

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF DEFENSE MANUAL
5200.01 Volume 2**



**DEPARTMENT OF THE AIR FORCE MANUAL
16-1404, Volume 2**

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Operations Support

**INFORMATION SECURITY PROGRAM:
MARKING OF INFORMATION**

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This publication implements guidance in the Department of the Air Force Policy Directive (DAFPD) 16-14, *Security Enterprise Governance* and the Department of Defense Manual (DoDM) 5200.01, Volume 2, *DoD Information Security Program: Marking of Information*. The Department of Defense 5200.01 Manual, Volume 2 is printed word-for-word in regular font, without change. The Department of the Air Force supplement material is printed in bold font and indicated by “(Added) (AF).” The supplement describes Air Force responsibilities under the manual and establishes the Air Force requirement to support the Department of Defense Information Security Program. This publication applies to all members of the Department of the Air Force, Air Force Reserve and Air National Guard, as well as to contractors when compliance is required pursuant to the terms of their contract(s) or DD Form(s) 254, *Department of Defense Contract Security Classification Specification*, except where noted otherwise. This publication may be supplemented at any level, but all supplements will be routed to the Office of Primary Responsibility (OPR) prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the

requestor's commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. Major changes include changing from an Air Force Instruction to an Air Force supplement to a Department of Defense manual and adding guidance on waiver requests for marking collateral information, sensitive compartmented information and special access program information.



Department of Defense MANUAL

NUMBER 5200.01, Volume 2

February 24, 2012

Incorporating Change 3, Effective May 14, 2019

USD(I)

SUBJECT: DoD Information Security Program: Marking of Information

References: See Enclosure 1

1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose. The purpose of the overall Manual, as authorized by DoD Directive (DoDD) 5143.01 (Reference (a)) and DoD Instruction (DoDI) 5200.01 (Reference (b)), is to reissue DoD 5200.1-R (Reference (c)) as a DoD Manual (DoDM) to implement policy, assign responsibilities, and provide procedures for the designation, marking, protection, and dissemination of controlled unclassified information (CUI) and classified information, including information categorized as collateral, sensitive compartmented information (SCI), and Special Access Program (SAP). This guidance is developed in accordance with Reference (b), Executive Order (E.O.) 13526, E.O. 13556, and parts 2001 and 2002 of title 32, Code of Federal Regulations (References (d), (e), and (f)). This combined guidance is known as the DoD Information Security Program.

b. Volume. This Volume:

(1) Provides guidance for the correct marking of information.

(2) Incorporates and cancels DoD 5200.1-PH, Directive-Type Memorandum (DTM) 04-009, and DTM 05-008 (References (g), (h), and (i)).

2. APPLICABILITY. This Volume:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

b. Does not alter existing authorities and responsibilities of the Director of National Intelligence (DNI) or of the heads of elements of the Intelligence Community (IC) pursuant to policies issued by the DNI. Consistent with Reference (b), SCI shall be safeguarded in accordance with the policies and procedures issued by the DNI, as implemented by Volumes 1-3 of DoDM 5105.21 (References (j), (k), and (l)) and other applicable guidance.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy, in accordance with Reference (b), to:

a. Identify and protect national security information and CUI in accordance with national level policy issuances.

b. Promote information sharing, facilitate judicious use of resources, and simplify management through implementation of uniform and standardized processes.

c. Prescribe, use, and enforce standards for marking all classified national security information, consistent with the requirements of References (d) and (f).

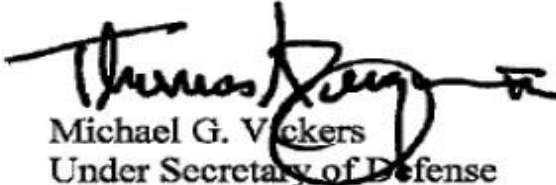
d. Facilitate information sharing by application of restrictive dissemination markings only where clearly warranted.

5. RESPONSIBILITIES. See Volume 1, Enclosure 2.

6. PROCEDURES. See Enclosures 2 through 4.

7. RELEASABILITY. **Cleared for public release**. Available on the Directives Division Website at <https://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Volume is effective February 24, 2012.



Michael G. Vickers
Under Secretary of Defense
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Anthony P. Reardon
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Enclosures

1. References
2. Overview
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4. Marking Standard

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),
October 24, 2014, as amended
- (b) DoD Instruction 5200.01, "DoD Information Security Program and Protection of
Sensitive Compartmented Information," October 9, 2008, as amended
- (c) DoD 5200.1-R, "Information Security Program," January 14, 1997 (cancelled by
Volume 1 of this Manual)
- (d) Executive Order 13526, "Classified National Security Information," December 29, 2009
- (e) Executive Order 13556, "Controlled Unclassified Information," November 4, 2010
- (f) Parts 2001 and 2002 of title 32, Code of Federal Regulations
- (g) DoD 5200.1-PH, "DoD Guide to Marking Classified Documents," April 1997
(hereby cancelled)
- (h) Directive-Type Memorandum 04-009, "Security Classification Marking
Instructions," September 27, 2004 (hereby cancelled)
- (i) Directive-Type Memorandum 05-008, "Use of the 'Not Releasable to Foreign
Nationals' (NOFORN) Caveat on Department of Defense (DoD) Information," May 17,
2005 (hereby cancelled)
- (j) DoD Manual 5105.21, Volume 1, "Sensitive Compartmented Information (SCI)
Administrative Security Manual: Administration of Information and Information
Systems Security," October 19, 2012
- (k) DoD Manual 5105.21, Volume 2, "Sensitive Compartmented Information (SCI)
Administrative Security Manual: Administration of Physical Security, Visitor Control,
and Technical Security," October 19, 2012
- (l) DoD Manual 5105.21, Volume 3, "Sensitive Compartmented Information (SCI)
Administrative Security Manual: Administration of Personnel Security, Industrial
Security, and Special Activities," October 19, 2012
- (m) Intelligence Community Directive 710, "Classification Management and Control
Markings System," June 21, 2013
- (n) Director of National Intelligence, "Authorized Classification and Control
Markings Register" (current version)¹
- (o) Director of National Intelligence, "Intelligence Community Classification and
Control Markings Implementation Manual" (current version)¹
- (p) International Organization for Standardization Standard 3166-1:2006, "Codes for
the Representation of Names of Countries and Their Subdivisions," current
edition²
- (q) DoD Manual 5200.45, "Instructions for Developing Security Classification
Guides," April 2, 2013

¹ This document is For Official Use Only (controlled unclassified information). It is available to authorized recipients on SIPRNET (<http://www.intelink.sgov.gov/sites/ssc/capco/default.aspx>), on JWICS (<http://www.intelink.ic.gov/sites/ppr/security/ssc/capco/default.aspx>), or from the ODNI Controlled Access Program Coordination Office. ² Available at <http://www.iso.org>

- (r) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
- (s) DoD Instruction 5230.24, "Distribution Statements on Technical Documents," August 23, 2012
- (t) National Security Agency/Central Security Service Policy Manual 3-16, "Control of Communications Security (COMSEC) Material," August 2005
- (u) Executive Order 12951, "Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems," February 22, 1995
- (v) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
- (w) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 13, 2014
- (x) National Disclosure Policy-1, "National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations," October 2, 2000³
- (y) DoD Instruction S-5105.63, "Implementation of DoD Cover and Cover Support Activities (U)," June 20, 2013
- (z) DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations," June 16, 1992
- (aa) DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," June 22, 2005
 - (ab) United States Security Authority for NATO Affairs Instruction 1-07, "Implementation of North Atlantic Treaty Organization (NATO) Security Requirements," April 5, 2007⁴
 - (ac) DoD Directive 5100.55, "United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN)," February 27, 2006
 - (ad) Committee on National Security Systems Policy 18, "National Policy on Classified Information Spillage," June 2006⁵
 - (ae) DoD Directive 5205.07, "Special Access Program (SAP) Policy," July 1, 2010
 - (af) DoD Instruction 5205.11, "Management, Administration, and Oversight of DoD Special Access Programs (SAPs)," February 6, 2013
 - (ag) DoD Manual 5205.07, Volume 4, "Special Access Program (SAP) Security Manual: Marking," October 10, 2013
 - (ah) Section 2011, et seq., of title 42, United States Code (also known as "The Atomic Energy Act of 1954, as amended")
 - (ai) Subpart A of Part 1045 of title 10, Code of Federal Regulations
 - (aj) DoD Instruction 5210.02, "Access to and Dissemination of Restricted Data and Formerly Restricted Data," June 3, 2011
 - (ak) DoD Instruction 5210.83, "DoD Unclassified Controlled Nuclear Information (UCNI)," July 12, 2012
 - (al) Section 552 of title 5, United States Code (also known as "The Freedom of Information Act")

³ Provided to designated disclosure authorities on a need-to-know basis from the Office of the Deputy Under Secretary of Defense (Policy Integration) and Chief of Staff

⁴ Available from the Central U.S. Registry

⁵ Available at <http://www.cnss.gov/Assets/pdf/CNSSP-18.pdf>

- (am) Director of Central Intelligence Directive 6/6, “Security Controls on the Dissemination of Intelligence Information,” July 11, 2001⁶
- (an) Director of National Intelligence Memorandum, E/S 00045, “Guiding Principles for Use of the ORCON Marking and for Sharing Classified National Intelligence with U.S. Entities,” March 11, 2011⁷
- (ao) Director of Central Intelligence Directive 6/7, “Intelligence Disclosure Policy,” June 30, 1998⁶
- (ap) DoD Instruction 5030.59, “National Geospatial-Intelligence Agency (NGA) LIMITED DISTRIBUTION Geospatial Intelligence (GEOINT),” March 10, 2015
- (aq) Sections 1801, et seq. of title 50, United States Code (also known as “The Foreign Intelligence Surveillance Act of 1978, as amended”)
- (ar) DoD 5400.7-R, “DoD Freedom of Information Act Program,” September 4, 1998, as amended
- (as) Executive Order 12333, “United States Intelligence Activities,” December 4, 1981, as amended
- (at) Parts 120 through 130 of title 22, Code of Federal Regulations (also known as “The International Traffic in Arms Regulations”)
- (au) **(Added)(AF) DoDM 5400.07_AFMAN 33-302, “Freedom of Information Act Program,” April 26, 2018**
- (av) **(Added)(AF) DAFPD 16-14, “Security Enterprise Governance,” December 31, 2019**
- (aw) **(Added)(AF) DoDM 5200.01, Volume 1_AFMAN 16-1404 Volume 1, “Information Security Program: Overview, Classification and Declassification” 23 December 2020**

(Added)(AF) *Adopted Forms*

DD Form 254, *Department of Defense Contract Security Classification Specification*

AF Form 847, *Recommendation for Change of Publication*

⁶ SIPRNET at <https://intelshare.intelink.sgov.gov/sites/ssc/capco/capco%20web%20part%20pages/dcid-.aspx>

⁷ Classified document available to qualified recipients on a need-to-know basis from the ODNI Controlled Access Program Coordination Office

ENCLOSURE 2

OVERVIEW

1. MARKING STANDARD. This marking system augments and further defines the markings requirements established in References (d), (e), and (f), as applicable, for overall classification and portion marks.

a. The marking system specifies a uniform list of authorized security classification and control markings and their authorized abbreviations and portion markings.

b. Documents marked in accordance with previous guidance need not be re-marked with markings compliant with guidance in this Volume. All newly created documents (original and derivative) shall carry compliant markings.

c. The marking standard includes a requirement to add the applicable dissemination control markings to the overall classification line and to portion markings. Primary changes to the DoD marking system implemented by this standard are:

(1) The overall classification line is referred to as the “banner line.”

(2) The applicable dissemination control marking(s) (e.g., REL TO (authorized for release to)) shall be included in the banner line and the portion markings.

(3) The portion marks for subjects and titles shall be placed before the subject or title, as for other text. The previous exception to the placement rules for subjects and titles is no longer authorized.

(4) The standard for annotating dates in the classification authority block is YYYYMMDD. (This format is consistent with the metadata standard; see paragraph 2.h of Enclosure 3.)

(5) Markings must appear in the order specified in Enclosure 4.

(6) The format for markings will follow the syntax specified in Enclosure 4.

d. Defense Intelligence Components and personnel working with intelligence and intelligence-related information under the purview of the DNI shall refer to IC Directive (ICD) 710 (Reference (m)), the “Authorized Classification and Control Markings Register” (Reference (n)) (hereafter called the “CAPCO Register”) issued by the Office of the Director of National Intelligence (ODNI) Controlled Access Program Coordination Office (CAPCO), and the “IC Classification and Control Markings Implementation Manual” (Reference (o)) (hereafter called the “Marking Implementation

Manual”) for guidance on marking and dissemination of classified and unclassified intelligence information. The CAPCO Register and Marking Implementation Manual are available electronically on the Joint Worldwide Intelligence Communications System (JWICS) at <http://www.intelink.ic.gov/sites/ppr/security/ssc/capco/default.aspx> and on the SECRET Internet Protocol Router Network (SIPRNET) at <http://www.intelink.sgov.gov/sites/ssc/capco/default.aspx>.

e. (Added) (AF) This Volume is the Air Force official standard for marking collateral classified national security information. DoDM 5205.07, Volume 4, *Special Access Program (SAP) Security Manual: Marking*, provides guidance for marking SAP information. SCI may have additional requirements as outlined in DoDM 5105.21, Volumes 1 – 3. The servicing Wing Information Protection Office will provide additional guidance and/or clarity regarding marking of information. (T-3)

2. EXAMPLES. All figures and associated markings used in this document are unclassified and are for example only. The markings used in the figures are to illustrate the required format. In order to keep this document unclassified, unclassified memorandums or other samples are used as the basis for some of the examples. The contents of the example documents are not relevant except to the extent they provide further explanation or highlight particular points.

3. WAIVERS INVOLVING MARKING OF CLASSIFIED INFORMATION. Only the Director of the Information Security Oversight Office (ISOO) may grant waivers to the marking requirements specified by References (d) and (f) for classified information. Any portion marking waiver approved will be temporary and will have specific expiration dates. Administrative burden alone will ordinarily not be viewed as sufficient grounds to support a waiver. Requests for waivers from the non-Intelligence DoD Components, including those involving SAPs, should be forwarded to the Office of the Deputy Director for Intelligence (Counterintelligence, Law Enforcement, & Security) (DDI(CL&S)), for submission to the Director, ISOO. DoD Components that are elements of the IC shall furnish a copy to the DDI(CL&S), when submitting waiver requests in accordance with DNI policy. A waiver request shall include:

a. Identification of the information (or class of documents) for which the marking waiver is sought.

b. A detailed explanation of why the Director, ISOO, should grant the waiver.

c. The DoD Component’s judgment of the anticipated dissemination of the information for which the waiver is sought.

d. For portion marking waiver requests:

(1) The extent to which the documents subject to the waiver may be a basis for derivative classification.

(2) How the DoD Component intends to eliminate or mitigate the negative impact that the lack of portion marking has on the sharing of information, as appropriate, between and among the DoD Components, Executive Branch agencies, and foreign partners and allies, as well as State, local, and tribal governments, law enforcement agencies, and the private sector.

e. A statement of support from the Under Secretary of Defense for Intelligence, the Secretary of Defense's designee for security policy matters. DoD elements of the IC shall also provide a statement of support from the DNI. For waiver requests involving prescribed standard forms, the proposed alternative form must be submitted with the request.

f. (Added) (AF) Waiver requests for collateral classified information shall be submitted through Information Protection channels to the Director, Security, Special Program Oversight and Information Protection (SAF/AAZ) in accordance with DoDM 5200.01, Volume 1_AFMAN 16-1404, Volume 1. (T-1). Waiver requests involving the marking of SCI information shall be submitted through the Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (AF/A2/6). (T-1). Waiver requests involving SAP information shall be submitted through the SAP security officer to the Air Force Special Access Program Central Office. (T-1).

4. COVER SHEETS AND CLASSIFICATION LABELS

a. Classified files, folders, and similar groups of documents shall have clear classification markings on the outside of the folder or holder. Attaching the appropriate classified document cover sheet (Standard Form (SF) 703, "Top Secret (Cover sheet);" SF 704, "Secret (Cover sheet);" or SF 705 "Confidential (Cover sheet)") to the front of the folder or holder shall satisfy this requirement. These cover sheets need not be attached when the item is in secure storage (e.g., GSA-approved security container).

b. If not otherwise marked, the SF classification labels listed in subparagraphs (1) through (1) of this paragraph should be used to identify the highest level of classified information stored on information technology (IT) systems and removable electronic storage media. These labels may also be used on other forms of property to clearly identify the classification level of the information contained in or on that item, when appropriate. In an environment in which both classified and unclassified information is processed or stored, SF 710, "Unclassified (Label)" shall be used to identify unclassified media or equipment. There is no requirement to use SF 710 in environments where no classified information is created or used. If the level of classification of the information on the medium changes (i.e., the information is declassified, downgraded, or upgraded), the label shall be replaced or covered by the appropriate label for the new level of classification.

(1) SF 706, "Top Secret (Label)"

(2) SF 707, "Secret (Label)"

(3) SF 708, “Confidential (Label)”

c. Where cover sheets and classification labels are used, the specified SFs must be used unless a waiver is granted in accordance with section 3 of this enclosure.

5. TRIGRAPHS AND TETRAGRAPHS. Trigraphs which are compatible with the International Organization for Standardization (ISO) Standard 3166 (ISO-3166) (Reference (p)) for country names and a partial list of approved international organization and alliance tetragraphs are available at <https://www.intelink.gov/sites/ousdi/hcis/sec/icdirect/information/default.aspx> under “Additional Resources.” Complete, current listings of approved country trigraphs and international organization and alliance tetragraphs are posted on the CAPCO websites listed in paragraph 1.d of this enclosure.

6. REQUESTS FOR OPERATIONAL TETRAGRAPHS

a. Process

(1) All requests for new tetragraphs or changes to an existing tetragraph contained in the Tetragraph Table in Annex A of the CAPCO Register, except as provided in subparagraph 6.a.(2) of this section, shall be submitted to DDI(CL&S), for review and, as appropriate, endorsement, prior to forwarding to CAPCO. Allow 90 days for processing such requests, although submission is encouraged as soon as the need is defined. All requests for action within 30 days must include justification.

(2) Requests for changes to tetragraphs that are solely changes to the existing country list shall be sent directly to CAPCO, with a copy to the DDI(CL&S). Justification or other supporting documentation must be included with such requests.

(3) Care should be taken to ensure all requests are appropriately classified.

(4) It is the requesting organization’s responsibility to notify its workforce and any recipients (foreign or domestic) of the newly created or modified tetragraph, once approved.

b. Considerations. When proposing a new tetragraph, consider:

(1) Frequency of use and stability of the associated membership list. The membership list should not change frequently (i.e., not more than twice a year).

(2) Tetragraph development. The proposed tetragraph must be four alphabetic characters; the same character may not be repeated four times (e.g., RRRR). It should not spell out an actual word and may not be close to or duplicate an approved tetragraph.

(3) Significant impacts to information systems if the request is approved and/or if

the membership list changes.

(4) Foreign disclosure office concerns and coordination.

c. Request Requirements. Requests for new operational tetragraphs shall include:

(1) Proposed tetragraph code and full title with classification level and foreign disclosure decision(s) associated with each, if classified. For classified tetragraphs, provide the appropriate classification authority block.

(2) List of member countries or organizations in alphabetical order, with classification level and foreign disclosure decision if classified when associated with the tetragraph code or its title.

(3) A description of the intent or purpose for the tetragraph, and the impact(s) if the marking is not approved and how that will be addressed. Attach documentation that supports the request.

(4) When the request is intended to remove a country from an existing tetragraph, a description of actions to be taken to prevent continued dissemination (including electronic dissemination) of classified information to a country that is no longer involved in the exchange and how continued protection of classified information already released will be ensured.

(5) A detailed explanation of foreign disclosure office concerns, if any. If none, so state.

(6) Requested date of incorporation into the CAPCO Register.

(7) Identification of the point of contact, giving name, title, organization, phone number and e-mail address. The point of contact will be expected to provide responses to questions and to inform the DDI(CL&S), and CAPCO of any changes in status that impact the tetragraph's listing.

ENCLOSURE 3

MARKING PRINCIPLES

1. MARKING REQUIREMENT. All classified information shall be identified clearly by marking, designation, or electronic labeling. If physical marking of the medium containing classified information is not possible, then identification must be accomplished by other means. The term “marking” includes other concepts of identifying the classification of the information. Markings, designations, and electronic labeling shall be conspicuous and immediately apparent and shall:

- a. Alert holders to the presence of classified information.
- b. Identify, as specifically as possible, the exact information needing protection and the level of protection required.
- c. Give information on the source(s) of and reasons for classification of the information.
- d. Identify the office of origin and document originator applying the classification markings.
- e. Provide guidance on information sharing, and warn holders of special access, dissemination control, or safeguarding requirements.
- f. Provide guidance on downgrading and declassification for classified information.

2. GENERAL GUIDELINES

a. The proper marking of a classified document is the specific responsibility of the original or derivative classifier (i.e., the author or originator of the information). Derivative classifiers shall refer to the source document(s), security classification guide(s), or other guidance issued by the original classification authority (OCA) when determining the markings to apply. Security Classification Guides will be developed in accordance with DoDM 5200.45 (Reference (q)), and this Manual.

(1) (Added) (AF) DoDM5200.01, Volume 1_AFMAN 16-1404. Volume 1, Enclosure 6, Appendix 1 is the standard Air Force format for writing guides, consistent with DoDM 5200.45. (T-1)

b. The highest level of classified information contained in a document shall appear in a way that will distinguish it clearly from the informational text and shall be conspicuous enough to alert anyone handling the document that it is classified.

c. The holder of an improperly marked classified document shall contact the document originator to obtain correct markings and shall apply those marking as required.

d. No classification or other security markings may be applied to any article or portion of an article that has appeared in a newspaper, magazine, or other public medium. If an article is evaluated to see if it contains classified information, record the results of the review separately. However, the article and the evaluation may be filed together.

e. To facilitate information sharing and declassification processes, whenever practicable a classified attachment, addendum, annex, enclosure, or similar section shall be used when classified information constitutes only a small portion of an otherwise unclassified document. Alternately, a separate product that permits dissemination at the lowest level of classification possible or in unclassified form may be prepared.

f. If a classified document has components likely to be removed and used or maintained separately, mark each component as a separate document. Examples are annexes or appendices to plans, major parts of reports, or reference charts in a program directive. If an entire major component is unclassified, it may be marked on its face, top and bottom "UNCLASSIFIED," and a statement added: "All portions of this (annex, appendix, etc.) are Unclassified." No further markings are required on such a component.

g. Particular attention must be given to information intended for display on websites authorized to host classified information to ensure that the information carries all appropriate markings. Since web technologies permit data access without viewing the initial and/or cover pages, page and portion markings are especially important to ensure users are alerted to the presence of classified information and the level of protection it requires.

h. Metadata and/or other tags shall be applied to electronic data as required by DoDI 8320.02 (Reference (r)) and it's implementing guidance. Metadata and tags shall be used to the greatest extent possible to facilitate electronic handling and dissemination of classified information.

(1) Security metadata for classified electronic information shall, to the extent possible, identify the classification level and any control and dissemination caveats required.

(2) Documents released in electronic format shall have their metadata and other electronic tags and labels reviewed for classified information prior to release. Metadata and other electronic tags and labels associated with information in electronic format shall be updated or deleted, as necessary, to reflect the actual classification and other attributes of declassified or downgraded information. Care must be taken to ensure the metadata accurately reflects the information it describes and that classified attributes are not released with unclassified data.

3. **REQUIRED MARKINGS ON CLASSIFIED DOCUMENTS.** All classified documents shall bear the information identified in this section; however, in exceptional cases specific information required by this section may be excluded if it reveals additional classified information. The information is to be shown using these marking elements: banner lines; portion marks; Component, office of origin, and date of origin; and classification authority block (OCA or derivative). Specific requirements for each marking element are discussed in sections 5 through 8 of this enclosure; the figures in this enclosure provide examples of correct usage. Material other than ordinary paper (and comparable electronic) documents shall have the same information either marked on it or made immediately apparent to holders by another means. The required information is:

- a. The overall classification of the document (i.e., Confidential, Secret, or Top Secret).
- b. Identification of the specific classified information in the document and its level of classification.
- c. Component, office of origin, and date of origin.
- d. Identification of the basis for classification of the information contained in the document and of the OCA or derivative classifier.
- e. Declassification instructions and any downgrading instructions that apply.
- f. Identification of special access, dissemination control, and handling or safeguarding requirements that apply.

g. (Added)(AF) Information protection Major Commands and wing staffs, activity security managers, and/or security assistants are authorized to review classified documents/material in their organizations, commensurate with their security clearance and access level, to ensure compliance with marking standards outlined in this Volume. This review is generally accomplished during a random sampling of classified documents during the annual self-inspection, however may also be conducted when circumstances warrant (e.g. during a security incident.)

4. **SPECIAL NOTICES.** In addition to the information specified by section 3 of this enclosure, special notices may be required for specific types or categories of information by this Manual or other DoD issuances. Unless another directive or legal authority prescribes different placement, these notices shall be placed on the face of the document.

a. Technical data, as specified in DoDI 5230.24 (Reference (s)), shall be marked with the distribution statements identified in section 24 of this enclosure. If determined to be export- controlled, the warning statement specified by Reference (s) shall be added.

b. The special notice “COMSEC Material - Access by Contractor Personnel Restricted to U.S. Citizens Holding Final Government Clearance” shall be placed on the face of classified documents handled within the COMSEC Material Control System, when required by National Security Agency/Central Security Service Policy Manual 3/16 (Reference (t)). Apply it when

the document is created.

c. Other notices are identified in Enclosure 4 with the discussion of the associated marking for the specific type of information. Among the information requiring special notices are North Atlantic Treaty Organization (NATO), Restricted Data (RD), Formerly Restricted Data (FRD), Critical Nuclear Weapon Design Information (CNWDI), For Official Use Only (FOUO), CUI, and Foreign Intelligence Surveillance Act (FISA).

d. When appropriate, classified information that is subject to specific limitations may be marked with notices such as: “Reproduction requires approval of originator or higher DoD authority.”

5. BANNER LINES

a. The banner line shall specify the highest level of classification (Confidential, Secret, or Top Secret) of information contained within the document and the most restrictive control markings applicable to the overall document (hereafter referred to as “overall classification”). See Figure 1.

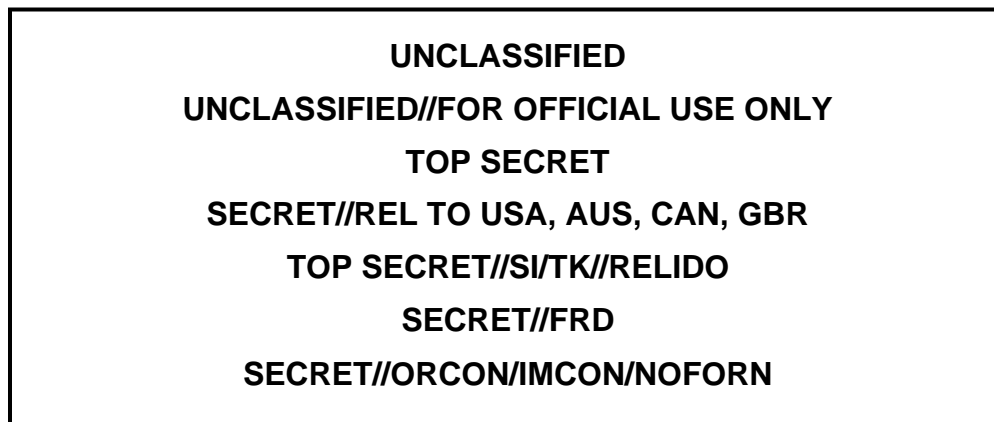
(1) The highest level of classification is determined by the highest level of any one portion within the document.

(2) The classification level in the banner line must be in English and spelled out completely. Only one classification level shall be used.

(3) Any other control markings (e.g., dissemination control markings) included may be spelled out or abbreviated as shown in this Volume.

(4) Banner line markings always use uppercase letters.

Figure 1. Examples of Banner Markings



b. Conspicuously place the banner line at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover

(if any) or last page, of each classified document. Banner line markings are usually centered on the page.

(1) The appropriate markings shall be printed, stamped, or otherwise affixed (with a sticker, tape, etc.) as specified. Material other than ordinary paper (and comparable electronic) documents must have the same information either marked on it or made immediately available to holders by another means. (See sections 16, 17, and 18 of this enclosure for additional guidance.)

(2) If the document has no front cover, the first page shall be the front page. If it has a cover, the first page is defined as the first page you see when you open the cover. In some documents, the title page and first page may be the same.

c. Each interior page of a classified document shall be marked with a banner line at the top and bottom of the page. Banner markings used on interior pages are also referred to as page markings.

(1) The banner line on an interior page shall specify either the highest level of classification of information on that page or “UNCLASSIFIED” if there is no classified information on the page, along with the applicable control markings, or alternatively, all interior pages of the document may be marked with the overall classification of the document and any applicable control markings.

