



Marking Classified Information

Downloadable Supplement to Web Based Training Course

Prepared By



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All classification markings within this publication are unclassified and are classified for illustrative purposes only



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SECTION 1 - GENERAL MARKING REQUIREMENTS

Purpose

Marking is the principal way of letting holders of information know the specific protection requirements for that information. Markings and designations serve several purposes; specifically, they:

- Alert holders to the presence of classified information, information protected under the Freedom of Information Act (FOIA), and technical information with restrictions on its dissemination
- Identify, as specifically as possible, the exact information needing protection
- Indicate the level of classification and any other markings for control of the information
- Provide guidance on information sharing
- Provide guidance on downgrading (if any) and declassification
- Give information on the source(s) and reason(s) for classification or other restrictions
- Warn holders of special access, control, or safeguarding requirements

This guide gives Department of Defense (DoD) staff and contractors an overview of the kinds of marking required to protect classified and unclassified controlled information that cannot be disseminated to all audiences. The guide offers an integrated approach to the major requirements for marking and control of information, briefly explaining the reasons for marking and providing examples of correctly marked information. 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.

Background and Policy

DoD policy is to maximize the availability of information consistent with the restraints necessary to protect national security, U.S. economic security, and the rights and interests of individuals, businesses, and foreign governments. To implement this policy, DoD personnel must be able to understand and balance the diverse requirements that guide their decisions about managing the flow of DoD information and data.

All classified information needs to be identified clearly by:

- Electronic labeling
- Designation
- Marking

Marking and designation of classified information are the specific responsibility of original and derivative classifiers.



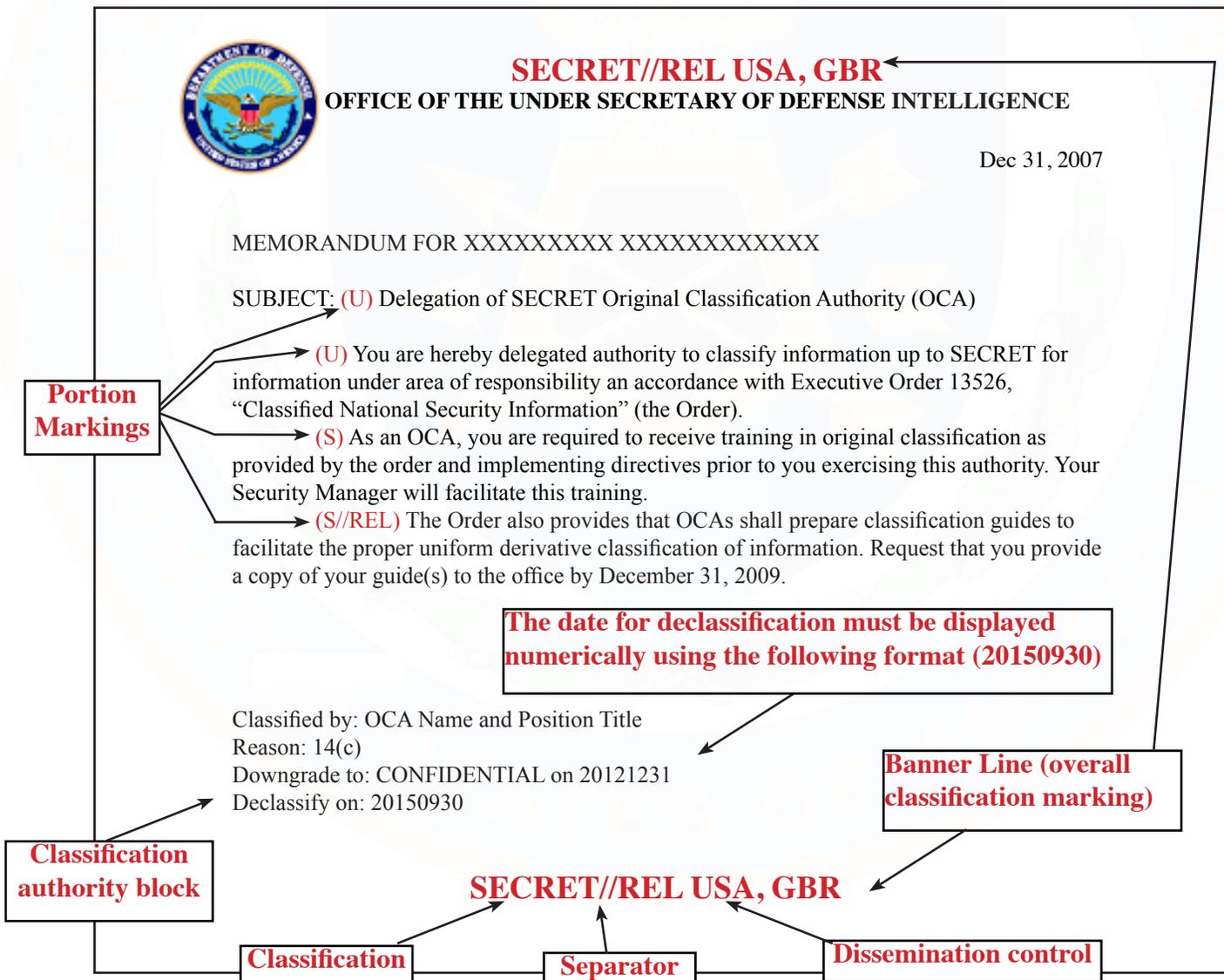


SECTION 2 - MARKING ORIGINALLY CLASSIFIED INFORMATION

Original classification is an initial determination made by an original classification authority (OCA) that information requires, in the interest of national security, protection against unauthorized disclosure. Standard markings are required for all documents that contain originally classified information. The information is to be shown using these marking elements: banner lines, portion marks, agency, office of origin, date of origin, and classification authority block (OCA or derivative).

The overall process for properly marking a document requires the classifier to:

- Identify the classification level of each portion contained in the document
- Determine the overall classification of the document
- Identify the original classification authority on the “Classified by” line
- Identify the reason for classification. Every classified document shall show on the first page, title page or front cover, the “originating agency and office and the date of the document’s origin”
- Annotate the declassification instructions on the “Declassify on” line (if applicable)





Portion Markings

A portion is ordinarily defined as a paragraph, but also includes subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, and other portions within slide presentations, and the like.

Classification designations for portion markings are:

- (U) for Unclassified
- (C) for Confidential
- (S) for Secret
- (TS) for Top Secret

These abbreviations are placed in parentheses before the portion to which they apply.

Whenever possible, use an unclassified title or subject line.

Portions include not only paragraphs, sub-paragraphs, and title, but also charts, tables, pictures and illustrations.

SUBJECT: *(U) Portion Marking for Title or Subject Line

1. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parenthesis.
 - a. (C) This sub-paragraph contains “Confidential“ information. Therefore, this paragraph will be marked with the designation “C” in parenthesis.
 - b. (S) This sub-paragraph contains “Secret“ information. Therefore this paragraph will be marked with the designation “S” in parenthesis.
2. (TS) This sub-paragraph contains “Top Secret“ information. Therefore this paragraph will be marked with the designation “TS” in parenthesis.

Examples of portion markings

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





Banner Markings

The second step in marking a classified document is determining the overall classification of the document. Only by identifying the proper classification for each portion can the overall classification level be determined. 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 banner markings).

- 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 example.
- 4) Banner markings always use uppercase letters.

Conspicuously place the overall classification at the top and the bottom of the page.



TOP SECRET
DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

October 18, 2005

MEMORANDUM FOR USD(P)

SUBJECT: (U) Banner Markings

1. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parenthesis.
2. (C) This sub-paragraph contains “Confidential” information. Therefore, this paragraph will be marked with the designation “C” in parenthesis.
3. (TS) This sub-paragraph contains “Top Secret” information. Therefore, this paragraph will be marked with the designation “TS” in parenthesis.

Classified by: Stephen A. Cambone
USD(I) Director

Reason: 1.4(d)

