



USAID
FROM THE AMERICAN PEOPLE

INITIAL SECURITY BRIEFING

**Office of Security
CTIS/IIS**



National Security Information

- Why am I here?



Training Objectives

- Define procedures for safeguarding classified information
- Describe authorized processing and transmission means
- Implement actions to prevent security incidents
- Identify and safeguard Sensitive but Unclassified (SBU)



Information Security Program

- **PURPOSE:** To protect classified information against unauthorized disclosure
- **GUIDANCE:**
 - Executive Order 13526 (Executive Agencies)
 - 12 FAM 500 (State Department)
 - ADS and Agency Notices (USAID)



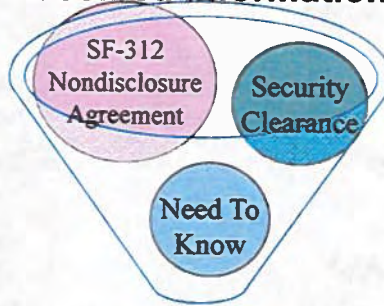
What is Classified Information?

- Information is deemed “Classified” when it has been determined that the unauthorized disclosure of that information could cause some degree of damage to national security.

- Waste, Fraud, or Abuse



Requirements for Accessing Classified Information



Access to Classified
Information



Not considered
FOUO here at
USAID

Classification Levels

- **Confidential** – *damage*
 - cause a foreign government to hesitate in confiding in the U.S
- **Secret** – *serious damage*
 - compromise significant military plans or intelligence operations
- **Top Secret** – *exceptionally grave damage*
 - loss of lives, compromise of vital national defense plans

Original Classification Eligibility

- Government Owned
- Eligible
- Assess
- Decla.
- Original Classification Authority (OCA)
 - Confidential and Secret

**Unless you are an
OCA, you cannot
Originally Classify
Information.**



Classification Categories

- Military plans, weapons systems or operations
- **Foreign government information**
- Intelligence activities, intelligence sources or methods, or cryptology
- **Foreign relations or foreign activities of the US, including confidential sources**
- Scientific, technological or economic matters relating to national security, which includes defense against transnational terrorism
- USG programs for safeguarding nuclear materials or facilities
- Vulnerabilities or capabilities of systems, installations, projects or plans relating to national security, which includes defense against transnational terrorism
- Weapons of mass destruction

Duration

- All classified information should have a declassification date.
- OCA establishes a specific date or event for the declassification based on the duration of national security sensitivity of the information.
- Date or Event – Typically ranges between 10 years - 25 years

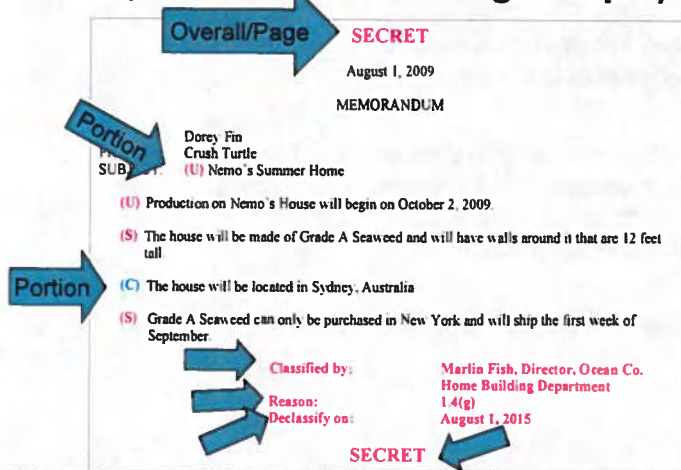


Classification Challenges

- Classification status believed to be improper
 - Employees encouraged and expected to challenge
- In making such a challenge...
 - review by an impartial official or panel
 - not subject to retribution for bringing such actions
 - right to appeal agency decisions



Markings – Original Classification (Unclassified Training Sample)



Overall/Page → **SECRET**
August 1, 2009
MEMORANDUM

Portion →
Dorey Fin
Crash Turtle
SUBJECT: (U) Nemo's Summer Home

(U) Production on Nemo's House will begin on October 2, 2009.

(S) The house will be made of Grade A Seaweed and will have walls around it that are 12 feet tall.

Portion → (C) The house will be located in Sydney, Australia.

(S) Grade A Seaweed can only be purchased in New York and will ship the first week of September.

Classified by: Marlin Fish, Director, Ocean Co.
Reason: Home Building Department
Declassify on: 1.4(g)
August 1, 2015

→ **SECRET** ←

Derivative Classification

- The incorporating, paraphrasing, restating, or generating in new form, **information that is already classified**.
- All individuals who possess an appropriate security clearance have derivative classification authority.
- Keep track of Derivative Classifications
- Include Name and Title on Derivatively Classified Documents and Agency (if not noted elsewhere)

Derivative Markings (Unclassified Training Sample)

SECRET
August 5, 2009
MEMORANDUM

TO: Mary Ray
FROM: Johnny Shark
SUBJECT: (U) Nemo's Summer Home

(U) Production on Nemo's Summer Home will begin on October 2, 2009.
(S) The house will be made of Grade A Seaweed and will have walls around it that are 12 feet tall.
(C) The house will be located in Sydney, Australia.
(S) Grade A Seaweed can only be purchased in New York and will ship the first week of September along with

Classified By: Your Name, Your Position, Your Agency (if not noted elsewhere)
Derived From: Memorandum dated August 1, 2009 Subj: Nemo's Summer Home Home Building Department
Declassify on: August 1, 2015

SECRET

Derivative Classification

- If the classification of information contained in a document or material is derived from more than one source or document, mark "DERIVED FROM" line "MULTIPLE SOURCES" and maintain identification of all sources with the file or record copy of the document.



Derivative Markings (Unclassified Training Sample)

SECRET

August 10, 2009
MEMORANDUM

TO: Mary Ray
FROM: Johnny Shark
SUBJECT: (U) Nemo's Summer Home

(U) Production of Nemo's Summer Home will begin on October 2, 2009

(S) The house will be made of Grade A Sawwood and techno-cement.

Classified by: Your Name, Your Position, Your Agency (if not noted elsewhere)	
Derived from: MULTIPLE SOURCES	
Source 1:	Memo of August 1, 2009 Marla Fish, Director, Ocean Co. Subj: Nemo's Summer Home Home Building Department
Source 2:	Report of March 20, 2009 Amy Shark, CEO Shell Architecture
Declassify on:	November 25, 2015

SECRET

What declass date should you use?

Use the Declassification Date that is the furthest out

Processing Classified Information

- **NEVER** process classified information on your unclassified system.
- Authorized Equipment:
 - ClassNet
- Computer Security Training
- ISSO Approval
- User Agreement
 - Agrees to abide by Federal and USAID policies.
 - Accepts responsibility for safeguarding.
 - Will properly store and mark all removable media.



• Embassy – Controlled Access Area (CAA) Only!

• ~~Mission~~



Safeguarding Classified Information

- Use Cover Sheets
- Label Removable Media
- Never leave hard-drive unattended
- Store CDs, Hard Drives, and printed material in GSA-approved safes

SF 703-**TOP SECRET**



SF 704-**SECRET**



SF 705-**CONFIDENTIAL**



What happens when you process Classified on an Unclassified System

- Your hard drive will be sanitized and possibly removed.
- **DO NOT** delete, forward or print e-mails with classified attachment/message; **DO NOT** open attachments.
 - Call SEC (202) 712-0990
 - Call CISO (703) 666-1231
 - After hours call helpdesk
 - (202) 712-1234
 - Wait for assistance

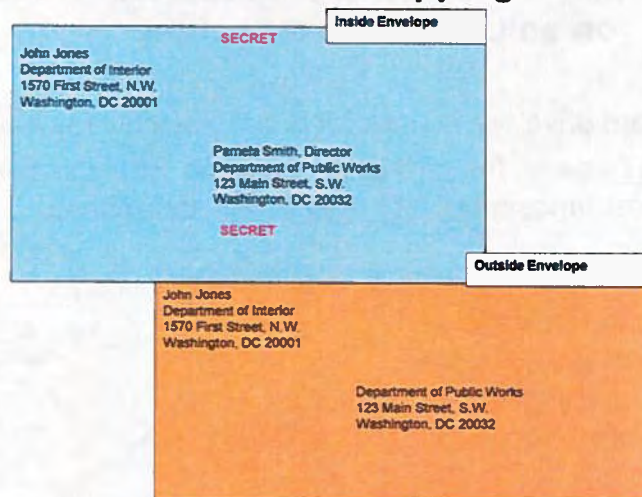


Transporting Classified

- Within AID/W office space:
 - Don't read/discuss in Unrestricted areas
- Outside AID/W office space:
 - Must have Courier Card
 - Issued by SEC
 - INFOSEC@usaid.gov
 - Must be double-wrapped
- Overseas Missions:
 - Only in CAA at U.S. Embassy



Double-Wrapping





Important Points to Remember!