(2) Use of page markings that specify the classification and control markings applicable to the information contained on that specific page requires extreme caution since:

(a) Edits or repagination may cause information of a different classification or requiring different or additional control markings to move to the page from the page before or the page after.

(b) Paragraphs may begin on one page and continue onto a second page, requiring the user to ensure that the page markings on the second page properly reflect the classification and control markings contained in the paragraph’s portion markings as stated on the first page.

d. U.S. documents and other products containing foreign government information (FGI) shall carry an overall classification level of either the classification of the U.S. information or the U.S. equivalent of the FGI’s classification, whichever is higher. (See section 19 of this enclosure and section 9 of Enclosure 4 of this Volume for further guidance.)

e. It is optional to mark “UNCLASSIFIED” in the banner line of hard copy documents that are unclassified and bear no control markings, except as provided in subparagraph 17.b.(7) of this enclosure.

f. Control markings are used in the banner line (and portion markings) to identify special control systems that provide additional access control or physical protection for the information or items covered by the program (e.g., SCI) or to identify the expansion or

limitation on the distribution of information (i.e., dissemination controls). These markings are in addition to and separate from the level of classification.

(1) In the banner line, double forward slashes (//) separate the classification level and control markings.

(2) Multiple entries may be chosen from the control marking categories if applicable. If multiple entries are used, they are listed in the order in which they appear in Enclosure 4 and are separated by a single forward slash (/).

6. **PORTION MARKS.** Every classified document shall show, as clearly as is possible, which information in it is classified and at what level. Derivatively classified documents shall be portion marked in accordance with their source.

a. Every portion (e.g., subject, title, paragraphs, sections, tabs, attachments, classified signature blocks, bullets, tables and pictures) in every classified document shall be marked to show the highest level of classification that it contains. When deciding whether a subportion is to be treated as a portion and separately marked, the criterion shall be whether the marking is necessary to avoid over-classification of any of the information or to eliminate doubt about the information’s classification level. If there are different levels of classification among a portion and any of its subportions, then all subportions shall be treated as individual portions and marked separately.

b. Portion markings shall be included at the beginning of the respective portion as this position affords maximum visibility to the reader. Thus, the classification level shown always applies to the text immediately to the right of the portion marking.

c. To indicate the appropriate classification level, the symbols “(TS)” for Top Secret, “(S)” for Secret, and “(C)” for Confidential shall be used (see Figure 2). Portions which do not meet the standards for classification shall be marked with “(U)” for Unclassified.

Figure 2. Examples of Portion Markings

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(U)	(C)	(S)	(TS)	(U//FOUO)	(S//NF/PROPIN)
(C//FRD)	(//GBR S)	(TS//SI/TK//RELIDO)	(S//RD)		
(S//REL)	(TS//REL TO USA, AUS, CAN, GBR)	(S//RD-N)			

d. Portion marks shall include any control markings applicable to the portion (see Figure 2). Within the portion marking, double forward slashes (//) shall separate classification and control markings. Single forward slashes (/) shall separate multiple control markings within the same category (see Enclosure 4, section 1). Hyphens (-) are used to separate control

markings and their sub-controls. If multiple control markings are used, they are listed in the order in which they appear in Enclosure 4.

e. Portion markings always use uppercase letters and are enclosed in parentheses.

(1) For numbered or lettered paragraphs or subparagraphs, the portion marking goes after the number or letter, and before the text.

(2) Portion markings for listings of references, enclosures, tabs, or attachments (e.g., as listed on memorandums or transmittal documents) shall be placed before the subject or title and shall indicate the classification of that subject or title, not the classification of the document. See section 15 of this enclosure for additional guidance and examples.

(3) Charts, graphs, photographs, illustrations, figures, drawings, and similar portions within classified documents must be marked to show their classification. The classification shall be based on the information contained in or revealed by the item. The portion marking shall be placed immediately preceding the chart, graph, etc., or within the item and shall be large enough to ensure viewers easily recognize it. Captions or titles of these portions must also be marked, as for text, and will indicate the classification of the caption or title, not of the portion (e.g., chart or graph) itself. The portion marking may be placed within the chart, graph, etc., and/or spelled out instead of being abbreviated when that more clearly identifies the classified status of the item. When possible, the marking should be integral to the item, so it is carried along with the item upon extraction.

(4) A classified signature block shall be portion marked to reflect the highest classification level of the information contained within the signature block itself.

f. If an exceptional situation makes individual markings of each portion clearly impracticable, a statement may be substituted describing which portions are classified and their level of classification. This statement shall identify the information as specifically as parenthetical portion marking. When classification is a result of compilation, the statement required by section 12 of this enclosure meets this requirement. A waiver is not required in these situations.

g. Each portion of an UNCLASSIFIED document that requires dissemination control shall be portion marked (e.g., (U//FOUO)) to show that it contains information requiring protection. Unclassified CUI will be marked in accordance with Volume 4 of this Manual. DoD Components that are elements of the IC shall mark those unclassified portions that do not require a dissemination control marking with the portion marking (U); other activities may, but are not required to, mark portions of unclassified documents that do not require dissemination control. However, if any portion not requiring dissemination control is marked "(U)," all portions of the document shall be marked.

h. A document not portion marked based on an ISOO-approved waiver must:

(1) Contain a warning which states that the document may NOT be used as a source

for derivative classification.

(2) Be portion marked when transmitted outside the originating organization, unless the ISOO waiver approval explicitly provides otherwise.

7. DOD COMPONENT, OFFICE, AND DATE OF ORIGIN. Every classified document shall show on the first page, title page, or front cover (hereafter referred to as “the face of the document”), the originating DoD Component and office and the date of the document’s origin. This information shall be clear enough to allow someone receiving the document to contact the preparing office if issues or questions about the classification arise. If not otherwise evident, the DoD Component and office of origin shall be identified and follow name and position on the “Classified By:” line.

8. CLASSIFICATION AUTHORITY BLOCK

a. General Requirements. The classification authority block shall appear on the face of each classified U.S. document, except as provided in subparagraph 8.a.(3) of this section, and shall indicate the authority for the classification determination and the duration of classification (i.e., declassification and downgrading instructions). The authority for the classification determination may be either original or derivative.

(1) The only requirement for the placement of the classification authority block is that it be on the face of the document. While placement on the bottom left of the page is most typical, whether it is placed on the right or left side or appears as one line is determined by available space. The classification authority block on electronic e-mails, messages, web pages and similar electronic material may appear as a single line of text (also see section 17).

(2) The standard format YYYYMMDD shall be used when specifying dates in the classification authority block.

(3) Include a “Declassify On:” line on the face of each classified U.S. Government document, except those containing RD or FRD. Documents containing both RD or FRD information and national security information (NSI) must include a “Declassify On:” line annotated as follows: “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list, which must be included and shall not be listed on the first page, must show the declassification instructions for each of the NSI sources. Do not mark documents containing only RD or FRD with declassification instructions.

(4) Downgrading instructions are not required for every classified document, but must be placed on the face of each document to which they apply. A downgrading instruction is used in addition to, and not as a substitute for, declassification instructions. Downgrading instructions shall not be applied to documents containing FGI, RD, or FRD.

b. Original Classification

(1) On the face of each originally classified document (see Figure 3), regardless of the media, the OCA shall apply these classification authority block markings:

(a) Classified By: List name and position title or personal identifier of the OCA. Include the DoD Component and office of origin if not otherwise evident.

(b) Reason: Cite the reason for classification.

(c) Downgrade To: If applicable, identify the lower level of classification at which the document should be safeguarded and date or independently verifiable event upon which the downgrading should take place. Note that a downgrading instruction is used in addition to, and not as a substitute for, declassification instructions.

(d) Declassify On: Specify the date or independently verifiable event for declassification or, as provided in subparagraph 8.b.(5) of this section, an approved exemption category.

(2) Identify the OCA by name and position title or personal identifier. If the information normally included on the “Classified By:” line would reveal classified information not evident from the rest of the document, complete the “Classified By:” line with an unclassified personal identifier that can be traced through secure channels.

(3) If some information was originally classified at the time of preparation of the document and other information was derivatively classified, use the markings required for derivative classification. Identify the OCA by name and position title or personal identifier on the “Classified By:” line. Place “Multiple Sources” on the “Derived From:” line and maintain a record of the sources on or with the document. As part of that record, cite as one of the sources “Originally Classified Information” and identify the OCA and provide all information required for an original classification decision (i.e., provide the full classification authority block for the originally classified information).

(4) Identify the reason for classification by citation of the number “1.4” plus the letter(s) that corresponds to the appropriate category of information listed in section 1.4 of Reference (d). The OCA shall additionally provide a more detailed explanation of the reason for classification when that is not apparent from the content of the information (e.g., when classified by compilation). The categories, lettered as they appear in section 1.4 of Reference (d), are:

(a) Military plans, weapons systems, or operations.

(b) Foreign government information.

(c) Intelligence activities (including covert action), intelligence sources or methods, or cryptology.

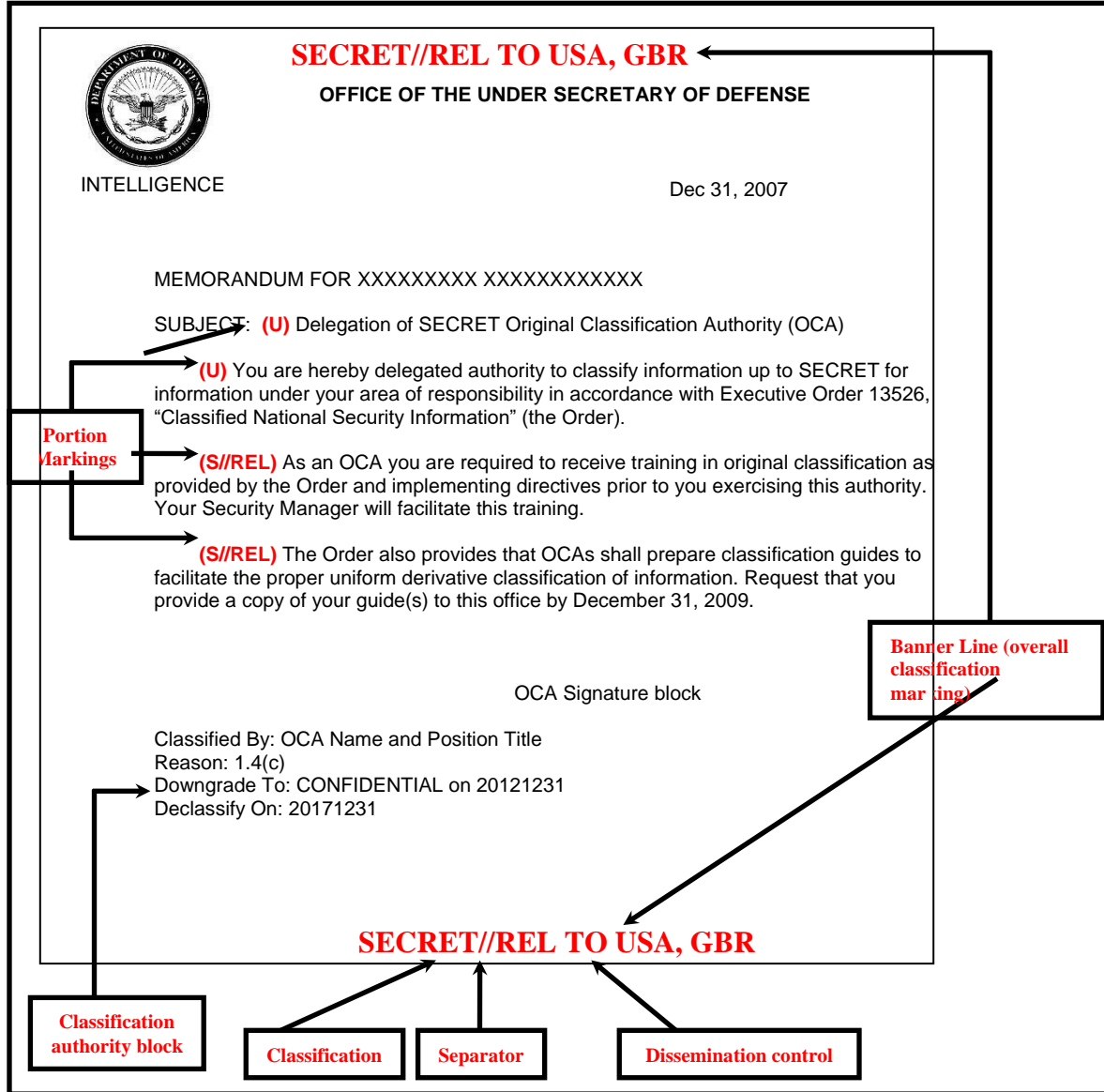
(d) Foreign relations or foreign activities of the United States, including confidential

sources.

- (e) Scientific, technological, or economic matters relating to the national security.
- (f) U.S. 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.

Figure 3. Example of Originally Classified Document

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



(5) The OCA should select, to the greatest extent possible, the declassification instruction that will result in the shortest duration of classification.

(a) The declassification instruction shall specify:

1. A date or independently verifiable event less than 10 years from the date of the original classification;
2. A date 10 years from the date of the original classification;

3. A date or independently verifiable event greater than 10 and less than 25 years from the date of the original classification;

4. A date 25 years from the date of the original classification;

5. “50X1-HUM” for information that is clearly and demonstrably expected to reveal the identity of a confidential human source or a human intelligence source (do not include a declassification date or event); or

6. “50X2-WMD” for information that is clearly and demonstrably expected to reveal key design concepts of weapons of mass destruction (do not include a declassification date or event).

7. “25X” with date or event, designating a duration of up to 50 years from the date of original classification,* when classifying information that clearly falls within an exemption from automatic declassification at 25 years that has previously been approved by the ISCAP.

(b) For originally classified documents, the date of the original classification decision is the date of the document.

(c) The “Declassify On:” line for originally classified information may specify an exemption category (e.g., 25X1 through 25X9), with date or event, only when the originally classified information clearly falls under a pre-existing Interagency Security Classification Appeals Panel (ISCAP) approved exemption. See Volume 1, Enclosure 5, sections 13 through 15, of this Manual for additional information on exemptions. Include, following identification of the exemption category, the specific ISCAP-approved date or event for declassification.

c. Derivative Classification

(1) The face of each derivatively classified document shall include a classification authority block consisting of these elements (see Figure 4): “Classified By,” “Derived From,” and “Declassify On.” Declassification and downgrading instructions, which may be added to the classification authority block when applicable, shall be carried forward by the derivative classifier from the source document(s), from instructions in the appropriate security classification guide(s), or from other classification guidance issued by the OCA.

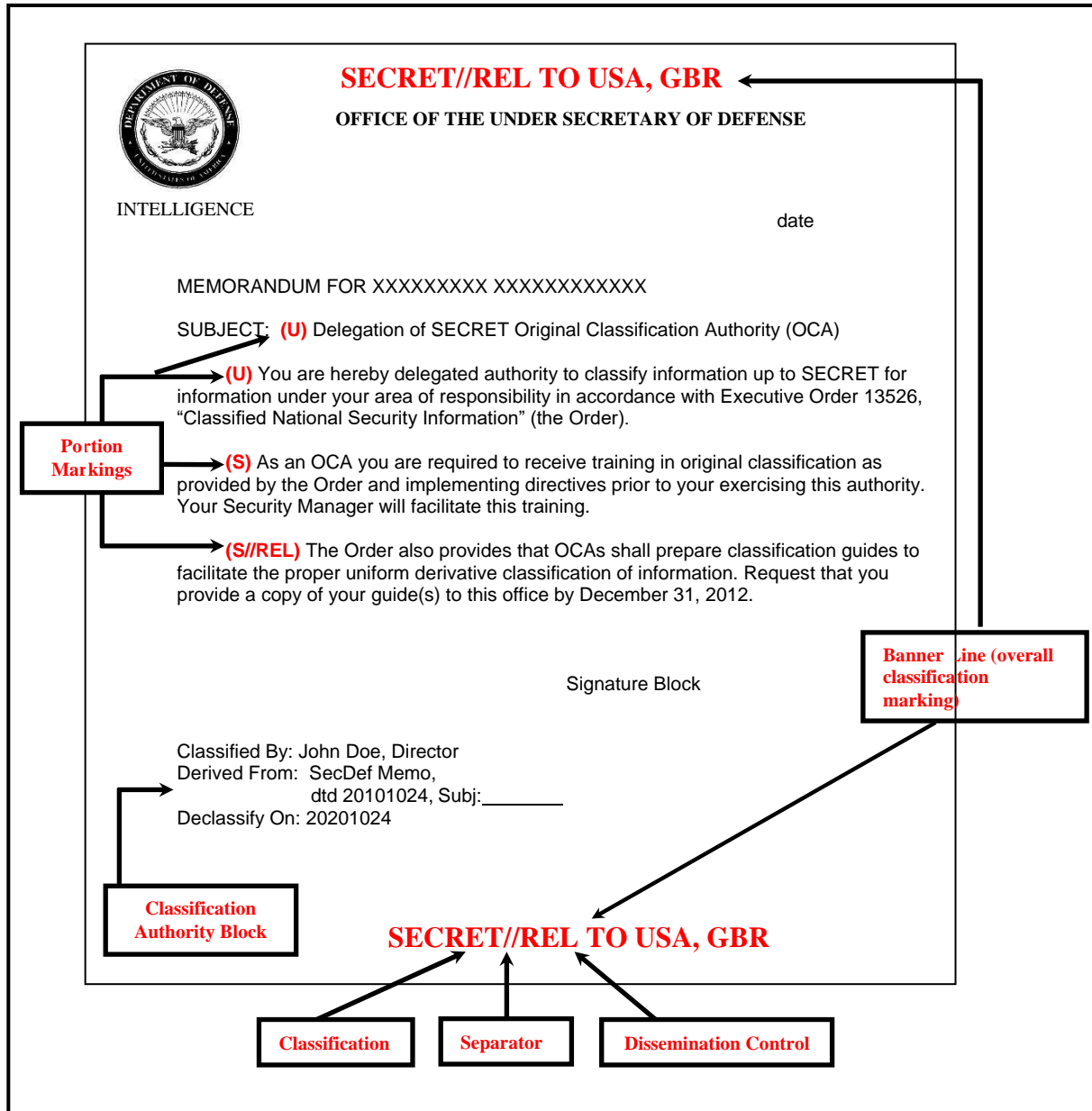
(a) Classified By: List name and position title or personal identifier of the DERIVATIVE classifier and, if not otherwise evident, include the Component and office of origin.

(b) Derived From: Concisely cite the source document or classification guide used for the classification determination, to include the originating Component or agency and, where available, office of origin; type of document (e.g., memorandum, security classification guide, or message); subject; and date. Do not carry forward information from the “Derived From” line on the source document; cite the source document itself (i.e., the document from

which the information is obtained or extracted).

Figure 4. Example of Derivatively Classified Document

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



(c) Downgrade To: If applicable, identify the lower level of classification at which the document should be safeguarded and date or event upon which the downgrading should take place. Note that a downgrading instruction is used in addition to, and not as a substitute for, declassification instructions.

(d) Declassify On: Specify the date or event for declassification, exemption

category with date or event for declassification, or other declassification instruction corresponding to the longest period of classification among the source document(s), security classification guide(s), and other applicable classification guidance issued by the OCA.

(2) When multiple sources (i.e., more than one security classification guide, source document, or combination of these) are used to produce a derivatively classified document:

(a) The “Derived From:” line shall state “Multiple Sources.”

(b) The list of multiple sources shall be included with or annotated on the derivative document. If the document has a bibliography or reference list, this may be used as the list of sources. Annotate it to distinguish the sources of classification from other references.

(3) When a document is derivatively classified on the basis of a single source document that is itself marked “Derived From: Multiple Sources,” the “Derived From:” line shall cite the specific source document, not “Multiple Sources.”

(4) If a security classification guide is used to determine the declassification date of a derivatively classified document, use the declassification instructions provided by the OCA. A date derived or calculated in accordance with instructions in the guide shall not exceed 25 years from the date of the creation of the derivative document, except for information that would reveal the identity of a confidential human source or a human intelligence source or key design concepts of weapons of mass destruction, or for which the guide cites an authorized exemption category. For example, if the guide specifies duration of “25 years,” the declassification date is 25 years from the date of the creation of the derivative document.

(5) If all the information in the document has the SAME declassification instruction assigned, place that instruction on the “Declassify On:” line. The allowable options are a date for declassification, an event for declassification, an exemption marking with associated date or event for declassification, or the markings “50X1-HUM” or “50X2-WMD.”

(6) If the document is classified by “multiple sources” and different declassification instructions apply to information included, determine the MOST RESTRICTIVE declassification instruction that applies to any of the source information (i.e., the one farthest in the future giving the longest period for classification) and place it on the “Declassify On:” line. This will ensure all of the information in the document is protected for as long as necessary. The guidance in the subparagraphs below typically provides the most restrictive date and the longest period for classification, but in some specific cases (e.g., for some 25X instructions) the hierarchy specified may not provide the correct results. In ALL cases, one must determine the period of classification for each source document and select the MOST RESTRICTIVE declassification instruction to carry forward.

(a) When determining the most restrictive declassification instruction, this hierarchy applies:

1. An ISCAP approved 75-year exemption (i.e., 75X1 through 75X9) with date or event for declassification.

2. 50X1-HUM or 50X2-WMD.

3. An ISCAP approved 50-year exemption (i.e., 50X1 through 50X9) with date or event for declassification.

4. An ISCAP approved 25-year exemption (i.e., 25X1 through 25X9) with a date or event for declassification.

5. A specific date or event for declassification, within 25 years of the creation of the derivative document.

6. Absent a declassification instruction or other declassification guidance from the OCA, a calculated date 25 years from the date of the creation of the derivative document in accordance with subparagraph 8.c.(7) of this section.

(b) If declassification dates are specified for all of the source documents, place the LATEST date (i.e., the date farthest in the future) on the “Declassify On:” line. (Example: If the information is extracted from documents marked for declassification on 20110320 (i.e., March 20, 2011), 20120601 (i.e., June 1, 2012) and 20150403 (i.e., April 3, 2015), use “Declassify On: 20150403.”)

(c) If the sources of classification indicate a combination of date(s) and event(s), indicate that declassification should occur on the latest date or the occurrence of the event(s), whichever is later. (Example: One source specifies “Declassify On: 20140803”; the other is marked “Declassify On: Completion of tests.” Mark the derivatively classified document “Declassify On: 20140803 or Completion of tests, whichever is later.”)

(d) When necessary, use the date or event for declassification associated with a 25, 50, or 75-year exemption to determine which marking is the most restrictive. Where an exemption marking is determined to be the most restrictive, also carry forward the associated date or event for declassification.

(7) If a document does not specify a definitive date or event for declassification or an exemption category, determine its declassification date in accordance with this subparagraph and use that date when determining the most restrictive declassification instruction. Carry forward the calculated date to the “Declassify On:” line when it is determined to be the most restrictive.

(a) If the source document, classification guide, or other guidance from the OCA does not specify a declassification instruction, use a date of 25 years from the date of the creation of the derivative document.

(b) If the source document is missing both a declassification instruction and the

date of its origin and there is no other guidance from the OCA, use a date of 25 years from the creation of the derivative document.


(8) Follow the guidance in section 9 of this enclosure, when the source document or classification guide contains any of these declassification instructions: “Originating Agency’s Determination Required,” “OADR,” “Source marked OADR,” “Manual Review,” “MR,” “Source marked MR,” “DCI Only,” “DNI Only,” or any of the markings “X1,” “X2,” “X3,” “X4,” “X5,” “X6,” “X7,” or “X8,” or “Source marked X1” or any of the other markings “X2” through “X8.” This also applies when these declassification instructions are used with “Source Marked:” and “Date of Source: [date].”

(9) Carry over the declassification instruction “50X1-human” from the source document to the derivative document.

d. Examples. Figures 5 through 7 provide examples of the required markings on various types of documents.

Figure 5. Markings on a Memorandum

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



SECRET
OFFICE OF THE UNDER SECRETARY OF DEFENSE

INTELLIGENE Date

MEMORANDUM FOR XXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: **(U)** Request for Data Concerning DoD Declassification Efforts

(U) The Public Interest Declassification Board (PIDB), in response to a request from the Special Assistant to the President for National Security Affairs, is considering the establishment of a National Declassification Center to ensure more efficient, consistent, and timely declassification of records of permanent historical value. To begin this process, the PIDB requests the following information:

(U) The total overall cost to comply with the automatic and systematic declassification requirements of Executive Order 13526, “Classified National Security Information,” during fiscal year 2011; and

(S//REL TO USA, CAN, GBR) The full-time equivalent number (government and contractor) engaged in such activity during the same period of time.

Signature Block

Classification markings indicate classification of title or subject, not the classification of the document.

Attachments:
 Tab A: **(U)** Tasking Memorandum
 Tab B: **(U)** Comments **(Document is classified SECRET)**

Optional

Classified By: John Doe, Director
Derived From: USD(I) Memorandum, dtd 20100205, same subject
Declassify On: 20200205

SECRET

NOTE: Since not all portions are releasable, the REL TO marking does not appear in the banner line.

Figure 6. Markings on an Action Memorandum

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

<p style="text-align: center;">SECRET</p> <p style="text-align: right;">date</p> <p>TO: USD(I)</p> <p>FROM: <i>DDI(CL&S)</i></p> <p>SUBJECT: (U) Request for Data Concerning DoD Declassification Efforts</p> <p>(U) PURPOSE: This is an example of the portion marking for a main paragraph.</p> <p>(U) COORDINATION: None</p> <p>(U) BACKGROUND:</p> <ul style="list-style-type: none">• (S) This is the portion marking for a classified primary bullet statement.<ul style="list-style-type: none">○ (U) This demonstrates that sub-bullets must also contain portion markings.• (C) This is the portion marking for a classified primary bullet statement. <p>(U) RECOMMENDATION: Sign the Memorandum at right.</p> <p style="text-align: center;">Signature Block</p> <p>Classified By: John Smith, DUSD(I&S)-DDI (CL&S) Derived From: USD(I) Memorandum, dtd 20110205, same subject Declassify On: 20210205</p> <p style="text-align: center;">SECRET</p>

Figure 7. Markings on a Staff Summary Sheet

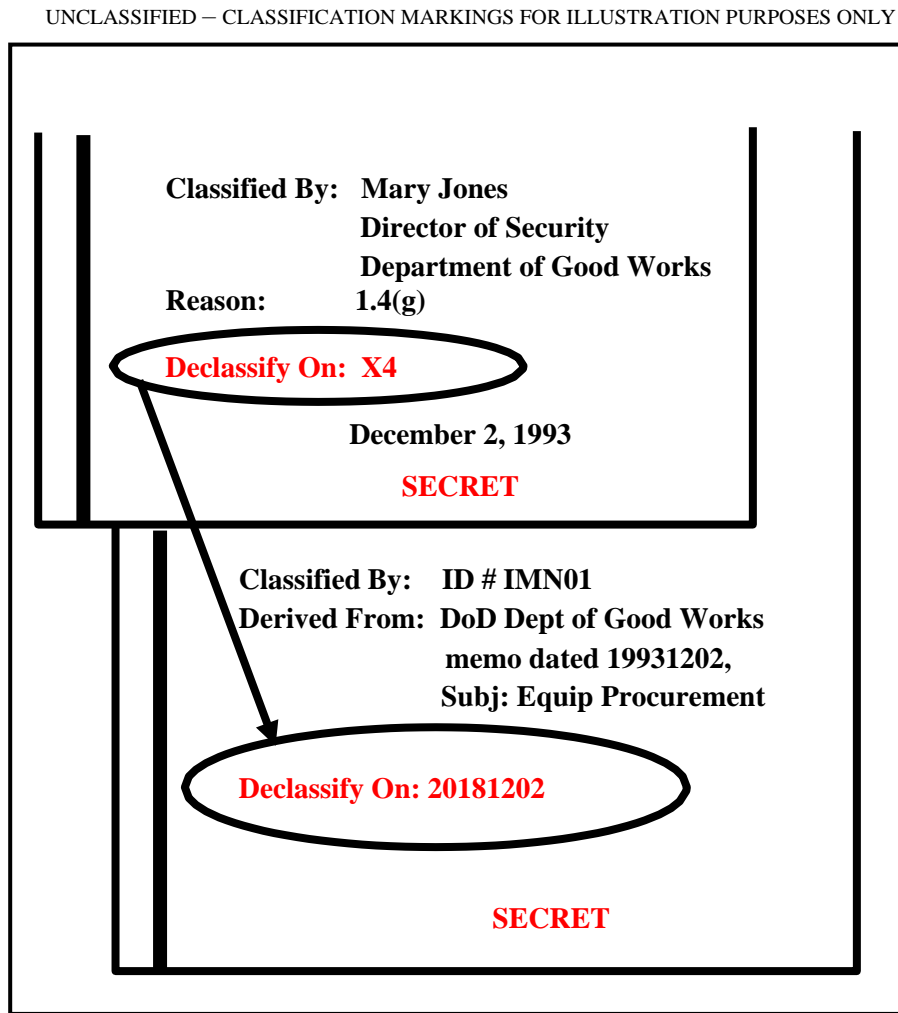
UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//NOFORN						
Tracking #	TO	ACTION	SIGNATURE (Surname) AND DATE		TO	ACTION
1	DUSD (I&S)	Coord			6	
2	PDUSD (I)	Approve			7	
3	USD(I)	Sign			8	
4					9	
5					10	
SURNAME OF ACTION OFFICER			SYMBOL/MAIL STOP	PHONE 703-604-2766	TYPISTS INITIALS	SUSPENSE DATE
Ushman			CG2, 502C	SECURE N/A FAX N/A	PSU	
SUBJECT (U) Example of a Classified Staff Summary Sheet						DATE
						12/11/2010
<p>SUMMARY</p> <p>1. (U) Purpose.</p> <ul style="list-style-type: none"> • (TS) Show the different ways a staff summary sheet may be marked. <p>2. (U) Background.</p> <ul style="list-style-type: none"> • (TS) Point A. • (S//NF) Point B. <ul style="list-style-type: none"> ○ (S//NF) Subpoint 1. ○ (S) Subpoint 2. ○ (U) Subpoint 3. <p>3. (TS) Recommendation. Sign memorandum at right.</p> <p style="text-align: center;">Signature Block</p> <p>Attachments:</p> <p>Tab A – (U) Unclassified Title (Contents are SECRET)</p> <p>Tab B – (S) Classified Title</p> <p>CLASSIFIED BY: Name, OUSD(I) Director of Security DERIVED FROM: Appropriate SCG, Subj: XXX, dated 20090101 DECLASSIFY ON: 20201211</p> <p style="text-align: center;">TOP SECRET//NOFORN</p>						
<p>Example shows markings for paragraphs and subparagraphs, including those beginning with bullets.</p> <p>The banner line shows the highest classification in the document (TOP SECRET) and also includes the dissemination control marking NOFORN, as it is included among</p>						

9. USE OF CALCULATED DECLASSIFICATION DATE IN PLACE OF PREVIOUS DECLASSIFICATION INSTRUCTIONS

a. Except as provided in paragraph 9.c. of this section, when a source document is marked with any of the previously used declassification instructions listed in subparagraphs 9.a.(1) through 9.a.(5) of this section, the derivative markings shall use a calculated declassification date that is 25 years from the date of the creation of the derivative document (see Figure 8), unless other guidance from the OCA is available.

