

Student Guide

Derivative Classification Refresher

Course Overview

Course Introduction

Definitions

Welcome to the Derivative Classification Refresher course! In this course, you will review your understanding of derivative classification by completing a series of scenarios that all take place in a typical office.

Before you begin, remember, derivative classification takes place any time you create a new material based on existing classified information. When this happens, the newly created documents must carry forward all the relevant classification markings that were present on the original.

Anyone who applies derivative classification to documents is a derivative classifier. As a derivative classifier, you must maintain the protection and integrity of the classified information, you must understand the information's subject matter, as well as classification management and marking techniques, and, finally, you must observe and respect the classification determinations made by the Original Classification Authority (OCA.)

Training Requirements

In order to continue to derivatively classify information, you must refresh your training at least once every two years. This course will meet this requirement for refresher training, and will cover these topics:

- Avoidance of over-classification
- Principles of derivative classification
- Classification prohibitions and limitations
- Classification levels
- Security classification guidance
- Identification and markings
- Information sharing
- Duration of classification
- Classification challenges
- Security incidents and sanctions

If you would like additional information, please see the web-based training courses “Derivative Classification” and “Marking Classified Information,” both available through CDSE’s Security, Training, Education and Professionalization Portal (STEPP).

Course Objectives

To successfully complete this course, you will need to demonstrate your ability to carry out the activities listed in the course objectives. Please take a moment to review them.

- Identify the responsibilities and general principles associated with derivatively classifying information
- Apply appropriate processes and methods to derivatively classify information, including the appropriate use of security classification guidance and the appropriate application of required markings
- Identify derivative classification process details, including the process for classification challenges, security incidents, and sanctions

Student Guide

Derivative Classification Refresher

Lesson 1: General Principles of Derivative Classification

Prohibitions and Limitations

Email Notification

You just received an email. It looks like it's from Anne Brown, your supervisor.

To: The team
From: Anne Brown
Subject: (U) Training Video: Prohibitions and Limitations
UNCLASSIFIED
(U) Hello Team,
(U) Take a look at this training video. It provides a good short summary of prohibitions and limitations on your derivative classification authority.
Thanks,
Anne
UNCLASSIFIED

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It looks like your supervisor sent you a training video on Prohibitions and Limitations of Derivative Classification.

Training Video Narrator:

As a derivative classifier, please remember - information is only classified in order to protect national security. If information does not require protection in the interest of national security, then you must not prevent or delay its release. You must never use classification to conceal an administrative error, inefficiency, or violation of the law. Classification cannot be used to prevent embarrassment to a person, organization, or agency. And classification may never be used to restrain competition. None of these provide sufficient reason to classify information, maintain information as classified, or prevent the declassification of information.

General Derivative Classification

Email Notification

You just received another email from your supervisor.

To: You

From: Anne Brown

Subject: (U) Help for Peter

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(U) Hi there,

(U) I know you're busy, but our new employee, Peter Montvale, just sent me a bunch of questions about derivative classification. Unfortunately, I'll be in meetings all day long and won't have time to help him.

(U) Could you please give him a call (x4312) and answer any questions he has?

Thanks,

Anne

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It looks like your supervisor needs you to help get your coworker Peter up to speed. Let's give Peter a call.

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Call from Peter

Peter: Hi, this is Peter! I'm so glad you called – I've just started this project. It'll require me to do some derivative classification, and I want to make sure I understand the principles!

First, I have a question about the Classification Levels. I know there are Confidential, Secret, and Top Secret, but can you remind me what those designations actually mean?

Hints

If you need help with the following series of questions, refer to the Hints table below.

Hints

Classification Levels

- Three levels defined by E.O. 13526
- For each level, the Original Classification Authority (OCA) should be able to identify or describe the threat to national security.
 - *Top Secret:*
Unauthorized disclosure of this information could cause exceptionally grave damage to the national security.
 - *Secret:*
Unauthorized disclosure of this information could cause serious damage to the national security.
 - *Confidential:*
Unauthorized disclosure of this information could cause damage to the national security.
- If the OCA has significant doubts about the appropriate level of classification, he or she should classify the information at the lower level
- Periodic reviews of classified documentation determine if the level of classification should be maintained, upgraded, downgraded, or declassified.

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Classification Levels: Question 1

Peter asked you about classification levels. How would you best define each classification level?

- The designations align with how long the information will remain classified: Confidential is classified for the least amount of time and Top Secret for the longest amount of time.
- The designations align with how much damage you could reasonably expect unauthorized disclosure to cause to national security: Unauthorized disclosure of Confidential information could cause damage, Secret could cause serious damage, and Top Secret could cause exceptionally grave damage.
- The designations align with the type of information classified.

Do not proceed to the next page until you select your response.

