

Student Guide

Special Access Program Markings Short

Introduction

To protect our nation and its warfighters, it is essential to control and limit access to sensitive information and programs. We must be especially vigilant in protecting Special Access Programs (SAPs.)

In order to do so, it is important to recognize the classification markings on SAP information so you can be sure to handle it properly. You must also be able to apply SAP classification markings correctly. This will help ensure safeguarding of the information at the proper level.

This Short will examine the special marking considerations for SAP information.

General Marking Requirements

SAP control markings denote classified information that requires enhanced protection. SAP information carries markings to reflect this status to the holder and must include: a banner line that includes the overall classification and the SAP nickname or code word, the date and office of origin, portion markings, and the classification authority block, which includes the declassification instructions.

You can review specific guidance about SAP marking in Volume 4 of the DoD Manual 5205.07, *DoD Special Access Program Security*.

This Short discusses classification markings specific to SAP information. If you would like to learn more about marking in *general*, please see the Defense Security Service web-based training *Marking Classified Information*, available through CDSE's Security, Training, Education and Professionalization Portal (STEPP.)

The examples shown in this Short focus on documents. However, SAP markings also apply to other types of SAP material and media. To learn more, refer to *Marking in the Electronic Environment*, also available through STEPP.

Let's take a closer look at each of the SAP markings.

Banner Line

The banner line for SAP information appears at the head and foot of each document page or media containing SAP information.

As with other classified information, the banner line for SAP information must be conspicuous enough to alert anyone handling the document that it contains SAP material. That is, it should be in a different font style, size, or color than the rest of the text. Also notice that the text in this example uses all capitalized letters.

The banner line must be constructed following a standard sequence or hierarchy:

- The first piece of information in the banner line is the level of classification spelled out .
- Next comes the caveat SPECIAL ACCESS REQUIRED or the acronym SAR.
- That is followed by the program nickname or code word. Notice that this needs to be fully spelled out, rather than using the shorter program identifier (PID.)
- Finally, if a dissemination control is assigned, it appears last in the banner line. For example, if the SAP is specifically exempted by the Secretary of Defense from normal congressional reporting requirements, so the dissemination control WAIVED is included.

Example banner line:

TOP SECRET//SAR-DIGITAL AXIS//WAIVED

This example uses information from only a single SAP. However, you may encounter or create SAP information that includes information from multiple SAPs. Banner lines may look different depending on the number of SAPs and dissemination controls involved.

UNCLASSIFIED
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Examples

Document contains information from:	Sample Banner Line
1 SAP	SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY
1 Waived SAP	TOP SECRET//SAR-TIN BAKER//WAIVED
2 SAPs	SECRET//SAR-BLUE FOG/SAR-MUDDY PATH
2 SAPs, at least 1 is Waived	TOP SECRET//SAR-STAGGER/SAR-TIN BAKER //WAIVED
3 or more SAPs	SECRET//SAR-MULTIPLE PROGRAMS
3 or more SAPs, at least 1 is Waived	TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED

The first two examples above show information from a single SAP. The difference is that the first does not require a dissemination control while the second does. Notice again that the designation for SPECIAL ACCESS REQUIRED may be spelled out or abbreviated.

When a document includes information from two SAPs, the nickname or code word for each program appears in the banner line, separated with a single forward slash.

When a document contains information from three or more SAPs, indicate MULTIPLE PROGRAMS after SAR in the banner line.

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Portion Markings

Portion markings identify the classification levels of individual sections of a document. In materials that include SAP information, the portion markings include not only the classification level, but also that the information is Special Access Required, which is denoted in the portion by the abbreviation SAR.

The program identifier (PID) for each SAP mentioned must also be cited in the portion marking, regardless of the total number of PIDs. When multiple PIDs are listed, list them in alphabetical order and separate them from one another by a single forward slash. Finally, if a dissemination control applies, such as WAIVED, it must be included at the applicable portions.

Portion markings may look different depending on the number of SAPs and dissemination controls involved.

