

Derivative Classification Training

*Information Security Oversight Office
National Archives and Records Administration*

August 2017

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Introduction

Original classification vs derivative classification

- **Original Classification** is the initial determination that information requires, in the interest of the national security, protection against unauthorized disclosure.
- **Derivative Classification** is the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information.

Required training

- Original classification authorities (OCA) are required to have training every year.
- Derivative classifiers are required to have training every two years.

References

Executive Order 13526, “Classified National Security Information,” December 29, 2009

32 CFR part 2001, “Classified National Security Information,” June 25, 2010

“Marking Classified National Security Information,” December 2010, Revision 3, January 2017

www.archives.gov/isoo

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Principles of Derivative Classification

Avoiding Over-Classification

Information Sharing

Classification Levels

Reasons for Classification

Duration of Classification

Prohibitions and Limitations

Classification Challenges

Identification and Markings

Security Classification Guides

Sanctions

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Avoiding Over-Classification

- H.R. 553, *Reducing Over-Classification Act*, signed October 7, 2010
- Legislation to decrease over-classification and promote information sharing across the federal government and with state, local, tribal, and private sector entities.
- Over-classification of information causes considerable confusion regarding what information may be shared with whom, and negatively affects the dissemination of information.

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Access to Classified Information

A person may have access to classified information provided that:

- a favorable determination of eligibility for access has been made by an agency head or the agency head's designee;
- the person has signed an approved nondisclosure agreement, i.e. SF 312 or similar document; and
- the person has a need-to-know the information.

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SF 312

IMPORTANT NOTICE in regards to Standard Form 312 (SF312). In accordance with the National Counterintelligence and Security Center, Office of the Director of National Intelligence, the following guidelines are provided: 1) Previously executed SF 312s do not need to be re-signed by incumbent individuals, and are still enforceable provided agencies give employees notice of the required statutory statement, 2) Both the 32 CFR § 2001.80, Subpart H as well as ISOO Notice 2009-16 prohibits use of Electronic Signatures on the SF 312 and both are still in effect; Currently the ODNI has no plans to update the policy, and 3) This announcement and instructions apply equally to all agencies, facilities and persons who have previously executed a SF 312 whether Civil Service, Military or Civilian Contractor. **Please direct all inquiries regarding the SF 312 to SECEA@dni.gov.** Additional information can be found at <https://www.ncsc.gov/sea/forms/SF312.html>.

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Levels of Classification

Section 1.2, E.O. 13526

Top Secret shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **exceptionally grave damage** to the national security that the original classification authority is able to identify or describe.

Secret shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **serious damage** to the national security that the original classification authority is able to identify or describe.

Confidential shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **damage** to the national security that the original classification authority is able to identify or describe.

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Reasons for Classification

Section 1.4, E.O. 13526

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

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Duration of Classification

Section 1.5, E.O. 13526

At the time of original classification, the OCA shall establish a specific date or event for declassification based on the duration of the national security sensitivity of the information.

- 10 years from the date of the original decision
- Up to 25 years from the date of origin of the document

No information may remain classified indefinitely.

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Prohibitions and Limitations

Section 1.7, E.O. 13526

In no case shall information be classified, continue to be maintained as classified, or fail to be declassified in order to:

- Conceal violations of law, inefficiency, or administrative error.
- Prevent embarrassment to a person, organization, or agency.
- Restrain competition.
- Prevent or delay the release of information that does not require protection in the interest of the national security.

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Classification Challenges

Section 1.8, E.O. 13526

- (a) Authorized holders of information who, in good faith, believe that its classification status is improper are encouraged and expected to challenge the classification status of the information in accordance with agency procedures established under paragraph (b) of this section.
- (b) In accordance with implementing directives issued pursuant to this order, an agency head or senior agency official shall establish procedures under which authorized holders of information, including authorized holders outside the classifying agency, are encouraged and expected to challenge the classification of information that they believe is improperly classified or unclassified. These procedures shall ensure that:
 - (1) individuals are not subject to retribution for bringing such actions;
 - (2) an opportunity is provided for review by an impartial official or panel; and
 - (3) individuals are advised of their right to appeal agency decisions to the Interagency Security Classification Appeals Panel (Panel) established by section 5.3 of this order.
- (c) Documents required to be submitted for prepublication review or other administrative process pursuant to an approved nondisclosure agreement are not covered by this section.

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Classification Challenges

32 CFR 2001.14

- (a) *Challenging classification.* Authorized holders, including authorized holders outside the classifying agency, who want to challenge the classification status of information shall present such challenges to an original classification authority with jurisdiction over the information...A formal challenge under this provision must be in writing, but need not be any more specific than to question why information is or is not classified, or is classified at a certain level.
- (b) *Agency procedures.*
- (1) ... agencies shall ensure that no retribution is taken against any authorized holders bringing such a challenge in good faith.
 - (2) Agencies shall establish a system for processing, tracking and recording formal classification challenges made by authorized holders. Agencies shall consider classification challenges separately from Freedom of Information Act or other access requests, and shall not process such challenges in turn with pending access requests.

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Classification Challenges

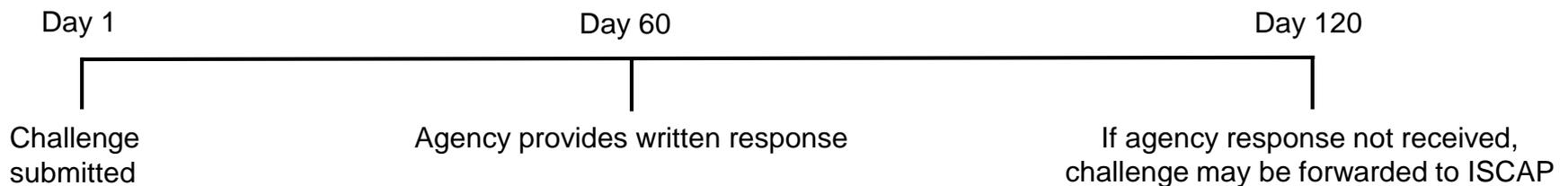
Considerations:

Whenever an agency receives a classification challenge to information that has been the subject of a challenge within the past two years, or that is the subject of pending litigation, the agency is not required to process the challenge beyond informing the challenger of this fact and of the challenger's appeal rights, if any.