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Classification Levels: Question 1 Answer

Correct Response: The designations align with how much damage you could reasonably expect unauthorized disclosure to cause to national security:

Unauthorized disclosure of Confidential information could cause damage, Secret could cause serious damage, and Top Secret could cause exceptionally grave damage.

Classification Levels: Question 2

Who decides which classification level applies?

- Anyone using the information must consider the level of damage that would be expected if the information were released. He or she should apply the appropriate classification level.
- The Original Classification Authority (OCA) must consider the level of damage that would be expected if the information were released and apply the appropriate classification level.

Do not proceed to the next page until you select your response.

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Classification Levels: Question 2 Answer

Correct Response: The Original Classification Authority (OCA) must consider the level of damage that would be expected if the information were released and apply the appropriate classification level.

Classification Levels: Question 3

When in doubt about a classification level, what will the Original Classification Authority (OCA) do?

- If there is significant doubt, the OCA will classify information at the higher level.
- If there is significant doubt, the OCA will classify information at the lower level.
- The OCA should never classify information if there is any uncertainty.

Do not proceed to the next page until you select your response.

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Classification Levels: Question 3 Answer

Correct Response: If there is significant doubt, the OCA will classify information at the lower level.

Classification Levels: Question 4

Will the classification level ever change?

- No. Once classified, the information will retain that classification level indefinitely.
- Yes. Classified information is reviewed periodically to determine if the level of classification should be maintained, upgraded, downgraded, or declassified.

Do not proceed to the next page until you select your response.

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Classification Levels: Question 4 Answer

Correct Response: Yes. Classified information is reviewed periodically to determine if the level of classification should be maintained, upgraded, downgraded, or declassified.

General Derivative Classification

Phone Call from Peter

Peter. Thanks! I think you've answered all of my questions about classification levels. But I have some questions about general derivative classification as well, if you don't mind answering a few more. As derivative classifiers, what references should we use to determine the right classification level?

Hints

If you need help with the following series of questions, refer to the Hints table below.

Hints

Principles of Derivative Classification

- Authorized sources of classification guidance:
 - Security classification guides
 - Properly marked source documents
 - Department of Defense (DD) Form 254
- Prohibited sources of classification guidance:
 - Memory
 - "General rules" about the classification of broad classes of information
- General derivative classification guidelines:
 - Observe and respect the OCA's classification determinations
 - Identify yourself by name and position (or personal identifier)
 - Apply standard markings
 - Use caution when paraphrasing or restating information
 - Take appropriate and reasonable steps to resolve doubts or apparent conflicts about the classification, level of classification, and duration of classification of information

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General Principles: Question 1

Peter has asked about references. Which of the following are authorized sources of classification guidance?

- Security classification guides
- Advice from knowledgeable coworkers
- Properly marked source documents
- DD Form 254 (for contractors)
- General rules about the class of information

Do not proceed to the next page until you select your response(s).

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General Principles: Question 1 Answer

Correct Response: Security classification guides, Properly marked source documents, and DD Form 254 (for contractors)

General Principles: Question 2

Can Peter change the OCA's determination if he disagrees with it?

- No. Derivative classifiers must respect the determinations made by the OCA.
- Yes. Peter can change the determination as long as he identifies himself by name and position on the document.

Do not proceed to the next page until you select your response.

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General Principles: Question 2 Answer

Correct Response: No. Derivative classifiers must respect the determinations made by the OCA.

General Principles: Question 3

Do original markings still apply to information that has been paraphrased or restated?

- No. Derivative classifiers must never paraphrase or restate information.
- Yes. The original markings apply, although derivative classifiers should use caution when paraphrasing or restating information.

Do not proceed to the next page until you select your response.

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General Principles: Question 3 Answer

Correct Response: The original markings apply, although derivative classifiers should use caution when paraphrasing or restating information as it may change the need for or level of classification.

Prohibitions and Limitations

Call from Peter

Peter: I just have one more question for now. I saw our supervisor's email this morning about prohibitions and limitations, but I'm still a little confused. I thought one of the key reasons for classification was to prevent competing companies from accessing the information.

Hints

If you need help with the following question, refer to the Hints table below.

Hints

Prohibitions and Limitations of Derivative Classification

- Information cannot be classified, maintained as classified, or fail to be declassified in order to:
 - Conceal violations of law, inefficiency, or administrative error
 - Prevent embarrassment to a person, organization, or agency
 - Restrain competition
 - Prevent or delay the release of information that does not require protection in the interest of national security

Prohibitions and Limitations: Question 1

Can information be classified in order to restrain competition?

- Yes. As long as it's proprietary, you may classify information to prevent competing companies from accessing it.
- No. Information may only be classified in order to protect the national security.

Do not proceed to the next page until you select your response.

Prohibitions and Limitations: Question 1 Answer

Correct Response: No. Information may only be classified in order to protect the national security.

