

Guide to Marking Documents

October 4, 2001

DISTRIBUTION STATEMENT A
Approved for Public Release
Distribution Unlimited

20040527 160



NATIONAL IMAGERY AND MAPPING AGENCY

4600 SANGAMORE ROAD
BETHESDA, MARYLAND 20816-6000

24 September 2001

FOREWORD

The national security of the United States depends on many things, including the security of its information. Throughout our history, the national interest has required that certain information be maintained in confidence in order to protect our citizens, our democratic institutions, and our participation within the community of nations. This information is called National Security Information and is classified to afford its protection. This guide provides guidance on identifying and marking classified information. The guidance is based on Executive Order 12958, "Classified National Security Information," and Director of Central Intelligence Directives (DCIDs). It is intended for use by NIMA original and derivative classifiers and administrative personnel who prepare the final product.

Classification markings serve several purposes. They alert holders to the presence of classified information and identify the exact information or portion that needs protection. Markings give the reason for the initial classification decision and provide guidance for downgrading and declassification. They also warn the holders of any special access, controls, or safeguarding requirements. While we cannot anticipate every marking situation, this guide provides the basic ground rules that apply to all classified information, regardless of the media used.

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

Address comments or questions to the Security Policy Office (MSSR).


ROBERT W. SCHILPP
Chief, Security Services Division

Intentionally Left Blank

Table of Contents

| | |
|---|----|
| Handling and Control of Classified Information..... | 1 |
| National Security Information | 2 |
| Storage of Classified Material | 2 |
| Automated Information System (AIS) Equipment | 2 |
| How Information is Classified..... | 3 |
| Classification Authority..... | 10 |
| Derivative Classifiers Challenge..... | 10 |
| Why Mark? | 14 |
| Essential Required Markings..... | 14 |
| Portion Marking | 15 |
| Overall Page Marking | 17 |
| Classification by Compilation | 26 |
| Classification Block..... | 27 |
| Imagery Classification | 27 |
| Original Classification | 28 |
| Derivative Classification | 29 |
| Derivative Classification with Multiple Sources..... | 30 |
| Derivatively Classifying from a Classification Guide..... | 31 |
| Combination of Original and Derivative Classification..... | 32 |
| Official File Copy..... | 32 |
| Major Component Marking..... | 33 |
| Overall Document Marking | 33 |
| OCA Extends the Declassify Date..... | 34 |
| Transmittal Letters..... | 35 |
| Declassification, Downgrading, Upgrading and Regrading..... | 35 |
| Putting Declassification Instructions on Documents..... | 36 |
| Electronically Transmitted Messages..... | 39 |
| Working Papers | 40 |
| For Official Use Only (FOUO) | 41 |
| Sending FOUO Outside DoD..... | 42 |
| Transparencies or Slides | 43 |
| Photographs, Films, Recordings..... | 44 |
| Slides and Viewgraphs..... | 45 |
| Satellite Imagery | 46 |
| Charts/Maps and Graphs | 47 |
| Training Material | 48 |
| Continuous Form Documents (Fan Folded or Rolled)..... | 48 |
| AIS/ADP Media Protective Labels | 49 |
| Classified Meeting with Note Taking | 50 |
| Wrapping..... | 51 |
| Methods for Transmitting Classified Materials | 52 |
| Sending and Receiving Classified..... | 53 |
| Classification Categories | 59 |
| Exemption Categories | 61 |
| Acronyms | 65 |
| Glossary..... | 67 |
| Reference Documents | 73 |

Intentionally Left Blank

Handling and Control of Classified Information

While it is important that the public be informed concerning the activities of its Government, certain information concerning the national defense and foreign relations must be protected against unauthorized disclosure. This information is called national security information and is classified if its disclosure might cause damage to the nation's security. Dramatic changes provide a greater opportunity to emphasize our commitment to open government.

- Executive Order 12958, "Classified National Security Information" and its Implementing Directive address these changing needs. They became effective October 14, 1995. The Executive Order establishes a process to identify information that must be protected as National Security Information. Included in this process are derivative classification determinations.
- *The great majority of classification actions are derivative classifications.* Relatively few classification determinations require original classification. Derivative classifiers are obligated to honor the original classifier's decisions regarding the level of classification and duration of classification, and carry those determinations forward to any derivatively classified documents they produce. The Executive Order (EO) 12958 and implementing DCID 1/7 require training for derivative classifiers.
- Executive Order 12951, "Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems", establishes a procedure for future declassification of Intelligence Imagery. This Executive Order, dated 22 February 1995 specifies the authority and duration of classification for satellite imagery. All ephemeral and support data used in conjunction with imagery products are also governed by Executive Order 12951.
- DCID 1/7, "Security Controls on the Dissemination of Intelligence Information," 30 June 1998, established policies, controls and procedures for dissemination and use of intelligence information to ensure, while facilitating its interchange for intelligence purposes, it will be adequately protected. In addition, it implements and amplifies applicable portions of the directives of the Information Security Oversight Office (ISOO) issued pursuant to Executive Order 12958 and directives of the Security Policy Board issued pursuant to EO 12958 and PDD-29. The DCID 1/7 establishes standards and guidelines for all agencies. These standards went into effect 1 December 1999.

Points to Remember:

- There are three levels of classification: "TOP SECRET", "SECRET", and "CONFIDENTIAL."
- Information is classified only to protect the national security.
- To have access to classified information, a person must have a security clearance at an appropriate level and a **need-to-know**.

National Security Information

National security information is marked to alert recipients about its sensitivity. Despite its importance, marking is often considered to be a nuisance. However, once you understand the basic principles and the goals of marking, you will find that marking is just a matter of common sense. Classifiers (original and derivative) are responsible for assuring that information is properly marked.

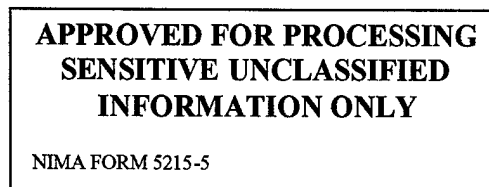
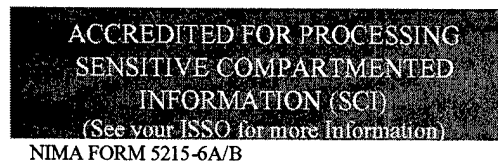
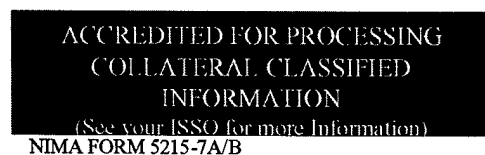
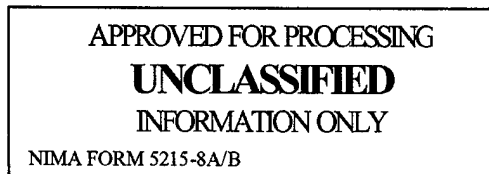
Storage of Classified Material

Classified information must be protected or stored in a locked security container when not under control or when not located in an area approved for open storage. Only GSA approved security containers or approved open storage areas are authorized for storage of classified information.

Automated Information System (AIS) Equipment

Classified information may only be processed on accredited AIS equipment or office equipment (i.e., typewriters, copiers, etc.) that has been approved for processing classified information.

Throughout NIMA, AIS equipment and office equipment has been marked to indicate the level of information authorized to be processed.



How Information is Classified

Information is classified originally or derivatively.

Original Classification: The **initial determination** that information requires, in the interest of national security, protection against unauthorized disclosure. It is the act of deciding that information never classified before meets the criteria to be designated as classified information. Although the process of making original classification decisions can be complex and difficult, it consists basically of six steps (see chart):

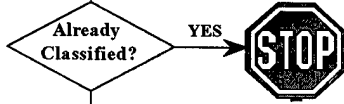
1. **Already Classified:** The first question you should ask yourself is “has the information been previously classified.” If you use classified information from other sources then your document needs derivative classification. If you determine that the information has never been classified then your next step is determining the eligibility of the document to be classified. Contact your classification manager if you are unsure.
2. **Eligibility for Classification:**
 - a. Is the information official? Official information is any knowledge that is owned by, produced by or produced for, and is under the control of the United States Government.
 - b. The following are not reasons to classify information:
 - (1) In no case shall information be classified in order to:
 - (a) Conceal violations of law, inefficiency, or administrative error;
 - (b) Prevent embarrassment to a person, organization, or agency;
 - (c) Restrain competition; or
 - (d) Prevent or delay the release of information that does not require protection in the interest of national security.
 - (2) Basic scientific research information not clearly related to the national security may not be classified.
 - (3) Information may not be reclassified after it has been declassified and released to the public under proper authority.
 - (4) Information that has not previously been disclosed to the public under proper authority may be classified or reclassified after an agency has received a request for it under the Freedom of Information Act or the Privacy Act of 1974, or the mandatory review provisions of EO 12958 section 3.6 only if such classification meets the requirements of this order and is accomplished on a document by document basis with the personal participation or under the direction of the agency head, the deputy agency head, or the senior agency official designated under EO 12958 section 5.6.
 - (5) Compilation of items of information which are individually unclassified may be classified if the compiled information reveals an additional association or relationship that:
 - (a) meets the standards for classification under EO 12958; and
 - (b) is not otherwise revealed in the individual items of information. As used in this order, "compilation" means an aggregation of pre-existing unclassified items of information.

Intentionally Left Blank

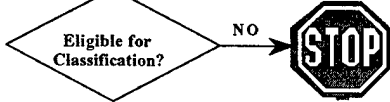


The Original Classification Decision Process

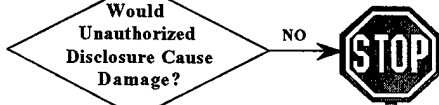
1



2



3



4

Determine Level of Classification

5

Determine Duration of Classification

6

Communicate the Decision

[Redacted]

[Redacted]

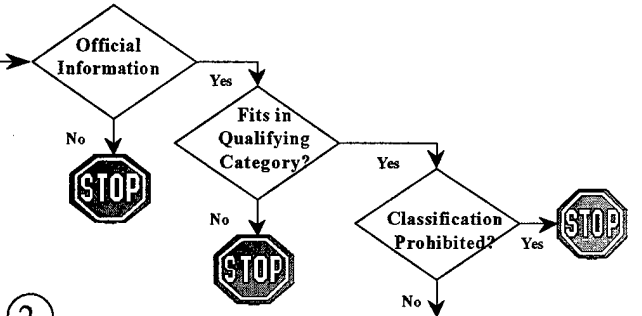
Answer Substeps For Decision

[Redacted]

Answer Substeps For Decision

Answer Substeps For Decision

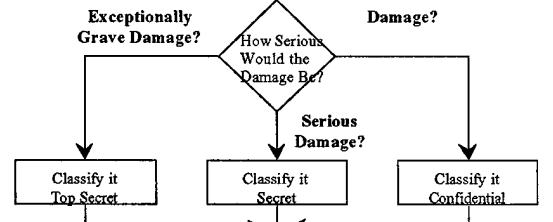
[Redacted]



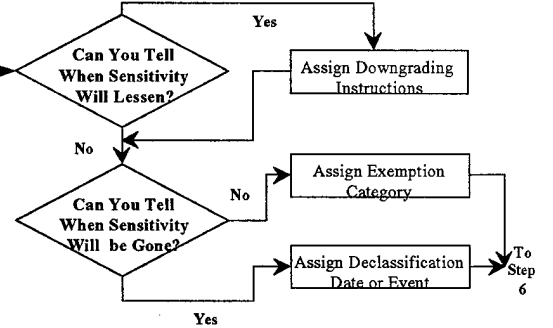
2

4

5



To Step 5



To Step 6

Intentionally Left Blank

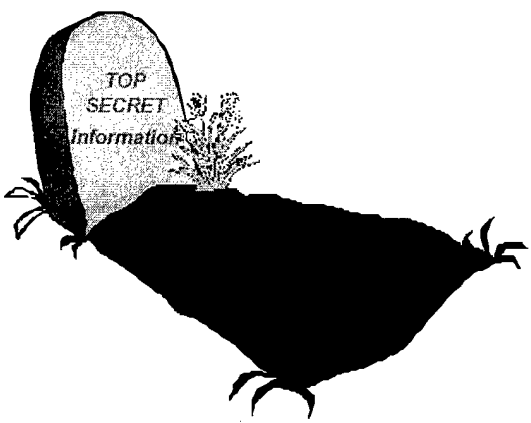
- c. Information may be considered for classification only if it falls within one of the following categories:
- (1) military plans, weapons systems, or operations
 - (2) foreign government information
 - (3) intelligence activities (including special activities), intelligence sources or methods, or 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 material or facilities
 - (7) vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

3. Damage Caused by Unauthorized Disclosure: The decision to apply classification involves two sub-elements, both of which require the application of reasoned judgment on the part of the classifier.

- a. A determination that the unauthorized disclosure of the information could reasonably be expected to cause damage to the national security of the United States, and that the damage can be identified or described. It is not necessary for the original classifier to produce a written description of the damage at the time of classification, but the classifier must be prepared to do so if the information becomes the subject of a classification challenge, a request for mandatory review for declassification, or a request for release under the Freedom of Information Act.
- b. A determination of the probable operations, technological and resource impact of classification.

(NOTE: If there is significant doubt about the need to classify information, it will not be classified.)

4. Determine the Level of Classification: The Original Classification Authority (OCA) must determine which level of classification is to be applied. If there is significant doubt about the appropriate level of classification, the information shall be classified at the lower level.



the national security.

- a. *Top Secret* is applied to information that the unauthorized disclosure of could be expected to cause exceptionally grave damage to the national security.
- b. *Secret* is applied to information that the unauthorized disclosure of could be expected to cause serious damage to the national security.
- c. *Confidential* is applied to information that the unauthorized disclosure of could be expected to cause damage to

5. Determine Duration of Classification: At the time of original classification, the OCA must make a decision about the length of time that the information must remain classified. This does not apply to classified National Technical Means (NTM) images.
6. Communicate the Decision: An original classification authority who makes a decision to originally classify information is responsible for ensuring the decision is effectively communicated to anyone who will be in possession of the information. This may be accomplished by issuing classification guidance, or by ensuring that a document containing the information is properly marked to reflect the decision.

Classification Guides: contain classification guidance issued in documentary form by an OCA to identify the elements of information regarding a specific subject that must be classified. Classification guides also establish the level and duration of classification for each element.

Derivative Classification: The incorporating, paraphrasing, restating or generating in new form information already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. If a classification guide or some other source document is used as a basis for the classification decision, it is derivative classification. The duplication or reproduction of existing classified information is not derivative classification. Derivative classification is using, in new form, information already classified. Derivative classification is based on original classification decisions. Most national security information and classification determinations will be derivatively classified.

Source Documents: are existing classified documents from which classified information is extracted and incorporated, paraphrased, restated, or generated in new form into a new (derivative) document.

There are three special types of classification:

1. Classification by association is a situation where the mere fact that two items of information are related is in itself classified.
2. Two or more items of unclassified information, when put together create some additional factor which warrants classification. This is classification by compilation.
3. Masking is the other special type of classification and is the act of classifying one piece of information solely to protect a separate item of information.

Classification Authority

Original Classification Authority (OCA): An individual authorized in writing, either by the President, or by agency heads or other officials designated by the President, to classify information in the first instance (originally). Each OCA must be designated in writing and the authority can not be redelegated. Each delegation will identify the official by name or position title. Only the Director at NIMA has original classification authority.

