

About this Manual

The Classification Management Tools – Agency Automated Classification Guide (CMT-AACG) User's Manual describes the interfaces and processes for the CMT-AACG, version 2.2. As new releases are distributed, this manual will be updated. We will refer to the CMT-AACG simply as CMT within the content of this manual.

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Classification Management Tools

Agency Automated Classification Guide (CMT-AACG)

The CMT is an automated classification tool that applies classification control markings to electronic documents and email. Users select criteria based on the information being classified. The CMT then automatically generates portion marks, a classification banner/header and a block, based on the criteria selected by the user. The CMT can also validate your markings to ensure all portions are marked and to help resolve any discrepancies between the Banner/Header and portion marks. Additional features, such as Favorites and Repeat Portion Mark (*RP*) can enhance the efficiency and speed of applying classification markings to your document. This manual is designed to provide you with basic instruction on how to use all features of the CMT.

The CMT-AACG can be used to classify documents generated using Microsoft (MS) Office products (Word, PowerPoint, Excel, and Outlook) and Lotus Notes. The interfaces to the CMT-AACG may look slightly different depending upon the application or operating system, but the functions are the same.

1 Accessing the CMT

1.1 CMT Toolbar Overview

1.1.1 Microsoft Office Products

In MS Word, Excel and PowerPoint, the CMT toolbar appears at the top of the document window, as shown in Figure 1-1. The *Classify* category, located in the top line of the MS Office menu bar, also enables the CMT application.

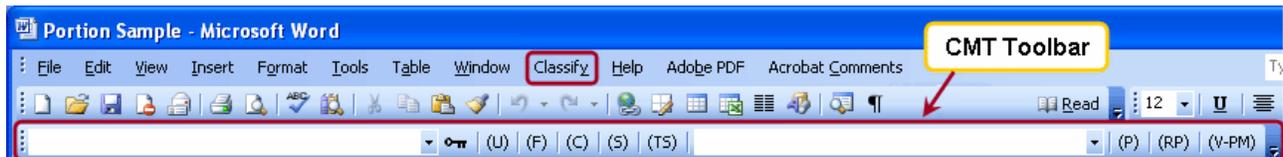


Figure 1-1 CMT Toolbar in MS Office Applications

In MS Outlook, for both the MS Windows XP and Vista platforms, the CMT toolbar looks similar to the toolbar in the other MS Office products, and is also located at the top of the display window. (See Figures 1-2 and 1-3)

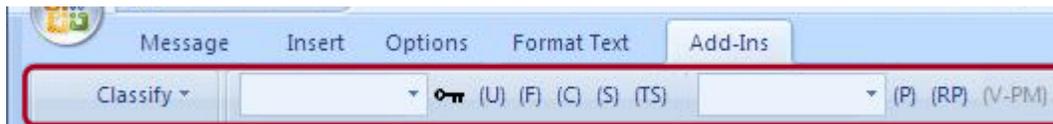


Figure 1-2 CMT Toolbar in MS Outlook - Windows Vista

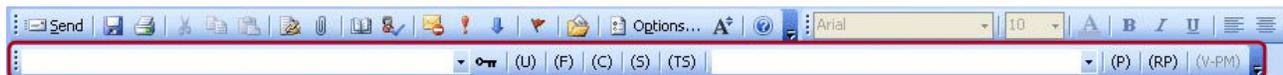


Figure 1-3 CMT Toolbar in MS Outlook - Windows XP

1.1.2 Lotus Notes Email Application

In Lotus Notes, the CMT application buttons are embedded in the toolbar at the top of the application window. (See Figure 1-4)



Figure 1-4 Classification Options in Lotus Notes Toolbar

1.2 Toolbar Options

1.2.1 MS Office Products

The following overview provides a quick reference for the options available from the CMT toolbar available in MS Office products:

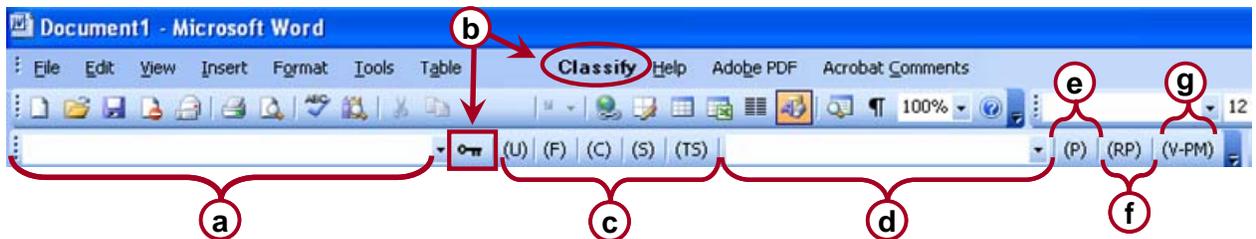


Figure 1-5 CMT Options in the MS Office Toolbar

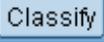
- Use the *Banner Favorites* drop-down menu to choose and edit commonly used banner markings.
- Launch the CMT by clicking on the key button  or selecting the *Classify* category to choose a AACG launch mode (Banner and Block or Portion Marking Mode).
- Use "Quick Buttons" [(U), (F), (C), (S), (TS)] to choose frequently used portion marks.
- Use the *Portion Marking Favorites* drop-down menu to choose and edit commonly used portion marks.
- Launch the *Portion Marking* function by selecting the *Classify* category or clicking on the (P) button.
- Click the (RP) button to repeat the last portion mark selected.
- Click (V-PM) to launch the *Validate Portion Marking* function.

1.2.2 Lotus Notes

In Lotus Notes, the toolbar appears as shown in Figure 1-6.



Figure 1-6 Lotus Notes Toolbar with Classification Buttons

- Use the *Classify* button  to apply the banner/header and block.
- Launch the Portion Marking mode by clicking on the *PM Favorites* button.
- The *Classification Favorites* drop-down menu provides a current list of your banner/header and block favorites.

2 The Classification Process

The CMT is designed to provide easy and accurate application of classification and control markings. When classifying an entire document, we recommend that you follow this order:

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

2.1 Interface Overview

Once you launch the CMT the interface will appear, allowing you to apply your markings. The CMT interface is divided into three sections: top, middle and bottom. The following content provides an overview of the interface capabilities and appearance. You may notice that the three sections are similar in the Portion Marking, and Banner and Block modes.

2.1.1 Portion Marking Mode Interface

The window that appears to users in the Portion Marking mode, as depicted in Figure 2-1, contains three main sections:

Top Section - displays the Portion Marking preview, classification level selection options, and *Portion Caveat* and *Portion Waiver* selection options

Middle Section - contains tabs for selecting and applying applicable markings

Bottom Section - contains user help, including a link to your *Classification Web Site*, a display of definitions as user options are selected, Favorite options, and more administration options (*OK*, *Cancel*, and *Clear All*)

Top Section

Preview Display

Portion Caveat/Waiver Options

Classification Level Options

Middle Section

Tabs provide options to apply dissemination controls and other markings.

Bottom Section

Link to Classification Web Site

Favorites options

Definitions for selected options

Mode administration options

Figure 2-1 Portion Marking Window Overview

2.1.2 Banner and Block Mode Interface

The window that appears to users in the Banner and Block mode, as depicted in Figure 2-2, contains three main sections:

Top Section - displays the Banner preview and classification level selections

Middle Section - contains tabs for selecting applicable guides, dissemination controls, and other markings. It also includes the block preview display

Bottom Section - contains user help text, a link to your *Classification Web Site*, “Favorites” options, and administrative mode selections (*OK*, *Cancel*, and *Clear All*)

Note: The Banner is referred to as the "Banner" at some agencies and "Header and Footer" at others. For consistency purposes, "Banner" is the term used to represent header and footer text throughout this manual.

Top Section

Banner Preview Display

Classification Level Options

Middle Section

Tabs provide options to select level and control markings.

Classification Block Preview

View listing of your agency's classification citations

Bottom Section

Link to Classification Web Site

Favorites options

Definitions for selected options

Mode administration options

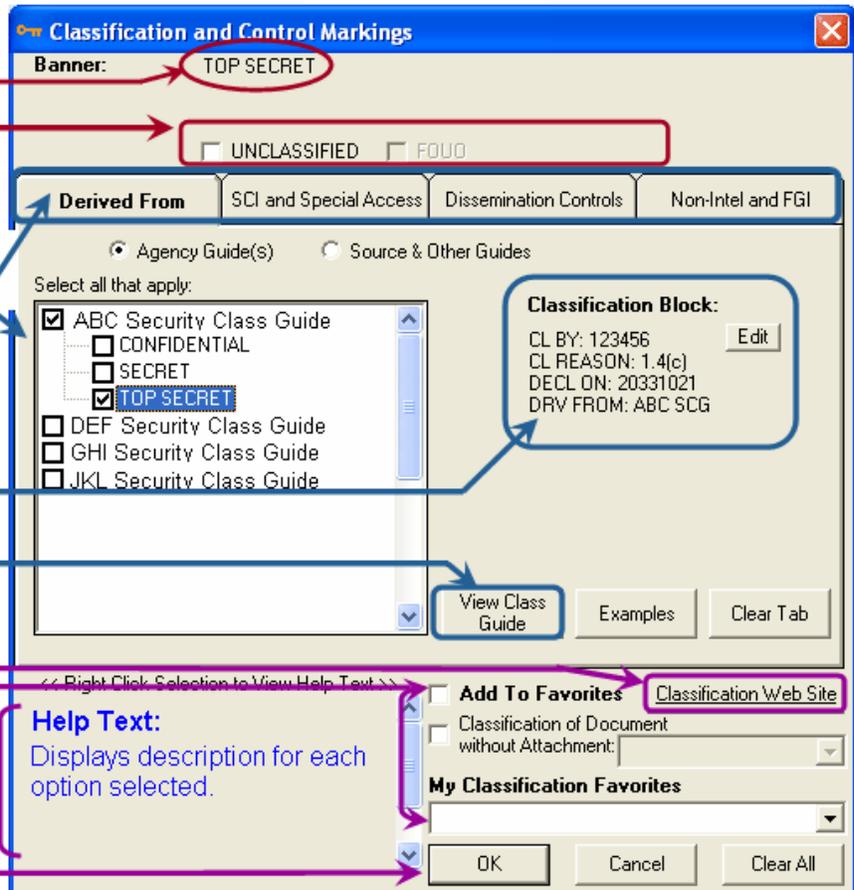


Figure 2-2 Banner/Header and Block Mode Window Overview

3 Portion Marking

Portion marks may be a simple classification level designator or a more complex marking that includes the classification level and other control markings. The CMT provides multiple options for adding portion marks, depending upon the complexity of the markings: using Quick Buttons or launching the Portion Marking mode.

