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Marking Classified National Security Information

AS REQUIRED BY
EXECUTIVE ORDER 13526, CLASSIFIED NATIONAL SECURITY INFORMATION
DECEMBER 29, 2009, AND
32 CFR PART 2001, ISOO IMPLEMENTING DIRECTIVE
JUNE 25, 2010



DECEMBER 2010
Revision 4, January 2018

This document is **UNCLASSIFIED**. Any classification markings are for training use only.

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INTRODUCTION

Executive Order (E.O.) 13526 and its implementing directive, 32 CFR Part 2001, prescribe a uniform security classification system. This system requires that standard markings be applied to classified information. Except in extraordinary circumstances, or as approved by the Director of the Information Security Oversight Office (ISOO), the marking of classified information shall not deviate from the prescribed formats. Markings shall be uniformly and conspicuously applied to leave no doubt about the classified status of the information, the level of protection required, and the duration of classification. Since a booklet of this size cannot illustrate every conceivable situation, please refer to the implementing directive, other ISOO issuances, and any instructions issued by your organization for further clarification. Consult your security manager if you have any questions.

This booklet is unclassified, and as it is in the public domain, it may be reproduced without permission. All classification markings used are for illustration purposes only. All previous booklets and the guidance contained in them are rescinded.

Reminders

- Original classification is the initial determination that information required, in the interest of the national security, protection against unauthorized disclosure.
 - Only individuals ***specifically authorized in writing*** by the President, the Agency Head, or the Senior Agency Official may classify documents originally. OCAs must receive training on their responsibilities annually.
- Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source document.
 - Only individuals with the appropriate security clearance, who are required by their work to restate classified source information, may derivatively classify information. Derivative classifiers are required to receive training at least once every two years.
- Markings other than “Top Secret,” “Secret,” and “Confidential” shall not be used to identify classified national security information.
- Information shall not be classified for any reason unrelated to the protection of the national security.
- Classifiers and authorized holders are responsible for ensuring that information is appropriately classified and properly marked.
- Individuals who believe that information in their possession is inappropriately classified, or inappropriately unclassified, are expected to bring their concerns to the attention of responsible officials.

Section 1:

Required Elements of Marking

Section 1: Required Elements of Marking

Required markings under E.O. 13526 include:

- Portion markings;
- Overall classification markings; and
- Classification authority block consisting of:
 - A “Classified By” line to include the identity, by name and position, or by personal identifier of the classifier, and if not otherwise evident, the agency and office of origin.
 - The **“Reason” for classification as provided in section 1.4 of the Order for originally classified documents, or “Derived From” for derivatively classified documents.**
 - A “Declassify On” line which shall indicate one of the following durations of classification:
 - ✓ A date or event for declassification that corresponds to the lapse of the information’s national security sensitivity, which is equal to or less than 10 years from the date of the original decision.
 - ✓ A date not to exceed 25 years from the date of the document creation.
 - ✓ If the classified information should clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source, no date or event shall be annotated and the marking “50X1-HUM” shall be used.
 - ✓ If the classified information should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction, no date or event shall be annotated and the marking “50X2-WMD” shall be used.
 - ✓ 25X1 through 25X9, with a date or event (as approved by ISCAP)

Note: Refer to ISOO Notice 2018-01 if using an event for a declassification instruction.

Section 1: Required Elements of Marking

Portion Marking


What constitutes a portion?

(This list is not all inclusive)

Title
Subject
Paragraphs/sub-paragraphs
Bullet points/sub-bullet points
Graphics (maps, photos, pictures, etc.)
Tables
Charts

Why do we portion mark?

Portion markings identify the information that must be protected and the level of protection that is required.

 ***Documents that are not portion marked shall not be used as source documents for derivatively classified documents.***

Portion marking is a requirement on all classified documents; originally classified and derivatively classified to include e-mails. This also applies to all unclassified documents (including e-mails) that reside on a classified system.

*NOTE: Portion marking waivers may be requested by an agency head or senior agency official. Such requests shall be submitted to the Director of ISOO.
See 32 CFR Part 2001.24(k) for more information.*

Section 1: Required Elements of Marking

Portion Marking

Examples

TITLE:

(U) Required Elements of Marking

Subject: (U) Required Elements of Marking

1. (S) The implementing directive, 32 CFR 2001.21, defines a portion as “ordinarily a paragraph, but including subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, bullets, and other portions within slide presentations.

a. (U) All portions must be appropriately marked to indicate which portions are classified and which portions are not classified.

- (U) Main bullet point 1
 - (S) Sub-bullet 1
 - (U) Sub-bullet 2
 - (TS) Sub-bullet 3
 - (C) Sub-bullet 4
 - (S) Sub-bullet 5



The map itself is considered a portion and is marked top and bottom with the classification of the map as a whole. For graphics, it is recommended you spell out the classification so that it is clearly visible.

Section 1: Required Elements of Marking

Portion Marking

Examples

(U) Examples of PowerPoint Slide Markings

May 27, 2010

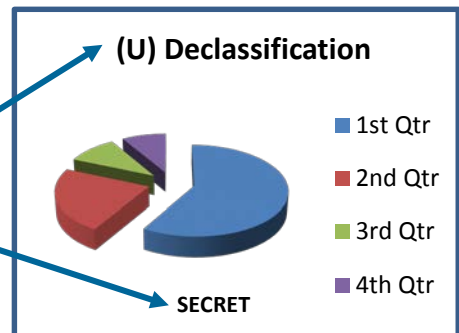
(U) Example of Slide Markings

- (S) This bullet contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.
- (U) This bullet contains “Unclassified” information. Therefore this portion will be marked with the designation “U” in parentheses preceding the portion.

In this example, the portion marking applied to the graphic is spelled out **(SECRET)** instead of being abbreviated. This is a recommended way to apply markings that provide distinction between the classified status of a graphic, the title of a graphic, and the overall classification of a slide.

(U) This slide demonstrates how to properly portion mark a slide that contains a chart, graph, picture, etc. The title of the graph is portion marked and the graph as a separate object is portion marked.

(U) The text is also portion marked.



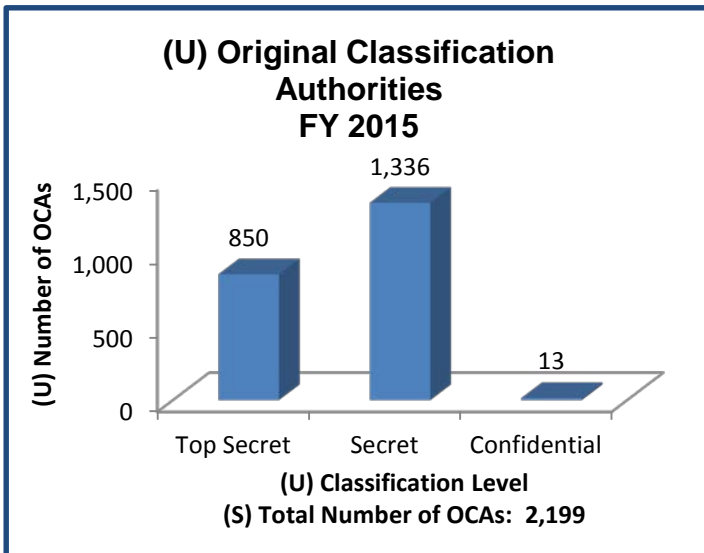
Section 1: Required Elements of Marking

Portion Marking



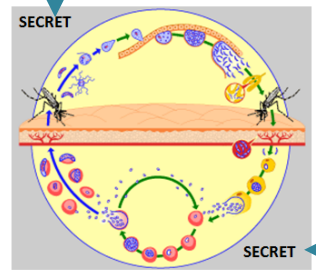
Portion marking of the title

- ▶ (U) ISOO'S MISSION
- ▶ (S) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.
- ▶ (U) FUNCTIONS
- ▶ (S) Develop implementing directives and instructions.
- ▶ (S) Review and approve agency implementing regulations.
- ▶ (S) Review requests for original classification authority from agencies.
- ▶ (U) Maintain liaison relationships with agency counterparts and conduct on-site and document reviews to monitor agency compliance.
- ▶ (S) Develop and disseminate security education materials for Government and industry; monitor security education and training programs.
- ▶ (S) Receive and take action on complaints and suggestions with respect to the administration of the program established under the Order.
- ▶ (U) Collect and analyze relevant statistical data and, along with other information, report them annually to the President.
- ▶ (U) GOALS
- ▶ (U) Promote programs for protection of classified and controlled unclassified information.
- ▶ (U) Reduce classification and control activity to the minimum necessary.
- ▶ (S) Ensure that the systems for declassification and decontrol operate as required.
- ▶ (S) Provide expert advice and guidance to constituents.
- ▶ (U) Collect, analyze, and report valid information about the status of agency programs.



