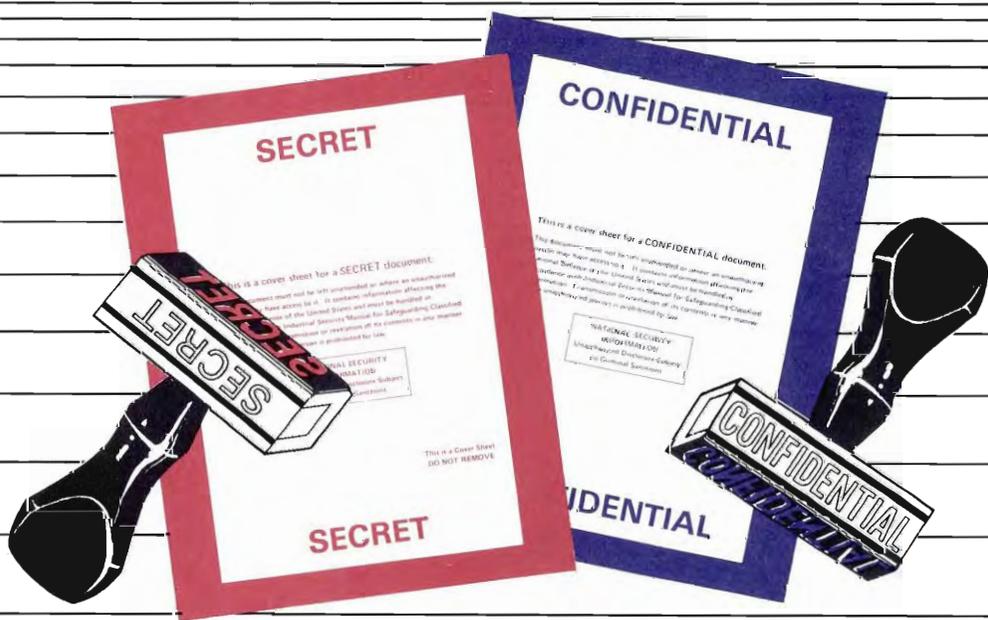




# CLASSIFIED DOCUMENT MARKING REQUIREMENTS



**EO 12356 National Security Information**

Office of Security Agency for International Development Washington, D.C. 20523



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## Introduction

Executive Order 12356 requires that National Security Information be marked to place recipients on alert about its sensitivity. The purpose of this pamphlet is to provide a general guide on these marking requirements. It is intended for use by authorized original and derivative classifiers as well as administrative personnel who may prepare the final product. Since a pamphlet of this size cannot illustrate every conceivable situation, please refer to the Uniform Security Regulations for further guidance.

This pamphlet is unclassified. All the security markings used are for illustration purposes only.

If there are any questions concerning the information in this pamphlet, please contact your Unit, Post, or Regional Security Officer or cable IG/SEC, if overseas. In A.I.D./W, contact your Unit Security Officer or the Office of Security on (703) 875-4050.

Your comments are welcome.

Corbett M. Flannery  
Assistant Inspector General for Investigations & Security.



U. S. Agency For International Development

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## Reminders

- ✓ Information is classified in one of two ways—originally or derivatively.
- ✓ Only individuals specifically authorized in writing may classify documents originally.
- ✓ Only individuals with the appropriate security clearance, who are required by their work to restate classified source information, may classify derivatively.
- ✓ There are three levels of classification, “TOP SECRET,” “SECRET,” and “CONFIDENTIAL.” Do not use other terms, such as “Limited Official Use” or “Administratively Confidential,” to identify national security information.
- ✓ Information shall not be classified for any reason unrelated to the protection of the national security.
- ✓ Classifiers are responsible for assuring that information is properly marked.
- ✓ To have access to classified information, a person must have a security clearance at an appropriate level, execute a classified information non-disclosure argument (SF 312), and a “need-to-know.”

## Section I— Marking Originally Classified Documents

This is an example of a document that an original classifier has determined requires protection under E.O. 12356. It contains the essential markings required under the Order, including:

- Portion marking
- Overall classification
- A “Classified by” line
- A “Declassify on” line



**SECRET**  
OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301

August 1, 1993

TITLE (U)

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

  
John Smith  
Deputy Secretary

CLASSIFIED BY: Deputy Secretary  
Department of Policy  
DECLASSIFY ON: October 12, 1996

**SECRET**

This is the same document before the markings were applied.



OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301

August 1, 1993

TITLE

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

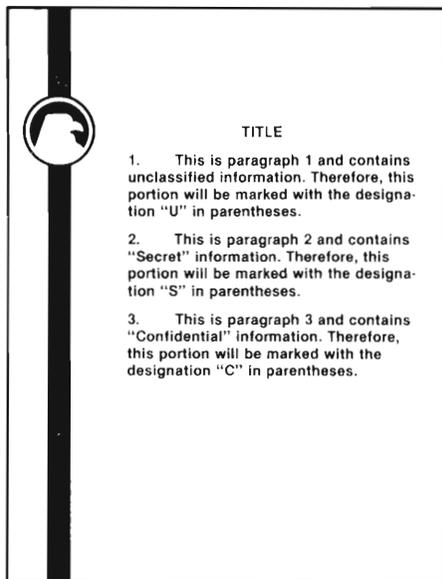
  
John Smith  
Deputy Secretary

This section will retrace the steps that are necessary to mark an originally classified document.