3.1 Use Quick Buttons to Apply Portion Marks

You can use Quick Buttons to quickly apply basic portion marks to your document. (See Figure 3-1) To apply portion marks using Quick Buttons, place your cursor in the location of your document that requires a portion mark. Select the appropriate Quick Button to add the desired portion mark at the location where your cursor was placed. Quick Buttons include (but may not be limited to) the following:

- **(U)** button applies Unclassified
- **(F)** button applies For Official Use Only
- **(C)** button applies Confidential
- **(S)** button applies Secret
- **(TS)** button applies Top Secret

Note: Some agencies may have additional Quick Buttons that are not described in this manual.

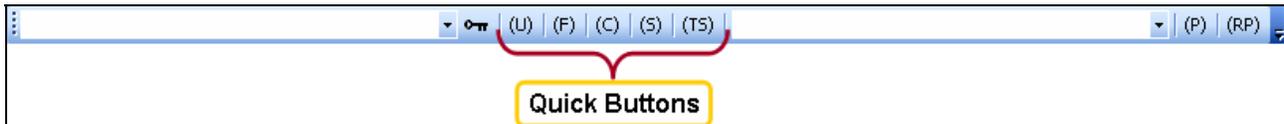


Figure 3-1 Use Quick Buttons for Simple Portion Marks

Launch the Portion Marking mode to apply more complex portion marks that include disseminations controls and other markings (see Section 3.2).

3.2 Launching Portion Marking Mode

3.2.1 MS Office Products

Launch the Portion Marking mode by clicking on the (P) button or selecting the *Classify* category on the MS Office toolbar:

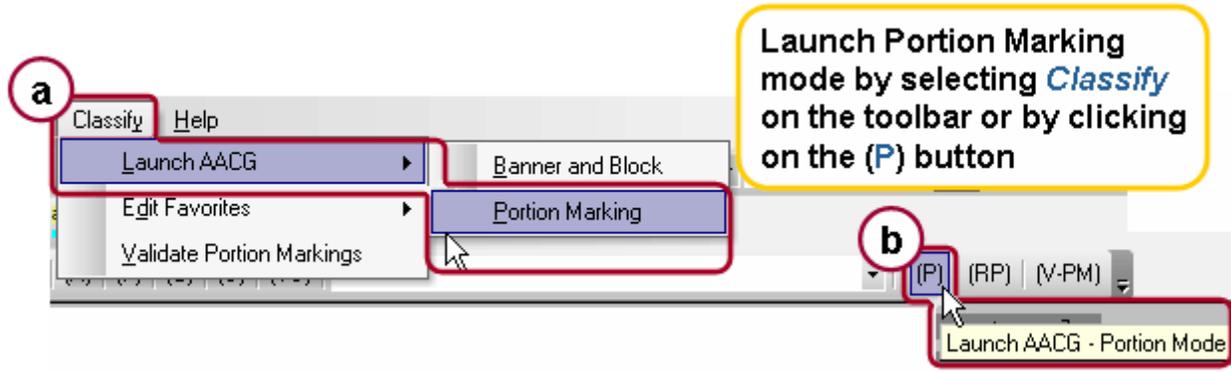


Figure 3-2 Launch Portion Marking Mode in MS Office Applications

3.2.2 Lotus Notes

Launch the Portion Marking mode in Lotus Notes by selecting the PM Favorites button. (See Figure 3-3)

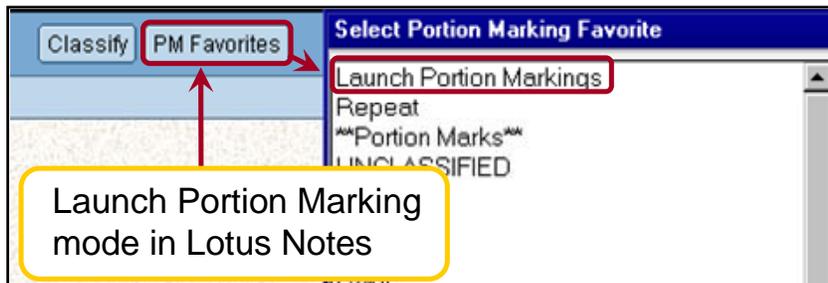


Figure 3-3 Launch Portion Marking Mode in Lotus Notes

3.3 Basic Steps in Portion Marking Mode

The basic process to apply portion marks using the Portion Marking mode is as follows (see Figure 3-4):

1. Place your cursor next to the place where a portion mark needs to be added.
2. Launch the Portion Marking mode using a method described in section 3.2.
3. Choose the classification level.

Note: Refer to your organization's applicable classification guide(s) to determine the appropriate classification level.

4. Choose applicable control markings from the tabs.
5. Click **OK** and the portion mark will be applied to your document.

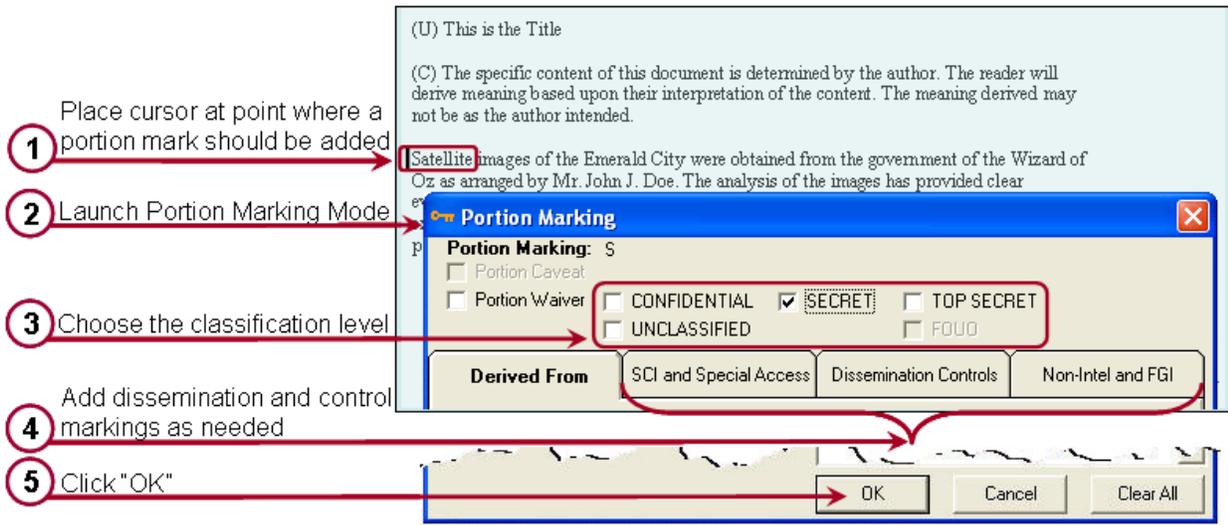


Figure 3-4 Basic Portion Marking Steps

As you make selections, the Portion Marking preview at the top of the CMT window will display the markings you have selected in the proper format. (See Figure 3-5)

The CMT is designed to enable or disable options based upon documented official classification marking rules. Disabled options that are not applicable to selections you make are grayed out.

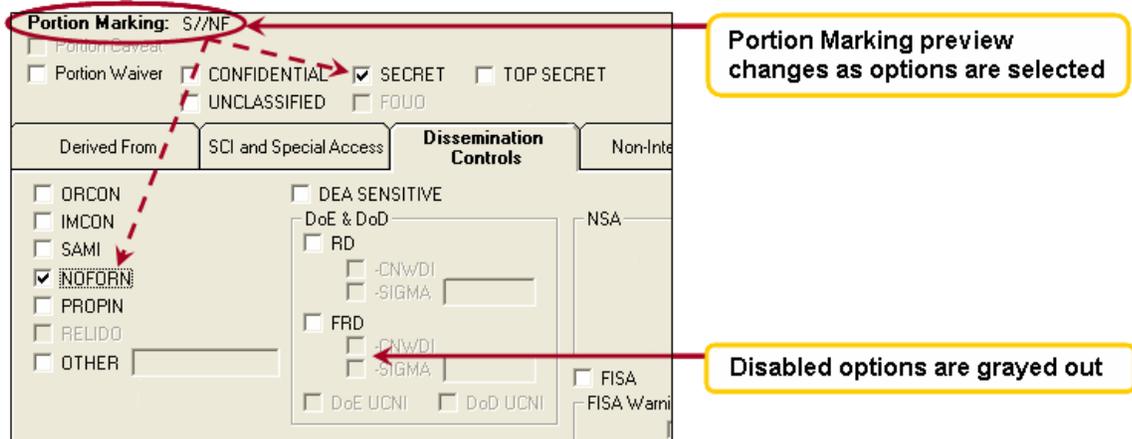


Figure 3-5 Portion Marking Preview

3.4 Applying Additional Control Markings

Choose the appropriate tabs to apply dissemination controls and other markings. The control markings available vary depending upon the classification and access controls selected. Be sure to select all options that apply.

Three of the four tab(s) are available in Portion Marking mode:

1. *SCI and Special Access*
2. *Dissemination Controls*
3. *Non-Intel and FGI*

(See Figures 3-6 through 3-8)

Note: The *Derived From* tab is **not** enabled in the portion marking mode.

The dissemination and control tabs look the same in Portion Marking mode and Banner/Header and Block mode.