Examples

Sample Banner Line	Related Portion Marking
SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY	(S//SAR-TG)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)
SECRET//SAR-BLUE FOG//SAR-MUDDY PATH	(S//SAR-BFG/SAR-MDP)
TOP SECRET//SAR-STAGGER/SAR-TIN BAKER//WAIVED	(TS//SAR-SGR/SAR-TB//WAIVED)
SECRET//SAR-MULTIPLE PROGRAMS	(S//SAR-AB/SAR-DGR/SAR-WZ)
TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED	(TS//SAR-SAR/SAR-STK/SAR-TG//WAIVED)

Take a moment to review the sample portion markings as they relate to their banner lines. Notice that where multiple SAPs are listed, the portion markings list their PIDs alphabetically. Also notice that the dissemination controls appear in the portion markings, where applicable.

UNCLASSIFIED
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Classification Authority Block

As with other classified information, SAP information includes a classification authority block, which includes the classifier. If the information was derivatively classified, the block lists the source from which the information is derived.

Originally classified information identifies the Original Classification Authority (OCA) and the reason for classification. This is no different than in other classified information. However, the declassification instructions for SAP information *do* differ from other classified information. While most classified documents are subject to automatic declassification at 25 years, SAPs have been granted a File Series Exemption (FSE) which exempts the file series of records related to DoD SAPs from automatic declassification. The FSE states that SAP documents dated on or after January 1, 1982 will be declassified on December 31 of the 40th year after the date of the document, unless it is reviewed and submitted for an extension. Per the FSE, SAP documents dated prior to January 1, 1982, will be declassified on December 31, 2021.

Examples

Material dated on or after to January 1, 1982:

Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple Sources
Declassify on: [insert December 31 of the year the document is 40 years old unless it is reviewed and submitted for extension] (per FSE dated 20050330)

Material dated before January 1, 1982:

Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple Sources
Declassify on: 20211231 (per FSE dated 20050330)

Notice in the examples that the FSE is indicated along with the declassification date. This note must appear in the declassification instruction of *all* SAP information.

If an extension is needed, the Cognizant Authority Special Access Program Central Office (CA SAPCO) submits a request to the DoD SAPCO.

Considerations for Top Secret SAP Information

For Top Secret SAP material, in addition to the SAP control markings, there are formal accountability measures in place to control its production and distribution.

Hard copy documents containing Top Secret SAP information must include the following in the lower right corner of each page:

- The assigned document control number (DCN)
- The page number and total page count, AND
- The copy number and total copies made

Example

MDA SAPCO/0011-11 Page 1 of 1 Copy 1 of 4

When a document is reproduced, the new product must also be marked. For example, if the example here is reproduced, it could be marked Copy 1A or it may be given a separate accountability number.

Hardware and media must be marked with the DCN and the copy number, if applicable.

Conclusion

This Short examined the special marking considerations for Special Access Programs. Now you should be able to recognize and apply classification markings correctly, ensuring the protection and safeguarding of SAP information. And remember, while the examples shown here focused on documents, SAP markings also extend to other types of SAP material and media. Volume 4 of DoD Manual 5205.07 contains specific guidance for you to follow

Knowledge Checks

Question 1

Caroline has a number of classified documents which relate to her current project. Which ones are related to SAPs and require enhanced protection?

Select the correct response(s).

- TOP SECRET//SAR-TIN CAN//WAIVED
- TOP SECRET//NOFORN
- SECRET//SPECIAL ACCESS REQUIRED-BLUE KEY
- CONFIDENTIAL//REL TO USA, GBR

Question 2

Caroline is marking a SAP document which contains information from three SAPs: BLUE KEY, ORION, and TIN CAN. BLUE KEY and ORION are Secret. TIN CAN is Top Secret and also a waived SAP. Which banner line should she use?

Select the correct response.

- Top Secret//SAR-DN/ORN/TC//WAIVED
- TOP SECRET//SAR-BLUE KEY/SAR-ORION/SAR-TIN CAN//WAIVED
- TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED
- TS//SAR-BK/SPECIAL ACCESS REQUIRED-ORN/SAR-TC

Question 3

Caroline is portion marking her document. The banner line is:

TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED

She comes to a portion which contains information from all three SAPs: BLUE KEY, ORION, and TIN CAN. Which portion mark should she use?

Select the correct response.