## Portion Markings

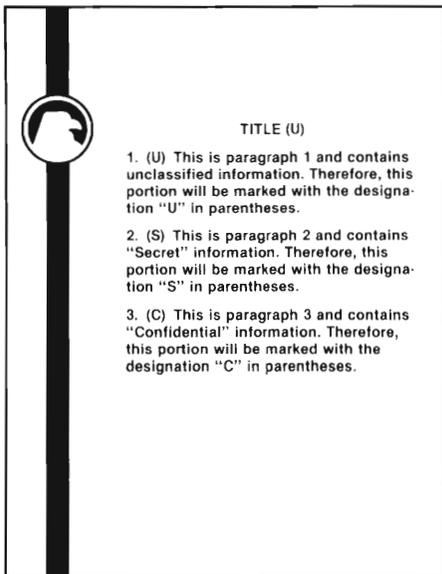
The first step in the marking process is to identify the classification level of each portion. A portion is ordinarily defined as a paragraph. Subjects and titles are also treated as portions. Only in this way can the overall classification level be determined. The three paragraphs of this sample document contain unclassified, "Secret" and "Confidential" information, respectively.

Portion markings consist of the letters "(U)" for unclassified, "(C)" for "Confidential," "(S)" for "Secret," and "(TS)" for "Top Secret." These abbreviations, in parentheses, are placed before or after the portion to which they apply. Portion mark as illustrated in these examples.



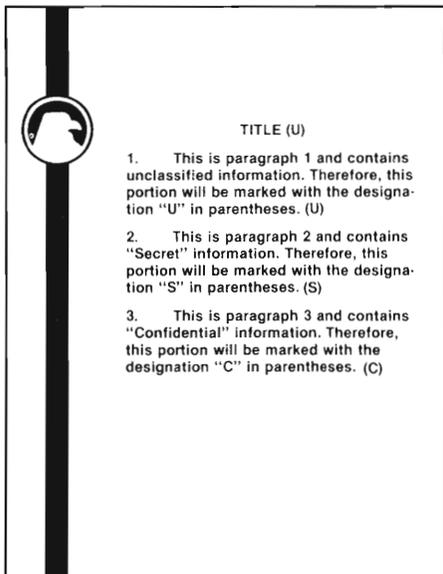
TITLE

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



TITLE (U)

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

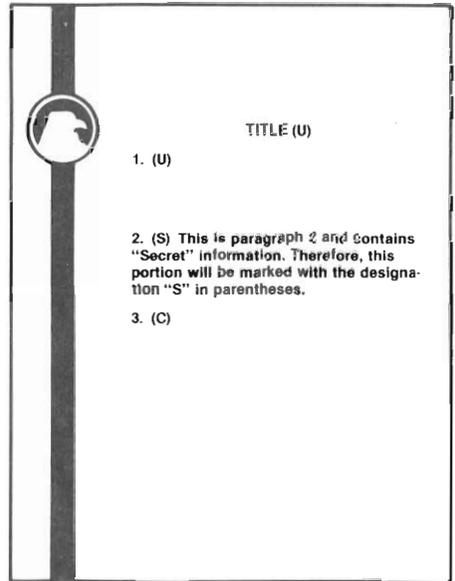


TITLE (U)

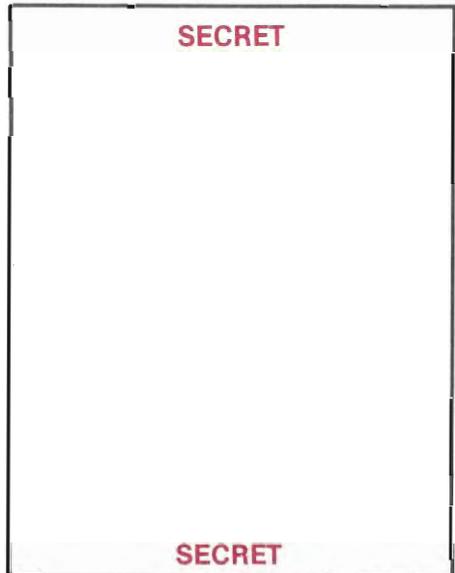
1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses. (U)
2. This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses. (S)
3. This is paragraph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

## Overall Classification Marking

The second step is to determine the overall classification of the document. The overall classification is the highest classification level of information contained in the document. In this example the highest classification level is “Secret,” found in paragraph two.

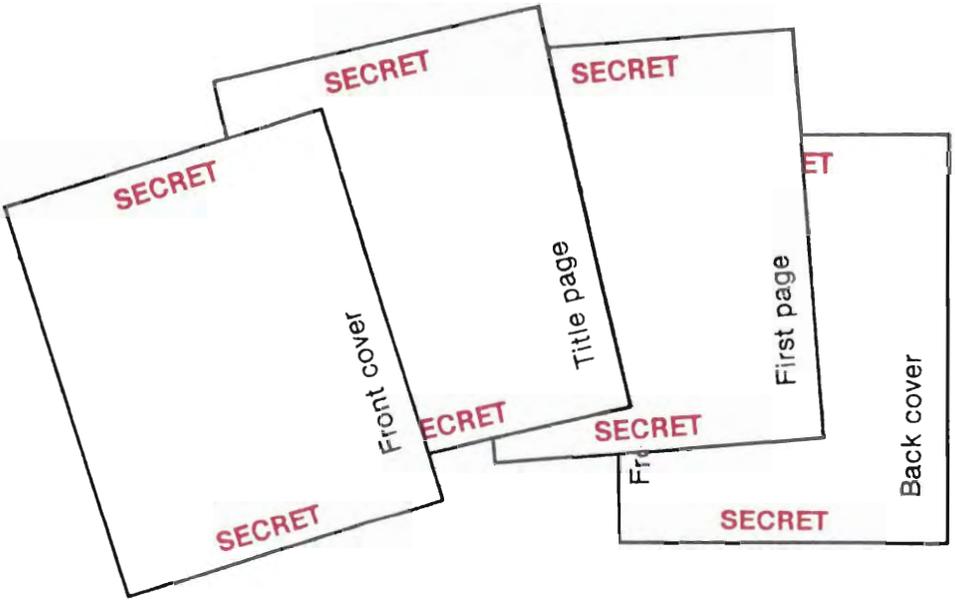


Conspicuously place the overall classification at the top and bottom of the page, as shown here.