Original Classification Authorities prepare classification guides for classified programs, plans, systems, and projects. They may also provide classification guidance for limited work efforts with focused duration.

Derivative Classification Authority: Anyone who incorporates, paraphrases, restates, or generates, in new form, information that is already classified and all persons who apply markings in accordance with classification guidance derivatively classify information. Using a classification guide or guides to determine the classification of information contained in a newly created document is derivative classification. The responsibility to derivatively classify is inherent in the duties associated with classified programs, plans, systems or projects.

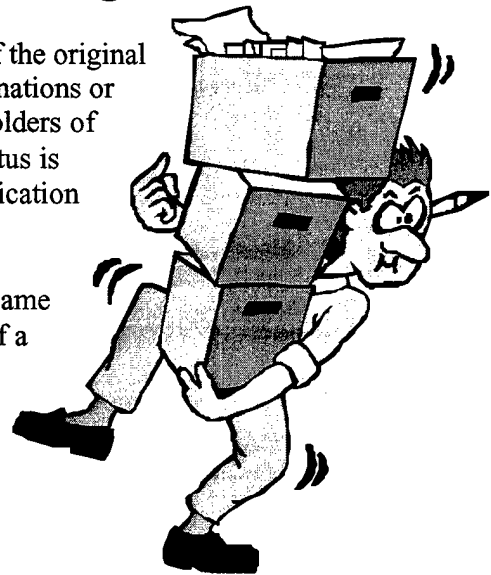
Derivative classifiers are responsible for:

- a. Honoring the OCA classification decision
- b. Carrying forward the classification level
- c. Carrying forward the classification duration
- d. Carrying forward the declassification instructions from a classification guide or source document

Derivative Classifiers Challenge

Derivative classifiers cannot arbitrarily change the decisions of the original classifier(s). They must honor the original classifier's determinations or challenge the classifications of the information. Authorized holders of information who believe in good faith that its classification status is improper are encouraged and expected to challenge the classification status of the information according to agency procedures.

When working with multiple sources, you may encounter the same information classified at different levels. This is an example of a situation where it would be appropriate to challenge the higher classification level.



Intentionally Left Blank

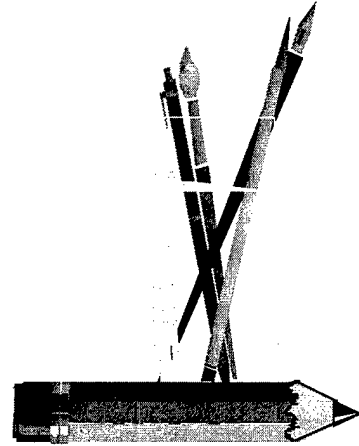


Intentionally Left Blank

Why Mark?

Marking has six purposes:

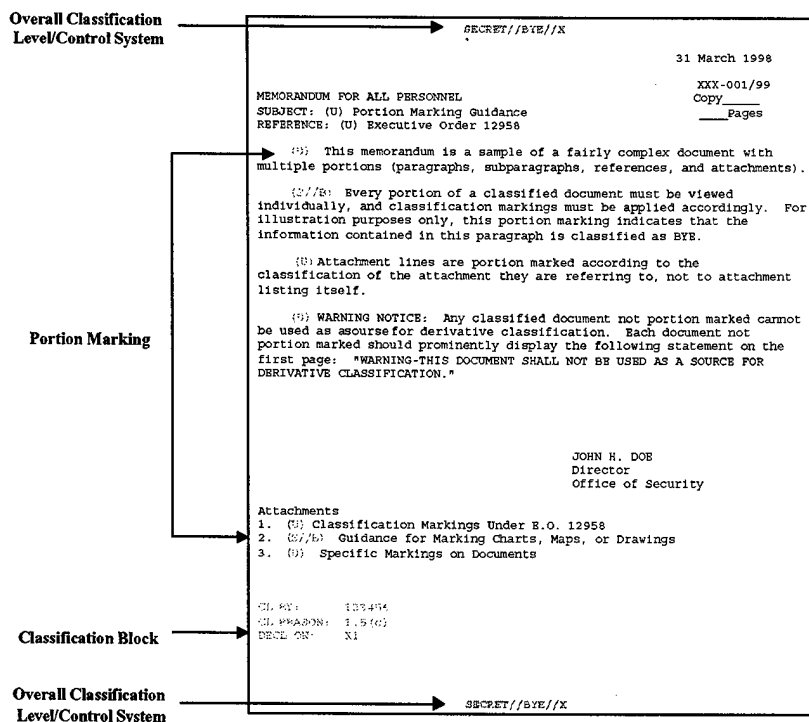
- a. Alert the holder that the item requires protection
- b. Advise the holder of the level of protection
- c. Show what is classified and what is not
- d. Show how long the information requires protection
- e. Give information about the origin of the classification
- f. Provide warnings about any special security requirements



Essential Required Markings

There are three essential markings required on all information classified as national security information. The following will appear on the face of each classified document, or will be applied to other classified media in an appropriate manner:

- a. Classification Line (at the top and bottom);
- b. Portion Marking;
- c. Classification Block which consists of the following:
 - 1) The identity, by name or personal identifier and position of the OCA;
 - 2) The agency and office of origin,
 - 3) Declassification instructions,
 - 4) Reason for classification.



Portion Marking

The **basic rule** is to mark each section, part, paragraph, or similar portion to show the classification level of each portion.

Subject or title of a document:

- ◆ Abbreviated
- ◆ In parentheses
- ◆ Before the portion (ex:
SUBJECT: (U) Portion
Marking Guidance)

Paragraph, subparagraphs or similar portions (including subject line or title line):

- ◆ Abbreviated
- ◆ In parentheses
- ◆ BEFORE the portion

Charts, graphs, etc., within a document are:

- ◆ Not abbreviated
- ◆ Located "within or contiguous" to the portion
- ◆ The caption is marked like a paragraph

Every portion (including title) must be marked on all classified documents. Unclassified documents which bear any control markings will also be portioned marked.

Portion markings will always be placed at the beginning of the portions. This position affords maximum visibility to the reader.

Portion markings utilize the same separators as are used for the classification markings at the top and bottom of the page.

Portion markings are enclosed in parentheses.

| |
|--|
| SECRET//TK//X1 |
| 31 March 1998 |
| MEMORANDUM FOR ALL PERSONNEL SUBJECT: (U) Portion Marking Guidance REFERENCE: (U) Executive Order 12958 |
| (U) This memorandum is a sample of a fairly complex document with multiple portions (paragraphs, subparagraphs, references, and attachments). |
| (S//TK) Every portion of a classified document must be viewed individually, and classification markings must be applied accordingly. For illustration purposes only, this portion marking indicates that the information contained in this paragraph is classified as TALENT-KEYHOLE. |
| (U) Attachment lines are portion marked according to the classification of the attachment they are referring to, not to attachment listing itself. |
| (U) WARNING NOTICE: Any classified document not portion marked cannot be used as a source for derivative classification. Each document not portion marked should prominently display the following statement on the first page: "WARNING-THIS DOCUMENT SHALL NOT BE USED AS A SOURCE FOR DERIVATIVE CLASSIFICATION." |
| JOHN H. DOE Director Office of Security |
| Attachments 1. (U) Classification Markings Under EO 12958 2. (S//TK) Guidance for Marking Charts, Maps, or Drawings 3. (U) Specific Markings on Documents |
| CL BY: NIMA, Director CL REASON: 1.5(c) DECL ON: X1 |
| SECRET//TK//X1 |

In classified documents or unclassified documents bearing any control markings, the unclassified portions that do not require any control markings shall always be marked (U).

When appropriate, portion markings may be less restrictive than the markings at the top and bottom of the page. For example:

- Some portions of a secret document may be marked (U//FOUO) when appropriate.
- Some portions of a SECRET//NOFORN document may be marked (S//REL TO [Trigraph(s)]) when appropriate.

Any unmarked portions must be assumed to be classified at the overall classification level marked at the top and bottom of the page.

Overall Page Marking

Overall page marking indicates the highest level of classified information contained in or revealed on the page:

- Classification NOT abbreviated
- All in uppercase letters
- Located at the top and bottom of each interior page
- Two options are available:
 - According to page content
 - Highest classification within the document ["Production Efficiency"]

Place the classification at the top and bottom of each page; it must be in uppercase with exception of the word "and" in the REL TO marking. A double slash separates categories; use only the categories that apply to the document.

When multiple entries are required within fields:

- SCI control system: separated by a single right slash (/).
- Codewords: separate by hyphen (-) with no interjected space.
- Dissemination controls: separated by a comma (,) with an interjected space.
- Non-Intel Community Markings: separated by a comma (,).

| | |
|--|---------------|
| SECRET//TK//X1 | 31 March 1998 |
| XXX-001/99 Copy _____ Pages _____ | |
| MEMORANDUM FOR ALL PERSONNEL | |
| SUBJECT: (U) Portion Marking Guidance | |
| REFERENCE: (U) Executive Order 12958 | |
| (U) This memorandum is a sample of a fairly complex document with multiple portions (paragraphs, subparagraphs, references, and attachments). | |
| (S//TK) Every portion of a classified document must be viewed individually, and classification markings must be applied accordingly. For illustration purposes only, this portion marking indicates that the information contained in this paragraph is classified as TALENT-KEYHOLE. | |
| (U) Attachment lines are portion marked according to the classification of the attachment they are referring to, not to attachment listing itself. | |
| (U) WARNING NOTICE: Any classified document not portion marked cannot be used as a source for derivative classification. Each document not portion marked should prominently display the following statement on the first page: "WARNING-THIS DOCUMENT SHALL NOT BE USED AS A SOURCE FOR DERIVATIVE CLASSIFICATION." | |
| JOHN H. DOE Director Office of Security | |
| Attachments | |
| 1. (U) Classification Markings Under E.O. 12958 | |
| 2. (S//TK) Guidance for Marking Charts, Maps, or Drawings | |
| 3. (U) Specific Markings on Documents | |
| CL BY: NIMA, Director | |
| CL REASON: 1.5(c) | |
| DECL ON: X1 | |
| SECRET//TK//X1 | |

Example: TOP SECRET//COMINT-GAMMA/TK//RESEN,ORCON//COMSEC//IX

When necessary break the line after a punctuation mark. Mark unclassified documents when transmitted electronically or when they contain dissemination controls such as FOUO.

Note: Classification, non-U.S. Classification and Declassification Date are limited to one entry per field.

There are seven elements to the classification line (Attachment 1):

1. U.S. Classification Markings: The classification is the first entry in the classification line. The classification must be spelled out and may not be abbreviated in the classification line. The four classification markings are:

- TOP SECRET
- SECRET
- CONFIDENTIAL
- UNCLASSIFIED

Example: SECRET//X1

It is optional to mark UNCLASSIFIED on the top and bottom of documents which are UNCLASSIFIED and bear no other markings, such as FOUO or PROPIN.

2. Non-U.S. Classification Markings: Used by other countries and international organizations. The markings must be listed in the registry and be a trigraph country code. Authorized non-U.S. classification markings are:

- TOP SECRET (TS)
- SECRET (S)
- CONFIDENTIAL (C)
- RESTRICTED (R)
- UNCLASSIFIED (U)

Example: // DEU SECRET//X1

Additional examples of the Non-U.S. Classification Markings are:

| TYPE | PORTION | PAGE (EXAMPLE) | REMARKS |
|--|---|--|---|
| Non-U.S. Country Classification | //[Country Trigraph] [Non-U.S. Classification Portion Abbreviation] | //DEU SECRET//X5 | <ul style="list-style-type: none"> ● Markings begin with double right slash (i.e., //) ● Cannot be used with U.S. Classification Markings ● Must use X5 as Declassification Date |
| COSMIC Top Secret Atomal NATO Secret Secret ATOMAL | ((//CTSA) ((//NS) ((//NSAT) | //COSMIC TOP SECRET ATOMAL//MR //NATO SECRET//MR //SECRET ATOMAL//MR | <ul style="list-style-type: none"> ● NATO Marking ● Cannot be used with U.S. Classification ● May be used by NATO organization only ● Must use MR as Declassification Date |
| NATO Confidential Confidential Atomal | ((//NC) ((//NCA) | //NATO CONFIDENTIAL//MR //CONFIDENTIAL ATOMAL//MR | <ul style="list-style-type: none"> ● NATO Marking ● Cannot be used with U.S. Classification ● May be used by NATO organizations only ● Must use MR as Declassification Date |
| NATO Restricted | ((//NR) | //NATO RESTRICTED//MR | <ul style="list-style-type: none"> ● NATO Marking ● Cannot be used with U.S. Classification ● May be used by NATO organizations only ● Must use MR as Declassification Date |
| NATO Unclassified | ((//NU) | //NATO UNCLASSIFIED | <ul style="list-style-type: none"> ● NATO Marking ● Cannot be used with U.S. Classification ● May be used by NATO organizations only |

All information must bear one classification marking, either a U.S. classification or a non-U.S. classification marking, but not both at the top and bottom of each page.

3. SCI Control Systems/Codewords: A SCI Control System is the system of procedural protective mechanisms used to regulate or guide each program established by the Director of Central Intelligence as SCI. A control system provides the ability to exercise restraint, direction, or influence over or provide that degree of access control or physical protection necessary to regulate, handle or manage information or items within an approved program. Multiple entries may be chosen from the SCI Control System if the entries are applicable to the document.

- Use a hyphen (no space) between the SCI control system identifier (e.g. COMINT) and the SCI control sub-category/codeword (e.g. GAMMA).

Example: TOP SECRET//COMINT-GAMMA/TK//X1

- Multiple SCI Control Systems entries use a single right slash (/) with no space as the separator between the individual SCI Control System entries.

Example: TOP SECRET//COMINT-GAMMA/TK//X1

| TYPE | PORTION | PAGE (EXAMPLE) | REMARKS |
|----------------|---------|--|--|
| COMINT | (SI) | SECRET//COMINT//[declass date] | <ul style="list-style-type: none"> ● Referred to as SI ● May be use ONLY with: Top Secret, Secret or Confidential |
| GAMMA | (G) | TOP SECRET//COMINT-GAMMA-UMBRA//ORCON//[declass date] | <ul style="list-style-type: none"> ● COMINT sub-control system/sub-compartment ● Requires: Top Secret and COMINT-UMBRA and ORCON |
| Talent Keyhole | (TK) | SECRET//TALENT-KEYHOLE//[declass date] SECRET//TK//[declass date] | <ul style="list-style-type: none"> ● May be used only with TS or S |

4. Foreign Government Information (FGI): Information used in U.S. controlled documents which contain controlled information of non-U.S. origin. Use FGI + trigraph country code in alphabetical order, separated by single spaces. List all country codes in alphabetical order separated by a single space. Substitute "FGI" where specific government must be concealed. The Foreign Government Markings are:

- FGI [Country Trigraph(s)]
- FGI

Example: TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//X1
TOP SECRET//COMINT-GAMMA/TK//FGI//X1

| PORTION | PAGE (EXAMPLE) | REMARKS |
|---|--|---|
| //[Country trigraph][Non-U.S. Classification Portion Abbreviation] //[International Organization Tetragraph][Non-U.S. Classification Portion abbrev] NATO Portion Marking //FGI [Non-U.S. Classification Portion Abbreviation] | TOP SECRET//FGI DEU GBR//X5 SECRET//FGI//X5 | <ul style="list-style-type: none"> ● Use when Foreign Government Information is included in a U.S. controlled document ● Use trigraph country codes (If more then one country, list in alphabetical order followed by the international organization tetragraph in alphabetical order, each separated by a single space ● Documents containing FGI will keep the FGI segregated from U.S. classified portions. ● Must use X5 as declassification date |

5. Dissemination Control Markings: Identifies the expansion or limitation on the distribution of classified information.

In the REL TO marking, always list USA first, followed by other countries in alphabetical trigraph order. Use ISO 3166 trigraph country codes; separate trigraphs with a comma and a space -- no comma before or after "and".

