

***Special Access Programs:
Markings Short
Student Guide***

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Opening

Hi there! Taylor here, a Top Secret Special Access Program (SAP) document.

Oh no! Here comes Anna. She doesn't have the right access to view my information, and I'm not marked properly. Help me create the right markings so I am protected from unauthorized disclosure!

Please note: as we go through the Short, the markings on Taylor are a representation of markings and will not reflect all necessary markings.

In this Short, you will learn to recognize and apply control markings to DOD SAP information. Please note that all markings seen in this Short are for training purposes only, and do not belong to any real or official document.

SAP Control Marking Requirements

We need to make sure that people like Anna do not accidentally see SAP information.

Other than ensuring that a classified document has an appropriate coversheet, a SAP classified document should be appropriately marked. There are several basic requirements for a classified document, including ones containing SAP information.

First, banner line markings 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.

Next, portion markings show the highest level of classification each portion contains.

Finally, the Classification Authority Block (CAB) documents the authority for the classification determination.

Please note that you should have a basic knowledge of marking requirements before starting this Short. If you need a refresher, refer to the *Marking Syntax* Short.

Banner Line Markings

Look at this! I am missing my banner line markings. Banner line markings are placed at the top and bottom of each page, and must be conspicuous enough to alert anyone handling the document that it contains classified information—in this case, SAP classified information.

In the banner line markings, the classification level must be in all uppercase letters and spelled out in English.

Control markings in the banner lines, including SAP markings, must be in all uppercase letters either spelled out completely in English or utilizing authorized abbreviations in accordance with regulatory guidance or policy.

Banner line markings must follow the hierarchy and order of markings stated in policy.

Banner Line Marking Requirements

Let's look at an example of a SAP document as we go through the requirements.

The first piece of information in the banner line markings is the level of classification spelled out, for example, "TOP SECRET." Next comes the caveat SPECIAL ACCESS REQUIRED or the acronym SAR.

This is followed by the program nickname or codeword, fully spelled out rather than using the shorter program identifier (PID). In this example, the program codeword is "SAMPLE." You must use each program nickname or codeword; however, if there are three or more programs included, use the phrase "MULTIPLE PROGRAMS".

Finally, if a dissemination control is applicable or assigned, such as WAIVED, NOFORN, or REL TO, it appears last in the banner line markings.

Multiple Programs

As we have just discussed, the standard format for a banner line marking is to include the classification level spelled out—for example, TOP SECRET—followed by two slashes.

Next, include the caveat "SPECIAL ACCESS REQUIRED" or "SAR" and the SAP program's nickname or codeword. In this case, the program's codeword is "SWAGGER."

- TOP SECRET//SPECIAL ACCESS REQUIRED-SWAGGER (all markings are for training purposes only)

When creating a banner line marking for two programs, add a single slash, followed by the caveat "SPECIAL ACCESS REQUIRED" or "SAR" and the second program's nickname. In this example, you have the SAP nicknamed "BLUE FROG" followed by the SAP nicknamed MUDDY PATH.

- TOP SECRET//SAR-BLUE FROG/SAR-MUDDY PATH (all markings are for training purposes only)

When there are three or more programs, simply indicate "MULTIPLE PROGRAMS" in place of the program nickname.

- TOP SECRET//SAR-MULTIPLE PROGRAMS (all markings are for training purposes only)

Dissemination Controls

In a banner line marking, if there is a dissemination control, it is placed after the program nickname, separated by two slashes.

An example of a SAP dissemination control marking would be “WAIVED,” signaling that the program is exempted from the normal Congressional reporting requirements by the Secretary of Defense.

Some documents, unclassified or classified, do not contain program specific information, but may require special handling requirements per the security classification guide. In these cases, you will see the dissemination control HVSACO indicating that the document warrants handling only within SAP channels.

Banner Line Markings Activity

Which banner line marking is properly constructed?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- SPECIAL ACCESS REQUIRED//TOP SECRET-FICTITIOUS EFFORT//WAIVED
- TOP SECRET//SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT//WAIVED
- WAIVED//TOP SECRET//SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT
- SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT//TOP SECRET//WAIVED

Portion Markings

Phew! Now that I have my banner line markings, I am one step closer to being protected from unauthorized disclosure. But how can anyone know what information in my document needs to be protected? I am missing portion markings, which identify classification levels of individual sections of a document.

Let’s take a look at that same example we saw earlier to examine portion markings.

For SAP documents, portion markings that include SAP information must include “SAR” followed by the PID, for example “SAM” for a Sample SAP program.

If multiple programs are used, list the PIDs alphabetically, separated by a single slash.

Any dissemination controls that apply, such as “waived,” will be included in the applicable portion markings.

Multiple Programs

A portion marking contains the symbol—that is, “TS” for Top Secret, “S” for Secret, or “C” for Confidential—for the classification level, followed by two slashes.

Next comes the caveat “SAR” and the PID, such as “SGR.”