Figure 8. Use of Calculated Declassification Date



(1) “Originating Agency’s Determination Required” or “OADR” or “Source marked OADR.”

(2) “Manual Review” or “MR” or “Source marked MR.”

(3) “DCI Only.”

(4) “DNI Only.”

(5) “X1,” “X2,” “X3,” “X4,” “X5,” “X6,” “X7,” or “X8” or “Source marked X1” or any other markings “X2” through “X8.”

b. The “Derived From:” line or, if multiple sources are used, the listing of source documents shall identify the date of the source document(s), as required by subparagraph 8.c.(1)(b) of this enclosure.

c. If imagery subject to E.O. 12951 (Reference (u)) is marked with the declassification instruction “DCI Only” or “DNI Only,” use “25X1, E.O. 12951” as the declassification instruction. (Contact the National Geospatial-Intelligence Agency Classification Management Office (NGA/SISCC) for assistance in determining whether specific imagery is subject to E.O. 12951.)

d. If a security classification guide calls for the use of any of the listed declassification instructions, the procedure in paragraph 9.a. of this section shall be followed. Additionally, the holder of the classification guide should request updated guidance from the OCA, as all classification guides should reflect the requirements of References (d) and (f) and those that do not must be updated immediately.

e. When using multiple sources of information all of whose declassification dates must be calculated, the “Declassify On:” line shall be calculated using the source with the MOST RECENT DATE. (Example: In the case of three source documents, one marked “OADR” and dated September 2, 1990, one marked “MR” and dated December 3, 1992, and one marked “X3” and dated October 15, 1995, the most recent date is October 15, 1995. Mark the derivative document “Declassify On: 20201015.”)

10. MARKINGS FOR CHANGES IN CLASSIFICATION

a. Confirmation of Change. When a document or item of material is marked for downgrading or declassification on a date or event, the holder shall, prior to downgrading, declassification, or removal of classification markings, confirm that the OCA for the information has not extended the classification period. This can be done by reference to a security classification or declassification guide or by consultation with the OCA.

b. Declassification. See section 11 of this enclosure for guidance on marking declassified information. Volume 1, Enclosure 5 provides additional guidance on declassification of information.

c. Downgrading. Cancel (i.e., line through) old classification markings and substitute the new ones when a document is downgraded according to its markings. For bulky

documents, where changing all old markings is not practical, as a minimum, the markings on the cover (if one exists), title page (if one exists), and the first page shall be changed.

d. Downgrading or Declassification Earlier Than Scheduled. If a document is downgraded or declassified earlier than indicated by its markings, the guidance in paragraph 10.c or section 11, as appropriate, of this enclosure shall be followed. In addition, place this information on the document:

(1) The date of the downgrading or declassification re-marking.

(2) The authority for the action (e.g., the identity of the OCA who directed the action or identification of the security classification guidance or instruction that required the action). When possible file a copy of the correspondence authorizing the early downgrading or declassification with the document.

e. Upgrading. If a document is upgraded, all classification markings affected by the upgrading shall be changed to the new markings. Also, place on the document:

(1) The date of the re-marking.

(2) The authority for the action (e.g., the identity of the OCA who directed the action, or identification of the correspondence or classification instruction that required it).

f. Extension of Classification. If information has been marked for declassification on a specific date or event and the duration of classification is subsequently extended, then:

(1) The “Declassify On:” line shall be changed to show the new declassification instructions.

(2) A notation shall be included on the front cover or first page indicating the identity of the OCA authorizing the extension or identification of the correspondence or classification instruction requiring it, and the date of the action.

g. Reclassification. Previously declassified information may be reclassified only in compliance with the requirements of paragraph 16.b of Enclosure 4 of Volume 1 of this Manual. When reclassified, information shall be re-marked to clearly provide:

(1) New overall classification markings and portion markings to replace those that had been cancelled.

(2) A new classification authority block (i.e., identification of the OCA, reason for classification, and declassification instructions).

(3) The date the reclassification action was taken.

h. Bulk Changes. If the volume of material involved in a downgrading, upgrading, or

declassification action is so large that individually re-marking each item may cause serious interference with operations, the custodian may attach a notice to the inside of the storage unit providing the information required by this section or section 11 of this enclosure, as applicable. When individual documents are removed from the storage unit for use, they shall be marked in the manner prescribed. If documents are removed for transfer to another storage unit, they need not be re-marked if a proper notice is also posted to the new storage unit.

11. DECLASSIFICATION MARKINGS

a. Once the holder has confirmed that the OCA for the information has not extended the classification period, information may be declassified according to markings on the document or material.

(1) The standard markings specified in paragraph 11.b of this enclosure shall be applied to declassified information, regardless of media, in accordance with section 1.6(h) of Reference (a) and section 2001.25 of Reference (f). The marking of declassified information shall not deviate from the prescribed formats unless a waiver has been approved by ISOO. Such requests shall be submitted through DDI (CL&S), in accordance with Enclosure 2, section 3.

(2) If declassification markings cannot be affixed to specific information or materials (e.g., information in some IT systems, special media, or microfilm), the originator shall provide holders or recipients of the information with written declassification instructions.

(3) Markings shall be uniformly and conspicuously applied or attached to leave no doubt about the declassified status of the information and who authorized the declassification.

b. When re-marking a document that has been declassified (see Figure 9), make sure these markings are applied:

(1) The word, "Declassified."

(2) The name and position title, or personal identifier, of the declassification authority or title and date of the declassification guide. If the identity of the declassification authority is classified, a personal identifier may be used.

(3) The date of declassification.

(4) The overall classification markings that appear on the cover page or first page are lined through with an "X" or straight line.

c. Page and portion markings on the document should also be canceled and, where practical, portion marks replaced with "(U)." Lining through the markings is sufficient to meet this requirement. For a bulky document, where canceling each page and/or portion marking is not practical, cancel, at a minimum, the markings on the front and back cover (if they exist), title page (if one exists), and the first page.

d. Declassified information shall not be released to the public until a review as required by DoDD 5230.09 (Reference (v)) and DoDI 5230.29 (Reference (w)) has been conducted to determine if there are other reasons preventing the release of the information. Regardless of the date specified for declassification, declassified information shall not be approved for public release without referral to the OCA of the information, except records accessioned by the National Archives and Records Administration (NARA) that were reviewed for automatic declassification in accordance with section 3.3 of Reference (d). Those records will be reviewed by NARA for public release.

Figure 9. Declassification Markings

DECLASSIFIED ~~SECRET~~ Unclassified

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

November 1, 2002

MEMORANDUM FOR THE DIRECTOR
From: David Smith, Chief Division 5
Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Declassified by: David Smith, Chief Division 5
Dept. of Good Works
Declassified on: December 31, 2019

Declassify on: December 31, 2019

David Smith,
Chief Division 5
Department of Good Works
Office of Administration
1.4(a) and (d)

DECLASSIFIED ~~SECRET~~ Unclassified

Mark document as DECLASSIFIED.

Cross out old markings and replace with new markings.

Annotate authority and date of declassification

NOTE: The following cannot be declassified without a manual review by personnel appropriately certified and trained for E.O. 12958, as amended, Sec 3.3 declassification, and referral to the appropriate agency:
Restricted Data/Formerly Restricted Data, Foreign Government

12. CLASSIFICATION AS A RESULT OF COMPILATION. Classification as a result of compilation occurs when unclassified elements of information are combined and the compilation reveals classified information, or when classified elements are combined and the compilation reveals information at a higher classification level than the individual elements. See Figure 10 for an example of marking information classified as a result of compilation.

a. Mark each portion with the classification appropriate for the information contained within the portion.

b. The banner marking for the document and all pages shall be the overall classification of the compilation. The overall classification shall be marked conspicuously at the top and bottom of each page and on the outside of the front and back covers.

c. An explanation for the classification as a result of compilation shall be provided on the “Classified By:” or “Derived From:” line or within the document. The explanation must clearly describe the circumstances under which the individual portions constitute a classified compilation, and when they do not. The explanation shall be portion marked as needed. Where specific classification guidance is provided (instead of citing the document providing the guidance), it is to be protected, using the appropriate classification or CUI marking.

13. WORKING PAPERS

a. Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers are marked in the same manner as a finished document at the same classification level when released by the originator outside the originating activity, retained more than 180 days from date of origin (30 days for SAPs), or filed permanently.

b. Working papers shall be marked as shown in Figure 11.

c. E-mail, blog and wiki entries, bulletin board posting, and other electronic messages transmitted within or external to the originating activity shall be marked as required for finished documents, not as working papers (see section 17 of this enclosure).

14. REFERENCES. When marking references and other similar lists (e.g., list of enclosures or attachments), the portion markings precede the title and indicate classification of the title, not the classification of the document. If the author wants to annotate the classification of the referenced document, a note may be included after the title as shown in Figure 12.

Figure 10. Classification as a Result of Compilation

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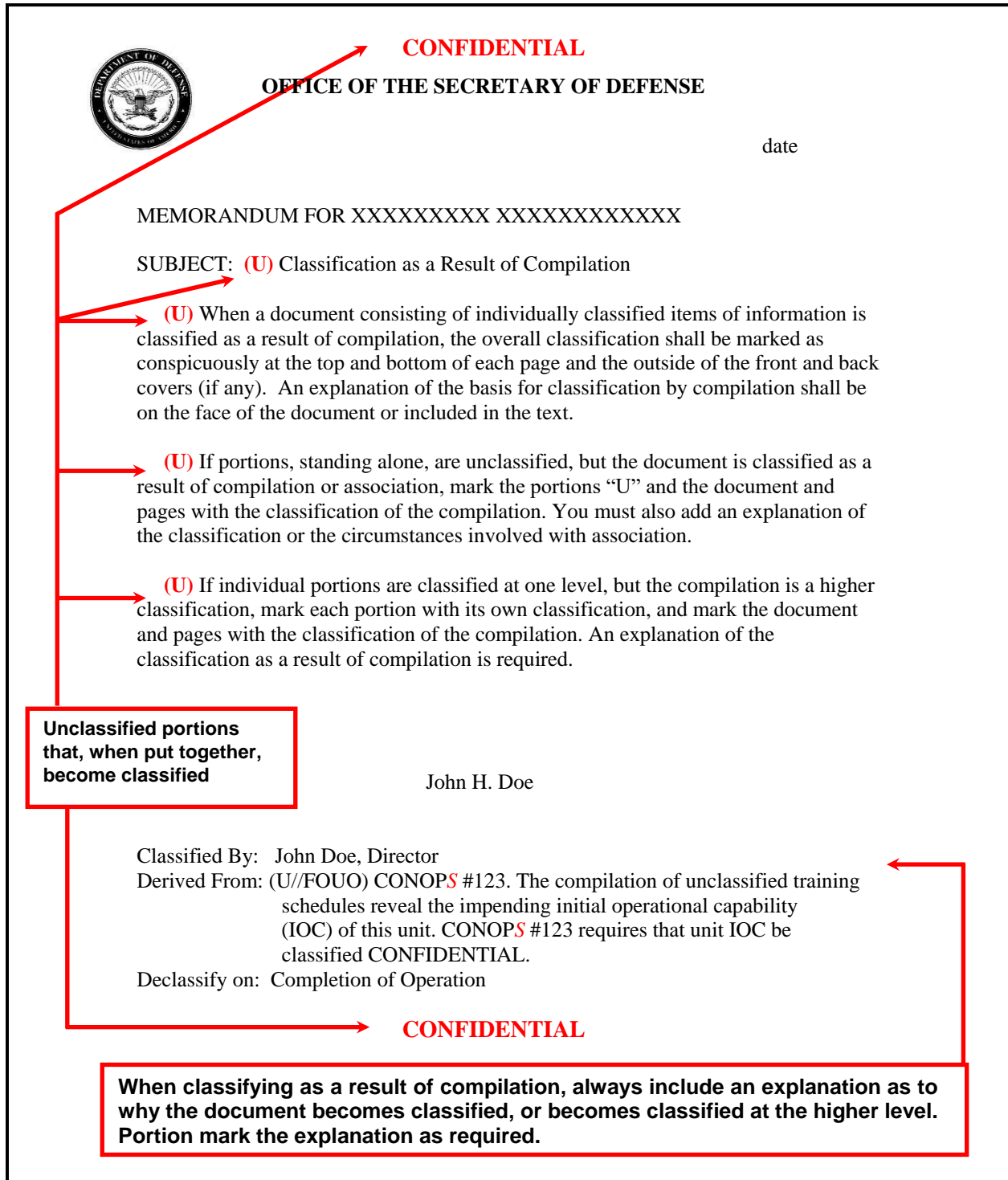


Figure 11. Markings on Working Papers

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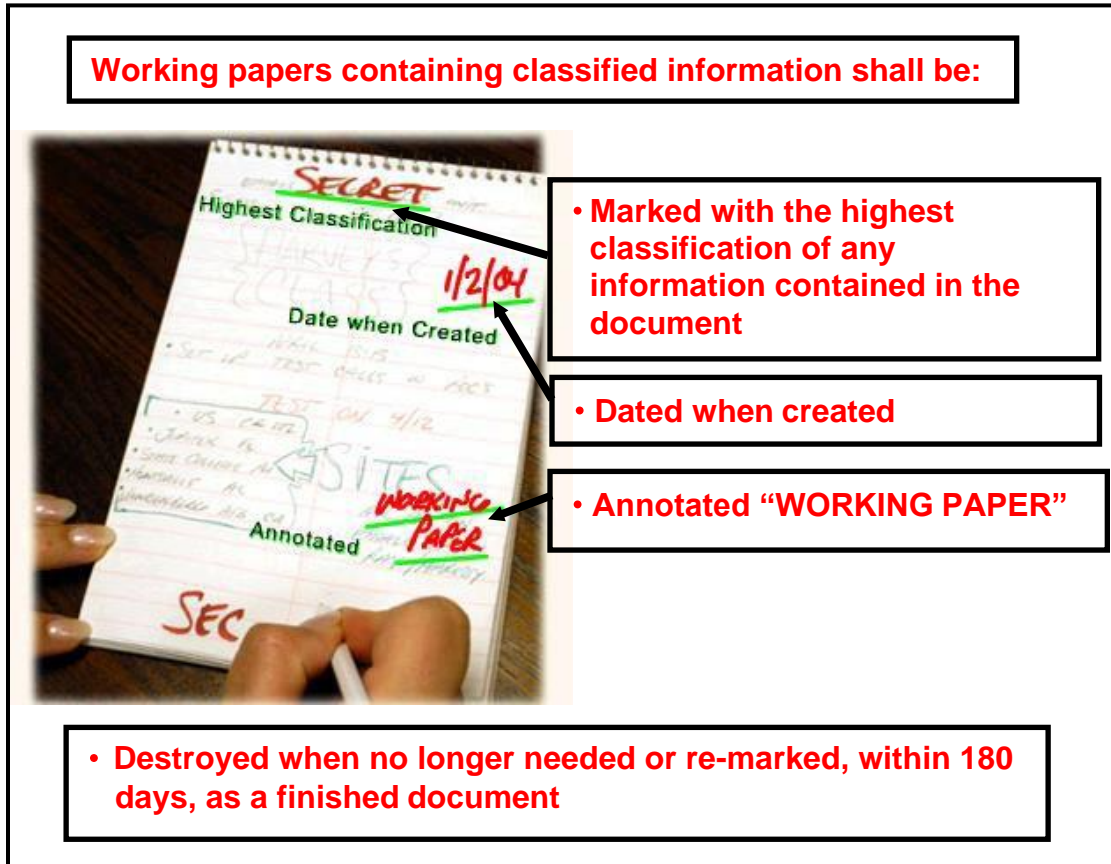


Figure 12. Marking References

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- (U) Executive Order 13526, "Classified National Security Information," December 29, 2009
- (U) Under Secretary of Defense for Intelligence (USD(I)) Memorandum, "Security Classification Marking Instructions," September 27, 2004 (Document is classified Secret.)

15. TRANSMITTAL DOCUMENTS. Transmittal documents are documents that have information enclosed with or attached to them. An example is a letter, memo, or staff summary sheet with classified enclosures. The transmittal document itself may or may not contain classified information.

a. If the transmittal document does not contain classified information, mark the banner line with the highest classification level of any information transmitted by it. Also mark the

transmittal document with an appropriate instruction indicating that it is unclassified when separated from the classified enclosures (e.g., “UNCLASSIFIED when separated from classified enclosures” or “UNCLASSIFIED when Attachment 2 is removed”), as shown in Figure 13.

(1) If any dissemination control markings apply to the transmittal document or any enclosure, include them on the banner line of the transmittal document.

(2) Unclassified transmittal documents do not require portion marking or a classification authority block.

(3) It is not necessary to use a banner line on interior pages of an unclassified transmittal document.

(4) If any special notice (e.g., NATO, RD, FRD, or export control) applies to the transmittal document or the enclosure(s), include a statement on the face of the transmittal document highlighting inclusion of the information. Unless directed otherwise by applicable policy or regulation, a statement similar to “Document transmitted herewith contains [level of classification] RESTRICTED DATA” or “This document contains NATO [level of classification] information” will suffice.

(5) All of the marking required by section 3 of this enclosure, including classification authority block, shall appear on the classified enclosure(s) or attachment(s).

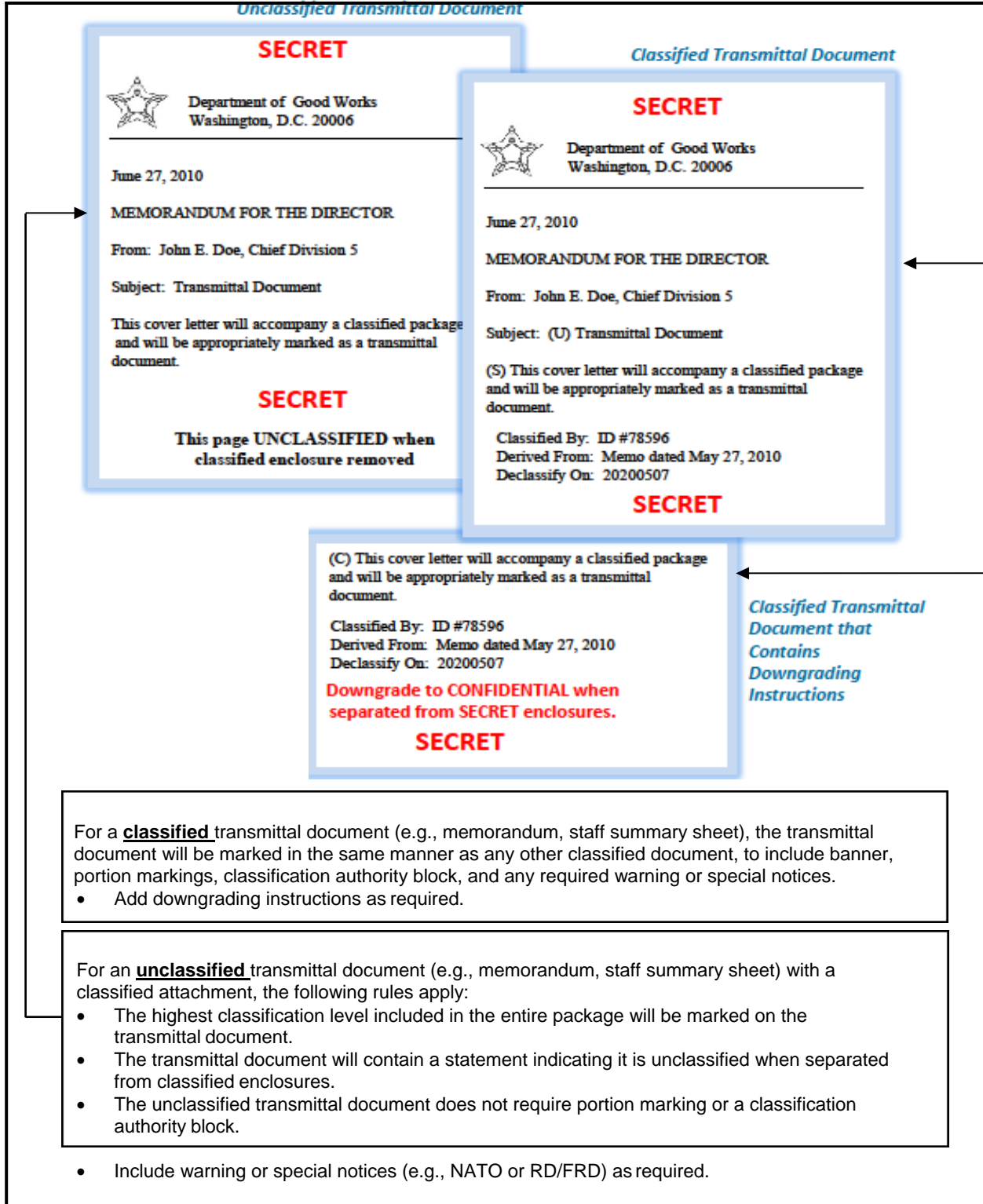
b. If the transmittal document itself contains classified information, mark it as required for all other classified information, including portion markings, classification authority block, and the full text of any applicable special notices, except:

(1) Mark the banner line of the transmittal document with the highest classification level of any information contained in the transmittal document or its enclosures.

(2) Mark the transmittal document with an appropriate instruction indicating its overall classification level if the level will change when the enclosures are removed (e.g., “Downgrade to CONFIDENTIAL when separated from Secret enclosures”).

Figure 13. Transmittal Documents

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16. **BRIEFING SLIDES.** All slides in classified briefings shall be marked as required for text documents (see Figures 14 and 15).

a. The first slide shall contain the overall classification of the presentation. The remaining slides shall be marked either with the overall classification or with the classification of the individual slide. The marking shall be large enough to ensure viewers easily recognize it.

b. The classification authority block shall be placed on the first or, less preferred, last slide. It is required only once.

c. When content of briefing slides is derived from “Multiple Sources,” place the list of sources on the first or last slide. See Figure 15 for an example.

d. All content of briefing slides, including bullets, captions, titles, and embedded graphs, charts and figures, shall be portion marked. Both classified and unclassified portions must be marked. Consistent portion marking will allow portions to be removed and placed in other documents without the danger of losing the classification level assigned to that portion. When marking charts, graphics or figures, the marking shall indicate the classification of the portion (e.g., bullet, caption, or title), not of the chart itself.

e. Hidden slides and speaker’s notes included as part of electronic briefings must be evaluated when making the overall classification determination. Hidden slides and speaker’s notes shall be marked to reflect the classification of each portion and highest classification of each slide or page in the same manner as other parts of the presentation. Unclassified briefing slides may have classified speaker’s notes which are not apparent in the typical display modes. Thus it is imperative that one always check for and evaluate any notes or hidden slides to ensure the proper classification is applied to each slide and to the briefing as a whole. Downgrading instructions such as “Downgrade to Unclassified upon removal of speaker’s notes” may be used as appropriate.

f. On complex slides where portion marking everything would be difficult and would detract from the information on the slide, use the following guidelines:

(1) When all portions are classified at the same level, mark only the overall classification on the slide. This indicates that everything on the slide is classified at that level.

(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 (e.g., “All portions are classified SECRET unless otherwise marked.”), and portion mark the exceptions.

(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 (e.g., All portions are UNCLASSIFIED unless otherwise marked.”), and portion mark the classified portions.

Figure 14. Markings on Briefing Slides

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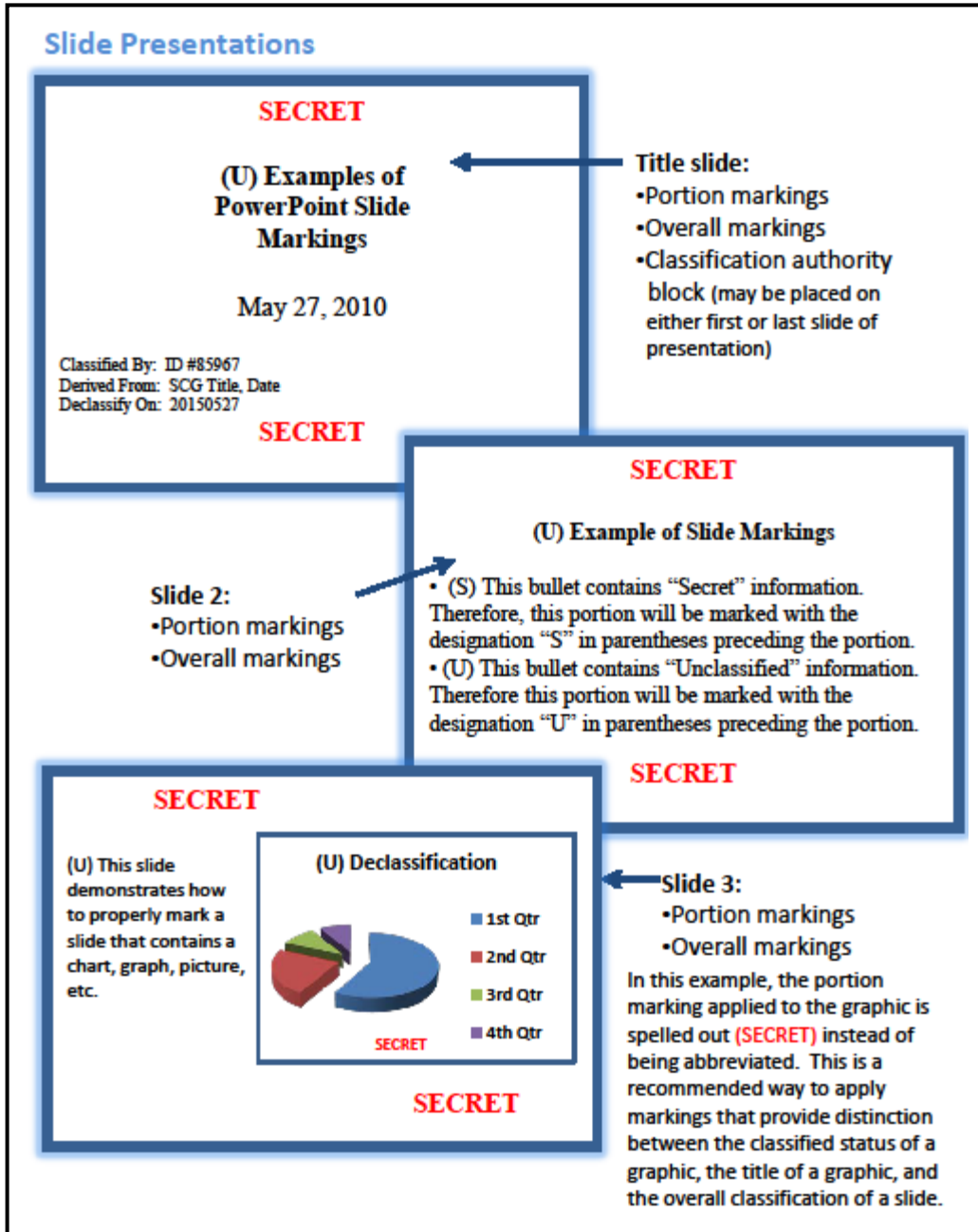
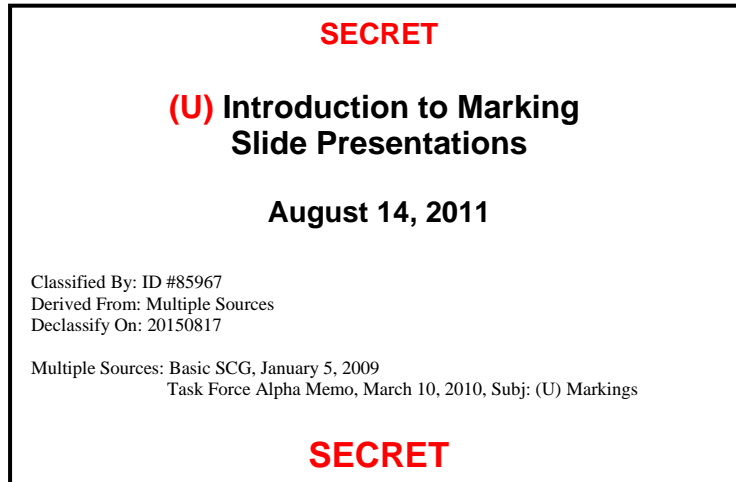


Figure 15. Multiple Source Listing on Briefing Slides

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17. MARKING IN THE ELECTRONIC ENVIRONMENT

a. General Guidance. Where special provisions for marking some types of classified computer-generated information are needed, the requirement remains to identify as clearly as possible the information that requires protection and the level of protection it requires, and to make available either on the item or by other means, the other required information.