- Never take classifieds home
- Don't read in public or advertise
- Never physically transport internationally
 - Except by diplomatic courier



Hosting a Classified Meeting

The Host must...

- Notify the Office of Security of date, time and location;
- Ensure that clearances for all participants are faxed to SEC at (202) 216-3802 with POC information;
- Prepare a sign-in roster with pre-registered names for signature;
- Post someone at entrance to check clearances;
- Collect **all** electronics at entrance of meeting;
- Notify participants to label classified notes;
- Collect all notes and forward to participants at a later date.

• ~~T/S/SCI~~



Sending Classified **(Secret and Confidential)**

- Secure Fax/Secure Telephone
- Classified Diplomatic Pouch
(See 5 FAH 10)
- Classified Cable
- Classified E-mail (ClassNet)
- USPS Express and U.S. Registered Mail Facilities of DOD or USPO
(see 12 FAM 500)



Diplomatic Pouch

- Department of State's Intranet site provides the delivery schedule and information on packaging and prohibited items. For further information, visit <http://pouch.a.state.gov>
- Questions regarding addressing and delivery may be directed to the Customer Service Unit, Diplomatic Pouch and mail at State: 703-874-6178

What Happens When Classified is Sent to a Mission...



Destruction Methods

- **Cross-Cut Shredder**
(Preferred method)
- **Burn Bag**
 - Separate Paper & non-paper
- **Remove**
 - Binder clips, staples, paperclips
- **Label Bag**
 - Classification level
 - Name
 - Room #
 - Telephone



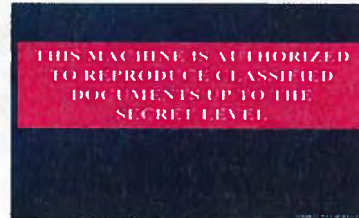
THIS SHREDDER IS AUTHORIZED
TO DESTROY CLASSIFIED
DOCUMENTS UP TO THE
SECRET LEVEL





Reproduction

- Secret and Confidential
- Designated Copiers
- Run Blank Copies
- Keep to a minimum
- Protect same as originals



Safeguarding Classified

- Direct Personal Control
- SF-702
- Cover Sheets
- Combination Classified
- Combination Changes
- Turn Dial 3x
- Malfunctioning Safe

SECURITY CONTAINER CHECK SHEET							
PROJ	PROJECT	FIELD	OFFICE NO.				
CERTIFICATION							
I CERTIFY BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED, CHECKED AND SAFETY TANKER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
(Initials)							
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS TIME

Group Exercise



Security Incidents

- **Infractions**
 - Deviations from security policies or rules that **do not** result in the actual or potential compromise of national security information.

- **Violations**
 - An actual or potential compromise of national security information.



GROUP EXERCISE – SAFEGUARDING CLASSIFIED

	Behavior	OK ✓	Not OK ⊗
1	Relying on the duty officer to lock the safe when he/she performs the end of day check.		
2	Sending a document marked CONFIDENTIAL over the desktop LAN using password-protected software.		
3	Hand carrying a classified document to a meeting at the State Department using a valid courier card.		
4	Double wrapping classified document with addressee, return address and classification level on the outside envelope.		
5	Receiving email with a classified attachment and immediately deleting the email and attachment.		
6	Sending classified materials to an overseas post by Express Mail because the materials MUST arrive at post within two business days.		
7	At the end of the day the safe was malfunctioning; a SECRET document was locked inside my desk drawer.		
8	Memorizing the combination to my safe. If forgotten, I can get the combination from your AMS Officer.		
9	As duty officer performing the end of day check, I forgot to annotate the SF-701 and SF-702.		
10	Leaving the hard drive in the ClassNet during working hours while I was attending a meeting.		
11	Lending your building pass to another employee.		
12	Escorting visitors the ENTIRE time they are in USAID space.		
13	While working overseas, a foreign national tells you information related to special projects or operations. You share this foreign government information with your colleague while riding in a cab to your hotel.		

GROUPOUS REPORT - [Illegible Title]

[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
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[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]
[Illegible]	[Illegible]



What Happens When an Incident Occurs?

- AID/W: SEC investigates/characterizes incident
- Overseas: RSO investigates/characterizes incident
- ALL:
 - SEC maintains database
 - Warning letter and remedial training
 - Agency Policy – Three Incident Three Year Rule
 - Disciplinary action on case-by-case basis



Sensitive But Unclassified (SBU)

- Will soon become Controlled Unclassified Information (CUI)
- Not a security classification level
- Will not compromise National Security
- Do not need a security clearance to access
- Need to know
- Requires administrative control and protection from the public and other unauthorized disclosure
- Each creator or handler must make determination





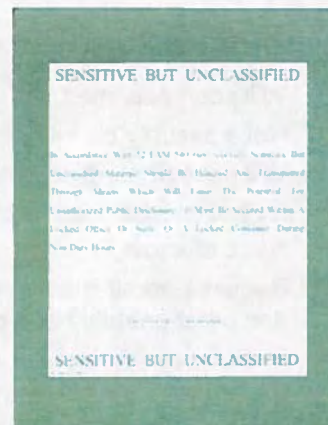
SBU Categories

- Privacy Act information (i.e., medical information, personal information (name, address, telephone, emergency contact, etc.)
- Information which could result in harm to individuals/negative impact on USAID operations:
 - security information
 - procurement sensitive information
 - commercial/scientific/proprietary information
 - law enforcement/investigative
 - travel/personnel/payroll/passport
 - contractor bid proposal information



SBU Handling

- Use and store only on approved systems
- Communication:
 - Do not automatically forward messages outside USAID.gov
 - Outside .gov – must be encrypted
 - Adobe (single doc)/ WinZip (multiple)
- During non-duty hours, SBU must be secured within a locked office or suite or secured in a locked container.
(See 12 FAM 540)



SBU Marking

- SBU information must be marked whenever practical to make the recipient aware of specific controls. While some documentation does not lend itself to marking, such as standard forms and medical records, many documents, such as emails, cables and memoranda, can, and must be marked.



Group Exercise Identifying SBU Documents



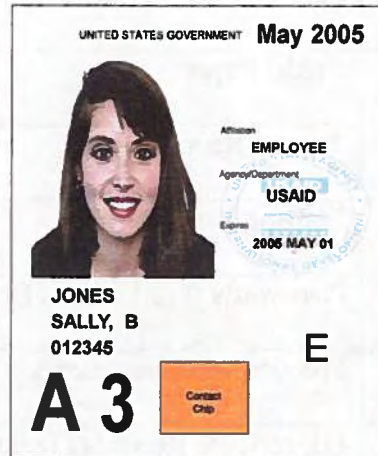
GROUP EXERCISE – IDENTIFYING SBU

	SBU <input checked="" type="checkbox"/>	Document Description
1		SF-50
2		Performance Appraisal
3		Credit Report
4		Annual Report
5		Staffing Patterns
6		Passwords (For Unclass Computer)
7		Procurement Documents
8		Educational Records (Transcripts)
9		Agency Standard Forms (Blank)
10		Equipment/Furniture Inventory
11		Medical Information
12		Emergency Contact Listing (Home Address/Telephone)
13		Travel Plans/Documents
14		Bureau/Office Organizational Chart
15		Law Enforcement (Personnel Security Interviews, Background Investigation Content, Other Investigation Data)
16		Counseling Session with an Employee
17		Combination to a Safe (Used to Store Classified Materials)



HSPD-12

- Government wide standards
- Identification card provides access
- Data Chip
- Pin #
- Secure Badge



Required Identity Documents

- **U.S. Passport**
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- **Driver's license** or ID card issued by a state or outlying possession of the United States provided it contains a photograph
- ID card issued by federal, state issued by the Department of State or local government agencies or entities, provided it contains a photograph
- U.S. Military card
- Military dependent's ID card
- U.S. Citizen ID Card
- **U.S. social security card** issued by the Social Security Administration
- **Certification of Birth** Abroad issued by the Department of State
- **Original or certified copy of a birth certificate** issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- **Badging Office Hours:** Mon & Tues – 8:30a to 12:00p and 1:00p to 3:30p
Wed, Thurs, Fri – 8:30a to 12:00p

Reporting Requirements

- Report:
 - Requests for Illegal/Unauthorized access
 - Requests for information
 - Social engineering
- Report Security Incidents to:
 - SEC in AID/W
 - RSO Overseas



VISITORS

Visitors to the RRB must be escorted at all times until they exit the turnstiles.