(U) Plasmodium Life Cycle

- (S) Mosquito bite
- (S) Sporozoites enter blood
- (U) Travel to liver
 - (U) Hepatocytes
 - (S) Asexual growth
 - (U) Schizonts → merozoites
 - (S) Merozoites to blood
- (U) Merozoites to blood
 - (U) Infect RBC
 - (U) Release trophozoites, merozoites, schizonts
 - (C) Merozoite transformation
 - (C) Gametocytes
- (S) Passed to new mosquito
 - (S) Sexual cycle



Portion marking of the title of the picture

Portion marking of the picture

Section 1: Required Elements of Marking

Overall Classification Marking

- The overall classification of a document is determined by the highest level of classification of any one portion within the document.
- Conspicuously place the overall classification at the top and bottom of the page.
- If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover (if any).
- Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.

Examples of overall classification markings

SECRET

Subject: (U) Required Elements of Marking

1. (S) The implementing directive, 32 CFR 2001.21, defines a portion as “ordinarily a paragraph, but including subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, bullets, and other portions within slide presentations.

a. (U) All portions must be appropriately marked to indicate which portions are classified and which portions are not classified.

SECRET

TOP SECRET

- (U) Main bullet point 1
 - (S) Sub-bullet 1
 - (U) Sub-bullet 2
 - (TS) Sub-bullet 3
 - (C) Sub-bullet 4
 - (S) Sub-bullet 5

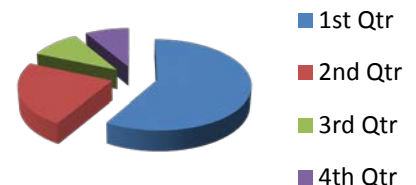
TOP SECRET

SECRET

(U) This slide demonstrates how to properly portion mark a slide that contains a chart, graph, picture, etc. The title of the graph is portion marked and the graph as a separate object is portion marked.

(U) The text is also portion marked.

(U) Declassification



SECRET

SECRET

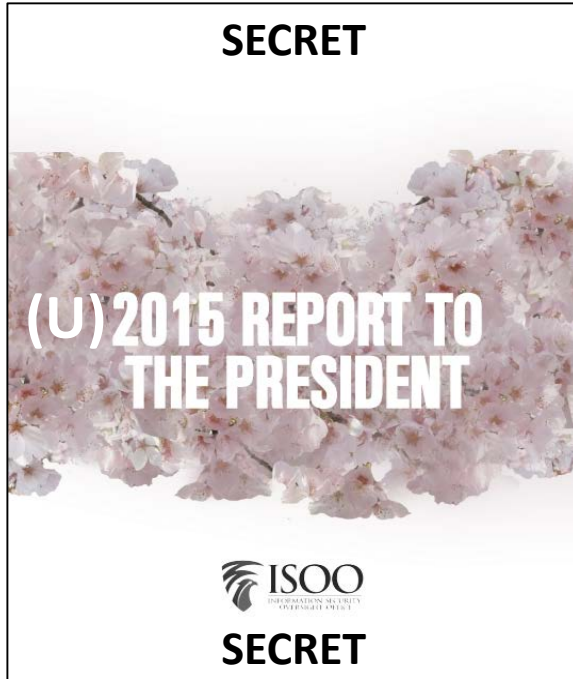
NOTE: Some agencies require additional dissemination and control markings that accompany the overall classification markings.

Contact your security manager for agency-specific guidelines.

Section 1: Required Elements of Marking

Overall Classification Marking

Examples of overall classification markings



SECRET

(U) ISOO'S MISSION

(S) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) FUNCTIONS

- (S) Develop implementing directives and instructions.
- (S) Review and approve agency implementing regulations.
- (S) Review requests for original classification authority from agencies.
- (U) Maintain liaison relationships with agency counterparts and conduct on-site and document reviews to monitor agency compliance.
- (S) Develop and disseminate security education materials for Government and industry; monitor security education and training programs.
- (S) Receive and take action on complaints and suggestions with respect to the administration of the program established under the Order.
- (U) Collect and analyze relevant statistical data and, along with other information, report them annually to the President.

(U) GOALS

- (U) Promote programs for protection of classified and controlled unclassified information.
- (U) Reduce classification and control activity to the minimum necessary.
- (S) Ensure that the systems for declassification and decontrol operate as required.
- (S) Provide expert advice and guidance to constituents.
- (U) Collect, analyze, and report valid information about the status of agency programs.

SECRET

SECRET

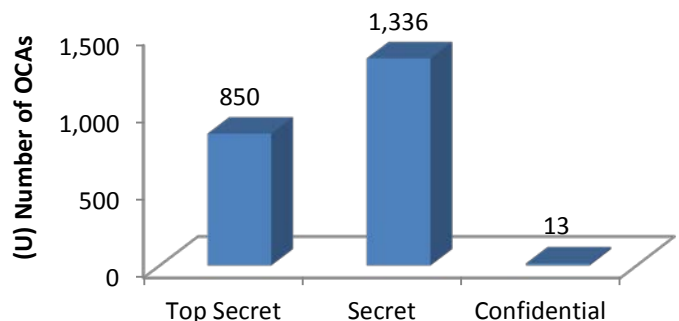
(U) Examples of PowerPoint Slide Markings

May 27, 2010

SECRET

SECRET

(U) Original Classification Authorities FY 2015



(U) Classification Level

SECRET (S) Total Number of OCAs: 2,199

NOTE: Some agencies require additional dissemination and control markings that accompany the overall classification markings.

Contact your security manager for agency-specific guidelines.

Section 1: Required Elements of Marking

Classification Authority Block

This is the classification authority block for an originally classified document.

OCA name and position,
or personal identifier

The category of classified information
annotated in Section 1.4 of E.O. 13526

Declassification instruction,
not to exceed 25 years from
the date of the document

Classified By: John E. Doe, Chief, Division 5
Reason: 1.4(a)
Declassify On: 20150627

NOTE: If not otherwise evident, the agency and office of origin shall be identified and placed immediately following the name and position, or personal identifier provided in the "Classified By" line.

✓ A date or event that is less than 10 years from the date of original classification (date of document is July 1, 2010)

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20180701

✓ A date that is 10 years from the date of the original classification decision (date of document is July 1, 2010)

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20200701

✓ A date not to exceed 25 years from the date of the original classification decision (date of document is July 1, 2010).

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20350701

➤ Exceptions to this sequence:

✓ If the information should clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source, the duration of classification shall be up to 75 years and shall be designated as 50X1-HUM.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(c)
Declassify On: 50X1-HUM

✓ If the information should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction, the duration shall be up to 75 years and shall be designated as 50X2-WMD.

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

NOTE: When 50X1-HUM and 50X2-WMD are used, a specific date or event for declassification of the information will not be used. Approval by the ISCAP is not required prior to agency use of 50X1-HUM or 50X2-WMD; however, agencies should provide details in their classification guides concerning the use of these markings to enable effective use.

Section 1: Required Elements of Marking

Classification Authority Block

This is the classification authority block for a derivatively classified document.

Name and position, or personal identifier of the individual who created the document. Do not use group name, office name, or team name.

The source of the information

Declassification instruction

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify On: 20150627

NOTE: If not otherwise evident, the agency and office of origin shall be identified and placed immediately following the name and position, or personal identifier provided in the "Classified By" line.

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

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

For documents derived from a single source:

Classified By: Name and position, or personal identifier of the individual who created the document. Do not use group name, office name, or team name.

Derived From: Precisely identify the source document or the classification guide on the "Derived From" line.

Declassify On: The derivative classifier shall carry forward the instructions on the "Declassify On" line from the source document to the derivative document, or the duration instruction from the classification or declassification guide.

NOTE: The date for declassification may be displayed either by spelling out the month (June 27, 2015), or numerically (20150627). When displayed numerically, the following format must be used: YYYYMMDD.

Section 1: Required Elements of Marking

Classification Authority Block

For Documents Derived From Multiple Sources

Classified By: Name and position, or personal identifier of the individual who created the document. Do not use group name, office name, or team name.

Derived From: Multiple Sources

The derivative classifier shall include a listing of the source materials on, or attached to, each derivatively classified document. There is no required placement of the source list within the document, only that it be included in, or attached to, the document.

(U) Sources:

1. (U) Dept of Good Works Memorandum dated May 30, 2015, Subj: Examples
2. (U) Dept of Good Works Memorandum dated June 27, 2017, Subj: Examples
3. (U) Radar SCG dated February 2, 2006, Section 2, item 7.

Declassify On: The declassification date for the newly created document will be the most restrictive date (the date that keeps the document classified for the longest period of time) from the multiple sources:

Source Document 1 - **Declassify On: 20400530**
Source Document 2 - **Declassify On: 20420627**
Source Document 3 - **Declassify On: 20260202**

Classified By: Peggy Ushman, Senior Program Analyst, ISOO
Derived From: Multiple Sources
Declassify On: 20420627

(U) Sources:

1. (U) Dept of Good Works Memorandum dated May 30, 2015, Subj: Examples
2. (U) Dept of Good Works Memorandum dated June 27, 2017, Subj: Examples
3. (U) Radar SCG dated February 2, 2006, Section 2, item 7.

