

## General Marking Requirements

Marking is the principal means of letting holders of classified information know the specific protection requirements. Markings vary and are dependent on the classification level of the information, control markings, category of information and type of document (e.g. email, briefs, video, working papers, correspondence, reports, etc.). Specific requirements can be found in **DoDM 5200.01, Volume 2**. This guide is only meant to provide a quick reference for general marking and protection of classified information, and is not all inclusive.

There are two types of classification decisions, original and derivative. The standard marking elements for both include: banner lines, portion marks, Component, office of origin, date of origin, and classification authority block (CAB). The standard markings also apply to classified information processed in an electronic environment, such as email. Special notices may be required, if the classified document includes certain categories of information, such as Restricted Data (RD) or Formerly Restricted Data (FRD).

**Original Classification:** An initial determination made by a person designated an original classification authority (OCA) that, in the interest of national security, information requires protection against unauthorized disclosure. Original classification decisions are typically codified in security classification guides (SCGs) issued by an OCA.

- There are currently 86 approved OCAs within the DON authorized to make original classification decisions. A list can be found at <http://www.secnav.navy.mil/ppoi/Security/Information/Pages/ClassificationManagement.aspx>, under Related Information, file name “DON OCA List.”
- The Department of the Navy (DON) has published 879 SCGs on a variety of subject areas, such as Undersea, Surface, and Air Warfare, etc. SCGs can be obtained from DUSN PPOI Security Directorate, [DONAA\\_CYGN\\_DON\\_SECURITY\\_INFO\\_PERS\\_US@navy.mil](mailto:DONAA_CYGN_DON_SECURITY_INFO_PERS_US@navy.mil) or via your Command Security Manager.

**Derivative classification:** The act of incorporating, paraphrasing, restating, or generating in new form, information already classified by an OCA and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide(s) issued by an OCA. *The overwhelming majority of classified documents handled and classified daily are derivatively classified vice originally classified.*

**STANDARD MARKING ELEMENTS** apply to all documents, including those processed in an electronic environment such as email, and are as follows:

- **BANNER LINE** (Examples provided in Figure 1):
  - Specify the highest level of classification (Confidential, Secret, Top Secret) contained in any portion of the document.
  - Classification level must be spelled out.
  - Control markings can be abbreviated (e.g. NOFORN and REL TO USA, GBR). Control markings are used in the banner line to identify special control systems that provide additional access control or physical protection for the information, identify the expansion or limitation on the distribution of information. These are in addition to and separate from the level of classification. Marking structure for control markings can be found in DoDM 5200.01, Vol. 2, Enclosure (4), Page 62, Figure 25.
  - Shall be all uppercase.
  - Include double forward slashes (//) to separate the classification level and control markings.
  - Placement:
    - Top & bottom of the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any) or last page.
    - Usually centered on the page.
  - Interior pages. Interior page shall specify either the highest level of classification of information on that page or “UNCLASSIFIED if that page does not include classified information, along with the applicable control markings; or with the overall classification of the document, along with the applicable control markings.

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FIGURE 1 – BANNER LINE EXAMPLES

TOP SECRET	TOP SECRET//SI//TK//RELIDO	TOP SECRET//NOFORN
SECRET	SECRET//REL TO USA, GBR	SECRET//RD
CONFIDENTIAL	UNCLASSIFIED//FOR OFFICIAL USE ONLY	UNCLASSIFIED

- **PORTION MARKS** (Examples provided in Figure 2):
  - Marked IAW their source (i.e., SCG or other classified source document(s)).
  - Indicate the appropriate classification level (i.e., (TS) (S) or (C))
    - Portions not meeting the standard for classification shall be marked (U) for Unclassified.
  - Every portion (e.g., subject, title, paragraphs, sections, tabs, attachments, classified signature blocks, bullets, tables and pictures) shall be marked with the highest level of classification it contains.
  - Sub-portions shall be treated as individual portions and marked separately, if one or more apply:
    - Different from the main portion;
    - Eliminates doubt; or to
    - Avoid over-classification
  - Include applicable control markings for each portion (e.g. NF, REL, RD, FRD, etc.), after the classification level, if applicable.
  - Shall be all uppercase.
  - Include double forward slashes (//) to separate the classification level and control markings.
  - Placement:
    - After the number or letter, and before the text; and
    - Before the subject line, title, reference or enclosure, IAW DoDM 5200.01-V2
  - **Classification of subject line, title, reference or enclosure is based on the subject or title, not based on the classification of the document.**
  - Refer to DoDM 5200.01-V2, Enclosure 3, page 22 for more guidance on other requirements for portion marking charts, graphs, photographs, illustrations, figures, drawings, and similar portions within classified documents.

