

**LESSON TOPIC 4.1****Marking of Classified Information****REFERENCES**

DODM 5200.01-V2

SECNAV M-5510.36, Chapter 6

EO 12958, As Amended, Classified National Security Information

**LESSON****A. Marking Policy**

1. Purpose of marking is to: Alert holders; Identify the exact informational elements that need protection; Indicate the classification level assigned to the information or material; Provide guidance on downgrading and declassification; Give information on the classification sources(s) and reasons for classification; Warn holders of special access, control, or safeguarding requirements
2. Proper marking is responsibility of the original or derivative classifier. General exceptions:
  - Any article or portion that has been officially released and has appeared in public domain shall have no classification or associated markings
  - Information provided to foreign governments, embassies, mission, or similar offices within the U.S., shall only be marked per DODM 5200.01
  - Classified documents shall not be marked if the markings themselves would reveal a confidential source or relationship or a confidential human intelligence source not otherwise evident in the document
3. Mark all products that contain classified information regardless of medium by which it is revealed, such as: Publications, correspondence, reports, studies, manuals, letters of transmittal, powerpoint briefing slides, photographs, emails, messages, etc.
4. Marking is required on all IT systems and electronic media, including removable components that contain classified information
  - IT systems include any equipment or interconnected system or subsystem of equipment that is used in the

automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information

- Electronic media includes flash drives, CDs, scanners, recordings, etc.

- IT systems that process classified data, in forms other than traditional documents, such as weapon, navigation, and communication systems also require appropriate marking

**B. DON Command Name and Date of Origin**

DON Command Name and Date of Origin must appear on every classified document

**C. Overall Classification Level**

1. Overall classification - Highest classification of information contained/revealed by the classified media

- Conspicuously marked (i.e., letters larger than text) on media. Stamp, print or permanently affix

- Banner Line - Comprises of the overall classification markings and is located at the top and bottom of classified documents (refer to DODM 5200.01-v2)

Examples of Banner Markings

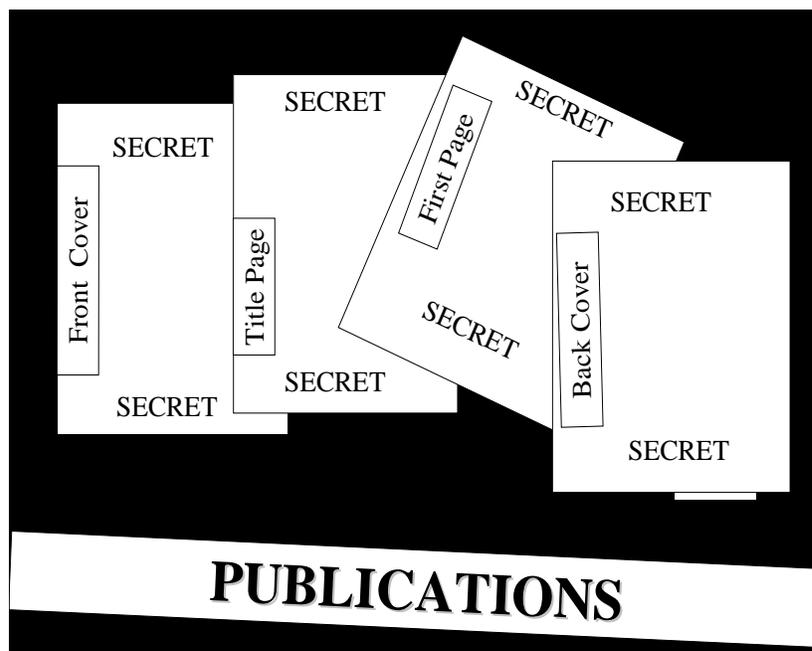
**UNCLASSIFIED**  
**UNCLASSIFIED//FOR OFFICIAL USE ONLY**  
**TOP SECRET**  
**SECRET//REL TO USA, AUS, CAN, GBR**  
**TOP SECRET//SI//TK//RELIDO**  
**SECRET//FRD**  
**SECRET//ORCON/IMCON/NOFORN**

- Interior Page Markings: Method 1: Mark each interior page (except blank pages) top and bottom center with highest overall classification level of the document; Method 2: Mark each interior page top and bottom center with the highest classification it contains (including UNCLASSIFIED), e.g., if page only contains unclassified information mark it "UNCLASSIFIED" top and bottom center