(1) Classified information resident in an electronic environment is subject to all of the requirements of Reference (d) and shall be:

(a) Marked with the required classification markings to the extent that such markings are practical, including banner line with overall classification and control markings, portion markings, and classification authority block.

(b) Marked with the required classification markings when appearing in or as part of an electronic output (e.g. database query) so that users of the information will be alerted to the classification status of the information.

(c) Marked in accordance with derivative classification procedures (see paragraph 8.c of this enclosure), maintaining traceability of classification decisions to the OCA. In cases where classified information in an electronic environment cannot be marked in this manner, a warning shall be applied to alert users that the information may NOT be used as a source for derivative classification and providing a point of contact and instructions on how to obtain further guidance on use and classification of the information.

(d) Prohibited for use as source of derivative classification if the information is

dynamic in nature (e.g. wikis and blogs) and is not marked as required by References (d) and (f) and this Volume.

(2) All e-mail, blog and wiki entries, bulletin board posting, and other electronic messages shall be marked as finished documents, in accordance with the requirements of this section, due to the originator's inability to control retention and redistribution once transmitted. They shall not be marked as working papers.

(3) Some organizations use automated tools to mark electronic messages (e.g., organizational messages, e-mails, and text or instant messages). It remains the individual's responsibility to properly mark classified messages, including banner marking, portion markings, and classification authority block when an automated tool is used.

(4) Where fan-folded printouts are still used, classification markings on interior pages may be applied by the information system or equipment even though the markings may not meet the normal test of being conspicuous. Dissemination control markings and the classification authority block shall either be marked on the face of the document or be placed on a separate sheet of paper attached to the front of the document. Segments of such printouts removed for separate use or maintenance shall be marked as individual documents.

b. E-Mail Messages

(1) E-mail transmitted on or prepared for transmission on classified systems or networks shall display the banner line at the top and bottom of the body of each message. A single linear text string showing the overall classification, to include dissemination and control markings, shall be included as the first line of text and at the end of the body of the message after the signature block (see Figure 16).

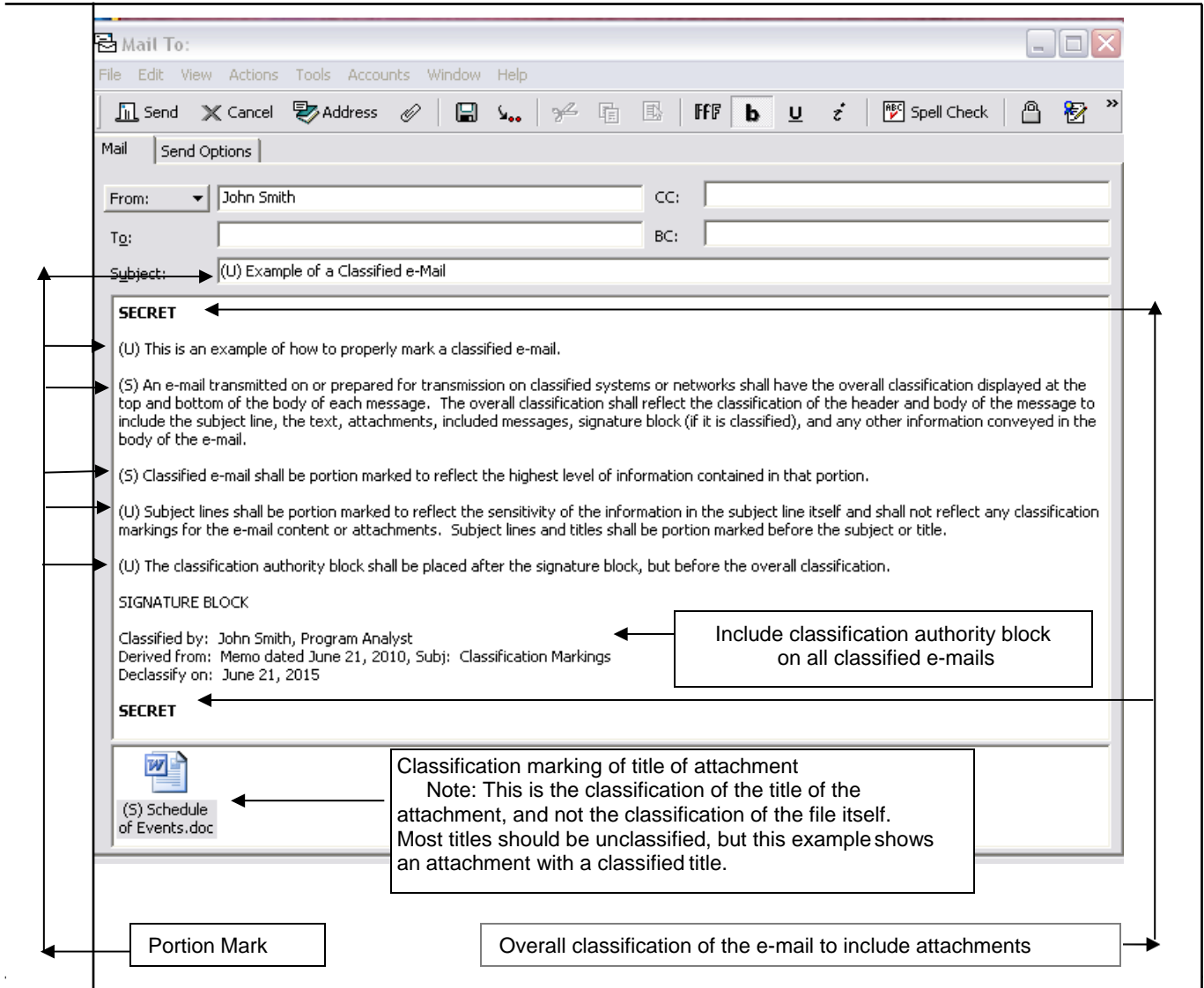
(2) The banner marking for the e-mail shall reflect the classification of the header and body of the message. This includes the subject line, the text of the e-mail, any classified signature block, attachments, included messages, and any other information conveyed in the body of the e-mail.

(3) Classified e-mail shall be portion marked. Each portion shall be marked to reflect the highest level of information contained in that portion. A text portion containing a uniform resource locator (URL) or reference (i.e., link) to another document shall be portion marked based on the classification of the content of the URL or link text, not the content to which it points. This is true even when the data accessible via the URL or link reflects a higher classification marking.

(4) The subject line's portion marking shall show the classification of the subject line itself, not the overall classification of the e-mail. The subject line portion marking shall reflect the sensitivity of the subject alone and shall not consider the sensitivity of the e-mail content or attachments. Subject lines and titles shall be portion marked before the subject or title.

Figure 16.
Marking E-
Mails

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(5) The classification authority block shall be placed after the signature block, but before the banner line at the bottom of the e-mail. The block may optionally appear as a single linear text string instead of the traditional three line format.

(6) When forwarding or replying to an e-mail, individuals shall ensure that the markings used reflect the classification markings for all the content present in the resulting message and any attachments. This will include any newly drafted material, material received from previous senders, and any attachments.

(7) For unclassified e-mails or other messages transmitted over a classified system, the designation “UNCLASSIFIED” shall be conspicuously placed within the banner line and any dissemination controls, such as “FOUO” or “PROPIN” (Proprietary Information), that may apply shall be included.

(8) E-mails used as transmittal documents shall be marked as required by section 15 of this enclosure. Place the instruction indicating the e-mail’s overall classification level when separated from its enclosures just above the banner line at the bottom of the message.

c. Web Pages

(1) Web pages shall be classified and marked based on their own content regardless of the classification of the pages to which they link. Information to which the web page links shall also be marked based on its own content.

(2) The banner marking for a web page shall reflect the overall classification markings and any dissemination control or handling markings for the information on that page. Linear text appearing on both the top and bottom of the page is acceptable.

(3) If any graphical representation (e.g., picture, chart, diagram or other graphic) is utilized, a text equivalent of the overall classification marking string shall be included in the hypertext statement and page metadata. This will enable users without graphic display to be aware of the classification level of the page and allows for the use of text translators.

(4) Classified web pages shall be portion marked. Each portion shall be marked to reflect the highest level of information contained in that portion. A portion containing a URL or reference to another document shall be portion marked based on the classification of the content of the URL itself, even if the content to which it points requires a higher classification marking.

(5) Classified web pages shall include a classification authority block which may be placed at either the top or bottom of the page. The classification authority block may appear as single linear text string instead of the traditional appearance of three lines of text.

(6) Electronic media files such as video, audio, images, or slides shall carry the overall classification and classification authority block, unless the addition of such information would render them inoperable. In such cases, another procedure or method shall be used to ensure recipients are aware of the classification status of the information and the declassification instructions.

d. URLs. URLs provide unique electronic addresses for web content and shall be portion marked, as appropriate, based on the classification of the content of the URL itself. The URL shall NOT be portion marked to reflect the classification of the content to which it points. URLs shall be developed at an unclassified level whenever possible. When a URL is classified, a portion mark shall be used in the text of the URL string in a way that does not

make the URL inoperable to identify the URL as a classified portion in any textual references to that URL (see Figure 17). Additionally, any textual portion in which the URL is embedded must also be appropriately portion marked (see Figure 18).

Figure 17. Examples of URL with Included Portion Mark

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http://www.center.xyz/SECRET/filename_(S).html
http://www.center.xyz/filename2_(TS).html
http://www.center.xyz/filename_(TS//NF).html

Figure 18. Example of Portion-Marked URL Embedded in Text

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(TS) Further information on this project may be obtained at
http://www.organization.mil/projectname_(TS).html which is
available to registered users.

e. Dynamic Documents

(1) A dynamic document or page contains electronic information derived from a changeable source or ad hoc query, such as a relational database. The classification, and therefore the classification markings, for the information returned may vary depending upon the specific request.

(2) If there is a mechanism for determining the actual classification markings for dynamic documents, the appropriate classification markings shall be applied to and displayed on the document.

(3) If such a mechanism does not exist, the highest classification level of information within the data source (e.g., database) shall be used and a warning shall be applied at the top of each page of the document. Such content shall NOT be used as a basis for derivative classification. An example of such a warning is shown in Figure 19.

(a) The warning is to alert users that there may be elements of information that may be either unclassified or classified at a lower level than the highest possible classification of the information returned.

(b) Users should consult classification guide(s) and/or the data source owner (i.e., the organization with primary responsibility for the content of the database or other data source) or the specified point of contact for the classification of individual elements in order to

avoid unnecessary or over-classification and/or other impediments to information sharing.

(c) The data source owner shall ensure classification guidance and points of contact are available to assist users with these inquiries.

Figure 19. Warning Statement for Dynamic Documents

This content is classified at the [insert highest classification level of the source data] level and may contain elements of information that are unclassified or classified at a lower level than the overall classification displayed. This content shall not be used as a source of derivative classification; refer instead to [cite specific reference, where possible, or state “the applicable classification guide(s)”]. [Add a point of contact when needed.]

(4) Users developing a document based on or incorporating query results from a database must properly mark the document in accordance with the requirements of this enclosure. If there is doubt about the correct markings, users should contact the data source owner for guidance.

f. Bulletin Board Postings and Blogs

(1) A blog, an abbreviation of the term “web log,” is a website consisting of a series of entries, often commentary, description of events, or other material such as graphics or video, created by the same individual as in a journal or by many individuals. While the content of the overall blog is dynamic, individual entries are generally static in nature.

(2) The overall classification marking for every bulletin board or blog shall reflect the overall classification for the highest level of information allowed in that space. Linear text appearing on both the top and bottom of the page is acceptable. Individual postings or entries shall be additionally marked as required in subparagraph 17.f.(4) of this section.

(3) Subject lines of bulletin board postings, blog entries, or comments shall be portion marked to reflect the sensitivity of the information in the subject line itself, not the content of the post.

(4) Each individual bulletin board posting, blog entry, comment, or similar item shall have its own banner line reflecting the overall classification, including dissemination controls, of the subject line of the posting, the text of the posting, and any other information in the posting. The banner line shall be entered, manually or utilizing an electronic classification tool, in the first line of text and at the end of the body of the posting. These markings may appear as a single line of linear text.

(5) Bulletin board postings, blog entries, comments, or similar items shall be portion marked. Each portion shall be marked to reflect the level of information contained in that portion.

g. Wikis. A wiki is a web site that allows users to make changes, contributions, or corrections. Wikis may be classified or unclassified; users must be careful not to post classified information on unclassified sites.

(1) Initial submissions to classified wikis shall include the overall classification marking, portion marking, and the classification authority block in the same manner as described in paragraph 17.f. of this section for bulletin boards and blogs. All of these may appear as single line text.

(2) When users modify existing entries which alter the classification level of the content or add new content, they shall change the required markings to reflect the classification markings for the resulting information. The IT system shall provide a means to log the identity of each user, the changes made, and the date and time of each change to a classified wiki.

(3) Wiki articles and entries on classified wikis shall be portion marked. Each portion shall be marked to reflect the level of information contained in that portion.

h. Instant Messaging, Chat, and Chat Rooms

(1) Instant messages and chat conversations generally consist of brief textual messages but may also include URLs, images, or graphics. Chat discussions captured for retention or printing shall be marked at the top and bottom of each page with the overall classification reflecting all of the information within the discussion and, for classified discussions, portion markings and the classification authority block shall also appear.

(2) Chat rooms shall display system-high overall classification markings (i.e., the highest level of classification allowed to be on the system in accordance with the accreditation of the system being used) and shall contain instructions informing users that the information may not be used as a source for derivative classification unless it is portion marked, contains an overall classification marking, and a classification authority block.

i. Attached Files. When files are attached to another electronic message or document the overall classification of the message or document shall account for the classification level of the attachment and the message or document shall be marked in accordance with section 15 of this enclosure.

18. SPECIAL TYPES OF MATERIALS

a. General Guidance. When classified information is contained in computer or other electronic media, audiovisual media, chart and maps, or other media (including hardware, equipment, and facilities) not commonly thought of as documents, the requirement remains to identify as clearly as possible the information that requires protection, the level of protection required and its duration. The main concern is that holders and users of the material are clearly notified of the presence of classified information. The marking required by section 3 of this

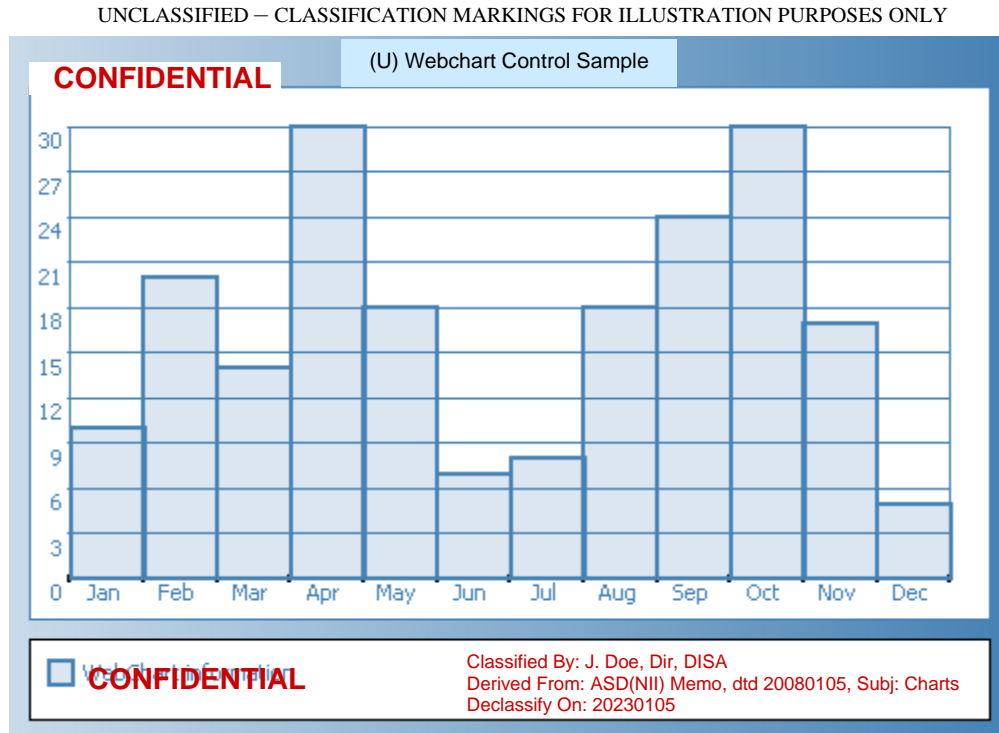
enclosure shall be applied in the same fashion as for documents, to the extent feasible. If it is not feasible to mark such information, an explanatory statement shall be included on or with the information that explains exactly what information is and is not classified. Other markings normally required for classified documents (see section 3 of this enclosure) shall also be made available, either on the item or in documentation that accompanies it. When information is expected to be rendered in multiple media or formats, consider confirming that the classification markings are readable in all expected forms (e.g., when displayed on workstations, when projected, when printed, when converted to different file types). Particular requirements and exceptions are noted in the remainder of this section.

b. Blueprints, Engineering Drawings, Charts, and Maps. Mark blueprints, engineering drawings, charts, maps, and similar items not embedded in a classified document with the appropriate overall classification and dissemination control markings. The classification marking shall be unabbreviated, conspicuous, and applied top and bottom, if possible, in such a manner as to ensure reproduction on any copies. The legend or title shall also be portion marked to show classification of the legend or title. If the blueprints, maps, and other items are large enough that they are likely to be rolled or folded, the classification markings shall be placed to be visible when the item is rolled or folded. See Figures 20 and 21 for examples.

Figure 20. Markings on Maps

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



Figure 21. Markings on Charts

c. Photographic Media

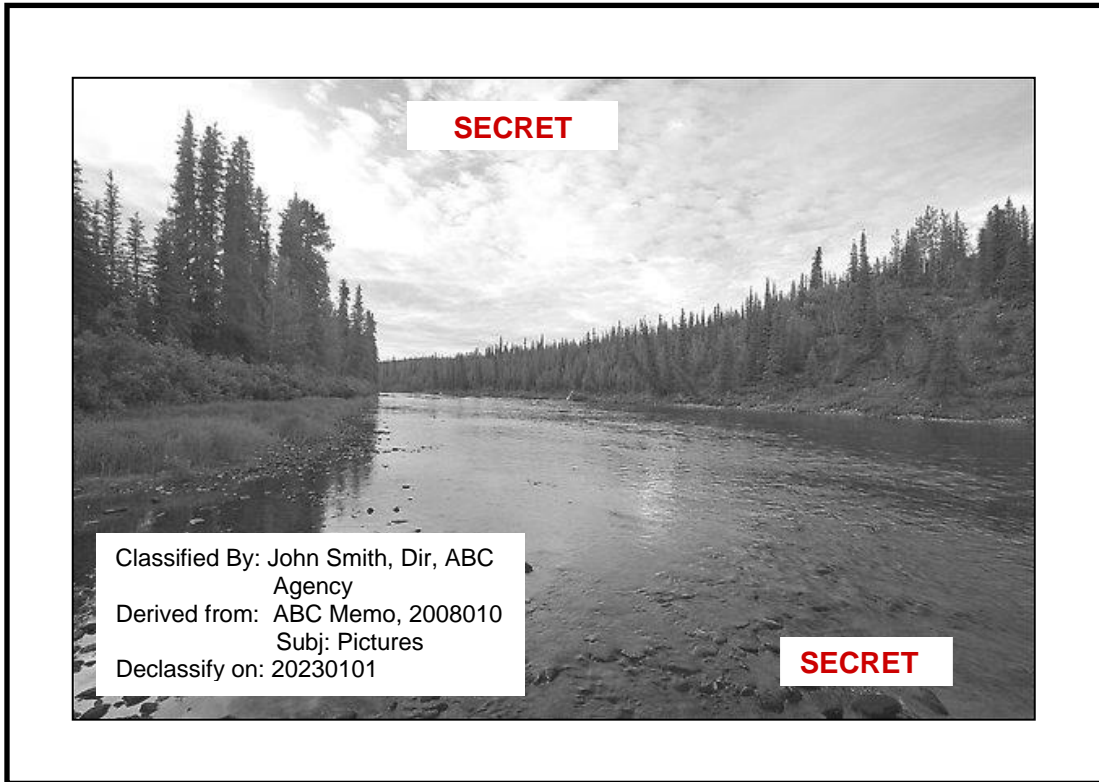
(1) Mark photographs and negatives with the overall classification and dissemination control markings applicable to information they contain (see Figure 22). Mark photographs on the face, if possible. If this cannot be done, the classification and dissemination control markings may be placed on the reverse side. Place other required markings on photographs along with the classification marking, or include them in accompanying documentation. Digital photographs may be edited to overlay markings on the face of the photograph.

(2) Mark roll negatives and positives, and other film containing classified information with their overall classification and any dissemination control markings. These markings shall be placed on the film itself, if possible, and on the canister, if one is used. If placed on the film itself, the marking shall be placed at both the beginning and end of the roll.

(3) Mark slides and transparencies with the overall classification and any control markings on the image area of the item and also on the border, holder, or frame. Place other required security markings on the first slide or transparency in a set in the image area; on the border, holder, or frame; or in documentation accompanying the item. These additional markings are not needed on the other slides or transparencies; however, slides or transparencies that are permanently removed from a set shall be marked as a separate document. Information on the image area of each slide or transparency shall be portion marked in accordance with section 6 of this enclosure.

Figure 22. Markings on Photographs

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



d. Digital Video Discs (DVDs), Video Tapes, Motion Picture Films, and Web Videos. Mark DVDs, video tapes, motion picture films, and web videos with their classification and any control markings at the beginning and end of the presentation (i.e., the played or projected portion). Other required security markings shall be placed at the beginning of the presentation. Discs, reels, and cassettes shall be marked with the overall classification of the item. When stored in a container, the container shall be marked with the overall classification, applicable dissemination control markings, and other required markings in accordance with section 3 of this enclosure.

e. Sound Recordings. Place an audible statement of overall classification and dissemination control requirements at the beginning and end of sound recordings. Reels or cassettes shall be marked with the overall classification and any required dissemination control markings and stored appropriately. When stored in a container, the container shall be marked with the overall classification, applicable dissemination control markings, and other required markings in accordance with section 3 of this enclosure.

f. Microfilm, Microfiche, and Similar Microform Media. Mark microfilm, microfiche, and similar microform media with their overall classification and applicable control

markings in the image area that can be read or copied. Such media shall have this marking applied so it is visible to the unaided eye. Other required security markings shall be placed (in accordance with section 3 of this enclosure) on the item or included in accompanying documentation. Any containers shall contain all required markings, except no markings are required if the container is transparent and markings on the media itself are clearly visible.

g. Removable Electronic Storage Media. Conspicuously mark removable storage media used with computers, IT systems, and other electronic devices (see Figure 23). (Examples of such media include, but are not limited to, compact discs, DVDs, removable hard disks, flash or “thumb” drives, magnetic tape reels, disk packs, floppy disks and diskettes, disk cartridges, optical discs, paper tape, magnetic cards, memory chips, and tape cassettes and micro-cassettes.) Internal media identification will include security markings in a form suitable for the media. All such devices bearing classified information must be conspicuously marked with the highest level of classification of information stored on the device and any dissemination control notices that apply to the information.

(1) Use SFs 706, 707, 708, or 710, as appropriate, to identify the highest level of classified information stored on IT systems and removable IT storage media, if not otherwise marked. Where size or technology preclude affixing the labels to the removable device itself (e.g., memory chips), the label may be affixed to the sleeve or container in which the device is stored. Remove SFs 706, 707, 708, or 710 labels from computers or other IT systems that use removable classified storage devices (see paragraph 18.g in this enclosure for a list of examples) when those computers or systems are no longer used to process classified media and when the computer or system does not have any residual memory or buffers that may still contain classified information.

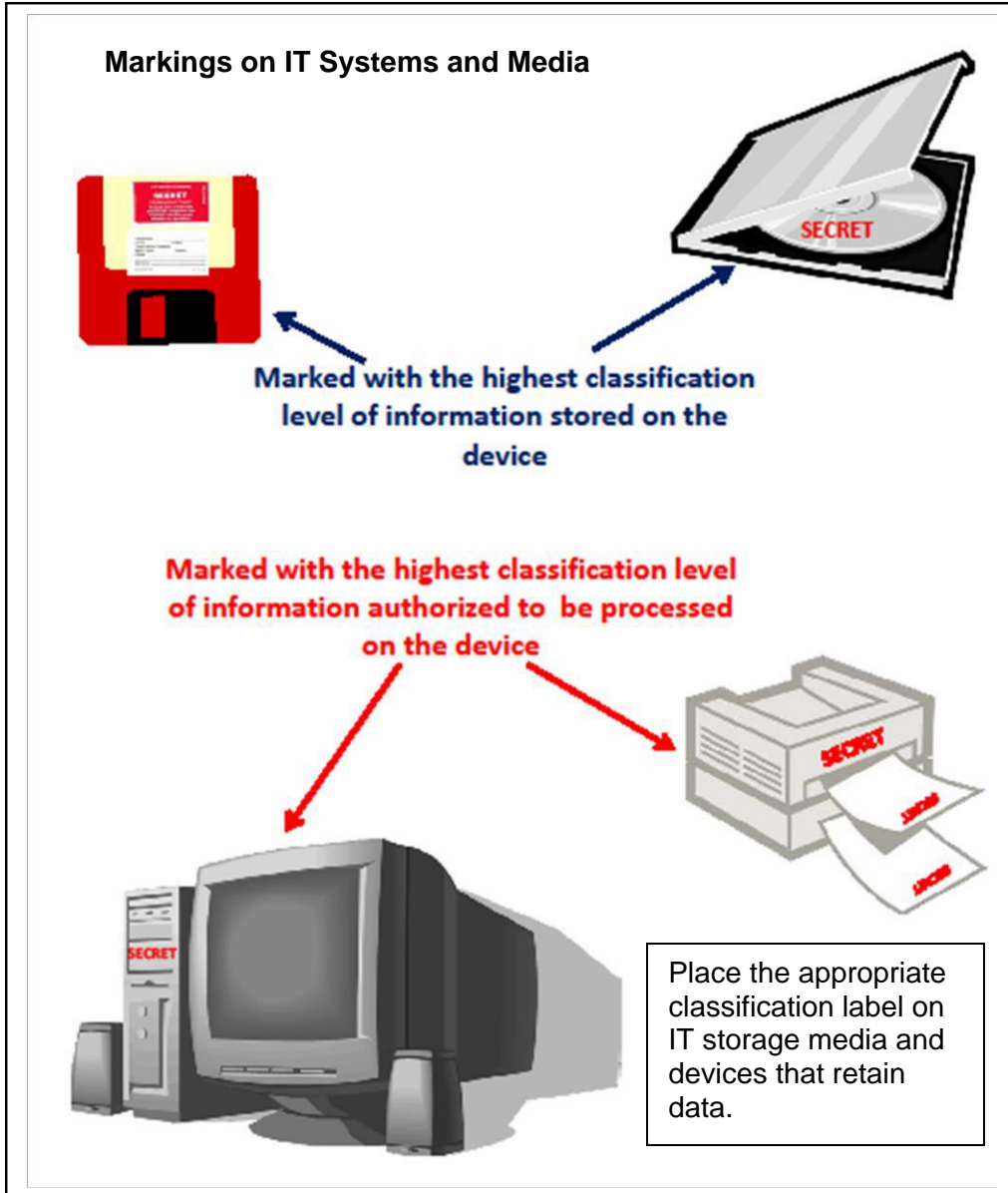
(2) Other information normally provided by document markings (e.g., classification authority block) shall be available as follows:

(a) If the required information is stored in readily accessible format on the device, it does not have to be marked on the outside of the device. As an example, if classified files or documents prepared on an IT system are stored on a DVD or compact disc, and each file bears its own declassification instructions, the disc does not need to be marked with declassification instruction. This is true with respect to most removable media containing classified text files and documents, even though a few of them may not have all of the prescribed markings.

