



UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-5000

JAN 31 2019

INTELLIGENCE

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
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INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
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AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: **Derivative Classification Training**

The purpose of this memorandum is to remind Components that all Department of Defense (DoD) personnel with access to classified information must complete derivative classification training concerning protection, handling, and proper marking of classified information. This requirement is currently a biennial requirement in Volume 2 of DoD Manual 5200.01, "DoD Information Security Program."

Derivative classification is the act of reproducing, extracting, summarizing, incorporating, paraphrasing, restating, or generating, in a new form, information already classified and marking the newly developed material consistent with the classification and markings applied to the source information. The classification of the source information is based on the classification of the document from which the information is derived, or instructions from a security classification guide.

Due to recently reported marking discrepancies and the Secretary of Defense's focus on safeguarding DoD information, **I am hereby requiring derivative classification training to be completed on an annual basis.** In addition, I am requiring that access to classified systems and networks be contingent upon completion of this prescribed training requirement.

Information security policies will be updated to reflect this change to the derivative classification training requirement. The point of contact is Dr. Rosemary Helton at rosemary.k.helton.ctr@mail.mil or (703) 692-3570.



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