2. Publications - Place overall classification in the

margins top and bottom center on pages

3. Correspondence: First Page - Type overall classification at upper left, two lines above "From:" line; Place classification level initials (C, S, or TS) before serial number on all Navy classified Correspondence; All pages - Stamp letters top and bottom center margins with overall classification
4. Messages: Highest overall classification level must be indicated (select level from drop down menu in message header; First item of text shall be highest overall classification level of message



THIS FIGURE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

**Figure 4.1-1. Overall Classification Markings - Publications**

**D. Portion Markings**

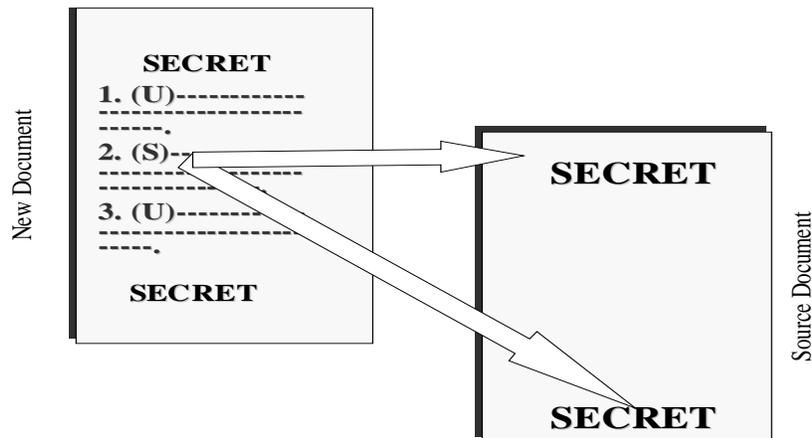
1. Every classified document shall show, as clearly as is possible, which information in it is classified and at what level. Derivatively classified documents shall be portion marked per their source. Every portion (e.g. subject, title, paragraphs, sections, tabs, attachments, classified signature blocks, table and

pictures) in every classified document shall be marked to show the highest level of classification that it contains. Same placement for publications, correspondence and messages. **THIS REQUIREMENT ALSO APPLIES TO EMAILS ON CLASSIFIED IT SYSTEMS**

2. Eliminates any doubt as to which portions of a document are classified at what level and promote more accurate derivative classification
3. Individual markings:
  - (U) Unclassified
  - (C) Confidential
  - (S) Secret
  - (TS) Top Secret

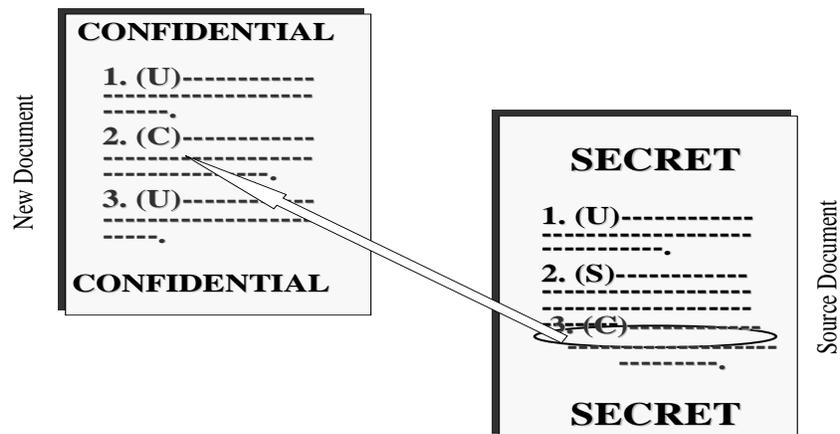
NOTE: (FOUO) For Official Use Only and (FOUO-LES) FOUO-Law Enforcement Sensitive may be used vice (U) to designate unclassified portions containing information exempt from mandatory public release

4. Markings placed before text of each portion, after the portion letter or number (if none then directly before beginning of portion)
  - The highest portion classification level in a document determines the highest overall classification level of that document
  - Information extracted from a classified source retains the classification markings exactly as shown on source material
  - Each portion is marked individually according to its content
5. Mark figures, tables, graphs, charts, photos and similar illustrations appearing within document - place classification markings within, or adjacent to and write out classification level (e.g., Secret). (Mark chart, graph, and photo captions or titles also)
6. Exceptions: Naval Nuclear Propulsion Information (NNPI) is not portion marked; Preformatted messages, such as CASREPs and similar reporting formats, do not have to be portion marked - don't contain identifiable Portions; Exceptional situations where portion markings are impracticable - place statement on face of document describing which portions are classified and the level.