Declassify on: 20150930

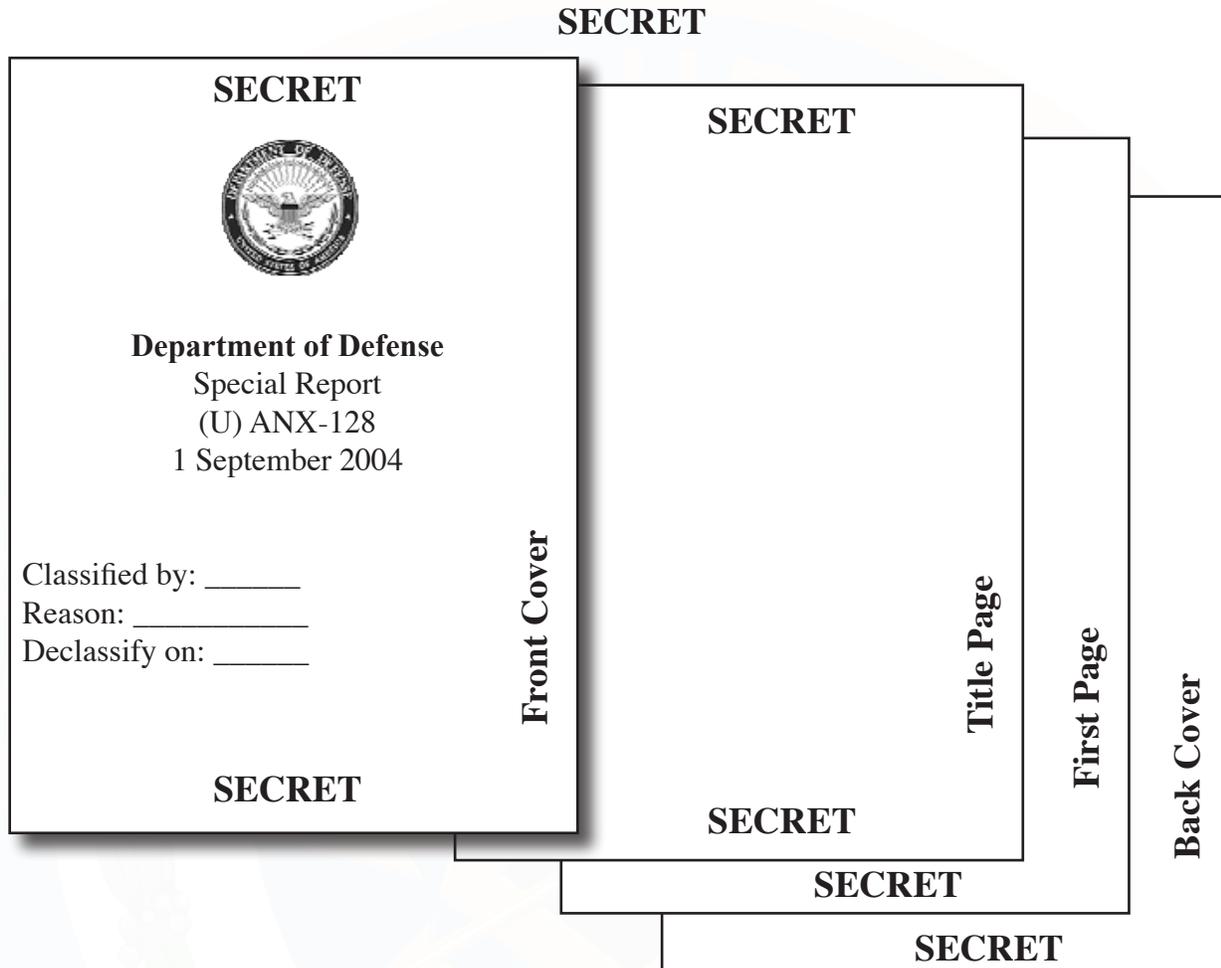
TOP SECRET

Classification Authority Block





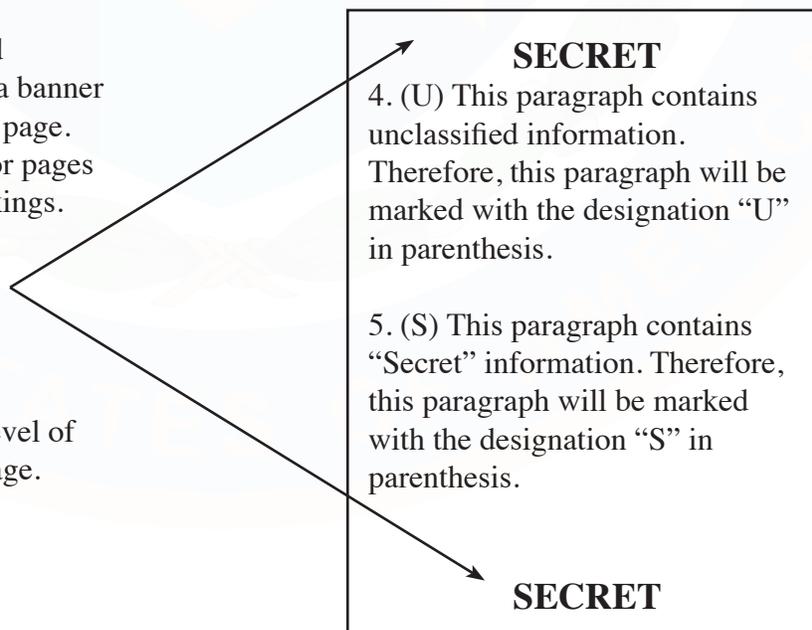
If a document contains more than one page, the banner marking will be placed at the top and bottom of the front cover (if any), the title page (if any), the first page and on the outside of the back cover (if any).



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.

or

With the highest classification level of information contained on that page.





“Classified by” and “Reason” for Classification Authority Box



SECRET
DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

August 31, 2004

MEMORANDUM FOR USD(P)

SUBJECT: (U) Classification Authority Box

1. (S) The third step in properly marking a document is to annotate the original classification authority on the document. This is accomplished by placing the original classification authority on the “*Classified by*” line. The “Classified by” line should include the name or personal identifier of the actual classifier and their position. If the identification of the originating agency is not apparent on the face of the document, place it below the “Classified by” line.

2. (U) Each original classification decision shall state a “*reason*” for classifying. Classification may be applied only to information described in the following categories as specified in section 1.4 of Executive Order (E.O.) 13526, “Classified National Security Information”:

- a. (U) Military plans, weapons systems, or operations
- b. (U) Foreign government information
- c. (U) Intelligence activities (including special activities), intelligence sources or methods, or cryptology
- d. (U) Foreign relations or foreign activities of the United States, including confidential sources
- e. (U) Scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism
- f. (U) United States Government programs for safeguarding nuclear materials or facilities
- g. (U) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism
- h. (U) Weapons of mass destruction

3. (U) The original classifier shall identify a concise reason for classification which, at a minimum, cites the applicable classification categories in section 1.4 of E.O. 13526, as the basis for classification.

Classified by: Wilma Y. Jones
Director, NAAFMC
Reason: 1.4(a) and (d) or Military Plans; Foreign Relations
Declassify on: 20101231

SECRET





“Declassify on” Line / Options for Declassification

The final essential marking indicates the duration of classification. This information is placed on the “Declassify on” line. When determining the duration of classification, choose one of the following three declassification instructions: (Whenever possible, select the declassification instruction that will result in the shortest duration of classification.)

1. Date or Event

When possible, identify the date or event for declassification which corresponds to the lapse of the information’s national security sensitivity, which is equal to or less than 10 years from the date of the original decision.

OR

2. Ten Year Duration

When a specific date or event cannot be determined, identify the date that is 10 years from the date of the original classification.

OR

3. Twenty-five Year Duration

If the sensitivity of the information warrants protection beyond 10 years, then the original classification authority may assign a declassification date up to, but no more than twenty-five years from the date of original classification.

Note: The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is: 25X1

Exceptions to this sequence: If the information should clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source, the duration of classification shall be up to 75 years and shall be designated as 50X1-HUM.

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: 20151231
or
Completion of Operation

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: 20140901

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: 20290901





If the information should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction, the duration shall be up to 75 years and shall be designated as 50X2-WMD.

Classified By: John E. Doe, Chief
Division 5
Derived From: SCG title and date
Declassify On: 50X2-WMD

NOTE: When 50X1-HUM and 50X2-WMD are used, a specific date or event for declassification of the information will not be used. Approval by the Interagency Security Classification Appeals Panel (ISCAP) is not required prior to agency use of 50X1-HUM or 50X2-WMD; however, it will need to be included in a classification guide with sufficient detail to enable effective use.

Classified By: John E. Doe, Chief
Division 5
Derived From: SCG title and date
Declassify On: 75X5, 20901231

Classification Extensions

An OCA may extend the duration of classification up to 25 years from the date of origin of the document, change the level of classification, or reclassify specific information.

Revise the “Declassify on” line to include the new declassification instructions, the identity of the OCA authorizing the extension, and the date of the action.

An OCA with jurisdiction over the information may extend the duration of classification for up to 25 years from the date of the information’s origin.

Reasonable attempts should be made to notify all holders of a classification extension.



SECRET
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

June 3, 2000

MEMORANDUM FOR DASD(I&S)

SUBJECT: (U) Classification Extensions Markings

1. (S) This paragraph contains “Secret“ information. Therefore this paragraph will be marked with the designation “S” in parenthesis.

Jane G. White
Dir, USNTL

Classified by: Jane G. White, Director
USNTL

Reason: 1.4(a)
Declassify on: January 20050129
Classification extended on 9/30/04 until
20161221 by Brian Howard, Dir. ADHT

SECRET





SECTION 3 - MARKING DERIVATIVELY CLASSIFIED INFORMATION

Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form, information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide issued by an original classification authority.

When using a classification guide as the basis for derivative classification, the instructions provided by the guide are to be applied to the derivative document.

The “Classified by” line is now a required part of a derivative document. List name and position title or personal identifier of the Derivative classifier and, if not otherwise evident, include the agency and office of origin. The “Reason” line, as reflected in the source document(s) or classification guide, is not transferred to the derivative document.

Overall classification markings for derivatively classified documents is applied in the same manner as for originally classified documents.

Source Document

Derivative Document

SECRET

September 1, 2004

(U) Special Report--ANX-128

1. (U) This paragraph “Unclassified” information. This portion will therefore be marked with the designation “U” in parenthesis.
2. (S) This paragraph contains “Secret” information. This portion will therefore be marked with the designation “S” in parenthesis.

Classified by: Keith M. Morris USD(I)
Director
Reason: 1.4 (a) & (d)
Declassify on: 20131231

SECRET

SECRET

October 31, 2005

(U) ABC Battalion Report

1. (S) This paragraph contains incorporated information taken from the second paragraph of a source document, a paragraph marked “Secret.” Therefore, this paragraph is marked with an “S.” This “derivative” document contains no other classified information. Therefore, portion mark all other portions with a “U.”
2. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parenthesis.

Classified by: James Smith USD(I)
Division Chief
Derived from: Special Report— (U) ANX-128, dtd 2004091
Declassify on: 20131231

SECRET





“Classified by, Derived from, and Declassify on” Lines



SECRET
DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

15 July 2004

MEMORANDUM FOR USD(P)

SUBJECT: (U) “Classified by”, “Derived from” and ”Declassify on” Line

1. (U) The face of each derivatively classified document shall include a classification authority block consisting of these elements: “Classified by,” “Derived from,” and “Declassify on.”
2. (S) 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.