The classification challenge provision is not intended to prevent an authorized holder from informally questioning the classification status of particular information. Such informal inquiries should be encouraged as a means of holding down the number of formal challenges and to ensure the integrity of the classification process.

Timeline:

The agency shall provide an initial written response to a challenge within 60 days. If the agency is unable to respond to the challenge within 60 days, the agency must acknowledge the challenge in writing, and provide a date by which the agency will respond. The acknowledgment must include a statement that if no agency response is received within 120 days, the challenger has the right to forward the challenge to the Interagency Security Classification Appeals Panel (ISCAP) for a decision. Agency responses to those challenges it denies shall include the challenger's appeal rights to the Panel.



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Purpose of Markings

Markings identify:

- The information that must be protected.
- The level of protection that is required.
- The classification authority.
- The reason the information is classified.
- The time period (or duration) for classification.

Note: the use of portion markings dates back to E.O. 11652, Classification and Declassification of National Security Information and Material, June 8, 1972, signed by President Richard Nixon.

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Derivative Classification

Derivative Classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information.

Derivative classification includes the classification of information based on classification guidance.

The duplication or reproduction of existing classified information is not derivative classification.

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]

Declassify On: [declassification instruction]

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Derivative Classification

Source document

Derivative document

Step 1 - Portion marking:

Portion markings will be carried over from the source document to the derivatively classified document. All other portions will be appropriately marked.

SECRET

October 13, 2015

MEMORANDUM FOR THE PRESIDENT

FROM: [name of sender]

SUBJECT: (U) Briefing Memos

(S) General Guidance: Briefing memos should be as concise and as possible. Memos to the President should be no more than two long. If more information is required, it should be included in attach the two-page memo. The memo should clearly present issue(s) to decided, summarize the key arguments, identify any differences among White House advisors or other senior agency officials or note there is a consensus recommendation, and set forth the author's recommendation. Briefing memos should not include imbedded re decision or feedback.

(U) DISCUSSION

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

(U) ATTACHMENTS

Tab A: (U) Brief description of first attachment

Tab B: (U) Brief description of second attachment

Classified By: Charles Smith, Program Analyst
Derived From: NSC Memo, dtd June 5, 2015, same subject
Declassify On: 20251013

SECRET

SECRET

May 3, 2016

MEMORANDUM FOR THE PRESIDENT

FROM: [name of sender]

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Derivative Classification

Source document

Derivative document

Step 1 - Portion marking:

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Step 2 - Overall classification marking:

Indicates the highest level of classification of any one portion of the document

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Step 3 - Classification authority block:

Classified By: Identity of derivative classifier by name and position or by personal identifier

Source document

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Derivative Classification

Source document

Derivative document

SECRET

October 13, 2015

MEMORANDUM FOR THE PRESIDENT

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Classified By: Charles Smith, Program Analyst
Derived From: NSC Memo, dtd June 5, 2015, Administrative Guidance
Declassify On: 20251013

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May 3, 2016

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Classified By: Stan Smith, Program Analyst
Derived From: NSC Memo, dtd October 13, 2015, General Guidance on Briefing Memos
Declassify On: 20251013

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Step 1 - Portion marking:

Portion markings will be carried over from the source document to the derivatively classified document. All other portions will be appropriately marked.

Step 2 - Overall classification marking:

Indicates the highest level of classification of any one portion of the document

Step 3 - Classification authority block:

Classified By: Identity of derivative classifier by name and position or by personal identifier

Derived From: Source information

Declassify On: Declassification instructions

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Derivative Classification

Single source

Derived From:

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.

Declassification Instructions:

When using a single source document, the declassification date will be carried over from the source document.

Source document

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

Derivative document

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

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Derivative Classification

Security Classification Guides

- A record of original classification decisions.
- Must be signed/approved by the appropriate Original Classification Authority.
- Must be reviewed/updated when necessary, but at least every five years.
- Can be used as a source document for derivative classification decisions.

E.O. 13526, Sec. 2.2 / 32 CFR 2001.15

Declassification Instructions:

Example of the “derived from” and declassification instruction when using a security classification guide as your source document -

Derivative document

Classified By: Joe Carver, Director
Derived From: **Agency SCG [insert title of guide], section of guide, date of guide.**
Declassify On: 20420331

→ Include sufficient information about the guide so that the holders of the document can find the source information.

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Derivative Classification

Multiple Sources

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. Example:

(U) Sources:

1. (U) Dept of Good Works Memorandum dated June 27, 2010, Subj: Examples
2. (U) Dept of Good Works Memorandum dated May 20, 2009, Subj: Examples
3. (U) NSC Memorandum dated October 13, 2015, Subj: Briefing Memos

When there are multiple sources, the **declassification instruction** on the derivatively classified document will be the most restrictive date (the date that keeps the document classified for the longest period of time).