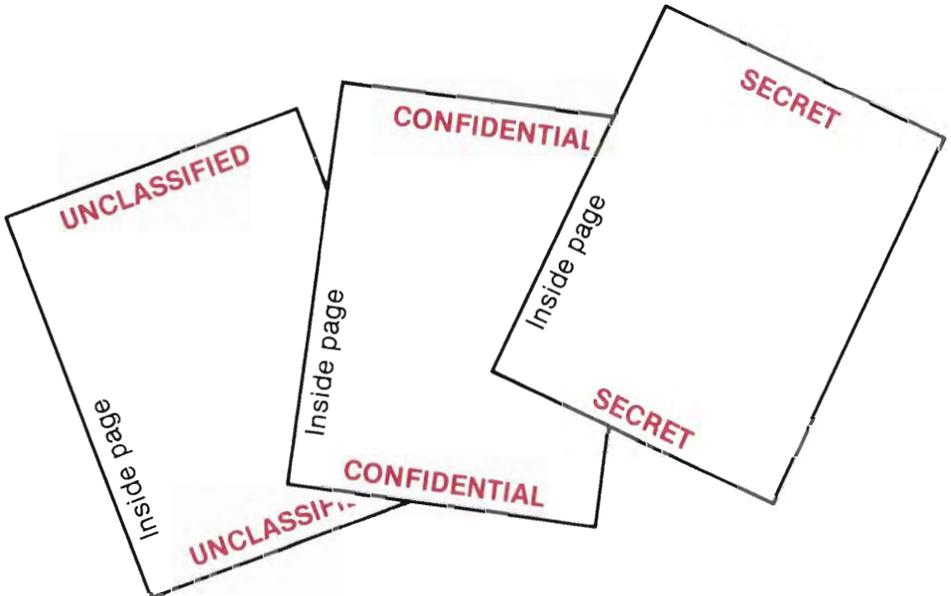
If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on

the title page, on the first page, and on the outside of the back cover, as shown below.



Mark other internal pages either with the overall classification or with a marking indicating the

highest classification level of information contained on that page.

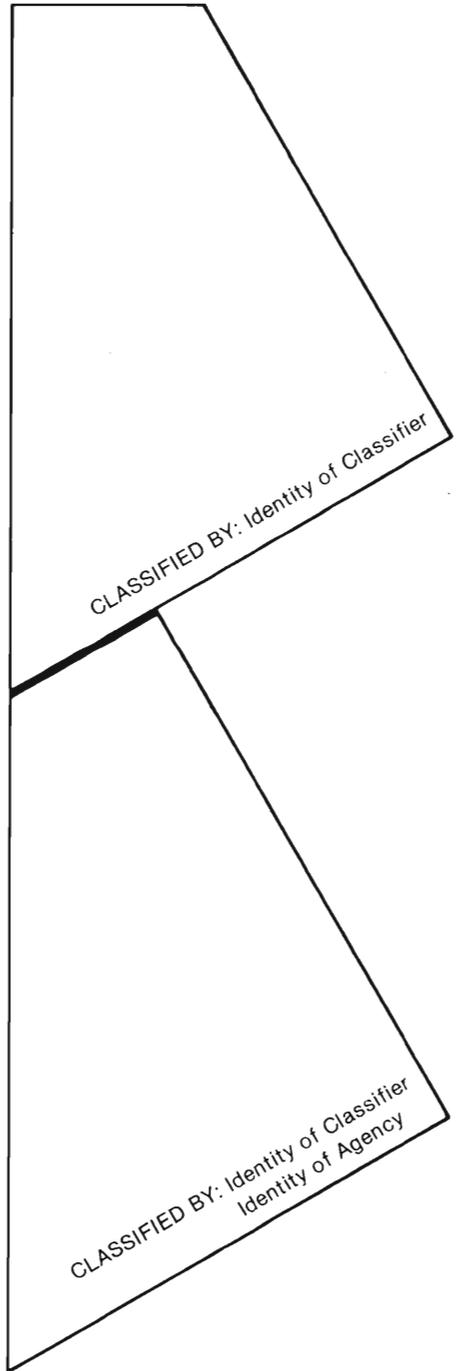


## “Classified by” Line

The next step is to identify the original classification authority.

Identify the classification authority on the “Classified by” line, as shown here. If the authority for the classification is also the person whose name appears as the approving or signing official, the title or the position will still be placed on the “Classified by” line.

If the identification of the originating agency or office is not apparent on the face of the document, place it below the “Classified by” line.

