U.S. DEPARTMENT OF ENERGY

CMPC Marking Resource

Examples of Acceptably Marked Classified Matter

This document and all of its content are unclassified.
All Classification Markings are for training and/or example purposes only.

December 2014

CMPC Marking Resource

Examples of Acceptably Marked Classified Matter

December 2014

Prepared for U.S. Department of Energy
Office of Environment, Health, Safety and Security
Office of Security Policy

FOREWARD

A strong and cohesive information security program is integral to national security. The U.S. Government requires certain information to be maintained in confidence to protect our citizens, democratic institutions, and activities within the international security community.

Marking notifies holders of classified matter of the protection requirements for the information. Markings and designations serve two primary purposes:

- Alert holders to the presence of classified information.
- Warn holders of special access or safeguarding requirements.

This resource was developed to assist Federal and contractor employees by providing examples of acceptably marked classified matter. Although examples of current or historical markings may be included, this is not a comprehensive source for all possible marking of classified matter.

Nothing in this document is meant to establish, imply, or mandate requirements. These are reference examples only. U.S. Department of Energy (DOE) and national directives take precedence over the examples in this document if there are any discrepancies at any time.

How to Use This Document

Examples illustrate markings for matter that contains classified information. Note that page markings, with the exception of top and bottom and front and back markings, are no longer required to be at specific locations on the page. More than one example may be required to fulfill all requirements. References and links for DOE and national directives are provided on the following page.

The examples exhibit markings that achieve minimum national and departmental requirements, but are for example purposes only. Facilities may have procedures and practices for marking that vary from this handbook; e.g., use of alternate stamps that include all required information. If you have questions, consult your site's Classification or Security Office.

This resource is not a substitute for training in DOE document and data control. In addition, specialized training and formal designation is required in order to derivatively classify or declassify matter.

This resource document contains no classified information. The security classification markings, declassification instructions, and warning notices are for illustration purposes only.

REFERENCES[1] FOR DOE AND NATIONAL DIRECTIVES COVERING MARKINGS

- Atomic Energy Act of 1954
- EO 13526, *Classified National Security Information*
- 10 CFR Part 1045, *Nuclear Classification and Declassification*
- 32 Code of Federal Regulations (CFR) Parts 2001 and 2003, *Classified National Security Information,* (Directive No. 1), Subpart C, Identification and Markings
- DoDM 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*
- *National Industrial Security Program Operating Manual (NISPOM)*
- ISOO Notice 2011-02, Further Guidance and Clarification on Commingling Atomic Energy Information and Classified National Security Information
- DOE O 452.8, *Control of Nuclear Weapon Data*
- DOE O 470.4B, *Safeguards and Security Program*
- DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*
- DOE O 471.6, *Information Security*
- DOE O 475.2A, *Identifying Classified Information*

NOTE: This list is for informational purposes only; other directives or national policy requirements may apply.

[1] Refer to current version of each document.

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1.0 MARKING EXAMPLES

1.1 Classified Information

1.1.1 Basic Marking Examples

SECRET
Cover Page

Derivative Declassifier review required prior to declassification

Classified by: Roger Appleby, Director, DOE SSB-10
Derived from: CG-SS-4 9/12/00, DOE OC
Declassify on: 12/31/2037

SECRET

SECRET
Title Page

Derivative Declassifier review required prior to declassification

Classified by: Roger Appleby, Director, DOE SSB-10
Derived from: CG-SS-4 9/12/00, DOE OC
Declassify on: 12/31/2037

SECRET

SECRET
First Page Text

Derivative Declassifier review required prior to declassification

Classified by: Roger Appleby, Director, DOE SSB-10
Derived from: CG-SS-4 9/12/00, DOE OC
Declassify on: 12/31/2037

SECRET

Classifier marking must be placed on "first page" of the document, whether the cover page, title page, or first page of text and should be placed in the lower left corner.

Derivative Declassifier Review Stamp should be close to NSI Classifier Marking, preferably above it, but as close as possible.

SECRET
Interior Page

SECRET

SECRET
Outside Back Cover

SECRET

Classification Marking Layout for Derivatively Classified NSI Documents

Additional required markings on page 2.

Overall Classification Level

Originator Information
(name of organization and address)

Date

(Classification Level/Caveat*) Title/Subject
Classification level and caveat (if applicable) must always be identified; the use of classified titles is strongly discouraged.

NSI portion marked

(Classification Level/Caveat*) Paragraph 1
(Classification Level/Caveat*) Paragraph 2

Derivative Declassifier review required prior to declassification

Caveat (if applicable) NSI

Classifier Marking

Overall Classification Level

Required Markings for First Page of an NSI Document

Additional required markings for interior pages on pages 3 and 4.
*Note: Title/subject and portion marking must identify caveats when applicable.

UNCLASSIFIED

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

Page 42
UNCLASSIFIED

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

3. (U) This is paragraph 3 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked "UCNI" in parentheses.

5. (U) This is paragraph 5 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

Page 43
UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

SECRET

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.

7. (S) This is paragraph 7 and contains "Secret" information. This portion will be marked with the designation "S" in parentheses. The classification of this page is marked "Secret" because this paragraph contains Secret information, which is the highest level of information.

Page 44
SECRET

SECRET

contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.

8. (U) This is paragraph 8 and contains only "Unclassified" information. This portion will be marked with the designation "U" in parentheses.

Page 45
SECRET

Portion Marking Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Information on that Page

SECRET

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation "U" in parentheses.

Page 42
SECRET

SECRET

3. (U) This is paragraph 3 and contains unclassified information.

4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked "UCNI" in parentheses.

5. (U) This is paragraph 5 and contains unclassified information.

Page 43
SECRET

SECRET

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.

7. (S) This is paragraph 7 and contains "Secret" information. This portion will be marked with the designation "S" in parentheses. The classification of this page is marked "Secret" because this paragraph contains Secret information, which is the highest level of information

Page 44
SECRET

SECRET

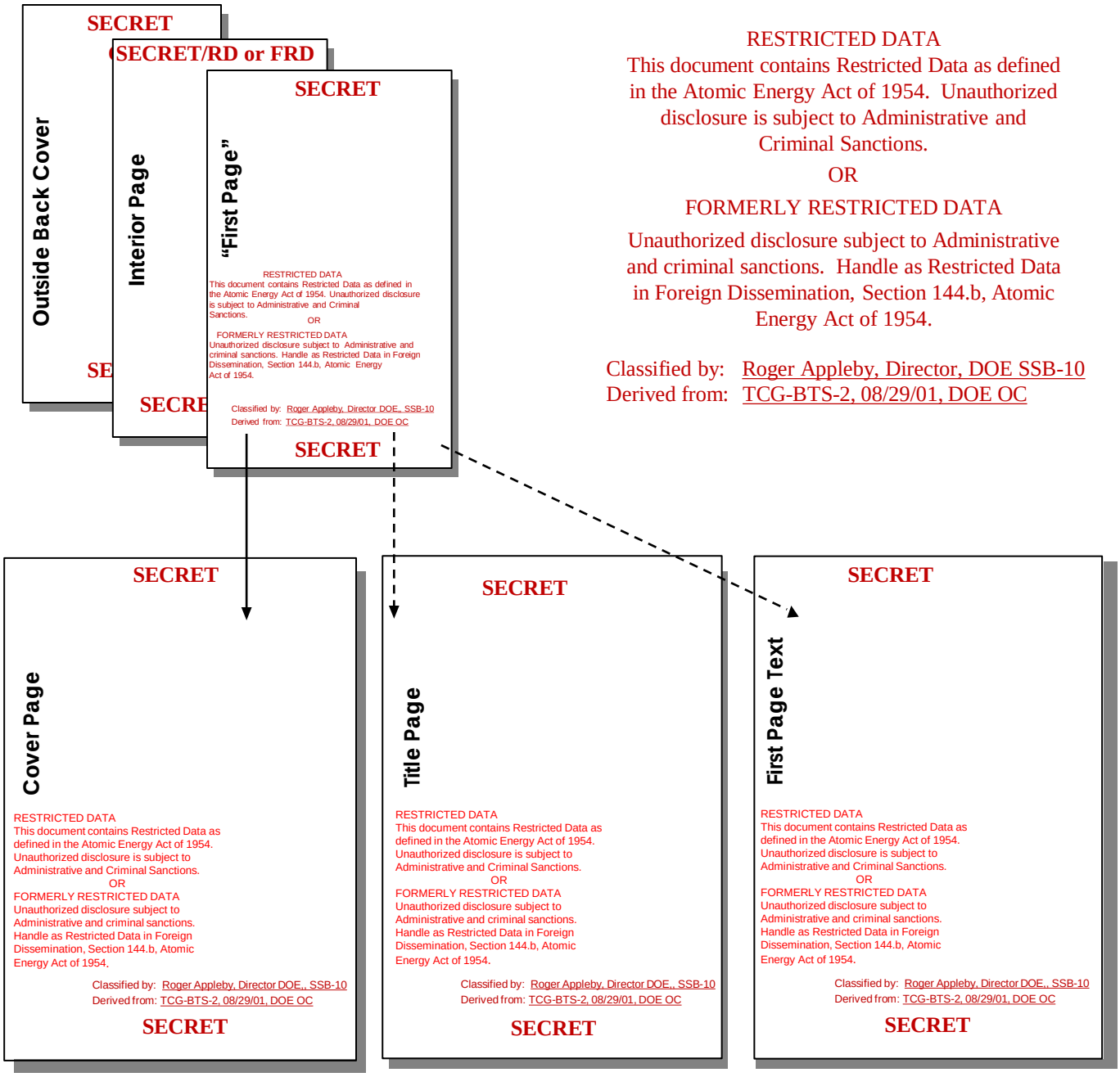
contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.

8. (U) This is paragraph 8 and contains only "Unclassified" information. This portion will be marked with the designation "U" in parentheses.

Page 45
SECRET

Portion Marking Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Document

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure is subject to Administrative and Criminal Sanctions.

OR

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to Administrative and criminal sanctions. Handle as Restricted Data in Foreign Dissemination, Section 144.b, Atomic Energy Act of 1954.

Classified by: Roger Appleby, Director, DOE SSB-10
Derived from: TCG-BTS-2, 08/29/01, DOE OC

Classification Marking Layout for RD/FRD Documents

Additional required markings for first page on page 6. Interior pages are marked with overall document classification level and category at top and bottom of page.

Overall Classification Level

Originator Information (name of organization and address)

Date

(Classification Level/RD or FRD/Caveat) Title/Subject

Classification level, category and caveat (if applicable) must always be Identified; the use of classified titles is strongly discouraged.