Source Document 1 - **Declassify On: 20350215**

Source Document 2 - **Declassify On: 20320510**

Source Document 3 - **Declassify On: 20271231**

Derivative Document - **Declassify On: 20350215**

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Derivative Classification

Declassification Instructions:

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

- **X1, X2, X3, X4, X5, X6, X7, X8** (Established under E.O. 12958, April 25, 1995; eliminated under E.O. 13292, March 25, 2003)
- **OADR** (Established under E.O. 12356, April 2, 1982; eliminated under E.O. 12958, April 17, 1995)
- **MR** (never a valid declassification instruction)
- **Subject to Treaty or International Agreement** (same as 25X9)
- **DNI Only or DCI Only** (refers to space-based imagery. Follow guidance on next slide)
- **25X1-human** (changed to 50X1-HUM in E.O. 13526)

Basic Rule of Thumb: *The derivative classifier shall calculate a date that is 25 years from the date of the source document when determining the declassification instruction for the derivative document.*

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

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Derivative Classification

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

UNCLASSIFIED

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

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

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

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

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

OR

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

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

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

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

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Derivative Classification

Declassification Instructions – Use of Exemptions from Automatic Declassification (25X1-25X9):

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 CFR 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.***

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

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Derivative Classification

Declassification Instructions – Use of Exemptions from Automatic Declassification

50X1-HUM

Records that contain information the release of which should clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source are exempt from automatic declassification at 50 years.

50X2-WMD

Records that contain information the release of which should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction are exempt from automatic declassification at 50 years.

A date or event is not required to be annotated with these two exemptions.

Classified By: John E. Doe, Chief Division 5

Derived From: SCG title and date

Declassify On: **50X1-HUM**

Classified By: John E. Doe, Chief Division 5

Derived From: SCG title and date

Declassify On: **50X2-WMD**

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Derivative Classification

Section 3.3(b), E.O. 13526

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

25X1 - Reveal the identify of a confidential human source, a human intelligence source, a relationship with an intelligence or security service of a foreign government or international organization, or a non-human intelligence source; or impair the effectiveness of an intelligence method currently in use, available for use, or under development

25X2 - Reveal information that would assist in the development, production, or use of weapons of mass destruction

25X3 - Reveal information that would impair U.S. cryptologic systems or activities

25X4 - Reveal information that would impair the application of state-of-the-art technology within a U.S. weapon system

25X5 – Reveal formally named or numbered U.S. military war plans that remain in effect, or reveal operational or tactical elements of prior plans that are contained in such active plans

25X6 - Reveal information, including foreign government information, that would cause serious harm to relations between the United States and a foreign government, or to ongoing diplomatic activities of the United States

25X7 - Reveal information that would impair the current ability of United States Government officials to protect the President, Vice President, and other protectees for whom protection services, in the interest of the national security, are authorized

25X8 - Reveal information that would seriously impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, or infrastructures relating to the national security

25X9 - Violate a statute, treaty, or international agreement that does not permit the automatic or unilateral declassification of information at 25 years.

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Classification by Compilation

Compilations of items of information that are individually unclassified may be classified if the compiled information reveals an additional association or relationship that meets the standards for classification.

Unclassified + Unclassified = Classified

Marking:

- each unclassified portion will be marked as **(U)**
- the overall classification will reflect the classification of the compiled information
- a clear explanation will be provided on the document as to why the combination of the unclassified portions become classified

Security Classification Guide

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

- You have two Theater-Wide Operation Failure Reports, both of which are unclassified. When you refer to the SCG, you can verify this fact in row 3.3.2.8
- The next row in the SCG indicates that if you compile two or more of the listed report types into a single document, the classification level changes.
- The explanation that would be annotated on the document would be the explanation provided in the classification guide, to include the specific reference in the guide.

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Classification by Compilation

EXAMPLE:

SECRET

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

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

SECRET

Security Classification Guide

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

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Classification by Compilation

ISOO Notice 2017-02 expanded the definition to include the following:

Compilation may also be applied to information that is classified at a lower level, that when combined, results in a higher classification.

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

Marking:

- each portion will be marked with its appropriate classification
- the overall classification will reflect the classification of the compiled information
- a clear explanation will be provided on the document as to why the combination of the classified portions become classified at a higher level.

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Classification by Compilation

EXAMPLE:

SECRET

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

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

SECRET

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

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Portion Marking Examples

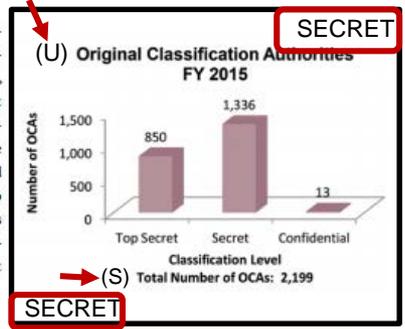
(U) 2015 REPORT TO THE PRESIDENT



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

(U) CLASSIFICATION
(U) Original Classification Authorities

→ (S) Original classification authorities, also called original classifiers, are those individuals designated in writing, either by the President, by selected agency heads, or by designated senior agency officials with Top Secret original classification authority, to classify information in the first instance. Only original classifiers are authorized to determine what information, if disclosed without authorization, could reasonably be expected to cause damage to national security. Original classifiers must be able to identify or describe the damage. Agencies reported 2,199 OCAs in FY 2015; a 3.38 percent decrease from the 2,276 reported in FY 2014.



This document is **UNCLASSIFIED**. Markings are for training purposes only.

Overall Classification Marking Examples

SECRET

(U) 2015 REPORT TO THE PRESIDENT



SECRET

SECRET

(U) ISOO'S MISSION

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

(U) FUNCTIONS

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

(U) GOALS

- (U) Promote programs for protection of classified and controlled information.
- (U) Reduce classification and control activity to the minimum consistent with national security.
- (S) Ensure that the systems for declassification and decontrol are effective.
- (S) Provide expert advice and guidance to constituents.
- (U) Collect, analyze, and report valid information about the state of the information security program.