Please escort visitors to the turnstiles and ensure that visitor's badges are turned in to the uniformed guard on duty.

Cell Phones

- USAID Employee Responsibility
 - Visitors cannot use cell phone cameras
- Vulnerabilities
 - Compromise with Open Source Software
 - Listen to Conversations
 - Intercept Messages
 - Eavesdrop Without You Knowing
- No cell phones or blackberries in classified meetings
 - Custodian Responsibility



Overseas Travel

- Have a Safe Trip Abroad
- Always check State Department Travel Warnings:
<http://travel.state.gov/travel/warnings.html>
- Confirm Country Clearances
- Be aware of intelligence/terrorist/criminal





Important Telephone Numbers

All Emergencies	911
Security Operations Center (B2 Level)	712-5644
Office of Security (2.6-A)	712-0990
Badge Office (B2 Level)	712-0736
Helpdesk (B3 Level)	712-1234
CISO (Classified Spillage)	(703) 666-1231 (703) 666-1237 (703) 666-5617



This concludes your Security Training

Please turn in your SF-312 and evaluation forms.



Thank You!

Q. 10

Answer the following questions

1. The following are the names of the states of India. Write the name of the state which is the largest in area.

Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Madhya Pradesh, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Uttar Pradesh, West Bengal.

Q. 11

Write the name of the state which is the smallest in area.

2. Write the name of the state which is the most densely populated.



Thank You

12 FAM 540

SENSITIVE BUT UNCLASSIFIED INFORMATION (SBU)

(CT:DS-117; 11-04-2005)

(Office of Origin: DS/SI/IS)

12 FAM 541 SCOPE

(CT:DS-117; 11-04-2005)

- a. Sensitive but unclassified (SBU) information is information that is not classified for national security reasons, but that warrants/requires administrative control and protection from public or other unauthorized disclosure for other reasons. SBU should meet one or more of the criteria for exemption from public disclosure under the Freedom of Information Act (FOIA) (which also exempts information protected under other statutes), [5 U.S.C. 552](#), or should be protected by the Privacy Act, [5 U.S.C. 552a](#).
- b. Types of unclassified information to which SBU is typically applied include all FOIA exempt categories (ref. [5 U.S.C. 552b](#)), for example:
 - (1) Personnel, payroll, medical, passport, adoption, and other personal information about individuals, including social security numbers and home addresses and including information about employees as well as members of the public;
 - (2) Confidential business information, trade secrets, contractor bid or proposal information, and source selection information;
 - (3) Department records pertaining to the issuance or refusal of visas, other permits to enter the United States, and requests for asylum;
 - (4) Law enforcement information or information regarding ongoing investigations;
 - (5) Information illustrating or disclosing infrastructure protection vulnerabilities, or threats against persons, systems, operations, or facilities (such as, usernames, passwords, physical, technical or network specifics, and in certain instances, travel itineraries, meeting schedules or attendees), but not meeting the criteria for classification under Executive Order (EO) 12958, as amended;
 - (6) Information not customarily in the public domain and related to the protection of critical infrastructure assets, operations, or resources, whether physical or cyber, as defined in the Homeland Security Act, [6 U.S.C. 131\(c\)](#);
 - (7) Design and construction information;
 - (a) Certain information relating to the design and construction of

- diplomatic missions abroad, such as graphic depictions of floor plans and specifications for foreign affairs offices and representational housing overseas, as outlined in the DS Security Classification Guide for the Design and Construction of Overseas Facilities, dated May 2003; and
- (b) Certain information relating to the design and construction drawings and specifications of General Service Administration (GSA) facilities, as outlined in GSA Order PBS 3490.1, dated May 8, 2002.
 - (8) Privileged attorney-client communications (relating to the provision of legal advice) and documents constituting attorney work product (created in reasonable anticipation of litigation); and
 - (9) Inter or intra-agency communications, including emails, that form part of the internal deliberative processes of the U.S. Government, the disclosure of which could harm such processes.
- c. Designation of information as SBU is important to indicate that the information requires a degree of protection and administrative control but the SBU label does not by itself exempt information from disclosure under the FOIA ([5 U.S.C. 552b](#)). Rather, exemption is determined based on the nature of the information in question.

12 FAM 542 IMPLEMENTATION

(CT:DS-117; 11-04-2005)

This policy is effective 11-04-2005.

12 FAM 543 ACCESS, DISSEMINATION, AND RELEASE

(CT:DS-117; 11-04-2005)

- a. U.S. citizen direct-hire supervisory employees are ultimately responsible for access, dissemination, and release of SBU material. All employees will limit access to protect SBU information from unauthorized or unintended disclosure.
- b. In general, employees may circulate SBU material within the Executive Branch, including to locally employed staff (LES), where necessary to carry out official U.S. Government functions. However, additional restrictions may apply to particular types of SBU information by virtue of specific laws, regulations, or international or interagency agreements. Information protected under the Privacy Act, can only be distributed within the Department of State on a "need-to-know" basis and cannot be distributed outside the Department of State except as permitted by specific statutory exemptions or "routine uses" established by the Department of State.
- c. Before distributing any SBU information, employees must be sure that such distribution is permissible and, when required, specifically authorized. (See [5 FAM](#)

470.)

- d. SBU information must be marked whenever practical to make the recipient aware of specific controls. While some documentation, such as standard forms and medical records, does not lend itself to marking, many documents, such as emails, cables, and memoranda, can, and must be marked in accordance with [5 FAM 751.3](#), [5 FAH 1 H-200](#) and [5 FAH-1 H 135](#).
- e. SBU information that is not to be released to non-U.S. citizens, including locally engaged staff, must be marked SBU/NOFORN (Not for release to foreign nationals (NOFORN)). The specific requirements for SBU/NOFORN are identified in [12 FAM 545](#).
- f. Information obtained from or exchanged with a foreign government or international organization as to which public release would violate conditions of confidentiality or otherwise harm foreign relations must be classified in order to be exempt from release under FOIA or other access laws. The SBU label cannot be used instead of classification to protect such information.
- g. Where an individual has expressly authorized his or her personal information to be sent unencrypted over any unsecured electronic medium, such as the Internet, fax transmission, or wireless phone, such information may be transmitted without regard to the provisions and policies set forth in this subchapter. See [5 FAH-4, H-442](#), for guidance on obtaining an individual's authorization to transmit personal information in this manner.

12 FAM 544 SBU HANDLING PROCEDURES

(CT:DS-117; 11-04-2005)

- a. Regardless of method, the handling, processing, transmission and/or storage of SBU information should be effected through means that limit the potential for unauthorized disclosure.
- b. Employees while in travel status or on temporary duty (TDY) assignment should ensure that SBU is adequately safeguarded from unauthorized access in light of the threat conditions and nature of the SBU (see [12 FAM 544.1 d.](#)) (This applies regardless of whether the information is being transported in paper form, CDs, diskettes and other electronic readable media, or on a portable digital device; such as a laptop, wireless or wired, or PDA.)

12 FAM 544.1 Fax Transmission, Mailing, Safeguarding/Storage, and Destruction of SBU

(CT:DS-117; 11-04-2005)

- a. Unintended recipients can intercept SBU information transmitted over unencrypted electronic point-to-point links, such as Voice over Internet Protocol methodology (VoIP), telephones or faxes.
- b. Employees transmitting SBU information should consider whether specific

- information warrants a higher level of protection accorded by a secure fax, phone, or other encrypted means of communication. Employees transmitting SBU information via non-secure fax must ensure that an authorized recipient is ready to receive it at the other end.
- c. SBU information may be sent via the U.S. Postal Service (USPS) or a commercial delivery service, e.g., Fed Ex, DHL. SBU information, except SBU/NOFORN, (see [12 FAM 545](#)) mailed to posts abroad should be sent via unclassified registered pouch or to a Military Postal Facility (MPF) via USPS, whenever practicable. Use of foreign mail services is authorized, if required. Except in those cases where the pouch is utilized, mail must be packaged in a way that does not disclose its contents or the fact that it is SBU.
 - d. During non-duty hours, SBU information and removable electronic media in U.S. Government facilities must be secured within a locked office or suite, or secured in a locked container. Employees in possession of SBU outside U.S. Government facilities must take adequate precautions that afford positive accountability of the information and to protect SBU information from unauthorized access such as storage in a locked briefcase or desk in a home office. SBU should not be left unsecured (e.g. lock in room safe) in unoccupied hotel rooms or unattended in other public spaces.
 - e. Custodians of medically privileged information must ensure that it is secured when not in use.
 - f. Destroy SBU documents by shredding or burning, or by other methods consistent with law or regulation.