How Did You Do?

Consider how you did on the questions in this lesson. If you need to review any of the information in more detail, refer to the appropriate Job Aid included below and on the following page.

Classification Levels Job Aid

Classification Levels

- Three levels defined by E.O. 13526
- For each level, the Original Classification Authority (OCA) should be able to identify or describe the threat to national security.
 - *Top Secret:*
Unauthorized disclosure of this information could cause exceptionally grave damage to the national security.
 - *Secret:*
Unauthorized disclosure of this information could cause serious damage to the national security.
 - *Confidential:*
Unauthorized disclosure of this information could cause damage to the national security.
- If the OCA has significant doubts about the appropriate level of classification, he or she should classify the information at the lower level.
- Periodic reviews of classified documentation determine if the level of classification should be maintained, upgraded, downgraded, or declassified.

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Principles of Derivative Classification Job Aid

Principles of Derivative Classification

- Authorized sources of classification guidance:
 - Security classification guides
 - Properly marked source documents
 - Department of Defense (DD) Form 254
- Prohibited sources of classification guidance:
 - Memory
 - "General rules" about the classification of broad classes of information
- General derivative classification guidelines:
 - Observe and respect the OCA's classification determinations
 - Identify yourself by name and position (or personal identifier) for each derivative classification action
 - Apply standard markings
 - Use caution when paraphrasing or restating information
 - Take appropriate and reasonable steps to resolve doubts or apparent conflicts about the classification, level of classification, and duration of classification of information

Prohibitions and Limitations Job Aid

Prohibitions and Limitations of Derivative Classification

- Information cannot be classified, maintained as classified, or fail to be declassified in order to:
 - Conceal violations of law, inefficiency, or administrative error
 - Prevent embarrassment to a person, organization, or agency
 - Restrain competition
 - Prevent or delay the release of information that does not require protection in the interest of national security

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Derivative Classification Refresher

Lesson 2: The Derivative Classification Process

Apply Document Markings

Email Notification

You just received another email from Anne Brown.

To: You

From: Anne Brown

Subject: (U) Finalize DRETA Document

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(U) Good morning,

(U) I need you to apply classification markings to the DRETA document we've been working on. You have the source material and SCG and can use those to finalize the document.

Thanks,

Anne

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It looks like you and Anne are collaborating on a document and she needs you to add the appropriate derivative classification markings.

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Source Documents

There are two source documents for your derivatively classified document: A Security Classification Guide (SCG) and a properly marked source document. Refer to both documents as you complete the questions throughout this lesson.

Security Classification Guide (SCG)

SECRET

DRETACG-27/1X
28 May 201X



(U) Security Classification Guidance
Research Testing Activities

Defense Research, Engineering and Test Facility
Research Division
Atwood Defense Center
Miami, FL 33705-5000

Classified by: General Richard Kuhn, Director of Research, DRETA
Reason: 1.4 (a), Military Operations
Declassify on: 20181209

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Security Classification Guide (SCG), continued

SECRET

Mission:

(U) The DoD Research, Engineering, Test and Evaluation Agency (DRETA) mission is to conduct research, engineering, testing and evaluation studies of select service and joint service weapon, communication, control, computer and intelligence collections systems.

(U) DRETA's studies provide for the Secretary of Defense (SECDEF) approval for further development or actual deployment. It is also the proponent for certain systems as designated by the SECDEF.

(S) To support its mission, DRETA has field test and evaluation sites in Washington, Alaska, Arizona, New Mexico, Maryland, Alabama, Utah and Panama. For systems under joint US/Allied Country sponsorship, such as the Air Slide Deployment System, DRETA presently operates joint test and evaluation sites in Great Britain, Germany and Panama. Some of its field sites are contractor operated.

(C) DRETA's mission makes the agency a focal point for congressional, contractor and foreign governmental interest. A substantial number of its projects are classified TOP SECRET and several require special access.

Subject

Classification Instructions

Level

Reason

Duration

Testing:

Organization Affiliation: **C** 1.4(a) Declassify on: COT

Specific Program/Projector/System: **S** 1.4(a) Declassify on: DOU

Specific Testing Locations: **TS** 1.4(a) Declassify on: COT

Specific Testing Dates: **TS** 1.4(a) Declassify on: COT

Public Release:a. (U) The fact that certain details of information are shown to be unclassified does not allow for public release. Proposed public release of DRETA activities and operations unclassified information will be processed through appropriate channels for publication approval.

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Security Classification Guide (SCG), continued

SECRET

b. (U) All questions regarding need to know which cannot be resolved shall be forwarded to DRETA, Atwood Defense Center, Miami, FL 33705-5000.