Separate dissemination control markings with a comma -- no space after the comma. The word "and" is the only word not capitalized in the marking system.

If multiple dissemination controls apply to the document, they are listed in the order shown in the register and separated from one another by commas, **WITH NO SPACES INTERJECTED**. For example, using the authorized abbreviations, the dissemination control fields for a document which is both ORCON and PROPIN would appear as:

ORCON,PROPIN

Example: TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//RSEN,ORCON,PROPIN,REL TO USA//X1

OR

TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//IMCON//X1

| TYPE | PORTION | PAGE (EXAMPLE) | REMARKS |
|--------------------------|-----------------------|--|---|
| Risk Sensitive | (Classification//RS) | TOP SECRET//TK//RISK SENSITIVE//[Declass date] SECRET//TK//RSEN//[Declass date] | <ul style="list-style-type: none"> ● May be used only with Top Secret or Secret ● Meaning depends on context ● Used with TK or collateral |
| For Official Use Only | (U//FOUO) | UNCLASSIFIED//FOR OFFICIAL USE ONLY UNCLASSIFIED//FOUO | <ul style="list-style-type: none"> ● DoD marking used for Unclassified information which may be withheld from public release under the Freedom of Information Act ● Intelligence marking used for Unclassified official government information, which is withheld from public release until approved for release by the originator ● <u>May be used only with Unclassified on page markings</u> |
| ORCON | (Classification//OC) | TOP SECRET//ORIGINATOR CONTROLLED//[declass date] SECRET//ORCON//[declass date] | <ul style="list-style-type: none"> ● Clearly identifies or reasonably would permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness ● <u>May be used only with Top Secret, Secret or Confidential</u> |
| Controlled Imagery | (Classification//IMC) | SECRET//IMCON//[X1 or MR} | <ul style="list-style-type: none"> ● Used on Secret-level imagery derived from information that has been coordinated with imagery community's Sensitive Analytical Techniques Panel and approved by the Director, Imagery Analysis, NIMA ● Information that is derived from analytical methodologies that can be associated with (but not restricted to) WMD programs, or issues that if disclosed or released could nullify or measurable reduce the effectiveness of certain sensitive analytical methodologies that are particularly vulnerable to countermeasures ● <u>Refer to the CAPCO Implementation Manual for additional marking requirements</u> ● <u>May be used only with Secret</u> |
| Restricted Data | (Classification//RD) | SECRET//RESTRICTED DATA//MR CONFIDENTIAL//RD//MR | <ul style="list-style-type: none"> ● <u>May be used only with Top Secret, Secret, or Confidential</u> ● <u>Declassification date must be MR</u> |
| Formerly Restricted Data | (Classification//FRD) | SECRET//FORMERLY RESTRICTED DATA//MR CONFIDENTIAL//FRD//MR | <ul style="list-style-type: none"> ● <u>May be used only with Top Secret, Secret, or Confidential</u> ● <u>Declassification date must be MR</u> |

| TYPE | PORTION | PAGE (EXAMPLE) | REMARKS |
|--|-------------------------------------|---|--|
| Sources and Methods Information | (Classification//SAMI) | SECRET//SAMI,NOFORN//[declass date] | <ul style="list-style-type: none"> Identified classified intelligence that requires supervisors-validated need-to-know prior to granting reader access, and which may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-US citizens without appropriate sanitation and release Cannot be used with REL TO or EYES ONLY page markings May be used with NOFORN markings May be used with SCI markings May be used only with Top Secret, Secret or Confidential |
| Not Releasable to Foreign Nationals | (Classification//NF) | TOP SECRET//NOFORN//[declass date] | <ul style="list-style-type: none"> Identified classified intelligence that may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-U.S. citizens without permission of the originator Cannot be used with REL TO [country codes] on page markings May be used only with Top Secret, Secret, or Confidential |
| PROPIN | (Classification//PR) | CONFIDENTIAL//PROPIN//[declass date] | <ul style="list-style-type: none"> Used to identify information provided by a commercial firm or private source under an express or implied understanding that the information will be protected as a proprietary trade secret or proprietary data believed to have actual or potential value May not be disseminated outside the federal government in any form without the express permission of the originator of the intelligence and provider of the proprietary information Precludes dissemination to contractors irrespective of their status to, or within, the U.S. Government without the authorization of the originator of the intelligence and provider of the information May be used with Top Secret, Secret, Confidential or Unclassified |
| Authorized for Release to | (Classification//REL) | TOP SECRET//REL TO USA, EGY and ISR//[declass date] SECRET//REL TO USA, NZL and NATO//[declass date] | <ul style="list-style-type: none"> Identifies classified information that an originator has predetermined to be releasable or has been released, through established foreign disclosure procedures and channels, to the foreign country(ies)/international organization(s) indicated May be used only with Top Secret, Secret, or Confidential Cannot be used with NOFORN on page markings. When a document contains both NF and REL TO portions, NOFORN takes precedence for the markings at the top and bottom of the page Must include country code "USA" as the first country code listed for U.S. classified information REL TO USA means that the information may be released to U.S. citizens who meet the criteria Country codes are to be separated by a comma and a space with the last country code separated by a space, lower case "and", and a space After the USA, country codes shall be listed in alphabetical order followed by international organization tetragraphic codes listed in alphabetical order Countries do not need to be listed in the portion unless they are different from the countries listed in the REL TO at the top and bottom |
| Critical Nuclear Weapon Design Information | (Classification//(RD or FRD)-CNWDI) | SECRET//RESTRICTED DATA-CRITICAL NUCLEAR WEAPON DESIGN INFORMATION//MR TOP SECRET//FRD-CNWDI//MR | <ul style="list-style-type: none"> May be used only with Top Secret or Secret May be used only with RD or FRD Declassification date must be MR |

WARNING NOTICES, CONTROL MARKINGS – OVERALL AND PORTION MARKINGS

| <i>Marking</i> | <i>Page Marking (Short Form)¹</i> | <i>Portion Marking</i> |
|---|--|---|
| RESTRICTED DATA "This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions." | NA | (Classification-RD) EXAMPLE (S//RD) |
| FORMERLY RESTRICTED DATA "Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954." | NA | (Classification-FRD) EXAMPLE (S//FRD) |
| "Critical Nuclear Weapons Design Information. DoD Directive 5210.2 applies" CNWDI | NA | (Classification-RD)(N) EXAMPLE (S//RD)(N) |
| "DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR" <i>(Most Restricted)</i> | ORCON | (Classification-OC) EXAMPLE (C//OC) |
| "CAUTION-PROPRIETARY INFORMATION INVOLVED" <i>(OCA needs to get OK for proprietary information. Applied to Classified and Unclassified)</i> | PROPIN | (Classification-PR) EXAMPLE (C//PR) |
| "AUTHORIZED FOR RELEASE TO (Name of country(ies)/ international organization.)" <i>(Information that can be released to specific country(ies))</i> | REL (2) | (Classification-REL: 2) EXAMPLE (TS//GBR S) |
| "NOT RELEASABLE TO FOREIGN NATIONALS" | NOFORN | (Classification-NF) EXAMPLE (S//NF) |

DISCONTINUED MARKINGS

| | | |
|---|------------|--|
| "WARNING NOTICE--INTELLIGENCE SOURCES OR METHODS INVOLVED" ³ | WNINTEL | (Classification-WN) ⁴ EXAMPLE (S//WN) |
| "NOT RELEASABLE TO CONTRACTORS/CONSULTANTS" | NOCONTRACT | (Classification-NC) EXAMPLE (TS//NC) |
| "US ONLY" | US ONLY | (Classification-US ONLY) EXAMPLE (TS//US ONLY) |

¹ Must show all which apply to page. Short form may be used vice abbreviated form for portions.

² Must indicate all markings which apply to the portion. Example (S//WN/OC/NC)

³ Must mark all statements which apply to document information on face of document.

⁴ Must indicate all countries or international organizations authorized for release and already given information.

Intentionally Left Blank

6. Non-Intelligence Community Markings: Markings authorized for use by entities outside of the Intelligence Community. The markings are:

- COMMUNICATIONS SECURITY MATERIAL (COMSEC)
- LIMITED DISTRIBUTION (LIMDIS)

Example: TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//RSEN,ORCON,REL TO USA//COMSEC//X1

If multiple Non-Intelligence Community Markings apply to the document, they are listed in the order shown in the register and separated from one another by commas and no spaces.

| TYPE | PORTION | PAGE (EXAMPLE) | REMARKS |
|---|---|--|--|
| Special Category | (Classification//SC) | TOP SECRET//SPECAT//[declass date] | <ul style="list-style-type: none"> ● May be used only with Top Secret, Secret or Confidential ● The Special Category name shall be placed in the first text line of the document or message |
| Single Integrated Operations Plan-Extremely Sensitive Information | (Classification//SIOP) | TOP SECRET//SIOP//[declass date] | <ul style="list-style-type: none"> ● May be used only with Top Secret |
| Communications Security Material-Access by Contractor Personnel Restricted to US Citizens Holding Final Government Clearances | (Classification//CS) | TOP SECRET//COMSEC//[declass date] | <ul style="list-style-type: none"> ● May be used with Top Secret, Secret, Confidential or Unclassified |
| Special Access Required | (Classification//[trigraph or digraph]) | TOP SECRET//SPECIAL ACCESS REQUIRED-BUTTER POPCORN//[declass date] TOP SECRET//SR//[declass date] | <ul style="list-style-type: none"> ● Program Identifier is program's nickname or codeword ● Multiple SAR program identifiers shall be separated from one another by a single right slash |
| Sensitive but Unclassified Information | (U//SBU) | UNCLASSIFIED//SBU | <ul style="list-style-type: none"> ● May be used with UNCLASSIFIED only |
| Limited Distribution | (U//DS) | UNCLASSIFIED//LIMITED DISTRIBUTION UNCLASSIFIED//LIMDIS | <ul style="list-style-type: none"> ● Used to identify unclassified geospatial information and data which the SecDEF may withhold from public disclosure ● May only be used with UNCLASSIFIED |

7. Declassification Information: The declassification date must be included for any classified document. No declassification date entry is given for an unclassified document. There are three choices for declassification, they are:

- Date (YYYYMMDD),
- X1 thru X8 of EO 12958, (Multiple exemptions may apply to the same document. However, only the first exemption is listed in the overall classification line at the top and bottom of the document.) or
- MR - Use "MR" (Only used in the classification markings at the top and bottom of the page. It is never used in the Classification/Declassification block.) when :
 - Declassification is based on specific event
 - Declassification block shows "Source Marked OADR"
 - Document contains Restricted Data, FRD, or NATO classified information.

Examples:

TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//RSEN,ORCON,REL TO USA//COMSEC//X1

or

TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//RSEN,ORCON,REL TO USA//COMSEC//MR

or

TOP SECRET//COMINT-GAMMA/TK//FGI CAN DEU//RSEN,ORCON,REL TO USA//COMSEC//20001001

Classification by Compilation

Classification by compilation is an aggregation of pre-existing unclassified items of information. The compiled information may be classified if it reveals an additional association or relationship that meets the standards for classification and is not otherwise revealed in the individual items of information. Bringing together information that is already classified from more than one source document is not a compilation; it is derivative classification. However, information from multiple sources that is already classified at one level may result in a higher level of classification when it is compiled. To determine the proper classification level, refer to classification guides or a classification manager. If guidance is not found contact the original classification authority.

Mark portions to indicate the highest level of any information contained within that portion. The overall classification will indicate the **highest level** of any classified information revealed by the combined information. In addition, there must be a note to explain why the overall classification is higher than that contained in the individual portions, as well as a statement of classification guidance.

SECRET//X1

31 March 1998

MEMORANDUM FOR ALL PERSONNEL

(U) SUBJECT: Classification by Compilation
(U) REFERENCE: Executive Order 12958

1. (U) When a document consisting of individually unclassified items of information is classified by compilation, the overall classification shall be marked conspicuously at the top and bottom of each page and the outside of the front and back covers (if any). An explanation of the basis for classification by compilation shall be placed on the face of the document or included in the text.
2. (U) If portions, standing as one are unclassified by compilation, mark the portions "U" and the document and pages with the classification of the compilation. You must also add an explanation of the classification.
3. (U) If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. An explanation of the classification by compilation is required.

JOHN H. DOE
Director
Office of Security

Derived from: Compilation of Unclassified training schedules and troop movement for contingency plan is SECRET IAW COMP #123
Declassify on: Completion of Operation

OR

Classified by: ASD(C3I)
Reason: Compilation of Confidential training schedules for specific contingency plan is SECRET. Sect. 1.5(a).
Declassify on: 31 August 2001

SECRET//X1

Classification Block

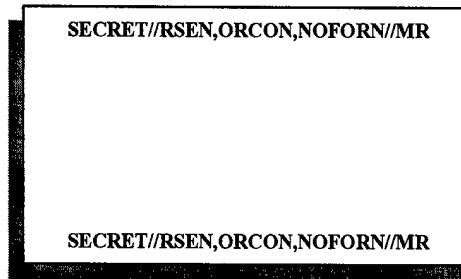
Every classified document or message must be marked to indicate the source or authority for classification, the reason for classification and duration of classification. This information is found on the face (cover or title page) of a classified document or at the end of a classified message. Classification markings:

Imagery Classification

For all NIMA products using NTM imagery, the imagery is to be marked as follows:

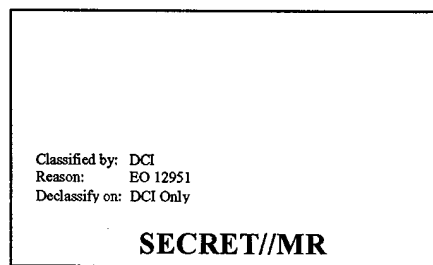
- A. The classification marking format is "Classification//Other Marking//MR."

Example:



- B. The standard "classified by" marking draws attention to the fact that the NTM imagery classification and declassification are addressed in Executive Order 12951, "Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems," dated 22 February 1995.

Example:



Original Classification

A. "**Classified by**" line – identifies the classification authority by name and position.

B. "**Reason**" for classification cites the reason for the decision to classify. The classifier may cite more than one reason. The reason for classification must fall in at least one of the categories specified in section 1.5 of the EO 12958 (Attachment 2). On the "Reason" for classification line, place a brief reference to the pertinent classification category or the number 1.5 plus the letter that corresponds to the classification category.

C. "**Declassify on**" line is the essential marking that indicates the duration of classification. Choose one of the following three declassification instructions. Whenever possible, select the declassification instruction that will result in the shortest duration of classification.