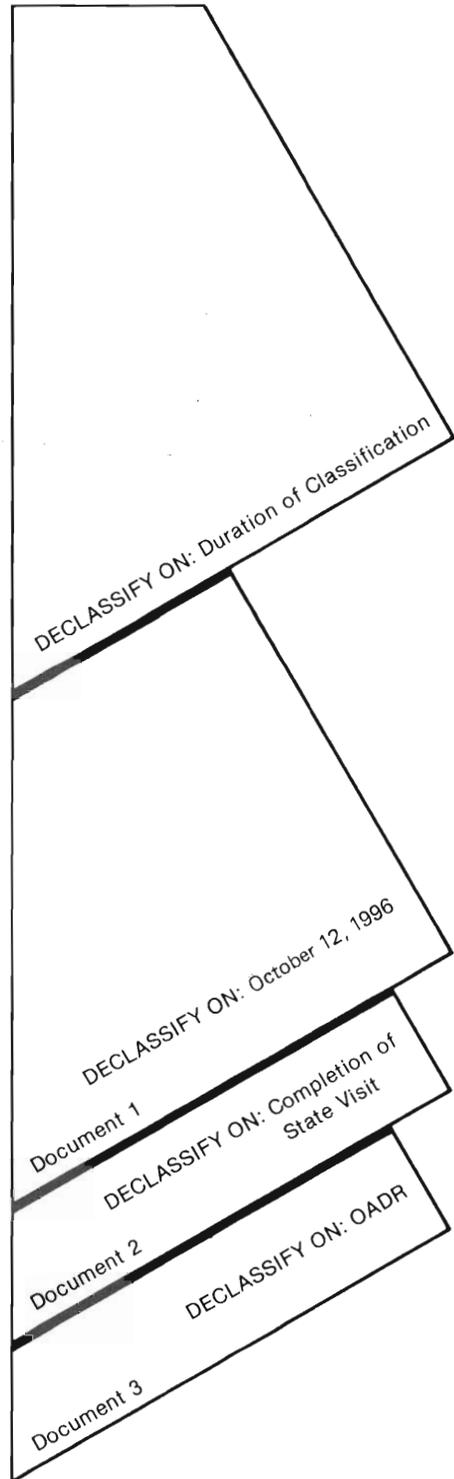


## “Declassify on” Line

The last essential marking indicates the duration of classification. Place this on the “Declassify on” line.

When possible, link the duration of classification to a specific date or event and mark the date or event in the same manner as shown in example documents 1 and 2, respectively.

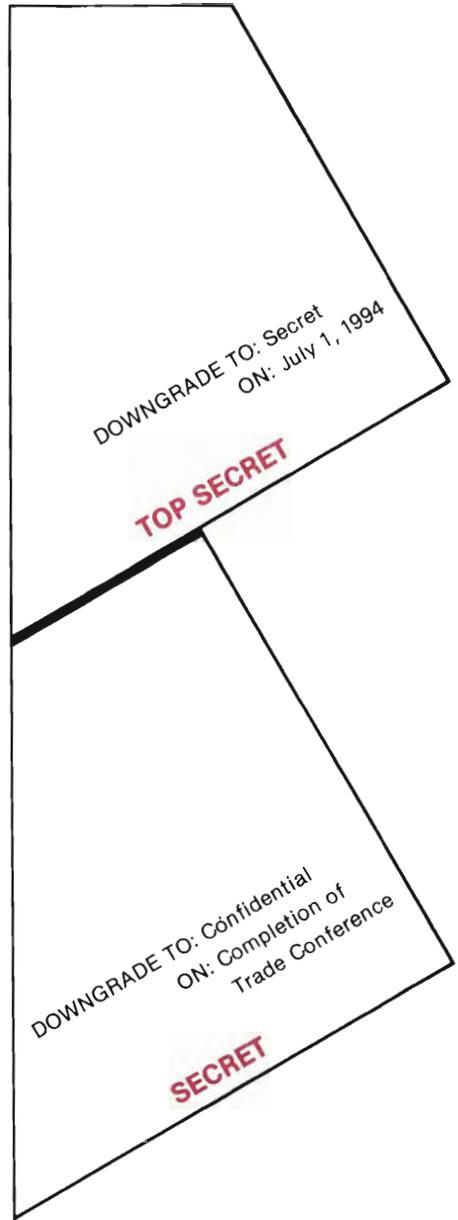
If the date or event for declassification cannot be determined at the time of classification, enter the standard notation “Originating Agency’s Determination Required,” or its abbreviation “OADR,” on the “Declassify on” line, as shown in example document 3. This indicates that the information must be reviewed by the originator before any declassification action is taken.



## Downgrading

Occasionally, the original classifier can predetermine a date or event upon which the decreased sensitivity of the information will permit its downgrading. In this example, a "Top Secret" document will automatically be downgraded to "Secret" on a specific date.

In this example, a "Secret" document will be downgraded to "Confidential" upon a specific event.



THE STEPS DESCRIBED ABOVE COVER ONLY THE ESSENTIAL MARKINGS FOR ORIGINALLY CLASSIFIED DOCUMENTS. THERE MAY BE INSTANCES IN WHICH THE TYPE OR NATURE OF THE INFORMATION IN THE

DOCUMENT REQUIRES ADDITIONAL MARKINGS, SECTION IV OF THIS PAMPHLET DISCUSSES SOME OF THESE SPECIAL MARKINGS. FOR ADDITIONAL INFORMATION, CONSULT THE OFFICE OF SECURITY.

## Section II— Marking Derivatively Classified Documents

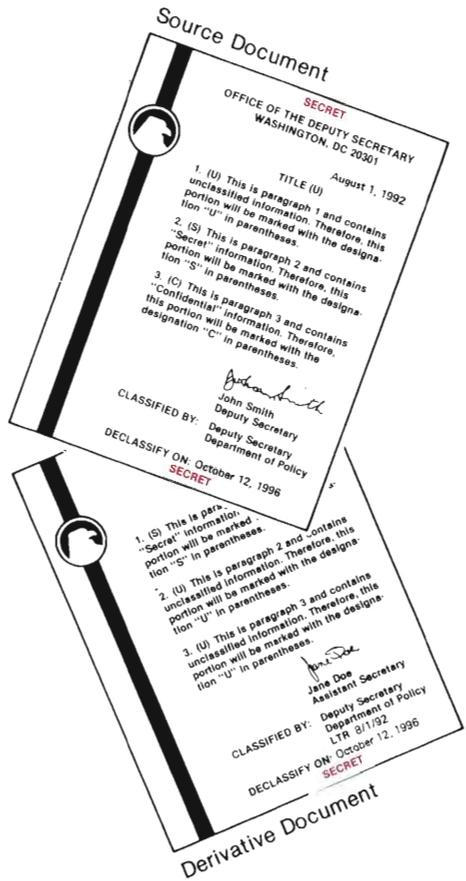
Derivative classification is the act of incorporating, paraphrasing, restating or generating in new form information that is already classified, and marking the newly

developed material consistent with the markings of the source information. The source information ordinarily consists of classified documents, usually correspondence or publications generated by an original classification authority.