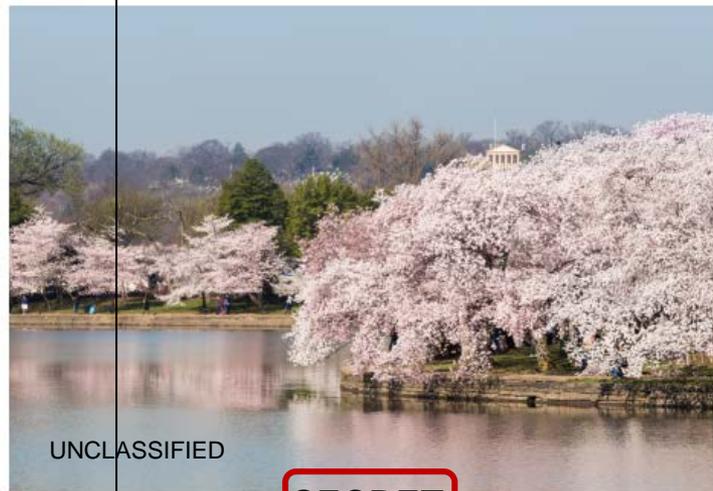
SECRET

SECRET

(U) CLASSIFICATION

(U) Original Classification Authorities

(S) Original classification authorities, also called original classifiers, are those individuals designated in writing, either by the President, by selected agency heads, or by designated senior agency officials with Top Secret original classification authority, to classify information in the first instance. Only original classifiers are authorized to determine what information, if disclosed without authorization, could reasonably be expected to cause damage to national security. Original classifiers must be able to identify or describe the damage. Agencies reported 2,199 OCAs in FY 2015; a 3.38 percent decrease from the 2,276 reported in FY 2014.



UNCLASSIFIED

SECRET

This document is **UNCLASSIFIED**. Markings are for training purposes only.

Classification Authority Block Example

SECRET

(U) 2015 REPORT TO THE PRESIDENT

Classified By: Stan Jones, Program Analyst
Derived From: SCG Project XX, Dtd 5 May 2016
Declassify On: 20410505

SECRET

(U) ISOO'S MISSION

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

(U) FUNCTIONS

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

(U) GOALS

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

SECRET

(U) CLASSIFICATION

(U) Original Classification Authorities

(S) Original classification authorities, also called original classifiers, are those individuals designated in writing, either by the President, by selected agency heads, or by designated senior agency officials with Top Secret

classification authority, to classify information. Only original classifiers are authorized to determine what information, if disclosed to the public, could reasonably be expected to result in damage to national security. Original classifiers identify or describe the damage. Agency heads report the number of OCA's in their annual reports. There were 2,276 OCA's in FY 2014.