- TS//SAR-SGR

If you have two or more programs, each is separated by a single slash, followed by “SAR” and the PID. Each program is listed alphabetically.

In this example, we have two programs: Blue Frog, PID BFG, followed by Muddy Path, PID MDP.

- TS//SAR-BFG/SAR-MDP

In the example with three programs, the PIDS are listed alphabetically: BP, then STK, and finally TG.

- TS//SAR-BP/SAR-STK/SAR-TG

Dissemination Controls

Let’s review a couple examples of portion markings with dissemination controls.

- TS//SAR-TB//WAIVED
- TS//SAR-DGR//WAIVED

In both examples, there are portion markings followed by two slashes and the dissemination control “WAIVED,” which alerts the reader that the information contained in that portion is exempted from Congressional reporting requirements.

Portion Marking Activity

Which document contains the correct portion markings?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
(All markings are for training purposes only)
- (TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
(All markings are for training purposes only)
- (TS//SAR Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (TS//SAR-Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
 (TS//SAR-Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
(All markings are for training purposes only)

Help

Classification	Symbol
Confidential	C
Secret	S
Top Secret	TS

Classification Authority Block

Thank you so much for helping me create those portion markings. It is good to know that readers can identify SAP information quickly within a document. But there's one other thing I'm missing. Where's my CAB?

Let's go back to the sample document.

In the CAB, the Classified By line indicates who classified the document.

You will see a "Derived from:" line if the information was derivatively classified. This line lists the source from which the information was derived. If information was derived from more than one security classification guide, or source document, or combination of these, this line will state MULTIPLE SOURCES. Then, the multiple sources will be listed at the end of the document.

The declassification information identifies when a document is subject to declassification. While most documents are subject to automatic declassification after 25 years, SAPs are granted a File Series Exemption, or FSE, wherein records related to DOD SAPs are exempted from automatic declassification for 50 years from Original Classification Authority, or OCA, determination. Per the FSE, SAP documents dated prior to January 1, 1982, will be declassified on December 31, 2031.

CAB Activity

I have assembled the following information for my CAB. Can you tell me what date I need to declassify on?

Classified by: John C. Doe, Director

Derived from: Multiple Sources

Downgrade to: SECRET on [DATE]

Declassify on: ?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- 20XX1231 (10 years from OCA classification)
- 20XX1231 (25 years from OCA classification)
- 20XX1231(50 years from OCA classification)
- 20311231

Marking SAP Information in Emails and PowerPoints

Thank you for helping me create all of my required markings. I feel so much better knowing I am less likely to fall into the wrong hands.

Before we go, I want to talk about another important matter. In today's era, my information is likely to be sent electronically via email or presented via PowerPoint. I want to be sure my information is protected in those instances, as well.

Email Marking Requirements

If you're sending SAP information via email, keep in mind the following requirements.

If you are transmitting email on or preparing emails for transmission on classified systems or networks, display the banner line markings at the top and bottom of the body of each message.

Employ portion markings in each portion within the body of the email.

The subject line portion marking reflects the classification of the subject line, rather than the overall classification of the document.

Be sure to include a CAB after the signature block within the email.

Finally, remember, when forwarding or replying to an email, ensure the markings used reflect classification markings for all content presented.

PowerPoint Requirements

If you include SAP information in a PowerPoint presentation, here's what you need to know.

There are portion marking requirements for the title slide, remaining slides, and complex slides.

Title Slide

The title slide of a PowerPoint presentation must include banner line markings in the header and the footer. These markings reflect the overall classification of the presentation.

The CAB should be placed on the first or last slide, with the preferred method being the first. If content is derived from multiple sources, list those either on the first or last slide.

Remaining Slides

All remaining slides in a presentation must have banner line markings that reflect the classification of the slide or of the overall classification.

Include portion markings on bullets, captions, titles, and embedded charts, graphs, or figures.

Complex Slides

For complex slides where portion marking each individual item would detract from the slide, follow these guidelines.

When all portions are classified the same level, mark only the overall classification of the slide.

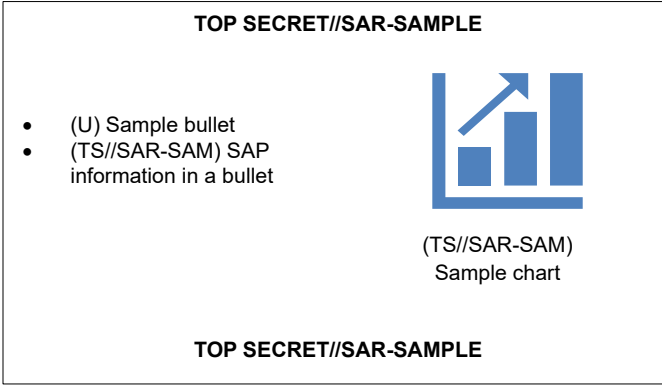
When a majority of the portions are unclassified, mark the overall classification of the slide, indicate “All portions are UNCLASSIFIED unless otherwise marked,” and portion mark only the classified portions.