1. Date or Event – The original classification authority will attempt to establish a specific date or event for declassification based upon the duration of the national security sensitivity of the information. The date or event will not exceed 10 years from the date of original classification.
2. Ten-Year Rule – If the original classification authority cannot determine an earlier specific date or event for declassification, information can be marked for declassification 10 years from the date of the original decision (Attachment 3).
3. 25-Year Rule – If the original classifier determines that the information is exempted from declassification at 10 years, it must fall in one or more categories within the "10-year rule" or "25-year rule". In the event of a "25-year rule" the "Declassify on" line must reflect 25X(category) and the new date or event except those in the 25X1 category that would identify a human source. If exempt for 10 years, apply the letter "X" plus a brief recitation of the exemption category, or the letter "X" and the exemption category number (Attachment 3).

| | |
|--|-----------------------------------|
| SECRET//TK//X1 | |
| | 31 March 1998 |
| MEMORANDUM FOR ALL PERSONNEL (U) SUBJECT: Portion Marking Guidance (1) REFERENCE: Executive Order 12958 | XXX-001/99 Copy _____ Pages |
| (U) This memorandum is a sample of a fairly complex document with multiple subparagraphs, references, and attachments). | |
| (S//TK) Every portion of a classified document must be viewed individually, and must be applied accordingly. For illustration purposes only, this portion marking information contained in this paragraph is classified as TALENT-KEYHOLE. | |
| (U) WARNING NOTICE: Classified documents without portion markings cannot be used as a source for derivative classification. Each document not portion marked should prominently display the following statement on the first page: "WARNING-THIS DOCUMENT SHALL NOT BE USED A SOURCE FOR DERIVATIVE CLASSIFICATION." | |
| JAMES C.KING Lieutenant General, USA | |
| CLASSIFIED BY: NIMA SCG 2.0 REASON: 1.5(c) DECLASSIFY ON: X1 | |
| SECRET//TK//X1 | |

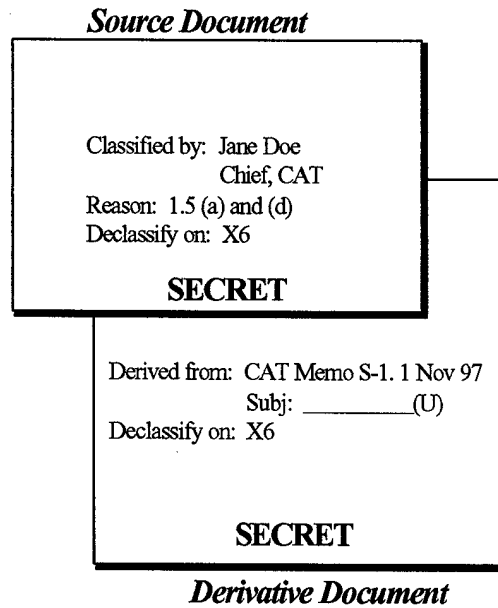
Derivative Classification

- A. The "**Derived From:**" line identifies the original document (source document) or classification guide that classifies the information.

Example:

Derived From: Memo (letter, study, etc), subject or title, date of source, office of origin.

Derived From: Classification Guide (Number or title), office of origin, date of the guide.



B. **"Declassify on"** line – carries forward the duration of the classification as listed in the classification guide or from the "Declassify on" line of the source document to the "Declassify on" line of the derivative document. When the "Declassify on" line of the source document is marked "Originating Agency's Determination Required" or "OADR," mark the "Declassify on" line of the derivative document to indicate:

1. The fact that the source document is marked with this instruction; and
2. The date of origin of the source document.

| |
|--|
| 5 May 2000 (Date of Origin) |
| Classified by: Chief of MSS Declassify on: OADR |
| SECRET |

Source Document

| |
|--|
| Derived From: Chief of MSS Memo dated 5 May 2000 Declassify on: Source document Marked "OADR" Date of Source 5 May 2000 |
| SECRET |

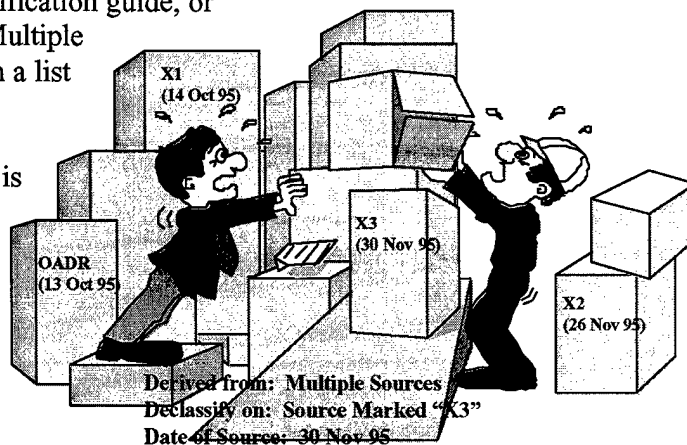
Derivative Document

This marking will permit the determination of when the classified information is 25-years-old and, if permanently valuable, subject to automatic declassification under section 3.4 of EO 12958.

Note: "OADR" is not an approved marking for documents originally classified under EO 12958.

Derivative Classification with Multiple Sources

If you use more than one source document, classification guide, or combination of the two, this line should read, "Multiple Sources." You must identify each source used in a list maintained with the file or record copy of the document. When a document is derivatively classified on the basis of a source document that is itself marked "Derived from: Multiple Sources," the new document is marked to cite the source document on the "Derived From" line rather than the term "Multiple Sources." (Identify the agency and office of origin, if not otherwise evident.) A specific marking described above may be excluded if the marking itself would reveal additional classified information.



Derivatively Classifying from a Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected, and the level and duration of classification.

“Derived from” line – classification authority is the classification guide. Identify the guide on the “Derived from” line.

“Declassify on” line – enter on the “Declassify on” line the declassification instructions specified in the guide.

Classification guides issued prior to 14 October 1995 (the effective date of the EO 12958) may have used “Originating Agency’s Determination Required” or “OADR” as a declassification instruction. In such cases carry forward:

- (a) the date of the classification guide.
- (b) the fact that the declassification guide contains this instruction.

CONFIDENTIAL//20060422

Subject: _____ (U)

1. (C) This paragraph includes information about codes and ciphers.
2. (U) This paragraph includes information on program planning.
3. (U) This paragraph includes information on program planning.

Derived from: NIMA Classification Guide
dtd 4 Oct 95

Declassify on: 22 April 2006

CONFIDENTIAL//20060422

SECRET//MR

Subject: _____ (U)

1. (S) This paragraph includes information on the role of CAT.
2. (U) This paragraph includes information on program planning.

Derived from: CAT Classification Guide
dtd 4 Oct 95

Declassify on: Source Marked “OADR”

SECRET//MR

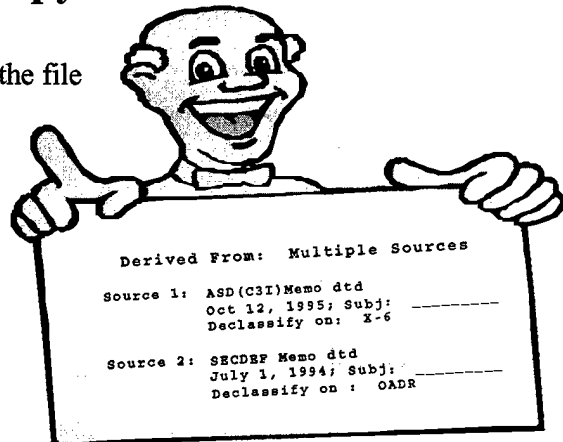
Combination of Original and Derivative Classification

When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the classification level indicated on the source documents. If some information was originally classified and other information was derivatively classified, mark the document with a "classified by" line and place "Multiple Sources" on the line. Identify the responsible OCA, by position title, as one of the sources in the list maintained with the file or record copy of the document. For the "Declassify on" line, use the declassification instruction supplied by the OCA.

| | | |
|-----------------|---|--|
| Source 1 | SECRET//X1 | Derivative |
| | (S) This paragraph will be added to the new document. Classified by: ASD(C3I) Reason: 1.5(d) Declassify on: X1 | |
| | SECRET//X1 | |
| Source 2 | TOP SECRET | TOP SECRET//MR |
| | (TS) This paragraph will be added to the new document. Classified by: ASD(C3I) Declassify on: OADR | Subject: _____ (U) |
| | TOP SECRET | 1. (S) This paragraph includes information on the role of CAT. 2. (U) This paragraph includes information on program planning. 3. (TS) This paragraph includes information from a second source. |
| | | Derived from: Multiple Sources Declassify on: Source marked "OADR" |
| | | TOP SECRET//MR |

Official File Copy

Maintain the identification of all classified sources with the file or record copy of the derivative document. If practicable, include the list with all copies of the derivative document.



Major Component Marking

Each major component of a document that may be removed and used separately must be marked as a separate document (example: attachments, appendices etc.).

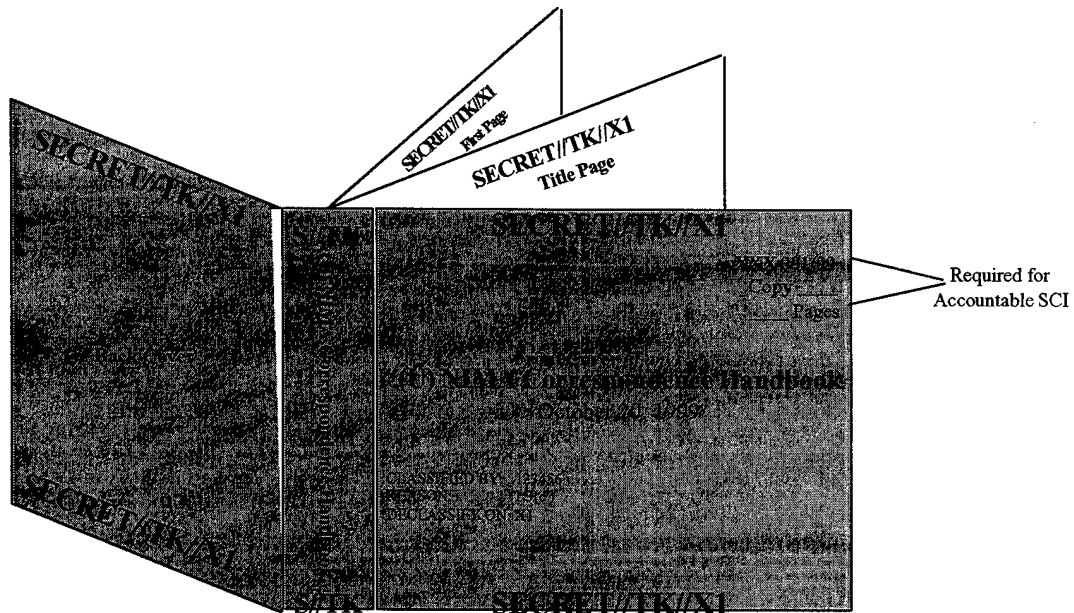
Overall Document Marking

The highest level of classified information contained in or revealed within the document or its attachments must be indicated on each document. The classification must be stamped, printed, or affixed (NOT abbreviated) conspicuously at the top and bottom of the:

- Front cover
- Title page
- First page
- Back cover (outside)

Additionally, show an expanded marking for any special categories of information or warning notices/control markings.

NOTE: Certain information requires accountability. If accountable SCI, the cover must reflect the Document Accountability Number (DAN), copy number, and page count.



OCA Extends the Declassify Date

An original classification authority may extend the duration of classification or reclassify specific information for successive periods not to exceed 10 years at a time if such action is consistent with the standards and procedures established under Executive Order 12958. This provision does not apply to information contained in records that are more than 25-years-old and have been determined to have permanent historical value (PHV).

Multiple extensions of classified information contained in records determined to be permanently valuable, shall not exceed 25 years from the date of the information's origin.

When a derivative classifier is notified that the original classification authority has extended the duration of the classification, the derivative classifier must also make reasonable attempts to notify all known holders of the new document.

Revise the "Declassify on" line to include the new declassification instructions, and the identity of the person authorizing the extension and the date of the action.

When extending the duration of classification, the OCA must make reasonable attempts to notify all known holders of the information.

**Classified by: David Smith, Chief, Division 5,
Department of Good Works,
Office of Administration**
Reason: 1.5(g)
Declassify on: ~~1 Jan 2006~~
**Classification extended on 1 Dec 2000 until
1 Dec 2010, by David Smith, Chief, Division 5,
Office of Administration**

Transmittal Letters

Information in transmittal letters is marked on the basis of content. Unclassified transmittal letters frequently have classified attachments. Therefore, the letter must reflect the highest level of any classified information forwarded by them. The classified by or derived from line reflects the decision applied to the transmittal letter.

The unclassified letter must be conspicuously marked. Show all special caveats for transmittal or attachments.

There must be a statement indicating if the transmittal itself is, or is not, classified upon removal of the attachments.

| | |
|---|--------------|
| SECRET//X1 | |
| OFFICE OF THE DIRECTOR | |
| 22 October 1999 | |
| TITLE (U) | |
| 1. (C) This letter forwards this package that contains some classified information. | |
| 2. (U) This is paragraph 2 and contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses. | |
| 3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses. | |
| Attachments | Director |
| 1. (S) C3I Memorandum dtd 10 Oct 94 | Colonel, USA |
| 2. (C) NIMA Letter dtd 29 Sept 99 | |
| Derived from: US Source Document, dtd 23 June 1996 | |
| Declassify on: X-5 | |
| Downgrade to Confidential when separated from Secret Attachments | |
| SECRET//X1 | |

Declassification, Downgrading, Upgrading and Regrading

There are four ways to change the classification of a document:

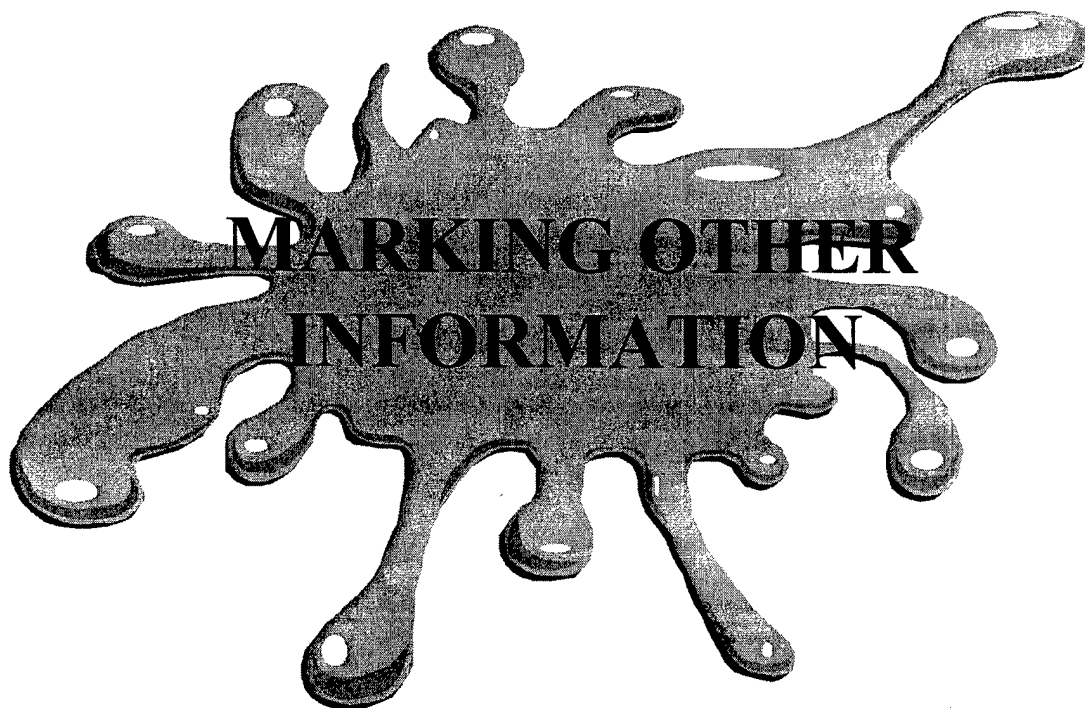
1. **Declassification** - The removal of classification from an item of information. Declassification happens when:
 - a. **Scheduled declassification** - When an OCA specifies a date or event for declassification, the information is declassified on that date or when the event occurs.
 - b. **Re-evaluation** - An original classifier and his/her successors have a responsibility to declassify if time or circumstances remove the need for classification.
 - c. **Systematic Review** - Review records containing information exempt from automatic declassification.
 - d. **Mandatory review** - Used for derivatively classified documents where the "Declassify on" line of the source document is marked "Originating Agency Determination Required" or "OADR" or where the information is to be declassified on the occurrence of a specific event.
2. **Downgrading** - means a determination by a declassification authority that information classified and safeguarded at a specified classification level shall be downgraded and safeguarded at a lower level.
3. **Upgrading** - means a determination that certain classified information requires, in the interests of national security, a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect the higher degree.