(U) Abbreviations:

TS = Top Secret

S = Secret

C = Confidential

U = Unclassified

COD = Completion of Delivery

COT = Completion of Tests

DOU = Delivery of Unit

Distribution Statement C: Distribution authorized to U.S. Government agencies and their contractors; Administrative/operational use (October 201X). Other requests for this document will be referred to the Director, DRETA Research Division.

//signed//

GENERAL RICHARD KUHN
Director, Research Division, DRETA

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Properly Marked Source Document

SECRET

**DEPARTMENT OF THE AIR FORCE
5566 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000**



OFFICE OF EXERCISE
COORDINATION

30 April 2004

MEMORANDUM FOR DISTRIBUTION

Subject: (U) Security Concerns for DRETA Support Activities

1. (U) There have been recent security concerns regarding DRETA activities in support of several Air Force programs. There is a potential of compromise to certain foreign entities.
2. (U) The following DRETA projects have been targeted:
 - a. (S) The Air Slide Deployment system currently under testing at DRETA was the subject of covert inquiries from Chinese National Operative during the period of 30 June to 4 August 2004. The Federal Bureau of Investigation uncovered this operation and notified the Department of Defense (DoD) on 18 July 2004. DoD conducted counterintelligence operations in this case to ascertain the scope of the Chinese operations.
 - b. (S) The Fighter ASTER System which recently completed testing at DRETA was the subject of overt and covert inquiries from the Chinese and Iranians. Two DRETA Research Technicians were targeted by the Chinese. The Chinese covert activities were uncovered when one of the DRETA Research Technicians underwent a polygraph examination.
 - c. (S) The UNSTAR Flight Launch System currently under testing at DRETA is the subject of covert inquiries by Russia, France, China and Iran.

Classified by: Arnold Walters, Director, AFOSI
Reason: 1.4(a), Military Operations
Downgrade to: Confidential on 20181209
Declassify on: 20200101

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Properly Marked Source Document, continued

SECRET

Subject: (U) Security Concerns for DRETA Support Activities d. (S) The Mobile Radar TEAR System scheduled for testing next month has already been the subject of several overt collection inquiries. To date, there have been 24 inquiries from several nations including Russia, Iraq, Iran, Cuba, North Korea, and China.

e. (S) Any covert activity location operations pertaining to Russia, France, or China would require extensive oversight, protection and in-depth intelligence planning.

3. (U) Due to the sensitive nature of these programs DRETA must report all possible collection activities directed towards Air Force programs. Questions regarding this may be directed to the undersigned at (703) 695-4444.

Arnold Walters
Director
AFOSI

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Determine Which Markings to Apply

Hints

If you need help with the following series of questions, refer to the Hints table below.

Hints

Identification and Markings

- Use one of the three classification levels
- Include prominent banner lines that indicate the overall classification
- Place portion markings immediately before the relevant information
- Apply a Classification Authority Block with the following information:
 - “Classified By” line:
 - Include the name and position (or personal identifier) of the derivative classifier
 - Include the agency and office of origin, if not otherwise evident
 - “Derived from” line:
 - Indicate the source material, including the date of origin, and subject
 - Enter “Multiple Sources” if more than one source
 - Declassification instructions:
 - 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..
 - Use the following format for declassification dates:
YYYYMMDD
- Multiple sources:
 - If there are multiple sources, the list of multiple sources must be included with or annotated on the derivative document
 - Source identification must include:
 - Type of source
 - Subject and classification
 - Date of source document

Note: Classified addenda or unclassified versions of documents should be used whenever practicable to facilitate greater information sharing

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Determine Which Markings to Apply

Below is a portion of the derivatively classified document that you are working on with your supervisor.

July 1, 2013
Subject: DRETA Security Concerns
<ol style="list-style-type: none">1. We have ongoing concerns about the security of the DRETA program.2. We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.

Which of the following markings will you need to apply to the document?

- Portion markings
- Banner markings
- "Classified by" line
- "Derived from" line
- Declassification instructions

Do not proceed to the next page until you select your response(s).

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Determine Which Markings to Apply Answer

Correct Response: Portion markings, Banner markings. “Classified by” line, “Derived from” line, and Declassification instructions

Apply Document Markings: Question 1

Consider the subject line of the document: Subject: DRETA Security Concerns.

July 1, 2013
Subject: DRETA Security Concerns
<ol style="list-style-type: none">1. We have ongoing concerns about the security of the DRETA program.2. We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.

Which portion marking should you apply to the subject line?

- (U)
- (C)
- (S)
- (TS)

Do not proceed to the next page until you select your response.

Apply Document Markings: Question 1 Answer

Correct Response: (U)

The subject line for this document should be marked UNCLASSIFIED.

Apply Document Markings: Question 2

Consider the first line of the document: 1. We have ongoing concerns about the security of the DRETA program.

July 1, 2013
(U) Subject: DRETA Security Concerns
1. We have ongoing concerns about the security of the DRETA program.
2. We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.