Classified By: Name and position or identifier

Derived from: USD(I) Memorandum
Subj: (U) Derivative Classification Marking,
20020625

Declassify on: 20110609

SECRET

June 25, 2002
(Date of origin)

Subject: (U) Derivative Classification Markings

Classified by: Mary Smith,
Analyst USD(I)
Reason: 1.4 (a) & (d)
Declassify on: 20110609

SECRET

Source Document

SECRET





25X1 – 25X9 on the “Declassify on” Line

The 25X___ exemptions may only be used on the “Declassify On” line if an agency has identified permanently valuable information that needs to be exempted from automatic declassification at 25 years and has received approval from the Interagency Security Classification Appeals Panel (ISCAP) to exempt the information and to incorporate the exemption into a classification guide. (See 32 C.F.R. Part 2001.26.) When using an approved exemption, a date or event that has been approved by the ISCAP must be included with the marking and shall not exceed 50 years from the date of the document.

The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:

Declassify on: 25X1-Human

This 25X1-Human marking applies only to confidential human sources or human intelligence sources, not all intelligence sources and methods. “Except when the information within the file series almost invariably identifies a confidential human source or a human intelligence source or key design concepts of weapons of mass destruction, a specific date or event for declassification of the information, not to exceed December 31 of the year that is 50 years from the date of origin of the records.”

Use of 50X and 75X exemptions:

In extraordinary cases, agency heads may, within five years of the onset of automatic declassification, propose to further exempt specific information from declassification at 50 years and at 75 years. These are subject to approval by the ISCAP. ISCAP-approved exemptions at 50 and 75 years will include a date or event that has been approved by the ISCAP.

Classified by: Keith M. Morris USD(I),
Director
Reason: 1.4(a)
Declassify on: 25X1-Human

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(I),
Director
Reason: 1.4(c)
Declassify on: 25X3, 20540901
dates are required with all other 25, 50,
75X exemptions except 1 & 2

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(I),
Director
Reason: 1.4(a)
Declassify on: 50X1-HUM

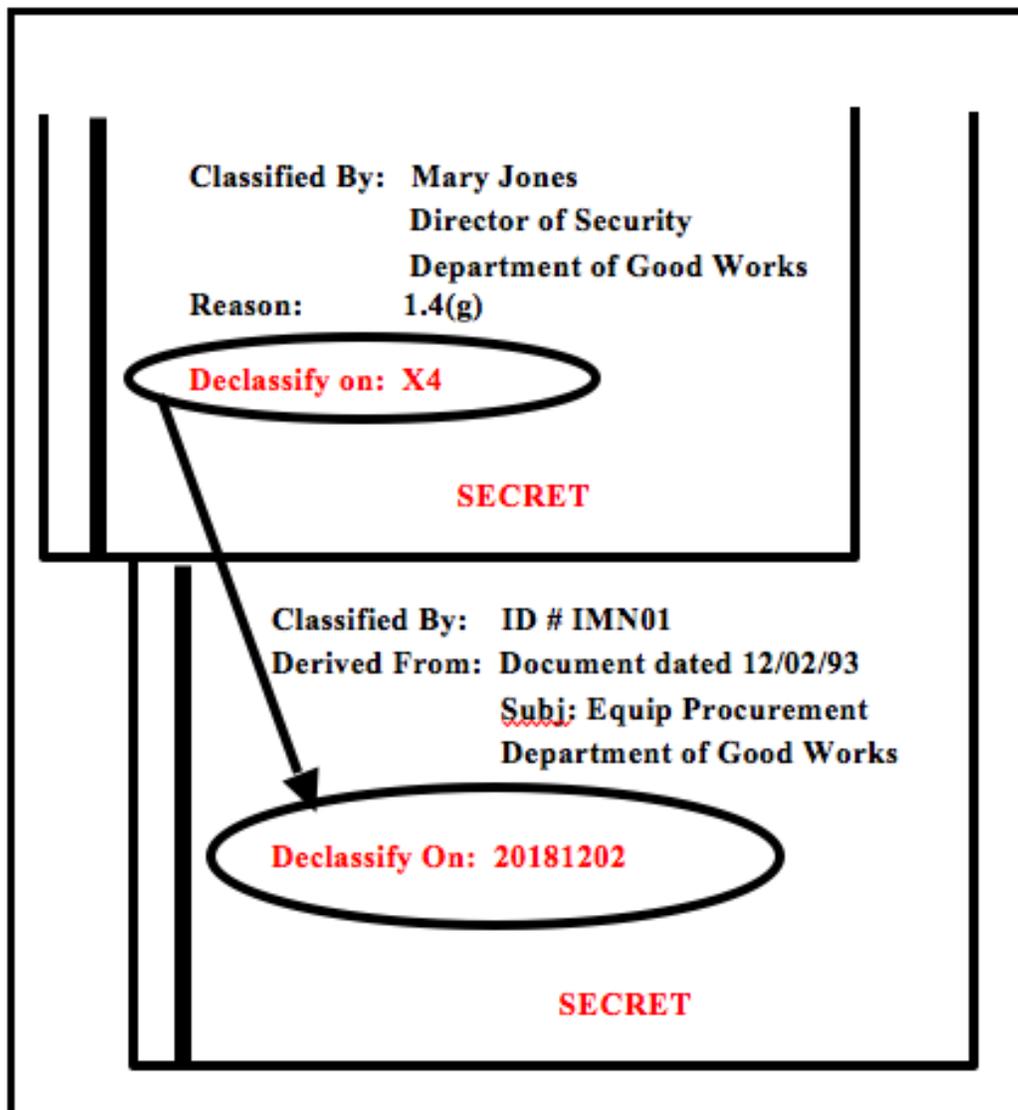




Obsolete Declassification Instructions

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, “Originating Agency’s Determination Required,” “OADR,” “Manual Review,” “MR,” or any of the exemption markings “X1, X2, X3, X4, X5, X6, X7, and X8,” the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document’s date or event to be placed in the “Declassify on” line. If no source date is available, then use the current date.