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**Figure 4.1-2. Determining Highest Overall Classification Level.**



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**Figure 4.1-3. Marking Derivatively Classified Documents**

**E. Subjects and Titles**

1. Mark with appropriate abbreviated classification level immediately before subject or title (If subject/title used in a reference line, enclosure, or body of document mark with subject marking)
2. Whenever possible keep subject/title unclassified. (If classified subject/title is unavoidable add an unclassified short title for reference purposes)

**F. Classification Source**

1. Original: Use words "Classified by" and OCA position (e.g., COMPACFLT); Original decisions include a reason line to justify classification action. (Reason codes come from EO 12958, As Amended. (Section 1.4 of EO addresses categories of information which may be classified)

*Example:* Classified by: John Smith, Director  
Reason: 1.4(a)

2. Derivative: Use words "Derived from" and source of information; If more than one source is used put words "multiple sources" for source information or if a limited number of sources can list sources. (If you use "multiple sources" command must attach list to the document)

*Example:* Derived from: OPNAVINST S5513.3A

*Example:* Derived from: Multiple Sources

*Example:* Derived from: OPNAVINST S5513.4  
OPNAVINST S5510.7

3. Publications: Place on front cover - lower left hand corner

Example: Original Classification

Classified by: John Brown, Director  
Reason: 1.4(c)

Example: Derivative Classification

Derived from: COMPACFLT ltr 5510 S2 of 20100803

4. Correspondence - Place on first page only, lower left hand corner
5. Emails - Place lower left hand corner
6. Messages - Select from drop-down menu

#### **G. Downgrading and Declassification Instructions**

1. Downgrading instructions - Indicate a change in a document's classification level will occur on a specific date/event. Placed immediately below "Classified by" or "Derived from" line

*Example:* Downgrade to Confidential on 20150815

2. Declassification instructions - Indicate document no longer requires classification after a specific date or event or is exempt from declassification in 25 years

*Example:* Declassify on: 20220601

3. Publications - Placed on front cover below "Classified by" and "Reason" lines or "Derived from" line

Examples: Classified by: John Brown, Director  
Reason: 1.4(c)  
Declassify on: 20181231

Derived from: MARFORLANT ltr 5510 S2  
of 20090803

Declassify on: 20210804

(If downgrading instructions apply they will appear above the "Declassify on" line)

4. Correspondence - Placed directly below the "Classified by" and "Reason" lines or "Derived from" line on first page
5. Emails - Place directly below the "Derived from" line
6. Messages - Message system provides drop down menu to select appropriate declassification guidance
7. Marking from source documents

- If you have only one source document and it has a date use the date, e.g., "Declassify on: 20200315"

- If source has an old X (exemption) Code (e.g., (Declassify on X1) declassify 25 years from date of source document. Source marked X1, Date of source is 25 Jun 2003 add 25 years - 20280625. Declassify on 20280625

- If source has OADR (exemption) Code (e.g., (Declassify on OADR) declassify 25 years from date of source document. Source marked OADR, Date of source is 12 May 1994 add 25 years - 2019512. Declassify on 20190512

- Multiple sources (all with declassification dates - use the most restrictive date (e.g., latest date)

- Multiple Sources (Dates and/X Codes)

- If one (or more) source(s) "Declassify on" line has a 25X code (e.g., "Declassify on 25X1") that is the most restrictive declassification instruction

- If one source has a declassify date and source 2 has an old X codes add 25 years to the date of the source and whichever date is the latest date will be the one you use.

**H. Warning Notices**

1. Advise holders that the document requires additional protective measures (e.g., restrictions on reproduction, dissemination or extraction)
2. Dissemination and reproduction warning notices - Place on face of the document at bottom center of the page above the classification level
3. Restricted Data and Formally Restricted Data (RD/FRD) (Documents with this Warning Notice do not Have Declassification or Downgrading Instructions)
  - Publications - Place full notice on face of document, lower left hand corner. Use abbreviated form as a portion marking (e.g., "S/RD")
  - Correspondence - Place short form after overall classification above "from line" and full notice below "Classified by" and "Reason" lines or "Derived from" line. Use abbreviated form as a portion marking
  - Messages - Place short form after overall classification (first line of text). Use abbreviated form as portion marking