Caveat (if applicable)

RD or FRD Admonishment Notice

RD/FRD Classifier Marking

Overall Classification Level

Required Markings for First Page of RD/FRD Documents

CONFIDENTIAL — Overall Classification Level

(U) Theory and Operation of Gismo Model 739 — Title

by John S. Smith — Author (optional)

Adjax Corporation
10090 River Road
Mouse Creek, AR 67890 — Originating Organization

June 30, 2012 — Date

Admonishment Notice

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

Classified by: Robert Wilson, Director, Applied Technology, Adjax Corp.

Derived From: TCG-BTS-2, 08/29/01, DOE OC

Classifier Marking

CONFIDENTIAL — Overall Classification Level

Confidential RD Document

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

Unique ID Number — **ABC 8910**

Overall Classification Level — **TOP SECRET**

Originating Organization —

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

Date — DECEMBER 30, 2011

MEMORANDUM FOR: Jane J. Smith, Director
Safeguards and Security Division

FROM: John Jones, Director
Administrative Support Services

Title/Subject Marking — SUBJECT: (U) Funding for Project YZX

Text of Memo

Portion Marked Text —

(U) Paragraph 1

(C) Paragraph 2

(TS) Paragraph 3

Derivative Declassifier review required prior to declassification

Caveat — NOFORN

Classifier Marking —

Classified by: Ronald McKenny, Team lead, DOE SP-32
Derived From: CG-NEM-1, 08/09/01, DOE OC
Declassify on: 8/30/3031

Overall Classification Level — **TOP SECRET**

Top Secret Derivatively Classified NSI Document with Intelligence Information

SECRET

Body of Text

(C) Paragraph 1
(U) Paragraph 2
(C) Paragraph 3

SECRET

Classification Markings of Interior Pages of an NSI Document Marked at the Overall Highest Classification Level of the Document if that Level is Secret

SECRET

(U) Bibliography

1. (U) Brown, John. "Widget Tests and Performance (U)" DOE Laboratory report #CDF-234A, DECEMBER 30, 2004, 152 pages. (SRD document)
2. (U) Kilgore, George A. "Widget Development (U)" Adjax Corporation, Madison, WI, #AC-9400133, July 23, 1994, 92 pages. (SRD document)
3. (C) Mayes, Albert. "Carbon Alloys for Widgets (C)" Adjax Corporation, Madison, WI, #AC-9600024, March 6, 1995, 68 pages. (C document)

SECRET

Portion Marking a Bibliography in a Secret NSI Document

NOTE: When marking a page at the highest level of the page, this example would be marked as "Confidential."

1.1.2 Classification/Declassification Markings

CONFIDENTIAL

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Distribution
FROM: Document Author
SUBJECT: (U) Status of Activities

Body of Text

(C) Paragraph 1

(U) Paragraph 2

(C) Paragraph 3

Derivative Declassifier review required prior to declassification

Classified by: William H. Smith, Director, Office of Security
Derived From: CG-SS-4 9/12/00, DOE OC
Declassify on: October 12, 2021

CONFIDENTIAL

Derivatively Classified Confidential NSI Document

CONFIDENTIAL

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Kenneth Steinberg, Director
Office of Administration

FROM: Catherine Kazanski, OPSEC Programs

SUBJECT: (U) Report of Activities

Text of Memo

Paragraph 1
Paragraph 2
Paragraph 3
Paragraph 4

Derivative Declassifier review required prior to declassification

This document has been classified as a compilation and must not be used as a source document for a derivative classification decision.

Classified by: Thomas Roe, Analyst, DOE SP-32
Derived From: TCG-BTS-2, 08/29/01, DOE OC
Declassify on: DECEMBER 30, 2021

CONFIDENTIAL

Classification by Compilation: Derivatively Classified NSI

SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

July 11, 2011

MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division

FROM: Thomas Reed, Director
Intelligence Office

SUBJECT: (U) Status Report

Text of Memo

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

This document contains:
Restricted Data at the Confidential level
Formerly Restricted Data at the Secret level
National Security Information at the Secret level
Classified by: Bill Larson, Analyst, STT-10

Classified by: Jerry Ranier, Director
Security Division
Derived from: CG-RER-1, 07/08/02, DOE OC

SECRET

S/RD Document with Mixed Levels and Categories Marking Matrix

NOTE: A marking matrix may be used when classified matter contains a mix of information at various levels and categories that causes the document to be marked at an overall level and category higher than the protection level required for any of the individual portions. This would allow an individual with a lower access level, such as an "L" cleared employee, to be given access to a document that he or she might not otherwise have been authorized access to.

SECRET
~~CONFIDENTIAL~~

Department of Energy
Georgia Site Office 20039
Peachtree Street
Atlanta, Georgia 56789

July 20, 2011

MEMORANDUM FOR: Joseph Bishop
Office of Administration

FROM: Abby Thomas
Office of Technology Transfer

SUBJECT: (U) Work for Others Projects

Text of Memo

(U) Paragraph 1
(U) Paragraph 2
(U) Paragraph 3
(S) ~~(C)~~ Paragraph 4

Derivative Declassifier review required prior to declassification

~~Classified by: Signer~~
~~Derived From: CG-SS-4,09/12/00, DOE OC~~
Declassify on: 7/20/2021

Upgraded by: Susan Poe, Analyst, Technology Transfer, DOE SP-32
Upgraded on: 8/8/2011
Derived from: CG-SS-4, 09/12/00, DOE OC
Declassify on: 7/20/2021

~~CONFIDENTIAL~~
SECRET

Document Upgraded from Confidential NSI to Secret NSI

~~SECRET~~
CONFIDENTIAL

(U) Radiation Hardening of Gizmo Model 549

by Jack Davis

Adjax Corporation
100090 River Road
Mouse Creek, AR 67890

February 25, 2008

FORMERLY RESTRICTED DATA
Unauthorized disclosure subject to Administrative and Criminal Sanctions. Handle as Restricted Data in Foreign Dissemination, Section 144.b, Atomic Energy Act of 1954.

Classification changed to: C/FRD
Authorized by: OSTI Notice #5, 4/8/08
Changed by: Susan Poe, Analyst, Technology Transfer, DOE SP-32, 4/15/08

~~RESTRICTED DATA~~
~~This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions~~

~~Classified by: Joan Freemont, Director Materials Division, Adjax Corp.~~
~~Derived from: TCG-NAS-1,10/12/00, DOE OC~~

CONFIDENTIAL
~~SECRET~~

Document Downgraded Based on Change Notice

NOTE: If downgrading from RD or FRD to NSI, declassification instructions are provided and portions must be marked appropriately.

~~**SECRET**~~
UNCLASSIFIED

Metallurgy of Uranium Alloys (~~U~~)

Sylvester Smalling
Gregory Spinett

Metals Corporation
1111Main Road
Columbus, Ohio 54321

October 31, 2007

~~Derivative Declassifier review required prior to declassification~~

~~Classified by: Wolfgan Sterling, Metals Corp.~~
~~Derived From: CG-SS-4, 09/12/00, DOE OC~~
~~Declassify on: 11/1/17~~

Declassified by: Chris Clark, Analyst, Security Division
Declassified by: Shane Rule, Sr. Analyst, Security Division
Derived From: CG-NMP-2,09/11/00, DOE OC
Declassified on: 11/3/11

UNCLASSIFIED
~~**SECRET**~~

Declassified NSI Document

1.1.3 Caveats and Special Control Markings

SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

DECEMBER 30, 2011

MEMORANDUM FOR: Jane J. Brown, Director
International Affairs

FROM: James Jones, Director
Operations Management

SUBJECT: (U) Funding for Project YZX

Text of Memo

(U.K.-C) Paragraph 1
(U) Paragraph 2
(U.K.-C) Paragraph 3
(U.K.-S) Paragraph 4

Derivative Declassifier review required prior to declassification

Classified by: Signer
Derived From: U.K. memo title project YZX Funding 7/25/2011
Declassify on: 25X6, when officially released by foreign government

This document contains United Kingdom information

SECRET

Foreign Government Information (FGI)
Derivatively Classified National Security Information

SECRET

(U) **Widget Analysis**

By Jordan Kylie

Jerico Corporation 2244
Riverside Drive
Painted Rock, WV 12345

DECEMBER 20, 2011

Nuclear Weapon Data, Sigma 18

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

Classified by: Joe Johnson, Manager
Applied Technology, Jerico Corp.
Derived From: TCG-NAS-2, 03/97, DOE OC

SECRET

Derivatively Classified S/RD Document that Contains Sigma 18 Nuclear Weapon Data

NOTE: All documents containing Nuclear Weapon Data that were/are originated in the DOE or NNSA and transmitted to the DoD, must also be marked Critical Nuclear Weapon Design Information (CNWDI), if appropriate, using criteria established by the joint DOE/DoD classification guides per DOE O 452.8 and DoD Directive 5210.02.

SECRET

ACC-04-653

(U) **Design of Use Control Systems**

By Jose Whales

Jerico Corporation 2244
Riverside Drive
Painted Rock, WV 12345

June 4, 2011

This document may not be reproduced or disseminated beyond original distribution without approval of the originator, the originating agency Use Control Site Coordinator, or the National Nuclear Security Administration Headquarters Use Control Program Coordinator.

Nuclear Weapon Data, Sigma 14 & 15

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

Classified by: Joe Johnson, Manager
Applied Technology, Jerico Corp.
Derived From: TCG-UC-3, 09/23/02, DOE OC

SECRET

Derivatively Classified S/RD Document that Contains Sigma 14 and 15 Nuclear Weapon Data

1.1.4 Marking Special Types of Documents

See page 23 for a Confidential National Security Information Transmittal for a Secret Restricted Data attachment and the re-marked transmittal once the attachment has been removed.