- (TS//SAR-BK/SAR-ORN/SAR-TC//WAIVED)
- (Top Secret//SAR-DN/ORN/TC//WAIVED)
- (TS//SAR-TC/SAR-ORN/SAR-BK//WAIVED)
- (TS//SAR-MULTIPLE PROGRAMS//WAIVED)

Answer Key – Knowledge Checks

Question 1

Caroline has a number of classified documents which relate to her current project. Which ones are related to SAPs and require enhanced protection?

- TOP SECRET//SAR-TIN CAN//WAIVED
- TOP SECRET//NOFORN
- SECRET//SPECIAL ACCESS REQUIRED-BLUE KEY
- CONFIDENTIAL//REL TO USA, GBR

Feedback: The notation of Special Access Required, which may be spelled out or abbreviated in the banner line, denotes SAP information.

Question 2

Caroline is marking a SAP document which contains information from three SAPs: BLUE KEY, ORION, and TIN CAN. BLUE KEY and ORION are Secret. TIN CAN is Top Secret and also a waived SAP. Which banner line should she use?

- Top Secret//SAR-DN/ORN/TC//WAIVED
- TOP SECRET//SAR-BLUE KEY/SAR-ORION/SAR-TIN CAN//WAIVED
- TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED
- TS//SAR-BK/SPECIAL ACCESS REQUIRED-ORN/SAR-TC

Feedback: The banner line must use all capital letters. Special Access Required may be spelled out or abbreviated. Because the document contains information from three SAPs, MULTIPLE PROGRAMS appears. The dissemination control WAIVED must also be included.

Question 3

Caroline is portion marking her document. The banner line is:

TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED

She comes to a portion which contains information from all three SAPs: BLUE KEY, ORION, and TIN CAN. Which portion mark should she use?

- (TS//SAR-BK/SAR-ORN/SAR-TC//WAIVED)
- (Top Secret//SAR-DN/ORN/TC//WAIVED)
- (TS//SAR-TC/SAR-ORN/SAR-BK//WAIVED)
- (TS//SAR-MULTIPLE PROGRAMS//WAIVED)

Feedback: The classification is abbreviated. The program identifiers must be listed alphabetically and preceded by SAR-. The dissemination control must also be included.

Special Access Program (SAP) Markings Job Aid

1 **2** **3** **4**

TOP SECRET//SAR-DIGITAL AXIS//WAIVED

[Date of origin]

MEMORANDUM FOR SAP DOCUMENT PREPARERS

From: Director of SAPCO, MDA

SUBJECT: (U) Markings for a SAP Document

1 **2** **3** **4**

(TS//SAR-DGA//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion marking.

Signature Block

Classified by: David L. Smith, PSO
Derived from: DGA SCG dated 20141128
Declassify on: 20541231 (per FSE dated 20050330)

MDA SAPCO/0012-10
Page 1 of 2
Copy 1 of 4

TOP SECRET// SAR-DIGITAL AXIS //WAIVED

Additional Control Markings for TOP SECRET SAP Materials Only

- Assigned Document Control Number (DCN)
- Page number and total page count
- Copy number and total copies made

Banner Line Sequence

- Classification level spelled out
- SPECIAL ACCESS REQUIRED or SAR
- Program nickname or code word spelled out
- Dissemination controls, if applicable

Portion Marking Sequence

- Classification level abbreviated
- SAR
- Assigned program identifier (PID)
- Dissemination controls, if any

Classification Authority Block

- Dated *on or after* 1/1/1982: declassify 12/31 of the 40th year
- Dated *before* 1/1/1982: declassify 12/31/2021
- Extensions: Cognizant Authority Special Access Program Central Office (SAPCO) must request from DoD SAPCO

Marking Examples

Sample Banner Line	Related Portion Marking
SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY	(S//SAR-TG)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)
TOP SECRET//SAR-STAGGER/SAR-TIN BAKER//WAIVED	(TS//SAR-SGR/SAR-TB//WAIVED)
SECRET//SAR-MULTIPLE PROGRAMS	(S//SAR-AB/SAR-DGR/SAR-WZ*)

*Note: When multiple programs are included in the portion marking, the PIDs must be listed alphabetically.