### From a Source Document

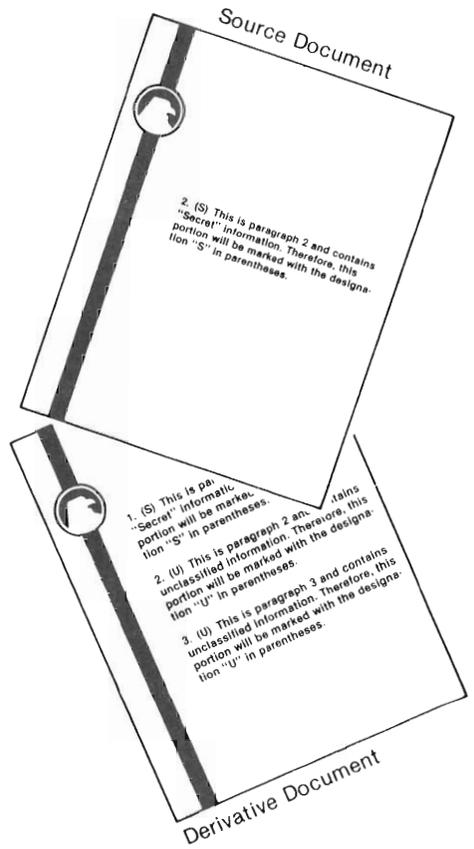
When using a classified source document as the basis for derivative classification, the markings on the source document determine the markings to be applied to the derivative document.

Here is a properly marked source document and a properly marked derivative document. The derivative document contains information taken from paragraph two of the source document. The following will retrace the steps that are necessary to mark a document derived from a classified source.



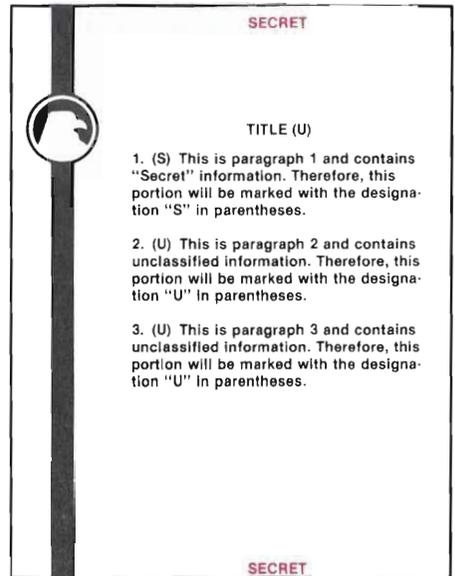
The first paragraph of the derivative document incorporates information from the second paragraph of the source document, a paragraph marked "Secret." Therefore, portion mark the first paragraph of the derivative document with an "(S)."

The derivative document contains no other classified information. Therefore, portion mark all other portions with a "(U)."



The highest classification level of any portion of this derivative document is "Secret." Therefore, conspicuously place an overall classification of "Secret" at the top and bottom of the derivative document.

Derivative Document



Identify the source used as the basis for classification on the "Classified by" line of the derivative document, as shown here.

Source Document

**SECRET**  
OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301

August 1, 1992

TITLE (U)

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

  
John Smith  
Deputy Secretary

CLASSIFIED BY: Deputy Secretary  
Department of Policy

DECLASSIFY ON: October 12, 1996

**SECRET**

CLASSIFIED BY: Deputy Secretary  
Department of Policy  
LTR 8/1/92

**SECRET**

Derivative Document

Source Document

Derivative Document

DECLASSIFY ON:  
October 12, 1996

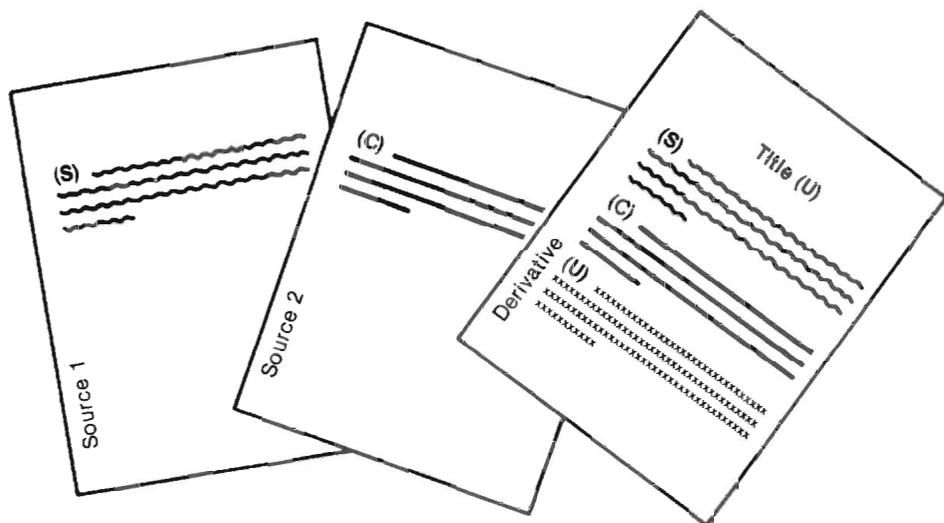
DECLASSIFY ON:  
October 12, 1996

Carry forward the duration of classification from the "Declassify on" line of the source document to the "Declassify on" line of the derivative document, as shown here.