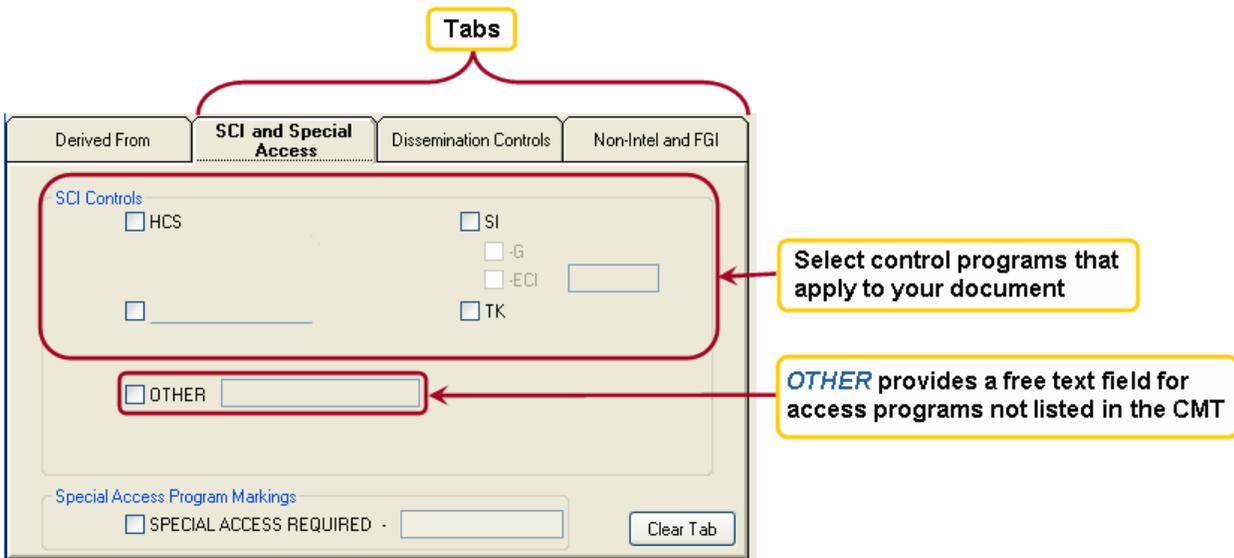


Figure 3-6 SCI and Special Access Options

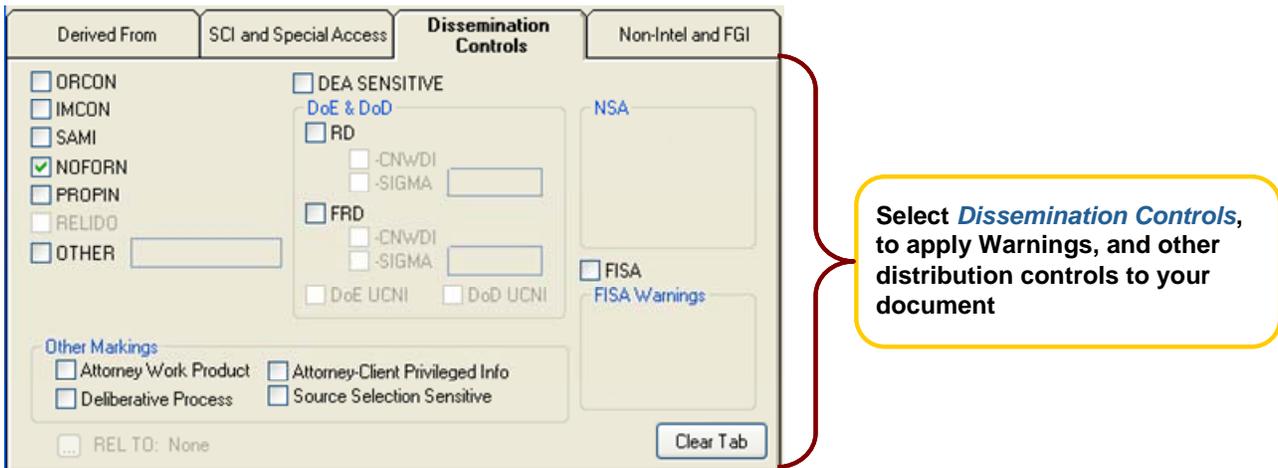


Figure 3-7 Dissemination Control Options

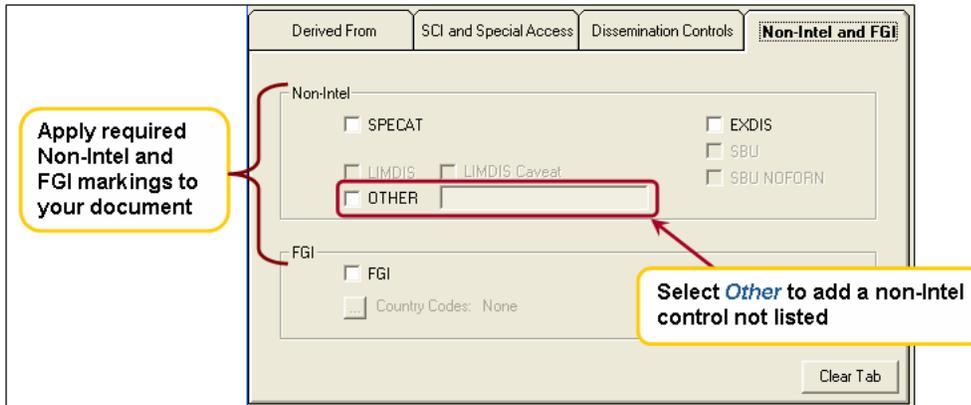


Figure 3-8 Non-Intel and FGI Options

3.5 Portion Marking Caveat

Check the box in the top-left corner of the CMT classification window to apply a Portion Caveat to your document. (See Figure 3-9)

This option may be applied **only to unclassified documents** when the same portion mark is applied to most of the portions in the document. Be sure to mark all portions that are different.

The statement that will appear on your document will read: "All portions are [portion mark] unless marked otherwise." The selections made in Figure 3-9 would produce the following statement: "All portions are (U//FOUO) unless marked otherwise."

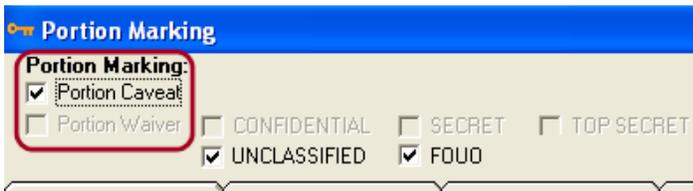


Figure 3-9 Portion Caveat Option

Note: The Portion Caveat option is disabled (grayed out) if any of the classified options (i.e., Confidential, Secret, or Top Secret) are selected.

3.6 Portion Marking Waiver

Check the appropriate box at the top-left corner of the CMT classification window to apply a Portion Waiver to your document. (See Figure 3-10)

This option may be applied **only to classified documents**. Contact your security office to determine if an Information Security Oversight Office (ISOO) waiver applies to your information.

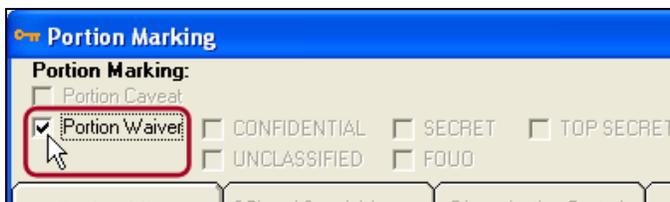


Figure 3-10 Portion Waiver Option

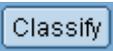
Note: Once the Portion Waiver option is selected, classification options (i.e., Confidential, Secret, or Top Secret) are grayed out and are not available for selection.

4 Banner (Header/Footer) and Block

The Banner is referred to as the "Banner" at some agencies and "Header and Footer" at others. For consistency purposes, "Banner" is the term used to represent header and footer text throughout this manual.

4.1 Launching Banner and Block Mode

Begin applying the Banner and Block markings by clicking one of two button options on the MS Office toolbar: *Classify* category (menu) or key button . (See Figure 4-1)

Click the *Classify* button  in Lotus Notes.

Launch Banner and Block Mode from one of two locations on MS Office/Outlook toolbar

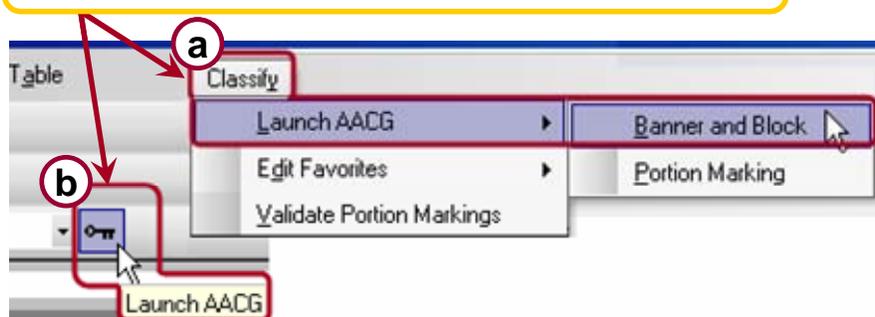


Figure 4-1 Launch Banner/Header and Block Mode in MS Office/Outlook

4.2 Marking Classified Documents

The banner should match the most restrictive portion marks in the document. The content of the classification block varies among agencies and organizations.

The basic process to apply markings is as follows (see Figure 4-2):

1. Select the guide or source information that applies.
2. If using a guide, choose all appropriate options from the guide index (referred to as "derivatives" at some agencies).
Note: Some agencies only have the option to select a guide.
3. Proceed to the other tabs and select all appropriate control markings (*SCI Special Access*, *Dissemination Controls*, and *Non-Intel and FGI*).
4. After all required options have been selected, click **OK** and the tool will apply the banner/header and block.

