Downgrade to <u>C</u> 3 Jan 2001<br>Declassify 4 Aug 2002 |
| 8. Specific Frequency            | -C | Declassify 4 Aug 2002                                     |
| 9. Countermeasure Vulnerability: |    |   |
| a. Electro-Optical               | -S | Declassify 14 Oct 2003                                    |
| b. Directed Energy               | -S | Declassify 14 Oct 2003                                    |

Besides Harold, Buzz was the only person at EWC who was authorized to determine the necessity, currency, and accuracy of classifications applied to documents.

## REQUIRED MARKINGS

Buzz knew that working papers and material, such as notes, drafts, and drawings that were accumulated or

created in preparing a finished document, had to be

- Dated when created
- Marked with *overall classification*
- Annotated “**Working Papers**”
- Destroyed when no longer needed

Also, working papers must be marked as though they were finished documents when they are 1) transmitted outside the facility or 2) retained for more than 180 days from their creation (**NISPOM 5-205b**).

Since his working paper would be the rough draft for a finished report, and since the report would have to be thoroughly marked, Buzz decided to go ahead and thoroughly mark his working paper.

Since the finished report would be brief, he decided there would be no cover or title page. That meant he would have to leave room on the first page for various markings. He decided on an unclassified subject and entered it and the date, as follows:

Working Papers

[EWC letterhead] November 30, 1995

~~Subject~~ SUBJECT: Laser Widget Field Tests (U)

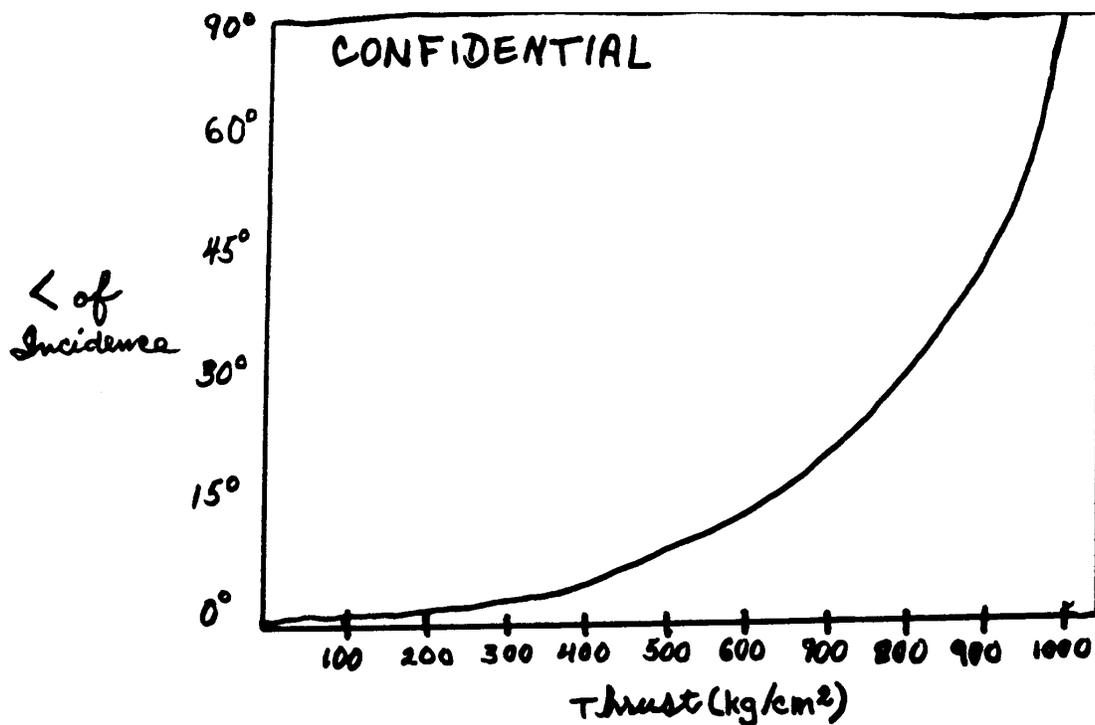
The first thing he had to say was not classified:

1. (U) Field tests conducted on November 25, 1995 at Site B confirm thrust feasibility of laser widget propulsion system. ~~CONFIDENTIAL~~

The next portion had to do with static range information, which was to be classified and marked CONFIDENTIAL under item 6. of the guide. But since the portion did not actually contain or reveal specific information, Buzz marked it (U):

a. (U) Figure 1 indicates thrust exerted at varying angles of incidence.

The next item (portion) was the figure. It was actual static range information, so he marked it CONFIDENTIAL 900



Then came the caption for the figure. He decided on "Static Range Data." Again, since the term itself was not classified, he marked it (U).