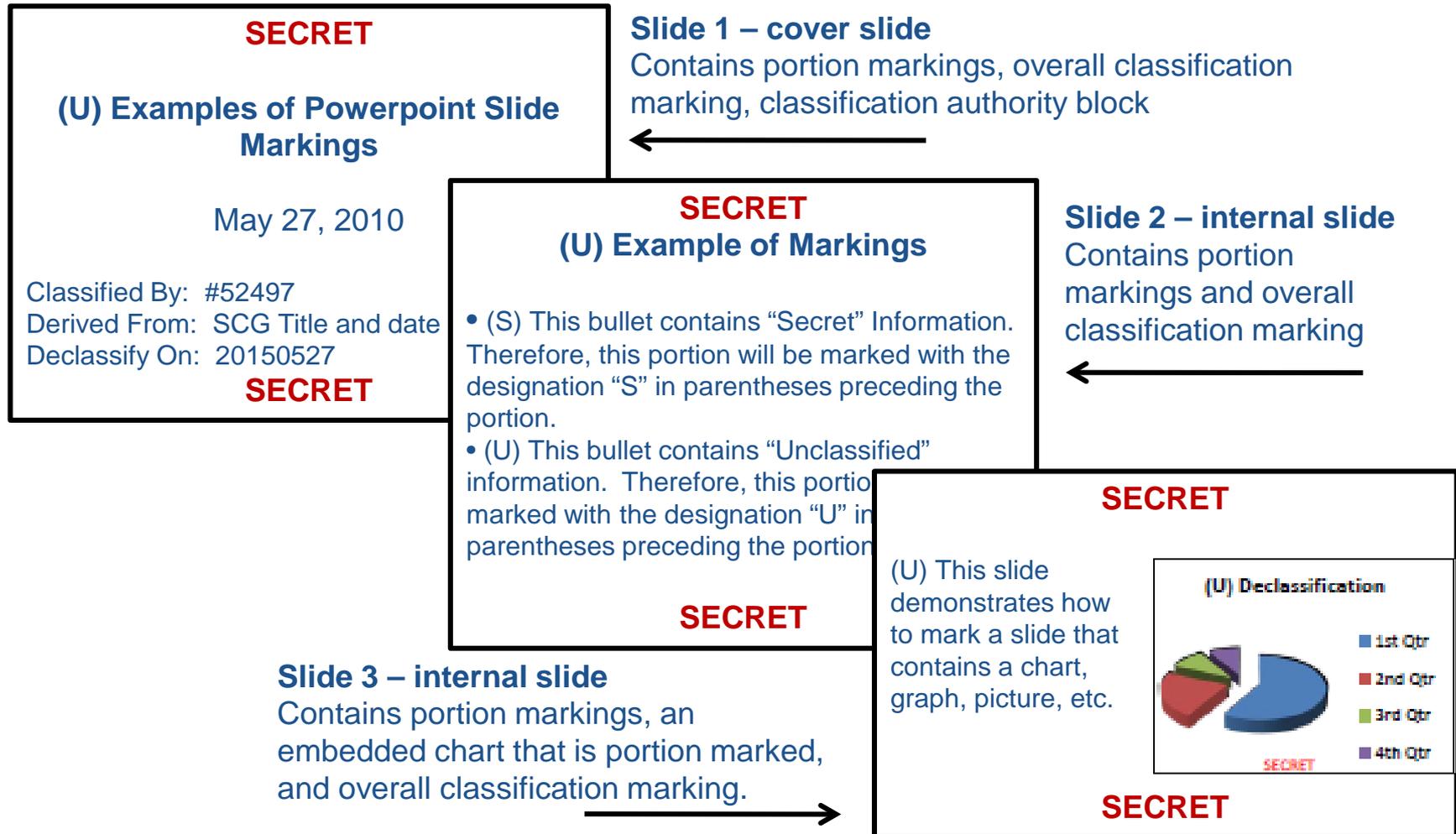


UNCLASSIFIED

SECRET

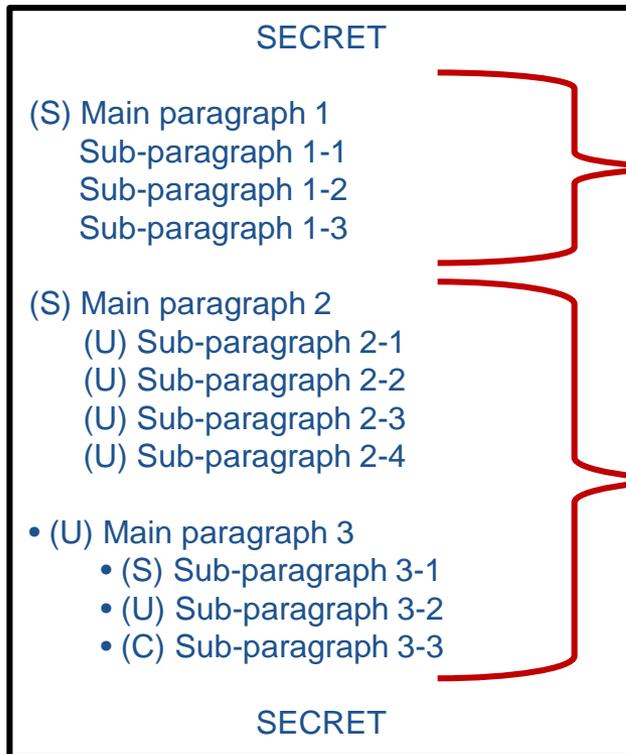
This document is **UNCLASSIFIED**. Markings are for training purposes only.

Marking Examples - Slide Presentations



*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

Marking Examples - Word Documents



**Per 32 CFR 2001.21(c)(3), if the sub-
portions are the same classification as
the main portion, the sub-portions do not
require separate markings.**

**However, if the portions are not all the
same classification, then all portions
must be marked separately.**

*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

Marking Examples

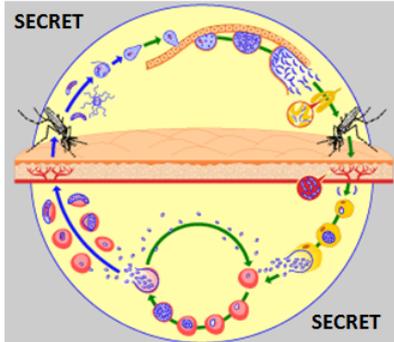


(U) Ferocious Cat

SECRET

(U) Plasmodium Life Cycle

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

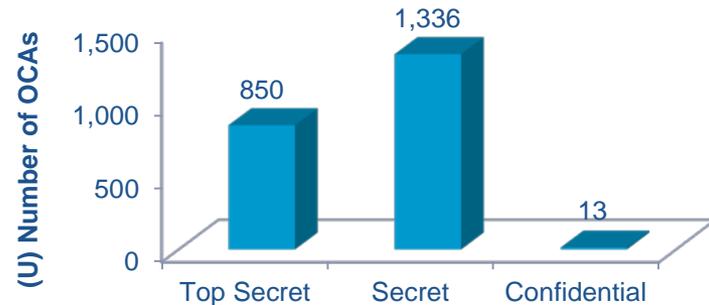


(U) Plasmodian Life Cycle

SECRET

SECRET

(U) Original Classification Authorities FY 2015



(S) Total Number of OCAs: 2,199

Classified By: Me
Derived From: Internet
Declassify On: 20171001

SECRET

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Marking Examples - SCI

Sensitive Compartmented Information (SCI)

TOP SECRET//SI

(U) Special Intelligence (SI)

1. (TS) SI may be used with TOP SECRET, SECRET, or CONFIDENTIAL
2. (S//SI) Technical and intelligence information derived from the monitoring of foreign communications signals by other than the intended recipients. Under the purview of the DNI, the SI control system protects SI-derived information and information relating to SI activities, capabilities, techniques, process and procedures.

Classified By: 54216
Derived From: SCG Dated 7 June 2014
Declassify On: 20390607

TOP SECRET//SI

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Marking Examples - RD/FRD/TFNI

Restricted Data (RD) *Formerly Restricted Data (FRD)* *Transclassified Foreign Nuclear Information (TFNI)*

Restricted Data (RD) includes data concerning:

- Design, manufacture, or utilization of atomic weapons
- Production of special nuclear material
- Use of special nuclear material in the production of energy

Formerly Restricted Data (FRD) means classified information jointly determined by DOE and DoD to be related primarily to the military utilization of nuclear weapons and removed from the RD category.

Transclassified Foreign Nuclear Information (TFNI) is classified information concerning foreign nuclear programs that has been removed from the Restricted Data category after DOE and the Director, National Intelligence (DNI) have determined that it can be adequately protected in a manner similar to National Security Information in order to carry out the provisions of section 102(b) of the National Security Act of 1947

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Marking Examples - RD/FRD/TFNI

Agency Roles

RD/
TFNI



FRD



TFNI



NSI



CLASSIFICATION OF
ED INFORMATION

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Marking Examples - RD/FRD

Restricted Data (RD) *Formerly Restricted Data (FRD)*

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

Documents marked as containing RD or FRD are excluded from the automatic declassification provisions of E.O. 13526 until the RD or FRD designation is properly removed by the Department of Energy.