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

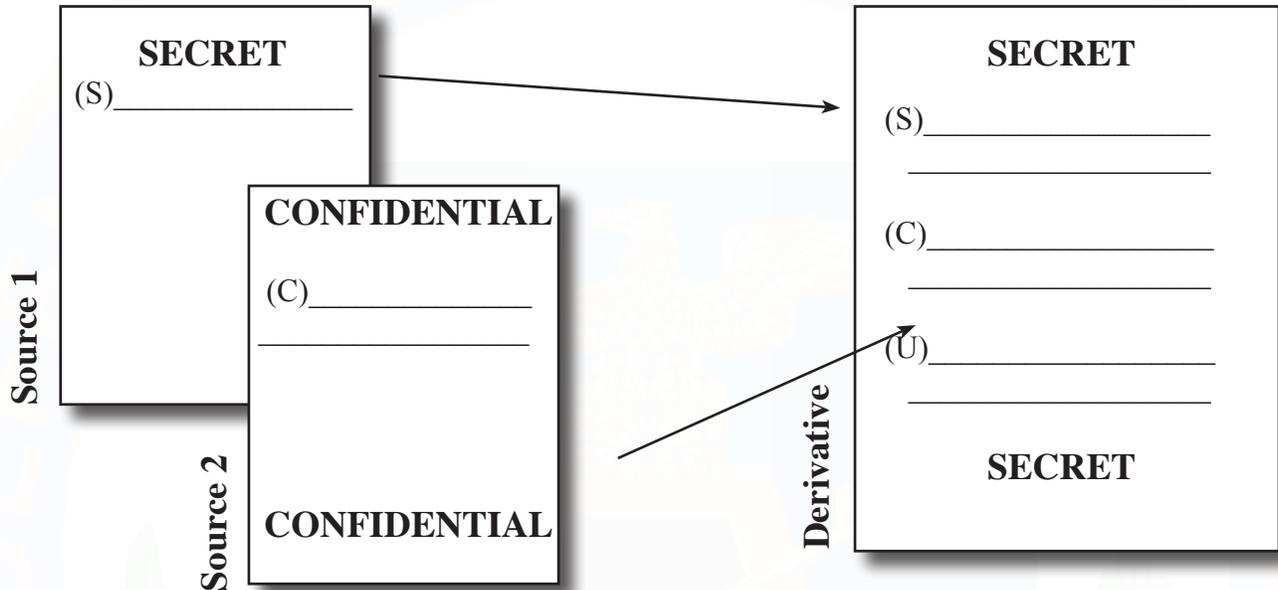




Derivatively Classifying from Multiple Sources

Portion Marking

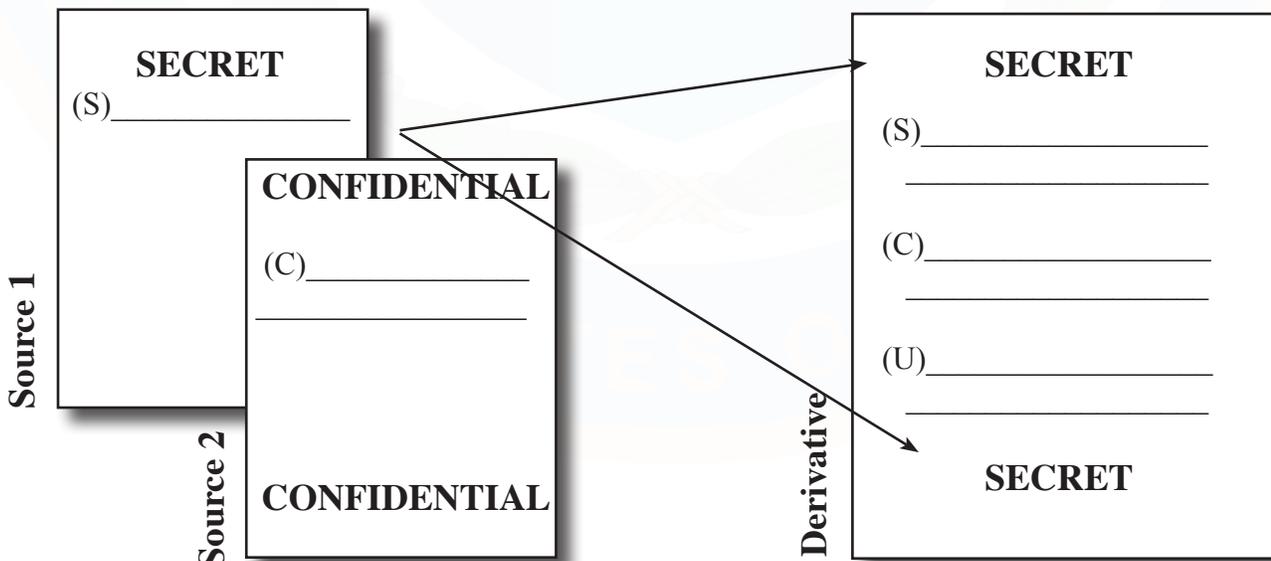
When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the classification level indicated on the source documents. In the example shown, paragraph one of the derivative document incorporates “Secret” information from paragraph one of Source 1 and paragraph two of the derivative document incorporates “Confidential” information from paragraph one of Source 2. The remainder of the derivative document is “Unclassified”.



Banner Markings

The derivative document will be conspicuously marked at the top and bottom with the highest classification level of information found in any portion of the document. The overall classification shown here is “Secret.” If the derivative document contains more than one page, each page will be marked with an overall marking.

The banner line on an interior page shall specify either the highest level of classification, with applicable control markings, of the information contained on that page or the overall classification of the document.





“Classified by” Line / “Derived from” Line

Classified by line with name and position or personal identifier required on all original and derivative documents. If not otherwise evident, include the agency and office of origin.

Source 1	(S) _____ _____ _____ Classified by: Mary Poppin Analyst USD(P) Reason: Foreign Relations Declassify on: 20210319	Source 2	(C) _____ _____ _____ Classified by: SECDEF Reason: 1.4(a) Declassify on: 20190501	Derivative	(S) _____ _____ _____ (C) _____ _____ _____ (U) _____ _____ _____ Classified by: Paul James, Director Derived from: Multiple Sources Declassify on: 20210319
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“Derived from” Line

Enter “Multiple Sources” on the “Derived from” line of the derivative document to indicate that more than one classified source was used. A document derivatively classified on the basis of a source document that is itself marked “Multiple Sources” shall cite the source document on its “Derived From” line rather than the term “Multiple Sources.”

Derivative Document used as a Source

SECRET
DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

June 27, 2010

MEMORANDUM FOR AGENCY OFFICIALS
From: John E Doe, Chief Division
Subject: (U) Examples

1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parenthesis.
2. (U) This is paragraph 2 which contains “Unclassified” information. This portion will therefore be marked with the designation “U” in parentheses.

Classified By: John E. Doe, Chief Division
Derived from: Multiple Sources
Declassify on: 20240627

SECRET

Derivative Document

SECRET
DEPARTMENT OF THE NAVY
WASHINGTON, DC

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS
From: Joe Carver, Director
Subject: (U) Examples

1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parenthesis.

Classified By: Joe Carver, Director
**Derived From: Department of Good Works
Memorandum dated June 27, 2010, Subj:
Examples**
Declassify on: 20240627

SECRET





Documentation of Classified Sources Used

The list of multiple sources must 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.

Sources: 1.
MEMORANDUM FOR DASD(I&S)
June 3, 2000
SUBJECT: (U) Security Awareness of
Classification Markings

Sources: 2.
MEMORANDUM FOR DASD(I&S)
Oct 9, 1993
SUBJECT: (U) Security Awareness

“Declassify on” Line

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.

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD(I&S) June 3, 2000

SUBJECT: (U) Security Awareness of
Classification Markings

1. (S) This paragraph contains “Secret”
information. This portion will therefore be
marked with the designation “S” in
parenthesis.

Classified by: Jane G. White
Analyst, USNTL
Reason: 1.4(a)
Declassify on: 20250603

SECRET

Classified by: John Smith, SECDEF
Declassify on: 20181009

SECRET

Source 1

Source 2

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

1. (S) -----

2. (S) -----

Classified by: Jane G. White
Analyst , USNTL
Derived from: Multiple Sources
Declassify on: 20250603

SECRET

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 the information in the document is protected for as long as necessary.





Derivatively Classifying from a Security Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected and the level and duration of classification. When a security classification guide is used to determine the declassification date of a derivatively classified document, the date used shall not exceed 25 years from the date of the origin of the document (not the classification guide), 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.

Sample page from the sample guide

DEPARTMENT OF DEFENSE			
(U) Security Classification Guide – 128			
Subject	Level	Reason	Duration
Program Planning	U		
Program Progress	U		
Technical Scope	C	1.4(a)	20140415
Vulnerability	S	1.4(g)	20140415



DEPARTMENT OF DEFENSE

(U) Security Classification Guide – 128

20020414

Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the classification guide specifies shall be classified “Confidential.” Following the guidelines of the Classification Guide, the first paragraph has been marked with a “C.” All other portions are unclassified, as indicated in the Classification Guide, and are marked appropriately with a “U.”

Banner Line

Conspicuously mark the overall classification at the top and bottom of the derivative document. As shown here, the highest classification level is “Confidential.”

CONFIDENTIAL
SCG - 128

(C) This paragraph includes information about technical scope.
(U) This paragraph includes information on program planning
(U) This paragraph includes information on program progress.

Classified by: Joe Blow, Director

Derived from: Scty Class Guide #128
Dtd: 4/14/02
Declassify on: 20140415

CONFIDENTIAL

Derivative



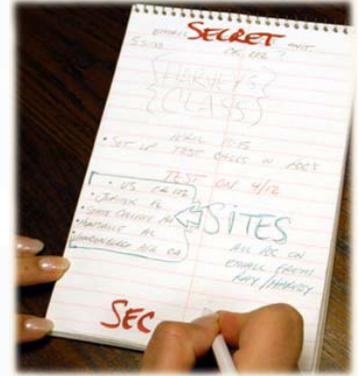


SECTION 4 - MARKING SPECIAL TYPES OF INFORMATION AND MATERIALS

Working Papers

Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information must be:

- Dated when created
- Annotated as working paper
- Marked with the highest level of classification of any information contained within
- Protected in accordance with the assigned classification
- Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification when retained more than 180 days from the date of origin or released by the originator outside the activity. Destroy when no longer needed. This requirement extends to all classification levels



Electronically Transmitted Messages

Classified information resident in an electronic environment, and retained as permanent records, must be marked, as would any other classified document, with the following special provisions:

1. Shall display the banner line at the top and bottom of the body of each message. Second Sentence: 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. Third Sentence: 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.
2. Classified e-mail shall be portion marked. 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. For information printed by an automated system, overall and page markings may be applied by the system, provided they stand out conspicuously from the text. In older systems, this may be achieved by surrounding the markings with asterisks or other symbols.
3. Properly completed “Classified by” and “Reason” lines or “Derived from” line, declassification instructions, and downgrading instructions (when applicable) must be included in the classification authority block. Declassification and downgrading instructions will not be used for information containing Restricted Data or Formerly Restricted Data.
4. The following abbreviations may be used:

“CLASS” for “Classified by”

“RSN” for “Reason” (only for originally classified information)

“DERV” for “Derived from” (only for derivatively classified information)

“DNG” for “Downgrade to”

“DECL” for “Declassify on”





Classified Markings for Emails

The screenshot shows a Microsoft Outlook window titled "(U) Test Message - Message (Rich Text)". The email content includes:

SECRET//NOFORN

(U) This is a test message to demonstrate the correct markings of an e-mail.

(S//NF) This paragraph is marked SECRET//NOFORN for demonstration purposes only.

(S) The classification on the subject line of the e-mail annotates the classification of the subject line, not the document.

(S) The top and bottom lines of the e-mail contain the overall classification of the e-mail (including classification of attachments), including the applicable dissemination markings.

(U) Ensure any attachments are also properly marked.

(U) When listing attachments in the e-mail, mark the classification of the title/subject of the attachment as shown below. Do not mark it with the overall classification of the document. The banner line on the front page of the document, package of documents, etc., will indicate the overall classification of the package as a whole. Portion markings indicate the classification level of the information in that portion, whether it be a title, subject, or paragraph.

TAB A: (U) Staff Summary Sheet
TAB B: (U) Memorandum

Classified by: Peggy Mason, Program Manager
Derived From: Memorandum, dated 20080201
Declassify on: 20181213

SECRET//NOFORN

The screenshot also shows the Windows taskbar at the bottom with the Start button, taskbar buttons for "Inbox - Microsoft Outlook", "Markings Implementation...", and "(U) Test Message - M...", and a system tray with the time "10:16 AM".





Foreign Government Information

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.

Mark portions that contain the Foreign Government Information to indicate the country of origin (trigraph) and the classification level. Substitute the words “Foreign Government Information” or “FGI” where the identity of the specific government must be concealed. The identity of the concealed foreign source in this example must be maintained with the record copy and adequately protected.

Note: If the fact that information is foreign government information must be concealed, the markings described here shall not be used and the document shall be marked as if it were wholly of U.S. origin.