SECRET

Transmittal Memo

Derivative Declassifier review required prior to declassification

Document transmitted herewith contains SECRET RESTRICTED DATA

Classified by: Signer
Derived from: CG-SS-4, 9/12/00, DOE OC
Declassify on: 10/12/2014

When separated from attachment, handle this document as CONFIDENTIAL

SECRET

SECRET

(U) Widget Analysis

by Jordan Kylie

Jerico Corporation 2244
Riverside Drive
Painted Rock, WV 12345

DECEMBER 30, 2011

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions

Classified by: Joe Johnson, Manager Applied Technology, Jerico Corp.
Derived from: TCG-NAS-2, 03/97, DOE OC

SECRET

First Page of S/RD Attachment

Confidential NSI Transmittal Memorandum with an S/RD Attachment

SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Bill Brown, Director
Office of Administration Services

FROM: Bruce Black, Director
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

Text of Memo

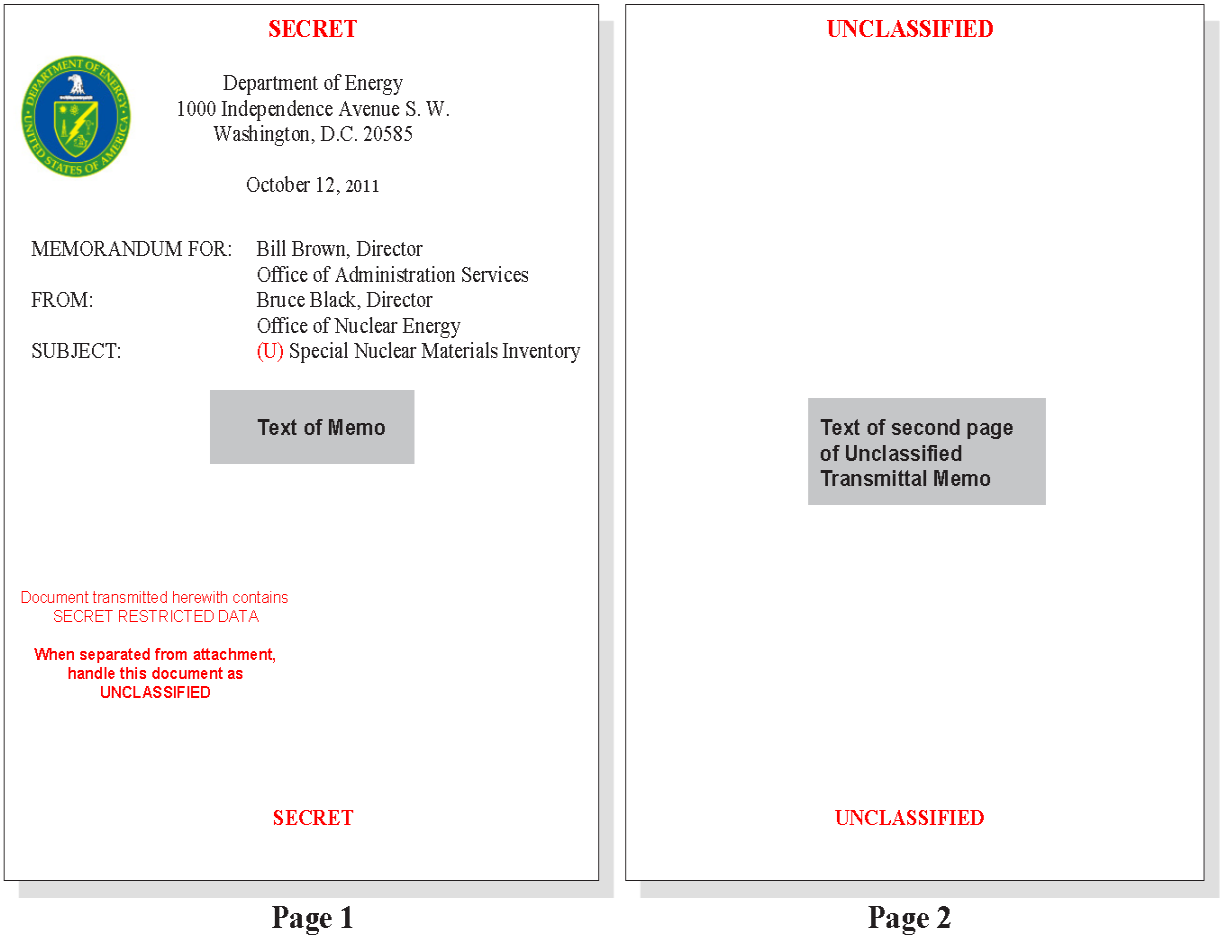
RESTRICTED DATA
This document contains Restricted Data
as defined in the Atomic Energy Act of 1954.
Unauthorized disclosure subject to
Administrative and Criminal Sanctions.

Classified by: Signer
Derived From: CG-SS-4, 09/12/00, DOE OC

SECRET

S/RD Transmittal Memorandum with an S/RD Attachment

NOTE: Placing the RD category at the top and bottom of the first page is a good business practice, but is not required.



Page 1 **Page 2**

Unclassified Transmittal Memorandum with a Classified Attachment

NOTE: If a lower level classified or an unclassified transmittal memorandum with multiple pages, the highest level (and category) markings are only required on the first page and any remaining pages are marked appropriately. In this example, page two is marked Unclassified, however, no marking is also allowed since it is Unclassified.

SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director
Office of Administration Services

FROM: Bruce Black, Director
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

Text of Memo

(U) Paragraph 1
(C) Paragraph 2
(U) Paragraph 3
(C) Paragraph 4

Document transmitted herewith contains SECRET RESTRICTED DATA

Derivative Declassifier review required prior to declassification

When separated from attachment, handle this document as CONFIDENTIAL

Classified by: Signer
Derived From: CG-SS-4, 09/12/00, DOE OC
Declassify on: 10/12/2021

SECRET

C/NSI Transmittal Memo with an S/RD Attachment

~~**SECRET**~~
CONFIDENTIAL

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director
Office of Administration Services

FROM: Bruce Black, Director
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

Text of Memo

(U) Paragraph 1
(C) Paragraph 2
(U) Paragraph 3
(C) Paragraph 4

~~Document transmitted herewith contains SECRET RESTRICTED DATA~~

Derivative Declassifier review required prior to declassification

When separated from attachment, handle this document as CONFIDENTIAL

Classified by: Signer
Derived From: CG-SS-4, 09/12/00, DOE OC
Declassify on: 10/12/2021

CONFIDENTIAL
~~**SECRET**~~

Re-marked Transmittal when Separated from Attachment

Re-Marking a Transmittal Memorandum

CONFIDENTIAL

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

April 5, 2011

MEMORANDUM FOR: Abraham Cross, Security Specialist
Safeguards and Security Division

FROM: Gerald Reber, Manager
Operations Security Division

SUBJECT: (U) OPSEC Survey

Text of Memo

(U) Paragraph 1
(C) Paragraph 2
(U) Paragraph 3
(C) Paragraph 4

Derivative Declassifier review required prior to declassification

Document Transmitted Herewith Contains
Unclassified Controlled Nuclear Information

Classified by: Martha Medley, Analyst, Security Division
Derived From: CG-SS-4, 09/12/00, DOE OC
Declassify on: 4/5/2021

CONFIDENTIAL

Confidential NSI Transmittal with an UCNI Attachment

SECRET
DRAFT/WORKING PAPER

(U) **Draft Security Plan for Project ZYX**

by John S. Smith

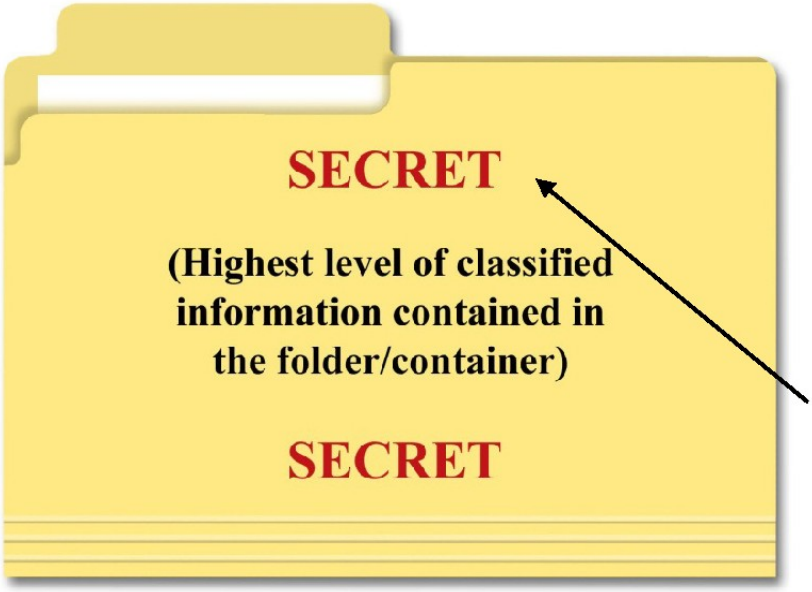
Adjax Corporation
10090 River Road
Mouse Creek, AR 67890

December 30, 2011

DRAFT/WORKING PAPER
SECRET

Draft/Working Paper Within an Activity/Office

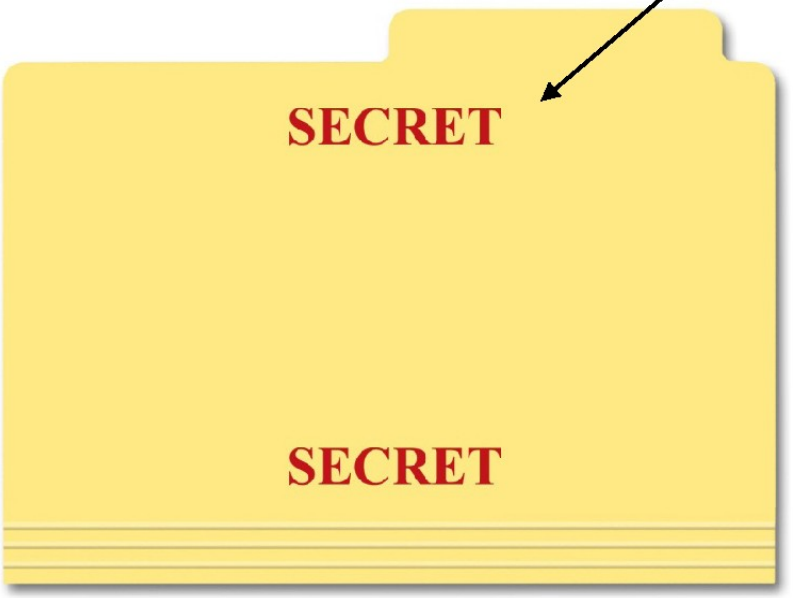
NOTE: Although draft/working papers are not required to be portion marked, the subject/title is considered classified unless determined to be unclassified and marked accordingly. Date location is not mandatory. The date may be located in another location on this page (i.e., top, bottom, etc.).