Figure 1. (U) Static Range Data

The next portion was UNCLASSIFIED under item 4. of the guide:

b. (U) Thrusts were achieved ~~was achieved~~ by employing multiple widgets in the octagonal design configuration (Mode C).

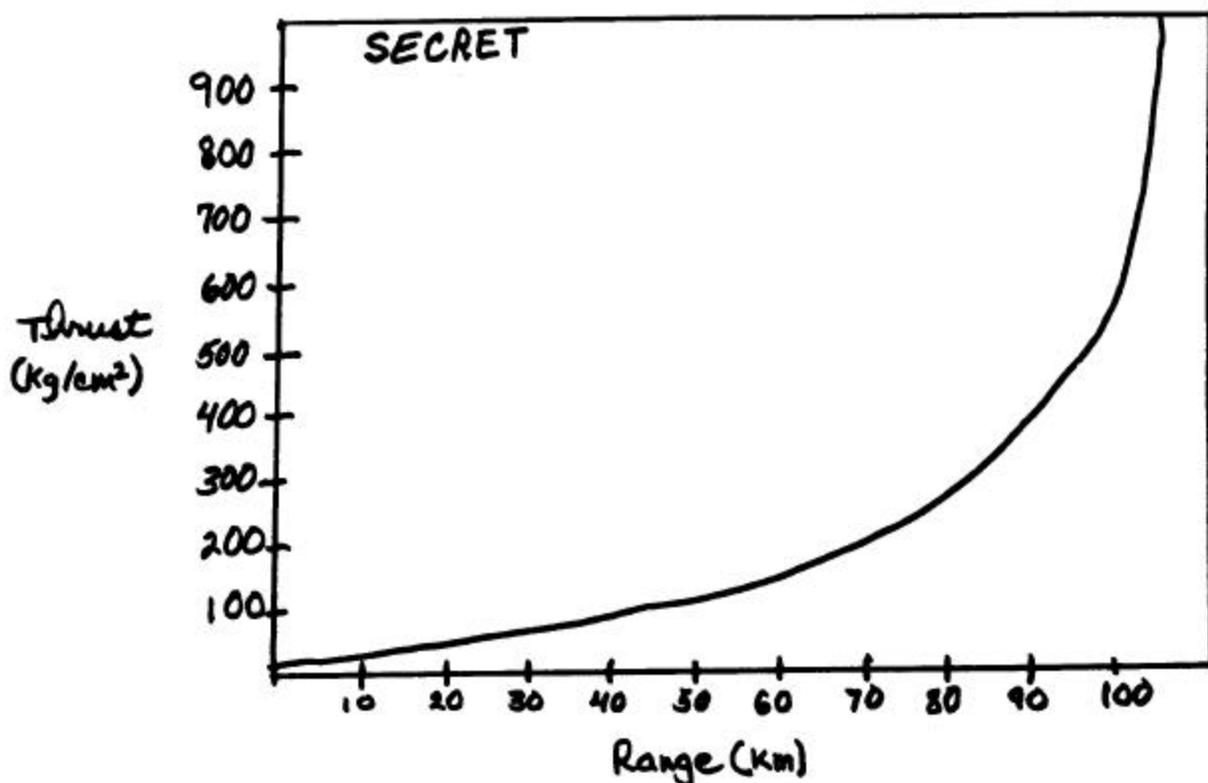
The next portion was CONFIDENTIAL under item 8. of the guide:

c. (C) Specific frequency was 120 megahertz.

The next subparagraph was not SECRET under item 7., since it contained no actual operational range information:

d. (U) Figure 2 shows projected maximum (unguided) operational ranges derived by using a simulated payload of 100 kg at varying thrusts.

Then came the figure, marked SECRET under item 7.



Its UNCLASSIFIED caption followed:

## Figure 2. (U) Projected Maximum Operational Ranges

Buzz decided to conclude with some data and recommendations for ACME. He referred to item 9. of the guide for the two subparagraphs:

2. (U) Recommend that guidance system be calibrated so as to offset propulsion counter-measures vulnerabilities noted during the tests, as follows:

a. (S) Electro-optical susceptibility was noted at  $43^{\circ}$ - $67^{\circ}$  angle of incidence with corresponding range reduction of ~~at~~  $20$ - $30$  km (projected).

b. (S) Directed energy susceptibility was noted at  $23^{\circ}$ - $36^{\circ}$  ~~at~~ angle of incidence with corresponding range reduction of  $10$ - $15$  km (projected).