4. **Regrading** - means a determination that classified information requires a different degree of protection against unauthorized disclosure than currently provided, together with a change of classification designation that reflects such different degree of protection.

Putting Declassification Instructions on Documents

- ◆ If all the items of classified information have the same declassification instruction, put that declassification instruction on your document.
- ◆ If a document contains items of classified information which have different declassification instructions in your document, you must develop a single declassification instruction which is the most restrictive and covers all of the information. You may have to do a computation to ensure that:
 - * all the items of classified information are protected at the highest classification for as long as needed; and
 - * avoid, as much as possible, protecting the information at a higher level for a longer time than it needs to be protected.
- ◆ When you have a mixture of downgrading and declassification instructions:
 - * Mark the document with the “most restrictive” declassification instruction that applies to any of the information it contains.
 - If all dates, choose the date farthest in the future.
 - If all sources OADR, the declassify on line will read:
Source marked OADR
Date of Source: (choose the date farthest in the future of any sources)
 - If you have some marked OADR and some with Xs:
Exemptions are more restrictive — X1, X3, X5
 - If all information is exempt from 10-year declassification, put all the exemption categories that apply — X3, X5, X6.

If there is a downgrading date for any of the documents, compute to see when the information can be downgraded. If possible, apply the correct downgrading instructions (Attachment 3).



Intentionally Left Blank

Electronically Transmitted Messages

There are eleven parts to a message:

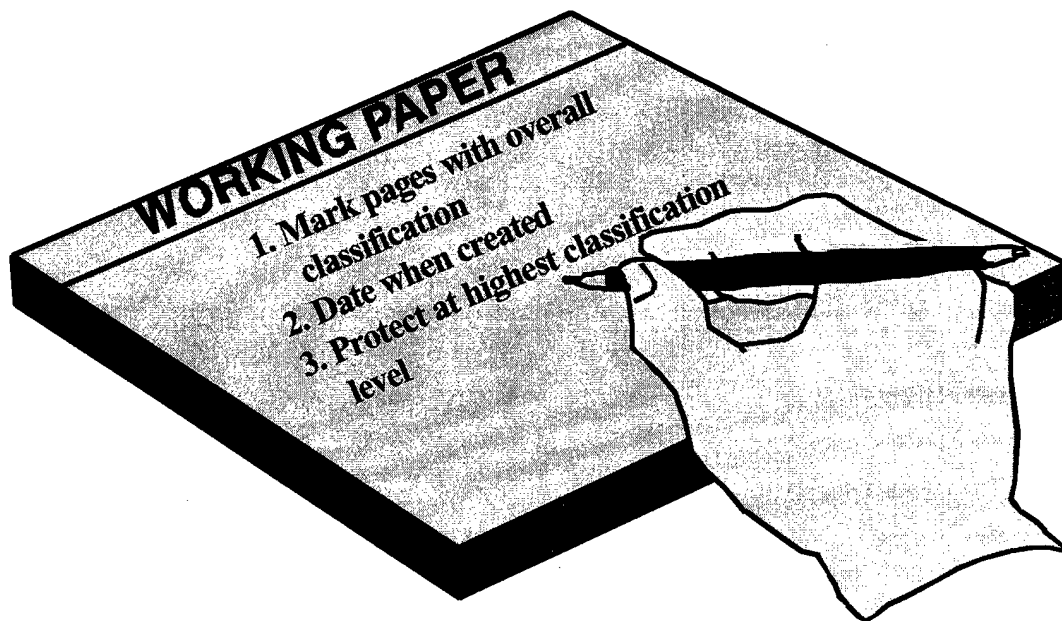
1. QQQQ – Stutter Group – This is required on all messages
2. P – Highest precedence of the message. Valid precedence are:
 - a. Z – Flash
 - b. O – Immediate
 - c. P – Priority
 - d. R – Routine
3. UU – Classification repeated twice. The valid prosigns are:
 - a. TT- TOP SECRET
 - b. SS – SECRET
 - c. CC - CONFIDENTIAL
 - d. EE – UNCLASS EFTO
 - e. UU – UNCLAS
4. PR – Precedence repeated again. If the INFO addressee has a lower precedence, include it on this line, if ROUTINE (R), only use R once.
5. FM – Originator
6. TO – Action addressee(s)
7. INFO – INFO addressee(s)
8. UNCLAS – Classification line. Two spaces are required between the classification and any special handling caveats (ex: UNCLAS EFTO). Valid classification are:
 - a. UNCLAS
 - b. UNCLAS EFTO
 - c. CONFIDENTIAL
 - d. SECRET
 - e. TOP SECRET
9. QQQQ – Stutter group. This is required on all UNCLAS messages
10. TEXT - ** Message text can be no longer than 69 characters per line
11. ZCZC – This instructs the computer it is the end of the message

| |
|--|
| CONFIDENTIAL |
| QQQQ P CC PR 191200Z MAY 98 (* NOTE: If you don't add your own date/time group, the system will do it for you) FM NIMA HQ BETHESDA MD//OFFICE//CODE TO NIMA ST LOUIS MO//AA/BB/CC// INFO NIMA FAIRFAX VA//AA/BB/CC/DD// CONFIDENTIAL SUBJ: EXAMPLE MESSAGE THIS MESSAGE IS AN EXAMPLE OF THE NEWSDEALER ABBREVIATED MESSAGE FORMAT. PLEASE NOTE THAT NO LINE HAS MORE THAN 69 CHARACTERS OF TEXT. ZCZC |
| (Only include DRAFTER/RELEASER info if you are not filling out "Releaser. txt") DRAFTER: IM TEACHER, Office code, phone number RELEASER: WILL SENDER, Office code, phone number |
| CONFIDENTIAL |

Working Papers

- * Mark with overall classification
- * Date when created
- * Protect at highest level
- * Destroy when no longer needed
- * Controlled and marked in the same manner as a finished document when:
 - Released outside the originating activity
 - Retained more than 180 days from date of origin
 - Control and mark as original when Top Secret.

NOTE: Includes drafts, notes or "works-in-process"



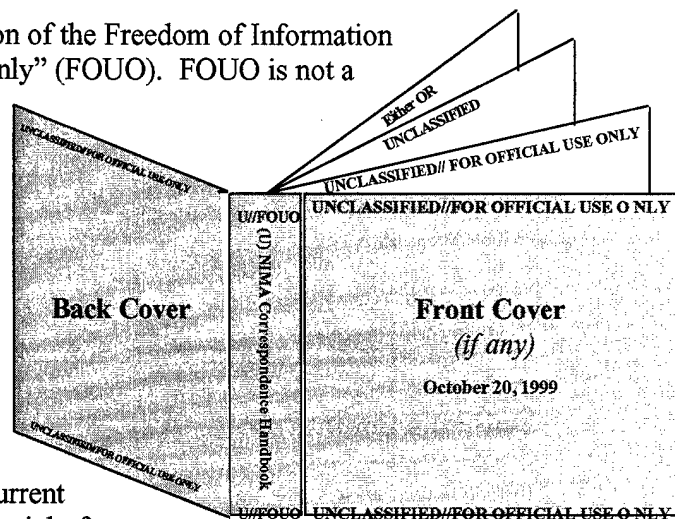
For Official Use Only (FOUO)

Only information which falls under an exemption of the Freedom of Information Act (FOIA) can be marked "For Official Use Only" (FOUO). FOUO is not a classification and may not be used as an anemic form of classification. FOUO is a protective marking. FOUO records are unclassified official information which may be exempt from public release under one or more of the exemption categories of the FOIA. The fact that information is marked FOUO is not a basis for denying information requested under FOIA. The inverse is also true -- the fact that information is not marked FOUO does not mean it can be released. All information required must be reviewed for its current status under the FOIA at the time of request. Denial of a request is based upon the fact that the information falls under one or more of the exemptions authorized under the FOIA and some significant and legitimate purpose is being served by withholding the information. "Significant and legitimate" means to jeopardize some program or system.

FOUO information must be marked as such on the top and bottom of each cover page (if any), the first page, and each interior page. Mark pages of unclassified documents that contain FOUO, "UNCLASSIFIED//FOR OFFICIAL USE ONLY," on the top and bottom of every page.

The classification marking takes precedence when a page or portion includes both classified information and FOUO information. Mark portions that contain FOUO information but no classified information with the abbreviation (U//FOUO). Mark pages that contain FOUO information but no classified information at the top and bottom of the page with the words UNCLASSIFIED//FOR OFFICIAL USE ONLY.

If there is a wholly unclassified FOUO page in a classified document, mark the page top and bottom as UNCLASSIFIED//FOR OFFICIAL USE ONLY.



UNCLASSIFIED//FOR OFFICIAL USE ONLY

31 March 1998

MEMORANDUM FOR ALL PERSONNEL
SUBJECT: (U) Portion Marking Guidance
REFERENCE: (U) Executive Order 12958

(U) This memorandum is a sample of a fairly complex document with multiple portions (paragraphs, subparagraphs, references, and attachments).

(U//FOUO) Every portion of a classified document must be viewed individually, and classification markings must be applied accordingly. For illustration purposes only, this portion marking indicates that the information contained in this paragraph is marked as UNCLASSIFIED//FOR OFFICIAL USE ONLY.

JOHN H. DOE
Director
Office of Security

Attachments

1. (U) Classification Markings Under EO 12958
2. (U) Guidance for Marking Charts, Maps, or Drawings
3. (U) Specific Markings on Documents

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Sending FOUO Outside DoD

Anytime FOUO is sent outside DoD, it must include an expanded marking to explain that the information is precluded from public release without the originator's consent.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

31 March 1998

MSSR

MEMORANDUM FOR ISOO

SUBJECT: (U) FOUO Marking Guidance

(U) This memorandum is a sample of a fairly complex document with multiple portions (paragraphs, subparagraphs, references, and attachments).

(U//FOUO) Every portion of a classified document must be viewed individually, and classification markings must be applied accordingly. For illustration purposes only, this portion marking indicates that the information contained in this paragraph is classified FOR OFFICIAL USE ONLY.

(U) Attachment lines are portioned marked according to the classification of the attachment they are referring to, not to attachment listing itself.

FOR THE DIRECTOR:

JOHN H. DOE
Director
Office of Security

Attachments

1. (U) Classification Markings Under EO 12958
2. (U) Guidance for Marking Charts, Maps, or Drawings
3. (U) Specific Markings on Documents

This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemptions . . . apply

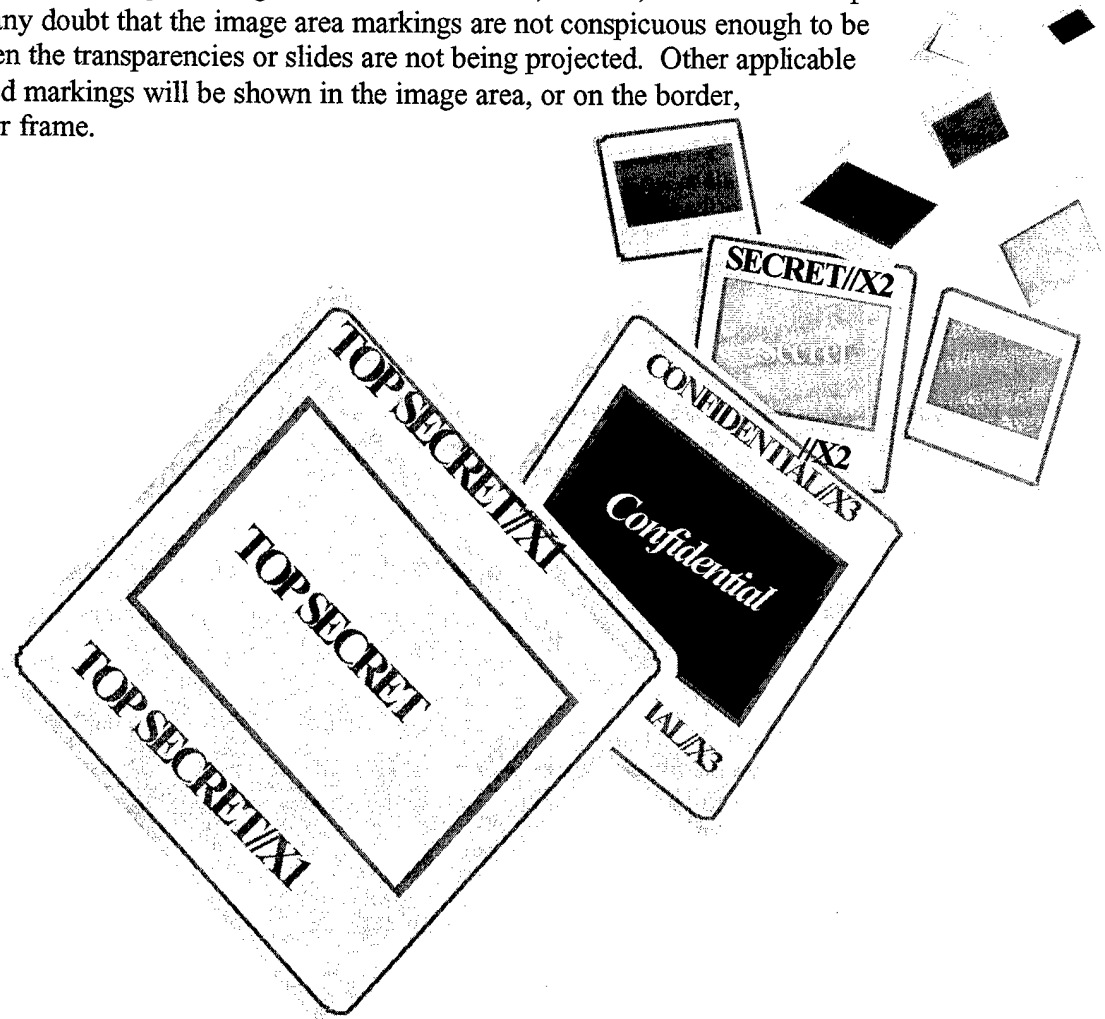
UNCLASSIFIED//FOR OFFICIAL USE ONLY

**Expanded
Marking**



Transparencies or Slides

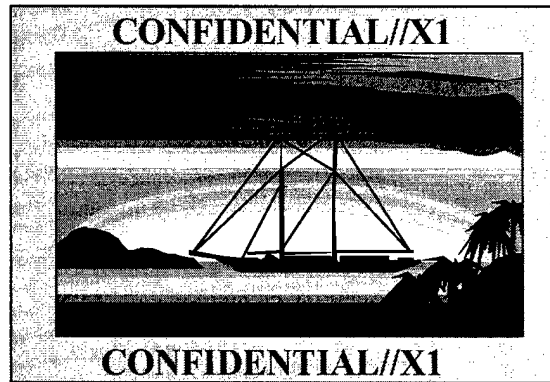
Transparencies and slides must be marked to ensure the viewer/recipient knows they are classified. Applicable classification markings will be shown clearly in the image area of each transparency or slide, if possible. In the case of 35mm or a similar size transparency or slide where the classification markings are not conspicuous unless projected on a screen, the classification markings also must be marked on the border, holder, or frame. Duplicate classification markings in image areas and on borders, holders, or frames are required if there is any doubt that the image area markings are not conspicuous enough to be seen when the transparencies or slides are not being projected. Other applicable associated markings will be shown in the image area, or on the border, holder, or frame.