Which portion marking should you apply to this line?

- (U)
- (C)
- (S)
- (TS)

Do not proceed to the next page until you select your response.

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Apply Document Markings: Question 2 Answer

Correct Response: (U)

The first line of this document should be marked UNCLASSIFIED.

Apply Document Markings: Question 3

Consider the next line of the document: 2. We understand there have been ongoing overt and covert inquiries from foreign adversaries in the Fighter ASTER System.

July 1, 2013
(U) Subject: DRETA Security Concerns
1. (U) We have ongoing concerns about the security of the DRETA program.
2. We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.

Which portion marking should you apply to this line?

- (U)
- (C)
- (S)
- (TS)

Do not proceed to the next page until you select your response.

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Apply Document Markings: Question 3 Answer

Correct Response: (S) The portion of the document should be marked SECRET.

Apply Classification Authority Block

Which of the following is an appropriate Classification Authority Block for this document?

Unclassified Marked Classified for Training Purposes Only
July 1, 2013
(U) Subject: DRETA Security Concerns
1. (U) We have ongoing concerns about the security of the DRETA program.
2. (S) We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.
Unclassified Marked Classified for Training Purposes Only

Classified By: Your name and position

Derived From: Security Concerns for DRETA Support Activities,

Department of the Air Force, 20040430

Downgrade to: Confidential on 20181209

Declassify on: 20200101

Classified By: Arnold Walters, Director, AFOSI

Derived From: Security Concerns for DRETA Support Activities,

Department of the Air Force, 20040430

Downgrade to: Confidential on 20181209

Declassify on: 20200101

Classified By: Your name and position

Derived From: Security Concerns for DRETA Support Activities,
Department of the Air Force, 20040430

Declassify on: 20130701

Do not proceed to the next page until you select your response.

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Apply Classification Authority Block Answer

Correct Response:

Classified By: Your name and position

Derived From: Security Concerns for DRETA Support Activities, Department of the Air Force, 20040430

Downgrade to: Confidential on 20181209

Declassify on: 20200101

Apply Banner Line

Which of the following should appear in the banner line?

Unclassified Marked Classified for Training Purposes Only
July 1, 2013
Subject: (U) DRETA Security Concerns
1. (U) We have ongoing concerns about the security of the DRETA program.
2. (S) We understand there have been ongoing overt and covert inquiries from foreign adversaries into the Fighter ASTER System.
Unclassified Marked Classified for Training Purposes Only

- UNCLASSIFIED
- CONFIDENTIAL
- SECRET
- TOP SECRET

Do not proceed to the next page until you select your response.

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Apply Banner Line Answer

Correct Response: SECRET

Duration and Multiple Sources

Phone Call from Peter

Peter: Hi there! It's Peter again. I'm hoping you have a moment to answer some more of my questions! I've been working on a document and I'm a little confused. I see a date in the "Declassify on" field – but I don't understand where that date comes from.

Can you give me a few examples of how the duration of classification can be determined?

Hints

If you need help with the following series of questions, refer to the Hints table below.

Hints

Duration of Classification

- Derivative documents must respect the original duration specified by the OCA:
 - If there are multiple sources, carry forward the most restrictive declassification instruction (i.e., the one that specifies the longest period of classification)
 - If declassification instructions are missing, obsolete, or invalid, apply a calculated 25-year duration from the date of the source document
- Some examples of classification duration include:
 - A date or event 10 years or less from origination
 - A date or event up to 25 years
 - 25X1 through 25X9, with a date or event that has previously been approved by the Interagency Security Classification Appeals Panel (ISCAP)
 - 50X1–HUM or 50X2–WMD, or Information Security Oversight Office (ISOO)-approved designator reflecting the ISCAP approval for classification beyond 75 years

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Duration Question 1

Which of the following are examples of classification duration?

- A date or event up to 10 years from the document's origination
- A date or event up to 70 years from the document's origination
- 25X1 through 25X9, with a date or event that has previously been approved by the Interagency Security Classification Appeals Panel (ISCAP)

Do not proceed to the next page until you select your response(s).

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Duration Question 1 Answer

Correct Response:

A date or event up to 10 years from the document's origination

25X1 through 25X9, with a date or event that has previously been approved by the Interagency Security Classification Appeals Panel (ISCAP)

Duration Question 2

Peter has asked what he should do if classification instructions are missing.

- Leave the field blank
- Use his best judgment based on subject matter knowledge to come up with a reasonable declassification date
- Contact the OCA
- Apply a calculated 25-year duration from the date of the source document

Do not proceed to the next page until you select your response.

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Duration Question 2 Answer

Correct Response: Apply a calculated 25-year duration from the date of the source document

Duration Question 3

Multiple Sources Question 1

Peter is using multiple sources and wants to know what to do if the declassification dates do not agree.