Front

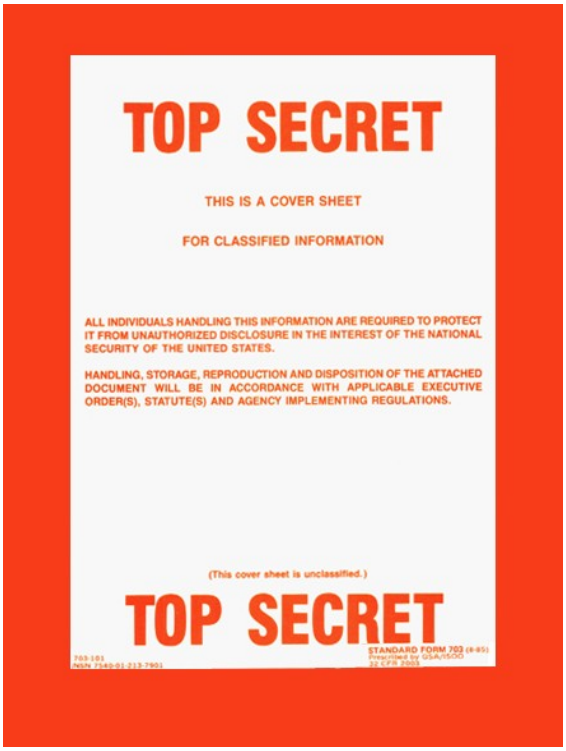
Folders containing classified matter, when removed from secure storage repositories, are conspicuously marked to indicate the highest level of classified information contained in the folder. A coversheet could also be affixed to the folder.

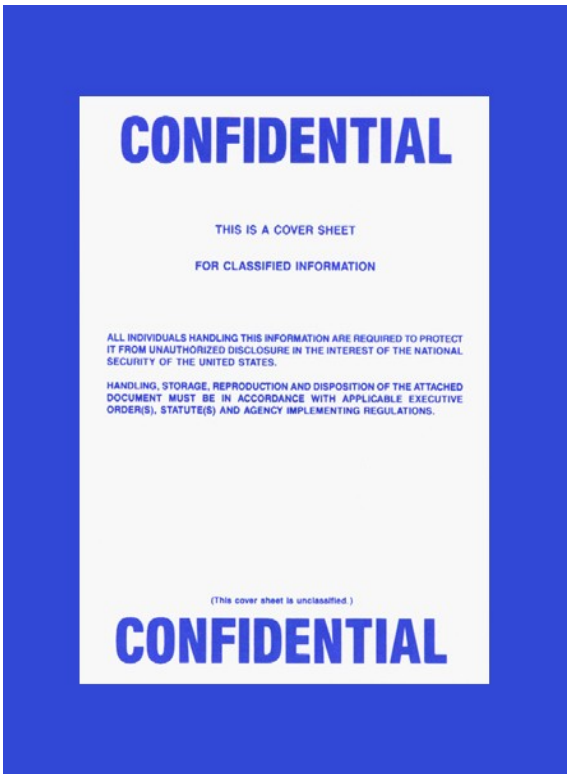
The folder is unclassified when it no longer contains classified material.



Back

Folder Containing Classified Documents





Top Secret, Secret, and Confidential Cover Sheets

DOE F 471.2
(07/2011)
All Other Editions Are Obsolete
Local Reproduction Authorized

U.S. DEPARTMENT OF ENERGY

C/FGI-MOD

CONFIDENTIAL FOREIGN GOVERNMENT INFORMATION
- MODIFIED HANDLING AUTHORIZED -

As defined by Executive Order 13526, Section 6.1(S), "Foreign Government Information" means:
(1) information provided to the U.S. Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both are to be held in confidence;
(2) information produced by the United States pursuant to or as a result of a joint arrangement with a foreign government or governments, or a international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence: or
(3) information received and treated as "Foreign Government Information" under the terms of a predecessor order.

The attached document(s) contains Foreign Government Information (FGI), as defined by Executive Order 13526, "Classified National Security Information," that the foreign government protects at a level lower than U.S. CONFIDENTIAL.

Access to the attached information does not require an access authorization or personnel security clearance. However, access to this information must only be granted to persons with an established need-to-know and whose official duties require access. This information must not be disclosed to a third party government, individual, group, or organization not involved in the applicable agreement or treaty without the expressed, written permission from the originator.

This document(s) must be transmitted using approved U.S. classified methods unless this requirement is waived by the owning foreign government. It must be destroyed as required for a U.S. CONFIDENTIAL classified document.

When not in use, this document must be stored in a locked receptacle (e.g., file cabinet, desk, bookcase) that is accessible only by persons who have a need to know the information to perform their official duties to ensure protection against unauthorized disclosure or access by unauthorized personnel.

This Cover Sheet May Be Applied to All Qualified FGI Documents While Under U.S. Control in U.S. Facilities.

C/FGI-MOD

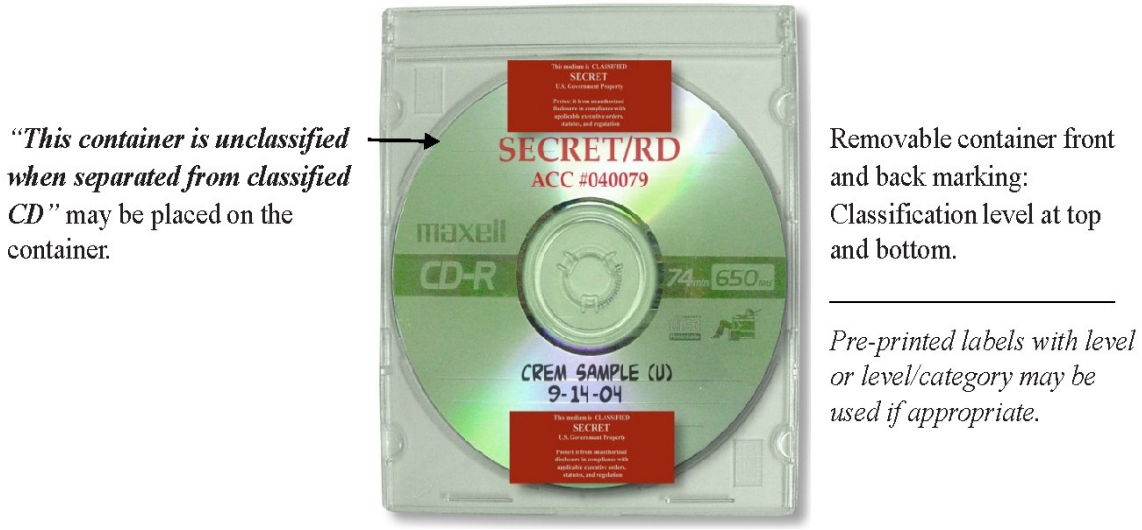
Document(s) contains _____ information
(Insert name of country)

C/FGI-MOD Coversheet

A C/FGI-MOD coversheet (DOE F 471.2) is completed and attached to foreign government documents that are protected at a level lower than U.S. Confidential.

Marking for a Removable Container for Classified Media

NOTE: Classification level marked at top and bottom, front and back of container.

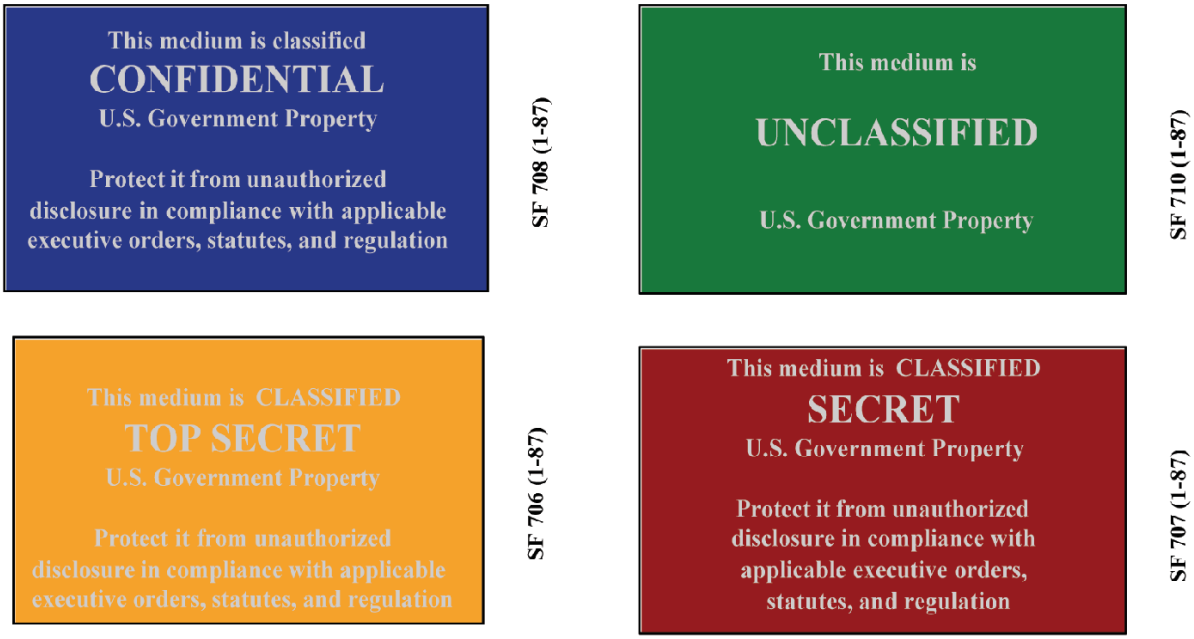


CD/DVD and Case (S/RD)

Marking Classified Removable Electronic Media (CREM)

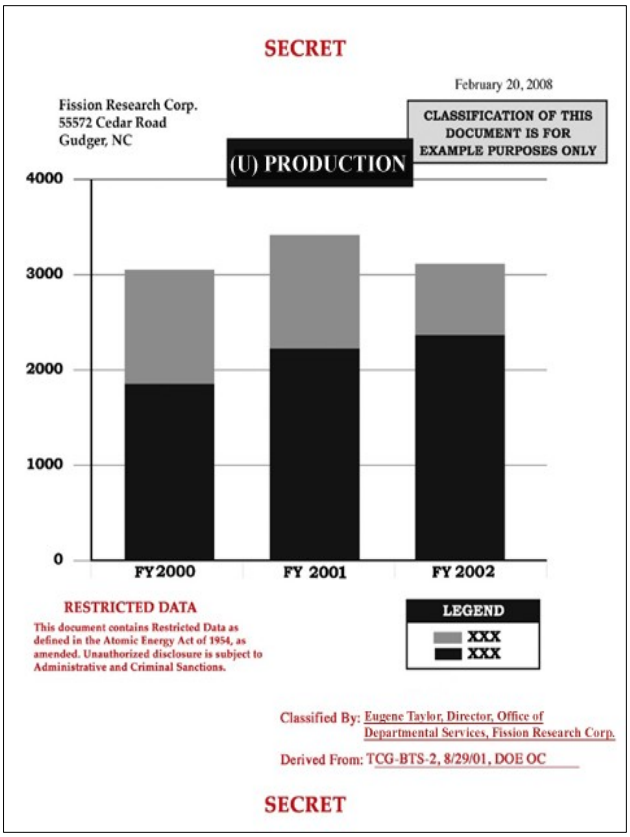
* Removable hard drive case is considered a container and marked as such.