Note on the “Declassify on” line: FGI must be marked with a declassification date of up to 25 years, unless the originating agency has applied for and received approval from the ISCAP to exempt the FGI from declassification at 25 years. Upon receipt of ISCAP approval, the 25X6 or 25X9 exemption markings, as appropriate, may be used in the “Declassify on” line followed by a date that has been approved by the ISCAP.



SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

February 15, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5
SUBJECT: (U) Foreign Government Information

1. (U) This paragraph contains unclassified information but the letter is classified based on a classified attachment.
2. (C) Paragraph 1 contains classified information from a U.S. source document. Therefore, this portion will be marked with the designation “C” in parentheses.
3. (S) (Country of Origin S) Paragraph 2 contains classified information marked “Secret” by the country of origin. Therefore, this portion will be marked to indicate the country of origin and the level of classification.

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: 20350215

THIS DOCUMENT CONTAINS (COUNTRY OF ORIGIN) INFORMATION

SECRET





Information Determined Releasable to Foreign Nationals

Information that has been determined releasable through established foreign disclosure procedures to foreign nationals, international organizations or multinational forces will be marked “Releasable to USA with the applicable country trigraph, international organization or multinational forces tetragraph.”

REL TO shall only be used with Top Secret, Secret or Confidential information.

Letters of Transmittal

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. Mark the banner line of an unclassified transmittal document 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”).

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. All of the markings required herein, including a classification authority block, shall appear on the classified enclosure(s) or attachment(s).
5. 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.

SECRET – Releasable to USA//CAN



OFFICE OF THE SECRETARY OF DEFENSE
 WASHINGTON, DC

June 23, 2005

MEMORANDUM FOR DASD(I&S)

SUBJECT: (U) Foreign Government Information

1. Marking should reflect (S//REL TO USA, CAN) This paragraph contains information marked “Secret” by the government of Canada. Therefore, this paragraph will be marked with the trigraph of the country of origin and the designation “S” in parenthesis.

USD(I)

Classified by: Paul Smith, Analysis
 Derived from: Multiple Sources
 Declassify on: 20130331

SECRET – Releasable to USA//CAN



SECRET

OFFICE OF THE SECRETARY OF DEFENSE
 WASHINGTON, DC

June 3, 2005

MEMORANDUM FOR DASD(I&S)

SUBJECT: (U) Letters of Transmittal

Document must be portion marked if classified and have appropriate classification authority block instructions.

Mary Frank
 Chief, ASDG

Attachment:

1. Secret USD(I) Memorandum, 10/25/05, Subj: Markings

Unclassified when separated from classified enclosures

SECRET





Classification by Compilation

When a document consisting of individually unclassified items of information is classified by compilation, the overall classification will be marked conspicuously at the top and bottom of each page and the outside of the front and back covers (if any). An explanation of the basis for classification by compilation will be placed on the face of the document or included in the text.

If portions, standing alone, are unclassified, but the document is classified by compilation or association, mark the portions “U” and the document and pages with the classification of the compilation. You must also add an explanation of the classification or the circumstances involved with association.

If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. An explanation of the classification by compilation is required.

Example 1

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

1. (U) This paragraph, when associated with paragraph 2, is classified SECRET.
2. (U) This paragraph when associated with paragraph 1, is classified SECRET.

Classified by: John E. Doe, Chief, Division 5
Reason: 1.4(a)
Declassify on: 20151231

Classified by compilation: The individual portions of this document are unclassified (and may be used, stored, transmitted, and shared as unclassified) except where otherwise noted within the body of the document.

SECRET

Example 2

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2008

1. (U) This paragraph contains the weight of widget A.
2. (U) This paragraph contains the weight of widget A.
3. (U) This paragraph contains the weight of widget A.
4. (U) This paragraph contains the weight of widget A.

Classified by: John E. Doe, Chief, Division 5
Reason: 1.4(a)
Declassify on: 20151231

Classified by compilation: The weight of widget A when combined with or used in association with the height of widget A, is classified Secret. In all other instances the individual portions or combinations of portions are unclassified.

SECRET





SECTION 5 - ATOMIC ENERGY INFORMATION



SECRET//RESTRICTED DATA-N
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR DEPSECDEF

SUBJECT: (U) Atomic Energy Act of 1954

1. (S//RD) Documents containing “Restricted Data” or “Formerly Restricted Data” as defined by the Atomic Energy Act of 1954, should have abbreviated markings (“RD” or “FRD”) included with the classification marking (S//RD).

a. (S//FRD) This paragraph contains “Secret” Formerly Restricted Data only. RD markings will not be applied.

b. (S//RD-N) Critical Nuclear Weapon Design Information (CNWDI) shall be marked with an “N” inside the parentheses following the RD portion marking.

2. (U) Special warning notices are applied to RD, FRD, and CNWDI. If a document combines both as depicted here, only the RD warning notice is affixed. No declassification instructions are used *.

Albert Strangelove

USD(I)

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954.

Unauthorized disclosure subject to administrative and criminal sanctions.

Classified by: John E. Doe, Division Chief

Derived from: SCG title and date

Declassify on:

Not applicable to RD/FRD portions. See source list for NSI portions.

SECRET//RESTRICTED DATA-N

Warning Notices:

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions. RD and FRD are specifically excluded 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.

Only Department of Energy (DoE) may originally classify or declassify RD.





Warning Notices:

FORMERLY RESTRICTED DATA

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

CNWDI

Critical Nuclear Weapon Design Information – DoD Directive 5210.2 applies.

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.

Commingling RD and FRD with NSI

To the extent practicable, the commingling in the same document of RD or FRD with information classified under the Order should be avoided. When it is not practicable to avoid such commingling, the marking requirements in the Order and the Directive, as well as the marking requirements in 10 C.F.R. Part 1045, Nuclear Classification and Declassification, must be followed. For commingled documents, the “Declassify on” line shall not include a declassification date or event and shall instead be annotated with “Not Applicable (or N/A) to RD/FRD portions” and “See source list for NSI portions.” The source list, as described in 32 C.F.R. Part 2001.22(c)(1)(ii), shall include the declassification instruction for each of the source documents classified under the Order and shall not appear on the front page of the document.

**E.O. 13526 does not apply to “Restricted Data” or “Formerly Restricted Data.” DoD does not originate RD or FRD; therefore, all documents should reflect the “Derived from: byline. For additional guidance, see your security officer.*





SECTION 6 - SPECIAL ACCESS PROGRAMS

Special Access Programs (SAPs) are established in accordance with Chapter 8, DoD 5200.1-R, “Information Security Program Regulation.” SAPs are created only when absolutely necessary to protect the Nation’s most sensitive and critical information or when required by statutes. Establishment must be consistent with law, policy, and regulations, and be based on a determination that the threat and/or vulnerability (e.g., sensitivity or value of the information) warrants enhanced protection.

Any DoD program or activity employing enhanced security measures exceeding those normally required for information at the same classification level must be established, approved, and managed as a DoD SAP. Examples of such enhanced security measures include:

- Use of any special terminology, including code words, other than an unclassified nickname, to identify or control information dissemination
- Personnel security investigative or adjudicative requirements more stringent than those required for a comparable level of classified information
- Specialized non-disclosure agreements
- Exclusion of a classified contract (use of a carve-out); or
- A central billet system to control the number of personnel authorized access

Some DoD programs which operate under the above enhanced procedures are considered to be SAPs, including: (I) Programs managed under special delegation authorities previously approved by the Secretary of Defense or Deputy Secretary of Defense; (II) Programs sponsored by other departments or agencies, but for which DoD participants manage internal DoD security controls (e.g., DoD-managed subcompartments of larger, non-DoD SAPs, etc.); and, (III) Programs conducted in support of, or in cooperation with, other departments, agencies, branches of government, or other governments. SAPs may only be approved by the Secretary of Defense or the Deputy Secretary of Defense.

To differentiate a nickname from a codeword, remember that:

- A nickname is a combination of two unassociated and unclassified words
- Nicknames are normally typed in ALL CAPS
- A codeword is a single word assigned a classified meaning by appropriate authority
- The codeword is classified Confidential or higher
- All nicknames and codewords are issued through the DoD Components (usually SAP channels) and strictly controlled

The unclassified examples on the following two pages depict common markings for SAP documents. The examples are for illustrative use only. The format for markings should be adjusted to accommodate software applications and production efficiency. For instance, the examples show the overall classification and nickname/codeword in the header and the overall classification and special access requirement in the footer.





SAP Nicknames

SAPs use nicknames for control of dissemination and “need-to-know.” Nicknames are assigned to the program when the SAP is approved. Nicknames are designated by two unassociated words, which are unclassified by themselves (e.g., TWISTED FEATHER, etc.).

Highest classification and program nickname are conspicuously placed at the top and bottom.

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph.

TOP SECRET//TWISTED FEATHER
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28, 2005

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES
SUBJECT: (U) Identification and Marking of Classified Documents

1. (U) This paragraph contains “Unclassified” information.
2. (C) This paragraph contains non-SAP national security information.
3. (TS//TF) This paragraph contains TOP SECRET information related to the special access program TWISTED FEATHER. Portion markings are the same as previously described in this marking guide. The exception is the addition of the nickname digraph following the TS designation.

Maxwell Smart
Director, Special Programs
USD(I)Attachment:

Classified by: Maxwell Smart, Director, USD(I)
Reason: 1.6(a) and (g)
Declassify on: 20151231

TOP SECRET//TWISTED FEATHER

ASAP digraph or trigraph is a 2 or 3 letter designator given to each SAP. In this example, “TF” shown here represents the nickname “TWISTED FEATHER.” A nickname, codeword, trigraph, and/or digraph may be substituted for the term “SPECIAL ACCESS” Channels. Refer to the SAP Security Procedure Guide for instructions.