## From Multiple Sources

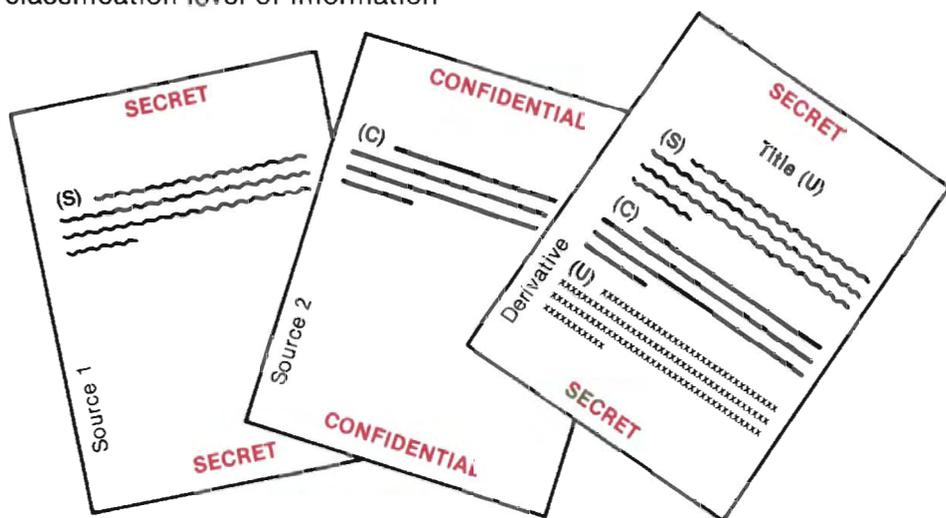
When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the level indicated on the source documents. Portion mark all other portions "(U)." In the example

shown, paragraph one of the derivative document incorporates "Secret" information from paragraph one of Source 1 and paragraph two of the derivative document incorporates "Confidential" information from paragraph one of Source 2. The remainder is unclassified.



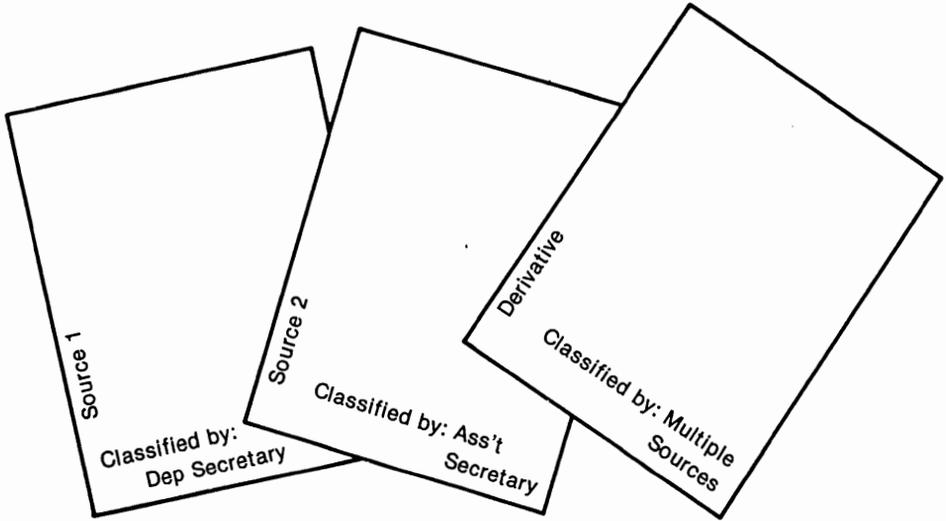
Conspicuously mark the derivative document at the top and bottom with the highest classification level of information

found in any portion of the document. In the example shown, the overall classification is "Secret."



Enter the standard notation "Multiple Sources" on the "Classified by" line of the

derivative document to indicate that more than one classified source was used.



Maintain the identification of all classified sources with the file or record copy of the derivative document.