For commingled documents, the “Declassify On” line shall not include a declassification date or event and shall instead be annotated with “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list, as described in 32 CFR 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.

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Marking Examples - RD/FRD

SECRET//RESTRICTED DATA



Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5

Derived From: SCG title and date

Declassify On: **Not applicable to RD/FRD portions. See source list for NSI portions.**

SECRET//RESTRICTED DATA

All documents that contain RD or FRD must contain a warning statement IAW 10 CFR 1045.40.

If the document contains RD:

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

If the documents contains FRD but does not contain RD:

FORMERLY RESTRICTED DATA
Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination, Section 144b, Atomic Energy Act of 1954.

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Marking Examples - TFNI

Transclassified Foreign Nuclear Information (TFNI)

Unlike RD or FRD, a “Q” or “L” is not required, but must have a security clearance commensurate with the level of the TFNI

Must have a need to know the information

TFNI is stored, transmitted, and destroyed the same as NSI of the same level

Unlike FRD, it is treated the same as other NSI in foreign transmission

TFNI is never automatically declassified

If you have a document that may contain TFNI, even if it has a declassification date or event, you must not declassify it.

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Marking Examples - TFNI

SECRET-TFNI

Subject: (U) Marking of TFNI Documents

(U) _____

(STFNI) _____

(U) _____

Derivative Declassifier review required prior to declassification

Classified by: John Smith, Director, DOE, OH-101
Derived from: CG-13, 10/10/05, DOE OC
Declassify on: N/A to TFNI portions

SECRET-TFNI

When document contains TFNI and no RD/FRD

- Page marking = level + TFNI
- Portion marking
- Special declassification instructions indicating document is not subject to automatic declassification

DOE Office of Classification
(301) 903-4861
outreach@hq.doe.gov

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E-Mail

These are the basic marking requirements for classified e-mails.

Step 1 – Portion Marking

To: Joe Smith
From: Carla Brown
Date: January 2, 2015
Subject: (U) How to Mark Classified E-Mails

SECRET

1. (U) This is an example of how to mark a classified e-mail.
2. (S) All e-mail transmitted or prepared for transmission on classified systems shall display the overall classification at the top and bottom of the body of each message. The overall classification shall reflect the classification of the entire e-mail, to include the subject line, the text, and attachments.
3. (C) Classified e-mails shall be portion marked to reflect the highest level of information contained in that portion.
4. (S) Subject lines shall be portion marked to reflect the sensitivity of the information in the subject line itself and shall not reflect any classification of the e-mail contents or attachments.

Classified by: Carla Brown, Program Analyst
Derived from: DPW SCG, "How to Mark Classified Documents," dated December 11, 2013
Declassify on: January 2, 2025

SECRET

*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

E-Mail

These are the basic marking requirements for classified e-mails.

Step 1 – Portion Marking

Step 2 – Overall Classification

To: Joe Smith
From: Carla Brown
Date: January 2, 2015
Subject: (U) How to Mark Classified E-Mails

SECRET

1. (U) This is an example of how to mark a classified e-mail.
2. (S) All e-mail transmitted or prepared for transmission on classified systems shall display the overall classification at the top and bottom of the body of each message. The overall classification shall reflect the classification of the entire e-mail, to include the subject line, the text, and attachments.
3. (C) Classified e-mails shall be portion marked to reflect the highest level of information contained in that portion.
4. (S) Subject lines shall be portion marked to reflect the sensitivity of the information in the subject line itself and shall not reflect any classification of the e-mail contents or attachments.

Classified by: Carla Brown, Program Analyst
Derived from: DPW SCG, "How to Mark Classified Documents," dated December 11, 2013
Declassify on: January 2, 2025

SECRET

*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

E-Mail

These are the basic marking requirements for classified e-mails.

Step 1 – Portion Marking

Step 2 – Overall Classification

Step 3 – Classification Authority Block

To: Joe Smith
From: Carla Brown
Date: January 2, 2015
Subject: (U) How to Mark Classified E-Mails

SECRET

1. (U) This is an example of how to mark a classified e-mail.
2. (S) All e-mail transmitted or prepared for transmission on classified systems shall display the overall classification at the top and bottom of the body of each message. The overall classification shall reflect the classification of the entire e-mail, to include the subject line, the text, and attachments.
3. (C) Classified e-mails shall be portion marked to reflect the highest level of information contained in that portion.
4. (S) Subject lines shall be portion marked to reflect the sensitivity of the information in the subject line itself and shall not reflect any classification of the e-mail contents or attachments.

Classified by: Carla Brown, Program Analyst
Derived from: DPW SCG, "How to Mark Classified Documents," dated December 11, 2013
Declassify on: January 2, 2025

SECRET

*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

E-Mail

These are the basic marking requirements for an unclassified e-mail with a classified attachment.

Step 1 – Portion Marking

Recipients

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

SECRET January 5, 2015

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

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

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

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

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

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

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

SECRET

Frequently Asked Questions.docx (15K) x

Send Saved

*This document is **UNCLASSIFIED**. Markings are for training purposes only.*

E-Mail

These are the basic marking requirements for an unclassified e-mail with a classified attachment.

