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.

- **Use Banner Favorites** drop-down menu (in Lotus Notes) to chose and edit commonly used banner markings.
- **Launch CMT-AACG** by clicking on or .
- **Use “Quick Buttons”** to choose frequently used portion marks.
- **Use Portion Marking Favorites** drop-down menu to choose and edit commonly used portion mark.
- **Launch Portion Marking** function by clicking on or (click in Lotus Notes).
- **Click** to repeat the last portion mark selected by the tool.
- **Click** icon to launch the Validate Portion Marking function.

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
### Portion Marking

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

1. **Place cursor where portion mark needs to be applied**
2. **Launch Portion Marking mode**
3. **Choose classification level**
4. **Add dissemination and control markings from selected tabs**

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### 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.

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### 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.