Official File Copy

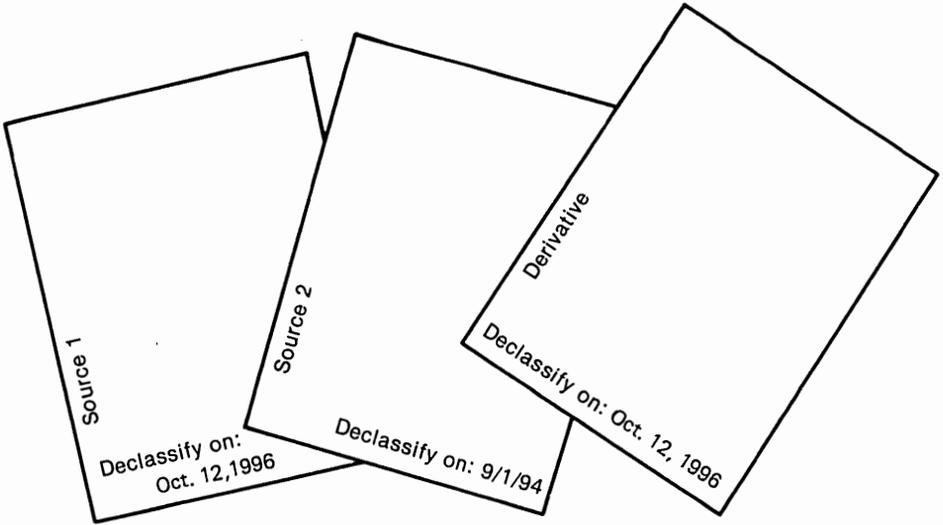
CLASSIFIED BY: Multiple Sources

Source 1: Deputy Secretary  
Department of Policy  
Memo: 8/1/92

Source 2: Assistant Secretary  
Department of Operations  
LTR: 8/4/92

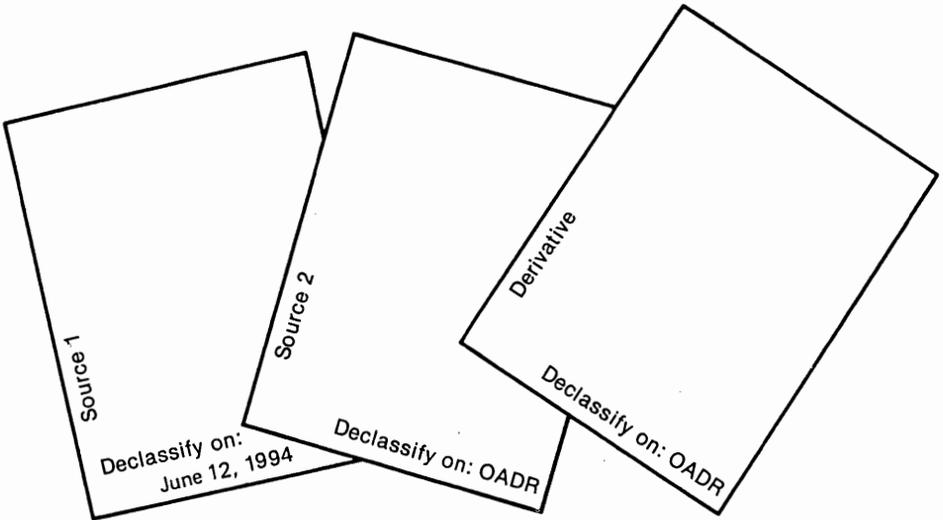
The source document that requires the longest period of classification determines the duration of classification for a document derived from more than

one classified source. As shown here, carry forward the date indicated on Source 1, which requires the longer period of classification.



When one or more sources require agency review before declassification, mark the

derivative document "Originating Agency's Determination Required" or "OADR."



### Section III — Telegraphic Communications

Classified telegrams, as with all classified documents, must also be properly marked in accordance with E.O. 12356. This includes, placing the overall classification at the top and bottom of the cable, individually marking the subject block and each portion of the cable with the classification of the information contained therein.

No E.O. 12356 “classified by” information is required on classified cables. The original or derivative classification authority must appear on the file copy of the cable.

Declassification information **is** provided on the Executive Order (E.O.) 12356 line and is entered either “DECL:” meaning declassify’ or “DNG:” meaning downgrade. Each should be followed by a colon as shown.

When the abbreviation DECL: is used, it should be followed by a specific date for declassification; the abbreviation “OADR”, meaning Originating Agency’s Determination Required; or an event for the declassification. The event should be in parentheses. An example of each follows:

E.O. 12356: DECL: 8/1/96  
E.O. 12356: DECL: OADR  
E.O. 12356: DECL: (END OF VISIT.)

When the abbreviation DNG: is used, it should be followed by the classification to which the information is being downgraded, followed

by a date, or an event for declassification. The event should be in parentheses. Examples follow:

E.O. 12356: DNG: SECRET 7/5/96  
E.O. 12356: DNG: CONFIDENTIAL  
(END OF CONFERENCE.)

For unclassified and LOU telegrams, use “N/A”, meaning not applicable. Example follows:

E.O. 12356: N/A

## Classified Cable Marking

This is the document before the markings were applied.

INITIALS	
APPR:	THM _____
DRAFT:	CAT _____
OTHER:	GHL _____

AID/IG/SEC/PSVES:CTURNER:CFH:0161J  
1/18/93 (703) 875-4050  
AID/IG/SEC/PSI:THMCDONNELL

AID/AFR/EMS: (INFO)                      AID/RQ/MGT:BRODGERS (INFO)

PRIORITY NAIROBI

ADM AID FROM IG/SEC/PS/I

E.O. 12356: DECL:

TAGS:

SUBJECT: UNMARKED TELEGRAMS

1. THIS IS AN EXAMPLE OF A TELEGRAM WHICH DOES NOT CONTAIN THE PROPER PORTION MARKINGS FOR A CLASSIFIED CABLE.
2. REMEMBER THAT CLASSIFIED CABLES ARE TO BE PORTION MARKED.
3. THIS E.O. 12356 DECLASSIFICATION LINE MUST CONTAIN A DATE, EVENT OR QADR (ORIGINATING AGENCY'S DETERMINATION REQUIRED) ANNOTATION. YY

This is an example of a properly marked cable which requires protection under E.O. 12356. It contains the essential markings required under the order, including:

- Portion Marking
- Overall Classification
- Declassification Instructions

INITIALS	
APPR:	THM _____
DRAFT:	CAT _____
OTHER:	GHL _____

CONFIDENTIAL

AID/IG/SEC/PSVES:CTURNER:CFH:0161J  
1/18/93 (703) 875-4050  
AID/IG/SEC/PSI:THMCDONNELL

AID/AFR/EMS: (INFO)                      AID/MGT:BRODGERS (INFO)

PRIORITY NAIROBI

ADM AID FROM IG/SEC/PS/I

E.O. 12356: DECL: QADR

TAGS:

SUBJECT: PREPARATION OF CLASSIFIED TELEGRAMS (U)

1. (C) FOLLOW THIS FORMAT FOR A CLASSIFIED TELEGRAM. TYPE THE CLASSIFICATION LEVEL (CONFIDENTIAL, SECRET, OR TOP SECRET) AT THE TOP AND BOTTOM.
2. (U) REMEMBER THAT CLASSIFIED CABLES MUST BE PORTION MARKED.
3. (C) THE E.O. 12356 CLASSIFICATION AUTHORITY IS NOT REQUIRED TO BE PLACED ON A CLASSIFIED CABLE. THE CLASSIFICATION AUTHORITY MUST, HOWEVER, BE PLACED ON THE FILE COPY OF THE CABLE.
4. (U) THE E.O. 12356 LINE MUST SHOW DECLASSIFICATION INSTRUCTIONS. SPECIFY EITHER A DATE, EVENT OR QADR (ORIGINATING AGENCY'S DETERMINATION REQUIRED) IF A SPECIFIC DATE OR EVENT CANNOT BE DETERMINED. YY

CONFIDENTIAL  
OF 185 (GL)

(CONFIDENTIAL FOR TRAINING PURPOSES ONLY)

## Section IV — Special Markings

There may be information contained in a document that requires markings in addition to the essential markings described in Sections I and II. These markings alert the holder of special requirements for safeguarding the information. Here are some examples. Consult with the Office of Security for additional examples and details.