Step 1 – Portion Marking

Step 2 – Overall Classification

The screenshot shows an email composition window. At the top, the 'Recipients' field is empty. The 'Subject' field contains '(U) Marking Instructions for Unclassified E-Mail with Classified Attachment'. Below the subject, the word 'SECRET' is highlighted in a red box. The date 'January 5, 2015' is shown in the top right. The main body of the email contains several paragraphs, each starting with a blue '(U)' in a box. The first paragraph states: '(U) This is an example of how to mark an unclassified e-mail that contains a classified attachment. The e-mail essentially serves as a transmittal document.' The second paragraph states: '(U) IAW 32 CFR 2001.24(b), a transmittal document shall indicate on its face the highest classification level of any classified information attached or enclosed. The transmittal shall also include the following instruction, as appropriate:'. This is followed by two lines of text: 'Unclassified when classified enclosure is removed' and 'or Upon removal of attachment(s), this document is [classification level]'. The third paragraph states: '(U) Because this e-mail will be transmitted across a classified system, it shall be portion marked. It is recommended that you include a statement of the classification level of the attached file. Example: The attached file "name of file" is classified SECRET.' The fourth paragraph states: '(U) The attached file "Frequently Asked Questions.docx" is classified SECRET.' The fifth paragraph states: '(U) Upon removal of attachment, this document is UNCLASSIFIED.' Below the main text, the classification information is listed: 'Classified by: Joe Smith', 'Derived from: DPW SCG, "How to Mark Classified Document," dated December 11, 2013', and 'Declassify on: January 5, 2025'. At the bottom, the word 'SECRET' is again highlighted in a red box. Below this, there is a list of attachments: 'Frequently Asked Questions.docx (15K)'. At the very bottom, there is a 'Send' button and a 'Saved' status indicator.

This document is **UNCLASSIFIED**. Markings are for training purposes only.

E-Mail

These are the basic marking requirements for an unclassified e-mail with a classified attachment.

Step 1 – Portion Marking

Step 2 – Overall Classification

Step 3 – Classification Authority Block

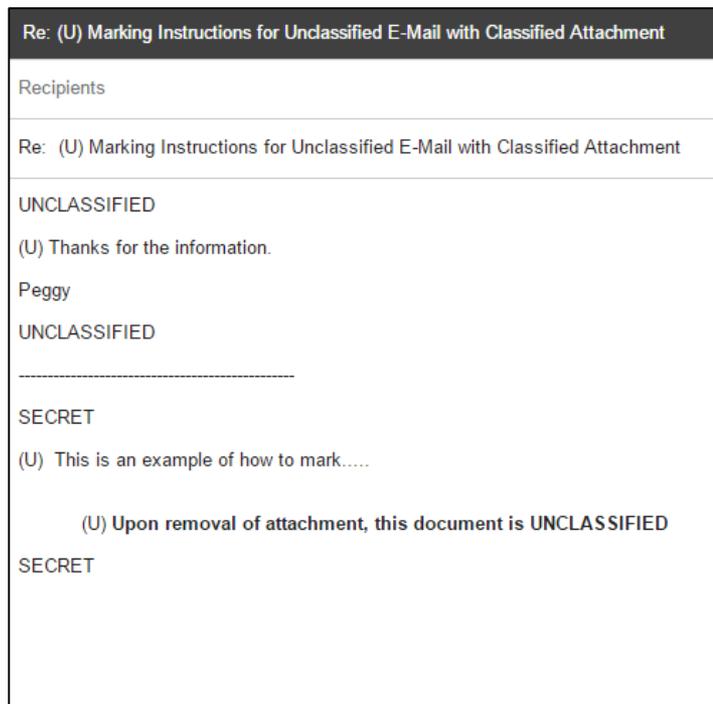
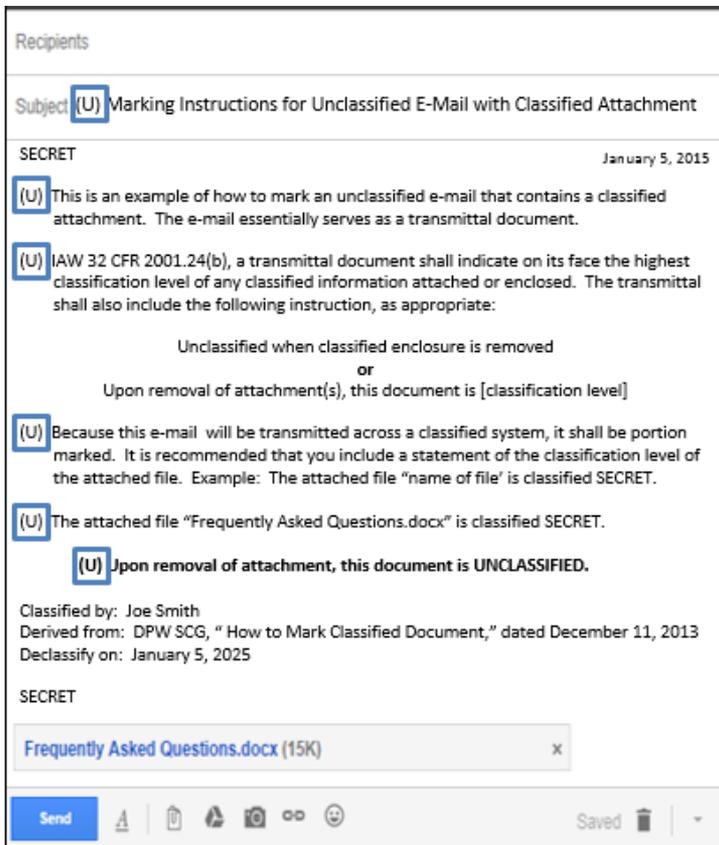
The classification authority block is carried forward from the classified attachment.