(b) If the required information is not stored in readily accessible format on the device, it shall be marked on the outside of the device (normally with a sticker or tag) or placed on documents kept with the device.

Figure 23. Markings on IT Systems and Media

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



19. MARKING FGI

a. Most foreign governments, as well as NATO, use three classification markings that generally equate to U.S. TOP SECRET, SECRET, and CONFIDENTIAL. Many of the governments also have a fourth classification marking, RESTRICTED, for which there is no U.S. equivalent. NATO has a fifth category of controlled information, NATO UNCLASSIFIED. Some governments also have unclassified information protected by law or

national regulations that is treated, and provided to other governments, as “in confidence” information.

b. Bilateral security agreements and arrangements with other governments and NATO, as well as Reference (d), require that FGI retain its original foreign government classification markings, or be marked with a U.S. classification marking that results in a degree of protection equivalent to that provided by the foreign government or NATO markings. Therefore, if the foreign government or NATO marking is in English, and the U.S. and foreign government or NATO protective measures for the classification are equivalent, the foreign government or NATO marking may be retained on the information. However, if the FGI is marked in a language other than English, a classification marking that results in equivalent protection will be applied to the FGI.

c. Volume 3, Enclosure 2, section 17 of this Manual identifies the safeguarding requirements for FGI.

d. Section 4 of Enclosure 4 of this Volume provides specific guidance on marking documents consisting entirely of FGI; section 9 of Enclosure 4 of this Volume provides guidance on markings to be used on U.S. documents containing FGI portions; section 5 of Enclosure 4 of this Volume provides guidance on marking information that is jointly produced or owned with another country or international organization.

20. MARKING REQUIREMENTS FOR TRANSFERS OF DEFENSE ARTICLES TO AUSTRALIA OR THE UNITED KINGDOM WITHOUT AN EXPORT LICENSE OR OTHER WRITTEN AUTHORIZATION. Volume 3, Enclosure 4, section 7 of this Manual provides marking requirements for the transfer of certain classified and unclassified defense articles to Australia or the United Kingdom without an export license or other written authorization.

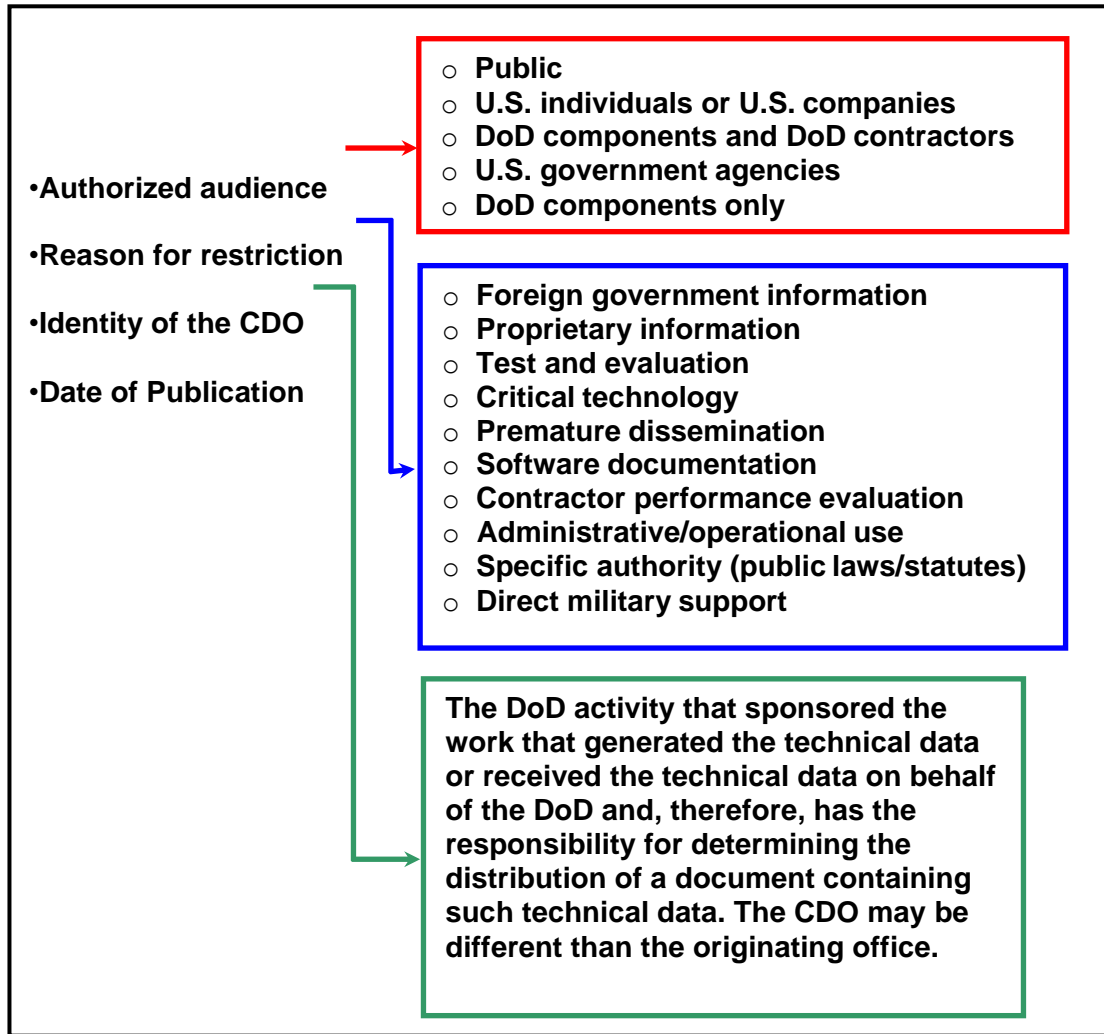
21. TRANSLATIONS. Mark translations of U.S. classified information into a foreign language with the appropriate U.S. classification markings and the foreign language equivalent. U.S. classification markings must appear as the banner line with the foreign language translation of the marking immediately below the top banner and immediately above the bottom banner within the document. The translation shall clearly show the United States as the country of origin.

22. MARKING DOCUMENTS FOR TRAINING PURPOSES OR AS AN EXAMPLE. Documents and material that contain no classified information, but which carry classification markings for training purposes or to provide an example, shall also have a marking that clearly shows the actual classification of the documents. Place a suitable marking on each page of the document or to accompany each example, such as: “Unclassified – Classification Markings for Training Purposes Only.”

23. DISTRIBUTION STATEMENTS

a. Distribution statements are used on classified and unclassified scientific and technical documents to identify the document’s availability for distribution, release, and disclosure without additional approvals and authorizations from the controlling DoD office (CDO). Each statement provides four pieces of information as illustrated in Figure 24 to facilitate secondary distribution and release.

Figure 24. Information Provided by Distribution Statements



b. All DoD Components generating or responsible for technical documents shall determine each document’s secondary distribution availability and mark it in accordance with Reference (s) before primary distribution. Authorized distribution statements are shown in Table 1. The distribution statement shall be placed conspicuously on the cover page/first page of the document.

(1) Documents recommended for public release (Distribution A) must first be

reviewed in accordance with Reference (v).

(2) All security classification and declassification guides incorporating technical data shall be marked with the appropriate distribution statement.

c. All technical documents that are determined to contain export-controlled technical data shall additionally be marked with the export-control statement specified in Enclosure 4 paragraph 2.g of Reference (s).

Table 1. Authorized Distribution Statements

DISTRIBUTION STATEMENT A.	Approved for public release; distribution is unlimited.
DISTRIBUTION STATEMENT B.	Distribution authorized to U.S. Government Agencies only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).
DISTRIBUTION STATEMENT C.	Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).
DISTRIBUTION STATEMENT D.	Distribution authorized to the DoD and U.S. DoD contractors only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).
DISTRIBUTION STATEMENT E.	Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).
DISTRIBUTION STATEMENT F.	Further dissemination only as directed by (inserting controlling DoD office) (date of determination) or higher DoD authority (applied under rare and exceptional circumstances when specific authority exists or when need-to-know must be verified).

ENCLOSURE 4

MARKING STANDARD

1. OVERVIEW. The marking standard specified by this enclosure further defines, but does not change, the markings requirements established in References (d) and (f) for overall classification and portion markings. This marking system provides specific formatting and precedence guidance to facilitate electronic processing of classified information. The hierarchy and order of markings, the specific markings that fall within each category, and the formatting structure are shown in Figure 25. Sections 2 through 11 discuss authorized markings and provide examples of usage.

a. Markings must appear in the order listed in Figure 25. This enclosure and Appendixes 2 and 3 to this enclosure discuss each marking individually.

b. The required marking syntax for classified U.S. documents is:
CLASSIFICATION//SCI//SAP//AEA//FGI//DISSEM//OTHER
DISSEM.

(1) A double forward slash (//) shall be used to separate marking categories; a single forward slash (/) shall be used to separate multiple types within the same marking category, e.g., CLASSIFICATION//SCI/SCI//DISSEM/DISSEM. Hyphens (-) without interjected spaces shall be used to separate a control system from its sub-control (or compartment), e.g., SI-G or RD-N.

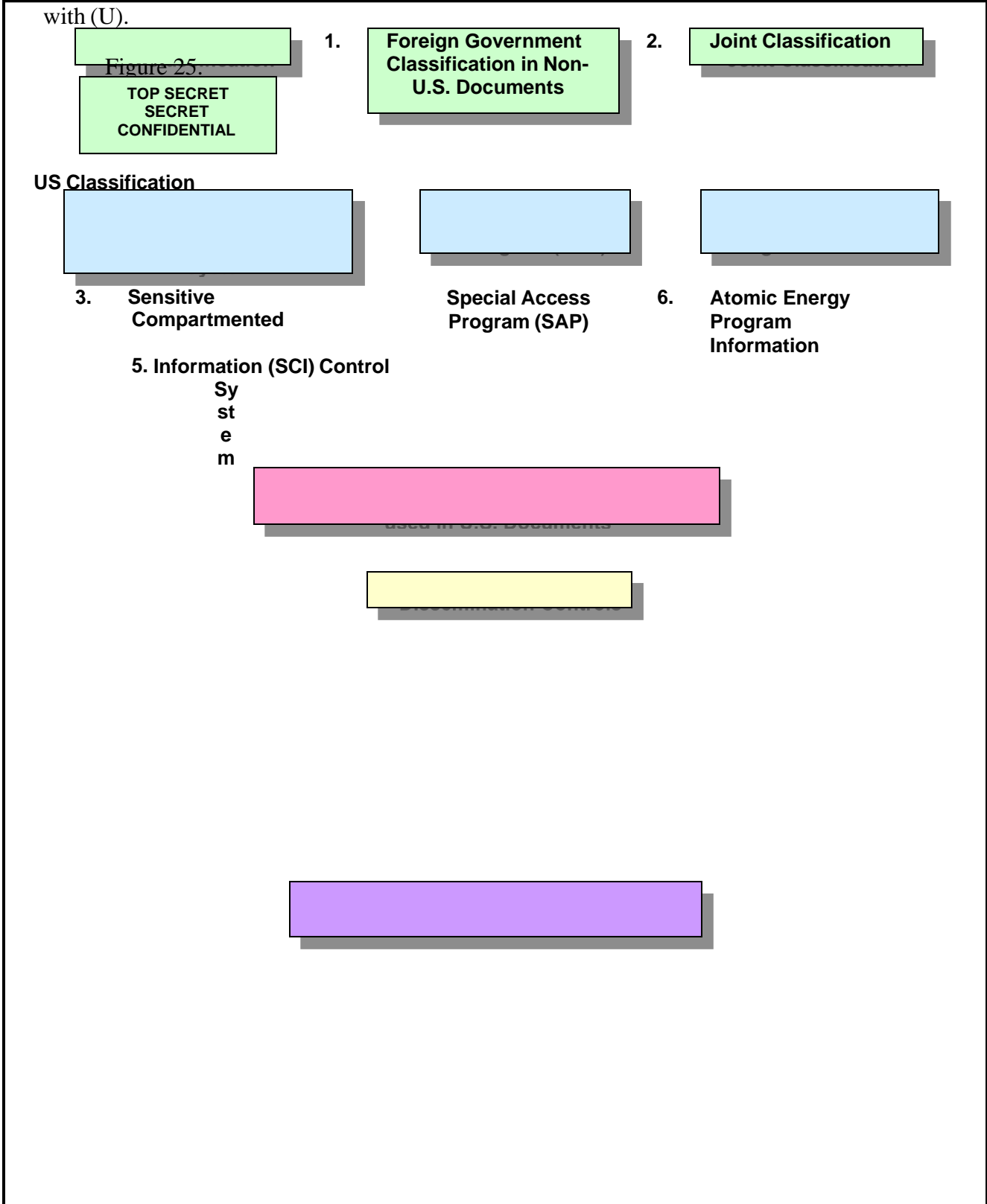
(2) The classification level in the banner line must be in English and spelled out completely. Other required control markings (e.g., SCI, SAP, or dissemination control markings) included in the banner line may be spelled out or abbreviated using the authorized abbreviation noted in the discussion of the specific marking.

(3) Control markings (e.g., SCI, SAP, AEA, or dissemination), where applicable, are required in both the banner line and portion markings. Markings that indicate the presence of FGI or Atomic Energy Act (AEA) information are also carried in both locations. Double forward slashes (//) will separate both the classification level from the control markings, and the different categories of control markings from each other.

(4) Dissemination markings are used to identify the expansion or limitation on the distribution of information. These markings are in addition to and separate from the level of classification, and the SCI, SAP, AEA, and FGI categories.

(a) Multiple entries may be chosen from the dissemination control categories if applicable. If multiple entries are used, they are listed in the order in which they appear in Figure 25.

(b) In classified documents that contain dissemination control markings, the unclassified portions that do not require any control markings will be marked with (U).



HCS
(SI)
TALENT KEYHOLE

SAR

RESTRICTED DATA
FORMERLY RESTRICTED DATA
CONTROLLED NUCLEAR WEAPONS
DESIGN INFORMATION
-SIGMA #
UCNI

7. Foreign Government Information Marking
used in U.S. Documents

8. Dissemination Controls

FOR OFFICIAL USE ONLY
ORIGINATOR CONTROLLED
CONTROLLED IMAGERY
NOT RELEASABLE TO FOREIGN NATIONALS
CAUTION-PROPRIETARY INFORMATION INVOLVED
AUTHORIZED FOR RELEASE TO
RELEASABLE BY INFORMATION DISCLOSURE OFFICIAL
FOREIGN INTELLIGENCE SURVEILLANCE ACT
DISPLAY ONLY

9. Other Dissemination Controls

SPECIAL CATEGORY
NUCLEAR COMMAND AND CONTROL-ESI
ALTERNATIVE COMPENSATORY CONTROL MEASURES
EXCLUSIVE DISTRIBUTION
NO DISTRIBUTION

**CLASSIFICATION//SCI/SCI-SUBCONTROL//SAP//AEA//FGI//DISSEM/DISSEM//OTHER
DISSEM**

(Not all fields may be required or combined. This marking is for syntax purposes only.)

Note that the syntax for marking documents consisting solely of FGI and for jointly-produced documents is different than that for classified U.S. documents. Both begin with “//,” without a preceding classification. The syntax is:

(5) For classified non-U.S. documents: //[country code] [non-U.S. classification].

(6) For classified joint documents: //JOINT [classification] [country codes].

c. U.S. classification markings, non-U.S. classification markings, and JOINT classification markings are mutually exclusive. They may not be used at the same time in a banner line or a portion mark.

d. The term “country code” when used in the description of banner line and portion marking requirements refers to both trigraphic country codes and tetragraph codes for international organizations and coalitions.

2. USE OF THE MARKING “NOT RELEASABLE TO FOREIGN NATIONALS” (NOFORN)

a. The dissemination marking “NOFORN” is an intelligence control marking used to identify intelligence which an originator has determined meets the criteria of Reference (m) and which may not be provided in any form to foreign governments (including coalition partners), international organizations, foreign nationals, or immigrant aliens without the originator’s approval.

b. Within DoD, NOFORN is authorized for use ONLY on intelligence and intelligence-related information and products under the purview of the DNI, in accordance with DNI policy, with three exceptions. The exceptions are Naval Nuclear Propulsion Information (NNPI), the National Disclosure Policy Document (also known and hereafter referred to as “NDP-1” (Reference (x))), and cover and cover support information in accordance with DoDI S-5105.63 (Reference (y)), each of which may be marked “NOFORN.” Other than these three exceptions, there is no authorized DoD use for the NOFORN caveat on non-intelligence information. Further guidance on the proper use of the NOFORN caveat on intelligence information may be found in Appendix 2 to this enclosure.

c. DoD Components must ensure personnel are trained on proper application of the NOFORN caveat to ensure it is not applied to non-intelligence information and to facilitate intelligence sharing.

d. Although not authorized for use on DoD information, other U.S. Government uses of the NOFORN caveat exist; section 4 of Appendix 3 to this enclosure provides information on one such usage.

e. Consistent with Reference (m), NOFORN may be applied, when warranted, to unclassified intelligence information that has been determined to be properly categorized as CUI.

f. Except for the instances identified in this volume, NOFORN may not be applied to any other DoD information. Whenever such use is detected, classification challenges are encouraged in accordance with the procedures in paragraph 22, Enclosure 4, of Volume 1 of this Manual. The DoD Component's chain of command will require the proper limited use of the NOFORN dissemination control marking.

g. All existing requirements for a positive foreign disclosure decision before release to a foreign government apply, in accordance with DoDDs 5230.11 and 5230.20 (References (z) and (aa)).

3. U.S. CLASSIFICATION MARKINGS

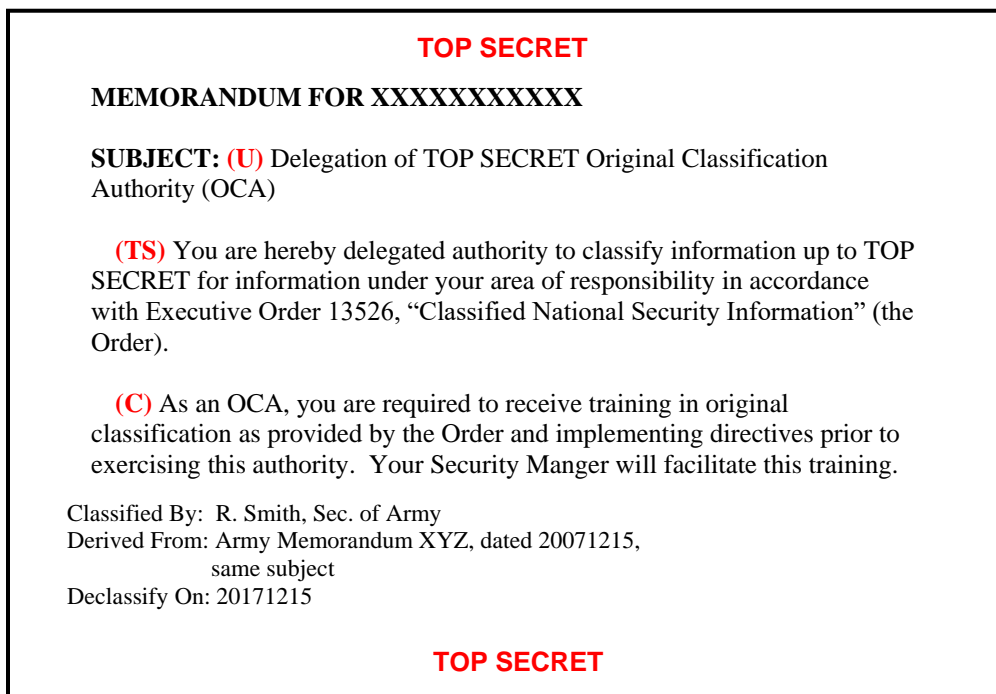
a. Authorized U.S. classification designators are:

- (1) TOP SECRET (TS)
- (2) SECRET (S)
- (3) CONFIDENTIAL (C)

b. U.S. classification markings are not preceded by the double slash (//) or abbreviated in the banner line (see Figure 26). (A double slash with nothing preceding it indicates that the document contains only FGI or JOINT information as described in sections 4 and 5 of this enclosure.)

Figure 26. Example of U.S. Classification Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



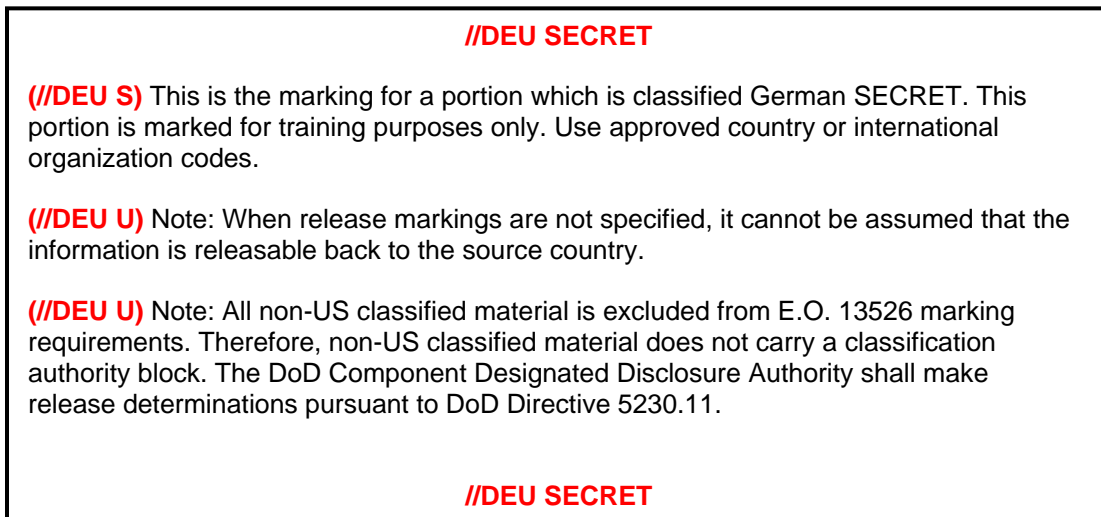
4. FGI MARKINGS USED ON NON-U.S. DOCUMENTS

a. General. This section provides guidance for marking documents consisting ENTIRELY of FGI. See section 19 of Enclosure 3 of this Volume for general guidance on marking FGI, Section 5 for marking Joint documents, and section 9 of this enclosure for markings to be used on U.S. documents containing FGI portions.

(1) All classification markings on FGI (banner and portion) shall begin with a double forward slash, “//.” The required format is://[country code] [equivalent classification] (see Figure 27).

Figure 27. Example of Markings for Non-U.S. Documents

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



(2) The authorized equivalent classifications are:

- (a) TOP SECRET (TS)
- (b) SECRET (S)
- (c) CONFIDENTIAL (C)
- (d) RESTRICTED (R)
- (e) UNCLASSIFIED (U)

(3) Equivalent foreign government classification markings should be used in conjunction with the requirements of this section to determine the appropriate marking in subparagraph 4.a.(2). Questions regarding the equivalent foreign government markings should be directed to the Director, International Security Programs, Defense Technology Security

Administration, Office of the Under Secretary of Defense for Policy.

(4) FGI classifications shall not be annotated in the banner line with U.S. classification markings or JOINT classification markings. These three marking categories are mutually exclusive in the banner lines and portion marks.

(5) No classification authority block shall be used as all non-U.S. information is excluded from the marking requirements of Reference (d).

(6) The DoD Component Designated Disclosure Authority shall make disclosure determinations pursuant to DoDD 5230.11 (Reference (aa)).

b. NATO Classification Markings. NATO information bears unique classification markings which signify that the information is protected in the NATO security system.

(1) NATO classifications are used on NATO information (i.e., information prepared by or for NATO and information of the NATO member nations that has been released into the NATO security system). Within the DoD, access to and marking and handling of NATO information is governed by USSAN Instruction 1-07 (Reference (ab)) and DoDD 5100.55 (Reference (ac)).

(2) Documents consisting entirely of NATO information shall have a banner line and portion markings consisting only of NATO markings (see Figure 28). NATO classified information does not carry a classification authority block.

(a) COSMIC is the NATO designation for TOP SECRET information whose unauthorized disclosure would cause exceptionally grave damage to NATO. Although the word "NATO" is used in the designation NATO SECRET, CONFIDENTIAL, and RESTRICTED information, the word "NATO" is never used with NATO information classified at the TOP SECRET level.

(b) The ATOMAL designation is used with U.S. RD or FRD, or UK ATOMIC information that has been officially released to NATO.

(c) The BOHEMIA designation is used for NATO TOP SECRET information that is signals intelligence (SIGINT) derived and should be handled in SIGINT channels only. BOHEMIA may be used only with //COSMIC TOP SECRET.

(3) NATO banner markings may be used only on NATO information. NOFORN cannot be used on NATO information.

(4) When NATO information is incorporated into a U.S. document, the portion marking will be a NATO marking; however, the banner line will use the highest classification of information in the document (i.e., classification of the U.S. information or the U.S.-equivalent classification for the NATO information, whichever is higher) with the addition of "//FGI NATO" (e.g., SECRET//FGI NATO). The statement "THIS DOCUMENT CONTAINS NATO (level of classification) INFORMATION" shall appear on the face of the

document. See Section 9 of this enclosure for guidance on use of FGI markings in U.S. documents.

Figure 28. Examples of NATO Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

<u>NATO Banner Line</u>	<u>NATO Portion Marking</u>	
//COSMIC TOP SECRET	(//CTS)	<div style="border: 2px solid red; padding: 5px;"> <p>COSMIC is applied to TOP SECRET material that belongs to NATO. BOHEMIA is used only with NATO TOP SECRET information that is SIGINT derived.</p> </div>
//COSMIC TOP SECRET BOHEMIA	(//CTS-B)	
//NATO SECRET	(//NS)	
//NATO CONFIDENTIAL	(//NC)	
//NATO RESTRICTED	(//NR)	
//NATO UNCLASSIFIED	(//NU)	
//COSMIC TOP SECRET ATOMAL	(//CTS-A)	<div style="border: 2px solid red; padding: 5px;"> <p>ATOMAL applies to U.S. Restricted Data or Formerly Restricted Data, or UK ATOMIC information, that has been officially released to NATO</p> </div>
//SECRET ATOMAL	(//NS-A)	
//CONFIDENTIAL ATOMAL	(//NC-A)	

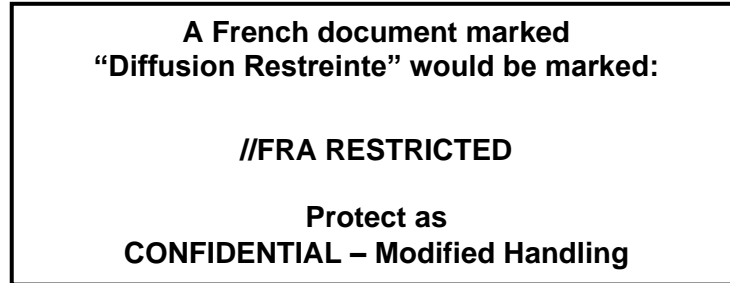
c. Documents Marked RESTRICTED or That are Provided “in Confidence.” Many foreign governments and international organizations have a fourth level of classification that generally translates as “Restricted,” and a category of unclassified information that is protected by law in the originating country and is provided on the condition that it shall be treated “in confidence.”

(1) Mark foreign government documents that have a classification designation which equates to RESTRICTED, as well as unclassified foreign government documents provided on the condition that they shall be treated “in confidence,” to identify the originating government and whether they are Restricted or provided “in confidence” (see Figure 29).

(2) Additionally, mark them “CONFIDENTIAL – Modified Handling” and protect them according to Volume 3, Enclosure 2, section 17 of this Manual.

Figure 29. CONFIDENTIAL-Modified Handling Example

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



5. JOINT CLASSIFICATION MARKINGS

a. Joint classification markings are used on information owned or produced by more than one country/international organization, or on jointly owned information developed or generated in the performance of the program to which the U.S. DoD had Joint Production /Reutilization Rights (i.e., foreground information).

b. The JOINT marking in the banner line or portion mark indicates co-ownership and implied releasability of the entire document or entire portion, as appropriate, ONLY to the originators’ respective countries, unless more restrictive controls are explicitly imposed by the originators. Further disclosure or release of JOINT information to countries other than those of the originators requires the approval of all co-owners.

c. All JOINT classification markings (banner and portion) begin with a double forward slash, “//” followed by the word JOINT (i.e., “//JOINT”)

d. The required format for classification banner markings is: //JOINT [classification] [country codes]. If the United States is NOT one of the co-owners, the classification may be RESTRICTED in accordance with authorized FGI classification markings (see paragraph 4.a.(2) of this enclosure). Where the United States is a co-owner, RESTRICTED may NOT be used.

e. Country codes, including USA, are listed in the banner line in alphabetical order followed by international organization codes in alphabetical order. This placement of “USA” is unique to the JOINT marking and should not be confused with the placement required by the REL TO marking. Codes are separated by spaces. See Figures 30 and 31 for placement examples.

