



Marking Classified National Security Information

NCMS
June 2005

References

Executive Order 12958

“Classified National Security Information”

as amended by
Executive Order 13292 of March 28, 2003

ISOO Directive #1

“Classified National Security Information”

September 22, 2003

Why We Mark Classified Documents

- **Alert the reader of the classification**
 - So we know how to protect it
- **Show what portions contain classified**
- **Show the source of classification**
- **Provide declassification instructions**
- **Provide special warnings or handling**

Portion Markings

- The First Step
- Paragraphs, charts, tables, pictures, illustrations, subjects & titles
- “(U)” Unclassified
- “(C)” Confidential
- “(S)” Secret
- “(TS)” Top Secret

Directive #1, Sec. 2001.21(c)

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
November 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Portion Markings

- Place before OR after the portion
- Some agencies have their own preference on placement

Directive #1, Sec. 2001.21(c)

Before Each Portion

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

After Each Portion

Subject: Funding Problems (U)

1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses. (U)
2. This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses. (S)
3. This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses. (C)

Overall Markings

- The Second Step
- Portions drive the Overall Markings
- The overall classification is the highest level of the information in the document
- Conspicuously place on the top and bottom
- Also, outside of front cover, title page, first page, & outside of back cover
- Internal pages can be overall level of the document OR highest level of that particular page

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
November 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
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“Classified by” Line

- **Third Step**
- **Identify the classification authority by name, or personal identifier and position**
- **Identify the agency if not already apparent.**

Directive #1, Sec. 2001.21(a)(2)

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
November 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

**Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration**

SECRET

Reason for Classification Line

- The Fourth Step
- Cite one of the 8 reasons found in Section 1.4 of E.O. 12958, as amended
- Use paragraph numbers OR cite the reason by spelling it out.

Directive #1, Sec.2001.21(a)(3)

Section 1.4 *Classification Categories*

- (a) Military plans, weapons, or operations.
- (b) Foreign government information.
- (c) Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
- (d) Foreign relations or foreign activities of the U.S., including confidential sources.
- (e) Scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism.
- (f) U.S. Government programs for safeguarding nuclear materials or facilities.
- (g) Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security, which includes defense against transnational terrorism.
- (h) Weapons of mass destruction.

EXAMPLE

Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: Military Plans; Foreign Relations

OR

Reason: 1.4 (a) and (d)

“Declassify on” Line

The Last Step, must
choose one of the
following:

- Event less than 10
years
- Date less than 10
years
- 10 years
- Greater than 10 but
less than 25
- 25 years

Directive #1, Sec. 2001.21(a)(4)

DATE OR EVENT

Classified by: D. Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.4 (a) and (d)

Declassify On: Completion of Operation

OR

Declassify On: December 31, 2011

TEN YEAR DURATION

Date of Origin: **November 1, 2003**

Classified by: D. Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.4 (a) and (d)

Declassify On: December 31, 2013

“Declassify on” Line

- **General Reminders:**

- “OADR” has been gone since 1995
- The “X1” through “X8” codes exempting documents from 10 year declassification have been gone since Sep 2003.

Directive #1, Sec. 2001.12(e)

- **Clarification:**

“25X1-human” is the only “25X” code that can be applied to the “Declassify on” line when the document is created.

Directive #1, Sec. 2001.21(e)(1)

Marking Derived Documents

- The act of incorporating, paraphrasing, restating, or generating in a new form information that is already classified
- Paragraph 2 of this source document will be used in a derivative classification.

Directive #1, Sec. 2001.22

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
December 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: **(U)** Funding Problems

1. **(U)** This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. **(S)** This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. **(C)** This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.4 (a) and (d)

Declassify on: January 31, 2008

SECRET

Derived from a Source Document

- The portion marking from the source is carried over to the derivative document.
- Overall markings also carry over
- Not required to transfer the "Reason" line to the derivative document

Directive #1, Sec. 2001.22

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
January 1, 2004

MEMORANDUM FOR: David Smith, Chief Division 5

From: Susan Goode, Director

Subject: (U) Recommendations for Resolving
Funding Problems

1. (S) This is paragraph 1 and contains "Secret" information taken from paragraph two of the source document. Therefore this portion will be marked with the designation "S" in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
3. (U) This is paragraph 3 and also contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

Derived from: Memorandum dated 12/1/03
Subj: Funding Problems
Department of Good Works
Office of Administration

Declassify on: January 31, 2008
SECRET

**Derivative
Document with
more than one page**

Same Rationale as Original

Place the Overall Classification On the Top and Bottom of:

- The Outside of the Front Cover
- The Title Page
- The First Page
- The Outside of the Back Cover
- Internal pages with overall level of the document, OR highest level of the page

The “Derived from” and “Declassify on” Lines

- Identify the source used as the basis for classification
- Carry forward the instructions on the “Declassify on” line of the source to the derivative document

Directive #1, Sec. 2001.22(b)&(d)

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006
January 1, 2004

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (U) This is paragraph 3 and contains “unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses.