Buzz's paper came to two pages. Since the second page contained SECRET portions, he marked it SECRET at the top and bottom. Since this was also the overall classification, he marked the first page the same way, even though it did not contain or reveal SECRET information. EWC's identification (name and address) would appear on the letterhead stationery used for the finished report. He had entered the date. That left the classification, downgrading, and declassification information to be entered. He placed this information on the first page as follows:

DERIVED FROM DD Form 254 for N00021-95-C-7834 dated 6 Jan 95  
DECLASSIFY ON 14 Oct 2003

He used "14 Oct 2003" since this was the duration shown for item 9, and "14 Oct 2003" was the most restrictive notation among those given for the classifications he had assigned in following the guide. There was no applicable downgrading instruction. There were no applicable warning notices to be applied. And there were no components to be marked.

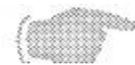
### **CLASSIFIED WASTE**

The actual composing of the working paper had not gone as smoothly as we have presented. In fact, there were several false starts, corrections, and re-workings of the figures. Since EWC uses a shredder to destroy its classified waste, Buzz placed the rejected sheets in a file folder and marked it "SECRET WASTE." He placed the working paper in another folder and took both folders to Zelda's office.



### **PREPARING A FINISHED DOCUMENT**

EWC had submitted the forms to have one of its typists cleared at the SECRET level. In the meantime Zelda had agreed to type whatever classified documents EWC generated. EWC had several word processors, one of which was to be used for classified work, but the AIS SPP that Harold had submitted to the Field Office had not yet been approved. So Zelda uncovered her electric typewriter, closed the door after Buzz left, and set to work. First she took out of her GSA-approved cabinet the single-use carbon ribbon that she had begun to use in typing an earlier SECRET document. She had labeled the ribbon SECRET, though labeling is not required. She removed the unclassified ribbon from the typewriter and inserted the SECRET ribbon. Before long, the finished report was prepared and properly marked, ready for Buzz's signature. It looked like this.



SECRET

Electric Widget Company  
232 Widget Way  
Corinth, New York 12822

November 30, 1995

SUBJECT: Laser Widget Field Tests (U)

1. (U) Field tests conducted on November 25, 1995 at Site B confirm thrust feasibility of laser widget propulsion system.

a. (U) Figure 1 indicates thrust exerted at varying angles of incidence.

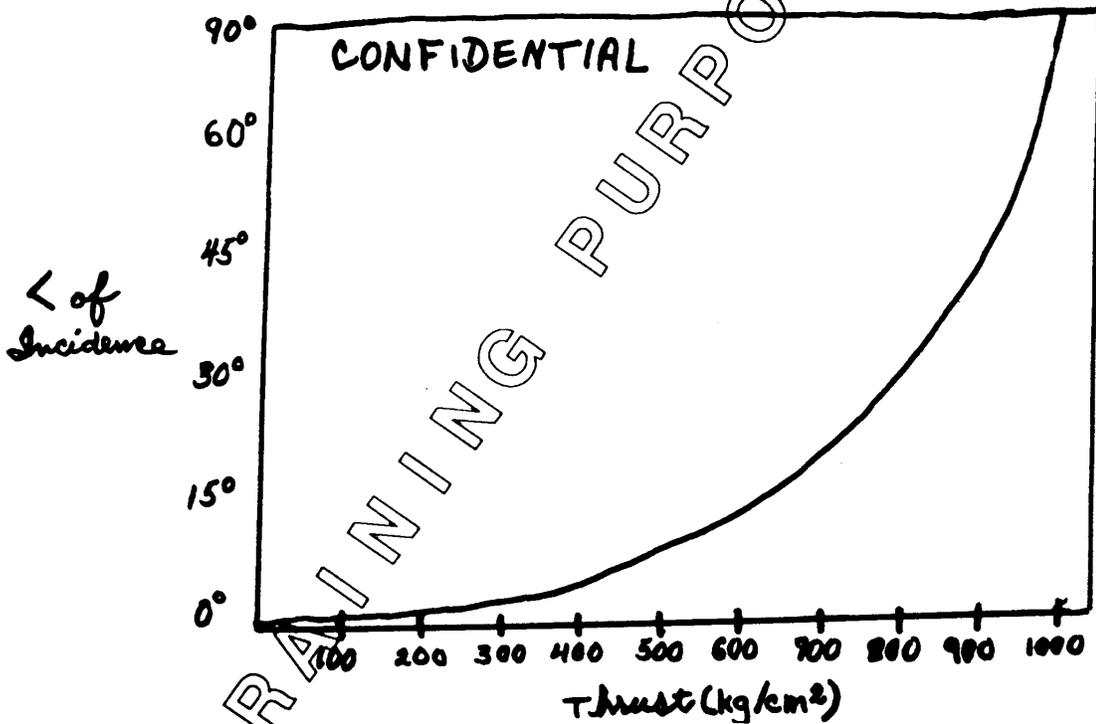


Figure 1. (U) Static Range Data

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

DERIVED FROM: DD Form 254 for N00021-95-C-7834 of 6 Jan 95  
DECLASSIFY ON: 14 Oct 2003

SECRET

SECRET

- c. (C) Specific frequency was 120 megahertz.
- d. (U) Figure 2 shows projected maximum (unguided) operational ranges derived by using a simulated payload of 100 kg at varying thrusts.