Marking a Removable Hard Drive

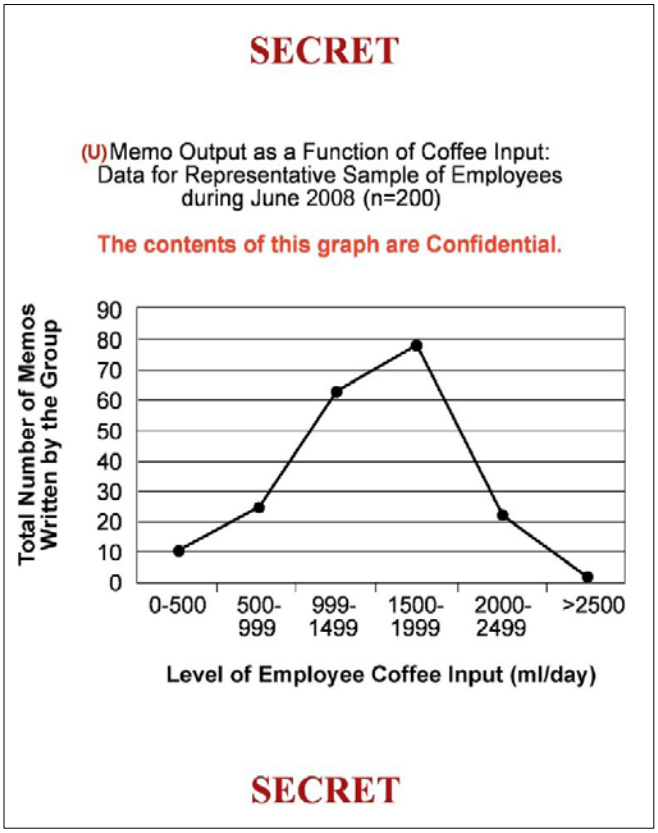


Standard Form Labels for Media

NOTE: The Site/System Classified Cyber Plan may provide additional information or details on use of these media labels.

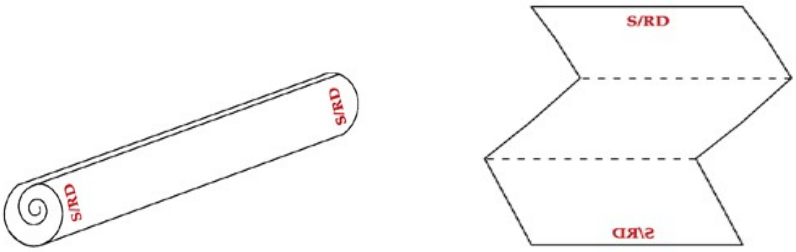


Secret Restricted Data Chart



Confidential Graph In A Secret Document

Marking Folded or Rolled Documents

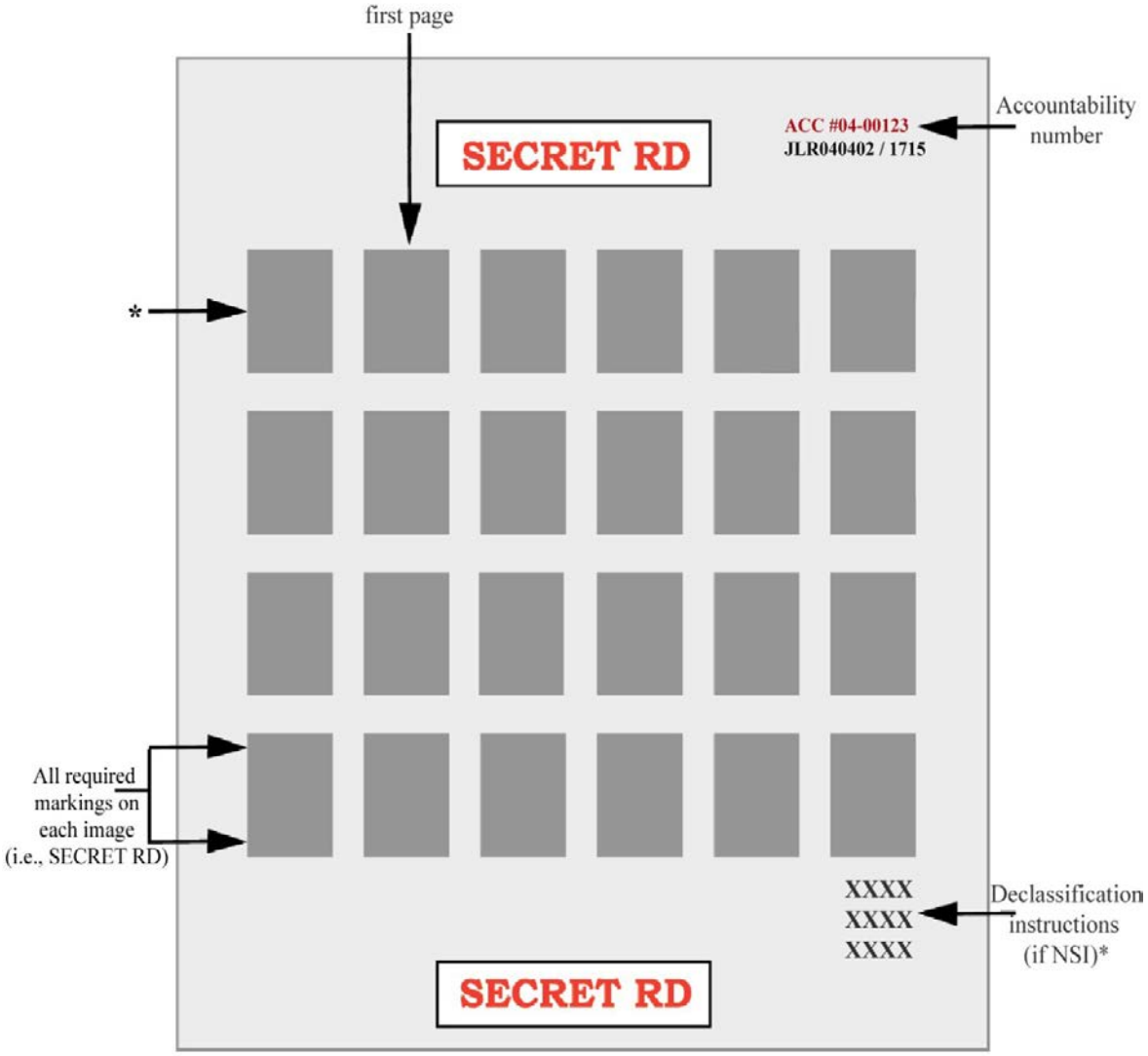


The classification level and category (if RD or FRD) must be visible when these types of documents are folded or rolled.

Marking Charts, Graphs, and Folded or Rolled Documents

The classification level and category (if RD or FRD) are visible when these types of documents are folded or rolled.

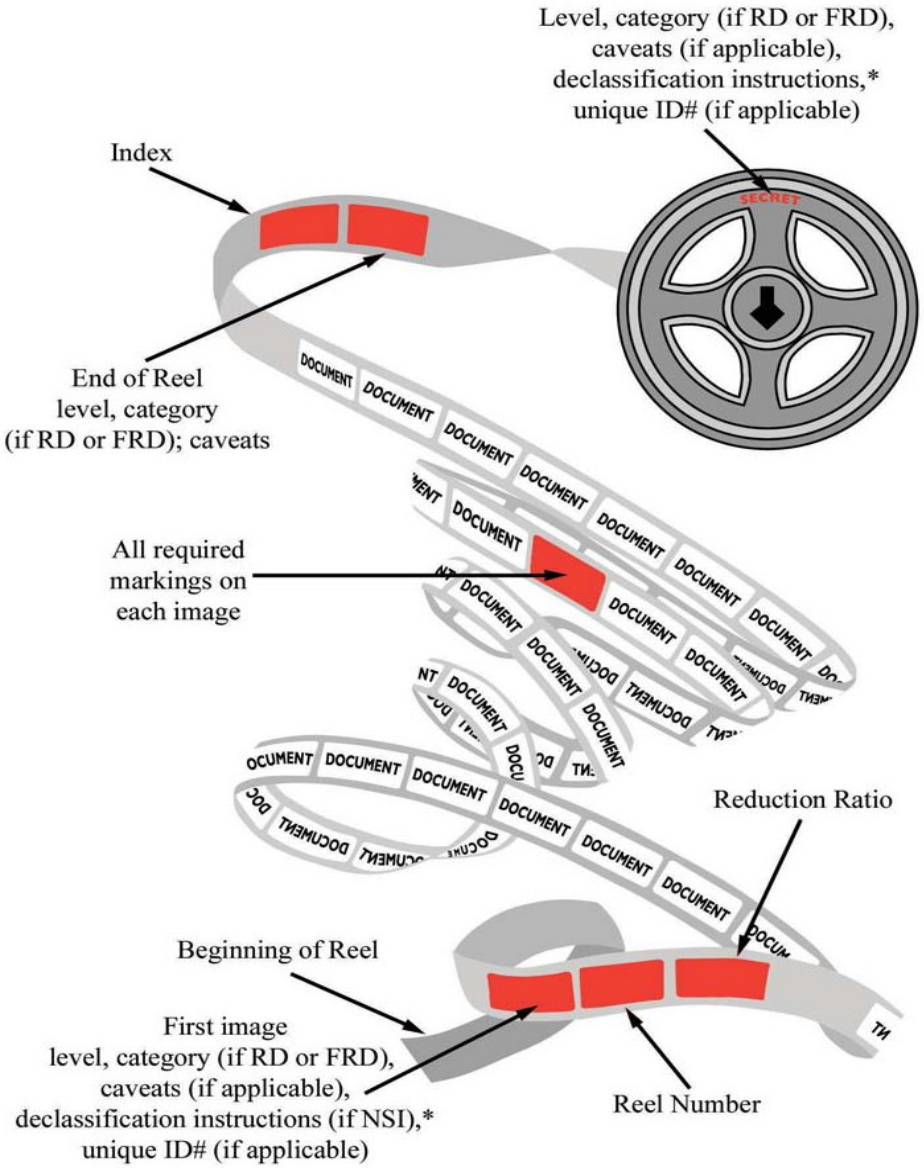
All required markings must be on each individual document contained on the microfiche to include all required first page and interior markings (see pages 1-4 of this handbook).



*First and last images should show highest classification level, category (if RD/FRD), and caveats (if applicable) of information on microfiche.

Microfiche Markings

NOTE: All documents placed on classified microforms must be specifically identified as being either classified or unclassified which may require adhesive labels for additional marking.



* If such markings would apply to all the classified documents on the microfilm. If these instructions will not fit, they accompany the microfilm.

Microfilm Reel Markings

NOTE: May require adhesive labels for current marking information.