Section 1: Required Elements of Marking

Classification Authority Block

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

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2014

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains “Unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses preceding the portion.
2. (S) Paragraph 2 contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5

Derived From: Multiple Sources

Declassify On: 20200627

SECRET

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2016

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains “Unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses preceding the portion.

Classified By: Joe Carver, Director

Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: Examples

Declassify On: 20200627

SECRET

Section 2:

Derivative Classification Marking

Section 2: Derivative Classification Marking

Examples

- The first paragraph from the source document is carried over to the derivative document. The portion marking for that paragraph is carried over.
- All remaining portions in the derivative document are appropriately marked.
- The “Classified By” line on the derivative document identifies the creator of this document. Do not use group name, office name, or team name.
- The “Derived From” line on the derivative document identifies the source document.
- The “Declassify On” line is carried over from the source document to the derivative document.

Source document

SECRET

DEPARTMENT OF GOOD WORKS

October 13, 2015

MEMORANDUM FOR THE DIRECTOR

FROM: [name of sender]

SUBJECT: (U) Briefing Memos

(S) General Guidance: Briefing memos should be as concise and focused as possible. Memos should be no more than two pages long. If more information is required, it should be included in attachments to the two-page memo. The memo should clearly present issue(s) to be decided, summarize the key arguments, identify any differences of opinion among advisors or note that there is a consensus recommendation, and set forth the author’s recommendation. Briefing memos should not include imbedded requests for decision or feedback.

(U) DISCUSSION

(S) Describe the issue, topic, or event being briefed and include relevant policy implications, if any. Briefing memos should clearly state any differences of opinion about an issue, but should not raise issues for decision.

(U) ATTACHMENTS

Tab A (U) Brief description of first attachment

Tab B (U) Brief description of second attachment

Classified By: Charles Smith, Program Analyst

Derived From: DGW Memo, dtd June 5, 2015, same subject

Declassify On: 20251013

SECRET

Derivative document

SECRET

May 3, 2016

MEMORANDUM FOR THE STAFF

FROM: [name of sender]

SUBJECT: (U) Briefing Memos

(S) General Guidance: Briefing memos should be as concise and focused as possible. Memos should be no more than two pages long. If more information is required, it should be included in attachments to the two-page memo. The memo should clearly present issue(s) to be decided, summarize the key arguments, identify any differences of opinion among advisors or note that there is a consensus recommendation, and set forth the author’s recommendation. Briefing memos should not include imbedded requests for decision or feedback.

(U) Statement of Purpose: Although there is no “purpose” heading, the opening paragraph of a briefing memo should clearly and succinctly state the purpose of the memo and provide background information to frame the issue or topic being briefed.

(U) ATTACHMENTS

Tab A (U) Brief description of first attachment

Tab B (U) Brief description of second attachment

Classified By: Stan Jones, Program Analyst

Derived From: DGW Memo, dtd October 13, 2015, same subject

Declassify On: 20251013

SECRET

Creator of the document

Section 2: Derivative Classification Marking

Examples

SECRET

Information Security Oversight Office (ISOO)

(U) Examples of PowerPoint Slide Markings

May 27, 2017

Classified By: #52497

Derived From: SCG Title and date

Declassify On: 20420527

SECRET

Source Document

SECRET

(U) Example of Markings

- (S) This bullet contains "Secret" Information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
- (U) This bullet contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

SECRET

Derivative Document

SECRET

October 1, 2017

MEMORANDUM FOR ALL STAFF

FROM: [name]

SUBJ: PowerPoint Slide Markings

(U) This is an example of taking information from the source document and placing it in a derivative document.

(S) This paragraph contains "Secret" Information taken from the slide presentation. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

Classified By: John Brown, Senior Analyst

Derived From: ISOO Presentation, dated May 27, 2017, Subj: Examples of PowerPoint Slide Markings

Declassify On: 20420527

SECRET

Information taken from the cover slide of the presentation

Section 2: Derivative Classification Marking

Declassification instruction missing from source document

If the source document is missing the declassification instruction, then a calculated date of 25 years from the date of the source document shall be annotated as the declassification date on the newly created derivative document.

If there is no date on the source document, then the “Declassify On” date for the newly created derivative document shall be 25 years from the date the new document is created.

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains “Unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (S) Paragraph 2 contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. (C) Paragraph 3 contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.

Classified By: John E. Doe, Chief Division 5
Derived From: DGW SCG, item 4, dated August 4, 2008

SECRET

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Derivative Document

Classified By: Joe Carver, Director
Derived From: Department of Good Works
Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify on: 20350627

SECRET

Source document missing “Declassify On:”

Section 2: Derivative Classification Marking

Use of 25X1 through 25X9 Exemptions

The 25X exemptions may only be used on the “Declassify On” line if an agency has identified permanently valuable information that needs to be exempted from automatic declassification at 25 years and has received approval from the Interagency Security Classification Appeals Panel (ISCAP) to exempt the information and to incorporate the exemption into a classification guide. If the agency does not have permission to incorporate the exemption into a classification guide, the exemption cannot be applied to a document until it is 25 years old.

When using an approved exemption, ***a date or event that has been approved by the ISCAP must be included with the marking and shall not exceed 50 years from the date of the document.***



SECRET

Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains “Unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses preceding the portion.
2. (S) Paragraph 2 contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Derived From: SCG title and date
Declassify On: **25X3, 20540215**


SECRET

Note: Refer to ISOO Notice 2018-01 if using an event for a declassification instruction.

Section 2: Derivative Classification Marking

Security Classification Guides

A classification guide is a document issued by an OCA that provides derivative classification instructions. It describes the elements of information that must be protected, the reason for classification, and the level and duration of classification. The examples on the next page show how to apply instructions from the classification guide to a document.



DEPARTMENT OF GOOD WORKS

Security Classification
Guide No. 129

August 20, 2016

Classification Guide No. 129			
Subject	Classification Instructions		
	<u>Level</u>	<u>Reason</u>	<u>Duration</u>
1. Program Planning	U		
2. Program Progress	U		
3. Technical Scope of A.B.C.	C	1.4(e)	25 years (see NOTE)
4. Vulnerabilities	S	1.4(g)	June 23, 2027
5. Limitations	U		

NOTE: "25 years" denotes 25 years from the date of document creation, not the date of the security classification guide.

Section 2: Derivative Classification Marking

Security Classification Guides

1. Based on guidance from the classification guide, apply appropriate **portion markings**.



(U) Title

1. (C) This paragraph includes information about the technical scope of A.B.C.
2. (U) This paragraph includes information on program planning.
3. (U) This paragraph includes information on program progress.

CONFIDENTIAL

(U) Title

1. (C) This paragraph includes information about the technical scope of A.B.C.
2. (U) This paragraph includes information on program planning.
3. (U) This paragraph includes information on program progress.

CONFIDENTIAL

2. Apply **overall classification markings**.



CONFIDENTIAL

June 10, 2017

(U) Title

1. (C) This paragraph includes information about the technical scope of A.B.C.
2. (U) This paragraph includes information on program planning.
3. (U) This paragraph includes information on program progress.

Classified By: John Doe, Program Analyst
Derived From: Department of Good Works
Classification Guide No. 129, Item 3, dated
August 20, 2016
Declassify On: 20420610

CONFIDENTIAL

3. Apply **classification authority block**.



Item 3 in the SCG specifies declassification at 25 years. This is 25 years from the date of document creation.



Section 2: Derivative Classification Marking

Classification by Compilation

Section 1.7(e) of E.O. 13526 states that compilation of items of information that are individually unclassified may be classified if the compiled information reveals an additional association or relationship that: (1) meets the standards for classification under this order; and (2) is not otherwise revealed in the individual items of information. The Order also defines compilation as an aggregation of pre-existing unclassified items of information.

For the purpose of marking a document, this means that it may be possible to have a classified document in which all the individual portions are unclassified but because the compilation of the unclassified information reveals an association or relationship not otherwise evident when the portions are used individually, classification of the document and the application of required classification markings are warranted. In these cases, as required by 32 CFR 2001.24(g), clear instructions must be provided as to the circumstances under which the individual portions constitute a classified compilation and when they do not.

Two additional crucial points to consider are: (1) as with all other markings, information must be marked in a uniform and conspicuous manner so as to leave no doubt as to the classified status of the information, the level of protection required, the reason for classification, and the duration of classification; and (2) access to or the sharing of unclassified information must not be impeded by unnecessarily or inappropriately applying classification where it's not warranted.

ISOO Notice 2017-02, *Clarification of Classification by Compilation*, expands the definition of classification by compilation. Compilation may also be applied to information that is classified at a lower level, that when combined, results in a higher classification. When this occurs, all portions will be marked at their original classification level and clear instructions must appear with the compiled information as to the circumstances under which the individual portions constitute a higher level of classification, and when they do not.