- Use the most restrictive date
- Use the least restrictive date
- Leave the date field blank
- Calculate and apply an average of all the dates

Do not proceed to the next page until you select your response.

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Multiple Sources Question 1 Answer

Correct Response: Use the most restrictive date

Multiple Sources Question 2

Does Peter need to do anything else to document the multiple sources?

- Yes. He must include or attach a list of source material.
- No. The markings on his document will be sufficient.

Do not proceed to the next page until you select your response.

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Multiple Sources Question 2 Answer

Correct Response: Yes. He must include or attach a list of source material.

Multiple Sources Question 3

What does Peter need to include in the list of source material for multiple sources?

- The type of source
- The source's subject and classification
- A detailed summary of the source document
- The date of the source document

Do not proceed to the next page until you select your response.

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Multiple Sources Question 3 Answer

Correct Response:

The type of source

The source's subject and classification

The date of the source document

Classification Guidance

Email Notification

You just received an email from Greg Cho, an employee at a contractor facility with whom you've been working closely.

<p>To: You</p> <p>From: Greg Cho [contractor]</p> <p>Subject: (U) Help with Classification Guidance?</p> <p>UNCLASSIFIED</p> <p>(U) Hi there,</p> <p>(U) As you know, we're kicking off the FMNA collaboration soon. I'm putting together our initial report and I have some questions about all of the different sources of classification guidance. I see both the SCG and DD Form 254, as well as all of the source materials. Can you explain the differences between these materials?</p> <p>Thanks,</p> <p>Greg</p> <p>UNCLASSIFIED</p>

It looks like Greg has a question for you regarding classification guidance.

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Hints

If you need help with the following series of questions, refer to the Hints table below.

Hints

Classification Guidance

- Security Classification Guide (SCG):
 - The primary source guide for derivative classification
 - Precise, comprehensive guidance about a specific program, system, operation, or weapons system
 - Identifies each classified element of information and provides:
 - The classification level
 - The reason(s) for that classification
 - Declassification and applicable downgrade instructions
- Source Documents:
 - The second authorized source for derivative classification
 - Must be an existing, properly marked source document
 - When used, the new document must include or have an attached list of source material
- DD Form 254, the DoD Contract Security Classification Specification
 - The third authorized source for derivative classification
 - Provides classification guidance to contractors including:
 - The level of information contractors will need to access
 - The required level of security clearance for access
 - The performance requirements (i.e., safeguarding and special security requirements)
 - Often references another document such as a security classification guide for specific classification guidance

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Classification Guidance Question 1

You are replying to Greg's email. What do you tell him is the first source of classification guidance?

To: Greg Cho [contractor]

From: You

Subject: (U) Re: Help with Classification Guidance?

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(U) Hi Greg,

(U) I'm happy to answer your question about Classification Guidance.

(U) The first authorized source of guidance is the . It provides precise, comprehensive guidance about a specific program, system, or operation, and will identify the classification level, the reasons for classification and downgrading/declassification information for each classified element.

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- Security Classification Guide (SCG)
- DD Form 254
- Properly Marked Source Document

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Classification Guidance Question 1 Answer

Correct Response: Security Classification Guide (SCG)

Classification Guidance Question 2

You are replying to Greg's email. What do you tell him is the second source of classification guidance?

To: Greg Cho [contractor]
From: You
Subject: (U) Re: Help with Classification Guidance?
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(U) The second source of classification guidance for you to turn to is the .
This must be properly marked and if you use this for guidance you must attach a list of all source material.
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- Security Classification Guide (SCG)
- DD Form 254
- Properly Marked Source Document

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Classification Guidance Question 2 Answer

Correct Response: Properly Marked Source Document

Classification Guidance Question 3

You are replying to Greg's email. What do you tell him is the third source of classification guidance?

To: Greg Cho [contractor]
From: You
Subject: (U) Re: Help with Classification Guidance?

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(U) Finally, as a contractor employee, you may find classification information in the . This will describe the level of information you need to access, your required security clearance to access that information, and any safeguarding requirements.

(U) Hope this clears things up. Let me know if you have any more questions.

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- Security Classification Guide (SCG)
- DD Form 254
- Properly Marked Source Document

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Classification Guidance Question 3 Answer

Correct Response: DD Form 254

How Did You Do?

Consider how you did on the questions in this lesson. If you need to review any of the information in more detail, refer to the appropriate Job Aid included below and on the following page.