Derived from: Memorandum dated 12/1/03
Subj: Funding Problems
Department of Good Works
Office of Administration

Declassify on: January 31, 2008

SECRET

Source Marked “OADR”

Source Document

Derivative Document

Declassify on: OADR

Declassify on: Source marked OADR
Date of Source: 10/05/93

**Source Marked
“X1” through “X8”**

Source Document

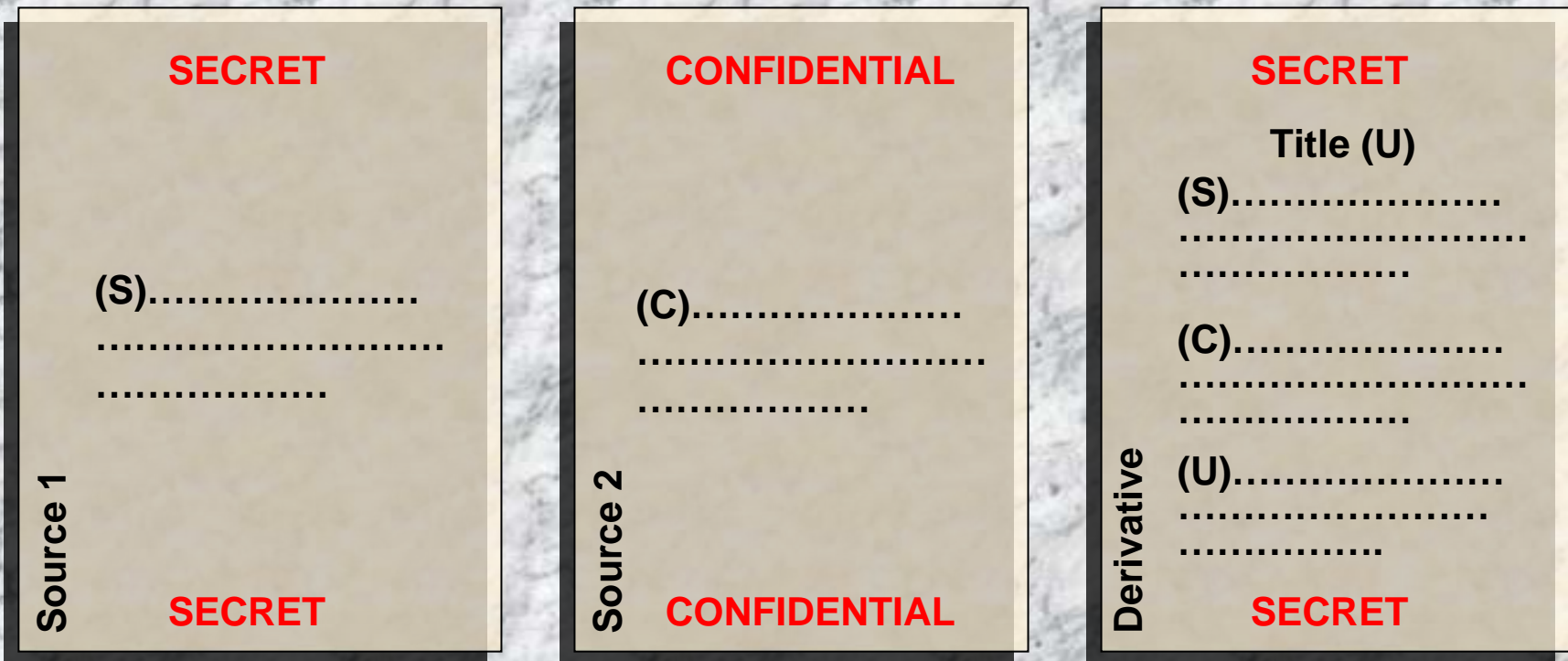
Declassify on: X4

Derivative Document

**Declassify on: Source marked X4
Date of Source: 12/25/2000**

Derivatively Classifying From Multiple Sources

- Carry forward the portion marks from the source
- Use an overall marking matching the highest level



Directive #1, Sec. 2001.22(b)

The “Derived From” Line

- Use “Multiple Sources” to indicate that more than one source was used
- Maintain the identification of all sources with the file or record copy of the derivative document

Source 1

**Classified by:
Chief, Division 5**

Source 2

**Classified by: Head,
Good Mgt. Branch**

Derivative

**Derived from:
Multiple Sources**

Directive #1, Sec. 2001.22(b)

Source Document Marked “Multiple Sources”

- Do not carry forward the notation “Multiple Sources”
- Identify the source document on the “Derived from” line

**Derivative Document
Used as a Source
Document**

October 10, 2003

**Derived from: Multiple
Sources**

Declassify on: 05/14/2020

Derivative Document

October 4, 2011

**Derived from: Agency
XYZ Memo of 10/10/03**

Declassify on: 05/14/2020

Directive #1, Sec. 2001.22(b)(2)

The “Declassify on” Line

Use the declassification instruction from the source document that requires the longest period of classification

Source 1

Dated: January 1,
2004

Declassify on: Jan 1,
2010

Source 2

Dated: January 1,
2003

Declassify on: X-U.S.
Military Plans

Derivative

Declassify on: U.S.
Military Plans, Date of
source January 1, 2003

Directive #1, Sec. 2001.22(d)(2)

Derivatively Classifying from a Guide

Page from sample guide

Classification Guide No. 128

| Subj. | Level | Reason | Duration |
|---------------|-------|--------|----------|
| Project Blue | C | 1.4(a) | 4/15/10 |
| Project Red | S | 1.4(g) | 6/23/19 |
| Project Green | U | | |

Markings on Derivative Document

SECRET

(U) Title

(C) Info about Project Blue

(S) Info about Project Red

(U) Info about Project Green

**Derived from: Guide 128
Declassify on: 6/23/19**

SECRET

Questions?

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