Photographs, Films, Recordings

Ensure the recipient, viewer, or listener knows when photographs, films (including negatives), transparencies and recordings are classified, and that all other required information is available to someone that needs it.

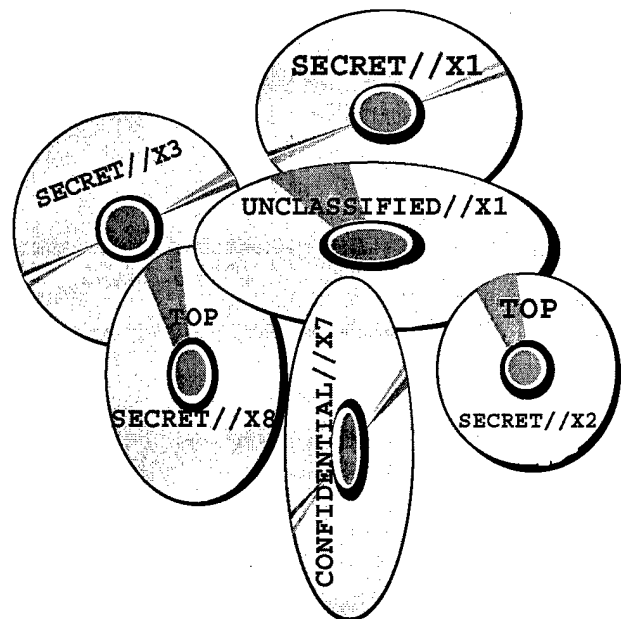
Classified films/movies and videotapes should be marked at the beginning and end by titles showing the appropriate classification markings. Applicable associated markings will be included at the beginning and end.



Include a clear statement of the assigned classification that will provide adequate assurance that any listener or viewer will know the proper level of classification on all tape recordings at the beginning and end.

Photos must be marked on the back and on the ends of the photo at the top and bottom. Roll negatives or positives can be marked at the beginning and end of each strip. Negatives and positives must be kept in containers bearing conspicuous classification markings.

(ex: Mark the CD with a marker across the top. Classification should be readily identified on the CD case.)



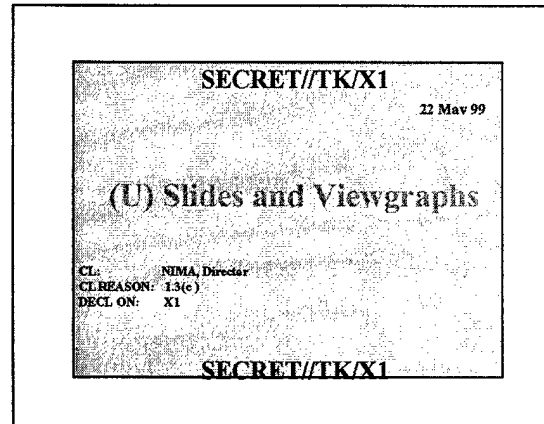
Slides and Viewgraphs

Mark the first viewgraph of the set with the following information

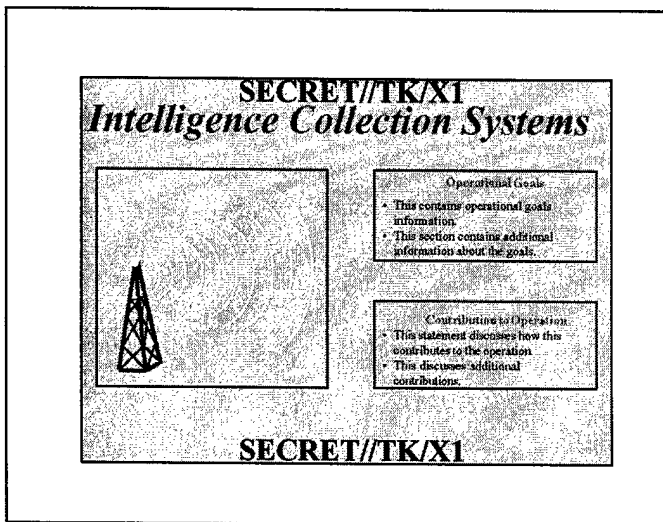
- Classification line
- Dissemination controls, if applicable
- Classification block
- Date

Mark individual slides and viewgraphs with the overall classification level of the individual slide or viewgraph.

Mark the title with the appropriate parenthetical classification marking before the title.



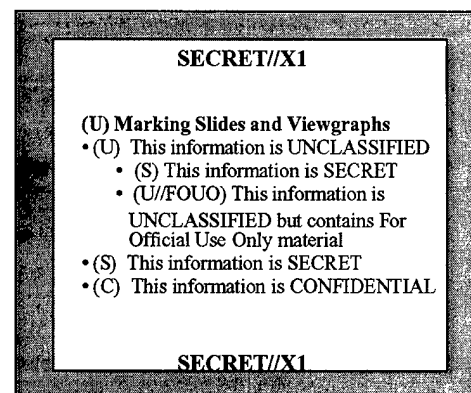
NOTE: Ensure applicable markings are visible when a slide is projected to alert the audience the information requires special protection.



- ◆ Mark individual slides and viewgraphs with the overall classification of material on the slide.
- ◆ Slides that include photos, graphics, illustrations, etc., need not be portion marked if deemed impracticable based on content or if it would detract from overall appearance of the slide.
- ◆ Slides that are not portion marked may not be used as a source of derivative classification.

When slides will be presented outside NIMA:

- ◆ Mark individual slides and viewgraphs with the overall classification of the information on the slide.
- ◆ Mark the title with the appropriate parenthetical classification marking before the title.
- ◆ Portion mark each paragraph using (TS), (S), (C), (U//FOUO), or (U) at the beginning of the paragraph.



Satellite Imagery

Information on marking
*“Commercial Imagery Copyright &
License Guidance”* can be found on
the NIMA CIP web site.



Charts/Maps and Graphs

This illustration shows how to mark a chart, map, drawing as it would appear on a page of a document that would normally include text as well as figures.

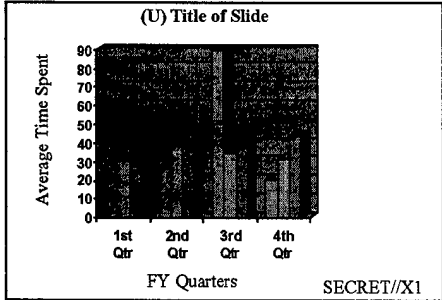
- ◆ Clearly mark to show classified/unclassified portions.
- ◆ Place full markings (e.g., **“TOP SECRET,”** **“SECRET,”** **“CONFIDENTIAL,”** **“UNCLASSIFIED”**) within, touching, or near figure.
- ◆ Mark the title or caption based on classification content of the title not the figure.

SECRET//X1

SUBJECT: (U) Charts/Maps or Drawings Incorporated in a Classified Document

1. (U) Clearly mark to show classified/unclassified portions.
2. (U) The following shows how to mark a chart/map or drawing as is appears in a document.

(U) Title of Slide



| FY Quarters | Average Time Spent |
|-------------|--------------------|
| 1st Qtr | 30 |
| 2nd Qtr | 40 |
| 3rd Qtr | 50 |
| 4th Qtr | 60 |

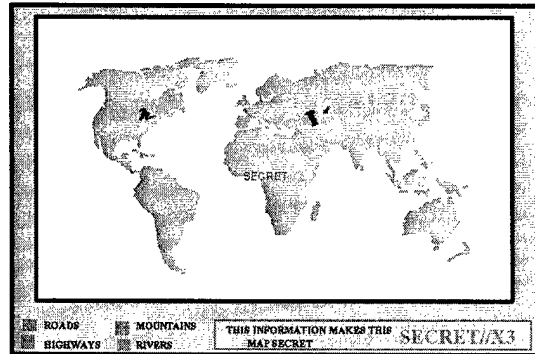
SECRET//X1

3. (U) Mark the title or caption based on classification content of the title not the figure.

SECRET//X1

Training Material

Unclassified training material must indicate that it is marked for training purposes only. With a statement such as "Unclassified Sample For Training Purposes".

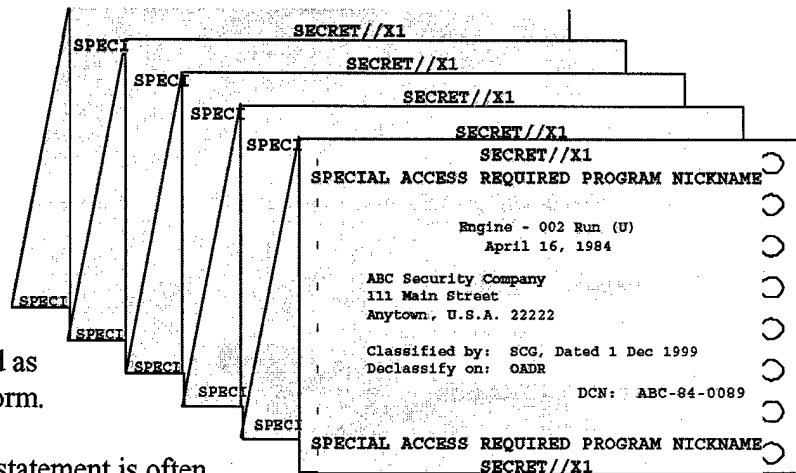


 UNCLASSIFIED SAMPLE FOR TRAINING PURPOSES

Continuous Form Documents (Fan Folded or Rolled)

Continuous form/fanfold documents are unique documents requiring specialized markings.

- ◆ Apply the overall classification at the top page (either the face page or front cover) and bottom of the first and back pages.
- ◆ Apply markings using either computer equipment, stamps, or other methods.
- ◆ For production efficiency, the overall classification of interior pages may be the overall document classification.
- ◆ Portion markings of individual lines are not required.
- ◆ If separated, title pages must be applied to each document created as a result of breaking continuous form.



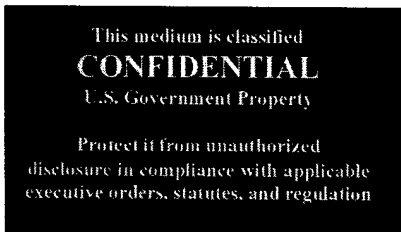
Safeguard Statements: (This option statement is often applied to these products on the first pages)

"HANDLE AS (enter the appropriate classification level) INFORMATION UNTIL REVIEWED BY THE ORIGINATOR OR CLASSIFICATION MANAGER."

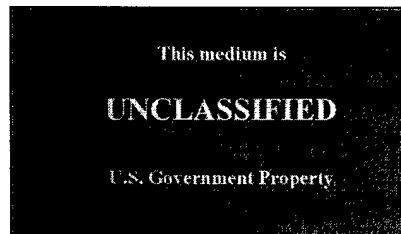
AIS/ADP Media Protective Labels

Removable media must be marked to show the highest level of any classified information it contains. Mark AIS/ADP media with the following labels:

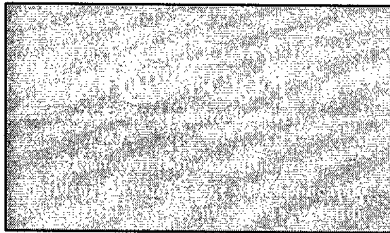
- SF 706 Top Secret
- SF 707 Secret
- SF 708 Confidential
- SF 709 Classified (*Do not used*)
- SF 710 Unclassified
- SF 711 Data Descriptor



SF 708 (1-87)



SF 710 (1-87)



SF 706 (1-87)



SF 707 (1-87)

| | |
|-------------------------------|----------------------|
| Classification: _____ | Control: _____ |
| Dissem: _____ | _____ |
| Compartments/Codewords: _____ | _____ |
| Agency/Office: _____ | Phone: _____ |
| Contents: _____ | _____ |
| Comments: _____ | _____ |
| _____ | _____ |
| DATA DESCRIPTOR | SF 711 (1-97) |

SF 711 (1-87)

Classified Meeting with Note Taking.

If participants of a classified meeting/conference will be authorized to take notes, there must be a statement on the procedures for protecting the notes for:

- ❖ storage during breaks,
- ❖ at the end-of-the-day,
- ❖ where the information can be discussed on breaks,
- ❖ sending notes/viewgraphs/slides to the participants' organization, etc.

The notice can be distributed in the class information or posted before the start of the meeting/conference.

EXAMPLE

The following information is to help assist the conference staff to properly protect the classified information that is provided during the course of the conference.

1. Use the appropriately marked booklet provided for this purpose.
2. During breaks and at lunch, return the booklet to the envelope and leave it at your seat.
3. At the end of the day, return the booklet to the envelope and hand it to security personnel when you exit.
4. All classified notes may be picked up the next morning prior to the classified session.
5. All notes will be forwarded to your organization. Please check the address on your envelope to ensure it is the correct address.
6. Tape recorders and/or other recording devices are not authorized in the base theater. Please do not bring any electronic devices into the theater. They will be confiscated and returned to you AFTER the classified portions of the conference are finished.

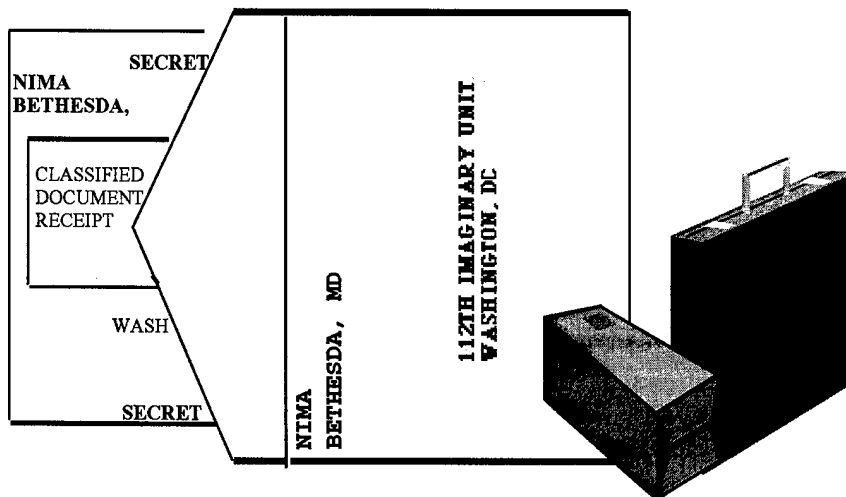
**NO CLASSIFIED NOTES ARE AUTHORIZED TO BE REMOVED FROM THE
BASE THEATER BY CONFERENCE PARTICIPANTS.**

**NO CLASSIFIED NOTES WILL BE HANDCARRIED TO YOUR HOME
ORGANIZATION.**

**Questions, comments or concerns should be addressed to Conference
Security Personnel**

Wrapping

- * Enclose item in two opaque, sealed envelopes, containers or boxes.
- * Place the address of the sender and recipient, the overall classification, and any special marking or instructions on the inner envelope.
- * No markings (classification/codewords) on the outer envelope.
- * A locked briefcase may be used as the outer wrapping.
- * Place sender and recipient **address only** with office symbol or code on the outer envelope.
- * The inner envelope should include the address of a government activity, address, classification, and receipt attached (if required).
- * Address package to an official address, not a person.