Section 2: Derivative Classification Marking

Classification by Compilation

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

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

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

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

SECRET



In the first example, guidance is embedded in the individual paragraphs explaining that when the first two paragraphs are associated with one another, the information they reveal is classified. However, note that individually the paragraphs are marked (U), which indicates that when this information stands alone and is not associated with the other paragraph, it is unclassified and may be treated as such. The explanation at the bottom of the document is an example of how to indicate classification by compilation and provide additional guidance to intended recipients.

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

1. (U) This paragraph contains the weight of widget A.
2. (U) This paragraph contains the height of widget A.
3. (U) This paragraph contains the length of widget A.
4. (U) This paragraph contains the cost of widget A.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

(U) **Classified by compilation:** The weight of widget A when combined with or used in association with the height of widget A, is classified Secret. In all other instances the individual portions or combinations of portions of this document are unclassified.

SECRET



In the second example, compilation guidance is explained on the bottom of the page, as shown here, or alternatively, is cited in an opening paragraph. Note, as in the first example, that individually the paragraphs are marked (U), which indicates that when this information is standing alone and not associated with the other paragraph, it is unclassified and may be treated as such.

Section 2: Derivative Classification Marking

Classification by Compilation

Security Classification Guide

Example 1

	U	C	S	TS
3.3.2.8 Single theater-wide operation failure report, outage report, problem report, or investigation report	X			
3.3.2.9 Compilation of two or more theater-wide operation failure reports, outage reports, problem reports, or investigation reports within the same document			X	

SECRET

1. (U) This paragraph discusses an outage report in Theater A.
2. (U) This paragraph discusses an investigation report in Theater D.

(U) IAW SCG Theater Reports, dated 5 June 2015, section 3.3.2.9, compilation of information in paragraphs 1 and 2 result in an overall classification of SECRET.

SECRET

Security Classification Guide

Example 2

	U	C	S	TS
3.3.2.7 Mission		X		
3.3.2.8 Geographic Location		X		
3.3.2.9 Compilation of both mission and geographic location within the same document			X	

SECRET

1. (C) This paragraph discusses specific mission requirements.
2. (C) This paragraph annotates that the location of this mission will be in country A.

(U) IAW SCG [insert subject], dated 5 June 2015, section 3.3.2.9, compilation of information in paragraphs 1 and 2 result in an overall classification of SECRET.

SECRET

Section 3: Marking Examples

Section 3: Marking Examples

E-Mail

1

Portion
marking

2

Overall
classification

3

Classification
authority block

1
Portion markings

2
Overall classification

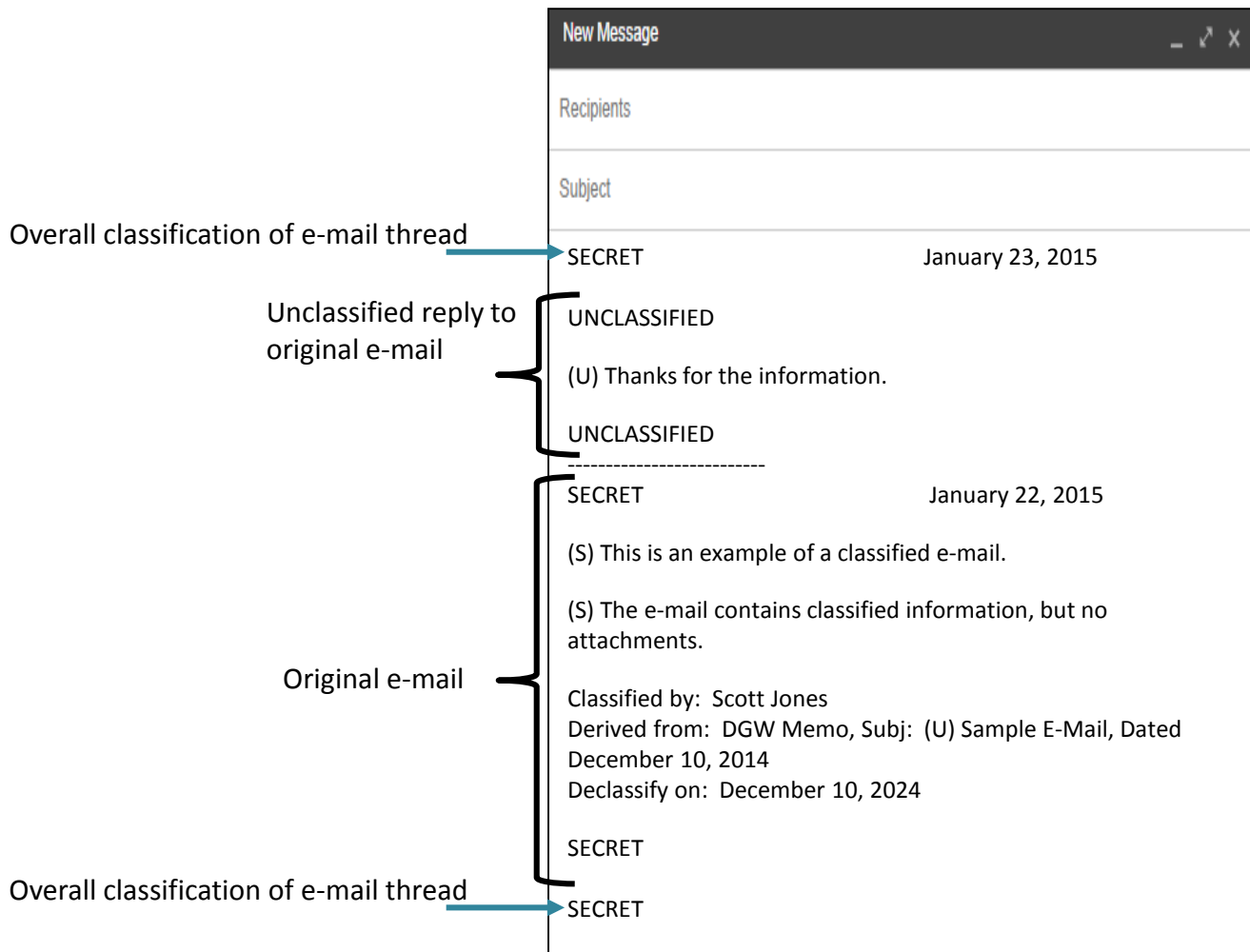
3
Classification authority block

Classification marking of title of attachment
Note: This is the classification of the title of the attachment, and not the classification of the file itself. Most titles should be unclassified, but this example shows an attachment with a classified title.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples

E-Mail



Guidelines for marking e-mail threads:

- Each individual e-mail will be appropriately marked with portion marking and overall classification. If additional classified information is added, the classification authority block must be included as well.
- Do not change or remove the markings on previous e-mails in the thread.
- Review the thread for the correct overall classification.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples

E-Mail

- The reply to the original e-mail is CLASSIFIED SECRET.
- The REPLY e-mail is portion marked and includes the overall classification for that individual e-mail.
- A new classification authority block is added to the REPLY e-mail to indicate the instructions for the newly added information.
- The overall classification of the thread is added.

Overall classification of e-mail thread

Reply to original e-mail

Original e-mail

Overall classification of e-mail thread

The screenshot shows an email client window titled "New Message" with standard window controls. The email content is as follows:

Recipients

Subject RE: (U) Sample E-Mail

SECRET

SECRET January 23, 2015

(U) Thanks for the information.

(S) I would like to add some additional classified information.

Classified by: Tom White
Derived from: DGW SCG, dated June 23, 2013.
Declassify on: January 30, 2040

SECRET

SECRET January 22, 2015

(S) This is an example of a classified e-mail.

(S) The e-mail contains classified information, but no attachments.

Classified by: Scott Jones
Derived from: DGW Memo, Subj: (U) Sample E-Mail, Dated December 10, 2014
Declassify on: December 10, 2024

SECRET

SECRET

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples

What happens to the markings when you reply to an unclassified e-mail with a classified attachment, and delete the classified attachment?

Original e-mail

Recipients

Subject: (U) Marking Instructions for Unclassified E-Mail with Classified Attachment

SECRET January 5, 2015

(U) This is an example of how to mark an unclassified e-mail that contains a classified attachment. The e-mail essentially serves as a transmittal document.

(U) IAW 32 CFR 2001.24(b), a transmittal document shall indicate on its face the highest classification level of any classified information attached or enclosed. The transmittal shall also include the following instruction, as appropriate:

Unclassified when classified enclosure is removed
or
Upon removal of attachment(s), this document is [classification level]

(U) Because this e-mail will be transmitted across a classified system, it shall be portion marked. It is recommended that you include a statement of the classification level of the attached file. Example: The attached file "name of file" is classified SECRET.

(U) The attached file "Frequently Asked Questions.docx" is classified SECRET.

(U) Upon removal of attachment, this document is UNCLASSIFIED.

