

Classification Authority Block

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

32 CFR Part 2001, “Classified National Security Information”

§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

Executive Order 13526, “Classified National Security Information”

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

32 CFR Part 2001, “Classified National Security Information”

§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

Classified By: [OCA, by name and position, or personal identifier]
Reason: [from section 1.4, E.O. 13526]
Declassify On: [declassification instruction]

Derivatively Classified Document

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

Classified By: [derivative classifier, by name and position, or personal identifier]
Derived From: [source information, whether it be a single document, classification guide, or multiple sources]
Declassify On: [declassification instruction]

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.*

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

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.*

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

TOP SECRET