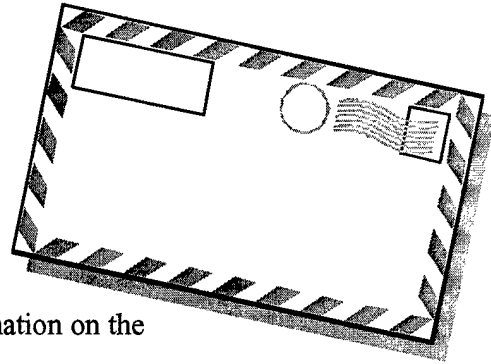
Methods for Transmitting Classified Materials

Top Secret and SCI:

- ◆ Authorized electronic system, e.g., a STU-III
- ◆ Authorized NIMA courier service
- ◆ Defense Courier Service
- ◆ Department of State courier system
- ◆ Handcarrying (with proper authorization)

Secret:

- ◆ Same as Top Secret
- ◆ Federal Express
- ◆ Registered mail (within U.S. and Territories)
- ◆ Registered mail to APO/FPO but only if mail will not pass out of U.S. control during entire mail process
- ◆ Protective Security Service within U.S. boundaries if item is large and bulky (check with Military Traffic Management Commands (MTMC) for information on the companies that provide this service)
- ◆ Postal Service Express Mail (within U.S. and Puerto Rico). Do not use to send to an APO/FPO address and do not use street—side collection box. Use only as a last resort
- ◆ FEDEX within the continental U.S. to government and contractor sites



Confidential:

- ◆ Same as Secret
- ◆ Registered mail (for APO/FPO outside U.S. and Territories; for NATO outside U.S.; when uncertain if destination within U.S.; to DoD contractor or other Executive Branch agency, when appropriate)
- ◆ First Class mail between DoD activities within the U.S. and Territories. Mark outer envelope or wrapper shell: "POSTMASTER: Do Not Forward"
- ◆ Certified mail to DoD contractor or other Executive Branch agency
- ◆ Constant Surveillance Service within U.S. boundaries if item is large and bulky (check with MTMC for information on the companies that provide this service)

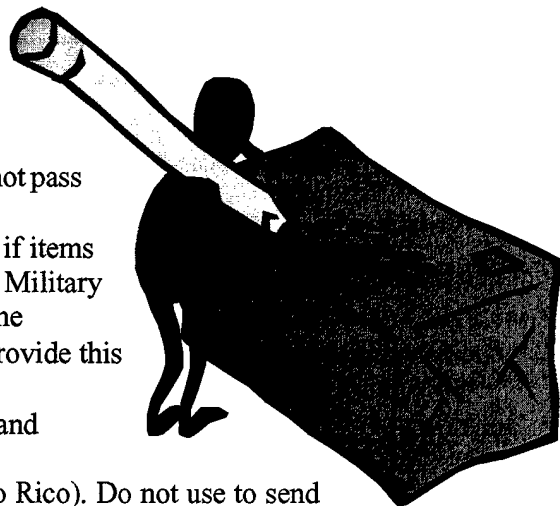
Sending and Receiving Classified

Mailing classified material -

➤ *Top Secret: mailing not authorized*

➤ *Secret:*

- Registered mail (within U.S. and Territories)
- Registered mail to APO/FPO but only if mail will not pass out of U.S. control during entire mail process
- Protective Security Service within U.S. boundaries if items are large and bulky (check the DoD phone book for Military Traffic Management Command's (MTMC) telephone number, to get information on the companies that provide this service)
- FEDEX within the continental U.S. to government and contractor sites
- Postal Service Express Mail (within U.S. and Puerto Rico). Do not use to send to APO/FPO addresses and do not use street-side collection box. Use only as a last resort



➤ *Confidential:*

- Registered mail (for APO/FPO outside U.S. and Territories; for NATO outside U.S.; when uncertain if destination within U.S.; to DoD contractor or other Executive Branch agency, when appropriate)
- First Class mail between DoD activities within the U.S. and Territories. The outer enveloped or wrapper will be marked: "POSTMASTER: Do Not Forward"
- Certified mail to DoD contractor or other Executive Branch agency
- Constant Surveillance Service within U.S. boundaries if item is large and bulky (check with MTMC for information on the companies that provide this service)

Secure FAX -

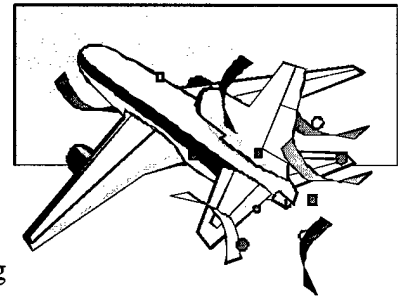
- Only use secure FAX units
- Follow the encryption procedures for that piece of equipment
- Before transmitting, call the receiving office to ensure an authorized person is available to receive the transmission
- Remain with the unit until the transmission or reception is complete

Couriering - Government civilian employees and U.S. Military personnel that are cleared and designated in writing can be couriers. Couriering classified should only be considered as the last means of transmitting. Material may be escorted or hand carried after determining:

- The material is not present at the destination
- The material is needed urgently for a specified official purpose
- There is a specified reason that the material could not be transmitted by other approved means

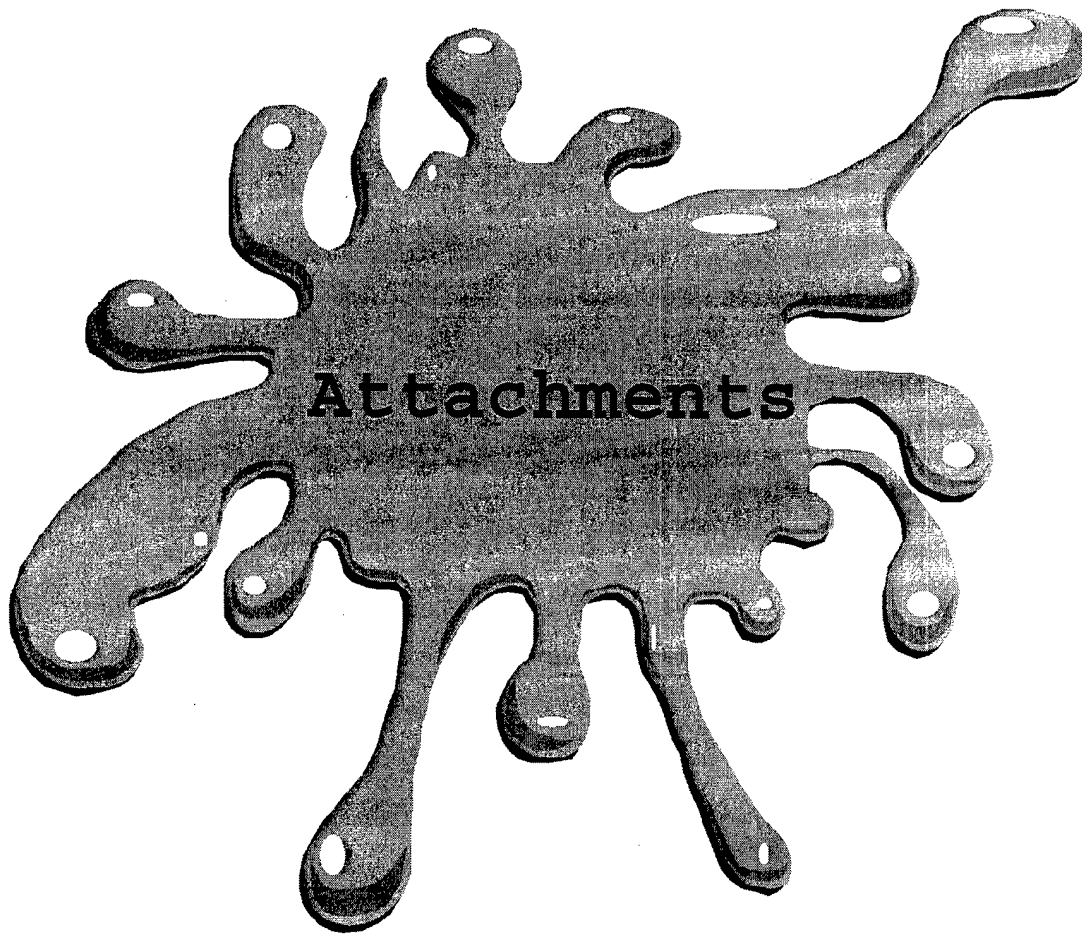
Couriers can only courier classified information for which they are cleared. Courier training is required prior to couriering the material.

- Double wrap the materials
- Keep materials under constant surveillance and in personal possession
- Do not place in detachable storage compartment, e.g., auto trailer, luggage rack, etc.
- Store overnight only at a U.S. government facility or cleared contractor facilities with storage capability
- Leave a list of the materials being handcarried with your activity
- Contact your site security office to obtain a courier briefing/authorization before handcarrying classified
- If using a commercial airline:
 - Obtain an airline Courier Authorization Letter
 - Coordinate with the airline before leaving
 - Have ID and letter of authorization



Check with your site security office for more information on couriering classified.

Electrical Messages - The Communication Center is authorized to transmit all types (and levels) of messages to include facsimile of classified information.



Intentionally Left Blank

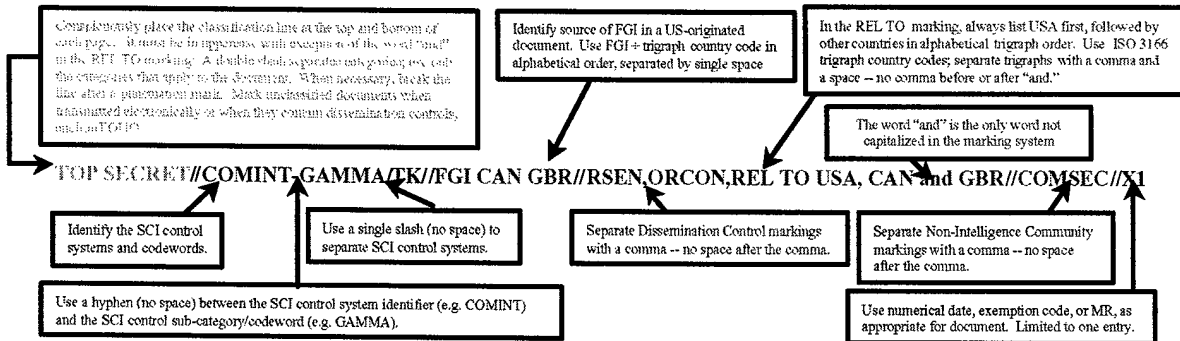


Classification and Control Markings Made Easy

The Authorized Classification and Control Markings Register provides seven categories of information for the classification line –

**1. US CLASSIFICATION//NON-US CLASSIFICATION//SCI CONTROL SYSTEMS AND CODEWORDS//FOREIGN GOVERNMENT INFORMATION//
2. DISSEMINATION CONTROLS//NON-INTELLIGENCE COMMUNITY MARKING//DECLASSIFICATION DATE MARKING**

Here is an example of a US-originated classification line with instructions



* Precedence List and the Authorized Paragraph Portion Markings

1. U.S. Classification
TOP SECRET (TS)
SECRET (S)
CONFIDENTIAL (C)
UNCLASSIFIED (U)

2. Non-US Classification
(Reserved for other countries and International organizations.)

3. SCI Control Systems/Codewords:

BYE
COMINT (SI)
GAMMA (G)
TALENT KEYHOLE (TK)

4. Foreign Government Information

Example: Canadian Secret Information (//CAN S)

5. Dissemination Control Markings:

RSEN (RS)
FOUO (FOUO)
ORCON (OC)
NOFORN (NF)
PROPIN (PR)
Authorized for Rel to (REL TO)
USA/(ALPHABETICAL
COUNTRY TRIGRAPH) EYES
ONLY (EYES)
DEA Sensitive (DSEN)

6. Non Intelligence Community Markings

COMMUNICATIONS SECURITY
MATERIAL (COMSEC)
SPECIAL ACCESS REQUIRED (SAR)

7. Declassification Information

Date (YYYYMMDD)
X1 thru X8 of EO 12958
MR - Use "MR" when...
Decl. is based on specific event
Decl. block shows "Source Marked OADR"
Document contains Restricted Data, FRD, or
NATO classified information.

*Refer to (U) Authorized Classification and Control Markings Register (SECRET) for complete listing of markings. The Registry, Implementation Manual and Country Codes are posted on Intelink at <http://www.cms.ic.gov/Capco/index.html> or <http://www.dia.ic.gov/homepage/security.html>.

Intentionally Left Blank

Classification Categories

Information may not be considered for classification unless it follows into one of the categories specified in section 1.5 of the EO 12958:

- a. military plans, weapons systems or operations;
- b. foreign government information;
- c. intelligence activities (including special activities), intelligence sources or methods, or cryptology;
- d. foreign relations or foreign activities of the U.S., including confidential sources;
- e. scientific, technological, or economic matters relating to the national security;
- f. U.S. Government programs for safeguarding nuclear materials or facilities;
- g. vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

Intentionally Left Blank

Exemption Categories

At the time of original classification, the original classification authority may exempt from declassification within 10 years specific information. Upon the determination that the information must remain classified beyond ten years, the classifier will apply the letter "X" plus a brief recitation of the exemption category(ies), or the letter "X" plus the number that corresponds to the exemption category(ies) in section 1.6(d) of the EO.

- ◆ **X1** – reveal an intelligence source, method, or activity, or cryptologic system or activity;
- ◆ **X2** – reveal information that would assist in the development or use of weapons of mass destruction;
- ◆ **X3**- reveal information that would impair the development or use of technology within a U.S. weapons system;
- ◆ **X4** – reveal U.S. military plans, or national security emergency preparedness plans;
- ◆ **X5** – reveal foreign government information;
- ◆ **X6** – damage relations between the U.S. and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing for a period greater than [10 years];
- ◆ **X7** – impair the ability to responsible U.S. Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of national security, are authorized;
- ◆ **X8** – violate a statute, treaty, or international agreement.