12 FAM 544.2 Automated Information System (AIS) Processing and Transmission

(CT:DS-117; 11-04-2005)

The requirements for processing SBU information on a Department AIS are established in [12 FAM 620](#) and [5 FAM 700](#). Where warranted by the nature of the information, employees who will be transmitting SBU information outside of the Department network on a regular basis to the same official and/or most personal addresses, should contact IRM/OPS/ITI/SI/PKI to request assistance in providing a secure technical solution for those transmissions. Availability of a Public Key Infrastructure (PKI) solution for a home computer will depend upon the computer's operating system (e.g., Windows(r) XP). Employees participating in the home PKI and telework program must complete the requisite training and sign an acknowledgement statement prior to being issued the approved security measures/equipment.

12 FAM 544.3 Electronic Transmission Via the Internet

(CT:DS-117; 11-04-2005)

- a. It is the Department's general policy that normal day-to-day operations be conducted on an authorized AIS, which has the proper level of security control to

- provide nonrepudiation, authentication and encryption, to ensure confidentiality, integrity, and availability of the resident information. The Department's authorized telework solution(s) are designed in a manner that meet these requirements and are not considered end points outside of the Department's management control.
- b. The Department is expected to provide, and employees are expected to use, approved secure methods to transmit SBU information when available and practical.
 - c. Employees should be aware that transmissions from the Department's OpenNet to and from non-U.S. Government Internet addresses, and other .gov or .mil addresses, unless specifically directed through an approved secure means, traverse the Internet unencrypted. Therefore, employees must be cognizant of the sensitivity of the information and mandated security controls, and evaluate the possible security risks and then decide whether a more secure means of transmission is warranted (i.e., secure fax, mail or network, etc.)
 - d. In the absence of a Department-provided secure method, employees with a valid business need may transmit SBU information over the Internet unencrypted after carefully considering that:
 - (1) SBU information within the category in 12 FAM 541b(7)(a) and (b) must never be sent unencrypted via the Internet;
 - (2) Unencrypted information transmitted via the Internet is susceptible to access by unauthorized personnel;
 - (3) Email transmissions via the Internet generally consist of multipoint communications that are routed to their destination through the path of least resistance, which may include multiple foreign and U.S. controlled Internet service providers (ISP);
 - (4) Once resident on an ISP server, the SBU information remains until it is overwritten;
 - (5) Unencrypted email transmissions are subject to a risk of compromise of information confidentiality or integrity;
 - (6) SBU information resident on personally owned computers connected to the Internet is generally more susceptible to cyber attacks and/or compromise than information on government owned computers connected to the Internet;
 - (7) The Internet is globally accessed (i.e., there are no physical or traditional territorial boundaries). Transmissions through foreign ISPs or servers can magnify these risks; and
 - (8) Current technology can target specific email addresses or suffixes and content of unencrypted messages.
 - e. SBU information must not be posted on any public Internet website, discussed in a publicly available chat room or any other public forum on the Internet.
 - f. To preclude inadvertent transmission of SBU information prohibited on the

Internet, AIS users must **not** use an "auto-forward" function to send emails to an address outside the Department's network.

g. SBU information created on or downloaded to publicly available non- U.S. Government owned computers, such as Internet kiosks, should be removed when no longer needed.

h. All users who process SBU information on personally owned computers must ensure that these computers will provide adequate and appropriate security for that information. This includes:

- (1) Disabling unencrypted wireless access;
- (2) The maintenance of adequate physical security;
- (3) The use of anti-virus and spyware software; and
- (4) Ensuring that all operating system and other software security patches, virus definitions, firewall version updates, and spyware definitions are current.

12 FAM 544.4 SBU Transmission Between State Department Facilities

(CT:DS-117; 11-04-2005)

All SBU transmissions between Department facilities must be encrypted to current NIST, DS, and IT CCB standards.

12 FAM 545 SBU/NOFORN INFORMATION

(CT:DS-117; 11-04-2005)

- a. SBU/NOFORN information is information determined by the originator or a classification guide to be prohibited for dissemination to non-U.S. citizens. It must be labeled SBU/NOFORN.
- b. As the NOFORN caveat indicates, this type of SBU information warrants a degree of protection greater than that of standard SBU information. Therefore, employees must:
 - (1) Process and transmit SBU/NOFORN information only on a system authorized by the Department for classified information transmission, storage and processing;
 - (2) Fax or discuss (over telephone lines) SBU/NOFORN information only via encrypted telephone lines;
 - (3) Mail SBU/NOFORN information to posts via classified pouch or to a MPF via USPS registered mail. Mail sent via USPS registered must be packaged in a way that does not disclose its contents or the fact that it is SBU/NOFORN;
 - (4) Secure SBU/NOFORN information during non-duty hours following the same

guidelines for CONFIDENTIAL information; and

- (5) Destroy SBU/NOFORN documents in a Department-approved manner, such as by shredding, burning, or other methods consistent with law or regulation for the destruction of classified information.

12 FAM 546 THROUGH 549 UNASSIGNED

CONFIDENTIAL INFORMATION

(b) (7) - Exemption from disclosure under the Freedom of Information Act, 5 U.S.C. 552(b)(7), because the information is confidential or otherwise exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552(b)(7).

CONFIDENTIAL - SECURITY INFORMATION

Marking Classified National Security Information

As required by Executive Order 13526, Classified National Security Information,
December 29, 2009,
and
32 C.F.R. Part 2001, ISOO Implementing Directive, effective June 25, 2010



December 2010

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Introduction

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

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

Reminders

- ❖ Only individuals specifically authorized in writing may classify documents originally.
- ❖ Only individuals with the appropriate security clearance, who are required by their work to restate classified source information, may derivatively classify information.
- ❖ The terms “Top Secret,” “Secret,” and “Confidential” are not to be used to mark executive branch information that has not been properly designated as classified national security information under E.O. 13526.
- ❖ Information shall not be classified for any reason unrelated to the protection of the national security.
- ❖ Classifiers and authorized holders are responsible for ensuring that information is appropriately classified and properly marked.
- ❖ Individuals who believe that information in their possession is inappropriately classified, or inappropriately unclassified, are expected to bring their concerns to the attention of responsible officials.
- ❖ The following markings are not authorized in the “Declassify On” line:
 - “Originating Agency’s Determination Required” or “OADR” for documents created after October 14, 1995;
 - “X1,” “X2,” “X3,” “X4,” “X5,” “X6,” “X7,” or “X8” for documents created after September 22, 2003;
 - “Manual Review” or “MR;”
 - “DNI Only” or “DCI Only;” and
 - “Subject to treaty or international agreement.”
- ❖ The “25X1-human” marking may be used only when a derivative classifier is carrying it forward from a source document.

Section 1: Originally Classified Documents

The following is an example of a document that an original classifier has determined requires protection under E.O. 13526. It contains the primary markings required under the Order, including:

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

NOTE: Ensure the document you create is dated. Having the correct date of origin of the document may be critical when creating other documents using your originally classified document as a source.

Section 1: Originally Classified Documents



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

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

Document before the markings are applied.

Document after the markings are applied.

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5

Reason: 1.4(a)

Declassify On: 20150627

SECRET

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

Step 1 – Portion marking

- ❖ Identify the classification level of each portion.
 - A portion is ordinarily defined as a paragraph, but also includes subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, bullets and other portions within slide presentations, and the like.
 - Portion markings consist of the letters “(U)” for Unclassified, “(C)” for Confidential, “(S)” for Secret, and “(TS)” for Top Secret.
 - The two paragraphs of this sample document contain “Secret” and “Unclassified” information, respectively.
 - The abbreviations, in parentheses, are placed before the portion to which they apply. Portion mark as illustrated in this example.



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

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


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

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

Step 2 – Overall classification marking

- ❖ Identify the overall classification of the document. This will be equal to the highest classification level of any one portion found in the document. In this example, the highest classification is “Secret,” found in paragraph 2.
 - Conspicuously place the overall classification at the top and bottom of the page.
 - If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover (if any).
 - Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

SECRET

NOTE: Some agencies require additional dissemination and control markings that accompany the overall classification markings. Contact your security manager for agency-specific guidelines.

Step 3 – Classification authority block: “Classified By” line

- ❖ Identify the original classification authority (OCA) by name and position or personal identifier.
 - If the identity of the originating agency or office is not apparent on the face of the document, place it immediately following the name and position or personal identifier provided in the “Classified By” line.