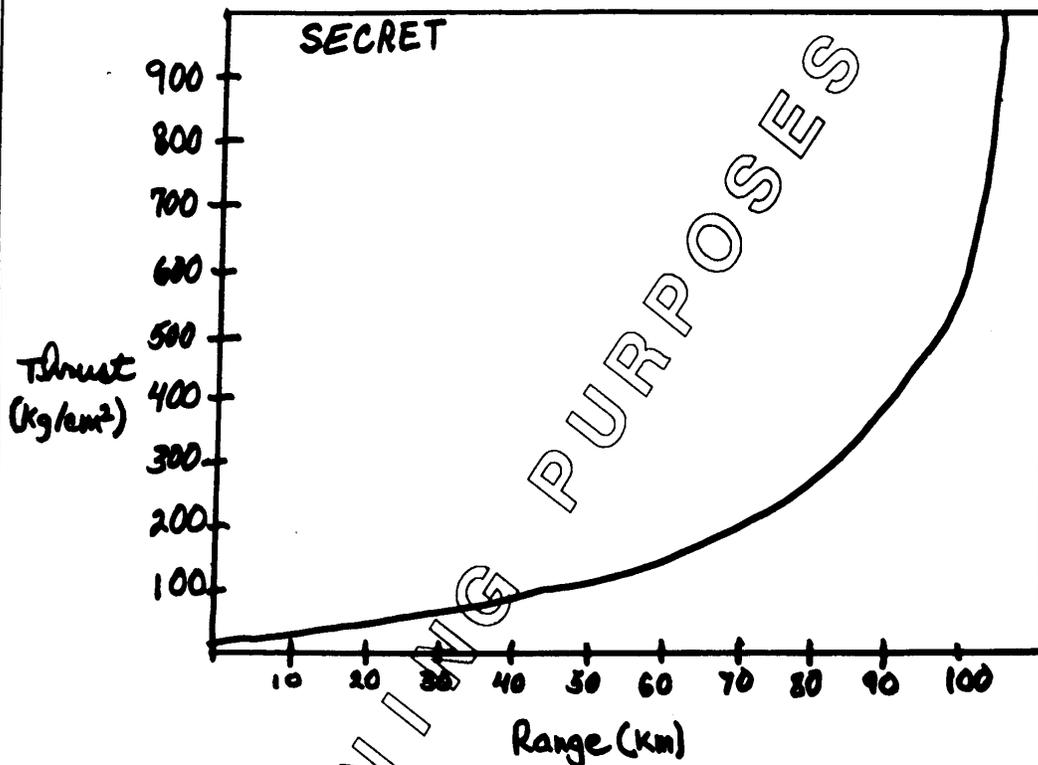


Figure 2. (U) Projected Maximum Operational Ranges

2. (U) Recommend that guidance system be calibrated so as to offset propulsion countermeasure vulnerabilities noted during the tests as follows:

- a. (S) Electrooptical susceptibility was noted at 43°-67° angle of incidence with corresponding range reduction of 20 - 30 km (projected).
- b. (S) Directed energy susceptibility was noted at 23° - 36° angle of incidence with corresponding range reduction of 10 - 15 km (projected).

Edwin L. Meyerhofsen  
Chief Engineer

SECRET

## **MORE CLASSIFIED WASTE**

Zelda had mistyped one paragraph the first time through, and she placed the bad page and Buzz's working paper with his rejected sheets in the classified waste folder that Buzz had given her. (Buzz had not wanted to retain his working paper after it had served its purpose as a rough draft.) Zelda placed the classified waste folder in her GSA-approved cabinet for storage pending destruction.

## **SAFEGUARDING RIBBONS**

Since the ribbon with the SECRET information on it had not been used up, she put it back in her GSA-approved cabinet. If she had used it up, however, it would have been SECRET waste to be properly destroyed.