Classified by: Joe Smith
Derived from: DPW SCG, "How to Mark Classified Document," dated December 11, 2013
Declassify on: January 5, 2025

SECRET

Frequently Asked Questions.docx (15K)

Send [Icons] Saved

Reply e-mail

Recipients

Re: (U) Marking Instructions for Unclassified E-Mail with Classified Instruction

UNCLASSIFIED ← Overall classification of e-mail thread

UNCLASSIFIED

(U) Thanks for the information.

UNCLASSIFIED

SECRET

(U) This is an example of how to mark...

(U) Upon removal of attachment, this document is UNCLASSIFIED.

Classified By: Joe Smith
Derived From: DPW SCG, "How to Mark Classified Documents," dated December 11, 2013
Declassify On: January 5, 2025

SECRET

UNCLASSIFIED ← Overall classification of e-mail thread

REPLY E-Mail:

- The classified attachment has been removed.
- The original e-mail retains its original markings.
- The reply is portion marked and annotated with its overall classification.
- A new overall classification is annotated at the top and bottom.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples

Excel Spreadsheets

Portion marking Excel spreadsheets can be confusing and difficult, because it is impossible to portion mark every cell within the spreadsheet. At a minimum, the title should be portion marked and the overall classification should be annotated. If information in a particular column or row is classified, then the column/row titles should be appropriately portion marked. Any products developed from information within the spreadsheet should be completely and appropriately marked.

Example of portion marking and overall classification markings for an Excel spreadsheet

SECRET								
1	<i>(U)</i> Year	<i>(U)</i> Original Classification Authorities						
2		(U) Number of TOP SECRET OCAs	(U) Percentage of TOP SECRET OCAs	(S) Number of SECRET OCAs	(S) Percentage of SECRET OCAs	(U) Number of CONFIDENTIAL OCAs	(U) Percentage of CONFIDENTIAL OCAs	(S) TOTAL Number of OCAs
3	1980	1,501	21.00%	4,134	57.83%	1,514	21.18%	7,149
4	1981	1,451	20.90%	3,981	57.35%	1,509	21.74%	6,941
5	1982	1,485	21.35%	4,073	58.57%	1,396	20.07%	6,954
6	1983	1,481	21.13%	4,200	59.91%	1,329	18.96%	7,010
7	1984	1,516	21.97%	4,235	61.38%	1,149	16.65%	6,900
8	1985	1,559	22.23%	4,293	61.21%	1,161	16.55%	7,013
9	1986	1,502	22.23%	4,147	61.38%	1,107	16.39%	6,756
10	1987	1,569	23.34%	4,066	60.50%	1,086	16.16%	6,721
11	1988	1,591	23.91%	4,003	60.16%	1,060	15.93%	6,654
12	1989	1,536	23.75%	3,898	60.28%	1,033	15.97%	6,467
13	1990	1,565	24.11%	3,862	59.49%	1,065	16.40%	6,492
14	1991	1,559	24.08%	3,805	58.77%	1,110	17.15%	6,474
15	1992	1,416	24.44%	3,320	57.31%	1,057	18.25%	5,793
16	1993	1,361	24.04%	3,218	56.85%	1,082	19.11%	5,661
17	1994	1,344	24.61%	3,050	55.85%	1,067	19.54%	5,461
18	1995	1,336	24.84%	3,031	56.35%	1,012	18.81%	5,379
19	1996	1,166	26.38%	2,337	52.87%	917	20.75%	4,420
20	1997	898	22.39%	2,865	71.45%	247	6.16%	4,010
21	1998	884	22.65%	2,773	71.05%	246	6.30%	3,903
22	1999	879	22.85%	2,707	70.38%	260	6.76%	3,846
23	2000	934	22.62%	2,981	72.18%	215	5.21%	4,130
24	2001	998	24.15%	2,945	71.27%	189	4.57%	4,132
25	2002	929	23.19%	2,898	72.34%	179	4.47%	4,006

SECRET

- The portion markings for the headings (line 1) indicate the headings are unclassified.
- The column portion markings (line 2) indicate that the data in that column are classified at that level.
- If portion markings are not used at the column or row level, then it is assumed that all information in the spreadsheet is classified at the same level as the overall classification.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples


Working Papers

32 CFR 2001.24 Additional requirements.

(d) *Working papers.* A working paper is defined as documents or materials, regardless of the media, which are expected to be revised prior to the preparation of a finished product for dissemination or retention. Working papers containing classified information shall be dated when created, marked with the highest classification of any information contained in them, protected at that level, and if otherwise appropriate, destroyed when no longer needed. **When any of the following conditions apply**, working papers shall be controlled and marked in the same manner prescribed for a finished document at the same classification level:

- (1) Released by the originator outside the originating activity;
- (2) Retained more than 180 days from the date of origin; or
- (3) Filed permanently.

INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001
www.archives.gov/isoo



DRAFT

ISOO Notice 2017-04: Security Classification Guides

[date]

1. Executive Order (E.O.) 13526, Sec. 2.2, states that agencies with original classification authority shall prepare classification guides to facilitate the proper and uniform derivative classification of information. In accordance with 32 CFR 2001.15, classification guides shall, at a minimum:

- (1) Identify the subject matter of the classification guide;
- (2) Identify the original classification authority by name and position, or personal identifier;
- (3) Identify an agency point-of-contact or points-of-contact for questions regarding the classification guide;
- (4) Provide the date of issuance or last review;
- (5) State precisely the elements of information to be protected;
- (6) State which classification level applies to each element of information, and, when useful, specify the elements of information that are unclassified;
- (7) State, when applicable, special handling caveats;
- (8) State a concise reason for classification which, at a minimum, cites the applicable classification category or categories in section 1.4 of the Order; and
- (9) Prescribe a specific date or event for declassification, the marking “50X1–HUM” or “50X2–WMD” as appropriate, or one or more of the exemption codes listed in 2001.26(a)(2), provided that:
 - (i) The exemption has been approved by the Panel under section 3.3(j) of the Order;
 - (ii) The Panel is notified of the intent to take such actions for specific information in advance of approval and the information remains in active use; and
 - (iii) The exemption code is accompanied with a declassification date or event that has been approved by the Panel.

2. To promote standardization and consistency for security classification guidance throughout the executive branch, ISOO is recommending a standard format for guides. ISOO also recommends the use of enhancement statements to indicate why the information must be

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 3: Marking Examples

Databases

- Classified databases need to be marked with the overall classification only. The overall classification will be the highest classification level of any of the information within the database.
- Products (reports, spreadsheets, etc.) from the database require complete markings – portion markings, overall classification, classification authority block.

Classification Markings in the Electronic Environment

- Classified national security information in the electronic environment shall be:
 - Subject to all requirements of E.O. 13526.
 - Marked with proper classification markings to the extent that such marking is practical.
 - Marked with proper classification markings when appearing in an electronic output (i.e. database query)
 - Marked in accordance with derivative classification procedures, maintaining traceability of classification decisions to the original classification authority.
 - Prohibited from use as source of derivative classification if it is dynamic in nature and where information is not completely marked in accordance with E.O. 13526 (i.e. wikis, blogs, bulletin boards).
- Web pages shall be classified and marked on their own content regardless of the classification of the pages to which they link.
- Web pages and any documents contained on the web page shall be completely marked – portion markings, overall classification, classification authority block.

See 32 CFR 2001.23 for further guidance on classification markings in the electronic environment.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 4: Legacy Markings

Section 4: Legacy Markings

The following **declassification instructions** are *no longer valid* and, if annotated on the source document, will not be carried over to the derivative document.

X1, X2, X3, X4, X5, X6, X7, X8

- Established under E.O. 12958, April 17, 1995.
- Eliminated under E.O. 13292 (also known as E.O. 12958, as amended) March 25, 2003.

OADR (originating agency determination required)

- Established under E.O. 12356, April 2, 1982.
- Eliminated under E.O. 12958, April 17, 1995.

Subject to Treaty or International Agreement

- Same as 25X9 exemption from automatic declassification.

MR (manual review)

- Never a valid declassification instruction.

DNI Only or DCI Only

- Refers to space-based imagery. Follow guidance on page 34.