The diagram illustrates two examples of classification authority blocks. The top example shows a document with the word "SECRET" at the top, followed by a star logo and the text "Department of Good Works, Washington, D.C. 20006". Below this is a date "June 27, 2010", the title "MEMORANDUM FOR THE DIRECTOR", and the sender "From: John E. Doe, Chief Division 5". The subject is "Subject: (U) Examples". The body contains three paragraphs of text. The bottom paragraph is followed by the text "Classified By: John E. Doe, Chief Division 5" in red. A blue box labeled "OCA by name and position" has an arrow pointing to this text. The bottom example shows a similar document structure, but the "Classified By" text is "Classified By: ID # 54632" in red. A blue box labeled "OCA by personal identifier" has an arrow pointing to this text. Both documents have "SECRET" at the top and bottom.

SECRET

Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

3. (C) Paragraph 3 contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5

SECRET

OCA by name and position

OCA by personal identifier

SECRET

Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

3. (C) Paragraph 3 contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses preceding the portion.

Classified By: ID # 54632

SECRET

Step 4 – Classification authority block: “Reason” for classification line

❖ Place the number 1.4 plus the letter(s) that correspond(s) to the classification category in section 1.4 of E.O. 13526. These categories, as they appear in the Order, include the following:

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

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5

Reason: 1.4(c)

SECRET

Step 5 – Classification authority block: “Declassify On” line

❖ This indicates the duration of classification. An original classifier must choose one of the following declassification instructions, selecting whenever possible, the declassification instruction that will result in the shortest duration of classification.

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

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20150701

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

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

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

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

❖ Exceptions to this sequence:

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

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

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

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

NOTE: When 50X1-HUM and 50X2-WMD are used, a specific date or event for declassification of the information will not be used. Approval by the ISCAP is not required prior to agency use of 50X1-HUM or 50X2-WMD; however, it will need to be included in a classification guide with sufficient detail to enable effective use.

Section 2: Derivatively Classified Documents

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

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

The following examples are of a properly marked source document and a properly marked derivative document, followed by the steps taken to create the derivative document.

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

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

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify On: 20151231

SECRET

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

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

SECRET

Step 1 - Portion marking

Paragraph 1 of the derivative document incorporates information from paragraph 2 of the source document. Therefore, the portion marking is carried over to the derivative document.

Derivative Document



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples


1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).

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

Section 2: Derivatively Classified Documents

Source Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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


SECRET

Step 2 - Overall classification marking

The highest level of any portion of this derivative document is "Secret." Therefore, conspicuously place an overall classification of "SECRET" at the top and bottom of the derivative document.

Derivative Document

SECRET

 Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

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

SECRET

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Step 3 – Classification authority block: "Classified By" line

Derivative classifiers shall be identified by name and position, or by personal identifier, in a manner that is immediately apparent on each derivatively classified document.

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

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

Classified By: Joe Carver, Director

SECRET

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

Section 2: Derivatively Classified Documents

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Step 4 – Classification authority block: "Derived From" line

Concisely identify the source document or the classification guide on the "Derived From" line, including the agency and, where available, the office of origin, and the date of the source or guide.

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

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

Classified By: Joe Carver, Director

**Derived From: Department of Good Works
Memorandum dated June 27, 2010, Subj: (U) Examples**

SECRET

Step 4 - "Derived From" line, cont'd

When using multiple source documents, the "Derived From" line shall appear as:

Derived From: Multiple Sources

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


Sources:

1. Dept of Good Works Memorandum dated June 27, 2010, Subj: Examples
2. Dept of Good Works Memorandum dated May 30, 2009, Subj: Examples
3. Radar SCG dated February 2, 2006, item 27

A document derivatively classified on the basis of a source document that is itself marked "Multiple Sources" shall cite the source document on its "Derived From" line rather than the term "Multiple Sources." An example might appear as:

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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


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

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
 Declassify On: 20200627

SECRET

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).

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

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: Examples
 Declassify On: 20200627

SECRET

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Step 5 – Classification authority block: "Declassify On" line

The derivative classifier shall carry forward the instructions on the "Declassify On" line from the source document to the derivative document, or the duration instruction from the classification or declassification guide. *(See the following pages for additional guidance when the source document contains missing, unauthorized, or multiple declassification instructions.)*

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

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

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


SECRET

Declassification Instructions on Derivatively Classified Documents:

If the source document is missing the declassification instruction, then a calculated date of 25 years from the date of the source document (if available) or the current date (if the source document date is not available) shall be carried forward by the derivative classifier.

Source Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Missing
declassification
date

Derivative Document

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

SECRET


Section 2: Derivatively Classified Documents

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively on the basis of more than one source document or more than one element of a classification guide, the "Declassify On" line shall reflect the longest duration of classification of any of its sources.

Source Document 1

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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


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

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

SECRET

Source Document 2

SECRET

 Department of Good Works
Washington, D.C. 20006

May 30, 2009

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20290530

SECRET

Of the two declassification dates, 20151231 and 20290530, the date from source document 2 has the longest duration of classification and will be carried forward to the derivative document.

SECRET

Classified By: Joe Carver, Director
Derived From: Multiple Sources
Declassify On: 20290530

SECRET

Multiple Sources

Derivative Document

If the source documents contain multiple 25X markings, only one of the markings is required to be placed on the derivative document, as long as it is the one with the longest duration of classification. For example:

Document 1 – 25X3, 20350215

Document 2 – 25X5, 20320510

Document 3 – 25X4, 20301220

The marking from document 1 (25X3, 20350215) would be carried over to the derivative document and placed in the “Declassify On” line.

When determining the most restrictive declassification instruction among multiple source documents for placement in the “Declassify On” line, adhere to the following hierarchy:

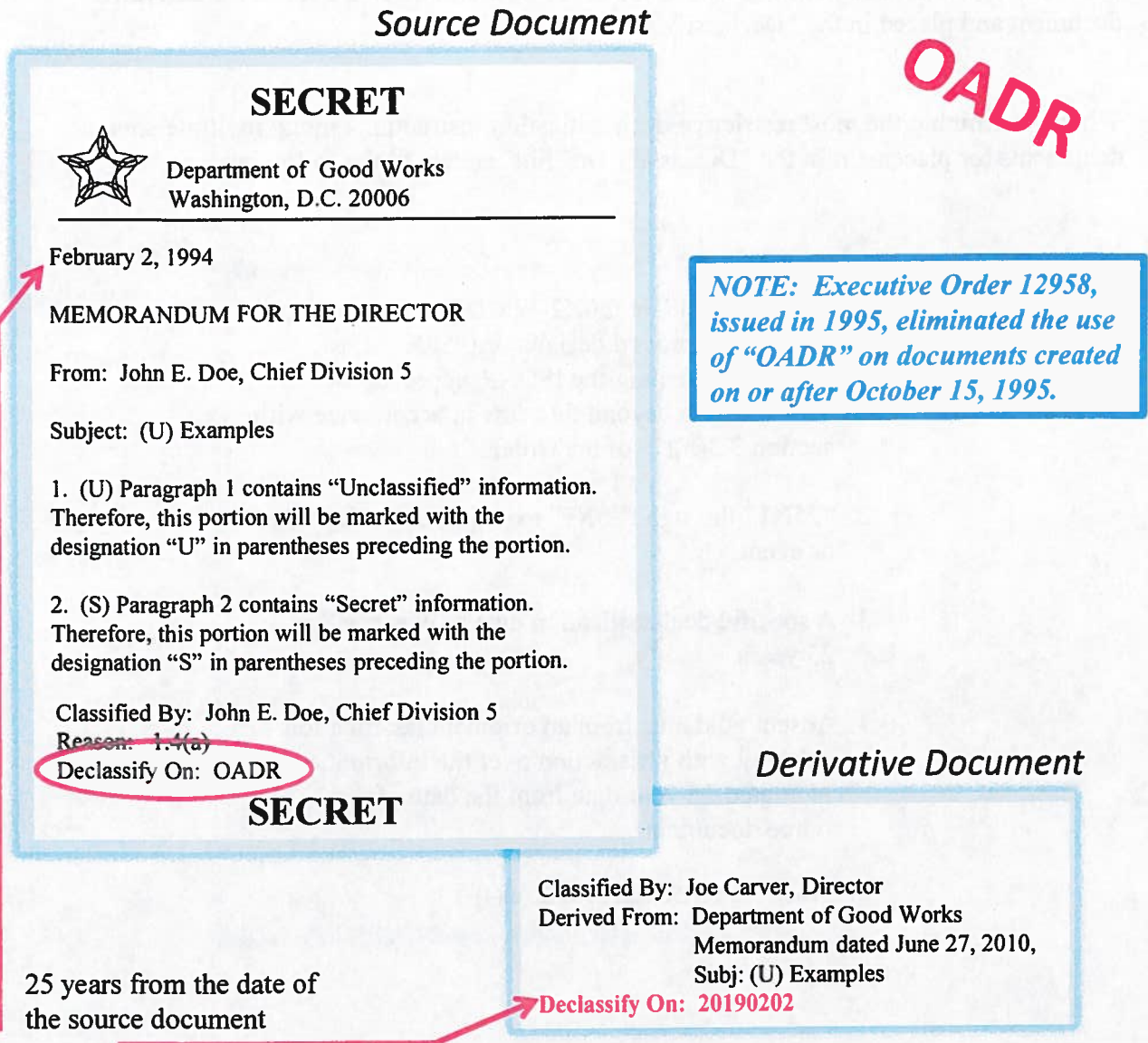
1. “50X1-HUM” or “50X2-WMD” exemptions, or an ISOO-approved designator (“50X1” through “50X9”) reflecting the ISCAP approval for classification beyond 50 years in accordance with section 3.3(h)(2) of the Order.
2. “25X1” through “25X9” exemptions, with a date or event.
3. A specific declassification date or event within 25 years.
4. Absent guidance from an original classification authority with jurisdiction over the information, a calculated 25-year date from the date of the source document.