## **SUMMARY**

Information is classified under E.O. 12958 and previous executive orders. Original classification authorities that must first decide that the information meets three criteria classify information initially. If so, an appropriate classification level and duration of classification are assigned. DoD contractors who generate classified information perform derivative classification by carrying forward the original classification decision to documents they produce. User Agencies convey classification guidance to the contractor by means of DD Form 254. Classified documents must be properly marked. Contractors must take timely action to downgrade/declassify-classified documents in their possession. Receptacles for classified waste must be identified and properly safeguarded pending destruction. Typewriter ribbons used in producing a classified document must be safeguarded according to the highest classification of the information they contain then destroyed as classified waste.

Complete the following exercises for review and practice.  
*Multiple-choice questions may have one or more correct choices.*

1. The main purposes of marking classified information are

a. \_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

2. Number the following steps so that they are in order for the "inside-out" marking process:

\_\_\_\_\_ a. Mark interior pages.

\_\_\_\_\_ b. Mark facility's identification and date.

\_\_\_\_\_ c. Mark portions.

\_\_\_\_\_ d. Mark overall classification.

\_\_\_\_\_ e. Mark subject or title.

\_\_\_\_\_ f. Mark with applicable warning notices.

\_\_\_\_\_ g. Mark with source of classification, downgrading instructions (if any), and declassification instructions.

\_\_\_\_\_ h. Mark components, if any.

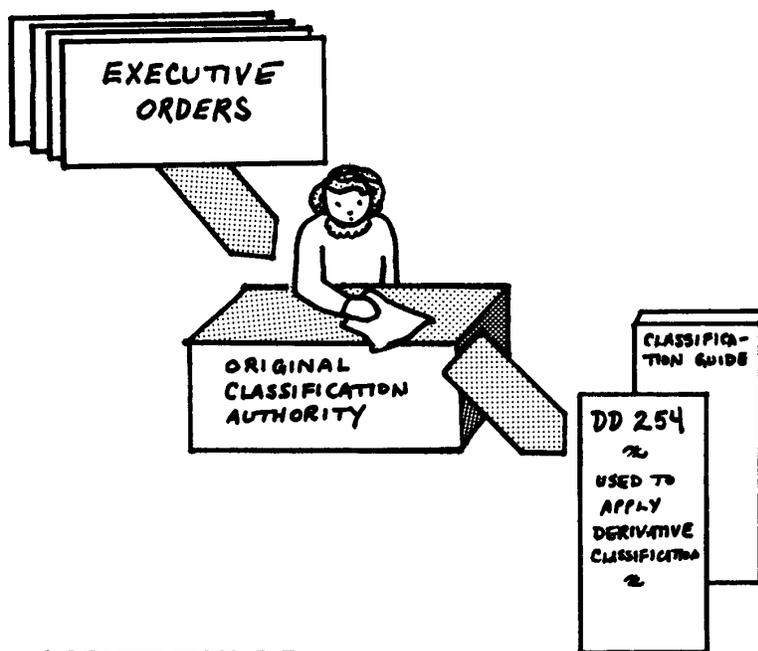
3. For a document classified and marked after October 14, 1995, you declassify/downgrade according to the d\_\_\_\_\_ or e\_\_\_\_\_ shown or, if the document is marked "Declassify on\_\_\_\_\_", when you are authorized to declassify the document by the o\_\_\_\_\_ a\_\_\_\_\_ .
4. For a document classified and marked *before* October 14, 1995, you declassify/downgrade according to the d\_\_\_\_\_ or e\_\_\_\_\_ shown, or consider the document marked \_\_\_\_\_.
5. After canceling the old markings, as a minimum place the marking \_\_\_\_\_ (if downgrading) or \_\_\_\_\_ (if declassifying) on the outside of the f\_\_\_\_\_ c\_\_\_\_\_ (if any), the t\_\_\_\_\_ p\_\_\_\_\_ (if any), the f\_\_\_\_\_ p\_\_\_\_\_, and the outside of the b\_\_\_\_\_ c\_\_\_\_\_ (if any).
6. Working papers must be
- a. d\_\_\_\_\_ when created,
  - b. marked with the o \_\_\_\_\_ c \_\_\_\_\_, and
  - c. annotated "W\_\_\_\_\_ P\_\_\_\_\_".
  - d. D\_\_\_\_\_ when no longer needed
  - e. Marked like finished documents when they are t \_\_\_\_\_ o \_\_\_\_\_ the f\_\_\_\_\_ or retained for more than \_\_\_\_\_ days.
7. Classified waste must be
- ( ) a. placed in clearly identified receptacles.
  - ( ) b. safeguarded according to its classification, pending destruction.
  - ( ) c. destroyed by burning.
  - ( ) d. entered into an accountability record, if the waste is not promptly destroyed and if it contains SECRET information.
8. Typewriter ribbons used to prepare classified documents must be safeguarded according to the highest classification of the information they contain.
- ( ) True
  - ( ) False

9. For this exercise in applying classification guidance, your company (Observations Unlimited, 966 Thomas Jefferson ST., NW, Washington, D.C. 20007) has been awarded a classified contract by the Department of the Army to observe, analyze, and make recommendations regarding the defensive measures employed by a remarkable strain of *Sus scrofa*, designated *Sus scrofa (mirabilis)*.