When a majority of the portions are classified, mark the overall classification of the slide, indicate “All portions are classified [CLASSIFICATION LEVEL] unless otherwise marked,” and portion mark the exceptions.

PowerPoint Marking Activity

Which PowerPoint slide is properly marked?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.



TOP SECRET

(U) Example PowerPoint Title Slide

Classified by: John C. Doe, Director


Derived from: Title, date

Declassify on: 20XX1231

TOP SECRET//SAR-SAMPLE

TOP SECRET//SAR-SAMPLE

- (U) Sample bullet
- (TS//SAR-SAM) SAP information in a bullet



TOP SECRET//SAR-SAMPLE

Email Marking Activity

Which markings should be included when sending an email?

Select all that apply. Check your answers in the Answer Key at the end of this Student Guide.

- (TS//SAR-SAM) Unclassified email subject line
- TOP SECRET//SAR-SAMPLE banner line markings
- (TS//SAR-SAM) Portion advising that the PowerPoint attached contains information from a SAP
- Classification Authority Block after subject line

Conclusion

Congratulations! You have completed the *Special Access Programs: Marking Short*.

You have now learned about all of the markings required to protect SAP information like mine.

Oh look! Here comes Anna again. Thanks to you, I now have all the proper markings to let her know I contain SAP information. I've got my proper banner line markings, portion markings, and a completed CAB. Even if I were to be sent via email or disseminated via

PowerPoint, everyone who sees me will know that they must have special access to view my information.

As you continue in your duties, be sure to keep these required markings in mind.

You should now be able to recognize and apply control markings to DOD SAP information.

Appendix A: Answer Key

Banner Line Markings Activity

Which banner line marking is properly constructed?

- SPECIAL ACCESS REQUIRED//TOP SECRET-FICTITIOUS EFFORT//WAIVED
- TOP SECRET//SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT//WAIVED
- WAIVED//TOP SECRET//SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT
- SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT//TOP SECRET//WAIVED

Feedback: Taylor is a TOP SECRET SAP document for the program nicknamed FICTITIOUS EFFORT, which is exempted from normal Congressional reporting requirements. Thus, the correct banner line marking is TOP SECRET//SPECIAL ACCESS REQUIRED-FICTITIOUS EFFORT//WAIVED.

Portion Marking Activity

Which document contains the correct portion markings?

- (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
- (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
- (S/SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."
- (All markings are for training purposes only)**

(TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(TS//SAR-FIC) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(All markings are for training purposes only)

(correct response)

(TS//SAR Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(TS//SAR-Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(TS//SAR-Fictitious Effort) This portion contains Top Secret SAP information for the FICTITIOUS EFFORT program, PID "FIC."

(All markings are for training purposes only)

Feedback: Each portion of the document contains Top Secret information for the SAP program "Fictitious Effort." The Program ID for this program is "FIC," so the portion marking should be written as "TS//SAR-FIC."

CAB Activity

I have assembled the following information for my CAB. Can you tell me what date I need to declassify on?

Classified by: John C. Doe, Director

Derived from: Multiple Sources

Downgrade to: SECRET on [DATE]

Declassify on: ?

- 20XX1231 (10 years from OCA classification)
- 20XX1231 (25 years from OCA classification)
- 20XX1231(50 years from OCA classification) (correct response)
- 20311231


Feedback: SAP documents are eligible for an FSE, making the declassification date December 31, 50 years after the OCA classification.

PowerPoint Marking Activity

Which PowerPoint slide is properly marked?

- TOP SECRET//SAR-SAMPLE**

- (U) Sample bullet
 - (TS//SAR-SAM) SAP information in a bullet



(TS//SAR-SAM) Sample chart

TOP SECRET//SAR-SAMPLE

(correct response)
- TOP SECRET**

(U) Example PowerPoint Title Slide


Classified by: John C. Doe, Director

Derived from: Title, date

Declassify on: 20XX1231

TOP SECRET//SAR-SAMPLE
- TOP SECRET//SAR-SAMPLE**

- (U) Sample bullet
 - (TS//SAR-SAM) SAP information in a bullet



TOP SECRET//SAR-SAMPLE

Feedback: PowerPoint slides must mark either the overall classification or the classification of the slide content. Additionally, each portion of the slide should be properly marked. The first or last slide should contain a Classification Authority Block.

Email Marking Activity

Which markings should be included when sending an email?

- (TS//SAR-SAM) Unclassified email subject line
- TOP SECRET//SAR-SAMPLE banner line markings (correct response)
- (TS//SAR-SAM) Portion advising that the PowerPoint attached contains information from a SAP (correct response)
- Classification Authority Block after subject line (correct response)

Feedback: Properly marked emails contain banner line markings at the top and bottom, portion markings within the body that reflect the classification level of the portion, and a Classification Authority Block. Additionally, the subject line should have a portion marking that reflects the classification of the subject line.