Reference: 32 C.F.R. Part 2001.22(e)(4)

Section 2: Derivatively Classified Documents

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.



If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.

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

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

August 20, 2002

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5

Reason: 1.4(a)

Declassify on: X3

SECRET

NOTE: Executive Order 12958, as amended, issued in 2003, eliminated the use of X1, X2, X3, X4, X5, X6, X7, and X8 on documents created on or after September 22, 2003.

Derivative Document

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

Declassify On: 20270820

SECRET

25 years from the date of the source document

If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.


Section 2: Derivatively Classified Documents

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings X1, X2, X3, X4, X5, X6, X7, and X8, the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.

Source Document

SECRET

 Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

MR

NOTE: "MR" (Manual Review) was neither intended nor authorized as a marking for the "Declassify on" line on documents classified under any executive order. If "MR" appears in the "Declassify on" line of a source document, mark the derivative document with a declassification date no more than 25 years from the date of the source document.

Derivative Document

Classified By: Joan Smith, Program Analyst
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify On: 20290215

SECRET

25 years from the date of the source document


If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.

Declassification Instructions on Derivatively Classified Documents:

When a source document contains the declassification instruction "DNI Only" or "DCI Only," the derivative document will be marked as "Declassify On: 25X1, E.O. 12951."

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

**DNI Only
and
DCI Only**

Derivative Document

Classified By: Joan Smith, Program Analyst
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify on: **25X1, E.O. 12951**

SECRET

Change "DNI Only/DCI Only" to "25X1, E.O. 12951."



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

Section 2: Derivatively Classified Documents

Declassification Instructions on Derivatively Classified Documents:

When creating a new, originally classified U.S. document containing FGI, the statement "Subject to Treaty or International Agreement" is not to be used in the "Declassify On" line.

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: ~~Subject to Treaty or International Agreement~~

SECRET
THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

Subject to Treaty or International Agreement

If this marking still appears on a document being used as a source, the marking annotated on the derivative document will be changed to a date that is 25 years from the date of the source document. If the source document does not contain a date, then the declassification date will be 25 years from the date of the derivative document's creation.

Source Document

May 15, 2000

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: ~~Subject to Treaty or International Agreement~~

SECRET
THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

Derivative Document

June 21, 2003

Classified By: Joan Smith, Program Analyst
Derived From: [Agency] Memorandum dated May 15, 2000
Declassify On: June 21, 2025

SECRET
THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

25 years from the date of the source document

Declassification Instructions on Derivatively Classified Documents:

25X1-human exemption

Source Document

Classified By: Joe Carver, Director
Reason: 1.4(c)
Declassify On: 25X1-human
SECRET

Derivative Document

Classified By: Joan Smith, Program Analyst
Derived From: Department of Good Works Memorandum
dated June 27, 2010, Subj: (U) Examples
Declassify On: 25X1-human
SECRET

Carry over the declassification instruction "25X1-human" from the source document to the derivative document. **Do not change to "50X1-HUM"** without authorization from the originating agency.

Declassification Instructions on Derivatively Classified Documents:

Use of 25X1 through 25X9 Exemptions

The 25X__ exemptions may only be used on the “Declassify On” line if an agency has identified permanently valuable information that needs to be exempted from automatic declassification at 25 years and has received approval from the Interagency Security Classification Appeals Panel (ISCAP) to exempt the information and to incorporate the exemption into a classification guide. (See 32 C.F.R. Part 2001.26.)

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



Department of Good Works
Washington, D.C. 20006

SECRET

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET

Use of 50X and 75X Exemptions

In extraordinary cases, agency heads may, within five years of the onset of automatic declassification, propose to further exempt specific information from declassification at 50 years and at 75 years. These are subject to approval by the ISCAP.

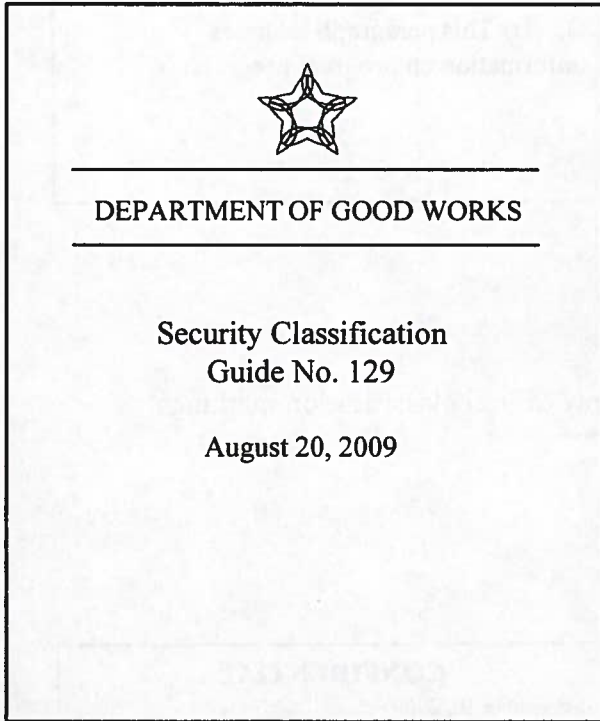
ISCAP-approved exemptions at 50 and 75 years will include a date or event that has been approved by the ISCAP.

Classified By: John E. Doe, Chief Division 5
Derived From: SCG title and date
Declassify On: 50X4, 20750215

Classified By: John E. Doe, Chief Division 5
Derived From: SCG title and date
Declassify On: 75X5, 20901231

Derivatively Classifying from a Classification Guide

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



This is a page from a sample guide.

Classification Guide No. 129			
Subject	Classification Instructions		
	<u>Level</u>	<u>Reason</u>	<u>Duration</u>
1. Program Planning	U		
2. Program Progress	U		
3. Technical Scope of A.B.C.	C	1.4(e)	25 years
4. Vulnerabilities	S	1.4(g)	June 23, 2019
5. Limitations	U		

Section 2: Derivatively Classified Documents

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

September 10, 2009 **(U)** Title

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

CONFIDENTIAL

September 10, 2009
(U) Title

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

CONFIDENTIAL

2. Apply overall classification markings.

CONFIDENTIAL

September 10, 2009
(U) Title

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

Classified By: John Doe, Program Analyst
Derived From: Department of Good Works
Classification Guide No. 129, dated
August 20, 2010, Item 3
Declassify On: 20340910

CONFIDENTIAL

3. Apply classification authority block.

Declassification date is 25 years from the date of document creation as specified in the security classification guide.

Section 3: Additional or Special Markings


Classification Extensions

Only an OCA with jurisdiction over the information may extend the duration of classification for up to 25 years from the date of the origin of the document.

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

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

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2008

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

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

SECRET

Classification by Compilation

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

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

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

Examples of markings that may be applied to documents that are classified by compilation are on the next page.