These mammals have developed the power of speech and are quite dexterous for their kind. Though indigent, they are industrious, and the Army thinks that their construction skills will have important military applications. In the wild, however, they are menaced by predators, so it is imperative to their survival that the most suitable construction materials and other needed assistance be provided them, pending outright federal protection.

Your company has conducted unobtrusive field observations and on March 30, 1996, prepared a classified report. The classification guidance for the contract, DA275-96-C-17875, is contained in the original DD Form 254, dated January 15, 1996, and is given below.

Using this guidance, assign classifications to the report and thoroughly mark it.



13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

CLASSIFICATION GUIDANCE:

1. Economic Status -U
2. Construction Materials:
  - a. Method of Obtaining -U
  - b. Types Utilized -C Declassify 4 Jan 2006
  - c. Relative Durability -S Downgrade to C 4 Jul 2003  
Declassify 7 May 2007
3. Other Vulnerabilities of Structures -S Downgrade to C 3 Jan 2003  
Declassify 7 May 2007
4. Countermeasures Other Than Structural Durability:
  - a. Types Utilized -C Declassify 4 Jan 2006
  - b. Effectiveness -S Downgrade to C 1 Aug 2002  
Declassify 4 Jan 2006
5. Recommendations Regarding Structural Durability/ Other Countermeasures -S Downgrade to C 1 Aug 2002  
Declassify 4 Jan 2006
6. Contractor-generated information is to be marked:

REPRODUCTION REQUIRES APPROVAL OF  
ORIGINATOR OR HIGHER GOVERNMENT AUTHORITY



SUBJECT: Field Observations of *Sus scrofa (mirabilis)*

1. Once upon a time there was an old sow with three little pigs. She had no money to keep them, so she sent them off to seek their fortune.

2. The first little pig met a man with a bundle of straw and said to him, "Please, man, give me that straw to build me a house." So the man did, and the little pig built his house with it.

a. Along came a wolf. He knocked at the door and said, "Little pig, little pig, let me come in." "No, no," said the little pig. "Not by the hair of my chinny chin chin."

b. "Then I'll huff and I'll puff, and I'll blow your house in," said the wolf. So the wolf huffed and he puffed, and he blew the house in. And he ate up the first little pig.

3. The second little pig met a man with a bundle of sticks and said, "Please, man, give me those sticks to build me a house." So the man did, and the little pig built his house with them.

a. Then along came the wolf and said, "Little pig, little pig, let me come in." "No, No! Not by the hair of my chinny chin chin," said the little pig.

b. "Then I'll huff and I'll puff, and I'll blow your house in," said the wolf. So he buffed and he puffed, and he buffed and he puffed, and at last he blew the house in. And he ate up the second little pig.

4. The third little pig met a man with a load of bricks and said, "Please, man, give me those bricks to build me a house." So the man did, and the little pig built his house with them.

a. Soon the wolf came along and said, "Little pig, little pig, let me come in." "No, No! Not by the hair of my chinny chin chin," said the little pig.

b. "Then I'll huff and I'll puff and I'll blow your house in," said the wolf. Well, he buffed and he puffed, and he buffed and he puffed, and he buffed and he puffed. But he could not blow the house in.