FIGURE 2 – PORTION MARK EXAMPLES

(U)	(U//FOUO)	(C)	(C//FRD)	(S)	(S//RD)
(S//NF//PROPIN)	(S//REL)	(TS//SI//TK)	(TS//REL TO USA, AUS, CAN, GBR)		

- **COMPONENT, OFFICE AND DATE OF ORIGIN** provides the receiver of a classified document with information to contact the preparing office, if issues or questions about the classification arise:
  - Shall include:
    - Component (i.e., Navy, USMC or Secretary of the Navy).
    - Office (e.g., Deputy Under Secretary of the Navy, PPOI)
    - Date of the document's origin
  - Placement:
    - First page, title page or front cover
  - *Typically, the above requirements are inclusive elements of official correspondence and email when transmitted.*

## General Marking Requirements

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- **CLASSIFICATION AUTHORITY BLOCK (CAB)** - (Examples provided in Figure 3):
  - Original Classification (Only used by “approved” OCAs):
    - **Classified By:** List name and position title or personal identifier of the OCA
    - **Reason:** Cite the reason for classification based on Executive Order 13526, Section 1.4
    - **Downgrade To:** If applicable, identify the lower level of classification, date or event the downgrading takes place.
    - **Declassify On:** Specify date, event or approved exemption category
  - Derivative Classification:
    - **Classified By:** List name and position title or personal identifier of the Derivative Classifier drafting the document.
    - **Derived From:** Three basic guidelines (not all inclusive):
      - (1) Cite the source or SCG used for the derivative classification determination. Do not carry forward information from the “Derived From” line on the source document; cite the source document itself (i.e., the document from which the information is obtained or extracted.).
      - (2) Cite “Multiple Sources” when more than one source is used for derivative classification. Then list the sources after the CAB, but before the overall classification at the bottom or attached to the document.
      - (3) Cite the specific source of the document vice “Multiple Sources,” when a single source document is used that is itself marked “Derived From: Multiple Sources”
    - **Downgrade To:** If applicable, identify the lower level of classification and date or event the downgrading takes place. *Not applicable* for documents containing FGI, RD or FRD.
    - **Declassify On:** Three basic guidelines (not all inclusive):
      - (1) Cite the most restrictive declassification instruction that applies to any of the source documents used when crafting your derivatively classified document (i.e., the declassification date that is furthest in the future giving the longest period for classification). Ensures all information in the document is protected for as long as necessary.
      - (2) *Not applicable* for documents containing only RD or FRD.
      - (3) Cite “Not Applicable (or N/A) to RD/FRD portions” and “See source list for national security information (NSI) portions,” when the document contains both RD and/or FRD information *and* NSI.
  - Placement:
    - Required on the face of each classified U.S. document.
    - Placement on the page is based on available space.
    - Typical:
      - Bottom left of the page, above the overall classification.
    - Can be all on one line.
    - Source list for documents containing portions with NSI, RD and FRD *shall not* be listed on the first page.
  - Format standard: YYYYMMDD shall be used when specifying dates in the CAB.

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FIGURE 3 – DERIVATIVE CLASSIFICATION AUTHORITY BLOCK EXAMPLES

<b>Classified By:</b> John Smith, Security Specialist <b>Derived From:</b> Multiple Sources <b>Declassify On:</b> 20150912  <b>Multiple Sources:</b> OPNAVINST 5513.5 Series, ID# 5.55.2 SECNAV memo dtd 20130222	<b>Classified by:</b> Jane Doe, Director of Operations <b>Derived From:</b> SECNAV Memo dtd 20130308, Subj: Project XYZ on Strategic Operations <b>Downgrade to:</b> Confidential on 20180107 <b>Declassify on:</b> 20181202
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- SPECIAL NOTICES** may be required for specific types or categories of information cited in DoDM 5200.01-V2 or other DoD issuances, and some types and categories are inclusive below. Rules of placement and specific notices will vary, depending on the category of information.
  - Technical data, COMSEC, North Atlantic Treaty Organization (NATO)
  - Restricted data (RD), Formerly Restricted Data (FRD)
  - Critical Nuclear Weapons Design Information (CNWDI)
  - DoD Unclassified Controlled Nuclear Information (DoD UCNI), DOE UCNI
  - For Official Use Only, Foreign Intelligence Surveillance Act

FIGURE 4 – STANDARD MARKING REQUIREMENTS ON A MEMORANDUM