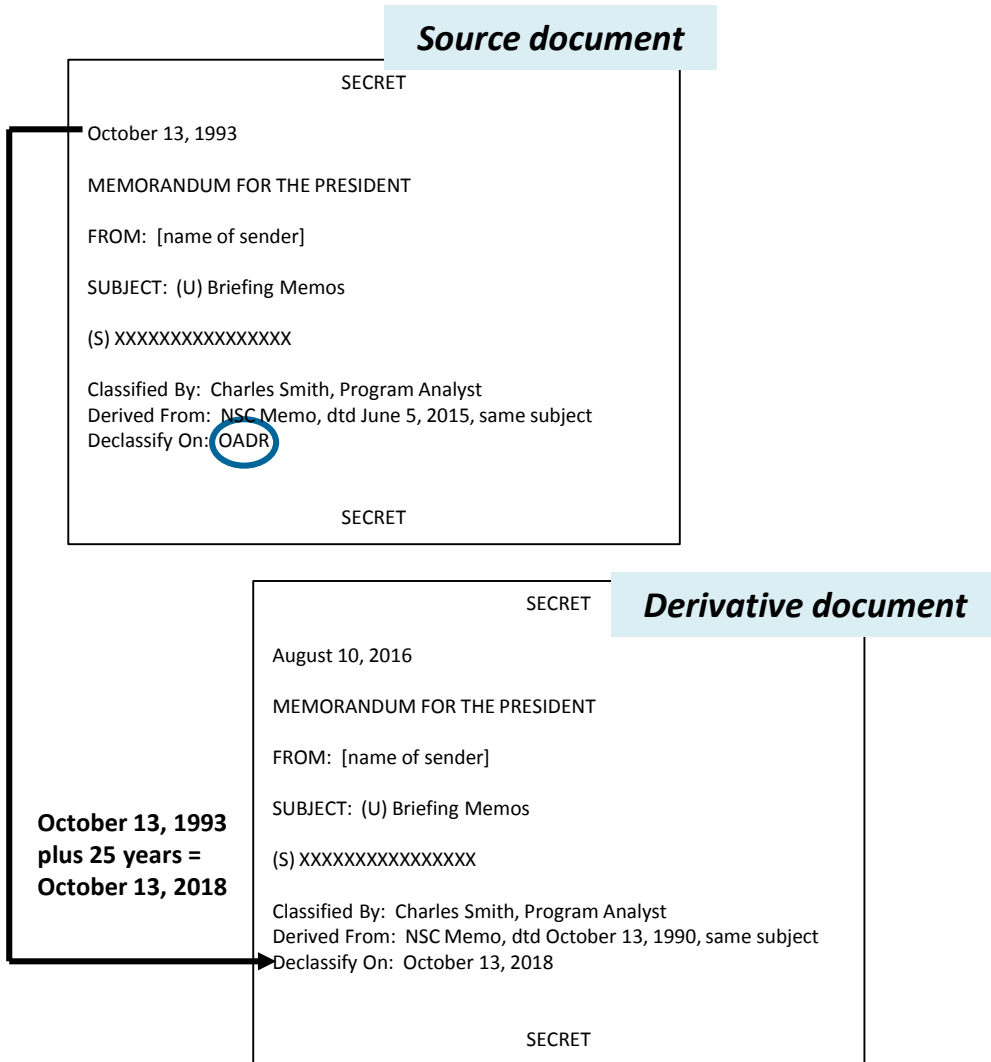
25X1-human

- Changed to 50X1-HUM in E.O. 13526; very narrow scope applied. If **25X1-human** is annotated on the source document, it will be changed to **50X1-HUM** on the derivatively classified document.

NOTE: You should always check the appropriate classification guide to ensure the correct classification level and duration of the information.

Section 4: Legacy Markings

Basic Rule of Thumb: If the source document contains “X1-X8”, “OADR”, “Subject to treaty or international agreement”, or “MR” in the “Declassify On” line, the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining the declassification instruction for the derivative document.



Section 4: Legacy Markings

DNI Only or DCI Only

NOTE: E.O. 12951, *Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems*, gives the Director of National Intelligence (DNI) the authority to declassify intelligence imagery.

CURRENT GUIDANCE ON MARKING IMAGERY (DNI memo, Subj: *Classification and Marking of Imagery Derived from Space-based National Intelligence Reconnaissance Systems*, dated 12 Nov 2014)

UNCLASSIFIED

ATTACHMENT 2 – Examples of Marking Classification Authority Blocks (not all inclusive)

a. Example of a classification authority block for an **original image** and associated locational metadata derived from space-based national intelligence reconnaissance systems:

Classified By: Director, NGA
Reason: 1.4(c)
Declassify On: 25X1, EO 12951 (see Note 1)

b. Example of a classification authority block for **derivatively** classified GEOINT products:

Classified By: 1234567 (name & position, or agency identifier)
Derived From: *GEOINT SCG v1.1, 22 Feb 2008 (or latest version)
Declassify On: **20391231 (current date plus 25 years)

OR

Classified By: John King, NGA Sr. Analyst
Derived From: *Multiple Sources
Declassify On: **25X1, 20641231 (approved 25 year exemption)

* 'Derived From' may contain additional classification sources; if 'Multiple Sources' are used, list all sources in the product bibliography.

** 'Declassify On' value(s) will depend on sources and methods and declassification exemptions authorized by the Information Security Classification Appeals Panel (ISCAP). Refer to the GEOINT Declassification Guide for a complete list of declassification exemptions.

Note 1: Declassification authority for original imagery acquired from spaced-based national intelligence reconnaissance systems rests with the DNI in accordance with EO 12951. This is accomplished through activities of the Historical Imagery Declassification Panel on a system-wide basis once the system has been declared obsolete by the DNI. The declassification of image products is delegated to the D/NGA. The declassification of any classified information revealed with or overlaid onto imagery products is governed by EO 13526 and the agency with equity.

Section 5: Additional or Special Markings

Section 5: Additional or Special Markings


Classification Extensions

Only an OCA with jurisdiction over the information may extend the duration of classification for up to 25 years from the date of the origin of the document. Any extension beyond 25 years from the date of the origin of the document requires ISCAP approval.

In cases where an extension is made, the "Declassify On" line shall be revised to include the new declassification instructions and shall include the identity of the person authorizing the extension and the date of the action.

Reasonable attempts should be made to notify all holders of a classification extension. As appropriate, classification guides shall be updated to reflect such extensions.

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2008

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1.
2. (S) Paragraph 2.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: ~~20151231~~ June 27, 2033

Classification extended on August 5, 2010 until June 27, 2033 by Steven Brown, Director, Department of Good Works

SECRET

Section 5: Additional or Special Markings

Foreign Government Information

Some agencies may require that documents containing classified foreign government information be marked with:

“This document contains (country of origin) information.”

Mark the portions that contain the foreign government information to indicate the country of origin and the classification level. Substitute the words “Foreign Government Information” or “FGI” in instances in which the identity of the specific government must be concealed.

If the fact that information is foreign government information must be concealed, the markings described here shall not be used and the document shall be marked as if it were wholly of U.S. origin.

SECRET



Department of Good Works
Washington, D.C. 20006

February 15, 2017

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (C) Paragraph 1 contains classified information from a U.S. source document. Therefore, this portion will be marked with the designation “C” in parentheses.
2. **(Country of Origin S)** Paragraph 2 contains classified information marked “Secret” by the country of origin. Therefore, this portion will be marked to indicate the country of origin and the level of classification.

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: 20420215

SECRET

▶ **THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION**

Example

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: **25X6, 20500215**

SECRET

THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

NOTE on the “Declassify On” line: Foreign government information must be marked with a declassification date of up to 25 years, unless the originating agency has applied for and received approval from the ISCAP to exempt the FGI from declassification at 25 years. Upon receipt of ISCAP approval, the 25X6 or 25X9 exemption markings, as appropriate, may be used in the “Declassify On” line followed by a date that has been approved by the ISCAP.

Section 5: Additional or Special Markings

Commingling of Restricted Data (RD) and Formerly Restricted Data (FRD) with Information Classified under the Order

To the extent practicable, the commingling in the same document of RD or FRD with information classified under the Order should be avoided. When it is not practicable to avoid such commingling, **the marking requirements in the Order and the Directive, as well as the marking requirements in 10 CFR Part 1045, *Nuclear Classification and Declassification*, must be followed.**

For commingled documents, the “Declassify On” line shall not include a declassification date or event and shall instead be annotated with “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list, as described in 32 CFR 2001.22(c)(1)(ii), shall include the declassification instruction for each of the source documents classified under the Order and shall not appear on the front page of the document.

NOTE: Unless you are appointed as an RD classifier, you are not authorized to carry forward RD/FRD/TFNI portions to a derivatively classified document.

SECRET//RESTRICTED DATA



Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (S) Paragraph 1 contains “Secret” national security information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.
2. (S//RD) Paragraph 2 contains “Secret Restricted Data” information. Therefore, this portion will be marked with the designation “S//RD” in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Derived From: SCG title and date
Declassify On: **Not applicable to RD/FRD portions.** See source list for NSI portions.

SECRET//RESTRICTED DATA

All documents that contain RD or FRD must contain a warning statement IAW 10 CFR 1045

If the document contains RD:

RESTRICTED DATA

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

If the documents contains FRD but does not contain RD:

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.

Section 5: Additional or Special Markings

A transmittal document can consist of anything that accompanies a classified package such as a memorandum or a staff summary sheet.

Transmittal document

An unclassified transmittal document shall indicate on its face:


- The highest classification level of any classified information attached or enclosed;
- Instructions such as “*Unclassified when classified enclosure removed*” or “*Upon removal of attachments, this document is [classification level].*”

A classified transmittal document shall contain the same markings as required on all classified documents (i.e., overall classification, portion markings, classification authority block).