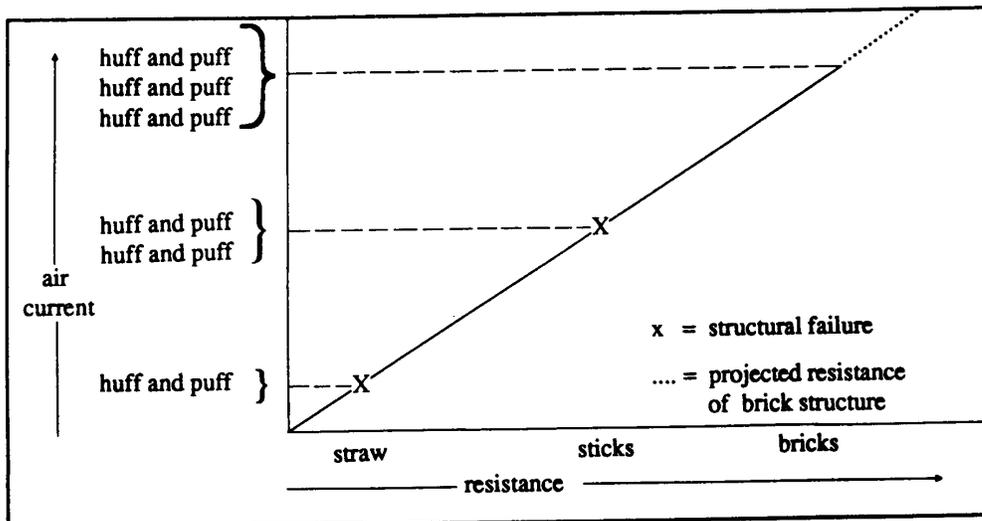
5. The wolf was very angry indeed. "I'm going to climb down your chimney and eat you up!" he said.

a. When the little pig heard the wolf on the roof, he hung a pot full of water in the fireplace. Then he built a blazing fire.

b. Just as the wolf was coming down, the little pig took the cover off the pot, and in fell the wolf.

c. The little pig quickly put on the cover again, boiled up the wolf, and ate him for supper.

6. Based on the foregoing, Figure 1 shows the relative resistance of the residences to predator-generated air currents.



**Figure 1. Relative resistance of construction materials**

7. Recommendations are as follows:

a. That each *Sus scrofa (mirabilis)* be provided one load of bricks.

b. That each *Sus scrofa (mirabilis)* be provided one large pot and a supply of firewood.



1. See the purposes given on p. 4-21.

2. 3 a.      4 d.      6 g.  
5 b.      1 e.      8 h.  
2 c.      7 f.

(pp. 4-21-26) (See NISPOM, Chapter 4, Section 2)

3. date, event, OADR, originating agency. (p. 4-27) (NISPOM, 4-208c)

4. date, event, OADR. (p. 4-27) (NISPOM, 4-211)

5. CONFIDENTIALA, UNCLASSIFIED, FRONT COVER, TITLE PAGE, FIRST PAGE, BACK COVER. (p. 4-28) (NISPOM, 4-410a)

6. a. dated

b. overall classification

c. **Working Papers**

d. Destroyed

e. transmitted outside the facility, 180 (p. 4-30) (NISPOM, 5-205b)

7. a and b (p. 4-34, 37) (NISPOM, 5-710)

8. True. (p. 4-34, 37) (NISPOM, 5-710)

9. See following pages.

**SECRET**

*Observations Unlimited*  
966 Thomas Jefferson Street, NW  
Washington, DC 20007

REPRODUCTION REQUIRES APPROVAL OF  
ORIGINATOR OR HIGHER GOVERNMENT AUTHORITY

March 30, 1996

SUBJECT: Field Observations of *Sus scrofa (mirabilis)* (U)

1. (U) Once upon a time there was an old sow with three little pigs. She had no money to keep them, so she sent them off to seek their fortune.

2. (C) The first little pig met a man with a bundle of straw and said to him, "Please, man, give me that straw to build me a house." So the man did, and the little pig built his house with it.

a. (U) Along came a wolf. He knocked at the door and said, "Little pig, little pig, let me come in." "No, no," said the little pig. "Not by the hair of my chinny chin chin."

b. (U) "Then I'll huff and I'll puff, and I'll blow your house in," said the wolf. So the wolf buffed and he puffed, and he blew the house in. And he ate up the first little pig.

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DECLASSIFY: May 7, 2007

**SECRET**

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3. (C) The second little pig met a man with a bundle of sticks and said, "Please, man, give me those sticks to build me a house." So the man did, and the little pig built his house with them.

a. (U) Then along came the wolf and said, "Little pig, little pig, let me come in." "No, No! Not by the hair of my chinny chin chin," said the little pig.

b. (U) "Then I'll huff and I'll puff, and I'll blow your house in," said the wolf. So he buffed and he puffed, and he buffed and he puffed, and at last he blew the house in. And he ate up the second little pig.

4. (C) The third little pig met a man with a load of bricks and said, "Please, man give me those bricks to build me a house." So the man did, and the little pig built his house with them.

a. (U) Soon the wolf came along and said, "Little pig, little pig, let me come in." "No, No! Not by the hair of my chinny chin chin," said the little pig.

b. (U) "Then I'll huff and I'll puff and I'll blow your house in," said the wolf. Well, he buffed and he puffed, and he buffed and he puffed, and he buffed and he puffed. But he could not blow the house in.