Example 1

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

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

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

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

SECRET

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

Example 2

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

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

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

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

SECRET

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

Foreign Government Information

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

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

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

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

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

SECRET



Department of Good Works
Washington, D.C. 20006

February 15, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: February 15, 2035

SECRET

THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

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

SECRET


THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

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

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

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

SECRET//RESTRICTED DATA

 Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

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

SECRET//RESTRICTED DATA

Transmittal Document

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


An unclassified transmittal document shall indicate on its face:

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

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

Unclassified Transmittal Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Transmittal Document


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

SECRET

**This page UNCLASSIFIED when
classified enclosure removed**

Classified Transmittal Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Transmittal Document

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

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

SECRET

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

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

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

SECRET

Classified Transmittal Document that Contains Downgrading Instructions

Section 4: Examples

Slide Presentations

SECRET

(U) Examples of PowerPoint Slide Markings

May 27, 2010

Classified By: ID #85967
Derived From: SCG Title, Date
Declassify On: 20150527

SECRET

Title slide:

- Portion markings
- Overall markings
- Classification authority block (may be placed on either first or last slide of presentation)

SECRET

(U) Example of Slide Markings

Slide 2:

- Portion markings
- Overall markings

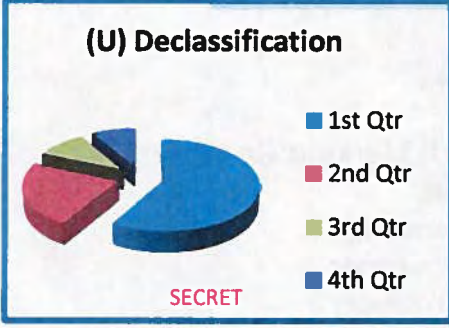
- (S) This bullet contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.
- (U) This bullet contains “Unclassified” information. Therefore this portion will be marked with the designation “U” in parentheses preceding the portion.

SECRET

SECRET

(U) This slide demonstrates how to properly mark a slide that contains a chart, graph, picture, etc.

(U) Declassification



SECRET

Slide 3:

- Portion markings
- Overall markings

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

SECRET

Section 4: Examples

2SECRET

1(U) Introduction to Marking
Slide Presentations

August 17, 2010

3 Classified By: ID #85967
4 Derived From: Multiple Sources
5 Declassify On: 20150817

6 Multiple Sources: Basic SCG, January 5, 2009
[Agency] Memo, March 10, 2010, Subj: (U) Markings

2SECRET

1. Portion marking
2. Overall classification of document
3. "Classified by:" line
4. "Derived from:" line
5. "Declassify on:" line
6. List of multiple sources

May be annotated on either first or last slide

SECRET **2**

1(U) Marking Requirements

1(U) Topic number 1
1(U) Topic number 2
1(U) Topic number 3
1(U) Topic number 4
1(U) Topic number 5

SECRET **2**

1. Portion marking
2. Overall classification of page

Note: the overall classification on internal slide may be the classification of the document, or the classification of the individual slide.

UNCLASSIFIED **2**

1 (U) Marking Requirements

1 (U) Topic number 1.
1 (U) Topic number 2.
1 (U) Topic number 3
1 (U) Topic number 4.
1 (U) Topic number 5.

UNCLASSIFIED **2**

SECRET

(U) Use of Bullet Points

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

Note: per 32 C.F.R. 2001.21(c)(3), if the sub-portions are the same classification as the main portion, the sub-portions do not require marking.

However, if the portions are not all the same classification, then all main and sub-bullets must be individually marked.

Classified By: ID # 87596
Derived From: SCG title, dtd 17 April 2009
Declassify On: 20140417

SECRET

The same rules apply for paragraphs and sub-paragraphs



SECRET

- (S) Main paragraph 1
 - Sub-paragraph 1
 - Sub-paragraph 2
 - Sub-paragraph 3
- (U) Main paragraph 2
 - (S) Sub-paragraph 1
 - (U) Sub-paragraph 2
 - (U) Sub-paragraph 3
 - (C) Sub-paragraph 4
 - (S) Sub-paragraph 5

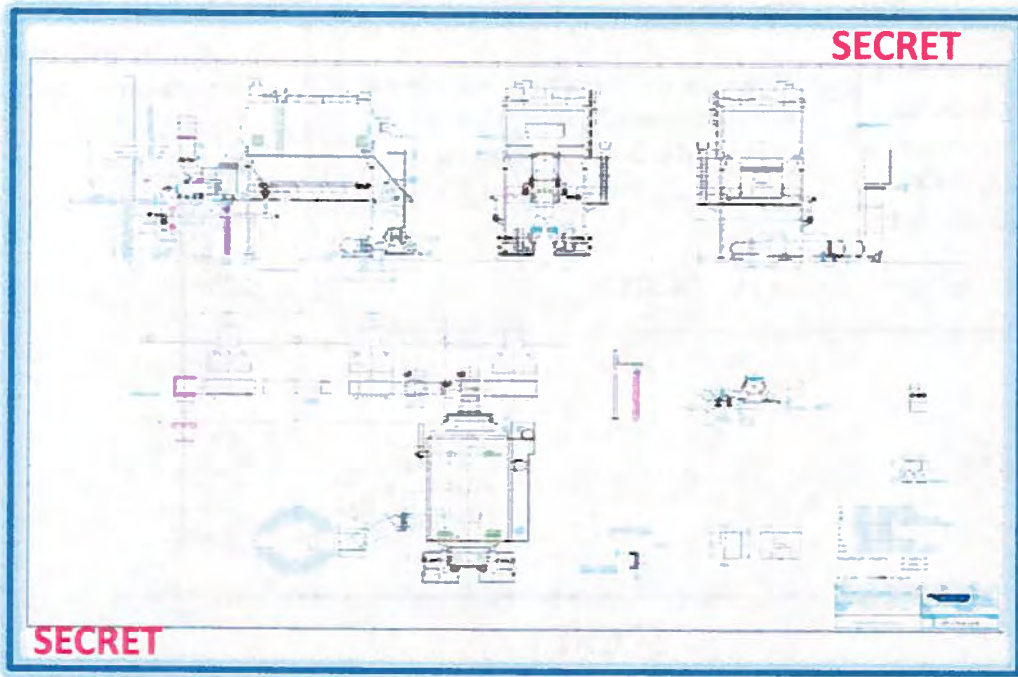
Classified By: ID # 87596
Derived From: SCG title, dtd 17 April 2009
Declassify On: 20140417