SAP Codewords

In addition to nicknames, SAPs also use codewords for control of dissemination and a “need-to-know”. Codewords, like nicknames, are assigned to the program when the SAP is approved. A codeword is a single word with a classified meaning.

Highest classification and program codeword are conspicuously placed at the top and bottom.

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph.



TOP SECRET//CODEWORD(S)
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 28, 2005

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: (U) Identification and Marking of Classified Documents

1. (U) This paragraph contains “Unclassified” information.

2. (TS//CW) This paragraph reflects TOP SECRET information controlled in the CODE WORD classified program.

Maxwell Smart
Director, Special Programs
USD(I)

Classified By: Maxwell Smart, Director USD (I)
Derived from: CODEWORD SCG, dtd _____
Declassify on: 20151231

TOP SECRET//CODEWORD(S)





SECTION 7 - INTELLIGENCE INFORMATION

Additional security controls and markings are established for intelligence information. The DoD Components of the IC and personnel working with intelligence information shall refer to IC Directive (ICD) 710, “Classification and Control Markings System,” issued by the Office of the Director of National Intelligence (ODNI); Special Security Center (SSC) Controlled Access Program Coordination Office (CAPCO); and the “IC Classification and Control Markings Implementation Manual for guidance on marking and dissemination of classified and the unclassified intelligence information.

The chart on the next page will identify several of the most common intelligence caveat designations.

	<p>TOP SECRET//NOFORN//ORCON OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON, DC</p> <p>July 28, 2005</p> <p>MEMORANDUM FOR DIRECTOR, DEFENSE INTELLIGENCE AGENCY</p> <p>SUBJECT: (U) Marking of Classified Intelligence Information</p> <p>1. (S//NF) This paragraph contains “Secret” “No Foreign Dissemination” information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking digraph following the S designation.</p> <p>2. (TS//OC) This paragraph contains “Top Secret” “Originator Controlled” information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking digraph following the TS designation.</p> <p>3. (U) Conspicuously mark the top and bottom of the document with the overall classification.</p> <p>James Bond Director, Intelligence Programs USD(I)</p> <p>Classified by: James Bond, Director Derived from: DNI SCG 259, 5/7/04 Declassify on: 20151231</p> <p>TOP SECRET//NOFORN//ORCON</p>
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Designation	Abbreviation	Digraph
<p>DISSEMINATION AND EXTRATION OF INFORMATION CONTROLLED BY ORIGINATOR</p> <p>This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of distribution of the intelligence beyond its original dissemination.</p>	ORCON	OC
<p>CAUTION-PROPRIETARY INFORMATION INVOLVED</p> <p>This marking is used with, or without, a security classification level marking, to identify information provided by a commercial firm or private source under an expressed or implied understanding that the information shall be protected as a trade secret or proprietary data believed to have actual or potential value. This marking may be used on U.S. Government Proprietary data only when the U.S. Government proprietary information can provide a contractor(s) an unfair advantage such as U.S. Government budget or financial information.</p>	PROPIN	PR
<p>NOT RELEASABLE TO FOREIGN NATIONALS</p> <p>This marking is used to identify intelligence that falls under the criteria of DCID 6/7, "Foreign Disclosure," that the originator has determined may not be disclosed or released, in any form, to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. This marking is not authorized for use in conjunction with the "AUTHORIZED FOR RELEASE TO" ("REL TO") marking.</p>	NOFORN	NF
<p>AUTHORIZED FOR RELEASE TO (name of country(ies)/international organization)</p> <p>Within the DoD, the REL TO control marking is authorized for use on ALL classified defense information.</p> <p>REL TO identifies classified information that has been determined in accordance with established foreign disclosure processes to be releasable, or that has been released through established foreign disclosure procedures and channels, to the foreign country(ies) and/or international organization(s) indicated.</p> <p>REL TO shall not be used with NOFORN or EYES ONLY in the banner line.</p>	REL TO	
<p>CONTROLLED IMAGERY</p> <p>This control marking is used on Secret or above and 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.</p>	IMCON	

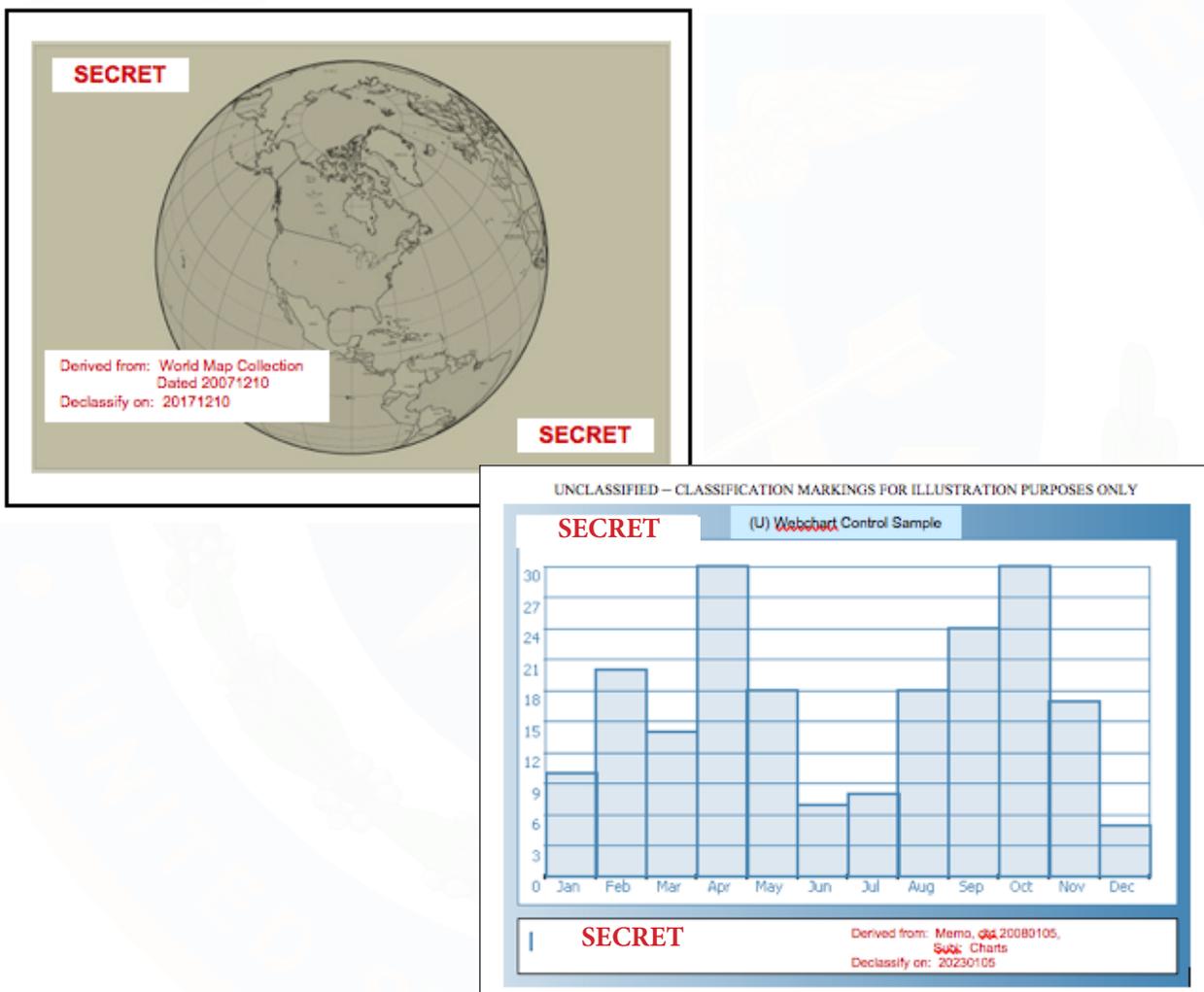




SECTION 8 - MARKING INFORMATION OTHER THAN DOCUMENTS

Charts, Maps, Equipment, Drawings, and Photographs

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. 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 shall also be made available, either on the item or in documentation that accompanies it.