<b>Full Notice</b>	<b>Short Form</b>	<b>Abbreviated Form (Portion Marking)</b>
"REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR OR HIGHER DOD AUTHORITY"	None	None
"FURTHER DISSEMINATION ONLY AS DIRECTED BY (Insert appropriate command or official) OR HIGHER DOD AUTHORITY"	None	None
"RESTRICTED DATA" – "This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions."	RESTRICTED DATA	RD
"FORMERLY RESTRICTED DATA" – "Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954."	FORMERLY RESTRICTED DATA	FRD
"CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION, DOD DIRECTIVE 5210.2 APPLIES"	CNWDI	(N)
<i>(NNPI Special Distribution Control Markings)</i>		
"NOFORN" – NOT RELEASABLE TO FOREIGN NATIONALS <i>(NNPI Special Distribution Control Markings)</i>	NOFORN	None
"SPECIAL HANDLING REQUIRED" – NOT RELEASABLE TO FOREIGN NATIONALS <i>(NNPI Special Distribution Control Markings)</i>	None	None
"THIS DOCUMENT (or material) IS SUBJECT TO SPECIAL EXPORT CONTROLS AND EACH TRANSMITTAL TO FOREIGN GOVERNMENTS OR FOREIGN NATIONALS MAY BE MADE ONLY WITH PRIOR APPROVAL OF THE COMNAVSEASCOM"	None	None
<i>(NC2-ESI Warning Notice)</i>		
Mark per CJCSI 3231.01B, Nuclear Safeguarding Nuclear Command and Control Extremely Sensitive Information	None	None
<i>(COMSEC)</i>		
"CRYPTO" (Identifies all COMSEC documents and keying material which is used to protect or authenticate classified or sensitive unclassified government or government-derived information.)  Mark COMSEC documents (or material) likely to be released to contractors with: "COMSEC Material – Access by Contractor Personnel Restricted to U.S. Citizens Holding Final Government Clearance."	CRYPTO	None

**Figure 4.1-4. Warning Notices**

4. Critical Nuclear Weapons Design Information (CNWDI) - Same placement as for RD/FRD above (If document contains CNWDI it will also be marked as RD or FRD. (Example of a portion marking "(S/RD)(N)")
5. Naval Nuclear Propulsion Information (NNPI)  
  
"NOFORN" marking when it appears on NNPI is as a Warning Notice; Requirements for markings set forth in NAVSEAINST C5511.32 series and CG-RN-1 (Rev 3) (DOE-DOD document)
6. Nuclear Command and Control- Extremely Sensitive Information (NC2-ESI)  
  
See CJCSI 3231.01B, Nuclear Safeguarding Nuclear Command and Control Extremely Sensitive Information, for marking requirements and how to remark active SIOP-ESI information
7. COMSEC - EKMS-1 contains requirements for proper use and placement

#### **I. Intelligence Control Markings**

1. Intelligence Control Markings - Used on classified information containing intelligence information
2. Publications: Place full marking on face of publication at bottom center of page; Use abbreviated form as a portion marking and for subjects/titles; Place short form at bottom of applicable page(s) next to overall classification marking (not required for front cover); Tables, figures, and charts - Use short forms to identify
3. Correspondence: Place full notice after overall classification 2 lines above "From" line; Use abbreviated form for portion markings and for subjects; Put short form at bottom of applicable pages next to overall classification (not required for first page)
4. Messages - Place short form after overall classification (first line of text) and use abbreviated form as portion markings

NOTE: "**Associated Markings**" is a term which includes those markings that identify the source of classification, downgrading and declassification instructions, warning notices, intelligence control markings and other miscellaneous markings.

Full Marking	Short Form	Abbreviated Form (Portion Marking)
<p>“DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR”</p> <p>(Most restrictive intelligence control marking. Used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness.)</p>	ORCON	OC
<p>“CAUTION – PROPRIETARY INFORMATION INVOLVED”</p> <p>(Used to identify information provided by a commercial firm or private source under an expressed or implied understanding that the information shall be protected as a trade secret or proprietary data believed to have actual or potential intelligence value. Used on U.S. Government proprietary data only when the U.S. Government proprietary information can provide a contractor(s) an unfair advantage such as U.S. Government budget or financial information.)</p>	PROPIN	PR
<p>“NOT RELEASABLE TO FOREIGN NATIONALS”</p> <p>(Used to identify classified intelligence which the originator has determined may not be disclosed or released, in any form, to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. Not authorized for use in conjunction with “REL TO” marking.)</p>	NOFORN	NF
<p>“CONTROLLED IMAGERY”</p> <p>(Used to protect sources and analytic methods associated with the geospatial intelligence discipline that are particularly vulnerable to countermeasures, and if disclosed or released could negate or measurably reduce the effectiveness of those methodologies.)</p>	IMCON	IC