Figure 30. Example of Joint Classification Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

//JOINT SECRET CAN GBR USA

(//JOINT S) This is the marking for a portion which is classified Joint Canadian, British, and U.S. SECRET. This portion is marked for training purposes only. Use ISO 3166 trigraphic country codes or registered international organization codes.

(U) The JOINT marking in the banner line indicates co-ownership and implied releasability of the entire document only to the co-owners. Further release requires approval of the co-owners.

(U) The classification authority block is required on JOINT classified information when the United States is one of the co-owners.

Classified By: Joe Doe, Dir., ABC Agency
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20321215

//JOINT SECRET CAN GBR USA

Figure 31. Example of Joint Classification Marking with REL TO

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

//JOINT SECRET GBR USA//REL TO USA, AUS, CAN, GBR, NZL

(//JOINT S//REL) This is the marking for a portion which is classified Joint British and U.S. SECRET. The British and United States, as co-owners, have authorized further release to Australia, Canada and New Zealand (same as banner line). Use ISO 3166 trigraphic country codes or registered international organization codes.

(U) The JOINT marking in the banner line indicates co-ownership and implied releasability of the entire document ONLY to the co-owners. Further release requires approval of the co-owners.

(U) (REL) may be used if the portion's REL TO county list is the same as the banner line REL TO country list. When extracting a JOINT portion marked "(REL)," carry forward the country codes from the source document's banner line to the new portion mark.

Classified By: Joe Doe, Dir, ABC Agency
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20321215

//JOINT SECRET GBR USA//REL TO USA, AUS, CAN, GBR, NZL

f. Country codes are not included in the portion markings when all portions match the banner country codes. However, if a JOINT portion is extracted into a U.S.-produced non- JOINT document, then the country codes must be listed, in alphabetical order, in the portion markings (i.e., (//JOINT [classification] [country codes])).

g. When JOINT information is extracted and used in a derivative U.S. document, the JOINT portions must be segregated (i.e., must be separate portions) from U.S. classified information. The banner line of the derivative U.S. document shall show the highest classification level of all portions, expressed as a U.S. classification marking. The JOINT marking is not carried forward to the banner line, but is used in applicable portions. Additionally, FGI markings shall be added to the banner line and shall include all non-U.S. country codes identified in the JOINT portion(s). See Figure 32 for an example of this usage.

h. The classification authority block is used only when the United States is one of the co- owners.

Figure 32. Example of Joint Classification Marking in a U.S. Derivative Document

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//FGI GBR//REL TO USA, AUS, CAN, GBR, NZL

(//JOINT S GBR USA//REL) This is the marking for a portion which is classified JOINT British and U.S. SECRET. The British and United States, as co-owners, have authorized further release to Australia, Canada and New Zealand (same as banner line). Use ISO 3166 trigraphic country codes or registered international organization codes.

(S//REL) This portion is classified U.S. SECRET and is authorized for release to Australia, Canada, United Kingdom, and New Zealand (same as banner line).

(U) (REL) may be used if the portion’s REL TO county list is the same as the banner line REL TO country list. When extracting a JOINT portion marked “(REL),” carry forward the country codes from the source document’s banner line to the new portion mark.

Classified By: Joe Doe, Dir, ABC Agency
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20321215

SECRET//FGI GBR//REL TO USA, AUS, CAN, GBR, NZL

6. SCI CONTROL SYSTEM MARKINGS

a. SCI is classified national intelligence information concerning, or derived from, intelligence sources, methods or analytical processes that require handling within formal

access control systems established by the Director of National Intelligence (DNI). Within an SCI control system, there may be compartments and sub-compartments, which are used to further protect and/or distinguish SCI. Users should refer to References (n) and (o) for additional guidance on SCI markings.

b. The published SCI control systems are:

- (1) HCS (HUMINT Control System).
- (2) Special Intelligence (SI).
- (3) TALENT KEYHOLE (TK).

c. Multiple SCI control system entries may be used if applicable. When multiple entries, (whether published or unpublished) are used, list them alphabetically. Use a single forward slash (/) as the separator between multiple SCI control system entries (see Figure 33). In Figure 33, “ABC” is a notional unpublished SCI control system with a notional portion marking of “ABC.” Individuals encountering information with unrecognized markings in the SCI category should contact their SSO for further guidance, as the marking may be an unpublished control system. Each example shown in Figure 33 includes an explicit foreign disclosure or release marking as required by Reference (m) for classified intelligence information under the purview of the DNI.

Figure 33. Examples of SCI Control Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

<i><u>Banner Line</u></i>	<i><u>Portion Marking</u></i>
TOP SECRET//HCS//NOFORN	(TS//HCS//NF)
SECRET//SI//TK//RELIDO	(S//SI//TK//RELIDO)
TOP SECRET//SI-GAMMA//ORCON//NOFORN	(TS//SI-G//OC//NF)
CONFIDENTIAL//SI//REL TO USA, AUS, FRA	(C//SI//REL TO USA, FRA)
TOP SECRET//SI-XXX//REL TO USA, AUS	(TS//SI-XXX//REL)
SECRET//HCS-O XYZ//NOFORN	(S//HCS-O XYZ//NF)
SECRET//TK-GEOCAP//NOFORN	(S//TK-G//NF)
SECRET//ABC//RELIDO	(S//ABC//SI//RELIDO)

d. Use a hyphen without interjected spaces to separate an SCI control system name and its compartment(s) when applicable, e.g., “SI-GAMMA,” or to separate multiple compartments from each other, e.g., “SI-G-XXX.” List multiple compartments alpha-

numerically. In Figure 33, –GAMMA and –XXX are compartments of SI.

e. Separate sub-compartments from their compartment, and from each other if more than one, by a space (“ ”). List multiple sub-compartments alpha-numerically. In Figure 33, “XYZ” is a sub-compartment of the HCS compartment “O.”

f. When HCS or TK-GEOCAP is used, NOFORN must also be used.

g. SCI, regardless of classification level, must be processed only on an information system accredited for SCI processing (e.g., JWICS) and may not be processed, transferred to, or stored on SIPRNET, even if the information’s classification is at the SECRET level (e.g., SECRET//SI), as SIPRNET is not accredited for SCI. Any transfer or processing of SCI on SIPRNET constitutes a data spillage from a higher to a lower-security information domain, in accordance with Committee on National Security Systems Policy 18 (Reference (ad)). See Volume 3, Enclosures 6 and 7 for guidance on security violations and data spills.

7. SAP CONTROL MARKINGS

a. SAP control markings used in the banner line and at portions denote classified information that requires extraordinary protection in accordance with section 4.3 of Reference (d), DoDD 5205.07 (Reference (ae)), DoDI 5205.11 (Reference (af), Volume 4 of DoDM 5205.07, (Reference (ag))), and this Manual.

b. SAP information shall be marked in accordance with the security classification guide developed for each program and the guidance contained herein. If questions on marking guidance arise, the guidance in the program classification guide takes precedence so long as it conforms to the content, formatting, and syntax requirements of Reference (ag) and this Volume. The markings discussed here are not all inclusive, yet, they reflect the basic marking requirements for DoD SAP material.

c. The level of classification (e.g., Top Secret), the caveat “Special Access Required” or its acronym “SAR,” and the program nickname (e.g., BUTTER POPCORN) or code word (e.g., DAGGER) and the dissemination control (if assigned) will be annotated on the banner line at the head and foot of each document page or media containing SAP information. Assigned program identifiers (PIDs) (e.g., BP and RZD) will not be used in the banner line. A hyphen (-) without interjected spaces shall be used to separate “SAR” and the program’s nickname or code word. A slash (“/”) shall be used to separate nicknames or code words if more than one is required (see paragraph 7.e. of this section when citing three or more programs.

d. Each paragraph shall be portion marked with the level of classification, SAR, and the program’s assigned PID (e.g., TS//SAR-BP). Use a hyphen without interjected spaces to separate the “SAR” caveat and PID. List the PIDs alphabetically, separated by a slash, when there are multiple PIDs.

e. When information from three or more SAPs is included in a single document, indicate

“MULTIPLE PROGRAMS” after SAR in the banner line (e.g., SECRET//SAR-MULTIPLE PROGRAMS). The term “Multiple Sources” is placed as the derivative classification instruction on the first page and these multiple sources are listed at the end of the document. When there are multiple programs, the PID for each SAP must be cited in the portion marking, regardless of the total number of PIDs. Multiple PIDs must be listed in alphabetical order, separated from one another by a single forward slash (/), the SAR caveat, and PID. See Figure 34.

f. SAPs specifically exempted from normal Congressional reporting requirements by the Secretary of Defense shall also be marked “WAIVED” in the banner line, portion marks, and prominently on media (e.g., TOP SECRET//SAR-BP//WAIVED). In such cases, “WAIVED” is used as a dissemination control marking.

Figure 34. Examples of SAP Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

<u>Banner Line</u>	<u>Portion Marking</u>
TOP SECRET//SPECIAL ACCESS REQUIRED-BUTTERED POPCORN	(TS//SAR-BP)
TOP SECRET//SAR-SWAGGER	(TS//SAR-SGR)
TOP SECRET//TALENT KEYHOLE//SAR-BP	(TS//TK//SAR-BP)
TOP SECRET//SAR-BLUE FROG/ SAR-MUDDY PATH	(TS//SAR-BFG/SAR-MDP)
T Use “Multiple Programs” only when three or more SAPs are referenced in the document or portion	(TS//SAR-TG/SAR-STK/SAR-BP)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)
TOP SECRET//SAR-DAGGER//WAIVED	(TS//SAR-DGR//WAIVED)
SECRET//HVSACO	
UNCLASSIFIED//HVSACO	

g. Handle via Special Access Channels Only (HVSACO) is a control marking used within the DoD SAP community to convey handling instructions; it is not a classification level or dissemination control. HVSACO is applied to non-SAP material (unclassified or classified) that exists within a SAP environment and due to its subject or content warrants handling only within SAP channels, amongst SAP cleared personnel. Marking guidance for HVSACO material is conveyed in program classification guides.

h. The classification level, the caveat “Special Access Required,” and the program nickname will be noted on all document cover sheets. Annotating program code words on document cover sheets is prohibited.

i. SAP information, regardless of classification, shall be processed only on an information system accredited for SAP processing, and operating at a classification level that meets or exceeds the classification level of the SAP data.

j. DoD SAPs have been granted a file series exemption (FSE). This decision states that documents containing DoD SAP information are exempt from automatic declassification at 25 years and will, instead, be reviewed for declassification prior to December 31st of the year that is 50 years from the date of origin of the document. Accordingly, in addition to the other required information in the classification authority block, the DoD SAP community shall reflect this declassification guidance as shown at Figure 35 on all SAP documents.

Figure 35. Declassification Markings for SAP Information

<p><u>INFORMATION CLASSIFIED BY AN ORIGINAL CLASSIFICATION AUTHORITY</u></p> <ul style="list-style-type: none">• For material dated <u>prior</u> to January 1, 1982 Declassify on: 25X[*], 20211231 Authority: FSE dtd 30 Mar 2005• For material dated <u>on or after</u> January 1, 1982 Declassify on: 25X[*], [insert 50th anniversary of the document] Authority: FSE dtd 30 Mar 2005• For material dated <u>on or after</u> April 30, 2015 Classified by: Name and position, agency if not apparent Reason: 1.4 [list appropriate subparagraph(s) a-h] Declassify on: [December 31st of the year document is 50 years old] Authority: FSE dated 20150306 <p><u>INFORMATION WHICH IS DERIVATIVELY CLASSIFIED</u></p> <ul style="list-style-type: none">• For material dated <u>prior</u> to January 1, 1982 Declassify on: 25X[*], 20211231 Authority: FSE dtd 30 Mar 2005• For material dated <u>on or after</u> January 1, 1982 Declassify on: 25X[*], [insert 50th anniversary of the document] Authority: FSE dtd 30 Mar 2005• For material dated <u>on or after</u> April 30, 2015 Classified by: Name and position, agency if not apparent Derived from: SCG[date]; the source document, author and date, or Multiple Sources. Declassify on: [December 31st of the year document is 50 years old] Authority: FSE dated 20150306 <p>* List appropriate 25X exemption code</p>

8. **ATOMIC ENERGY ACT INFORMATION MARKINGS.** RD and FRD are not dissemination control markings, but instead they are unique categories of classified information defined by section 2014 of title 42, U.S.C. (also known and hereafter referred to as “The Atomic Energy Act of 1954, as amended” (Reference (ah)). Program guidance is

provided in subpart A, part 1045 of title 10, Code of Federal Regulations (Reference (ai)). Guidance on policies and procedures governing access to and dissemination of RD, including CNWDI and Sigma categories, which are subsets of RD, and FRD by the DoD is provided by DoDI 5210.02 (Reference (aj)). DoDI 5210.83 (Reference (ak)) provides guidance on policies and procedures governing access to and dissemination of DoD unclassified controlled nuclear information (DoD UCNI).

a. RD

(1) RD includes all data concerning the design, manufacture, or utilization of nuclear weapons; the production of special nuclear material (SNM); or the use of SNM for production of energy. SNM includes plutonium, uranium-233, and uranium enriched in isotope 235.

(2) All RD information is excluded from the requirements of Reference (d). Section 6.2 of Reference (d) specifically excludes RD and FRD from the provisions of the Executive Order, stating such information shall be handled, protected, classified, downgraded, and declassified as required by provisions of The Atomic Energy Act of 1954, as amended and regulations issued under that Act. Automatic declassification of RD is prohibited.

(3) DOE manages government-wide RD classification and declassification systems.

(a) Only DOE may originally classify or declassify RD.

(b) Within the DoD, individuals with access to RD may derivatively classify RD.

(c) To the maximum extent practical, all RD documents shall be classified based on joint DOE-DoD classification guides. When use of classification guides is not practical, source documents may be used as the basis for classification.

(4) The RD marking shall be used only with TOP SECRET, SECRET, or CONFIDENTIAL.

(5) Use [classification]/RESTRICTED DATA (or RD) for the banner line. The portion marking is ([classification]/RD). If any portion of the document contains RD information, RD must appear in the banner line.

(6) RD documents shall be marked with the identity of the derivative classifier (“Classified By:”) and shall include a “Derived From:” line which shall identify the guide(s) or source document(s), by title and date, used to classify the document.

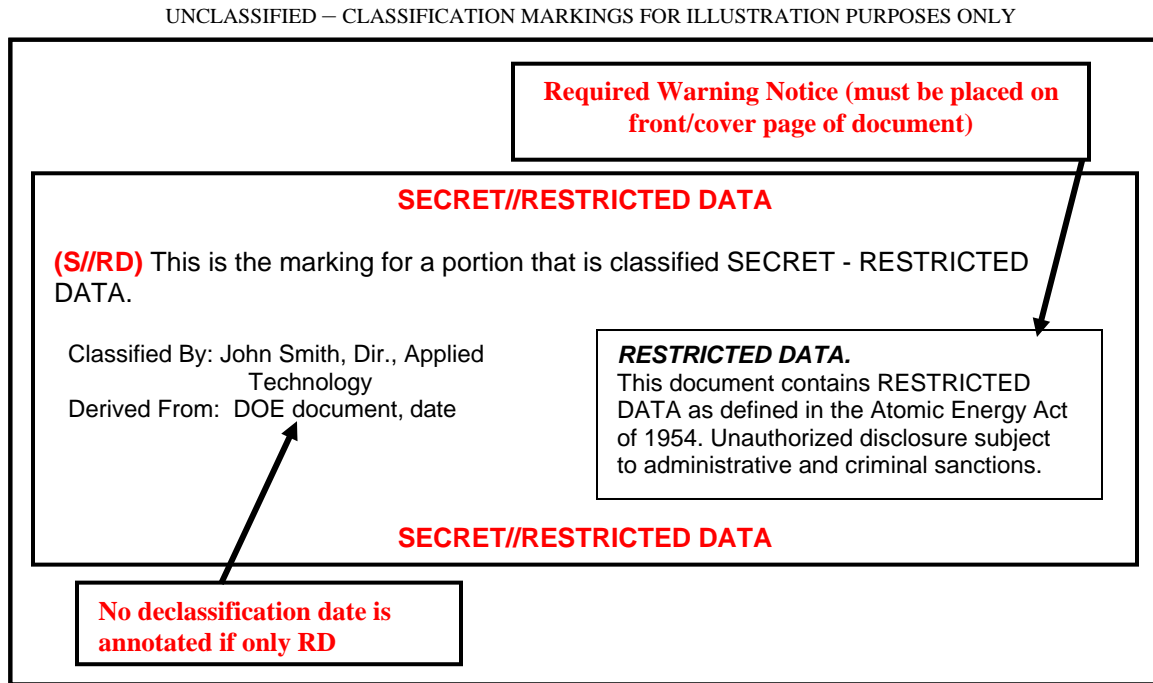
(7) RD is not subject to automatic declassification. Therefore, a declassification instruction is never annotated on documents containing solely RD information. The “Declassify On:” line shall state “Not applicable” or may be deleted. (See paragraph 8.a.(10) of this section if a document contains both RD and NSI.)

(8) Although documents originated in other agencies and containing RD information may not be portion marked, DoD-originated documents containing RD

information require portion marking.

(9) All documents containing RD information shall carry a warning notice on the face of the document as shown in Figure 36. Unclassified transmittal documents containing no RD shall be marked with a statement similar to this: “Document transmitted herewith contains [classification] RESTRICTED DATA.” The full notice shall appear on the face of the transmitted document.

Figure 36. Example of RD Markings



(10) To the greatest degree possible, do not commingle RD in the same document with information classified pursuant to Reference (d) (i.e., NSI). When mixing cannot be avoided, the requirements of this paragraph must be met.

(a) Do not commingle RD and NSI in the same portion. Portions containing RD and NSI must be clearly delineated using the markings specified in this Volume.

(b) The “Declassify On:” line shall be annotated “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list shall include the declassification instruction for each source classified pursuant to Reference (d). The source list and declassification instructions shall NOT appear on the front page or cover of the document.

(c) If an NSI portion is extracted for use in a derivative document, the declassification date for the extracted portion shall be determined using the source list, the applicable classification guide, or consultation with the OCA. If the original, commingled document is not portion marked, it may not be used for derivative

classification.

b. FRD

(1) FRD is information removed from RD upon a joint determination by the Departments of Defense and Energy that the information relates primarily to military utilization of atomic weapons. The Departments have joint responsibility for originally classifying or declassifying FRD.

(a) Within the DoD, individuals with access to FRD may derivatively classify FRD.

(b) The ONLY approved source documents for derivative classification of FRD are the joint DOE/DoD security classification guides. Cite the security classification guide on the “Derived from:” line.

(2) FRD shall be used only with TOP SECRET, SECRET, or CONFIDENTIAL.

(3) Use [classification]/FORMERLY RESTRICTED DATA (or FRD) for the banner line. The portion marking is ([classification]/FRD). If any portion of the document contains FRD information, FRD must appear in the banner line.

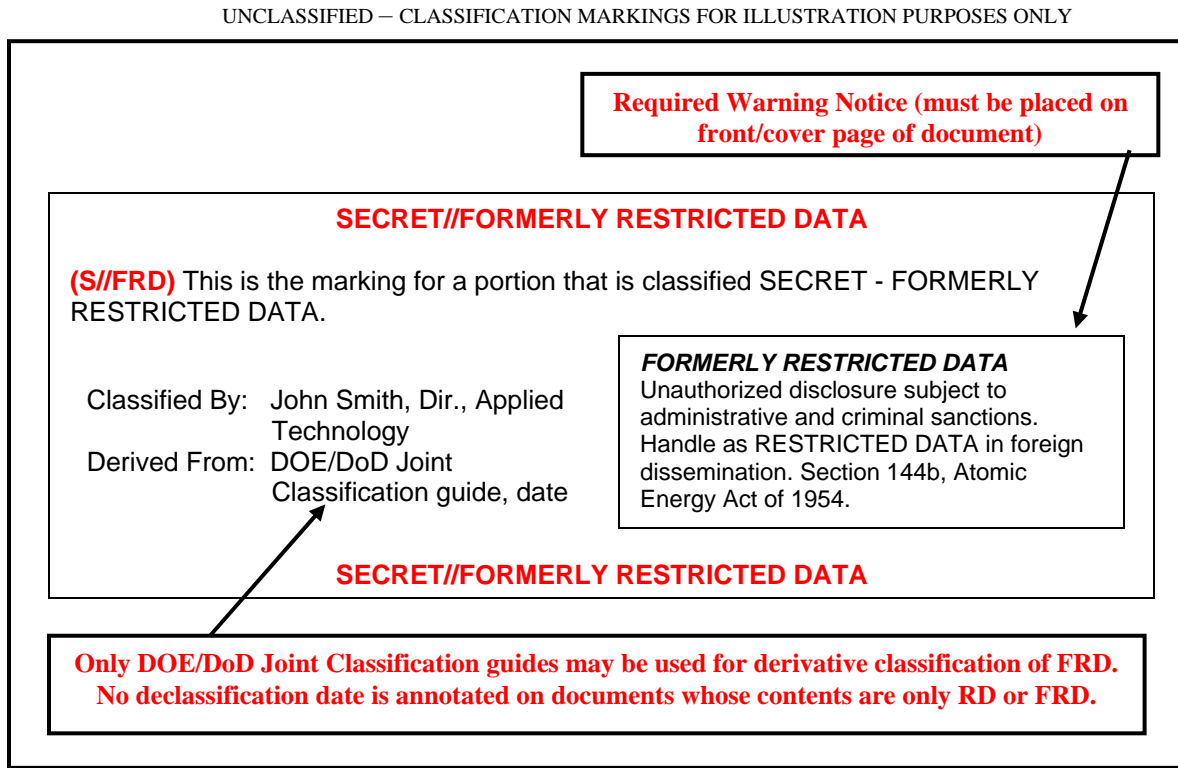
(4) FRD documents shall be marked with the identity of the derivative classifier (“Classified By:”) and shall include a “Derived From:” line in accordance with subparagraph 8.b(1)(b) of this section.

(5) FRD is excluded from the provisions of Reference (d) and is not subject to automatic declassification. Therefore, a declassification date is never annotated on documents containing only FRD. The “Declassify On:” line shall state “Not applicable” or may be deleted. (See paragraph 8.b.(8) of this section if a document contains both FRD and NSI.)

(6) DoD documents containing FRD shall be portion marked.

(7) All documents containing FRD, but no RD, shall carry a warning notice on the face of the document as shown in Figure 37. If the document also contains RD, use the notice shown in Figure 36. Unclassified transmittal documents containing no FRD shall be marked with a statement similar to this: “Document transmitted herewith contains [classification] FORMERLY RESTRICTED DATA.” The full notice shall appear on the face of the transmitted document.

Figure 37. Example of FRD Markings



(8) To the greatest degree possible, do not commingle FRD in the same document with information classified pursuant to Reference (d) (i.e., NSI). When mixing cannot be avoided, the requirements of this paragraph must be met.

(a) Do not commingle FRD and NSI in the same portion. Portions containing FRD and NSI must be clearly delineated using the markings specified in this Volume.

(b) The “Declassify On:” line shall be annotated “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list shall include the declassification instruction for each source document classified pursuant to Reference (d). The source list and declassification instructions shall NOT appear on the front page or cover of the document.

(c) If an NSI portion is extracted for use in a derivative document, the declassification date for the extracted portion shall be determined using the source list, the applicable classification guide, or consultation with the OCA. If the original, commingled document is not portion marked, it may not be used for derivative classification.

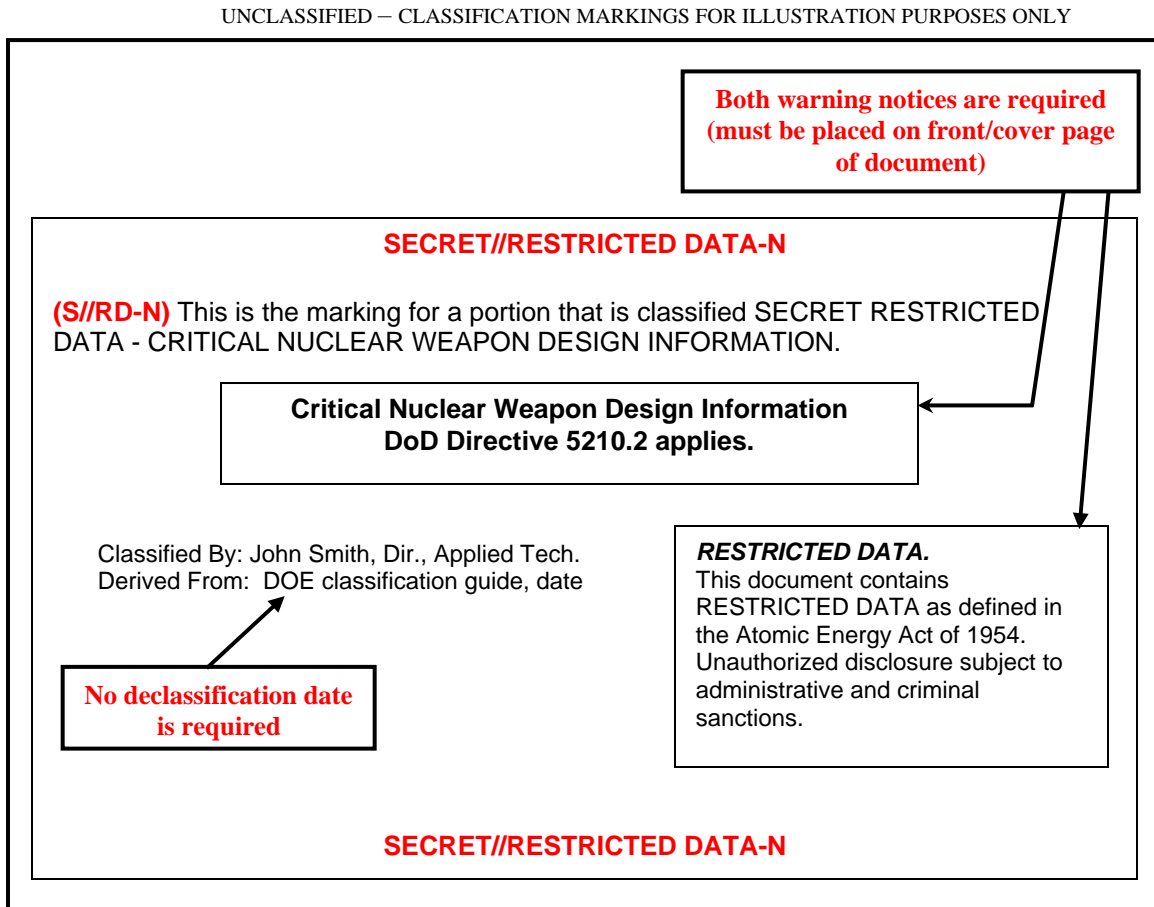
c. CNWDI

(1) CNWDI is the DoD designation for TOP SECRET RD or SECRET RD weapons data that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munitions, or test device. The designation CNWDI specifically excludes information concerning arming, fusing, and firing systems; limited-life components; and total contained quantities of fissionable, fusionable, and high-explosive materials by type.

(2) Access to CNWDI is on a need-to-know basis and a special DoD briefing is required. See Reference (ad) for further guidance.

(3) As CNWDI is a subset of RD, use the same rules for marking CNWDI information as for marking RD, except “-N” shall be appended to the banner and portion markings, as shown in Figure 38. Additionally, add the CNWDI warning notice shown in Figure 38 to the face of the document.

Figure 38. Example of CNWDI Markings



d. Sigma

(1) Sigma categories identify RD and/or FRD that concern the design, manufacture, or utilization of atomic weapons or nuclear explosive devices.

(2) The SIGMA marking shall be used only with TOP SECRET, SECRET, or CONFIDENTIAL.

(3) The required format of classification banner markings is: [classification]/[RD or FRD]-SIGMA [#]. The [#] represents the Sigma number which may be between 1 and 99. If multiple SIGMAs apply, list them in numerical order, separated with a space (“ ”) (see Figure 39). Use “SG” with the Sigma number in the portion marking.

(4) Apply the appropriate RD or FRD warning notice (see Figure 36 or 37 for wording of the applicable notice) to the face of the document.

(5) Sigma 14 information must additionally be marked with the handling instruction shown in Figure 40.

Figure 39. Example of SIGMA Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//RD-SIGMA 1 2

(S//RD-SG 1) This is the marking for a portion that is classified SECRET - RESTRICTED DATA, SIGMA 1.

(S//RD-SG 2) This is the marking for a portion that is classified SECRET - RESTRICTED DATA, SIGMA 2.

