

Classification Management Tools

Agency Automated Classification Guide (CMT-AACG)

Quick Reference Guide (QRG)

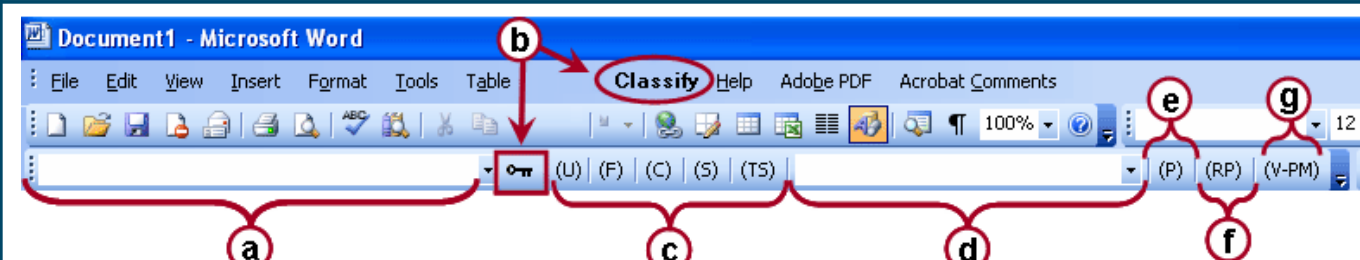


Why Use the Classification Management Tools (CMT)





The CMT is an automated tool that allows the user to apply correctly formatted classification markings to electronic documents. Based on classification criteria the user selects, the CMT automatically generates portion marks, a classification banner (header and footer) and block. The CMT also allows the user to validate the portion marks against the banner, ensuring marking consistency and more effective protection of national security.


See the Classification Management Tools User's Manual for additional details on using the CMT.

Using the CMT Toolbar



The appearance of the CMT toolbar is similar in all Microsoft (MS) products, including Outlook.

- a** Use *Banner Favorites* drop-down menu (*Classify* in Lotus Notes) to chose and edit commonly used banner markings
- b** Launch CMT-AACG by clicking on *Classify* or 
- c** Use "Quick Buttons" to choose frequently used portion marks
- d** Use *Portion Marking Favorites* drop-down menu to choose and edit commonly used portion mark
- e** Launch *Portion Marking* function by clicking on *Classify* or  (click *PM Favorites* in Lotus Notes)
- f** Click  to repeat the last portion mark selected by the tool
- g** Click  icon to launch the *Validate Portion Marking* function



In Lotus Notes, the toolbar appears as follows:

The Classification Marking Process:

1. Apply all appropriate portion marks
2. Select banner markings based on the highest classification level and the most restrictive control markings in the document
3. Validate portion marks against the banner



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Portion Marking

Portion mark the document to help determine overall (banner and block) classification markings.

Place cursor where portion mark needs to be applied

Launch Portion Marking mode

Choose classification level

Add dissemination and control markings from selected tabs

Completing the Banner and Block

The banner and block previews are displayed in the CMT as you select classification and control markings. The banner should match the most restrictive portion marks in the document. The content of the classification block varies by agency.

Validating Your Classification Markings

The Portion Marking Validation (**V-PM**) function compares the document's classification banner to the aggregate portion marks. This ensures the banner accurately represents the highest classification level and most restrictive portion marks. **V-PM** also identifies any portions in a document that have not been marked.