Unclassified Transmittal Document

Classified Transmittal Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5


Subject: Transmittal Document

This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

SECRET

**This page UNCLASSIFIED when
classified enclosure removed**

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Transmittal Document

(S) This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

Classified By: ID #78596
Derived From: Memo dated May 27, 2010
Declassify On: 20200507

SECRET

NOTE: Some agencies may require portion markings on unclassified transmittal documents. Contact your security manager for agency-specific guidance.

(C) This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

Classified By: ID #78596
Derived From: Memo dated May 27, 2010
Declassify On: 20200507

**Downgrade to CONFIDENTIAL when separated from
SECRET enclosures.**

SECRET

← **Classified Transmittal Document that Contains Downgrading Instructions**

Section 5: Additional or Special Markings

Transmittal document

E-mails can also serve as transmittal documents.

(U) Example of Unclassified E-Mail with Classified Attachment

Recipients

(U) Example of Unclassified E-Mail with Classified Attachment

SECRET

(U) This is an example of how to mark an unclassified e-mail that contains a classified attachment. The e-mail essentially serves as a transmittal document.

(U) IAW 32 CFR 2001.24(b), a transmittal document shall indicate on its face the highest classification level of any classified information attached or enclosed. The transmittal shall also include conspicuously on its face the following or similar instruction, as appropriate:

Unclassified when classified enclosure is removed

or

Upon removal of attachments, this document is [classification level]

(U) Because this email is transmitted across a classified system, it should be portion marked.

(U) It is suggested that you include a statement stating what the classification level of the attached file is: The attached file "2013-05 SF 312.pdf" is classified SECRET.

This e-mail is unclassified when classified attachment is removed.

SECRET

2013-05 SF 312.pdf (39K)

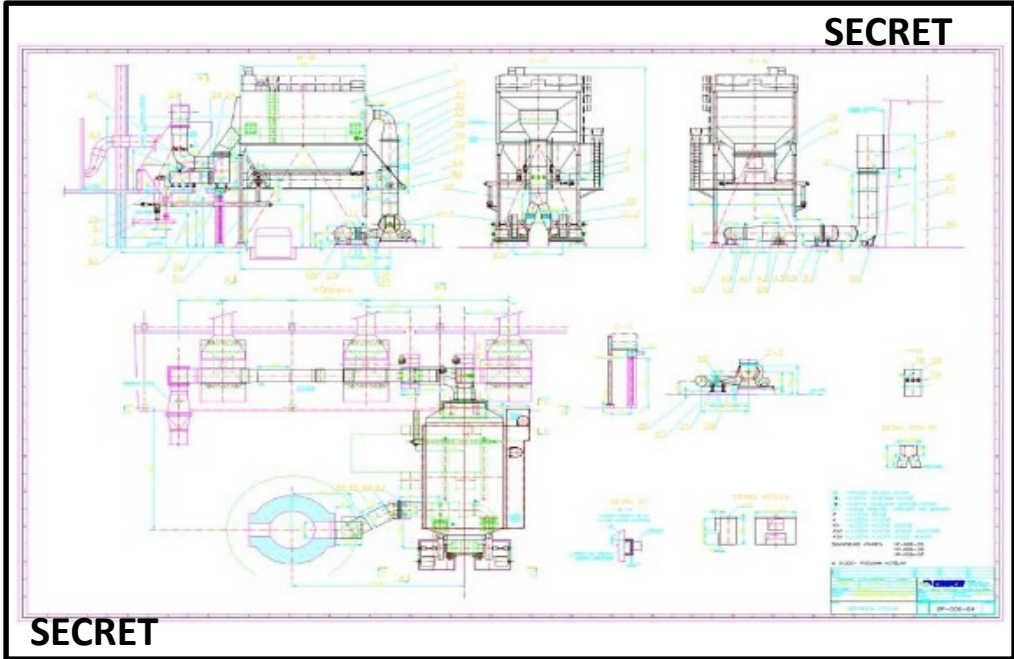
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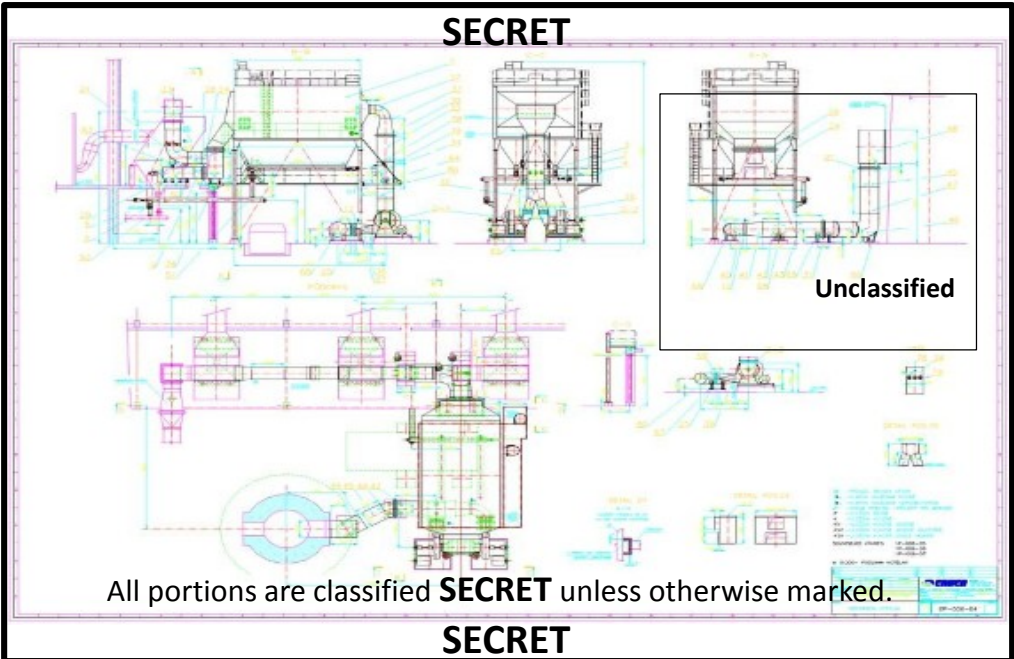
Section 5: Additional or Special Markings

Options for Marking Complex Slides

NOTE: *These options are to be used only on complex slides where portion marking everything would be difficult and would detract from the information on the slide itself.*



Option 1: *When all portions are classified at the same level, mark the overall classification of the slide only; this annotates that everything on this diagram is classified at that level.*

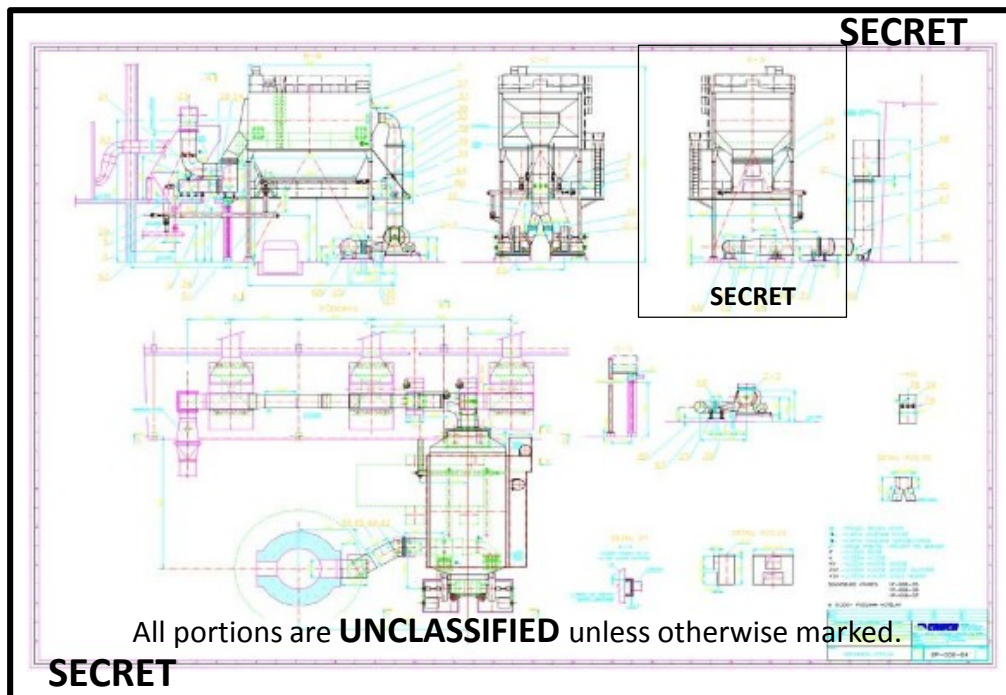


Option 2: *When a majority of the portions are classified, mark the overall classification of the slide, indicate the classification of the majority of the portions, and portion mark the exceptions.*

Section 5: Additional or Special Markings

Options for Marking Complex Slides

NOTE: *These options are to be used only on complex slides where portion marking everything would be difficult and would detract from the information on the slide itself.*



Option 3: *When a majority of the portions are unclassified, mark the overall classification of the slide, indicate that the majority of the portions are unclassified, and portion mark the classified portions.*

Section 5: Additional or Special Markings

Declassified Documents

32 CFR 2001.25 Declassification Markings

(b) The following markings shall be applied to records, or copies of records, regardless of the media:

- (1) The word, "Declassified"
- (2) The identity of the declassification authority, by name and position, or by personal identifier, or the title and date of the declassification guide
- (3) The date of declassification
- (4) The overall classification markings that appear on the cover page or first page shall be lined with an "X" or straight line.