**Figure 4.1-5. Intelligence Control Markings.**

**J. Other Marking Situations**

1. “Release To” (REL TO) Marking

- Authorized for use on all classified military information that has been determined by an authorized disclosure official to be releasable or that has been released through established foreign disclosure procedures and channels to the foreign country and/or international organization indicated.

- Foreign release or disclosure of the material, in any form, to the nations specified in the REL TO marking is authorized without originator approval. Disclosure to nations not specified on the REL TO marking is only authorized after obtaining permission from originator.

- REL TO cannot be used with NOFORN in the banner line. When a document contains both NOFORN and REL TO portions, use NOFORN in the banner line.

- REL TO should be used in the banner line only when the entire document is releasable to the countries listed.

- REL TO is only used with Top Secret, Secret, and Confidential

- The full marking REL TO USA applicable country trigraph(s) shall be used after the classification and will appear at the top and bottom of the front cover, title page, first page and back cover

- Example: SECRET//RELEASABLE TO USA, EGY, ISR

**SECRET//REL TO USA, EGY, ISR**

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350-2000

5510  
Ser N09N2/9S123456  
(Date)

SECRET//RELEASABLE TO USA, EGY, ISR

From: Chief of Naval Operations (N09N2)  
To: Commanding Officer, Space and Naval Warfare Systems Center  
Subj: (U) SAMPLE "REL TO" RELEASABLE TO FOREIGN NATIONALS CAVEAT

1. (S//REL) The full marking "REL TO USA//applicable country trigraph(s), international organization or coalition force tetragraph" shall be used after the classification and will appear at the top and bottom of the front cover, title page, first page and outside of the back cover, as applicable.

a. (C//REL) "REL TO" must include country code "USA" as the first country code listed, with the country trigraphic codes and international/coalition tetragraphic codes listed in alphabetical order.

b. (S//REL) Information that is releasable to all the countries listed at the top and bottom of the page shall be portion marked "REL."

c. (C//REL) "REL TO" cannot be used with "NOFORN" on page markings. When a document contains both "NOFORN" and "REL TO" portions, "NOFORN" takes precedence for the markings at the top and bottom of the page.

2. (S//REL TO USA, AUS, EGY, ISR) Countries do not need to be listed unless they are different from the countries listed in the "REL TO" at the top and bottom of the page. This indicates that the information contained within this portion is also releasable to Australia.

J. SMITH  
By direction

Classified By: J. Smith, Director  
Derived from: OPNAVINST S5513.5B-(10)  
Declassify on: 20151011

**SECRET//REL TO USA, EGY, ISR**

*This page is unclassified but marked "SECRET//RELEASABLE TO USA, EGY, ISR" for training purposes only*

**Figure 4.1-6. Applying "REL TO" Markings.**

2. NATO or FGI
  - A document classified by a foreign government or international organization retains its original classification designation or is assigned an U.S. classification equivalent; assignment of U.S. designation does not require OCA
3. Compilation
  - a. When combining individual items of unclassified or classified information, classification or higher classification by compilation may result. Based on existing SCG or an original decision by an OCA  
  
(Classification by compilation is rare and in order to qualify for classification, something not already identified in the individual parts must be revealed)
  - b. Marking requirements: (1) Place statement on face of document to include: Fact that individual parts are of a lower classification level; Reason why the compilation warrants a higher classification; and Authority for compilation classification;  
(2) Mark each portion with classification level or indicate portion unclassified and mark face of document and interior pages with level which is the result of compilation
4. Marking Components - Mark major components (e.g., annexes, appendices, enclosures, computer printout portions, emails) which can be used independently as individual documents
  - Include all required markings which apply
  - If component is unclassified: Mark first page "UNCLASSIFIED" at top and bottom; on face of component, state entire component is unclassified ("ALL PORTIONS OF THIS (enclosure, appendix, annex) ARE UNCLASSIFIED
5. SIPRNET marking

Electronic mail messages transmitted over the SIPRNET, whether the actual contents are classified or not, are to be marked in a manner similar to classified correspondence