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

Back of Photograph

Jellico Research, Inc.
Wind River, WY 67890
December 10, 2011

(U) Equipment Photo

Derivative Declassifier review required prior to declassification

Classified by: Anthony Chavez, Director
Office of Departmental Services, Jellico Research, Inc.
Derived From: CG-SS-4, 09/12/00, DOE OC
Declassify on: 12/10/2021

(if it cannot be placed on the photograph) is kept in separate record.

CONFIDENTIAL

Marking of Photographs

SECRET

@ Circle Corporation
1022 Pine Road
Little Rock, AK

22 May 2011

(U) Slides and Viewgraphs

Derivative Declassifier review required prior to declassification

Classified by: Anthony Chavez, Director, DOE/SP-60
Derived from: CG-SS-4, 9/12/00, DOE OC
Declassify on: 12/31/2024

SECRET

PowerPoint Presentation, Slide 1

SECRET

(U) Intelligence Collection Systems

(U) Operational Goals

- (U) This contains operational goals information
- (U) This section contains additional information about the goals

(U) Contribution to Operation

- (U) This statement discusses how this contributes to the operation
- (S) This discusses additional contributions.

SECRET

PowerPoint Presentation, Slide 2

Marking of Transparencies and Slides

1.1.5 Marking Equipment/Parts

Classified Equipment Marking

Part etched S/NSI

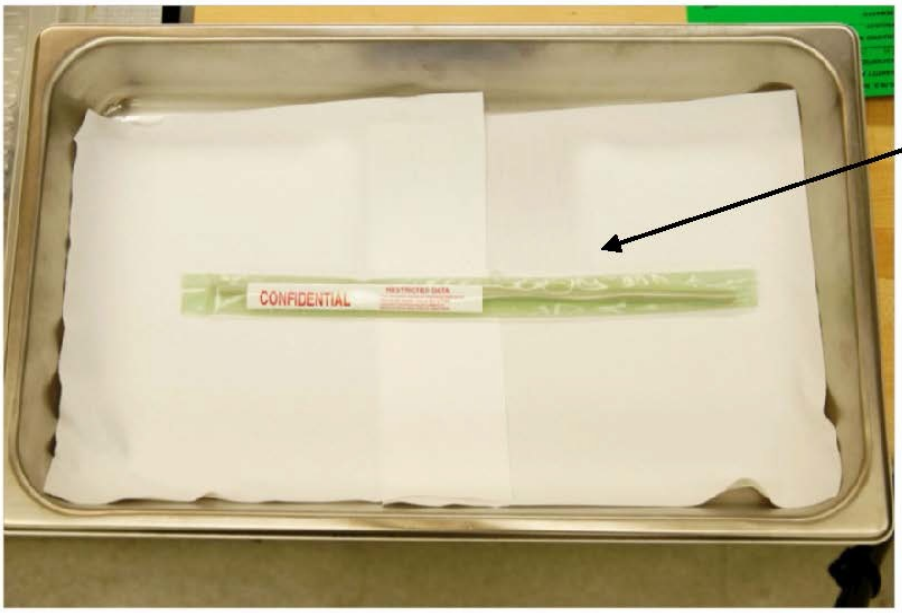
Part labeled S/NSI

Example 1. Marking Parts

Overall markings are stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal, or similar device on classified material other than documents, and on containers of such material, if possible. If marking the material or container is not practical, written notification of the markings are furnished to recipients.

Caution. Before initiating any new marking policies, it is necessary to coordinate with the production engineers. War reserve and configuration control requirements mandate strict control over what is done to specific materials – markings cannot violate these rules. Any alternative markings under consideration must be compatible with the material being marked.

Part marked with a CRD tag



Part marked with a CRD label

Example 2. Marking Parts

NOTE: Additional classification markings (e.g., classifier information) are furnished to those who have access to the parts if the markings cannot be placed on the equipment.

Containers are clearly marked when the parts are unable to be marked.

Example 3. Marking Containers

1.2 Unclassified Controlled Nuclear Information

~~CONFIDENTIAL~~

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Kenneth Steinberg, Director
Office of Administration

FROM: Catherine Kazanski, OPSEC Programs

SUBJECT: (X) Report of Activities

Text of Memo

(UCNI) Paragraph 1
(X) Paragraph 2
(X) Paragraph 3
(X) Paragraph 4

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
NOT FOR PUBLIC DISSEMINATION

Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168).

~~Derivative Declassifier review Required prior to declassification~~

~~Classified by: Signer~~
~~Derived from: CG-SS-4,09/12/00 DOE OC~~
~~Declassify on: 25-x-8; Declassify when vulnerability is corrected or facility is closed~~

Reviewing Official: Cathy Overhauser, Research Division (name/organization)
Date: 11/01/11
Guidance Used: TG-PUP-2, 02/04/03
Declassified by: K. Keye, Analyst, Security Team
Declassified by: R. Roe, Sr. Analyst, Security Team
Derived from: CG-SS-4, 09/11/00, DOE OC
Declassified on 10/21/11

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

~~CONFIDENTIAL~~

Declassified Document Still Containing UCNI

Classified documents that also contain controlled information do not have the corresponding control markings unless they are portion marked. Therefore, when such documents are reviewed for declassification, any controlled information is identified at that time and marked accordingly. A declassified document that contains UCNI must be re-marked as UCNI after the classification markings are lined out.

SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

May 23, 2011

MEMORANDUM FOR: Aretha Hortez, Analyst
Materials Accountability Division

FROM: Matthew Prince, Accountant
Finance Division

SUBJECT: (U) Inventory Differences

Text of Memo

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
NOT FOR PUBLIC DISSEMINATION
Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168)

Reviewing Official: Cathey Overhauser, Research Division (name/organization)
Date: 5/23/2011
Guidance Used: TG-PUP-2, 02/04/03

Document transmitted herewith contains SECRET RESTRICTED DATA

When separated from attachment, handle this document as UCNI

SECRET

~~**SECRET**~~

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

May 23, 2011

MEMORANDUM FOR: Aretha Hortez, Analyst
Materials Accountability Division

FROM: Matthew Prince, Accountant
Finance Division

SUBJECT: (U) Inventory Differences

Text of Memo

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
NOT FOR PUBLIC DISSEMINATION
Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168)

Reviewing Official: Cathey Overhauser, Research Division (name/organization)
Date: 5/23/2011
Guidance Used: TG-PUP-2, 02/04/03

~~Document transmitted herewith contains SECRET RESTRICTED DATA~~

When separated from attachment, handle this document as UCNI

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
~~**SECRET**~~

Transmittal Containing UCNI with an S/RD Attachment (Left), and Re-marked Transmittal when Separated from Attachment (Right)

APPENDIX A

EQUIVALENT FOREIGN SECURITY CLASSIFICATIONS

(Taken from DoDM 5200.01-V2, February 24, 2012, Appendix 1)

Equivalent Foreign Security Classifications

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Albania	TEPER SEKRET	SEKRET	IMIREBESUESHEM	I KUFIZUAR
Argentina	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Australia	TOP SECRET	SECRET or HIGHLY PROTECTED	CONFIDENTIAL or PROTECTED	RESTRICTED
Austria	STRENG GEHEIM	GEHEIM	VERSCHLUSS	
Belgium (French)	TRES SECRET	SECRET	CONFIDENTIEL	DIFFUSION RESTREINTS
Belgium (Flemish)	ZEER GEHEIM	GEHEIM	VERTROUWELIJK	BEPERTKE VERSPREIDING
Bolivia	SUPERSECRETO or MUY SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Brazil	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Bulgaria	СТРОГО СЕКРЕТНО (STROGO SECRETNO)	СЕКРЕТНО (SEKRETNO)	ПОВЕРИТЕЛНО (POVERITELNO)	ЗА СЛУЖЕБНО ПОЛЗВАНЕ (ZA SLUZHEBNO POLZVANE – equates to For Official Use)
Canada	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Chile	SECRETO	RESERVADO	CONFIDENCIAL	
Colombia	ULTRASECRETO	SECRETO	RESERVADO	CONFIDENCIAL/ RESTRINGIDO
Costa Rica	ALTO SECRETO	SECRETO	CONFIDENCIAL	
Croatia	NAJVECI TAJNITAJNI	TAJNI	POVERLJIV	OGRANCIEN
Denmark	YDERST HEMMELIGT	HEMMELIGT	FORTROLIGT	TIL TJENESTEBRUG
Ecuador	SECRETISIMO	SECRETO	CONFIDENCIAL	RESERVADO
Egypt	TOP SECRET	VERY SECRET	SECRET	OFFICIAL
El Salvador	ULTRA SECRETO	SECRETO	CONFIDENCIAL	
Estonia	TOP SECRET	SECRET	CONFIDENTIAL	
Ethiopia	YEMIAZ BIRTOU MISTIR	MISTIR	KILKIL	
Finland	ERITTAIN SALAINEN	Salainen	Luottamuksellinen	Viranomaiskaytto