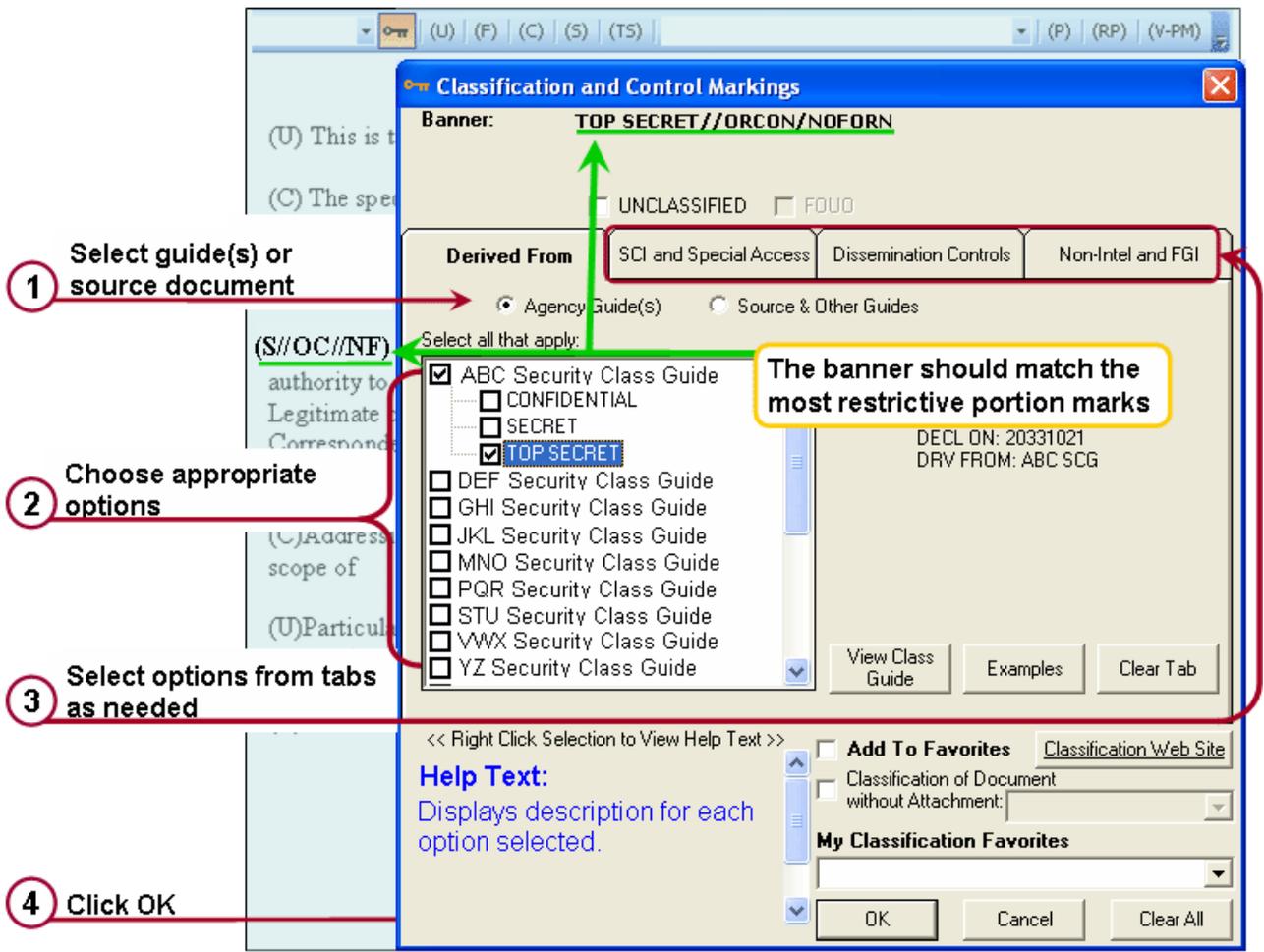


Figure 4-2 Steps to Construct a Banner and Block

The content displayed in the Banner and Block previews will change as you select classification and control markings. (See Figure 4-3)

Definitions (or help text) for selected items in all tabs will appear in the bottom-left corner of the screen.

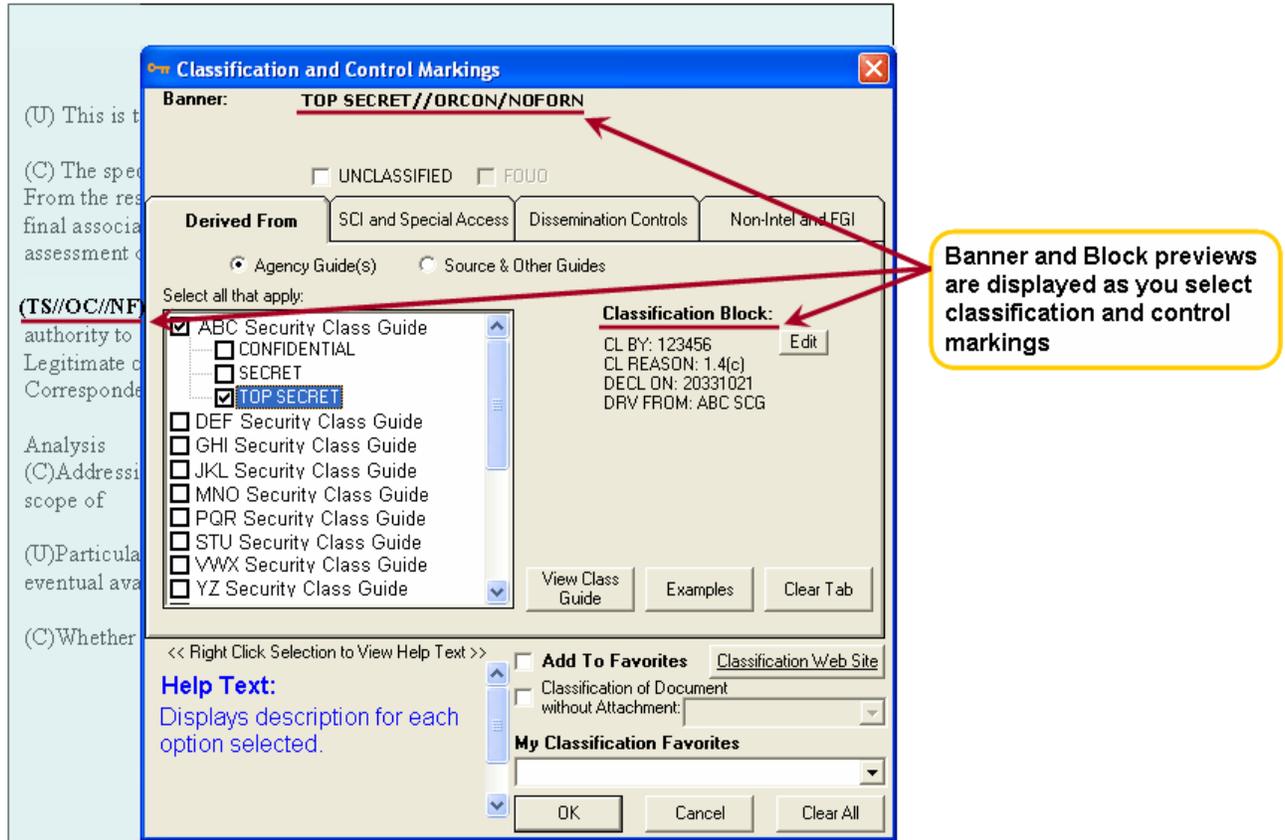


Figure 4-3 Banner and Block Previews

Note: Classification Block content varies among different agencies. Your organization's Block may not look like the example depicted in Figure 4-4.

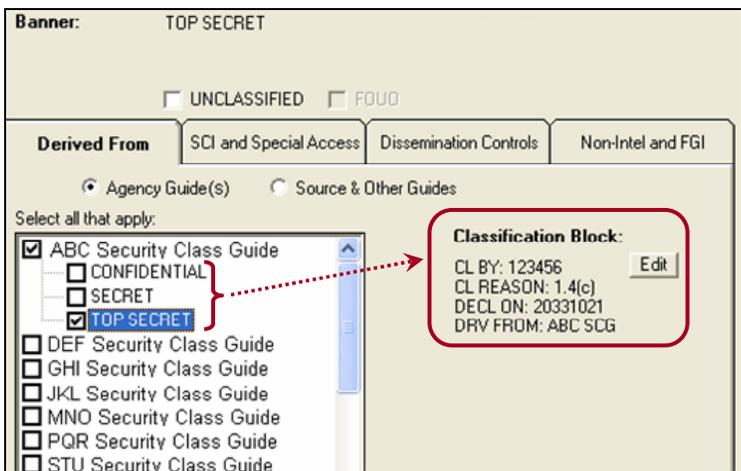


Figure 4-4 Block Display in the CMT Window

4.3 Applying Additional Control Markings

Three tabs, depicted in Figures 4-5 through 4-7, provide the ability to add control markings in the Banner and Block mode.