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5. (S) The wolf was very angry indeed. "I'm going to climb down your chimney and eat you up!" he said.

a. (C) When the little pig heard the wolf on the roof, he hung a pot full of water in the fireplace. Then he built a blazing fire.

b. (C) Just as the wolf was coming down, the little pig took the cover off the pot, and in fell the wolf.

c. (S) The little pig quickly put on the cover again, boiled up the wolf, and ate him for supper.

6. (U) Based on the foregoing, Figure 1 shows the relative resistance of the residences to predator-generated air currents.

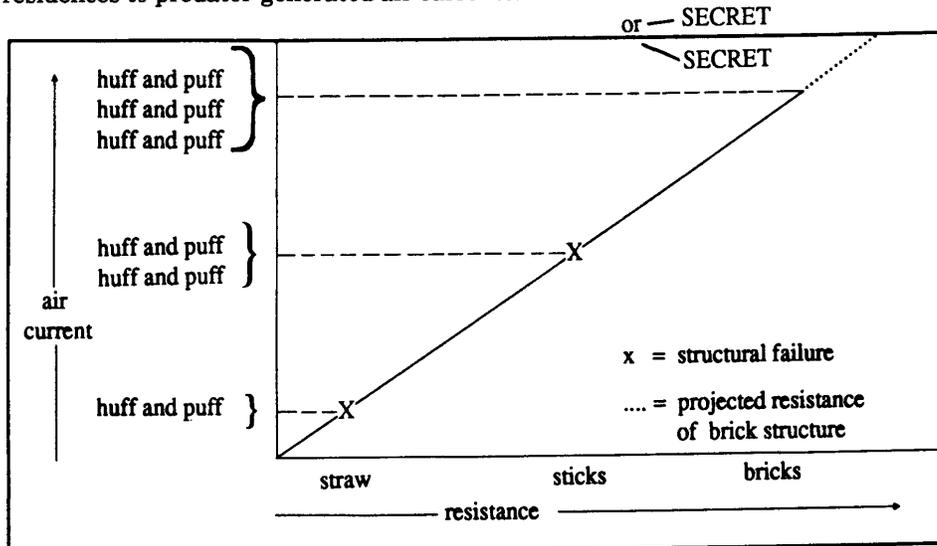


Figure 1. (U) Relative resistance of construction materials

7. (U) Recommendations are as follows:

a. (S) That each *Sus scrofa (mirabilis)* be provided one load of bricks.

b. (S) That each *Sus scrofa (mirabilis)* be provided one large pot and a supply of firewood.

## RATIONALE

### Portions:

1. (U) Economic status is **UNCLASSIFIED** under item I of guidance.
2. (C) Type of construction material (straw) is **CONFIDENTIAL** under item 2b.
  - a. (U) Contains no information to be classified.
  - b. (U) Same, Does not reveal *relative* durability of structure.
3. (C) Type of construction material (sticks) is **CONFIDENTIAL** under item 2b.
  - a. (U) Contains no information to be classified.
  - b. (U) Same. Does not reveal *relative* durability of structure.
4. (C) Type of construction material (bricks) is **CONFIDENTIAL** under item 2b.
  - a. (U) Contains no information to be classified.
  - b. (U) Same. Does not reveal *relative* durability of structure.
5. (S) Reveals "other vulnerability" (chimney opening) to be classified **SECRET** under item 3.
  - a. (C) Reveals type of countermeasure, to be classified **CONFIDENTIAL** under item 4a.
  - b. (C) Same
  - c. (S) Reveals effectiveness of countermeasure, to be classified **SECRET** under item 4b.
6. (U) Contains no information to be classified.  
Figure I is classified **SECRET** under item 2c.  
Caption for Figure I is marked (U) since caption reveals no classified information.
7. (U) Contains no information to be classified.
  - a. (S) Contains recommendations to be classified **SECRET** under item 5.
  - b. (S) Same

### Page 1:

- Unclassified subject marked (U).
- Marked with overall classification (**SECRET**) top and bottom.
- Identity of preparer (name and address) entered (via letterhead).
- Date of preparation entered.
- Applicable warning notice entered.
- "Derived from" line shows DD Form 254, contract number, and date.
- "Downgrade to" line shows most restrictive downgrading date for information classified using guidance. Date appears in items 2c and 3.
- "Declassify on" line shows most restrictive declassification date for information classified using guidance. Date appears in items 2c and 3.

**Page 2:** Marked with highest classification appearing on page (**CONFIDENTIAL**) top and bottom.

**Page 3:** Marked with highest classification appearing on page (**SECRET**) top and bottom.

**EXHIBIT B : DIAGRAM FOUND IN PERSONAL EFFECTS OF WOLF .**