Identification and Markings Job Aid

Identification and Markings

- Use one of the three classification levels
- Include prominent banner lines that indicate the overall classification
- Place portion markings immediately before the relevant information
- Apply a Classification Authority Block with the following information:
 - “Classified By” line:
 - Include the name and position (or personal identifier) of the derivative classifier
 - Include the agency and office of origin, if not otherwise evident
 - “Derived from” line:
 - Indicate the source material, including the date of origin
 - Enter “Multiple Sources” if more than one source
 - Declassification instructions:
 - . The date of declassification and applicable downgrade instructions..
 - Use the following format for declassification dates:
YYYYMMDD
- Multiple sources:
 - If there are multiple sources, include or attach a list of source material
 - Source identification must include:
 - Type of source
 - Subject and classification
 - Date of source document

Note: Classified addenda or unclassified versions of documents should be used whenever practicable to facilitate greater information sharing

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Duration of Classification Job Aid

Duration of Classification

- Derivative documents must respect the original duration specified by the OCA:
 - If there are multiple sources, carry forward the most restrictive declassification instruction (i.e., the one that specifies the longest period of classification)
 - If declassification instructions are missing, obsolete, or invalid, apply a calculated 25-year duration from the date of the source document
- Some examples of classification duration include:
 - A date or event 10 years or less from origination
 - A date or event up to 25 years
 - 25X1 through 25X9, with a date or event that has previously been approved by the Interagency Security Classification Appeals Panel (ISCAP)
 - 50X1–HUM or 50X2–WMD, or Information Security Oversight Office (ISOO)-approved designator reflecting the ISCAP approval for classification beyond 75 years

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Classification Guidance Job Aid

Classification Guidance

- Security Classification Guide (SCG):
 - The primary source guide for derivative classification
 - Precise, comprehensive guidance about a specific program, system, operation, or weapons system
 - Identifies each classified element of information and provides:
 - The classification level
 - The reason/s for that classification
 - Information about when that classification will be downgraded or declassified
- Source Documents:
 - The second authorized source for derivative classification
 - Must be an existing, properly marked source document
 - When used, the new document must include or an attached list of source material
- DD Form 254, the DoD Contract Security Classification Specification
 - The third authorized source for derivative classification
 - Provides classification guidance to contractors including:
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Student Guide

Derivative Classification Refresher

Lesson 3: Challenges and Sanctions

Overview of Challenges and Sanctions

Email Notification

You just received an email. It looks like it's from Anne Brown, your supervisor.

<p>To: The team From: Anne Brown Subject: (U) Two More Training Videos Attachment(s): (U) Classification Challenges (U) Security Incidents/Sanctions</p> <p>UNCLASSIFIED</p> <p>(U) Hello Team,</p> <p>(U) I've found two more great training videos for you. The first one's about classification challenges and the second is about security incidents and sanctions. Please take a look.</p> <p>Thanks, Anne</p> <p>UNCLASSIFIED</p>

It looks like your supervisor sent you a few training videos.

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Classification Challenges Training Video

Training Video Narrator:

As a derivative classifier, what should you do if you come across information that you think was improperly or unnecessarily classified? If you have substantial cause for doubt, not only are you allowed to challenge the classification – you're encouraged and expected to do so!

Before you create a formal challenge, you should begin by informally questioning the information's original classifier. He or she may be able to address your concerns. If not, you should initiate a formal challenge. Once initiated, the classifying agency must provide a written response within 60 days. If they are unable to respond fully, the agency must acknowledge your challenge and provide an estimated date for their response. As this acknowledgement will indicate, if they can't provide a response within 120 days, you as the challenger have the right to forward the challenge to the Interagency Security Classification Appeals Panel (ISCAP).

Note that the agency does not need to process the challenge if the information has been challenged in the last two years, or is currently under review. If you would like to learn more about classification challenges, please see the web-based training course, *Classification Conflicts and Evaluations*, available through STEPP, or the instructor-led *Information Security Management* course.

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Security Incidents and Sanctions Training Video

Training Video Narrator:

If classified information is compromised, put at risk, or if information is improperly classified, DoD Component heads must act promptly and appropriately to manage the situation.

First, management actions must immediately correct or eliminate the conditions that caused the incident. Remember, Executive Order 13526 lays out a system for classifying, safeguarding, and declassifying information. Anyone who knowingly, willfully, or negligently discloses classified information to unauthorized individuals, classifies or continues the classification of information in violation of E.O. 13526, creates or continues a special access program contrary to the requirements of E.O. 13526, or contravenes any other provision of E.O. 13526 or its implementing directives, will be subject to sanctions. These may include reprimand, suspension without pay, removal from the position, termination of classification authority, loss or denial of access to classified information, and other sanctions in accordance with applicable laws and agency regulations.

Remember, these sanctions may be imposed not only for knowing, willful or negligent disclosure of information, but for knowing, willful, or negligent over-classification as well.

Call from Peter

Hi there! It's Peter again. I just watched those videos that Anne sent and I have just a few more questions, if you don't mind.

My first question is about the classification challenge process. I really think there's an improperly classified piece of information in my source document. What should I do?

