Introduction

This guide gives Department of Defense (DoD) staff and contractors an overview of the kinds of marking required to protect classified and controlled unclassified information (CUI). 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.

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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

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.
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 (as 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.
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.

Classification Authority Block

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

October 15, 2011
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.
MEMORANDUM FOR USD(P)

SUBJECT: (U) Classification Authority Block

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: 20141231
“Declassify on” Line

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.

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 document.

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 document.

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 25 years from the date of the document.

Note: The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. For more information, see 25X1 – 25X9 on the “Declassify on” Line on page 13.

Exceptions to this sequence: Should the information 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.
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.

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.

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.

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

SECRET

September 1, 2012

(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: 20151231

SECRET

Derivative Document

SECRET

October 15, 2013

(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 20120901
Declassify on: 20151231
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 are added to the classification authority block as 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 authorized classification guidance used.

Classified by: Name and position or identifier

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

Declassify on: 20110609
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: 50X1-HUM

“The marking “50X1-HUM” replaces “25X1-Human” which is no longer an authorized declassification instruction. As stated in section 1.5(d) of E.O. 13526, no information may remain classified indefinitely; therefore, information marked as “25X1-Human” will be subject to automatic declassification. Since the “25X1-Human” marking will continue to be found on originally and derivatively classified documents for many years, it will be treated as having the same classification duration as “50X1-HUM,” and that information is not subject to automatic declassification for up to 75 years.”

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.
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.

SECRET

SECRET

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.
Marking Classified Information

“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.

(S)__________________
___________________
 Classified by: Mary Poppins
 Analyst USD(P)
 Reason: Foreign Relations
 Declassify on: 20210319

(C)__________________
___________________
 Classified by: SECDEF
 Reason: 1.4(a)
 Declassify on: 20190501

(U)__________________
___________________
 Classified by: Paul James,
 Director
 Derived From: Multiple
 Sources
 Declassify on: 20210319

“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.”
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.

“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.

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.

**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.”
Marking Classified Information

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.

**Classified Markings for Emails**

(U) Test Message-Message (Rich Text)

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 the 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 20120201
Declassify on: 20181213

SECRET//NOFORN

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All classification markings within this publication are unclassified and are for illustrative purposes only.
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.
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 the overall classification level and “REL TO USA and the applicable country trigraph(s) and/or international organization or multinational forces tetrグラフ” on the document’s banner line.

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 1 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 markings 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.
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, 2012

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, 2012

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, both warning notices are required. No declassification instructions are used *.

Albert Strangelove
USD(I)

RESTRICTED DATA
Critical Nuclear Weapon Design Information
DoD Directive 5210.2 Applies
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.

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 Instruction 5210.02 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 on the “Declassify On” line “N/A to RD/FRD portions” and “See source list for NSI portions.”
Section 6 - Special Access Programs

Special Access Programs (SAPs) are established in accordance with DoD Directive 5205.07, Special Access Program (SAP) Policy. 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.

Hard copy documents containing Top Secret SAP information shall include in the lower right corner of each accountable page the following: the assigned document control number (DCN), page number and total page count, and the copy number and total copies made.

SAPs established pursuant to DoD Directive 5205.07 have been granted a File Exemption Series (FSE) in accordance with the Assistant to the President for National Security Affairs Memorandum, dated March 30, 2005. The memorandum exempts the file series of records related to DoD SAPs from automatic declassification at 25 years. SAP documents, dated prior to January 1, 1982, shall be declassified on December 31, 2021. SAP documents dated after January 1, 1982, shall be declassified on December 31 of the 40th year after the date of the document, unless it is reviewed and submitted for another extension.

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. For more information on marking SAP documents, consult DoD Manual 5205.07, Vol. 4, Special Access Program Security Manual: Marking and the CDSE Special Access Programs (SAP) Markings Short.

**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 SPECIAL ACCESS REQUIRED or SAR, 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 SAR acronym and SAP digraph.
A SAP digraph or trigraph is a two or three 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, SPECIAL ACCESS REQUIRED or SAR, 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 SAR acronym and SAP digraph or trigraph.
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 CAPCO Register and Manual for guidance on marking and dissemination of classified and unclassified intelligence information.

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

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

<table>
<thead>
<tr>
<th>Designation</th>
<th>Abbreviation</th>
<th>Digraph</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR</strong></td>
<td>ORCON</td>
<td>OC</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROPRIETARY INFORMATION INVOLVED</strong></td>
<td>PROPIN</td>
<td>PR</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOT RELEASABLE TO FOREIGN NATIONALS</strong></td>
<td>NOFORN</td>
<td>NF</td>
</tr>
<tr>
<td>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. NOFORN may also be applied when warranted to unclassified intelligence that has been properly determined to be categorized as Controlled Unclassified Information (CUI) consistent with ICD 710.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AUTHORIZED FOR RELEASE TO (name of country(ies)/international organization)</strong></td>
<td>REL TO</td>
<td></td>
</tr>
<tr>
<td>Within the DoD, the REL TO control marking is authorized for use on ALL classified defense information. 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. REL TO shall not be used with NOFORN or EYES ONLY in the banner line. REL TO may also be applied when warranted to unclassified intelligence that has been properly determined to be categorized as Controlled Unclassified Information (CUI) consistent with ICD 710.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONTROLLED IMAGERY</strong></td>
<td>IMCON</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 8 - Controlled Unclassified Information (CUI)

CUI is unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and Government-wide policies.