The screenshot shows an email composition window. At the top, the 'Recipients' field is empty. The 'Subject' field contains '(U) Marking Instructions for Unclassified E-Mail with Classified Attachment'. Below the subject, a red box highlights the word 'SECRET'. To the right of 'SECRET' is the date 'January 5, 2015'. The main body of the email contains several paragraphs, each starting with a blue box containing '(U)'. The first paragraph states: 'This is an example of how to mark an unclassified e-mail that contains a classified attachment. The e-mail essentially serves as a transmittal document.' The second paragraph states: 'IAW 32 CFR 2001.24(b), a transmittal document shall indicate on its face the highest classification level of any classified information attached or enclosed. The transmittal shall also include the following instruction, as appropriate:'. This is followed by two lines of text: 'Unclassified when classified enclosure is removed' and 'or Upon removal of attachment(s), this document is [classification level]'. The third paragraph states: 'Because this e-mail will be transmitted across a classified system, it shall be portion marked. It is recommended that you include a statement of the classification level of the attached file. Example: The attached file "name of file" is classified SECRET.' The fourth paragraph states: 'The attached file "Frequently Asked Questions.docx" is classified SECRET.' The fifth paragraph states: 'Upon removal of attachment, this document is UNCLASSIFIED.' Below these paragraphs is a green-bordered box containing the following text: 'Classified by: Joe Smith', 'Derived from: DPW SCG, "How to Mark Classified Document," dated December 11, 2013', and 'Declassify on: January 5, 2025'. Below this box, another red box highlights the word 'SECRET'. At the bottom, there is an attachment field showing 'Frequently Asked Questions.docx (15K)'. The bottom of the window features a 'Send' button and a row of icons for actions like reply, delete, and print. The word 'Saved' is visible in the bottom right corner.

This document is **UNCLASSIFIED**. Markings are for training purposes only.

E-Mail

What happens to the markings when you reply to this e-mail, but delete the classified attachment?



The attachment has been removed.

The original e-mail retains its original markings.

The reply is portion marked and a new overall classification is annotated.

This document is UNCLASSIFIED. Markings are for training purposes only.

E-Mail

Marking requirements for classified e-mails – with an UNCLASSIFIED REPLY.

The reply to the original e-mail is UNCLASSIFIED.

The REPLY e-mail is portion marked.

The overall classification does not change, because the original e-mail containing classified information is part of the e-mail string.

The classification authority block is still part of the e-mail string. Because no new information was added, the classification authority block does not need to be changed.

Unclassified reply
to original e-mail

Original e-mail

New Message

Recipients

Subject RE: (U) Sample E-Mail

SECRET January 23, 2015

UNCLASSIFIED
(U) Thanks for the information.
UNCLASSIFIED

SECRET

SECRET January 22, 2015

(S) This is an example of a classified e-mail.
(S) The e-mail contains classified information, but no attachments.

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

SECRET

This document is **UNCLASSIFIED**. Markings are for training purposes only.

E-Mail

Marking requirements for classified e-mails – with a CLASSIFIED REPLY.

The reply to the original e-mail is CLASSIFIED SECRET.

The REPLY e-mail is portion marked.

The overall classification does not change, because the highest level of classification within both e-mails is SECRET.

A new classification authority block is added to the REPLY e-mail to indicate the instructions for the newly added information.

Reply to original e-mail

Original e-mail

New Message

Recipients

Subject RE: (U) Sample E-Mail

SECRET

SECRET January 23, 2015

(U) Thanks for the information.

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

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

SECRET

SECRET January 22, 2015

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

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

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

SECRET

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Sanctions

Section 5.5, E.O. 13526

(b) Officers and employees of the United States Government, and its contractors, licensees, certificate holders, and grantees shall be subject to appropriate sanctions if they knowingly, willfully, or negligently:

- (1) disclose to unauthorized persons information properly classified under this order or predecessor orders;
- (2) classify or continue the classification of information in violation of this order or any implementing directive;
- (3) create or continue a special access program contrary to the requirements of this order; or
- (4) contravene any other provision of this order or its implementing directives.

(c) **Sanctions may include reprimand, suspension without pay, removal, termination of classification authority, loss or denial of access to classified information, or other sanctions in accordance with applicable law and agency regulation.**

Employees are subject to sanctions if they willfully violate the Executive Order and Implementing Directive.

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ISOO Web Page

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Information Security Oversight Office (ISOO)

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Education and Training Materials

Security education plays a critical role in the effectiveness of an agency's information security program. The Information Security Oversight Office (ISOO) continues to explore ways to coordinate the dissemination of as many security education aids as possible and to develop them within the context of budgetary considerations. Below are Security, Classification Management, CUI, Markings, and Industry training aids.

- Supplemental Training Aids
- 2016 Open House
- 2015 Open House
- National Industrial Security Program Information
- Outside Training



Marking Classified National Security Information (Updated February 2017)

ISOO has issued a Marking Booklet to reflect updates in marking procedures for classified national security information resulting from the issuance of Executive Order 13526 and 32 CFR Parts 2001 and 2003.

Supplemental Training Aids on Classification Management and Marking Documents

- [Basics of Classification Management !\[\]\(99cc020c6783ac3976cd3c293f5e48a3_img.jpg\)](#)
- [Step 1-Portion Marking !\[\]\(acda708927c36738ba6df9b975547be4_img.jpg\)](#)
- [Step 2-Overall Classification !\[\]\(38e890aa485f000326e7791e1a6a2b36_img.jpg\)](#)
- [Step 3-Classification Authority Block !\[\]\(7ec4c80a5f993f4b7edbbf6fcbff4f82_img.jpg\)](#)
- [Basic Marking Requirements for E-mail !\[\]\(49909453393d8ffe8d9b7d609c1f3e91_img.jpg\)](#)
- [Derived from-Multiple Sources !\[\]\(19e2dfae92ca14eb9e27163a60711068_img.jpg\)](#)
- [Reasons and Exemptions !\[\]\(b9f1ad833af3e75cdfef0c6a25cd9baf_img.jpg\)](#)
- [Original vs. Derivative Classification !\[\]\(4cbdf41f8ff29899e614d8fa1a9cd063_img.jpg\)](#)

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