25-Year Declassification Exemption Category

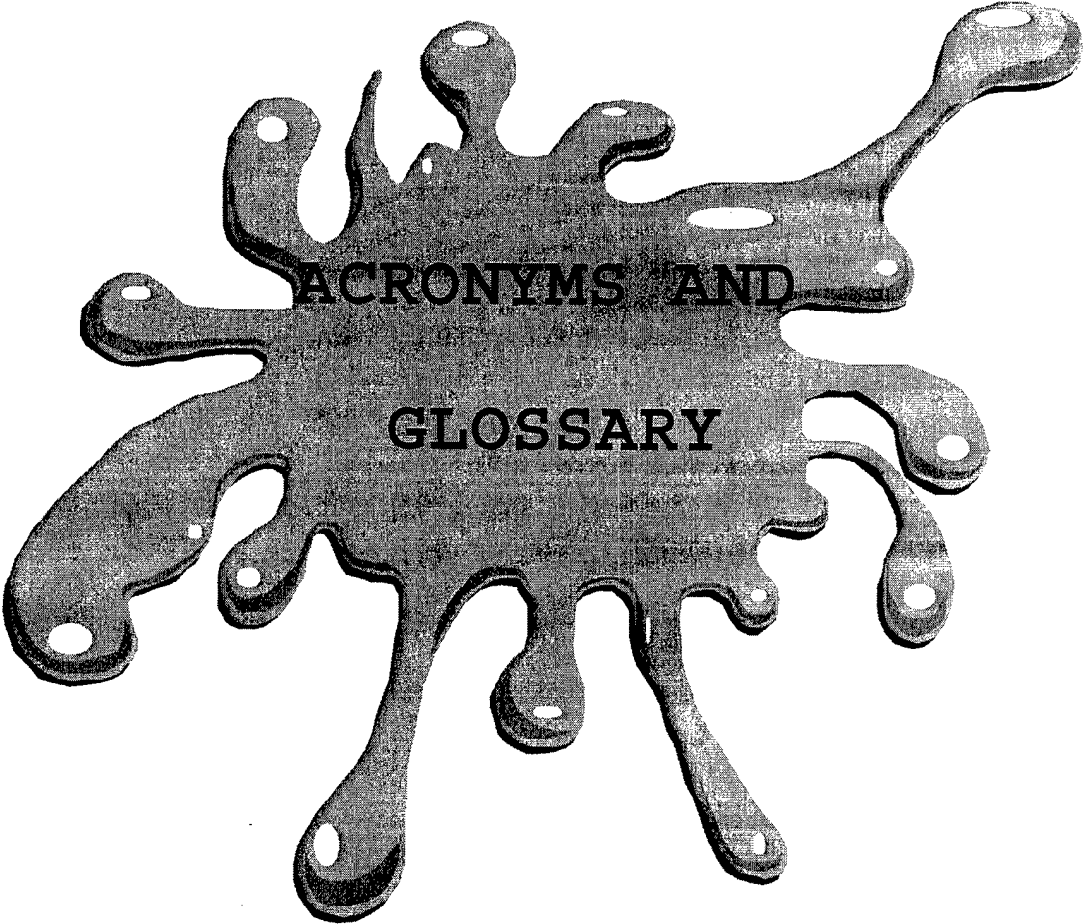
Marking information exempted from automatic declassification at 25 years. (1) When the agency head or senior agency official exempts permanently valuable information from automatic declassification at 25 years, the "Declassify on" line shall be revised to include the symbol "25X" plus a brief reference to the pertinent exemption category(ies) or the number(s) that corresponds to that category(ies) in section 3.4(b) of the EO.

- ◆ **25X1** – reveal the identity of a confidential human source, or reveal information about the application of an intelligence source or method, or reveal the identity of a human intelligence source when the unauthorized disclosure of that source would clearly and demonstrably damage the national security interests of the U.S.;
- ◆ **25X2** – reveal information that would assist in the development or use of weapons of mass destruction;
- ◆ **25X3**- reveal information that would impair U.S. cryptologic system or activities;
- ◆ **25X4** – reveal information that would impair the application of state-of-the-art technology within a U.S. weapon system;
- ◆ **25X5** – reveal actual U.S. military war plans that remain in effect;
- ◆ **25X6** – reveal information that would seriously and demonstrably impair relations between the U.S. and a foreign government, or seriously and demonstrably undermine ongoing diplomatic activities of the U.S.;
- ◆ **25X7** – reveal information that would clearly and demonstrably impair the current ability of the U.S. Government officials to protect the President, Vice President, and other officials for whom protection services, in the the interest of national security, are authorized;
- ◆ **25X8** – reveal information that would seriously and demonstrably impair current national security emergency preparedness plans;
- ◆ **25X9** violate a statute, treaty, or international agreement.

NOTE: Multiple exemptions may apply to the same document. However, only the first exemption is listed in the overall classification line at the top and bottom of the document.

All declassification exemptions (and where applicable the specific date) must be listed in the EO 12958 Classification/Declassification block which appears on the first page of the classified document.

Intentionally Left Blank



Intentionally Left Blank

Acronyms

ADP – Automated Data Processing
AIS – Automated Information System
(C) – Confidential
CNWDI – Critical Nuclear Weapons Design Information
COMINT – Communication Intelligence
COMSEC – Communication Security
COSMIC – NATO Top Secret
DAN – Document Accountability Number
DCID – Director of Central Intelligence Directive
EO – Executive Order
FAX – Facsimile
FGI – Foreign Government Information
FOIA – Freedom of Information Act
FOUO – For Official Use Only
FRD – Formerly Restricted Data
ISOO – Information Security Oversight Office
ISSO – Information Systems Security Officers
LIMDIS – Limited Distribution
MR – Mandatory Review
MTMC – Traffic Management Commands
NATO – North Atlantic Treaty Organization
NOFORN – Not Releasable to Foreign Nationals
NSDD – National Security Decision Directive
NTM – National Technical Means
OADR – Originating Agency's Determination Required
OCA – Original Classification Authority
OMB – Office Management and Budget
ORCON – Originator Controlled
PDD – Presidential Decision Directive
PHV – Permanent Historical Value
PROPIN – Caution, Proprietary Information Involved
(R) – Restricted
REL TO – Release To
RD – Restricted Data
RSEN – Risk Sensitive
(S) – Secret
SAP – Special Access Program
SAR – Special Access Required
SCI – Sensitive Compartmented Information
SF – Standard Form
STU – Secure Telephone Unit
(TS) – Top Secret
(U) – Unclassified
U.S. – United States
USA – United States of America

Intentionally Left Blank

Glossary

Access – The term used to denote the authorization which permits an individual to be exposed to SCI.

Accountable SCI – SCI determined by the SCI Executive Agent to be of critical enough sensitivity as to require the most stringent protection methods.

ATOMAL – NATO Marking for U.S./UK Atomic Information.

BYE – Unclassified term that describes sensitive programs and operational data.

Classification Guides - Classification guidance issued in documentary form by OCA to identify the elements of information regarding a specific subject that must be classified. Classification guides also establish the level and duration of classification for each element.

Classification Information – Official information or material that requires protection in the interest of national security and that is classified for such purpose by appropriate classify authority in accordance with the provisions of EO 12958.

Classification Levels – The three classification designations established by the EO: TOP SECRET, SECRET and CONFIDENTIAL.

Codeword – Any of a series of designated words or terms used with a security classification to indicate that the material classified was derived through a sensitive source or method, constitutes a particular type of SCI, and is therefore accorded limited distribution.

Collateral – All national security information classified CONFIDENTIAL, SECRET, TOP SECRET under the provisions of an Executive Order for which special Intelligence Community systems of compartmentation (such as, sensitive compartmented information) are not formally established.

Communication Intelligence or “COMINT” – Technical and intelligence information derived from foreign communication by other than the intended recipients.

Compilation – Term used when referring to certain separate pieces of information which are unclassified by themselves, but may become classified when combined.

Communication Security (COMSEC) – Protective measures to prevent unauthorized persons from receive classified information via telecommunications.

Courier – A currently cleared and SCI-indoctrinated member of the Armed Forces, DoD civilian, or a DoD contractor/consultant, authorized to handcarry classified information or material.

Critical Nuclear Weapon Design Information or “CNWDI” – Top Secret Restricted Data or Secret Restricted Data revealing the theory of operation or design of the components of a thermo-nuclear or implosion-type fission bomb, warhead, demolition munitions or test device. Specifically excluded is information concerning arming, fusing, and firing systems; limited life

components; and total contained quantities of fissionable, fusionable, and high explosive materials by type. Among these excluded items are the components which DoD personnel set, maintain, operate, test, or replace.

Director of Central Intelligence Directive or "DCID" – The President's principal foreign intelligence adviser appointed by him with the consent of the Senate to be the head of the Intelligence Community and Director of the Central Intelligence Agency and to discharge those authorities and responsibilities as they are prescribed by law and by Presidential and National Security Council directives.

Declassification – The determination that classified information no longer requires, in the interests of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation.

Declassification Event – An event that eliminates the need for continued classification of information.

Derivative Classification – A determination that information is in substance the same as information currently classified, and the application of the classification markings.

Designated Couriers – Individuals whose temporary responsibility is to courier SCI material.

Dissemination Controls – Identifies the expansion of limitation on the distribution of classified information.

Document and Material – Any recorded information, regardless of its physical form or characteristics, including, without limitation, written or printed matter, automated data processing storage media, maps, charts, paintings, drawings, films, photographs, imagery, engravings, sketches, working notes and papers, reproductions of such things by any means or process, and sound, voice, magnetic or electronic recordings in any form.

Downgrading – Changing a security classification from a higher to a lower level.

Executive Order or "EO" – A rule or order signed by the President.

Foreign Government Information – Information that is (a) provided to the U.S. by a foreign government or governments, and international organization of governments, or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence; or (b) produced by the U.S. pursuant to or as a result of a joint arrangement with a foreign government or governments or an international organization of governments, or any element thereof requiring that the information, the arrangements, or both, are to be held in confidence.

Formerly Restricted Data – Information removed from the Restricted Data category upon a joint determination by the Department of Energy (or antecedent agencies) and the Department of Defense that such information relates primarily to the military utilization of atomic weapons and that such information can be safeguarded adequately as classified defense information. For purposes of foreign dissemination, however, such information is treated in the same manner as Restricted Data.

GAMMA or "G" – Unclassified term used to describe a type of SCI

Limited Distribution or "LIMDIS" – Identify unclassified geospatial information and data which the SecDef may withhold from public disclosure.

National Security – The national defense and foreign relations of the U.S.

Need-to-Know – A determination by an authorized holder of classified information that access to specific classified material in their possession is required by another person to perform a specific and authorized function to carry out a national task. Such person shall process an appropriate security clearance and access approvals in accordance with DCID 1/14.

Non-Accountable SCI - SCI material that does not require document accountability.

Originating Agency's Determination or "OADR" – An obsolete declassification marking. The originator has to approve any declassification action.

Original Classification – An initial determination that information requires, in the interest of national, protection against unauthorized disclosure.

Regrade – A determination that classified information requires a different degree of protection against unauthorized disclosure than currently provided, together with a change of classification designation that reflects such different degree of protection.

Restricted Data or "RD" – Comprises all data concerning design, manufacture or utilization of atomic weapons; the production or special nuclear material; or the use of special nuclear material in the production of energy.

Sensitive Compartmented Information or "SCI" – Classified information concerning or derived from intelligence sources, methods, or analytical processes, which is required to be handled within formal access control systems established by the Director or Central Intelligence. The term does not include Restricted Data as defined in Section II, Public Law 83-703, Atomic Energy Act of 1954, as amended.

Source Document – Existing classified documents in which classified information is extracted information that is and incorporated, paraphrased, restated, or generated in new form into a new document (derivative).

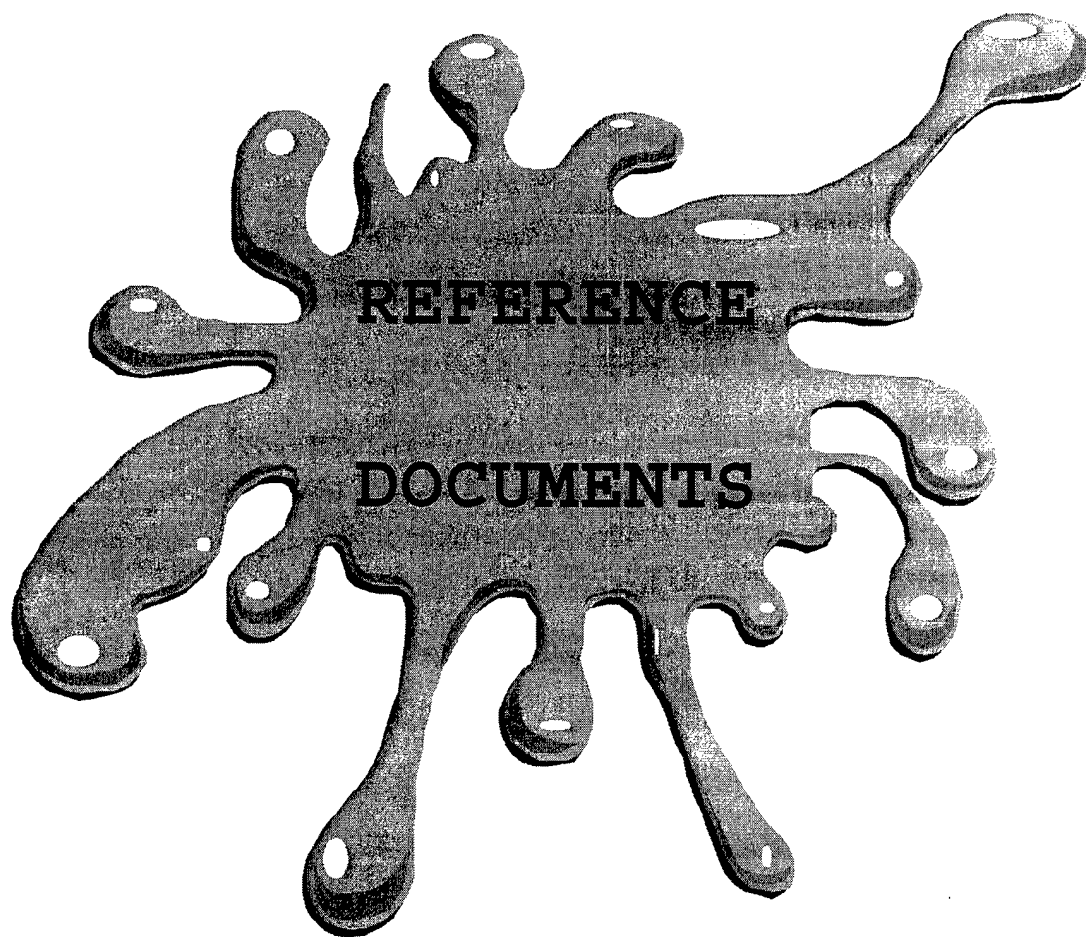
Special Access Program or "SAP" – Any program, which may or may not contain SCI, imposing need-to-know and access controls beyond those normally provided for access to CONFIDENTIAL, SECRET, and TOP SECRET information. Such controls may include, but are not limited to, access approval; adjudicative or investigative requirements; special designation of official s authorized to determine need-to-know; or special list or persons determined to have a need-to-know.

TK – Unclassified term used to describe a type of SCI.

Trigraph – A group of three letters used to identify specific country or specific accesses.

Unauthorized Disclosure – A communication or physical transfer of classified information to an unauthorized recipient.

Upgrading – The determination that certain classified information requires, in the interests of national security, a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect the higher degree.



Intentionally Left Blank

Reference Documents

- ◆ ***Executive Order 12951*** – “Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems,” 22 February 1995
- ◆ ***Executive Order 12958*** – “Classified National Security Information,” 17 April 1995
- ◆ ***DoD 5105.21-M-1*** – “Sensitive Compartmented Information Administrative Security Manual,” August 1998
- ◆ ***DoD 5200.1-R*** – “Information Security Program,” January 1997
- ◆ ***DCID 6/6*** – “Security Controls on the Dissemination of Intelligence Information,” 11 July 2001
- ◆ ***OMB Directive No. 1*** – “Information Security Oversight Office, Classified National Security Information, Final Rule,” 13 October 1995
- ◆ “Intelligence Community Classification and Control Markings Implementation Manual,” 6 April 2000