

ISOO Training Tip #1

December 2017

TOPIC:

“Classified By” line in the classification authority block

This is a requirement on all classified documents; originally classified and derivatively classified to include e-mails.

Ref: [E.O. 13526](#), Sec. 1.6(a)(2), Sec. 2.1(b)(1) / [32 CFR 2001.21\(a\)\(1\)](#), 2001.22(b)

The classification authority shall be identified by name and position, or by personal identifier.

Why is this important?

For originally classified documents, this lets everyone know that an individual with the proper authority established the classification of the information.

For derivatively classified documents, this allows for greater accountability. If questions arise, you have a person to go to for answers.

Why is it important to include the position with the name? People change jobs. The person may not still be in that office, but the position will be.

What is a personal identifier?

Some agencies will assign an identification number to each employee that can be used in place of the name and position. This number is managed at the headquarters level and can be traced to a specific person. Randomly assigning ID numbers is not acceptable. Creating a numbering system within an office is not acceptable.

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