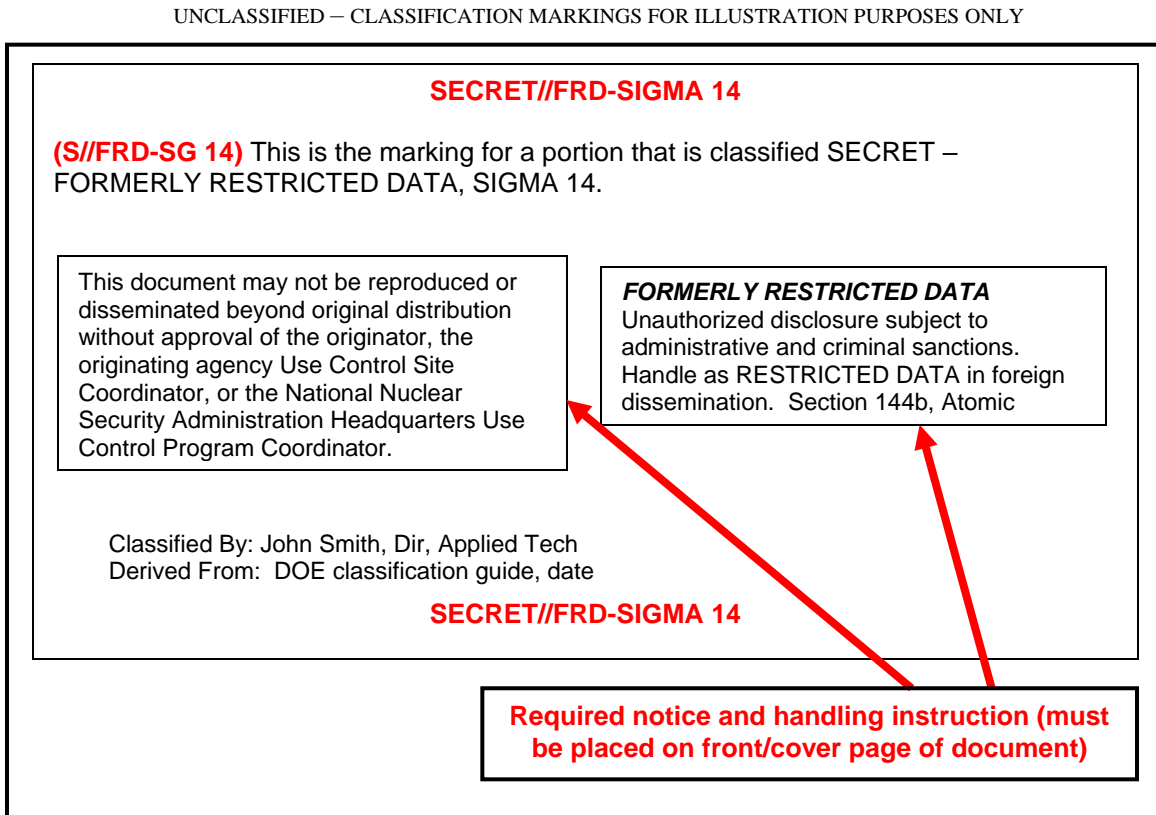
~~Classified By: John Smith, Dir, Applied Tech~~
~~Derived From: DOE classification guide, date~~

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

SECRET//RD-SIGMA 1 2

Required warning notice (must be placed on front/cover page of document)

Figure 40. Example of SIGMA 14 Markings



9. FGI MARKINGS USED IN U.S. DOCUMENTS

a. FGI markings are used in U.S. products to denote the presence of foreign-controlled information. These markings are used based on treaties, sharing agreements or arrangements with the source country or international organization and are necessary to provide a degree of protection at least equivalent to that required by the foreign government or international organization that furnished the information, and to prevent premature declassification or unauthorized disclosure. (See section 4 of this enclosure for markings to be used on documents that consist entirely of FGI.)

b. As damage to the national security is the criteria for classification, FGI requiring protection from disclosure must automatically be classified at a level no less than CONFIDENTIAL, unless otherwise noted in security agreements between the security authorities of the United States and the applicable foreign government.

c. Use FGI markings when FGI is included in a U.S.-controlled document (see Figures 41 through 44).

d. Except as provided in paragraph 9.e. of this section, use “FGI” with the trigraphic country

codes and international organization tetragraphs in the banner line; portion markings for included FGI shall be as specified in section 4 of this enclosure. If multiple governments and/or international organizations furnished information, the country trigraphs shall be listed in alphabetical order followed by the international tetragraphs in alphabetical order, each separated by a single space.

Figure 41. Example of FGI Marking

TOP SECRET//FGI DEU GBR

(TS) This is the marking for a portion which is classified TOP SECRET. This portion shall contain only US classified information.

(//DEU S) This is the marking for a German SECRET portion within a US classified document. This portion shall contain only German SECRET FGI.

(//GBR U) This is the marking for a British UNCLASSIFIED portion within a US classified document. This portion shall contain only British UNCLASSIFIED FGI.

Classified By: J. Jones, Dir., Ofc of Good Works
Derived From: Multiple Sources
Declassify On: 20321215

TOP SECRET//FGI DEU GBR

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

Figure 42. Example of FGI Marking with NATO Information

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//FGI DEU GBR NATO

(C) This is the marking for a portion which is classified CONFIDENTIAL. This portion shall contain only US classified information.

(//DEU S) This is the marking for a German SECRET portion within a US classified document. This portion shall contain only German SECRET FGI.

(//GBR S) This is the marking for a British SECRET portion within a US classified document. This portion shall contain only British SECRET FGI.

(//CTS) This is the marking for a NATO COSMIC TOP SECRET portion within a US classified document. This portion shall contain only NATO COSMIC TOP SECRET FGI.

Classified By: T. Smith, Pgm Mgr
Derived From: Multiple Sources
Declassify On: 25X9, 20571215

THIS DOCUMENT CONTAINS
NATO TOP SECRET INFORMATION

TOP SECRET//FGI DEU GBR NATO

Figure 43. Example of FGI Marking When Originating Country Is Concealed

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//FGI

(S) This is the marking for a portion which is classified SECRET. This portion shall contain only U.S. classified information.

(//DEU S) This is the marking for a German SECRET portion within a U.S. classified document. This portion shall contain only German SECRET FGI.

(//FGI S) This is the marking for a portion which is FGI classified SECRET in cases where the originating country must be concealed within a U.S. classified document. This portion shall contain only SECRET FGI from that single, originating country. The banner line specifies only FGI as it is the most restrictive marking.

Classified By: T. Smith, Pgm Mgr
Derived From: Memorandum XYZ,
Dated 20071215
Declassify On: 20321215

SECRET//FGI

Figure 44. Example of FGI Marking with REL TO

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//FGI CAN DEU

(S//REL TO USA, AUS) This is the marking for a portion that is releasable to Australia within a U.S. classified document. This portion shall contain only U.S. classified information that is releasable to Australia.

(//CAN S//REL TO USA, AUS, CAN, GBR) This is the marking for a Canadian SECRET portion for which Canada has allowed release back to Canada and further release to Australia and Great Britain within a U.S. classified document. This portion shall contain only Canadian SECRET FGI releasable to those countries listed.

(//DEU TS) This is the marking for a German TOP SECRET portion within a U.S. classified document. This portion shall contain only German TOP SECRET FGI.

Classified By: T. Smith, Pgm Mgr
Derived From: Memorandum XYZ,
Dated 20071215
Declassify On: 20321215

TOP SECRET//FGI CAN DEU

e. In cases where one or more specific government(s) must be concealed, do not include

country codes within the banner or applicable portion marking(s). In such cases, the applicable portion marking shall be “FGI” together with the appropriate classification (e.g., //FGI S). If the very fact that the information is FGI must be concealed, the information shall be marked as if it were wholly of U.S. origin. In both cases the identity of the foreign government shall be maintained with the record copy, which must be appropriately protected.

f. In documents containing FGI, the FGI portion(s) shall remain segregated from the U.S. portions.

g. In documents containing FGI from more than one country and/or international organization, the FGI from each individual country or international organization shall remain segregated in separate portions.

h. Release or disclosure of FGI back to the source country is implied, unless otherwise indicated.

i. The release or disclosure of FGI to any third-country entity, including foreign nationals who are protected individuals or permanent resident aliens, or to any third party, or use for other than the purpose for which the foreign government provided the information requires the prior written consent of the originating government when required by treaty, agreement, bilateral exchange, or other obligation. Questions regarding releasability or disclosure should be directed to the U.S. originator, who will consult with the foreign government as required.

j. When FGI is included in a U.S. document, the overall U.S. classification used shall reflect the highest classification of any information, including the FGI, in the document.

k. FGI and NOFORN in the banner line signals that the document may not be disseminated to any foreign country without the permission of the U.S. originator and the source country providing the FGI. Releasability of individual portions shall be in accordance with their markings. Questions regarding releasability or disclosure should be directed to the U.S. originator, who will consult with the foreign government as required.

l. REL TO cannot be used in the overall classification of a document containing FGI portions unless the entire document is releasable to all countries listed. When both NOFORN and REL TO information are included in the same document, NOFORN takes precedence over REL TO.

m. Portion marks for portions containing FGI may not include “NOFORN.” NOFORN is a U.S. marking and is not applicable to portions containing only FGI. Release limitations, per paragraph 9.i of this section, are implied by the FGI designation.

n. Unclassified FGI is withheld from public release until approved for release by the source country.

o. The “Derived From:” line or source list shall identify U.S. as well as foreign classification sources. If the identity of the foreign government (but not the fact of FGI content) must be concealed and citation of the source would reveal that identity, the “Derived

From:” line or source list shall contain the notation, “FGI source” and, where possible, the date of the document. The originator shall maintain the full source citation and the identity of the foreign government with the record copy and protect it as Volume 3, Enclosure 2 of this Manual requires.

p. A U.S. document marked as described herein shall not be downgraded below the highest level of FGI contained in the document or be declassified without the written approval of the foreign government that originated the information. Submit recommendations concerning downgrading or declassification to the DoD organization that created the document. If that organization supports the recommendation, it shall consult with the originating foreign government to determine whether that government consents to declassification. (See also Volume 1, Enclosure 5, section 20 of this Manual.)

10. DISSEMINATION CONTROL MARKINGS

a. Dissemination Control Markings for Intelligence Information. Certain dissemination control markings are authorized for use only on intelligence information. Among these are “NOFORN” (with exceptions for NNPI and NDP-1), cover and cover support information in accordance with Reference (y), “RELIDO,” and “IMCON.” As provided in paragraph 1.d of Enclosure 2 of this Volume, DoD Intelligence Components shall refer to policy and implementing guidance issued by the DNI for guidance on marking intelligence and intelligence-related information and products under the purview of the DNI. Information on intelligence control markings is contained in Appendix 2 to this enclosure to assist other DoD activities that may encounter such markings in understanding their meaning and use.

b. FOUO

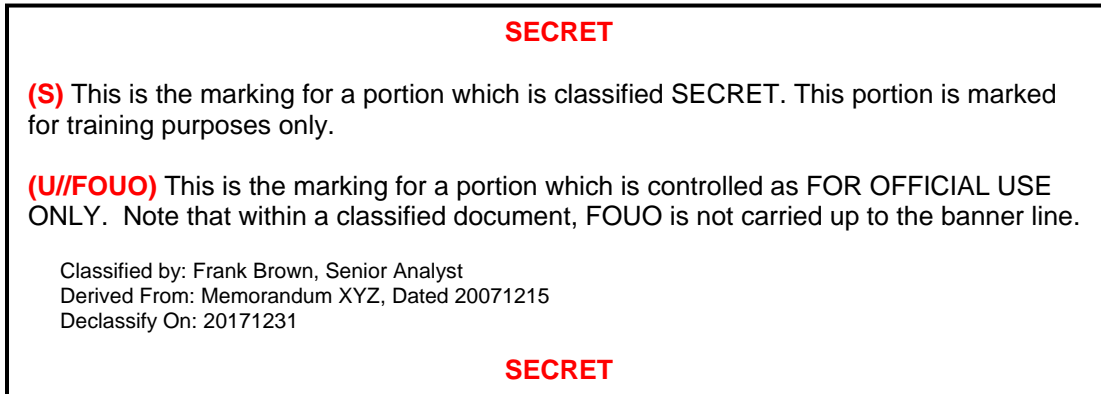
(1) Within the DoD, FOUO is a control marking for unclassified information that may be withheld from the public if disclosure would reasonably be expected to cause a foreseeable harm to an interest protected under the Freedom of Information Act. The use of FOUO markings shall remain in effect until the revised Volume 4 of this Manual is published.

(2) FOUO is also used by other agencies to protect certain types of unclassified information. FOUO from other agencies is treated the same as DoD FOUO information.

(3) FOUO portions within a classified document shall be marked (U//FOUO); however, FOUO shall not appear in the overall classification banner because the classification adequately protects the unclassified information, except when page markings are used to reflect the classification of information on that page instead of the overall document classification (see Figure 47). In that case, the banner line for unclassified pages with FOUO information shall be: UNCLASSIFIED//FOR OFFICIAL USE ONLY or UNCLASSIFIED//FOUO.

Figure 45. Example of FOUO Marking in a Classified Document

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



b. Controlled Unclassified Information (CUI)

(1) Within the DoD, CUI is a control marking for unclassified information the Government creates or possesses (or that an entity creates or possesses for or on behalf of the Government) that a law, regulation or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls in accordance with Volume 4 of this Manual.

(2) Consult Volume 4 of this Manual for guidance on markings required for unclassified documents containing CUI and the exemption notice required on documents containing CUI distributed outside the DoD.

(3) Consistent with Reference (m), REL TO and RELIDO may be applied, when warranted, to unclassified intelligence or other information that has been determined to be properly categorized as CUI.

c. Dissemination and Extraction of Originator Controlled (ORCON) Information

(1) The ORIGINATOR CONTROLLED or ORCON marking is used when dissemination and extraction of information must be controlled by the originator.

(a) ORCON may be used by the DoD Components to mark information that requires the originator's consent for further dissemination or extraction of information when the classification level and other controls alone are insufficient to control dissemination. ORCON is to be applied sparingly as its use impedes efficient information sharing. The decision to apply the ORCON marking shall be made on a case-by-case basis using a risk management approach; it may not be applied in a general or arbitrary manner.

(b) ORCON is authorized for use by the DoD Components that are elements of

the IC for classified intelligence that clearly identifies or reasonably permits ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would negate or measurably reduce their effectiveness. ORCON may be used with national intelligence, which is under the purview of the DNI, only as described in ICPG 710.1 (Reference (am)) and DNI Memorandum (Reference (an)).

(2) Information bearing the ORCON marking may be disseminated within the recipient agency and its subordinate elements, including to contractors located within government facilities, without further approvals consistent with any other dissemination control markings. Such information may also be incorporated in whole or in part into briefings or other products, provided the briefing or product is presented or distributed only to original recipients of the information. Dissemination beyond the recipient agency or to agencies other than the original recipients requires advance permission from the originator. For purposes of this section, DoD is considered one agency except with respect to information disseminated by IC elements in accordance with DNI guidelines. This information may only be further disseminated by recipient DoD components to the organizations identified in the originators dissemination/distribution list.

(3) ORCON may be used with TOP SECRET, SECRET, or CONFIDENTIAL.

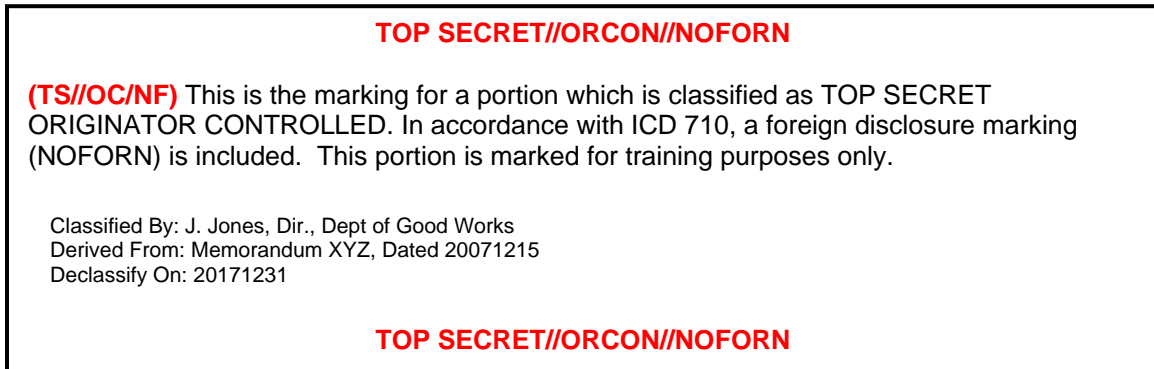
(4) Use [classification]//ORCON for the banner line. The portion marking for ORCON is ([classification]//OC) (see Figure 45). If any portion is ORCON, ORCON must appear in the banner line.

(5) The originator shall include a point of contact who can make ORCON release determinations on all information marked ORCON. Include, at a minimum, name or position title of the contact and a current telephone number.

(6) The originator shall promptly review all requests for further dissemination of ORCON information. A determination shall be provided to the requestor, normally within 3 days of receipt of the request, but not more than 7 days, unless justification for a longer time is provided to the recipient within 7 days. Release determinations shall be formally documented; documentation shall include the request justification and identification of recipients. Where requests have been denied, the documentation shall include justification for the denial which articulates the risks of further dissemination and why those risks outweigh the need to share.

Figure 46. Example of ORCON Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



d. Authorized For Release To (REL TO)

(1) Within the DoD, the AUTHORIZED FOR RELEASE TO or REL TO control marking is authorized for use on all classified military or Defense CUI information that has been determined by an authorized disclosure official, in accordance with established foreign disclosure policies, to be releasable, or that has been released through established foreign disclosure procedures and channels, to the foreign country and/or international organization indicated. Figures 46 through 48 provide examples of the use of the REL TO marking.

(2) Foreign release or disclosure of the material, in any form, to the nations specified in the REL TO marking is authorized without originator approval. Disclosure to nations not specified in the REL TO marking is authorized only after obtaining permission from the originator.

(3) REL TO shall be used with TOP SECRET, SECRET, CONFIDENTIAL, or CUI.

(4) The format for REL TO banner and portion markings is [classification]//REL TO [country codes]. Trigraphic country codes shall be listed first (USA first, followed by other countries in alphabetical order), followed by coalition or international organization tetragraph codes in alphabetical order. Each code shall be separated from the next by a comma and space.

Figure 47. Example of REL TO Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//REL TO USA, EGY, ISR

(TS//REL) This is the marking for a portion that is classified TOP SECRET AUTHORIZED FOR RELEASE TO USA, EGYPT, AND ISRAEL (same as page marking.)

Classified By: Jane Jones, Pgm Mgr
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171231

TOP SECRET//REL TO USA, EGY, ISR

(5) “USA” attached to “REL TO” means that the information is U.S.-originated and may be released to U.S. citizens who meet the standards for access to classified information and the restrictions imposed by any other caveats and who have a need to know. “REL TO USA” without any other countries listed is not an approved marking.

(6) The portion marking “REL” may be used when the countries to which the portion-marked information is releasable are the same as the countries listed in the REL TO in the banner line. If countries are different, the portion marking must list all countries that are applicable.

(7) REL TO shall not be used with NOFORN in the banner line. When a document contains both NOFORN and REL TO portions, use NOFORN in the banner line.

(8) REL TO should be used in the banner line only when the entire document is releasable to the countries listed. Otherwise, information not authorized for release may be inadvertently released. Users should additionally note that there is differing guidance between the DoD and the IC on the overall classification of a classified document containing both REL TO information and information without either REL TO, RELIDO or NOFORN markings (hereinafter referred to as “uncaveated information”) and on the treatment of documents where there is no common country listed throughout the REL TO portions.

(a) Within the DoD, except for national intelligence information under the control of the Defense Intelligence Components, if a document contains portions with REL TO markings and portions with uncaveated information, the banner line shall contain only the U.S. classification (e.g., SECRET). Additionally, for documents containing REL TO portions, if the document is not fully releasable to at least one country other than USA (i.e., there is no common country listed throughout the document’s portions), the banner line shall reflect, in addition to any other required caveats, simply the U.S. classification (i.e., the banner line shall not contain the REL TO marking). This marking standard shall be applied by the Defense Intelligence Components when the information is military intelligence.

Figure 48. Example of REL TO Marking When Not All Portions Are Equally Releasable

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//REL TO USA, NZL, NATO

(S//REL TO USA, JPN, NZL, NATO) This is the marking for a portion that is classified SECRET AUTHORIZED FOR RELEASE TO USA, Japan, New Zealand and NATO. Note that the entire document is releasable to USA, NZL, and NATO, but this paragraph is releasable to those countries plus JPN

(S//REL) This is the marking for a portion that is classified SECRET AUTHORIZED FOR RELEASE TO USA, New Zealand and NATO (the same as the page markings.)

Classified By: Jane Jones, Pgm Mgr
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20321215

SECRET//REL TO USA, NZL, NATO

Figure 49. Example of REL TO Marking When Portions Lack Explicit Release Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET

(S//REL TO USA, JPN, NZL, NATO) This is the marking for a portion that is classified SECRET AUTHORIZED FOR RELEASE TO USA, Japan, New Zealand, and NATO.

(S) This is the marking for a portion that is classified SECRET. Without a positive release marking, it is not releasable to the countries and organizations listed in the above paragraph. Thus, the banner line will reflect the U.S. classification only. (Note the IC handles this situation differently; see text for discussion.)

Classified By: Jane Jones, Pgm Mgr
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171215

SECRET

(b) Reference (m) requires intelligence under the purview of the DNI to be explicitly marked for foreign release. A combination of REL TO and uncaveated national intelligence information (i.e., information under the purview of the DNI) is to be marked as NOFORN in the banner line (e.g., SECRET//NOFORN). Likewise, where there is no common country listed in the REL TO portions, NOFORN is to be applied in the banner line. As NOFORN may be used only on intelligence information, this IC practice is not permitted for DoD organizations that are not elements of the IC.

e. Display Only

(1) This dissemination control identifies classified information authorized for disclosure **WITHOUT PROVIDING THE RECIPIENT A COPY FOR RETENTION**, regardless of medium, through established foreign disclosure channels to the foreign country and/or international organization indicated. In accordance with ICPG 710.1 (Reference (ao)), disclosure is showing or revealing classified information, whether orally, in writing or via any other medium, without providing the recipient with a copy of the information for retention.

(2) Display Only information must remain under U.S. control at all times.

(3) The marking may be used with **TOP SECRET**, **SECRET** or **CONFIDENTIAL**.

(4) **DISPLAY ONLY** may not be used with **RELIDO** or **NOFORN**. Additionally, **DISPLAY ONLY** shall **NOT** be used with other dissemination control markings (e.g., **REL TO**) in either the portion or banner line, unless authorized by other policy guidance and established sharing arrangements and procedures.

(5) The format for Display Only banner and portion markings is [classification]//**DISPLAY ONLY** [country codes] (see Figure 49). Trigraphic country codes shall be listed first in alphabetical order followed by coalition or international organization tetragraph codes in alphabetical order. Each code shall be separated from the next by a comma and space.

(6) **DISPLAY ONLY** appears in the banner line only if **ALL** portions are authorized for **DISPLAY ONLY** to the same list of countries. **REL TO** and **DISPLAY ONLY** may appear in the same banner line only if **EVERY** portion is authorized for **REL TO** [same country list] and **DISPLAY ONLY** [same country list] (see Figures 50, 51, and 52).

(7) Within a portion, **DISPLAY ONLY** can be used in conjunction with **REL TO** only when all information within the portion has been reviewed through the originator's foreign disclosure channels and approved for disclosure and release, as applicable, to the listed countries or international organizations and coalitions.

(8) IC organizations apply a warning statement, generally on the first page, when derivative use of **DISPLAY ONLY** information or release to other countries or international organizations is prohibited without authorization from the originating agency. Remove the warning statement when authorization for derivative use is received from the originating organization.

Figure 50. Example of DISPLAY ONLY Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//DISPLAY ONLY AFG

(S//DISPLAY ONLY AFG) This is the marking for a portion which is classified SECRET and authorized for DISPLAY ONLY to Afghanistan.

(S//DISPLAY ONLY AFG) This is the marking for a portion which is classified SECRET and authorized for DISPLAY ONLY to Afghanistan.

CLASSIFIED BY: K. Green, MG, USA, CMDR, TF ZULU
REASON: 1.4(b), 1.4(d)
DECLASSIFY ON: 20361231

SECRET//DISPLAY ONLY AFG

Figure 51. Example of DISPLAY ONLY Marking with REL TO

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//REL TO USA, GBR//DISPLAY ONLY AFG

(S//REL TO USA, GBR//DISPLAY ONLY AFG) This is the marking for a portion which is classified SECRET, authorized for release to the U.S. and United Kingdom, and authorized for DISPLAY ONLY to Afghanistan.

(S//REL TO USA, GBR//DISPLAY ONLY AFG) This is the marking for a portion which is classified SECRET, authorized for release to the U.S. and United Kingdom, and authorized for DISPLAY ONLY to Afghanistan. REL TO and DISPLAY ONLY appear in the banner line because all portions carry the same markings, to include the same country lists.

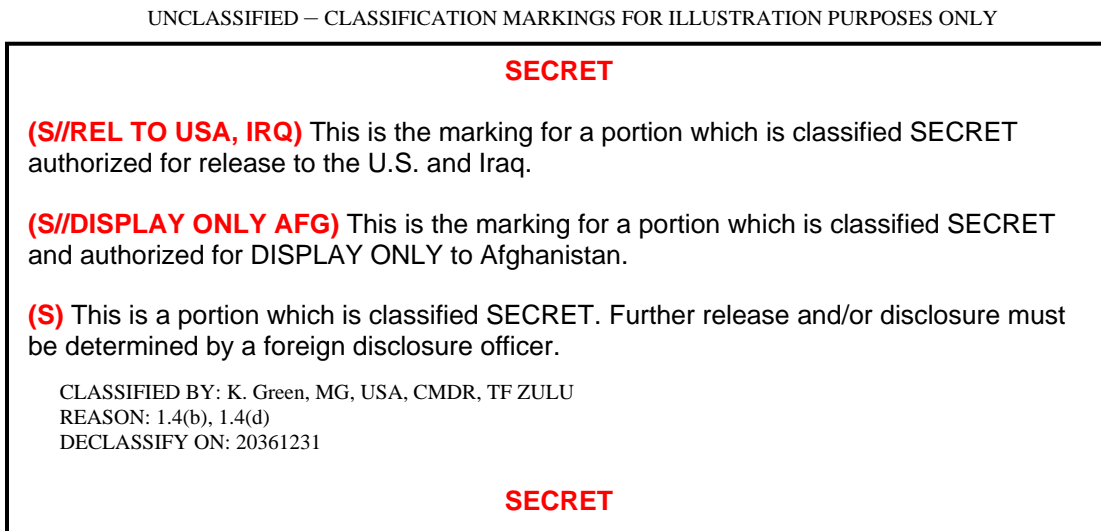
CLASSIFIED BY: K. Green, MG, USA, CMDR, TF ZULU
REASON: 1.4(b), 1.4(d)
DECLASSIFY ON: 20361231

SECRET//REL TO USA, GBR//DISPLAY ONLY AFG

Figure 52. Example of DISPLAY ONLY Marking When Not All Portions are DISPLAY ONLY



Figure 53. Example of DISPLAY ONLY Marking In Mixed Releasability Situation



11. OTHER DISSEMINATION CONTROL MARKINGS. The dissemination control markings in this section fall into the “OTHER DISSEM” category in the marking syntax (CLASSIFICATION//SCI//SAP//AEA//FGI//DISSEM//OTHER DISSEM) and follow all previously discussed markings when used.

a. Alternative Compensatory Control Measures (ACCM)

(1) ACCM are security measures used to safeguard classified intelligence or

operations when normal measures are insufficient to achieve strict need-to-know controls and where SAP controls are not required. See Enclosure 2 of Volume 3 of this Manual for current guidance on use of ACCM.

(2) The banner marking for each page of ACCM-protected information shall be the overall classification, the caveat “ACCM,” and the program’s nickname. Use a hyphen (-) without interjected spaces to separate the “ACCM” caveat and the program’s nickname (e.g., SECRET//ACCM-FICTITIOUS EFFORT). If more than one nickname is used, separate them by a forward slash (/) (e.g., SECRET//ACCM-FICTITIOUS EFFORT/TEA LEAF). Figure 59 provides an example of these markings.

Figure 54. Example of ACCM Markings

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//ACCM-FICTITIOUS EFFORT/TEA LEAF

(S//ACCM) This is the marking for a portion which is SECRET ACCM-protected information with the nicknames “FICTITIOUS EFFORT” and “TEA LEAF” (same as banner marking).

(S//ACCM-TEA LEAF) An ACCM-protected portion requiring only the nickname “TEA LEAF” would be marked as shown in this paragraph.

(S//ACCM-FICTITIOUS EFFORT) This is the marking for a portion which is SECRET ACCM-protected information requiring only the nickname “FICTITIOUS EFFORT.”

Classified By: Tom Brown, Chief, Tea Leaf Program Ofc
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20121215

SECRET//ACCM-FICTITIOUS EFFORT/TEA LEAF

(3) ACCM material will be portion marked with the appropriate classification level abbreviation (e.g. (S)), “ACCM,” and the program’s nickname. Use a hyphen (-) without interjected spaces to separate the “ACCM” caveat and the program’s nickname. Separate multiple nicknames with a single forward slash (/).