1. *SCI and Special Access*
2. *Dissemination Controls*
3. *Non-Intel and FGI*

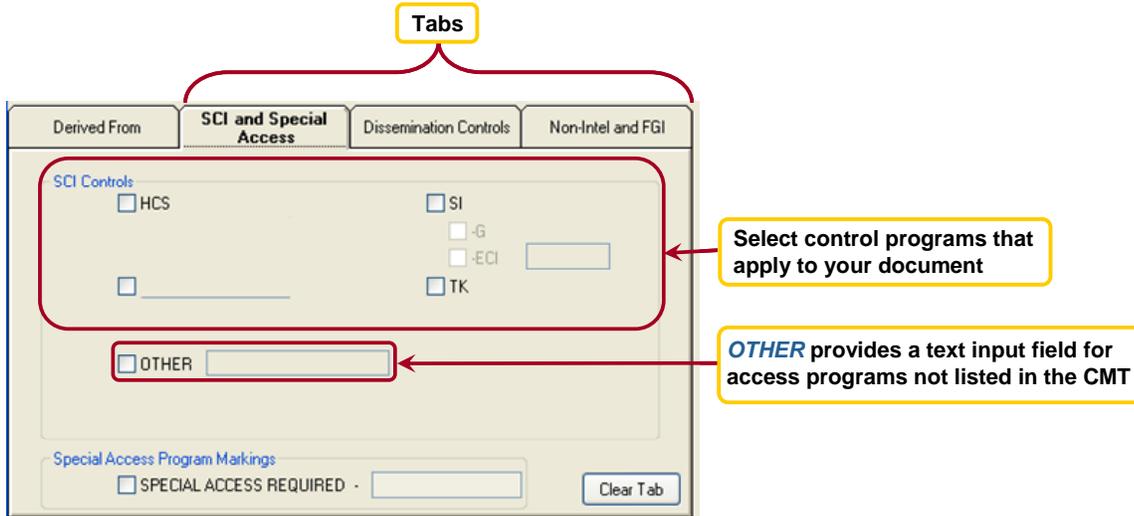


Figure 4-5 SCI and Special Access Options

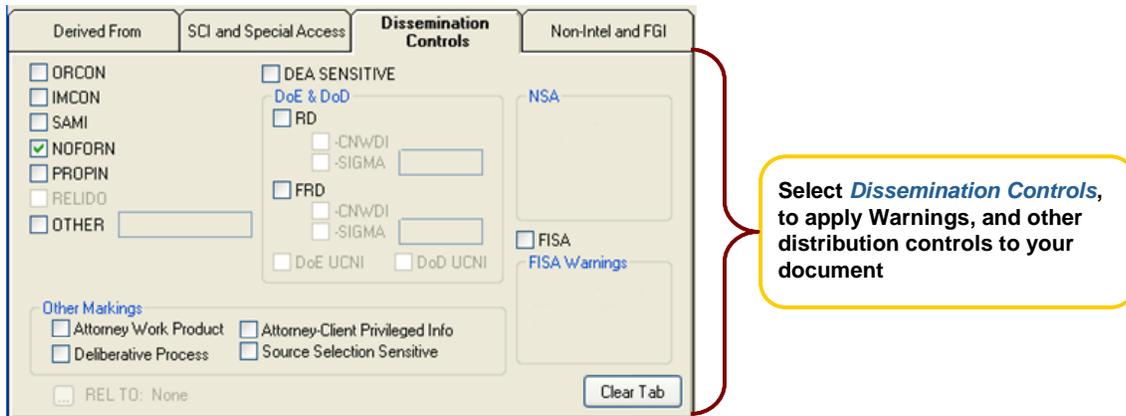


Figure 4-6 Dissemination Control Options

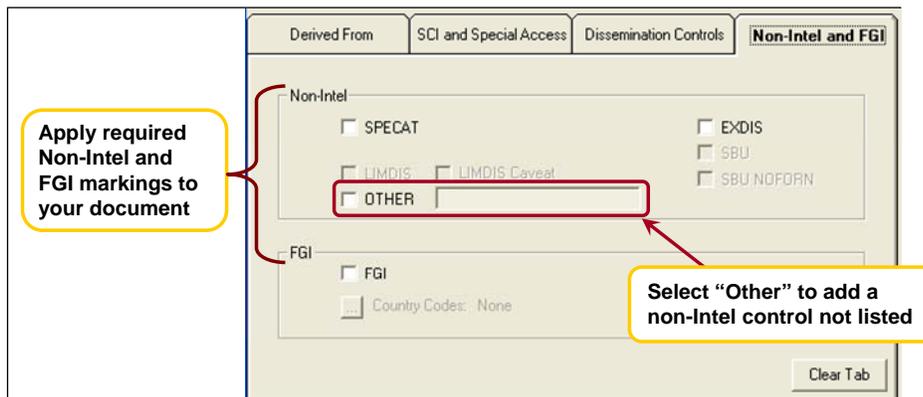


Figure 4-7 Non-Intel and FGI Options

4.4 Using Your Agency's Guide

The *Derived From* tab contains guide and source document options that can be selected to classify your document.

Complete the *Derived From* and associated *Derivative Details* fields as follows (see Figure 4-8):

1. Select applicable guide(s) at the top of the tab.
2. Choose guide(s) (called "derivatives" at some agencies) from the pre-loaded list provided in the *Select all that apply* menu.
Choose the classification level based on overall content of the document.
3. Choose applicable control markings from the tabs.
4. Click *OK* to apply your markings.

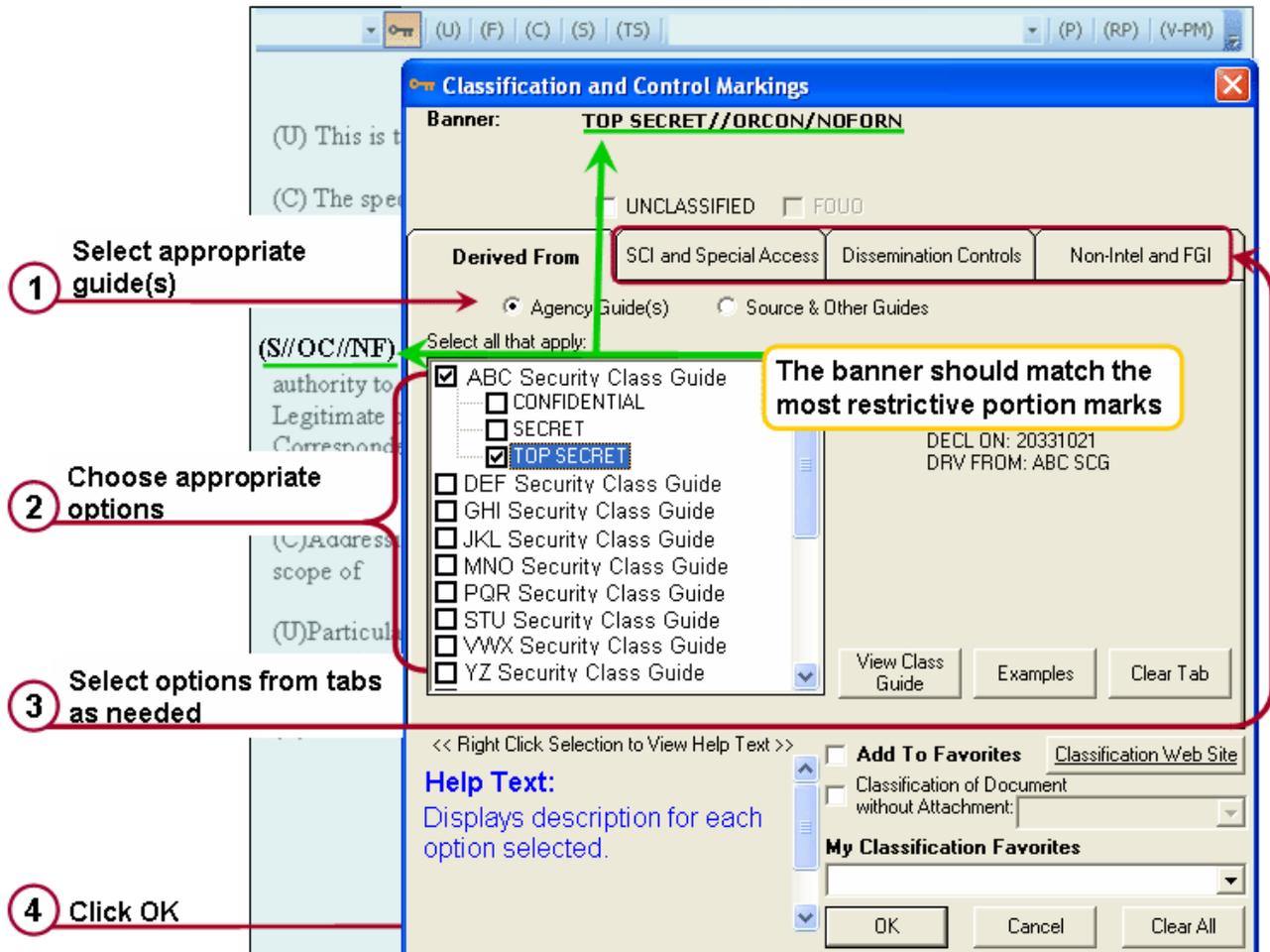


Figure 4-8 Steps to Insert Agency Guide Information in the Banner and Block

4.5 Using a Source Document

Designate the guide or source document from the *Derived From* tab.

1. Choose *Source and Other Guides*.
2. Choose the classification level based on overall content.
3. A new window (*Source Details*) will appear:
 - a. Enter the document name and the current date.
 - b. Choose an option from the *Reasons* field.
 - c. Click the Date or Event option as a declassification determinant. Enter the source *Declassification Date, Declassification Event*, or source information as necessary. Choose declassification exceptions, if applicable.
 - d. When all *Source Details* have been added, click *OK* to close the window.
4. Choose applicable control markings from the tabs.
5. Click *OK* to apply your markings.

Figure 4-9 depicts the steps described above.