NOTE: for clarification, the classification markings on all pages should be lined through .

1

Cross out the classified portion markings and remark

2

Cross out the overall classification markings and remark

3

Add the authority for the declassification action and the date of declassification

~~SECRET~~
DECLASSIFIED

2

Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

(U) ~~(S)~~ If all sub-paragraphs are the same classification as the primary paragraph, then you do not need to portion mark the sub-paragraphs.

• (U) However, if the portions are not all the same classification, then all main and sub-paragraphs must be individually marked.

(U) ~~(S)~~ Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5 or
ID # 54632

Reason: 1.4(c)

Declassify On: 20300627

2

~~SECRET~~ **DECLASSIFIED**

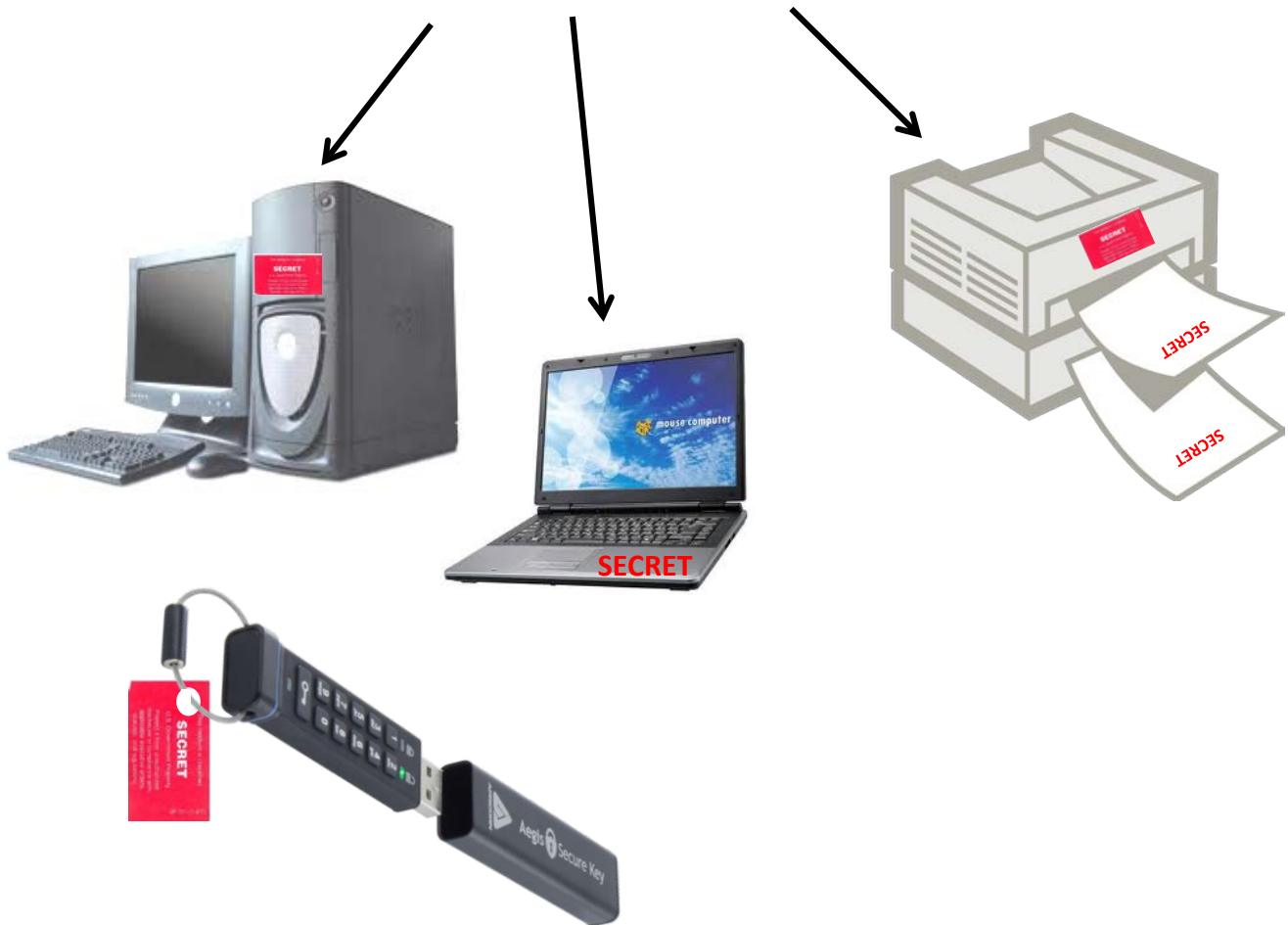
This only applies to documents that are still in possession of the agency . This is usually seen with documents that are requested under FOIA or MDR, or declassified under the discretionary authority of an agency.

Records that are being reviewed for automatic declassification under section 3.3 of the Order and records accessioned to the National Archives should not be remarked.

Section 5: Additional or Special Markings

Marking of Electronic Storage Equipment

Label with the highest classification level of information authorized to be processed on the device



*Within a classified environment, the following labels are authorized for use.
If an agency determines that labels must be used, then these labels are the only ones that can be used.*

(Ref: 32 CFR 2001.80)

SF 706



SF 707



SF 708



SF 709



SF 710



Section 6: Quick Reference

Section 6: Quick Reference

Summary of Classification Authority Block

Originally Classified Document



Classified By:
Reason:
Declassify On:

Derivatively Classified Document



Classified By:
Derived From:
Declassify On:

Classified By: the name and position, or personal identifier of the individual who created the document. Do not use group name, office name, or team name.

Reason: reason [from E.O. 13526, Section 1.4] information is classified. ***Annotated only on originally classified documents.***

Derived From: information identifying the source document. ***Annotated only on derivatively classified documents.***

Declassify On: the date the document is to be declassified.

Section 6: Quick Reference

Reasons for Classification E.O. 13526, Section 1.4

- (a) military plans, weapons systems, or operations
- (b) foreign government information
- (c) intelligence activities (including covert action), intelligence sources or methods, or cryptology
- (d) foreign relations or foreign activities of the United States, including confidential sources
- (e) scientific, technological, or economic matters relating to the national security
- (f) United States Government programs for safeguarding nuclear materials or facilities
- (g) vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security
- (h) the development, production, or use of weapons of mass destruction

Section 6: Quick Reference

25X Exemptions from Automatic Declassification E.O. 13526, Section 3.3(b)

Specific information, the release of which should clearly and demonstrably be expected to:

- (1) reveal the identify of a confidential human source, a human intelligence source, a relationship with an intelligence or security service of a foreign government or international organization, or a non-human intelligence source; or impair the effectiveness of an intelligence method currently in use, available for use, or under development
- (2) reveal information that would assist in the development, production, or use of weapons of mass destruction
- (3) reveal information that would impair U.S. cryptologic systems or activities
- (4) reveal information that would impair the application of state-of-the-art technology within a U.S. weapon system
- (5) reveal formally named or numbered U.S. military war plans that remain in effect, or reveal operational or tactical elements of prior plans that are contained in such active plans
- (6) reveal information, including foreign government information, that would cause serious harm to relations between the United States and a foreign government, or to ongoing diplomatic activities of the United States
- (7) reveal information that would impair the current ability of United States Government officials to protect the President, Vice President, and other protectees for whom protection services, in the interest of the national security, are authorized
- (8) reveal information that would seriously impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, or infrastructures relating to the national security
- (9) violate a statute, treaty, or international agreement that does not permit the automatic or unilateral declassification of information at 25 years.

50X Exemptions from Automatic Declassification E.O. 13526, Section 3.3(h)

- (1) the identity of a confidential human source or a human intelligence source (50X1-HUM)
- (2) key design concepts of weapons of mass destruction (50X2-WMD)
- (3) in extraordinary cases, additional specific information formally approved by the ISCAP (50X__)

75X Exemptions from Automatic Declassification E.O. 13526, Section 3.3(h)(3)

Specific information that has been formally approved by the ISCAP.

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The Information Security Oversight Office

The National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

Phone: 202-357-5250

Fax: 202-357-5907

E-mail: isoo@nara.gov

Web page: www.archives.gov/isoo

ISOO Training:

E-mail: isootraining@nara.gov

Web Page: www.archives.gov/isoo/training



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