Hints

If you need help with the following question, refer to the Hints table below.

Hints

Classification Challenges

- Authorized information holders outside the classifying agency:
 - May challenge the classification if they have substantial cause to believe information was improperly or unnecessarily classified
 - Are encouraged and expected to challenge classification when in doubt
- Begin with informal questioning before initiating a formal challenge
 - First contact your security manager and/or supervisor to address the issue
 - With security manager and/or supervisor support, contact the classifier, if needed
- The timeline for formal challenges:
 - The agency must provide a written response to the formal challenge within 60 days.
 - If they cannot respond fully, the agency must acknowledge the formal challenge and provide an estimated response date.
 - This acknowledgement must indicate that if no response is provided within 120 days, the challenger has the right to forward the challenge to the Interagency Security Classification Appeals Panel (ISCAP).
 - The agency must inform the challenger and need not process the challenge if:
 - The information has been challenged within the preceding 2 years
 - The information is currently under review

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Classification Challenges Question

What should Peter do about the information he thinks has been improperly classified?

- He should forward his concern to the Interagency Security Classification Appeals Panel (ISCAP).
- He should contact the classifying agency to initiate a formal challenge.
- He should begin by first contacting his security manager and/or supervisor.

Do not proceed to the next page until you select your response.

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Classification Challenges Answer

Correct Response: He should begin by informing his security manager and/or supervisor

Security Incidents and Sanctions

Call from Peter

The previous video was about security incidents and sanctions. But those sanctions can only be applied if we disclose information to an unauthorized individual, right?

Hints

If you need help with the following question, refer to the Hints table below.

Hints

Security Incidents/Sanctions

- DoD Component heads must ensure prompt and appropriate management action in case of compromise of classified information, improper classification of information, or incidents that put classified information at risk of compromise
- Management actions should focus on correction or elimination of the conditions that caused the incident.
- Individuals are subject to appropriate sanctions if they knowingly, willfully, or negligently:
 - Disclose properly classified information to unauthorized persons
 - Classify or continue the classification of information in violation of E.O. 13526
 - Create or continue a special access program contrary to the requirements of E.O. 13526
 - Contravene any other provision of E.O. 13526 or its implementing directives
- Sanctions may include:
 - Reprimand
 - Suspension without pay
 - Removal
 - Termination of classification authority
 - Loss or denial of access to classified information
 - Other sanctions in accordance with applicable law and agency regulation

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Security Incidents and Sanctions Question

Peter thinks sanctions can only be applied for the knowing, willful, or negligent disclosure of classified information. Is this true?

- Yes. Knowing, willful, or negligent disclosure of properly classified information is the **ONLY** behavior that can subject an individual to sanctions.
- No. Individuals are subject to sanctions for a range of behaviors including, but not limited to, disclosure of information.

Do not proceed to the next page until you select your response.

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Security Incidents and Sanctions Answer

Correct Response: No. Individuals are subject to sanctions for a range of behaviors including, but not limited to, disclosure of information.

How Did You Do?

Consider how you did on the questions in this lesson. If you need to review any of the information in more detail, refer to the appropriate Job Aid included below and on the following page.

Classification Challenges Job Aid

Classification Challenges

- Authorized information holders outside the classifying agency:
 - May challenge the classification if they have substantial cause to believe information was improperly or unnecessarily classified
 - Are encouraged and expected to challenge classification when in doubt
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 - First contact your security manager and/or supervisor to address the issue
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 - The agency must inform the challenger and need not process the challenge if:
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 - The information is currently under review

Security Incidents and Sanctions Job Aid

Security Incidents/Sanctions

- DoD Component heads must ensure prompt and appropriate management action in case of compromise of classified information, improper classification of information, or incidents that put classified information at risk of compromise.
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 - Loss or denial of access to classified information
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Student Guide

Derivative Classification Refresher

Course Conclusion

Course Conclusion

Course Summary

Derivative classification takes place any time you create a new material based on existing classified information. When this happens, the newly created documents must carry forward all the relevant classification markings that were present on the original. In this course, you reviewed your understanding of derivative classification by completing a series of scenarios that all take place in a typical office.

Lesson Review

Here is a list of the lessons in the course:

- Course Introduction
- Lesson 1: General Principles of Derivative Classification
- Lesson 2: The Derivative Classification Process
- Lesson 3: Challenges and Sanctions
- Course Conclusion

Course Objectives

Congratulations. You have completed the Derivative Classification Refresher course.

You should now be able to perform all of the listed activities.

- Identify the responsibilities and general principles associated with derivatively classifying information
- Apply appropriate processes and methods to derivatively classify information, including the appropriate use of security classification guidance and the appropriate application of required markings
- Identify derivative classification process details, including the process for classification challenges, security incidents and sanctions