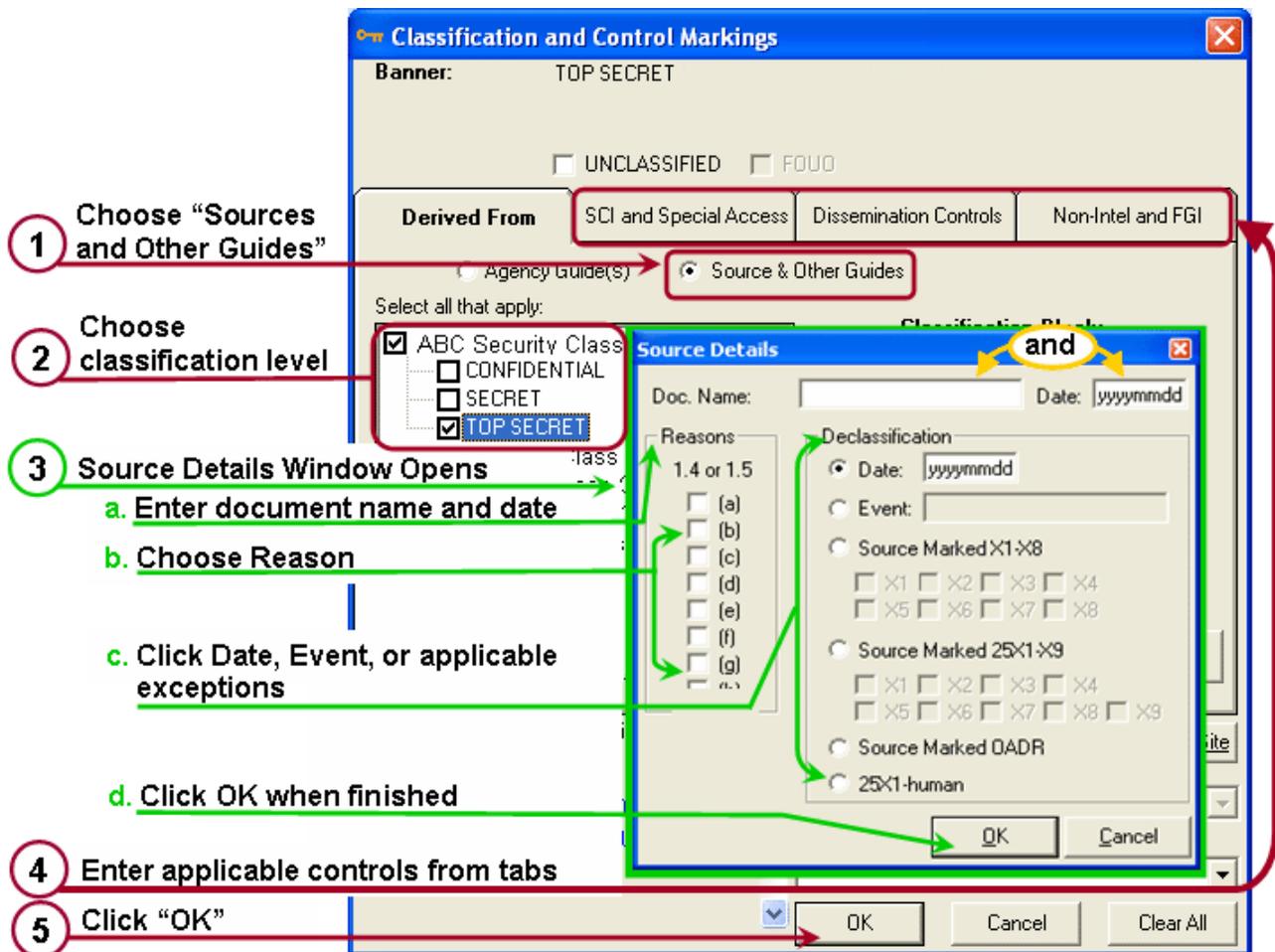


Figure 4-9 Steps to Apply Markings When Using a Source Document

4.6 Marking Unclassified Documents

Launch the CMT and choose the *Unclassified* option. Once this option is selected, control marking options (i.e., *FOUO* - For Official Use Only) are no longer grayed out and available to choose. (See Figure 4-10)

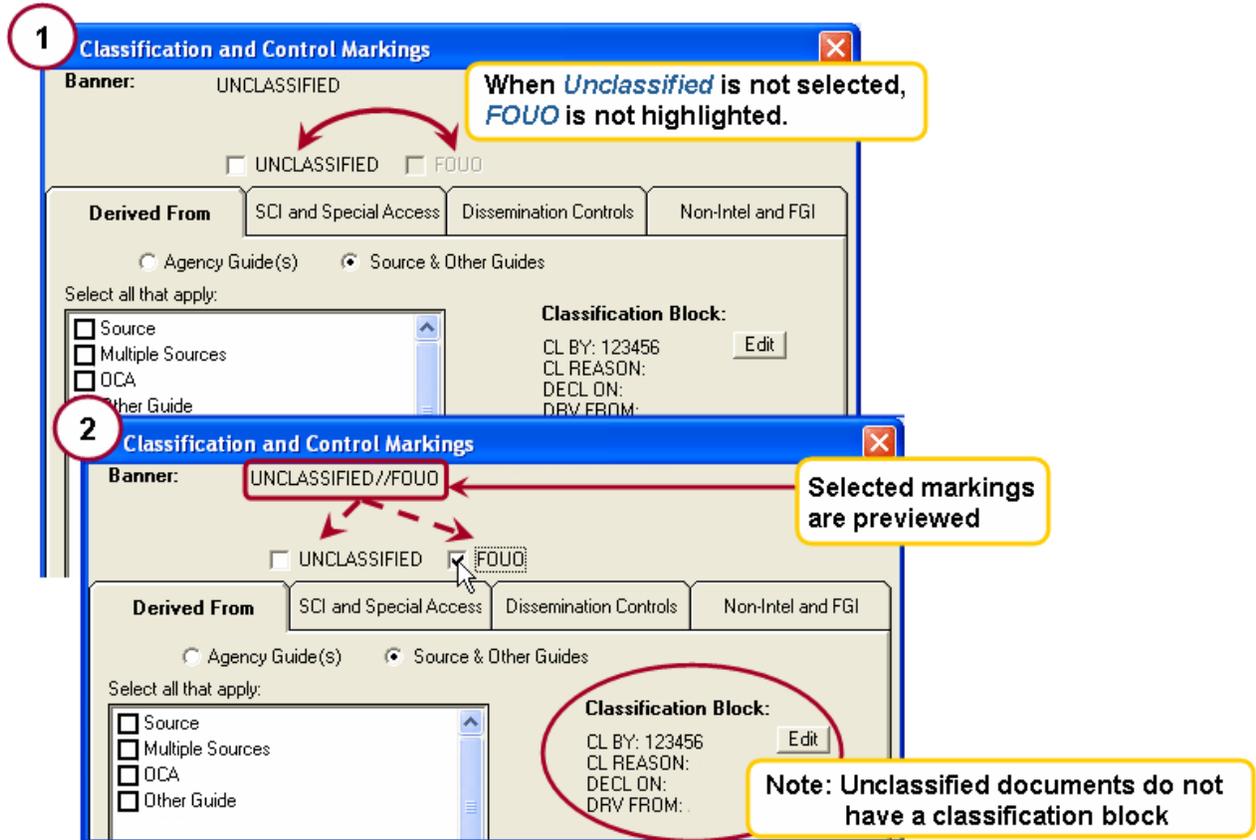


Figure 4-10 Mark a Document as "Unclassified"

Note: If the document is designated as "Unclassified," the Classification Block may be displayed in the Classification and Control Markings window but will not be displayed on your document. The banner preview field will be updated to reflect selection that you make in the CMT.

5 Validate Portion Markings (V-PM)

The V-PM function compares the document's classification banner to the document's aggregate portion marks in order to ensure that minimum banner requirements are met.

V-PM provides the user with a list of discrepancies. The user is then responsible for making any necessary corrections.

Note: The V-PM function is currently only available in MS Word 2003 and Outlook 2003 with Word Editor (all formats).

5.1 Launching V-PM Mode

Click the **V-PM** button, located on the right-hand side of the CMT toolbar to launch the V-PM mode.

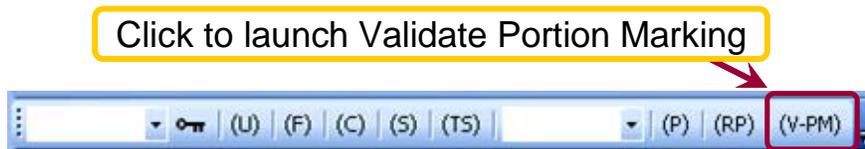


Figure 5-1 Launch V-PM

5.2 Review and Modify Discrepancies

The V-PM mode identifies unmarked paragraphs and unrecognized markings, and provides a list of identified discrepancies.

5.2.1 Unmarked Portion Discrepancy

When an unmarked portion is identified, you have the option to:

- **Skip** (all) *non-marked paragraphs*
OR
- **Create portion mark** for the paragraph identified as missing a mark
OR
- **Ignore** the identified discrepancy.

(See Figure 5-2)

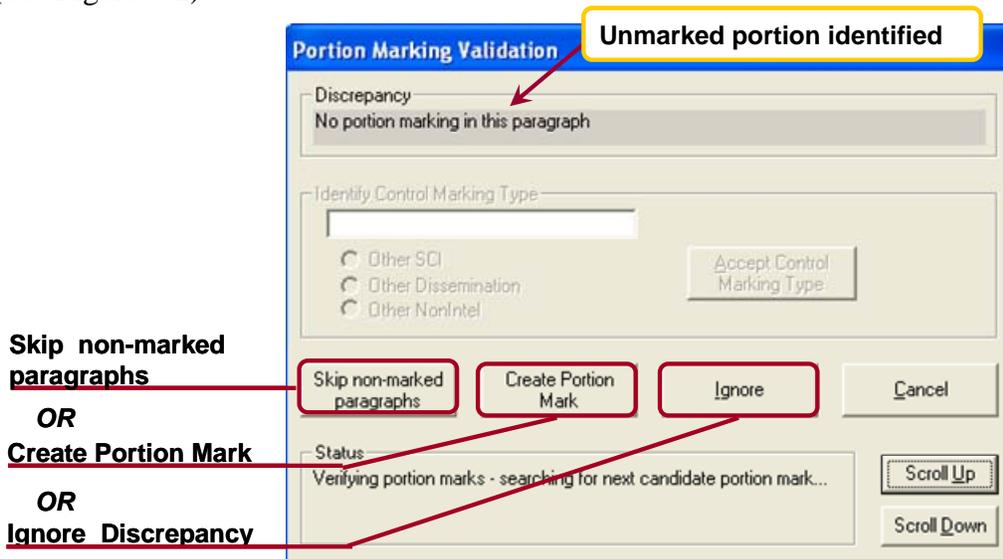


Figure 5-2 User Options for Paragraph with No Portion Marking

After all discrepancies are resolved, a prompt is displayed: "Portion marking validation is complete." Click **OK** and the V-PM mode will close. (See Figure 5-3)

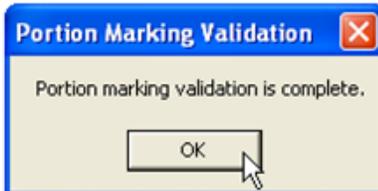


Figure 5-3 V-PM "Complete" Prompt

5.2.2 Invalid Marking Discrepancy

When an Invalid Marking discrepancy is identified by the V-PM, proceed as follows (see Figure 5-4):

- Identify the control marking type and click **Accept Control Marking Type**
OR
- Click **Modify Portion Mark** to open the CMT Portion Marking mode to make needed changes
OR
- Click **Ignore** to skip/override the identified item.