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
France	TRES SECRET DEFENSE	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
Germany	STRENG GEHEIM	GEHEIM	VS-VERTRAULICH	Vs- Nur für den Dienstgebrauch
Greece	ΑΚΡΩΣ ΑΠΟΡΡΗΤΟ	ΑΠΟΡΡΗΤΟ	ΕΜΠΙΣΤΕΥΤΙΚΟ	∏ΕΡΙΩΡΙ∑ΜΕΝΗ∑ΧΡΗ∑ΕΩ∑
Guatamala	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Honduras	SUPER SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Hungary	SZIGORUAN TITKOS	TITKOS	TITKOS	KORLÁTOZOTT TERJESXTĖSŰ
Iceland	ALGJORTI	TRUNADARMAL		THJONUSTAJSKJAL
India	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Indonesia	SANGAT RAHASIA	RAHASIA	TERBATAS	
Iran	BENKOLI SERRI	SERRI	KHEILI MAHRAMANEH	MAHRAMANEH
Ireland	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Israel	SODI BE'YOTER	SODI	SHAMUR	MUGBAL
Italy	SEGRETISSIMO	SEGRETO	RISERVATISSIMO	RISERVATO
Japan	TOP SECRET	SECRET	CONFIDENTIAL	
Jordan	STRICTLY CONFIDENTIAL	CONFIDENTIAL	RESTRICTED	
Korea	I KUP PI MIL	II KUP PI MIL	III KUP PI MIL	
Laos	TRES SECRET	SECRET	SECRET/CONFIDENTIEL	DIFFUSION RESTREINTE
Latvia	SEVISKI SLEPENA	SLEPENA	KONFIDENCIALA	DIENESTA VAJADZĬBĂM
Lebanon	TRES SECRET	SECRET	CONFIDENTIEL	
Lithuania	VISIŠLAPTAI SLAPTAI	SLAPTAI	SLAPTAI	RIBOTO NAUDOJIMO
Malaysia	RAHSIA BESAR	RAHSIA	SULIT	TERHAD
Mexico	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESTRINGIDO
Morocco	SECRET DEFENSE	SECRET	CONFIDENTIEL	RESTREINT
Netherlands	STG. ZEER GEHEIM	STG. GEHEIM	STG. CONFIDENTIEEL	Departementaal VERTROUWELIJK
New Zealand	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Nicaragua	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Norway	STRENGT HEMMELIG	HEMMELIG	KONFIDENEIELT	BEGRENSET
Oman	TOP SECRET	SECRET	CONFIDENTIAL	
Pakistan	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Paraguay	SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Peru	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Philippines	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Poland	SCISLE TAJNE	TAJNE	POUFNE	ZASTREZONE
Portugal	MUITO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Romanian	STRICT-SECRET DE IMPORT ANT A DEOSEBITA	STRICT-SECRET	SECRET	SECRET DE SERVICIU
Saudi Arabia	SAUDI TOP SECRET	SAUDI VERY SECRET	SAUDI SECRET	SAUDI RESTRICTED
Singapore	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Slovakia	PRISNÉ TAJNÉ	TAJNÉ	DÔVERNÉ	VYHRADENÉ
Slovenia	STROGO ZAUPNO	OBRAMBA – DRŽAVNA SKRIVNOST Defense - State Secret	ZAUPNO	
South Africa	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Spain	SECRETO	RESERVADO	CONFIDENCIAL	DIFUSIÓN LIMITADA
Sweden	H0/ TOP SECRET (the word HEMLIG enclosed with Red Borders)	H1/ SECRET	H2/ SECRET	
Switzerland	GEHEIM	VERTAULICH		
Taiwan	TOP SECRET (Not translatable into English characters)	SECRET	CONFIDENTIAL	
Thailand	LUP TISUD	LUP MAAG	LUP	POK PID
Tunisia	TOP SECRET	SECRET	SECRET CONFIDENTIAL	
Turkey	COK GIZLI	GIZLI	OZEL	HIZMETE ÖZEL
Ukraine		ОСОБЛИВОЇ ВАЖЛИВОСТІ	ЦІЛКОМ ТАЄМНО	ТАЄМНО
UK	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Uruguay	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO

Appendix B

Guidelines for Marking NSI Email Messages On a Classified Network

U.S. Department of Energy
Office of Classification
Office of Chief Information Officer
Office of Security Policy

Version December 2014

PURPOSE

The purpose of these guidelines is to provide information on proper marking procedures for NSI email sent on a classified network.

GOVERNING AUTHORITY

32 CFR Part 2001

Classified National Security Information: Final Rule

Nothing in these guidelines is intended to establish, imply, or mandate new requirements.

Marking Unclassified, NSI, or TFNI Email on a Classified System

- Email Containing Unclassified Information
- Email Containing National Security Information
- Email Containing Only Transclassified Foreign Nuclear Information
- Email Containing National Security Information and Transclassified Foreign Nuclear Information
- Email Classified Using Multiple Sources
- Unclassified Email with a Classified Attachment
- Classified Email with a Classified Attachment
- String of Classified Emails
- An Originally Classified Email

MARKING EXAMPLE FOR AN EMAIL CONTAINING UNCLASSIFIED INFORMATION ON A CLASSIFIED NETWORK

(U) in subject line

"UNCLASSIFIED" marking at top and bottom

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Unclassified Email

UNCLASSIFIED

This is an example of marking an unclassified email.

The subject must be marked "(U)" at the beginning of the subject line.

The word "UNCLASSIFIED" must be included at the very beginning of the text of the message and at the bottom of the message after the signature block.

Eve Ng
Security Specialist
Office of Classification

UNCLASSIFIED

Markings are for example purposes only

MARKING EXAMPLE FOR A DERIVATIVELY CLASSIFIED EMAIL CONTAINING NATIONAL SECURITY INFORMATION (NSI)

Classification of subject line

Overall classification level of email at top and bottom

Paragraphs are portion marked

Classification Authority Block (3 Line) (Can be linear)

Special control marking

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Email Derivatively Classified as NSI

SECRET

(U) This is an example of marking an email that is derivatively classified as containing National Security Information.

(S) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level of the email must be included at the beginning of the text of the email and at the bottom after the special control marking.

(C) Since this email contains only NSI, each portion must be marked at its beginning with the highest classification level of the information contained in that portion.

(U) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

(U) The special control marking is placed after the classification authority block and before the overall classification level.

Eve Ng
Security Specialist
Office of Classification

Classified by: Eve Ng, Security Specialist
Derived from: CG-XX-1, 9/1/2011, DOE OC
Declassify on: 20280405

OR

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify on: 20280405

Derivative Declassifier review required prior to declassification

SECRET

Markings are for example purposes only

MARKING EXAMPLE FOR AN EMAIL CONTAINING ONLY TRANSCLASSIFIED FOREIGN NUCLEAR INFORMATION (TFNI)

Classification of subject line

Overall classification level and category of email at top and bottom

TFNI, like NSI, must be portion marked

Classification Authority Block (3 line) (Can be linear)

TFNI is not automatically declassified

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Email Classified as TFNI

SECRET//TRANSCLASSIFIED FOREIGN NUCLEAR INFORMATION

(C//TFNI) This is an example of marking an email containing Transclassified Foreign Nuclear Information.

(U) The subject line must be marked with the classification level and category of the information contained in the subject line, not the classification level and category of information contained in the overall email. In this example, the subject is unclassified.

(C//TFNI) The overall classification level and category of the email must be included at the beginning of the text of the email and at the bottom after the classification authority block.

(U) Since this email contains TFNI but not RD or FRD, each portion of the email must be marked at its beginning with the highest classification level and category of the information contained in that portion.

(S//TFNI) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

Eve Ng
Security Specialist
Office of Classification

Classified By: Eve Ng, Security Specialist, OC
Derived From: CG-XX-1, 9/1/2011, DOE OC
Declassify On: N/A to TFNI portions

OR

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify On: N/A to TFNI portions

SECRET//TRANSCLASSIFIED FOREIGN NUCLEAR INFORMATION

Markings are for example purposes only

MARKING EXAMPLE FOR AN EMAIL CONTAINING NSI AND TFNI

Classification of subject line

Overall classification level and category of email at top and bottom

Paragraphs are portion marked

Classification Authority Block (3 line)
(Can be linear)

TFNI is not automatically declassified

Special control marking

Source list for NSI

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking a Portion-Marked Email Containing NSI AND TFNI

SECRET//TRANSCLASSIFIED FOREIGN NUCLEAR INFORMATION

(U) This is an example of marking a portion-marked email containing National Security Information and Transclassified Foreign Nuclear Information.

(S//TFNI) The subject line must be marked with the classification level and category if TFNI of the information contained in the subject line, not the classification level and category of information contained in the overall email. In this example, the subject is unclassified.

(S//TFNI) The overall classification level and category of the email must be included at the beginning of the text of the EMAIL and at the bottom after the source list.

(C) Since this email contains both NSI and TFNI but no RD or FRD, each portion of the email must be marked at its beginning with the highest classification level and category of the information contained in that portion.

(U) The 3-line classification authority block follows the signature block and must include all of the required information, which for an email commingling NSI and TFNI has special rules. This marking can be in block or linear form.

(U) The special control marking is placed after the classification authority block.

(C) The source list containing the declassification instructions with the longest duration for each NSI source is placed immediately before the overall classification level and category marking.

Eve Ng
Security Specialist
Office of Classification

Classified by: Eve Ng, Security Specialist, OC
Derived from: CG-XX-1, 9/1/2011, DOE OC
Declassify on: N/A for TFNI portions; see source list for NSI portions

OR

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify on: N/A for TFNI portions; see source list for NSI portions

Derivative Declassifier review
required prior to declassification

Source List: CG-XX-1, 9/1/2011, DOE OC; Declassify on: 20201025

SECRET//TRANSCLASSIFIED FOREIGN NUCLEAR INFORMATION

Markings are for example purposes only

MARKING EXAMPLE FOR AN EMAIL CLASSIFIED USING MULTIPLE SOURCES

Classification of subject line

Overall classification level of email at top and bottom

Paragraphs are portion marked

Classification Authority Block (3 line)

"Derived From" is "Multiple Sources"

"Declassify On" reflects longest duration of classification from all sources

Special control marking

Source list for NSI

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Email Classified using Multiple Sources

SECRET

(U) This is an example of marking an email that was classified using multiple sources.

(S) The subject line must be marked with the classification level (and category, if RD or FRD) of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level (and category if RD or FRD) of the email must be included at the beginning of the text of the email and at the bottom after the source list.

(C) Since this email contains only NSI, each portion of the document must be marked at its beginning with the highest classification level of the information contained in that portion.

(U) The appropriate classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

(U) When the classification of an email is based on multiple sources, the entry for the "Derived From" line of the classification authority block is "Multiple Sources." For an email containing only NSI like this one, the entry on the "Declassify On" line reflects the longest duration of classification from all these sources.

(U) Since this email contains only NSI, the special control marking is placed after the classification authority block.

(U) A list of the source documents must be placed at the bottom of the email immediately before the overall classification level (and category if RD or FRD).

Eve Ng
Security Specialist
Office of Classification

Classified by: Eve Ng, Security Specialist
Derived from: Multiple Sources
Declassify on: 20280405

Derivative Declassifier review
required prior to declassification

Source Document List:
CG-XX-1, 9/10/10, DOE OC
CG-ZZ-3, 11/12/12, DOE OC

SECRET

Markings are for example purposes only

MARKING EXAMPLE FOR AN UNCLASSIFIED EMAIL TRANSMITTING A CLASSIFIED ATTACHMENT

Classification of subject line

Overall classification level of email and attachment at top and bottom. Classification of email and Attachment at the beginning of text

Since the email is unclassified, it requires no portion marking or classification authority block

Classification level and category (if RD/FRD) of the attachment must be indicated and the attachment must be marked correctly as a stand-alone document

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Unclassified Email with a Classified Attachment

SECRET

Attachment contains SECRET
When separated from attachment, this email is unclassified.

This is an example of marking an email that contains only unclassified information but transmits a classified attachment.

The subject line must be marked with the classification level and category of the information contained in the subject line, not the classification level and category of information contained in the overall email or attachment. In this example, the subject is unclassified.

The overall classification level of the email itself and its attachments must be included at the beginning of the text and at the bottom of the email. Immediately following the overall classification level at the beginning of the text, the highest level of the attachment(s) must be identified and followed by this statement: "When separated from attachment, this email is unclassified."