(4) The portion mark “ACCM” may be used when the applicable programs are the same as the programs listed in the banner line. If the applicable programs are different than shown in the banner line, the complete portion marking must be used (see Figure 59).

(5) Only the full nickname may be used after the “ACCM” caveat. No abbreviations or derivations (e.g., digraph or trigraph) of the nickname may be used in place of the full nickname in the banner line or portion markings of ACCM-protected information.

b. Department of State (DoS) Dissemination Control Markings. DoS dissemination control markings are provided, for information, in Appendix 3 to this enclosure. Such markings may not be applied in the first instance by DoD personnel.

c. Equivalent Foreign Security Classifications. Current equivalent foreign security classifications will be listed and available for reference at the OUSD(P) SIPRNET website <https://intelshare.intelink.sgov.gov/sites/isp/default.aspx>.

Appendixes

1. Dissemination Control Markings for Intelligence Information
2. DoS Dissemination Control Markings

APPENDIX 1 TO ENCLOSURE 4

DISSEMINATION CONTROL MARKINGS FOR INTELLIGENCE INFORMATION

1. CONTROLLED IMAGERY (IMCON)

a. IMCON is used to protect sources and analytic methods associated with the geospatial intelligence discipline that are particularly vulnerable to countermeasures, and if disclosed or released could negate or measurably reduce the effectiveness of those methodologies.

b. IMCON may be applied ONLY to information classified at the SECRET level.

c. Imagery and/or text reporting bearing the IMCON marking requires a dissemination notice to be applied. See Reference (o) for details.

d. For additional information on proper markings, control and releasability of IMCON, refer to References (m) and (am), the NGA Security Classification Guide, and the sensitive analytical techniques Web page, or contact the NGA Disclosure Office.

e. The IMCON material must be classified SECRET (see Figure 54); however, if IMCON information is included in a paragraph containing TOP SECRET information, the appropriate classification would be TOP SECRET//IMCON.

f. The banner line of documents containing both IMCON and NOFORN portions must be marked //IMCON/NOFORN, with a classification no lower than SECRET (see Figure 55).

g. IMCON information may not be processed on SIPRNET without prior approval from the Sensitive Analytical Techniques Panel. Contact the panel chair for additional information.

Figure 55. Example of IMCON Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

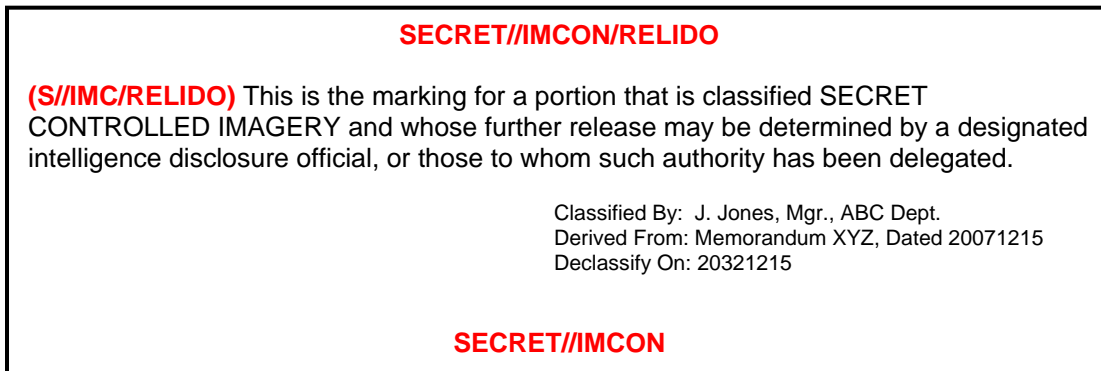
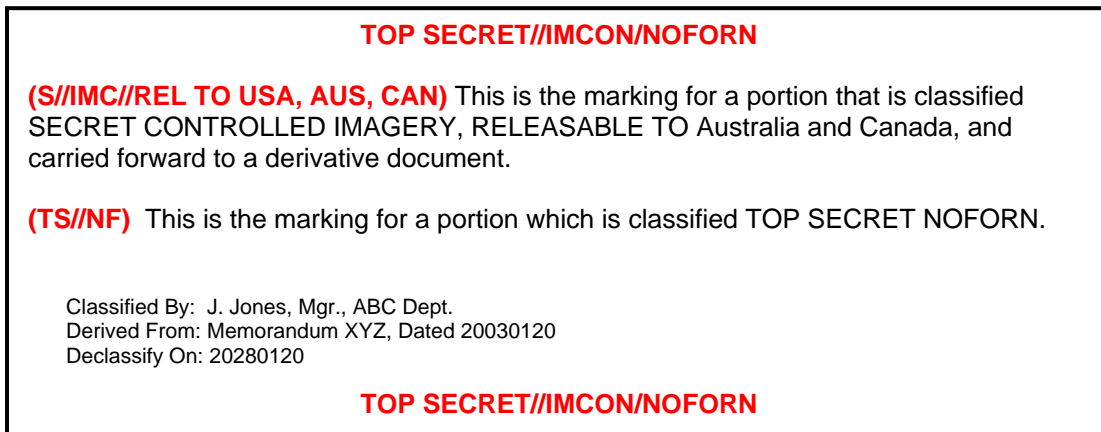


Figure 56. Example of IMCON Banner Marking When There Are NOFORN Portions

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



2. NOT RELEASABLE TO FOREIGN NATIONALS (NOFORN)

a. NOFORN is applied, in accordance with section XI.E of Reference (am), to classified intelligence that may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-US citizens without permission of the originator of the information (see Figure 56).

Figure 57. Example of NOFORN Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//NOFORN

(TS//NF) This is the marking for a portion that is classified TOP SECRET NOT RELEASABLE TO FOREIGN NATIONALS. With two exceptions (NNPI and NDP-1), NOFORN may be applied only to intelligence information.

Classified By: J. Jones, Mgr., ABC Dept.
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171231

TOP SECRET//NOFORN

b. NOFORN shall NOT be applied to non-intelligence information, except for NNPI, NDP- 1, and cover and cover support information in accordance with Reference (y), which have authorized exceptions for use of NOFORN. In all other instances, within the DoD NOFORN shall be used ONLY on intelligence information.

c. NOFORN may be used only with TOP SECRET, SECRET, CONFIDENTIAL, or CUI.

d. It cannot be used with REL TO or RELIDO in the banner line. When a document contains NOFORN and REL TO or NOFORN and RELIDO portions, NOFORN takes precedence for the markings in the banner line (see Figure 57).

Figure 58. Example of NOFORN Markings with REL TO Portions

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//NOFORN

(S//REL TO USA, JPN) This is the marking for a portion that is classified SECRET RELEASABLE TO USA and JAPAN.

(S//NF) This is the marking for a portion which is classified SECRET NOT RELEASABLE TO FOREIGN NATIONALS. Note that NOFORN takes precedence over REL TO in the banner line.

Classified By: J. Jones, Mgr., ABC Dept.
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171231

SECRET//NOFORN

e. All national intelligence, which is under the purview of the DNI, is to be explicitly marked at both the banner and portion level for foreign disclosure or release in accordance with Reference (m)). However, Reference (m) is not applicable to classified military intelligence subject to disclosure or release under NDP-1. The NOFORN caveat should be used as infrequently as possible on otherwise uncaveated classified military intelligence. Absence of the NOFORN caveat allows foreign disclosure officials to exercise their

discretionary authority in accordance with References (x), (am), and (ao).

3. PROPRIETARY INFORMATION INVOLVED (PROPIN)

a. PROPIN is a control marking used by the IC to identify information provided by a commercial firm or private source under an express or implied understanding that the information will be protected as a proprietary trade secret or proprietary data believed to have actual or potential value (see Figure 58). The marking may not be used on DoD documents except where those documents use IC information so marked. The marking may be used on U.S. Government proprietary information (e.g., budget or financial information) ONLY when that information can provide an unfair advantage (e.g., for contractor(s)).

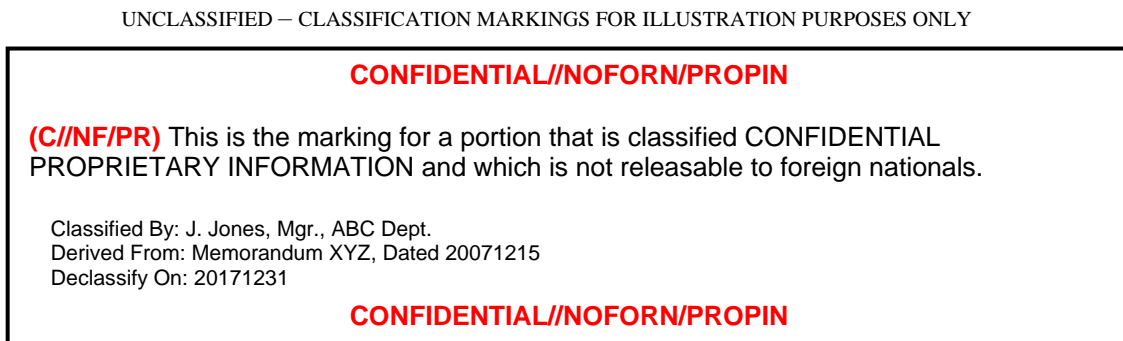
b. PROPIN may be used with TOP SECRET, SECRET, CONFIDENTIAL, or UNCLASSIFIED.

c. PROPIN appears in the banner if any portion contains PROPIN information.

d. Information marked as PROPIN may not be disseminated outside the Federal Government in any form without the express permission of the originator and the provider of the proprietary information.

e. The PROPIN control marking precludes dissemination to contractors irrespective of their status to, or within, the U.S. Government without the authorization of the originator and the provider of the information.

Figure 59. Example of PROPIN Marking



4. RELEASABLE BY INFORMATION DISCLOSURE OFFICIAL (RELIDO)

a. RELIDO is a dissemination control marking that may be applied to national intelligence information to indicate that the originator has authorized Designated Intelligence Disclosure Officials (DIDOs), or their designee, to make further release determinations in accordance with existing foreign disclosure policy and procedures (see Figure 59). (See References (m) and (ao) for further information.)

- b. RELIDO may be used only with national intelligence information.
- c. RELIDO may be used only with TOP SECRET, SECRET, or CONFIDENTIAL. It may be used independently or with REL TO.
- d. RELIDO may not be used in the same portion or banner line with NOFORN. When a document contains both NOFORN and RELIDO portions, NOFORN takes precedence for the markings in the banner line.
- e. Only DIDOs, or their designees, are authorized to further release information marked RELIDO without consulting the originator. Defense Intelligence Component Foreign Disclosure Officers (FDO) are not authorized to release information marked RELIDO unless specifically authorized. DIDOs may sub-delegate this authority, in writing, to FDOs within their organizations who have received formal training on disclosure and release of national intelligence and use of the RELIDO marking, and whose responsibilities include making release decisions for national intelligence produced by their organizations. Contact the local foreign disclosure office for further guidance on RELIDO processes and procedures. Check the CAPCO website for a list of DIDOs.

Figure 60. Example of RELIDO Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

SECRET//RELIDO

(S//RELIDO) This is the marking for a portion that is classified SECRET which the originator has determined is RELEASABLE BY INFORMATION DISCLOSURE OFFICIAL. This marking explicitly states that a DIDO, or designee(s), may release the material in accordance with existing foreign disclosure policy and procedures.

(S//REL TO USA, AUS, CAN/RELIDO) This is the marking for a portion that is classified SECRET in which the originator has made a release decision for the listed countries. RELIDO allows a DIDO, or designee(s), to make the decision to further release the information to other countries.

(U) The RELIDO marking is carried in the banner line because it is stated in all portions.

Classified By: J. Jones, Mgr., ABC Dept.
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171231

SECRET//RELIDO

5. FISA

- a. The FISA control marking denotes the presence of FISA or FISA-derived information in the document. This is an informational marking only to highlight such information. The FISA control marking required by this Volume does not satisfy or alter the legal requirement

for such information to be accompanied by the FISA warning or caveat described in subparagraph 5.b. of this section.

b. In accordance with section 1801, et. seq., of title 50, U.S.C (also known as the Foreign Intelligence Surveillance Act of 1978, as amended (Reference (aq))), information collected pursuant to the statute may not be disclosed for law enforcement purposes unless the disclosure is accompanied by a statement that such information, or any information derived therefrom, may only be used in a criminal proceeding with advance authorization of the Attorney General of the United States.

c. Specific wording of the applicable FISA warning or caveat must be provided by the cognizant legal office (see Figure 60). The FISA warning or caveat should be collocated with the FISA or FISA-derived information; however, when necessary due to formatting limitations of some electronic systems, the FISA warning or caveat may appear at the top or bottom (e.g., in the header or footer) of the document.

d. Both the banner and portion marking use the abbreviation FISA.

Figure 61. Example of FISA Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

TOP SECRET//NOFORN/FISA

Applicable FISA Warning or Caveat (contact the cognizant legal office for wording of the required warning or caveat.)

(TS//NF/FISA) This is the marking for a portion which is TOP SECRET, is not releasable to foreign nationals, and contains FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA) information.

Classified By: J. Jones, Mgr., ABC Dept.
Derived From: Memorandum XYZ, Dated 20071215
Declassify On: 20171215

TOP SECRET//NOFORN/FISA

APPENDIX 2 TO ENCLOSURE 4

DOS DISSEMINATION CONTROL MARKINGS

1. EXCLUSIVE DISTRIBUTION (EXDIS)

a. EXDIS is a DoS marking used with classified information or CUI (see Figure 67). The portion marking for EXDIS information is ([classification]/XD).

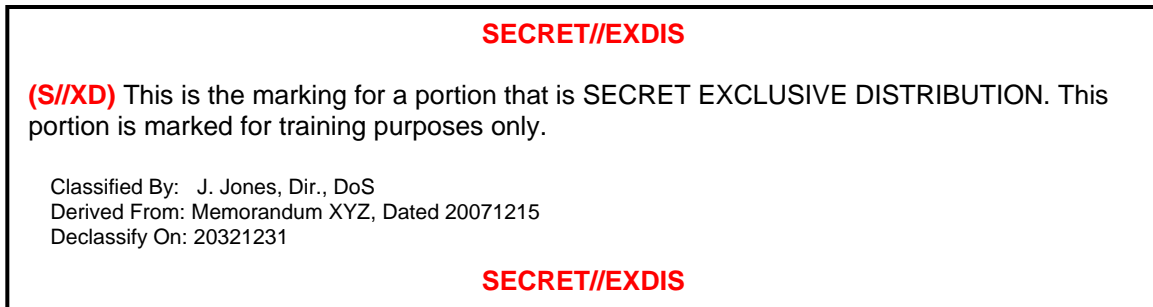
b. This distribution control is used only for highly sensitive message traffic sent among the President; the Secretary, Deputy Secretary, or Under Secretaries of State; and the DoS Chiefs of Mission.

c. Documents bearing this marking may not be released to foreign governments or international organizations.

d. EXDIS and no distribution (NODIS) markings may not be used together. Only one or the other shall be used on a document.

Figure 62. Example of EXDIS Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



2. NODIS

a. NODIS is a DoS marking used only on messages of the highest sensitivity among the President, the Secretary of State, and a DoS Chief of Mission. It may be used with classified information or CUI. The portion marking for NODIS is ([classification]/ND) (see Figure 62).

b. NODIS messages are “eyes-only,” to be read only by individuals named in the distribution instructions or by those designated to receive NODIS. Such messages may not be shown to anyone other than the addressees, even if the named individuals determine that those under their authority have a need to know, without prior approval from the DoS

Operations Center. If more than one official has been authorized to see NODIS material, maintain an official record of every individual who reads each incoming message.

c. Information contained in NODIS messages may not be reproduced or used in other products without prior approval from the DoS Operations Center. Do NOT photocopy or forward NODIS messages electronically.

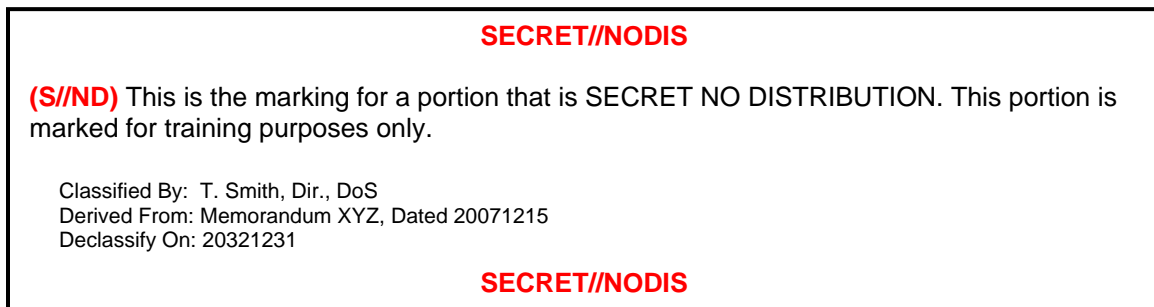
d. Documents bearing this distribution control shall be administratively controlled as NOFORN and may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-US citizens.

e. NODIS and EXDIS markings may not be used together. Only one or the other may be used on a portion.

f. NODIS has priority over EXDIS in the banner line.

Figure 63. Example of NODIS Marking

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY



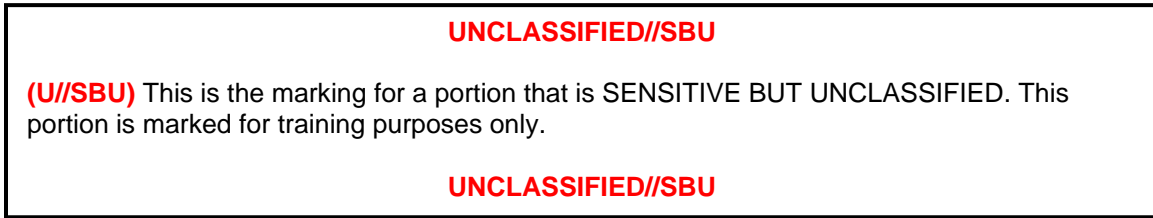
3. SENSITIVE BUT UNCLASSIFIED (SBU)

a. SBU is a DoS marking used on unclassified information (see Figure 63), originated within DoS, that warrants a degree of protection and administrative control and meets criteria for exemption from mandatory public disclosure under the Freedom of Information Act.

b. SBU shall be used only derivatively within the DoD.

c. Volume 4 of this Manual provides guidance on the use of SBU.

Figure 64. Example of SBU Marking



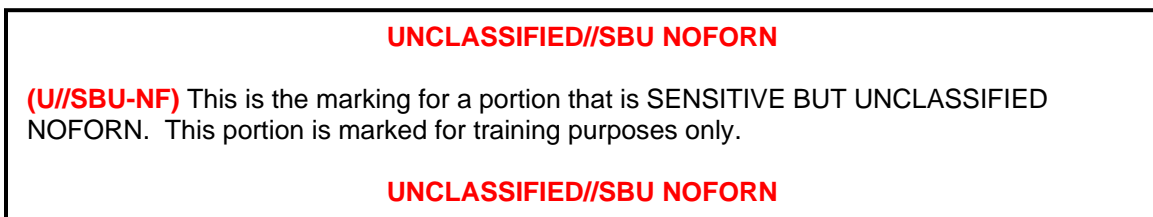
4. SENSITIVE BUT UNCLASSIFIED-NOFORN (SBU-NF)

a. SBU-NF is a marking for unclassified information originated within the DoS that warrants a degree of protection and administrative control, meets criteria for exemption from mandatory public disclosure under the Freedom of Information Act, and is prohibited from dissemination to non-U.S. citizens (see Figure 64).

b. This marking is used only with UNCLASSIFIED information. It shall only be used derivatively within the DoD. See Volume 4, Enclosure 3 of this Manual for further guidance regarding use of SBU-NF information.

c. As this is a DoS marking, this use of NOFORN falls outside the DoD policy guidance which permits use of NOFORN only on classified intelligence information, NNPI, NDP-1, and cover and cover support information in accordance with Reference (y).

Figure 65. Example of SBU-NF Marking



GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ACCM	alternative compensatory control measures
AEA	Atomic Energy Act
C	
CAPCO	Controlled Access Program Coordination Office
CDO	controlling DoD office
CNWDI	Critical Nuclear Weapon Design Information
CTS	COSMIC Top Secret
CUI	controlled unclassified information
DCID	
DDI(CL&S)	Director of Central Intelligence Directive Director of Defense Intelligence (Counterintelligence, Law Enforcement, & Security)
DEA	Drug Enforcement Administration
DIDO	Designated Intelligence Disclosure Official
DNI	Director of National Intelligence
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DOE	Department of Energy
DoS	Department of State
DTM	Directive-Type Memorandum
DVD	digital video disc (also digital versatile disc)
E.O.	
EXDIS	Executive Order Exclusive Distribution
FDO	
FGI	Foreign Disclosure Officer foreign government information
FISA	Foreign Intelligence Surveillance Act
FOUO	For Official Use Only
FRD	Formerly Restricted Data
FSE	file series exemption
G	
Gamma	
HCS	
HUMINT	HUMINT Control System human intelligence
HVSACO	Handle via Special Access Channels

Only IAW	in accordance with
IC	Intelligence Community
ICD	Intelligence Community Directive
IT	information technology
IMCON	Controlled Imagery
ISCAP	Interagency Security Classification Appeals Panel
ISO	International Organization for Standardization
ISOO	Information Security Oversight Office
IT	information technology
JWICS	Joint Worldwide Intelligence Communications
System NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NDP	National Disclosure Policy
NF	NOFORN
NGA	National Geospatial-Intelligence Agency
NNPI	Naval Nuclear Propulsion Information
NODIS	No Distribution
NOFORN	not releasable to foreign nationals
NC	NATO Confidential
NR	NATO Restricted
NS	NATO Secret
NSI	national security information
NU	NATO Unclassified
OADR	originating agency's determination required
OCA	original classification authority
ODNI	Office of the Director of National Intelligence
OPR	Office of Primary Responsibility
ORCON	originator controlled
OUSD(I)	Office of the Under Secretary of Defense for Intelligence
POC	point of contact
PROPIN	proprietary information
RD	Restricted Data
RELIDO	releasable by Information Disclosure
Official REL TO	authorized for release to
S	Secret
SAMI	Sources and Methods Information
SAP	Special Access Program
SBU	sensitive but unclassified
SBU-NF	sensitive but unclassified-NOFORN

SCI	Sensitive Compartmented Information
SF	Standard Form
SI	Special Intelligence
SIGINT	signals intelligence
SIPRNET	Secret Internet Protocol Router
Network SNM	special nuclear material
TK	Talent Keyhole
TS	Top Secret
U	Unclassified
UCNI	Unclassified Controlled Nuclear Information
U.S.C.	United States Code
URL	uniform resource locator
USD(I)	Under Secretary of Defense for Intelligen

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Volume.

ATOMAL. Applies to U.S. RD or FRD, or UK ATOMIC information that has been officially released to NATO.

CDO. The DoD activity that sponsored the work that generated the technical data or received the technical data on behalf of the DoD and, therefore, has the responsibility for determining the distribution of a document containing such technical data. For joint sponsorship, the controlling office is determined by advance agreement and may be a party, group, or committee representing the interested activities or the DoD Components.

classified national security information. Information that has been determined pursuant to Reference (d), or any predecessor order, to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

CNWDI. A DoD designation for TOP SECRET or SECRET RD weapon data revealing the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munitions, or test device.

collateral information. Information identified as classified national security information which is not subject to the enhanced security protections (e.g., safeguarding, access requirements) required for SCI or SAP information.

COSMIC. TOP SECRET material that belongs to NATO.

date of original classification. The date a document is determined to be classified. For example, classification would begin from the date a document is created, not from the date of any security classification guide used to authorize classification of that document.

Defense articles. For purposes of the Defense Trade Cooperation Treaty between the United States and Australia or the United Kingdom, those articles, services, and related technical data, including software, in tangible or intangible form, listed on the United States Munitions List of the International Traffic in Arms Regulations (ITAR) (Reference (at)), as modified or amended. Defense articles exempt from the scope of section 126.17 of the Reference (at) are identified in Supplement No. 1 to Part 126 of Reference (at).

Defense Intelligence Components. All DoD organizations that perform national intelligence, Defense Intelligence, and intelligence-related functions, including: the Defense Intelligence Agency; the National Geospatial-Intelligence Agency, the National Reconnaissance Office, the National Security Agency/Central Security Service, and the intelligence elements of the Active and Reserve components of the Military Departments, including the United States Coast Guard when operating as a service in the Navy.

Defense Purpose Rights. The legal rights established by international agreement that authorizes the U.S. DoD to have full data rights to information.

derivative classification. 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. Includes the classification of information based on classification guidance. The duplication or reproduction of existing classified information is not derivative classification.

dissemination control markings. Markings that identify the expansion or limitation on the distribution of information.

distribution statement. A statement used on a technical document to denote the extent of its availability for secondary distribution, release, and disclosure without additional approvals or authorizations. A distribution statement is distinct from and in addition to a security classification marking and any dissemination control markings included in the banner line. A distribution statement is also required on security classification guides submitted to DTIC.

document face. The first page, title page or front cover of the document

element of the Intelligence Community. See Intelligence Community.

FGI. Information provided to the U.S. Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both, are to be held in confidence.

Information produced by the U.S. Government pursuant to or as a result of an arrangement with a foreign government or governments, or an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in

confidence and to which the U.S Government does not have Defense Purpose Rights.

Information received and treated as “Foreign Government Information” pursuant to the terms of a predecessor order to Reference (d).

file series exemption. An exception to the 25-year automatic declassification provisions of Reference (d). This exception applies to entire blocks of records, i.e., “file series,” within an agency’s records management program. To qualify for this exemption, the file series must be replete with exemptible information.

foreground information. Classified or unclassified information developed as part of an International Cooperative Program to which the U.S. DoD has Defense Purpose Rights.

FOUO. A protective marking to be applied to unclassified information when disclosure to the public of that particular record, or portion thereof, would reasonably be expected to cause a foreseeable harm to an interest protected by one or more provisions of the Freedom of Information Act. This includes information that qualifies for protection pursuant to the provisions of the Privacy Act of 1974, as amended. See DoD 5400.7-R (Reference (al)) for detailed information on categories of information that may qualify for exemption from public disclosure. The use of FOUO marking remains in effect until the implementation of the CUI DoDI.

FRD. Information removed from the RD category upon a joint determination by the Departments of Energy and Defense that such information relates primarily to the military utilization of atomic weapons.

information. Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics that is owned by produced by or for, or is under the control of the U.S. Government.

Intelligence Community. An element or agency of the U.S. Government identified in or designated pursuant to section 3(4) of the National Security Act of 1947, as amended, or section 3.5(h) of E.O. 12333 (Reference (as)).

Joint information. Information owned or produced by more than one country or international organization. Foreground information developed as a part of an international cooperative program to which the U.S. has co-ownership and/or Defense Purpose Rights. Classified foreign government information to which the U.S. has Defense Purpose Rights, regardless of whether U.S. classified information is shared with the foreign partner.

need to know. A determination within the Executive Branch that a prospective recipient requires access to specific classified information in order to perform or assist in a lawful and authorized governmental function.

NSI. Information that has been determined, pursuant to Reference (d), or any predecessor order, to require protection against unauthorized disclosure.

OCA. An individual authorized in writing, either by the President, the Vice President, or by agency heads or other officials designated by the President, to originally classify information (i.e., to classify information in the first instance).

original classification. An original determination that information requires, in the interest of the national security, protection against unauthorized disclosure.

page marking. Banner marking at top and/or bottom of an interior page of a document.

RD. All data concerning design, manufacture, or utilization of nuclear weapons; the production of SNM; and the use of SNM for production of energy, but not data declassified or removed from the RD category pursuant to section 2162 of The Atomic Energy Act of 1954, as amended.

SAP. A program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level. In the DoD, any DoD program or activity (as authorized in Reference (d)), employing enhanced security measures (e.g., safeguarding, access requirements), exceeding those normally required for collateral information at the same level of classification, shall be established, approved, and managed as a DoD SAP in accordance with Reference (ae).

SCI. Classified national intelligence information concerning, or derived from, intelligence sources, methods or analytical processes that requires handling within formal access control systems established by the DNI.

Sigma 14 information. The subcategory of RD and FRD consisting of sensitive information (including bypass scenarios) concerning the vulnerability of nuclear weapons to a deliberate unauthorized nuclear detonation.

SNM. Defined in Reference (ak).

source document. An existing document that contains classified information that is incorporated, paraphrased, restated, or generated in new form into a new document.

tetragraph. A sequence of four letters used to represent an international organization, alliance or other grouping of countries and international organizations.

trigraph. A sequence of three letters used to represent a country. Also called country code.

unauthorized disclosure. Communication or physical transfer of classified or controlled unclassified information to an unauthorized recipient.

wiki. A collaborative website that allows users to modify previously posted content by adding, deleting or editing the information.

weapons of mass destruction. Any weapon of mass destruction as defined in section 1801(p) of

Reference (aq).

working paper. Documents and material accumulated or created in the preparation of finished documents and material.