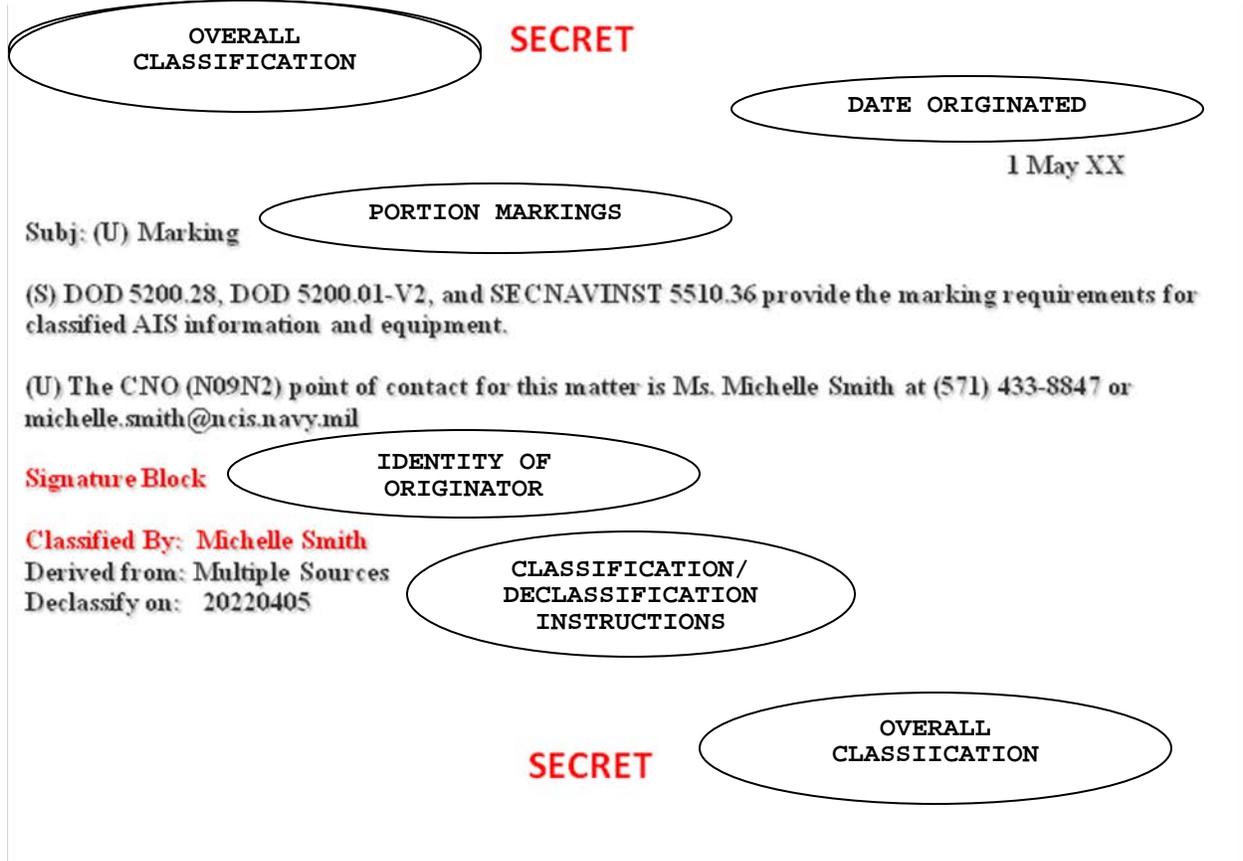
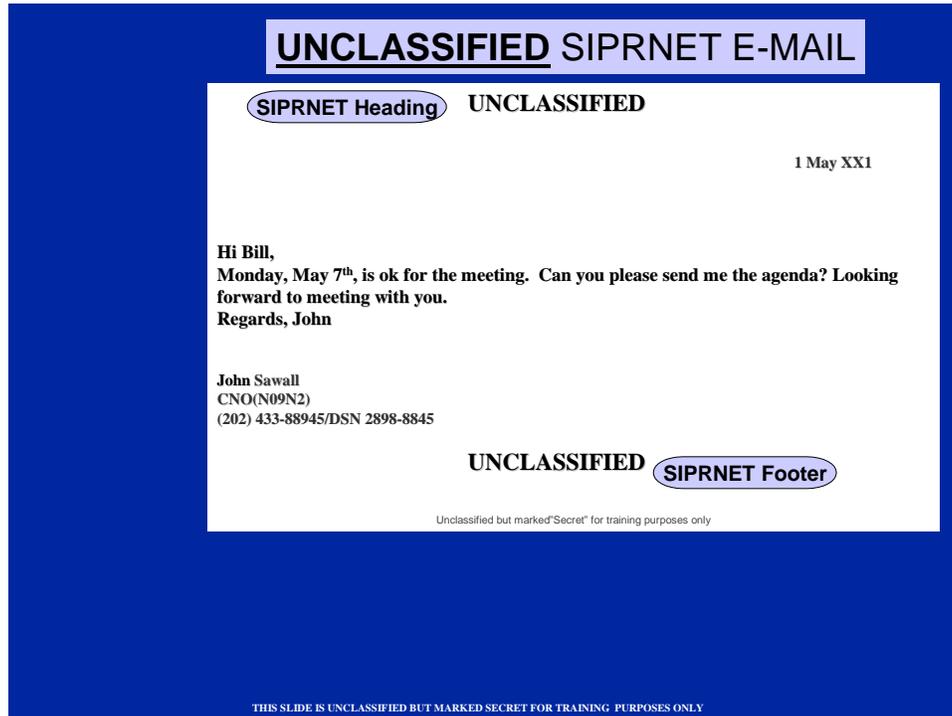