Wherever the attachment is shown (at the bottom of the email, elsewhere in the email, or in the attachment line), the classification level of the information contained in the attachment must be indicated (e.g., Secret Attachment).

The attachment must be marked correctly as a stand-alone NSI document.

Since this email is unclassified, it is not portion marked and needs no classification authority block.

Eve Ng
Security Specialist
Office of Classification

SECRET

(U) Attachment Title

Markings are for example purposes only

MARKING EXAMPLE FOR A CLASSIFIED EMAIL TRANSMITTING A CLASSIFIED ATTACHMENT

Classification of subject line

Overall classification level and category of email and attachment at top and bottom. Classification of email and Attachment at the beginning of text

Paragraphs are portion marked (email is NSI)

Classification Authority Block (3 line) – Refers to email

"Declassify On" date refers to the email, not the attachment

Special control marking

Classification Level and category (if RD/FRD) of the attachment must be indicated

To: Amy Basil
From: Eve Ng
Date:
Cc:
Subject: (U) Marking an Email Classified as S/NSI with a C/NSI Attachment

SECRET

Attachment contains C/NSI
When separated from attachment, this email is SECRET.

(U) This is an example of marking an email that contains S/NSI with a C/NSI attachment.

(U) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email or attachment. In this example, the subject is unclassified.

(U) The overall classification level of the email itself and its attachments must be included at the beginning of the text and at the bottom of the email. Immediately following the overall classification level at the beginning of the text, the highest level of the attachment must be identified.

(U) Wherever the attachment is shown (at the bottom of the email, elsewhere in the email, or in the attachment line), the classification level of the information contained in the attachment must be indicated (e.g., C/NSI Attachment).

(U) The attachment must be marked correctly as a stand-alone document.

(S) Since this email is classified as NSI, it is portion marked, the 3-line classification authority block is used, and the special control marking is placed after the classification authority block. The "Derived From" line must include the sources used to classify the email. The "Declassify On" line should contain the declassification instruction for the email.

Eve Ng
Security Specialist
Office of Classification

Classified By: Eve Ng, Security Specialist
Derived From: CG-XX-1, 9/1/2011, DOE OC
Declassify On: 20280101

Derivative Declassifier review
required prior to declassification

C/NSI Attachment

SECRET

Markings are for example purposes only

MARKING EXAMPLE FOR A STRING OF CLASSIFIED EMAILS

If you reply to or forward an email, you are responsible for the entire string and must review and classify appropriately

The original email was Confidential

The responder addition upgraded it to

Secret

The new overall classification level is placed at the beginning and end of the entire string

The Derivative Classifier marking is placed just before the overall level at the end of the string

"Derived From" should include all sources for the entire string

"Declassify On" reflects longest duration of classification from all sources

Do not repeat special control markings

To: Eve Ng
From: Amy Basil
Date: Friday, May 24, 2013 10:16 AM
Subject: Re: (U) Marking a String of Emails

SECRET

(U) If you respond to or forward a classified email, you must review and classify the entire string, considering each section in the context of the entire email for classification.

(S) The overall classification level of the string is included at the beginning of the text of your email and at the end of the entire string of emails. In this example, the first email is Confidential and the second is Secret; so the string has an overall classification level of Secret.

(C) The classification authority block is placed at the end of the string just before the overall classification level.

(C) Do not repeat the special control marking for your reply. However, you must carry forward any statements concerning classified attachments to the email string (e.g., "Attachment contains SECRET", When separated from attachment, this email is..." This should be placed at the top of the email string and below the overall classification level.

(U) For your classification authority block, the "Derived From" line should include all sources used to classify the entire email string. At a minimum, this should include any guide used to make your classification determination and any of the previous email. If a source from the previous email is used, this may be noted with "and email above". If there is a source list, it should be included at the end of the email string above the overall classification. The "Declassify On" line must reflect the longest duration of classification from all the sources for the entire string.

Amy Basil
Security Specialist

SECRET

To: Basil, Amy
From: Ng, Eve (HS)
Date: Thursday, May 23, 2013 4:44 PM
Subject: (U) Marking a String of Emails

CONFIDENTIAL

(C) The initial email is marked according to the classification of the information contained in the email. This email contains Confidential NSI.

Classified By: Eve Ng, Security Specialist
Derived From: CG-XX-1, 9/1/2011, DOE OC
Declassify On: 20280405

Derivative Declassifier review
required prior to declassification

CONFIDENTIAL

Classified By: Amy Basil, Security Specialist, HS-61
Derived From: CG-XX-1, 9/1/2011; DOE OC and email above
Declassify On: 20280405

SECRET

Markings are for example purposes only

MARKING EXAMPLE FOR AN ORIGINALLY CLASSIFIED EMAIL CONTAINING NSI

- Classification of subject line
- Overall classification level of email and attachment at top and bottom
- Classification of email and attachment at the beginning of text
- Since the email is NSI, portion marking is required
- "Classified by" must contain classifier's position or personal identifier
- The Original Classifier must establish a specific date or event for declassification
- Special control marking

NOTE: This example is included for completeness. Original classification should only be done by a Federal employee with original classification authority whose training is up to date.

To: Eve Ng
From: John Sobieski
Date:
Cc:
Subject: (U) Marking an Email Originally Classified as NSI

SECRET

(U) This is an example of marking an email containing information considered to be National Security Information that is not adequately covered by existing guidance. Only an Original Classifier may do this initial classification. Remember that Restricted Data, Transclassified Foreign Nuclear Information, and Formerly Restricted Data are NEVER initially classified by an Original Classifier.

(S) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level of the email must be included at the beginning of the text of the email and at the bottom after the special control marking.

(C) Since this email contains only NSI, each portion must be marked at its beginning with the highest classification level of the information contained in that portion.

(C) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form. Rather than listing a guide that the decision is derived from, Original Classifiers must give the "Reason" for classification found in Section 1.4 of Executive Order 13526. This section describes the types of information that may be originally classified.

(S) Another difference is that an Original Classifier must establish a specific date or event for declassification based on the duration of the national security sensitivity of the information. Generally, this is 10 years from the date of the original decision unless the sensitivity of the information requires that it be classified for up to 25 years from the date of the original decision.

(C) The "Classified By" line may contain the Original Classifier's name and position OR his/her personal identifier.

(U) The special control marking is placed after the classification authority block and before the overall classification level.

John Sobieski
Director, Examples Division
Office of Classification

Classified by: John Sobieski, Director, Examples Division, OC **OR** ID#55500
Reason: 1.4(c)
Declassify on: 20240202

OR

Classified By: John Sobieski, Director, Examples Division, OC Reason: 1.4(c); Declassify on: 20240202

Derivative Declassifier review
required prior to declassification

SECRET

Markings are for example purposes only

Marking Classified E-mail

Mail To:

File Edit View Actions Tools Accounts Window Help

Send Cancel Address Spell Check

Mail Send Options

From: John Smith CC:

To: BC:

Subject: (U) Example of a Classified e-Mail

SECRET

(U) This is an example of how to properly mark a classified e-mail.

(S) An e-mail transmitted on or prepared for transmission on classified systems or networks shall have the overall classification displayed at the top and bottom of the body of each message. The overall classification shall reflect the classification of the header and body of the message to include the subject line, the text, attachments, included messages, signature block (if it is classified), and any other information conveyed in the body of the e-mail.

(S) Classified e-mail shall be portion marked to reflect the highest level of information contained in that portion.

(U) Subject lines shall be portion marked to reflect the sensitivity of the information in the subject line itself and shall not reflect any classification markings for the e-mail content or attachments. Subject lines and titles shall be portion marked before the subject or title.

(U) The classification authority block shall be placed after the signature block, but before the overall classification.

SIGNATURE BLOCK

Classified by: John Smith, Program Analyst
Derived from: Memo dated June 21, 2010, Subj: Classification Markings
Declassify on: June 21, 2015

Include Classification authority block

SECRET

(S) Schedule of Events.doc

Classification marking of title of attachment
NOTE: This is the classification of the title of the attachment, and not the classification of the file itself. Most titles should be unclassified, but this example shows an attachment with a classified title.

Portion Mark

Overall classification of the e-mail to include attachments

Markings are for example purposes only

E-Mail Messages

E-mail transmitted on or prepared for transmission on classified systems or networks shall display the banner line (classification level and category if RD or FRD) at the top and bottom of the body of each message. A single linear text string (same as banner line) 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. (see Figure above).

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.

Classified NSI e-mail shall be portion marked. Each portion shall be marked to reflect the highest level of information contained in that portion. 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. This is true even when the data accessible via the URL or link reflects a higher classification marking. (RD and FRD is not required to be portion marked except for titles and subjects, but may be marked as indicated.)

The subject line's portion marking shall show the classification of the subject line itself, not the overall classification of the e-mail. The subject line portion marking shall reflect the sensitivity of the subject alone and shall not consider the sensitivity of the e-mail content or attachments. Subject lines and titles shall be portion marked before the subject or title.

The classification authority block shall be placed after the signature block, but before the banner line at the bottom of the e-mail. The block may optionally appear as a single linear text string instead of the traditional three line format.

The text for the special control marking (Derivative Declassifier review required prior to declassification) must appear on all classified NSI e-mail messages.

E-Mail Messages Continued

When forwarding or replying to an e-mail, individuals shall ensure that the markings used reflect the classification markings for all the content present in the resulting message and any attachments. This will include any newly drafted material, material received from previous senders, and any attachments.

For unclassified e-mail or other messages transmitted over a classified system, the designation "UNCLASSIFIED" shall be conspicuously placed within the banner line and any dissemination controls, such as "FOUO" or "PROPIN" (Proprietary Information), that may apply shall be included.

E-mail containing NSI and TFNI must be marked as above with the addition of the TFNI identifier in the overall classification marking.

E-mail used as transmittal documents shall be marked as required for transmittal documents would be marked if hard copy. Place the instruction indicating the e-mail's overall classification level when separated from its enclosures just above the banner line at the bottom of the message.

E-mail containing Restricted Data (RD) and/or Formerly Restricted Data (FRD) are to be marked in accordance with 10 CFR Part 1045, Nuclear Classification and Declassification, including the overall level and category and the RD or FRD admonishment. Titles and classified signature blocks must be portion marked, but otherwise, portion marking may occur but is not required

A warning notice must be placed on documents which are not marked as final documents that they may not be used as a source for derivative classification and it must provide a point of contact and instructions on how to obtain further guidance on use and classification of the information when such documents cannot be marked.

REQUIRED MARKINGS

NSI/TFNI Derivative Classifier Marking:

Classified by:
Derived from:
Declassify on:

NSI/TFNI Original Classifier Marking:

Classified by:
Reason:
Declassify on:

NSI Special Control Marking:

Derivative Declassifier review required prior to declassification