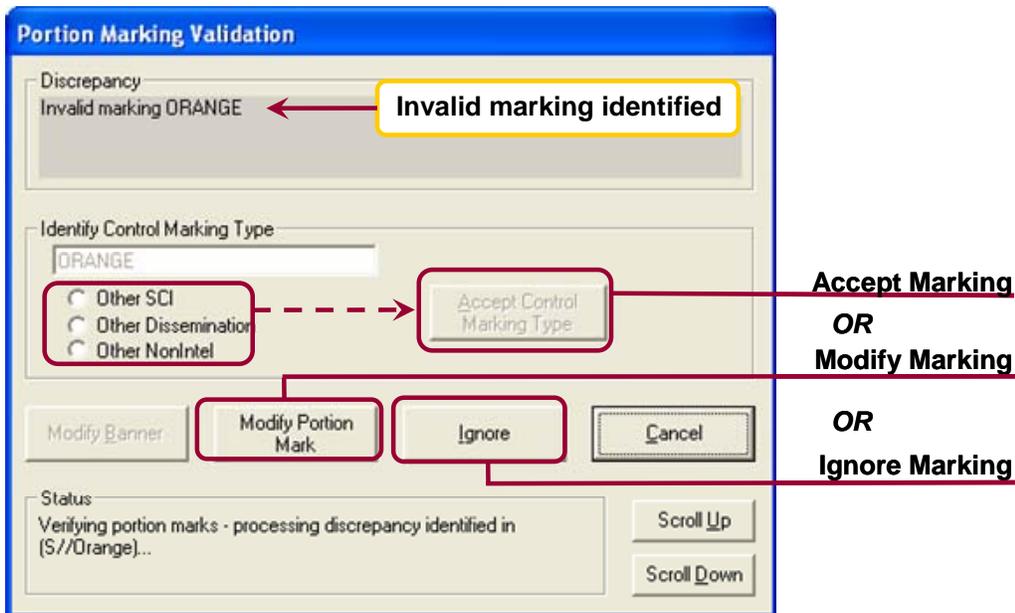


Figure 5-4 V-PM User Options for Portions

After all discrepancies are resolved, a prompt is displayed "V-PM is complete." Click **OK** and the V-PM mode will close. (See Figure 5-5)



Figure 5-5 V-PM "Complete" Prompt

5.2.3 Banner vs. Portion Marking Discrepancy

When a discrepancy between the banner and portion mark(s) within the document is found, proceed as follows to correct the discrepancy:

1. In the Portion Marking Validation discrepancy alert window, click *Modify Banner*. (See Figure 5-6)
2. The CMT Banner mode will be activated and the user can modify the following as needed:
 - Classification level
 - Derivatives and associated source details
 - Control markings
 (See Figure 5-7)
3. When required modifications are completed in the CMT Banner and Block mode, click *OK*. (See Figure 5-7)
4. After all discrepancies are resolved, V-PM is complete and a prompt is displayed, as depicted in Figure 5-8. When the user clicks *OK*, the V-PM mode will close.

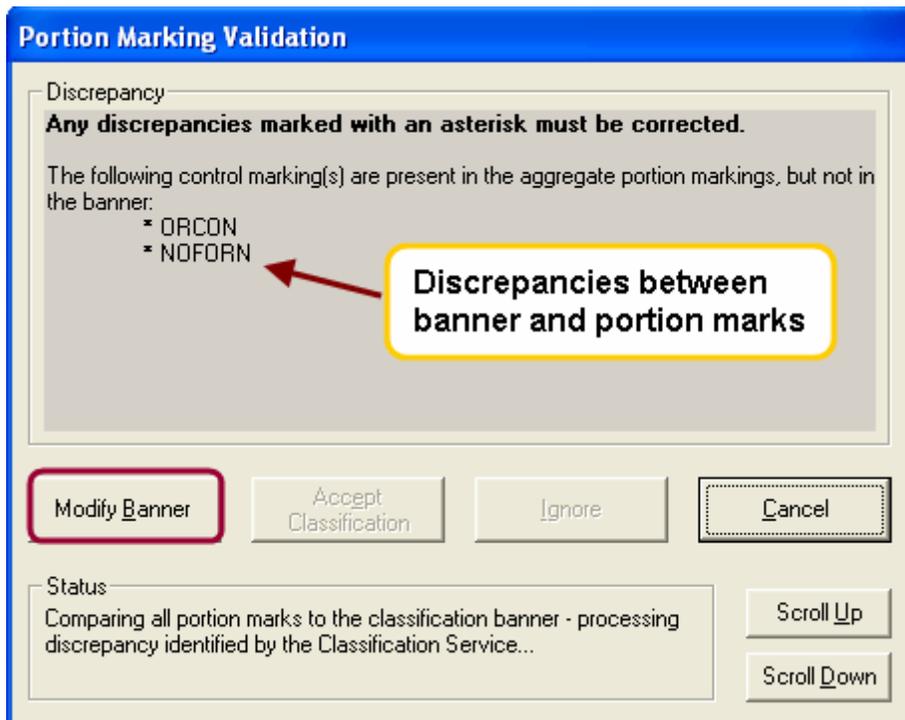


Figure 5-6 V-PM Option for Banner vs. PM Discrepancy

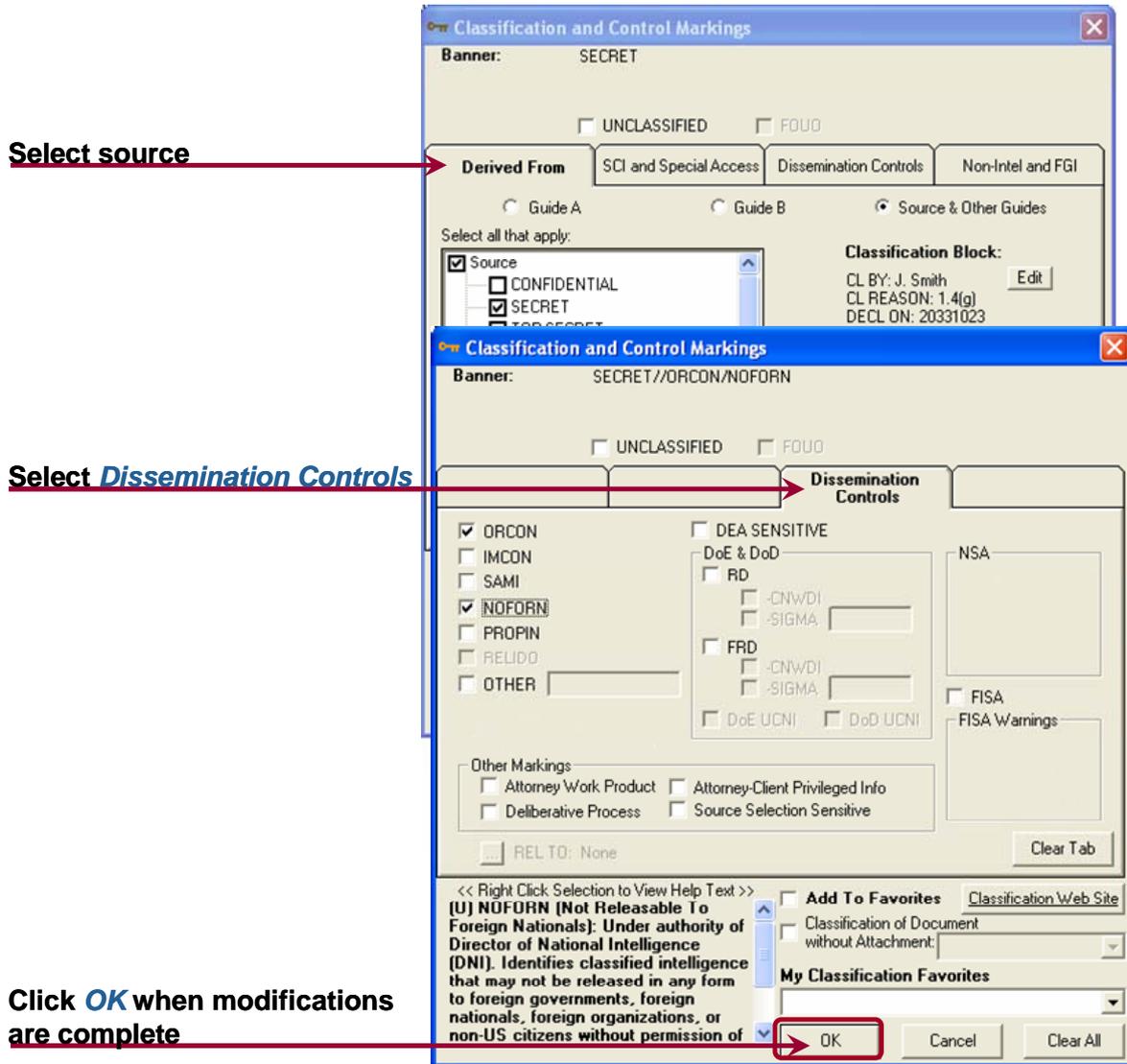


Figure 5-7 Changes Needed to Resolve Banner vs. Portion Marking Discrepancy

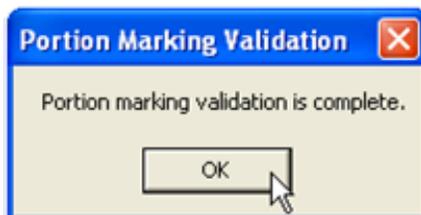


Figure 5-8 V-PM "Complete" Prompt

6 Favorites

The Favorites menu provides the quickest way to apply portion marks and classification markings to a document. *My Classification Favorites* (for Banner and Block mode) and *Portion Marking Favorites* (for Portion Marking mode) each provide a drop-down menu with standard pre-loaded classification markings. Users can add or remove markings from the pre-loaded list.