### Intelligence Information

Mark documents containing classified intelligence information with the standard notation "WARNING NOTICE: INTELLIGENCE SOURCES OR METHODS INVOLVED" or its abbreviation, "WINTEL." Because an intelligence source or method must sometimes be concealed, consult with the Office of Security before applying this marking.

### Foreign Government Information

Mark documents containing classified foreign government information with the standard notation "FOREIGN GOVERNMENT INFORMATION," its abbreviation "FGI," or some other marking which denotes foreign origin. Because the fact of foreign origin must sometimes be concealed, consult with the Office of Security before applying this marking.

Sections I and II. These markings alert the holder of special requirements for safeguarding the information. Here are some examples. Consult with the Office of Security for additional examples and details.

**SECRET**  
OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301

August 1, 1992

TITLE (U)

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

**"WARNING NOTICE:  
Intelligence sources  
or methods involved  
or "WINTEL"**

Secretary of Policy  
1990

**SECRET**  
OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301

August 1, 1992

TITLE (U)

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

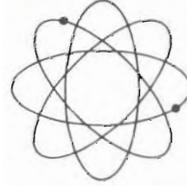
**"Foreign Government  
Information."**  
or "FGI"

DECLASSIFIED  
SECRETARY OF POLICY  
1990

## Atomic Energy Information

When you encounter documents containing "Restricted Data" or "Formerly Restricted Data" as defined by the Atomic Energy Act of 1954, consult with the Office of Security to determine the specific markings to be applied.

### Restricted Data (RD)



### Formerly Restricted Data (FRD)

## Letters of Transmittal

Conspicuously mark an unclassified transmittal document with the highest classification level of any information transmitted by it. Also mark the transmittal document with an appropriate instruction indicating that it is unclassified when separated from classified enclosures, as shown here.

If the transmittal document itself contains classified information, mark it as required for all other classified information, except: (a) Conspicuously mark the top and bottom of the transmittal document with the highest classification level of any information contained in the transmittal document or its enclosures; and (b) mark the transmittal document with an appropriate instruction indicating its overall classification level when separated from its enclosures, as shown here.

**SECRET**

**OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301**

August 1, 1992

TITLE

~~~~~  
~~~~~  
~~~~~  
~~~~~

  
John Smith  
Deputy Secretary

Enclosures

Unclassified when separated  
from Classified enclosures

**SECRET**

**SECRET**

**OFFICE OF THE DEPUTY SECRETARY  
WASHINGTON, DC 20301**

August 1, 1992

TITLE (U)

1. (C) ~~~~~  
~~~~~

2. (U) ~~~~~  
~~~~~

  
John Smith  
Deputy Secretary

Enclosures

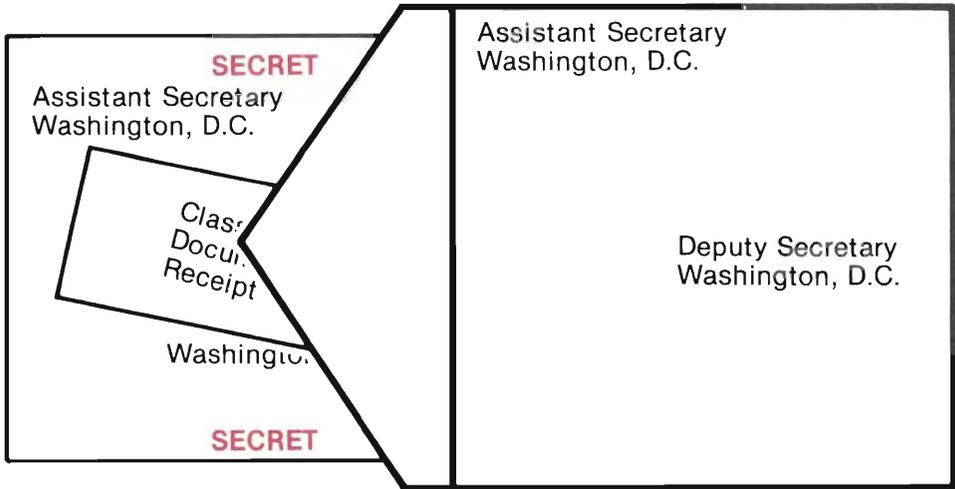
**CLASSIFIED BY:** Deputy Secretary  
Department of Policy

**DECLASSIFY ON:** October 1, 1996

Downgrade to Confidential when  
separated from Secret enclosures

**SECRET**

## Transmittal Wrappings



When transmitting a classified document:

- Enclose it in two opaque, sealed envelopes or similar wrappings. Place the addresses of the sender and recipient, the overall classification, and any special markings or instructions on the inner envelope.
- Enclose or attach a "Classified Material Receipt" to the inner envelope if it contains "Top Secret" or "Secret" information. A receipt is optional for "Confidential" information.
- Place the addresses of the sender and recipient on the outer envelope.
- Never place any markings on the outer envelope that might indicate that its contents are classified.
- Consult the Uniform Security Regulations or the Office of Security for additional information, including the approved means of transmittal.

## Marking Information Other Than Documents

Mark special categories of material other than documents, such as hardware, charts, maps, drawings, photographs, films, recordings, and ADP or word processing media, in accordance with instructions contained in the Uniform Security Regulations.