Figure 4.1-7 SIPRNET Marking, Classified E-mail



**Figure 4.1-8. SIPRNET Marking, Unclassified E-mail.**  
 (If accredited to receive NATO over SIPRNET, must also add "NATO" to the SIPRNET header and meet other access requirements (i.e., NATO briefing))

## 6. Letters of Transmittal

- Classified letters of transmittal: (1) Marked as any other document with the overall classification at highest level of enclosure(s); provide instructions at top left hand corner indicating classification level of transmittal letter without classified enclosures (if enclosures classified higher than letter); (2) If any enclosure contains warning notices or Intelligence control markings, carry forward to the letter of transmittal

- Unclassified letter of transmittal transmitting classified enclosures or attachments: (1) Mark only the face of the letter top and bottom center with the highest overall classification level of all its enclosures or attachments; (2) At the top left corner of the letter, 2 lines above "From" line, provide instructions indicating the highest overall classification level of the enclosures, to include warning notices and intelligence control markings, followed by the statement - "Unclassified upon removal of enclosures"; (3) Interior pages

of an unclassified letter of transmittal need not be marked or may be marked as "UNCLASSIFIED"

- Enter portion, subject and associated markings only when the transmittal letter itself is classified

- Endorsements have the same marking requirements

7. Charts, Maps, Drawings: Mark overall classification top and bottom center; Place the classification of the legend, title block, or subject after the text; Include all associated markings; If markings might be covered by folding or rolling place the highest overall classification level where it is clearly visible when rolled or folded (see figure 4.1-9)



THIS CHART IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

**Figure 4.1-9. Marking a Map.**

8. Photographs: (1) Mark classified photographs and negatives with their highest overall classification level and all applicable associated markings; Classified digital photographs must be properly marked, as well as any removable media used with the digital camera that retains memory
9. Classified Briefing Slides (e.g., PowerPoint)
  - Mark with the highest overall classification level and all applicable associated markings on the image area, border, holder or frame

- Portion mark the information in the image area of the item
  - If a group of classified briefing slides is used and maintained together as a set: Mark only first slide with highest overall; classification level and all associated markings; Mark all other slides/transparencies in set with overall classification level and short form of all applicable; warning notices and intelligence control markings; If a slide is permanently removed from set must be marked as a separate document
10. Recordings: Make clearly audible statement announcing classification level at the beginning and end of each sound or electronic recording; Mark recording reels, cassettes, and containers with the overall classification level and all applicable associated markings
- Sound Recordings, Digital Video Discs (DVD), Video Tapes, Motion picture films, web videotapes, microfilm, microfiche and similar microform media.
  - Mark highest overall classification level and associated markings at beginning and end of played or projected portion
  - Make clearly audible statement announcing overall classification level at beginning and end of any motion picture film, videotape, or DVD
  - Mark motion picture reels; videotape cassettes, DVDs and containers with the overall classification and all associated markings
11. Training or Testing documents
- Mark "Unclassified - Classification Markings for Training Purposes Only"
12. Controlled Unclassified Information (CUI) (refer to DODM 5200.01-V2)