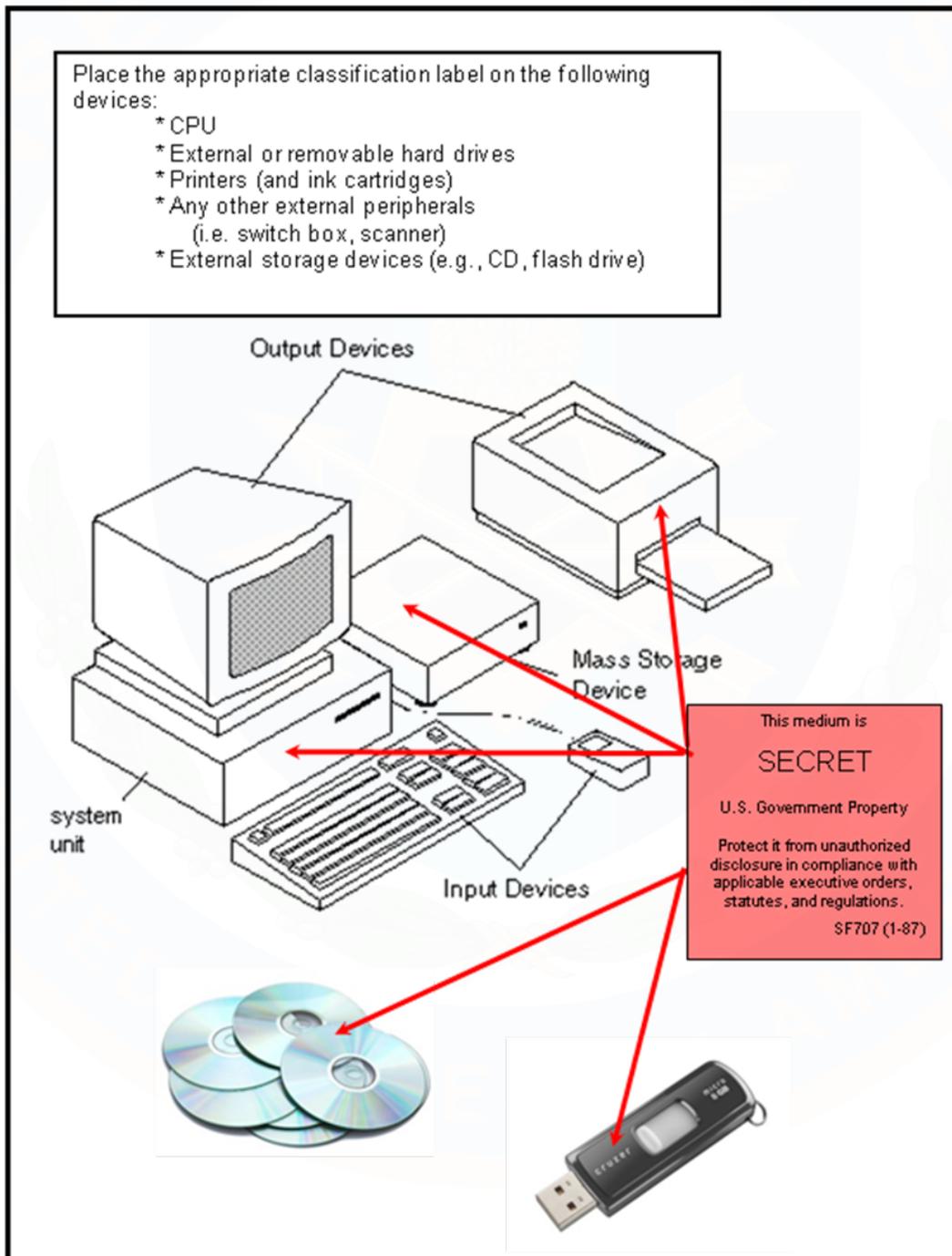
Mark blueprints, engineering drawings, charts, maps, and similar items not contained in a classified document with the appropriate overall classification and dissemination control markings. The classification marking shall be unabbreviated, conspicuous, and applied top and bottom, if possible, in such 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.





Hardware and Equipment

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. 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.





Rolled Documents

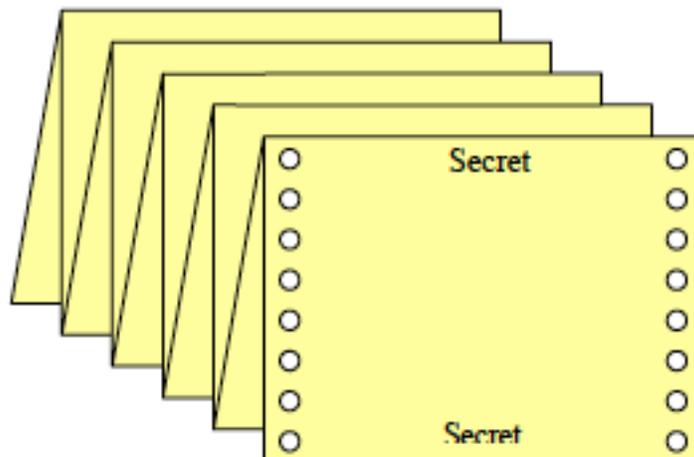
If the blueprints, maps and other items are large enough that they are likely to be rolled or folded, classification markings must be placed to be visible when the item is rolled or folded.



Continuous Form (Fan Folded) Documents

Due to the volume and nature of printed products of Automated Information Systems (AIS), there are special provisions for marking some of these types of documents. These provisions include classification markings on interior pages of fan folded printouts. The AIS equipment may apply these markings even though they may not meet the normal test of being conspicuous.

Special control notices, identification of classification sources, and downgrading and declassification instructions must 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.





Photographic Media

Slides must have markings on the slide cover and on the actual image so when the slide is displayed on screen, the classification is clearly identified. Applicable associated markings should be applied to the lead slide.

(1) Mark photographs and negatives with the overall classification and dissemination control markings applicable to information they contain. 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.

a. Digital Video Discs (DVDs), Video Tapes, and Motion Picture Film. Mark DVDs, video tapes, and motion picture films 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.

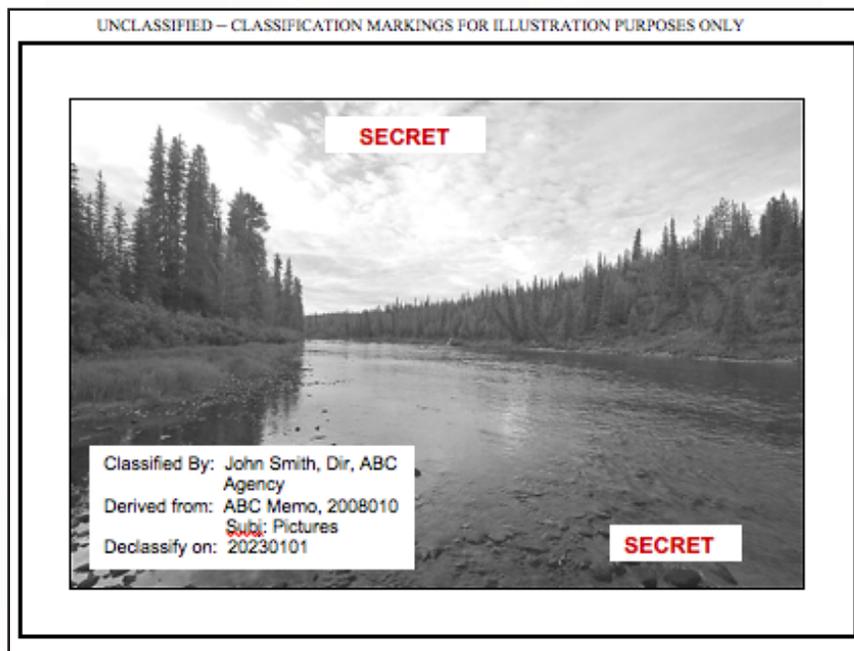
b. Sound Recordings. Place an audible statement of overall classification and dissemination control requirements at the beginning and end of sound recordings. Reels or cassettes shall be marked with the overall classification and any required dissemination control markings and stored appropriately. When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

c. 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 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.





Photographic Media Marking Examples





Computer Media

Basic document markings apply to all media.

Computer discs must reflect the highest level of classification contained on the discs. Standard labels should be used for all levels of classification.

- SF-706 - Top Secret
- SF-707 - Secret
- SF-708 - Confidential
- SF-709 - Classified
- SF-710 - Unclassified
- SF-711 - Data Descriptor
- SF-712 - Classified SCI



If not otherwise marked, the SF classification labels listed above 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, the SF-710, Unclassified label shall be used to identify unclassified media or equipment. There is no requirement to use a SF-710 label 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 wholly covered by the appropriate label for the new level of classification.

If physical marking of the medium containing classified information is not possible, then identification of classified information must be accomplished by other means (e.g., indelible marker, etc.).





SECTION 9 - FOR OFFICIAL USE ONLY (FOUO)

If a document has no classified information, the information must still be reviewed to see if it meets the eight other exemptions under the Freedom of Information Act (FOIA) that would make it ineligible for public release. Such information cannot be made public if or when the document is declassified. Mark unclassified portions applicable to FOIA exemptions with “FOUO” (For Official Use Only).



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, D.C.

28 July 2005

MEMORANDUM FOR DEPSECDEF

SUBJECT: (U) Marking an Unclassified Document that Contains FOUO Information

1. (U//FOUO) 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. In that case, the banner line for unclassified pages with FOUO information shall be: UNCLASSIFIED//FOR OFFICIAL USE ONLY or UNCLASSIFIED//FOUO.
2. (U) Documents that are unclassified that contain FOUO information will be marked “FOR OFFICIAL USE ONLY” at the bottom of the front cover (if there is one), the title page (if there is one), the first page, and the outside of the back cover (if there is one).
3. (U) FOUO documents and material transmitted outside of the Department of Defense must bear an expanded marking on the face of the document so that non-DoD holders understand the status of the information. A statement similar to this one should be used:

This document contains information
exempt from mandatory disclosure under
the FOIA.
Exemption(s) _____ apply.