It is important to note classified documents containing CUI do not include CUI in the overall classification banner since the document’s overall classification adequately protects it. However, portions or pages of a classified document that contain only CUI will be marked in a manner that identifies the CUI content.

Refer to DoDM 5200.01, Vol. 2 and Vol. 4 for additional information.
Section 9 - 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.

(Note: “CONFIDENTIAL” is not part of the Classification Authority Block)
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

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

Classified By: John Smith, Dir, ABC Agency
Derived from: ABC Memo, 20080101
Subj: Pictures
Declassify on: 20230101

SECRET
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.).
**Distribution Statements & Their Corresponding Reasons for Use**


<table>
<thead>
<tr>
<th>DISTRIBUTION</th>
<th>Reason Description</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Approved for public release: distribution unlimited.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>B</td>
<td>Distribution authorized to U.S. Government Agencies (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>C</td>
<td>Distribution authorized to U.S. Government Agencies and their contractors (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).</td>
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<td>X</td>
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<tr>
<td>D</td>
<td>Distribution authorized to Department of Defense and U.S. DoD contractors only (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).</td>
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<tr>
<td>E</td>
<td>Distribution authorized to DoD components only (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).</td>
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<tr>
<td>F</td>
<td>Further dissemination only as directed by (controlling office) (date of determination) or higher DoD authority.</td>
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</tbody>
</table>

**Reasons**

- **Public Release.**
- **Administrative or Operational Use.** To protect technical or operational data or information from automatic dissemination under the international exchange program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.
- **Contractor Performance Evaluation.** To protect information in management reviews, records of contractor performance evaluation, or other advisory documents evaluating programs of contractors.
- **Critical Technology.** To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified. When unclassified, technology is export controlled.
- **Direct Military Support.** The document contains export-controlled technical data of such military significance that release for purposes other than direct support may jeopardize an important technological or operational US military advantage. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25
- **Export Controlled.** To protect information subject to the provisions of Reference (d). Distribution “X” is superseded by issuance of this Instruction. Subsequent dissemination of formerly Distribution X documents shall display Distribution Statement C, with export control as the reason and shall be marked as directed in paragraph 8.a of Enclosure 3, unless changed by the controlling DoD office.
- **Foreign Government Information.** To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R.
- **Operations Security.** To protect information and technical data that may be observed by adversary intelligence systems and to determine what indicators hostile intelligence systems may obtain that could be interpreted or assembled to derive critical information in time to be useful to adversaries.
- **Premature Dissemination.** To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.
- **Proprietary Information.** To protect information not owned by the U.S. Government and protected by a contractor’s “limited rights” statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government.
- **Software Documentation.** Releasable only in accordance with the software license in subpart 227.72 of the DFARS.
- **Test & Evaluation.** To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer.
- **Specific Authority.** To protect information not specifically included in the above reasons and discussions but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD-component regulatory documents. When filling in the reason cite "Specific Authority (identification of valid documented authority)."
- **Vulnerability Information.** To protect information and technical data that provides insight into vulnerabilities of U.S. critical infrastructure, including DoD warfighting capabilities vital to National Security that are otherwise not publicly available.

*Jan 2016*
Building Compliant Distribution Statements


Paragraph 1a. Requires: “The wording of the distribution statements specified by this Instruction may **not** be modified to accommodate additional distribution, such as distribution to foreign governments. Such release is outside the scope of secondary DoD distribution.” Other markings may be also used.

Paragraph 1b. Shows the format: Distribution Statements B, C, D, and E are expressed in a **standard format** comprising **four components** presented in the **following order**:

1. Authorized Audience or **Who Can Access**
2. Reason for Control or **Why/Reason***
3. **Date of Determination**
4. Controlling Office or **Releasing Authority**

*More than one reason may apply and may be used in a distribution statement.

Anatomy of a Distribution Statement

DISTRIBUTION STATEMENT B. Distribution authorized to **U.S. Government agencies only**;

2. **Proprietary Information** †; 15 Apr 05. Other requests for this document shall be referred to **AFRL/VSSE, 3550 Aberdeen Ave. SE, Kirtland AFB, NM 87117-5776**.

4. • Use listed distribution reasons **as written**
   • Use **complete mailing address** for the **releasing authority** (including office symbols)

† For Export Controlled Information: Include “**Export Control**” as a reason

DISTRIBUTION STATEMENT B. Distribution Authorized to U.S. Government Agencies only; Proprietary Information; **Export Control**; March 2013. Other requests for this document shall be referred to AFRL/RITF, Rome, NY 13441-4505.

If in doubt as to which distribution statement to apply, consult your contract/grant technical monitor. All other information email **AQ@dtic.mil** or telephone, 1-800-225-3842 (menu selection 6).
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”

2. National Archives and Records Administration Implementing Directive No. 1 to Executive Order 13526


4. DoD Instruction 5210.2, “Access to and Dissemination of Restricted Data”

5. DoD Instruction 5230.24, “Distribution Statements on Technical Documents”


11. Atomic Energy Act of 1954, As Amended

12. 10 C.F.R., Part 1045, Nuclear Classification and Declassification

