Executive Order 13526, “Classified National Security Information”

Sec.1.6.(a) states: *At the time of original classification*, the following shall be indicated...

- The identity, by name and position, or by personal identifier, of the original classification authority
- A concise reason for classification that cites the applicable classification categories in section 1.4 of the Order
- Declassification instructions


§2001.21(a) states: *At the time of original classification*, the following shall be indicated...

- The name and position, or personal identifier, of the original classification authority
- The reason for classification from section 1.4 of E.O. 13526
- Declassification instructions

Sec.2.1(b).(a) states: *Persons who apply derivative classification markings*, the following shall...

- Be identified by name and position, or by personal identifier, in a manner that is immediately apparent
- Carry forward to any newly created document, the date or event for declassification that corresponds to the longest period of classification among the sources
- A listing of source materials


§2001.22 states: *At the time of derivative classification*, the following shall be indicated...

- Identity of persons who apply derivative classification markings
- The source of derivative classification
- Declassification instructions
**Originally Classified Document**

Step 1: portion mark  
Step 2: overall classification marking  
Step 3: classification authority block

**Example:**

**Classified By:** Peggy Ushman, Senior Program Analyst  
**Reason:** 1.4(d)  
**Declassify On:** 20241106

**NOTE:**

IAW 32 CFR 2001.22(d), the reason for classification is not transferred in a derivative classification action. It is only placed on originally classified documents.

**Derivatively Classified Document**

Step 1: portion mark  
Step 2: overall classification marking  
Step 3: classification authority block

**Example:**

**Classified By:** Carl Smith, Program Analyst  
**Derived From:** Multiple Sources  
**Declassify On:** 20360515

**Declassify On:** If using a single source document, the declassification date is carried over to the newly created document. If using a classification guide, use the date that is annotated in the guide. If using multiple sources, the date or event for declassification that corresponds to the longest period of classification among the sources will be annotated.

**TOP SECRET**

(U) The Basics

(S) There are three levels of classification – TOP SECRET, SECRET, and CONFIDENTIAL.

(U) There are three steps when properly marking a classified document:

(C) PORTION MARK all paragraphs, subparagraphs, subjects, titles, charts, pictures, etc. of a document.

(S) The PORTION MARKS will determine the OVERALL CLASSIFICATION of the document.

(U) The CLASSIFICATION AUTHORITY BLOCK will identify the individual who created the document, the source of classification, and the declassification instructions.

(TS) There is no difference in the rules when marking a document electronically.

Classified By: Peggy Ushman, Senior Program Analyst  
**Derived From:** [title] Classification Guide, dated January 5, 2012  
**Declassify On:** 20241106

Classification markings are for training use only!