SECRET

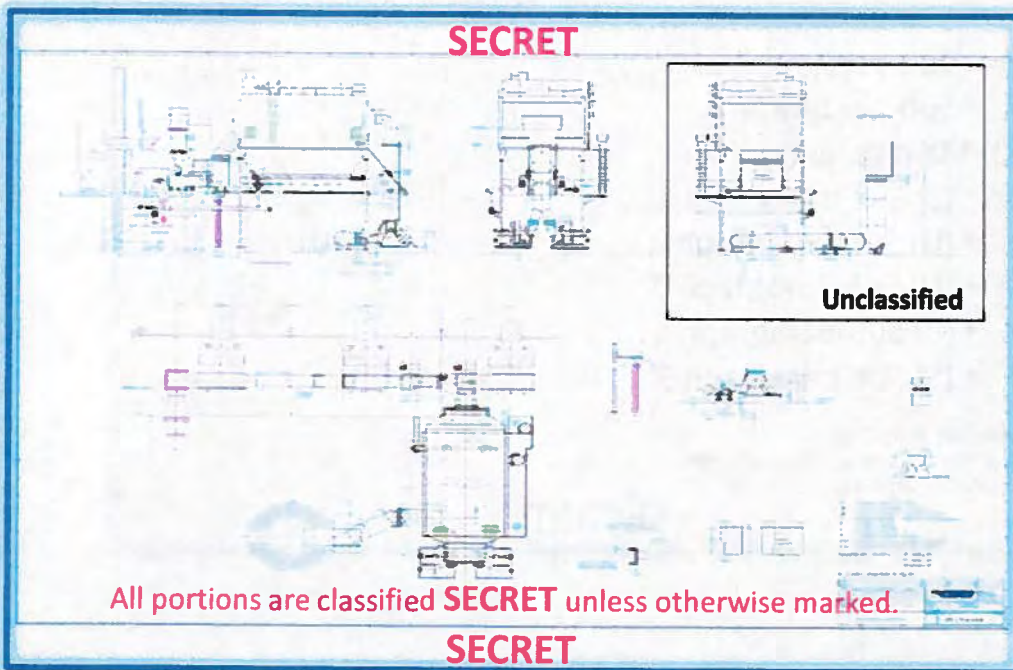
Section 4: Examples

Options for Marking Complex Slides

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

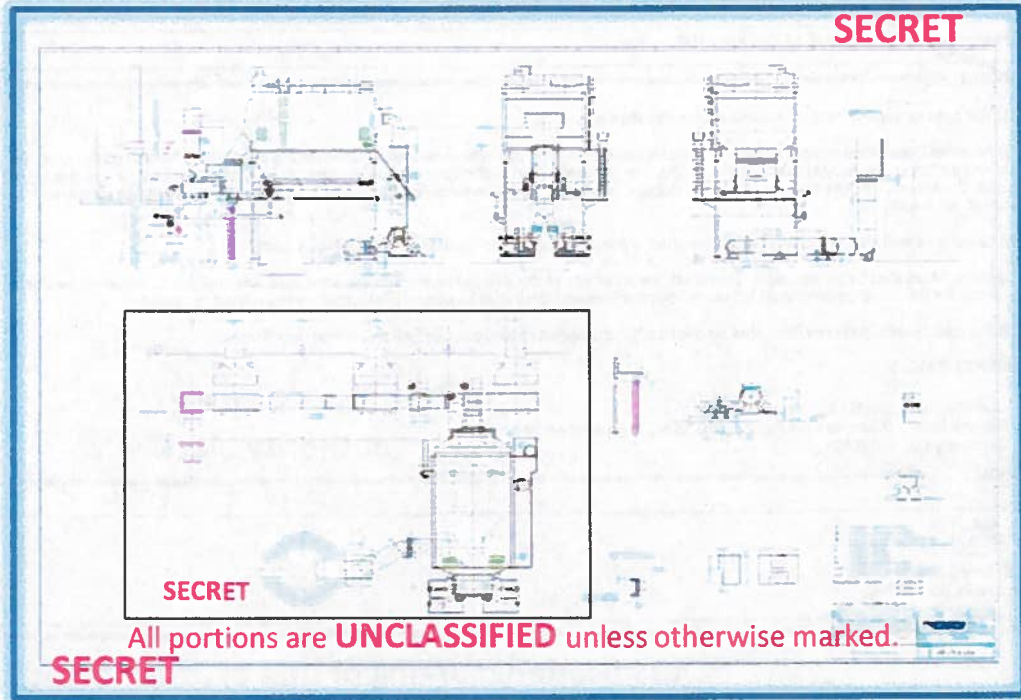


Option 1: When all portions are classified at the same level, mark the overall classification of the slide only; this annotates that everything on this diagram is classified at that level.



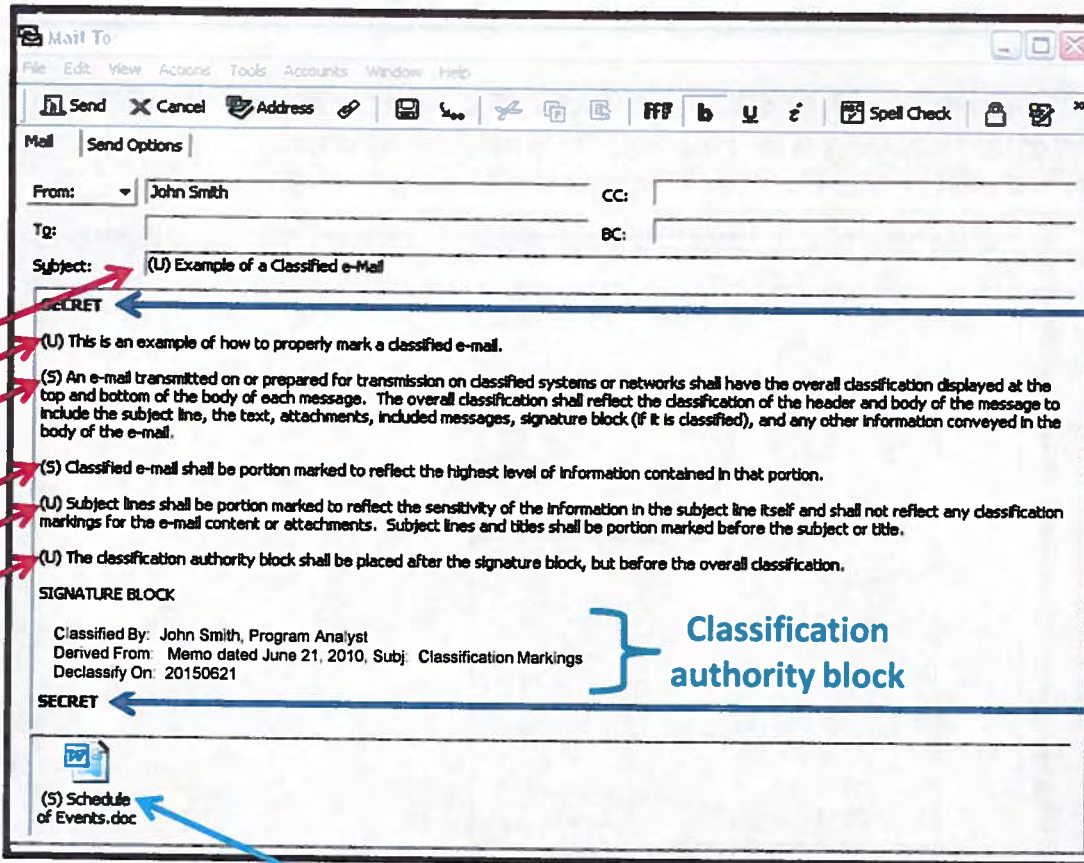
Option 2: When a majority of the portions are classified, mark the overall classification of the slide, indicate the classification of the majority of the portions, and portion mark the exceptions.

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



E-Mail

Section 4: Examples



Portion markings

Overall classification

Classification marking of title of attachment

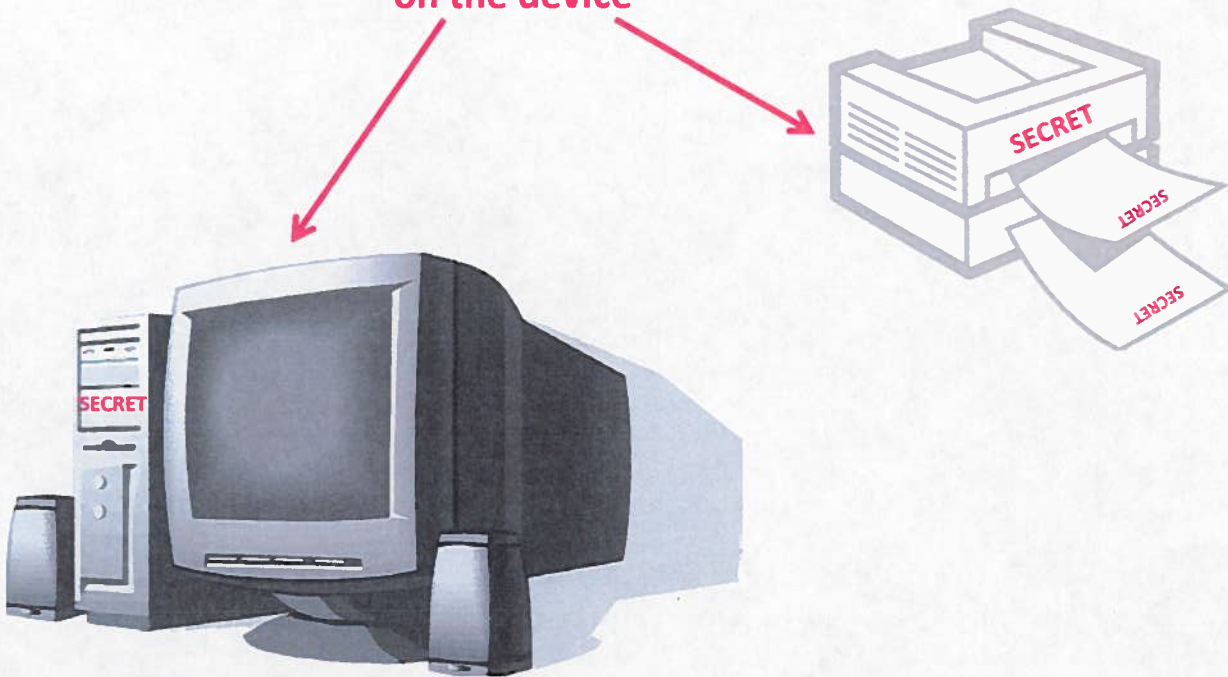
Note: This is the classification of the title of the attachment, and not the classification of the file itself. Most titles should be unclassified, but this example shows an attachment with a classified title.

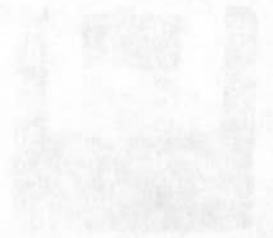
Marking of Electronic Storage Media and Equipment



Marked with the highest classification level of information stored on the device

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





Handing of Birth Control Pills - Media and Family

Handing of Birth Control Pills - Media and Family

Handing of Birth Control Pills - Media and Family

Handing of Birth Control Pills - Media and Family

Handing of Birth Control Pills - Media and Family

Handing of Birth Control Pills - Media and Family