Gloria Miller
USD(I)





Freedom of Information Act (FOIA) Exemptions

Number	Type of Information Exempted from Disclosure under FOIA
1	Information properly and currently classified in the interest of national defense or foreign policy, as specifically authorized under the criteria established by Executive Order 13526 and implemented by regulations, such as DoD 5200.1-R.
2	Information related solely to the internal personnel rules and practices of the Department of Defense or any of its Components. This exemption is entirely discretionary. This exemption has two profiles: high and low. <ul style="list-style-type: none"> • High: When release of the records would allow circumvention of the records and would substantially hinder the effective performance of a significant function of DoD. • Low: When only a minimum Government interest would be affected (administrative burden), there is a great potential for discretionary disclosure of the information. Consequently, DoD Components shall not invoke the low profile.
3	Information that a statute specifically exempts from disclosure by terms that permit no discretion on the issue, or in accordance with criteria established by that statute for withholding or referring to particular types of matters to be withheld. Examples include: Patent Secrecy, 35 U.S.C. 181-188 <ul style="list-style-type: none"> • Restricted Data and Formerly Restricted Data, 42 U.S.C. 2162 • Communication Intelligence, 18 U.S.C. 798 • Authority to Withhold From Public Disclosure Certain Technical Data, 10 U.S.C. 130 and DoD Directive 5230.25 • Physical Protection of Special Nuclear Material: Limitation on Dissemination of Unclassified Information, 10 U.S.C. 128 • Protection of Contractor Submitted Proposals, 10 U.S.C. 2305(g) 4 • Information such as trade secrets or commercial or financial information received.
4	Information such as trade secrets or commercial or financial information received from a person or organization outside the Government on a privileged or confidential basis and when the disclosure of the information is likely to cause substantial harm to the competitive position of the source providing the information; impair the Government’s ability to obtain necessary information in the future; or impair some other legitimate Government interest. If the information qualifies as Exemption 4 information, there is no discretion in its release.
5	Information considered privileged in litigation, primarily under the deliberative process privilege. In order to meet the test of this exemption, the record must be both deliberative in nature, as well as part of a decision-making process. Merely being an internal record is insufficient basis for withholding under this exemption. Also potentially exempted are records pertaining to the attorney-client privilege and the attorney work-product privilege. This exemption is entirely discretionary.
6	Personal information (including personnel and medical files) that, if disclosed to a requester, other than the person about whom the information is about, would result in a clearly unwarranted invasion of personal privacy. Release of information about an individual contained in a Privacy Act System of records that would constitute a clearly unwarranted invasion of privacy is prohibited, and could subject the releaser to civil and criminal penalties. If the information qualifies as Exemption 6 information, there is no discretion in its release.





7	<p>Records or information compiled for law enforcement purposes; i.e., civil, criminal, or military law, including the implementation of Executive Orders or regulations issued pursuant to law. This exemption may be invoked to prevent disclosure of documents not originally created for, but later gathered for law enforcement purposes.</p> <p>With two exceptions, this exemption is discretionary. There is no discretion if release of the information could reasonably be expected to (I) to be an unwarranted invasion of the personal privacy of a living person, including surviving family members of an individual identified in such a record or (II) endanger the life or physical safety of any individual.</p>
8	<p>Certain records related to examination, operation or condition reports prepared by, on behalf of, or for the use of any Agency responsible for the regulation or supervision of financial institutions.</p>
9	<p>Geological and geophysical information and data (including maps) concerning wells.</p>

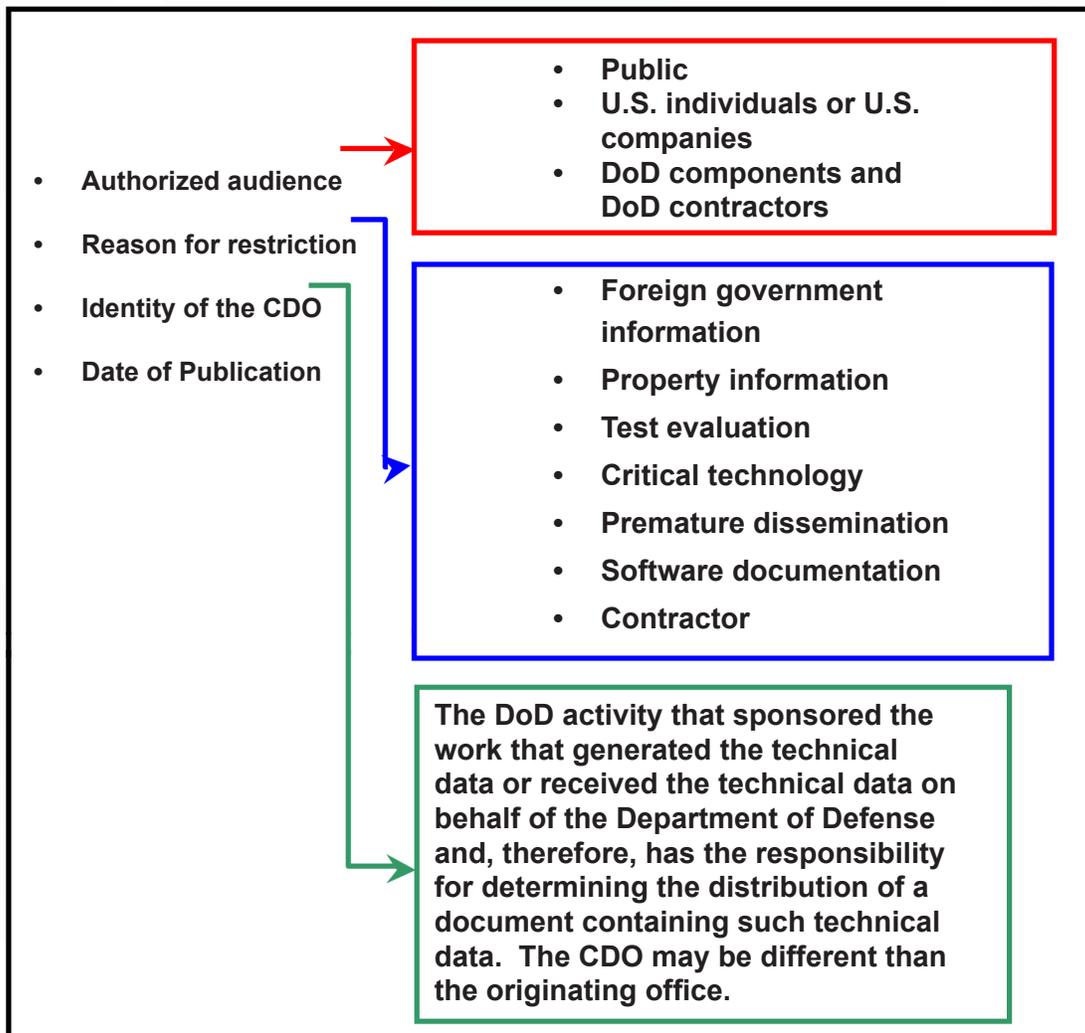




SECTION 10 - TECHNICAL DOCUMENTS

All DoD activities generating or responsible for DoD technical documents and other forms of data shall determine the appropriate distribution and mark these materials with a DoD Distribution Statement before they can be disseminated.

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 below to facilitate secondary distribution and release:





Distribution Statement A
Approved for public release: distribution is unlimited

Distribution Statement ____ (Fill in Level: B, C, D, or E)
Distribution authorized to ____ (Fill in audience; see Note 1); ____ (Fill in reason; see Note 2); ____ (fill in date of determination). Other requests for this document shall be referred to ____ (insert name of DoD Controlling Office).

Note 1:

- B = U.S. Government Agencies only
- C = U.S. Government Agencies and their contractors only
- D = DoD and U.S. DoD contractors only
- E = DoD Components only

Note 2:

Reasons

- Foreign Government Information • Proprietary Information
- Test and Evaluation • Contractor Performance Evaluation
- Critical Technology • Premature Dissemination
- Software Documentation • Administrative/Operational Use

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 Department of Defense 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.
DISTRIBUTION STATEMENT X.	Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export controlled technical data in accordance with DoDD 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure," (date of determination). Controlling DoD office is (insert).





Distribution Statement X

Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with _____ (Insert appropriate regulation); _____ (fill in date of determination). DoD Controlling Office is _____ (insert name of DoD Controlling Office). (See Note 3).

Note 3:

The audience(s) and reason(s) are inherent in the wording of the statement.

Distribution Statement F

Further dissemination only as directed by _____ (insert name of DoD Controlling Office or higher DoD authority); _____ (Insert date of determination). (See Note 4).

Note 4:

Distribution Statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in Statement E). Distribution Statement F is also used when the DoD originator determines that information is subject to special dissemination limitation.





APPENDIX A - REFERENCES

The following directives, instructions, and other publications describe DoD policy and requirements for marking information and/or identify policy constraints on the dissemination of information created by or for DoD or under DoD's control.

1. Executive Order 13526, "Classified National Security Information," December 29, 2009
2. National Archives and Records Administration Implementing Directive No. 1 to Executive Order 13526, June 28, 2010
3. DoD Directive 3200.12, "DoD Scientific and Technical Information (STI) Program (STIP)," February 11, 1998
4. DoD Directive 5205.07, "Special Access Program (SAP) Policy," July 1, 2010
5. DoD Directive 5210.2, "Access to and Dissemination of Restricted Data," January 12, 1978; Change 1, February 13, 1980; Change 2, April 3, 1981; Change 3, November 16, 1994
6. DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996; Change 1, July 15, 1999
7. DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations," June 16, 1992
8. DoD Directive 5230.24, "Distribution Statements on Technical Documents," March 18, 1987
9. DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure," November 6, 1984; Change 1, August 18, 1995
10. DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 2, 2008
11. DoD Directive 5400.11, "DoD Privacy Program," May, 8, 2007
12. DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
13. DoD Instruction 3200.14, "Principles and Operational Parameters of the DoD Scientific and Technical Program," May 13, 1997; Change 1, June 5, 1998; Change 2, March 20, 2000; Change 3, June 28, 2001
14. DoD Instruction 5200.1, "DoD Information Security Program and Protection of Sensitive Compartmented Information," October 9, 2008
15. DoD Instruction 5230.27, "Presentation of DoD-Related Scientific and Technical Papers at Meetings," October 6, 1987
16. DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
17. DoD Regulation 5200.1-R, "Information Security Program Regulation," January 17, 1996
18. DoD Regulation 5400.7-R, "DoD Freedom of Information Act Program," September 1998
19. DFARS 252.27.4/252.227, "Proprietary Information"
20. Director of Central Intelligence Directive 6/6, "Security Controls on Dissemination of Intelligence Information," July 11, 2001 (Now covered in ICD 703, ICPG 703.5, ICD 710)