6.1 Add to Favorites

The process for adding favorites is the same in Portion Marking mode and Banner mode.

Add to the pre-loaded list of favorites using the following steps:

1. Apply classification and control marking to a document using the CMT. (See Sections 4)
2. Click *Add to Favorites* and click *OK*. (See Figure 6-1)
3. A box will appear to allow you to name your favorite. Select a name and click *OK*. (See Figure 6-2)

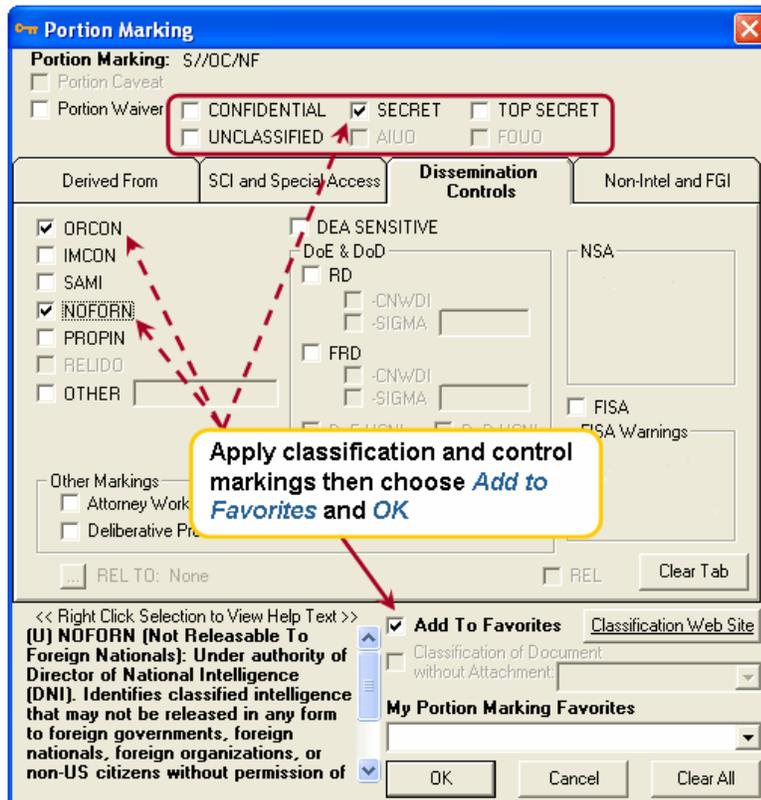


Figure 6-1 Add to Favorites

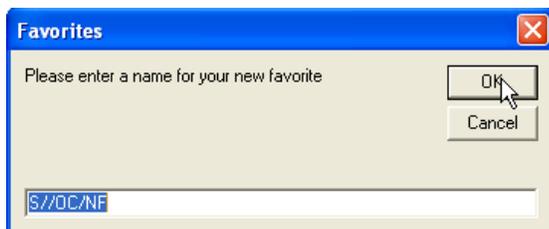


Figure 6-2 Select Name for New Favorite

6.2 Apply a Favorite to Your Document

6.2.1 In MS Office Applications (including Outlook)

Choose one of the drop-down menus on the CMT toolbar to apply a Banner/Header and Block or Portion Marking favorite. (See Figure 6-3)

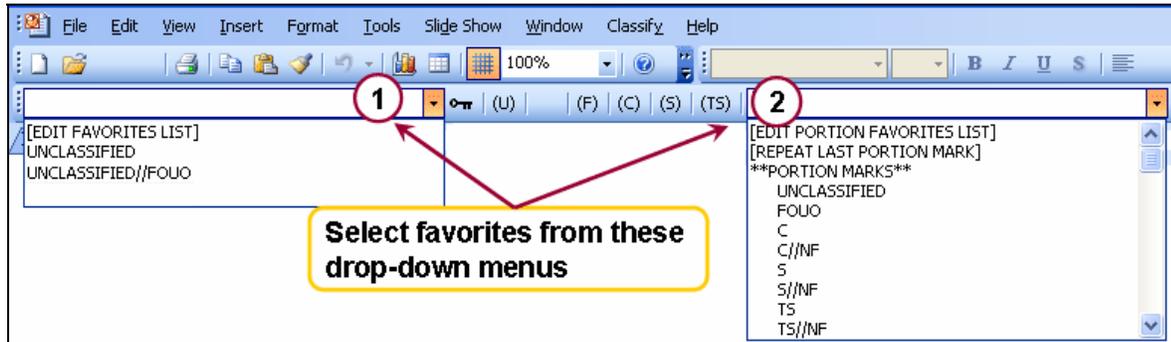


Figure 6-3 Favorites Drop-down Menus

6.2.2 In Lotus Notes

Click the down-arrow to the right of *Classification Favorites* (or Portion Marking Favorites) and select a favorite from the list. (See Figure 6-4)

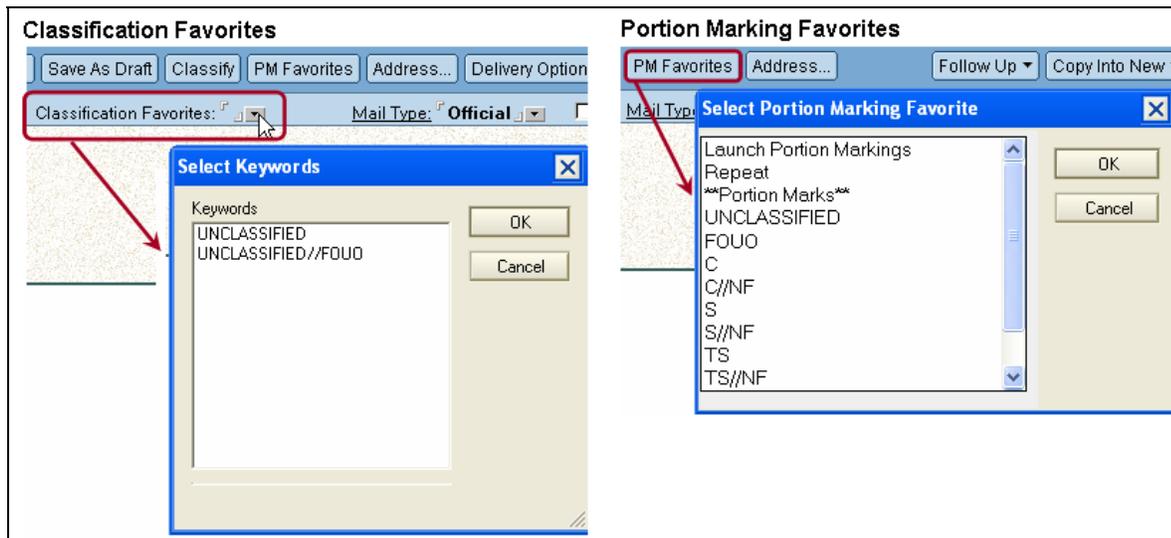


Figure 6-4 Launch Favorites in Lotus Notes

6.3 Delete/Rename a Favorite

The process for deleting or renaming a favorite is as follows:

1. Choose the *Edit Favorites List* (or *Edit Portion Favorites List*) menu item from the *My* (Classification or Portion Marking) *Favorites*.
2. Choose a favorite on the *My Favorite Edit* dialog box.
3. Click the *Delete* or *Rename* button as needed.

(See Figure 6-5)

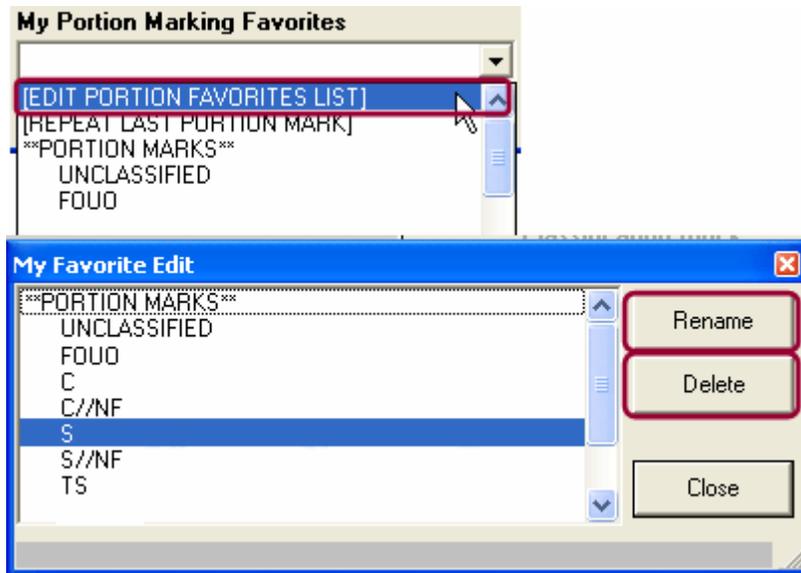


Figure 6-5 Initiate Edit Favorites

If *Rename* is selected, a dialogue box is displayed where you can enter a new "favorite" name. Click *OK* to complete the process. (See Figure 6-6)



Figure 6-6 Rename a Favorite

Appendix – Acronyms

AACG	Agency Automated Classification Guide
C	Confidential
CL BY	Classified By
CL REASON	Classification Reason
CMT-AACG	Classification Management Tool (CMT)
DECL ON	Declassify On
DRV FROM	Derived From
EO	Executive Order
FGI	Foreign Government Information
FOUO	For Official Use Only
ISOO	Information Security Oversight Office
MS	Microsoft Office
OCA	Original Classification Authority
PM	Portion Marking
RP	Repeat Last Portion Mark
S	Secret
SAP	Special Access Program
SCI	Sensitive Compartmented Information
TS	Top Secret
U	Unclassified
V-PM	Validate Portion Markings