

U.S. DEPARTMENT OF ENERGY



MARKING HANDBOOK

INTRODUCTION

This marking handbook is designed to serve as an aid when marking classified and sensitive unclassified documents. It is not intended to replace the DOE Manual 471.2-1B, *Classified Matter Protection and Control (CMPC)*; DOE Guide 471.2-1A, *Classified Matter Protection and Control Implementation Guide*; or local procedures. When in doubt, please consult the above references for guidance and clarification.

Because classified matter may take many forms, this handbook cannot provide a sample of every type. Instead, the intent is to provide examples of the most common markings.

This handbook represents the combined effort of the Office of Declassification and the Office of Safeguards and Security. Please direct any questions about this handbook or the CMPC Program to Cathy Tullis at (301) 903-4805 or cathy.tullis@hq.doe.gov. Questions about classification issues should be directed to Cathy Maus at (301) 903-4863, or to cathy.maus@hq.doe.gov.

September 15, 1999

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Top Secret Restricted Data Document



TOP SECRET
Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR ENGINEERING DIVISION

SUBJECT: Top Secret Restricted Data Document (U)

1. (U) This example identifies the preferred marking of a Top Secret RD document.
 2. (C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (RD) is placed in the lower left corner of the document on the cover page, title page, and first page of text. Each interior page of a document containing RD must be marked with the appropriate category. If this is not feasible, the overall category of the document (if RD) may be applied to each page. For interior pages, the symbol "RD" may be used.
 3. (C/RD) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:
 - Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
 - Derived From: Designation of the guide or source documents and date of such documents.
- Declassification instructions are not included on RD documents, even if the document also contains NSI.
4. (TS/RD) Portion markings are not required on RD documents, even if the document also contains NSI. However, RD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category, and caveats (if RD or FRD) of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. If a portion contains only NSI, only the level is identified.
 5. (TS) The subject or title of all classified documents (including RD documents) must be marked to identify the classification level, category (if RD or FRD), and caveats, or whether it is unclassified. This marking is placed after the subject or title.

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

Classified by: Anthony Chavez, Director
Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

TOP SECRET

Secret Restricted Data Document



SECRET

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Germantown, MD 20874-1290**

**CLASSIFICATION OF THIS
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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Secret Restricted Data Document (U)

1. (U) This example identifies the preferred marking of a Secret RD document.
2. (C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (RD) is placed in the lower left corner of the document on the cover page, title page, and first page of text. Each interior page of a document containing RD must be marked with the appropriate category. If this is not feasible, the overall category of the document (if RD) may be applied to each page. For interior pages, the symbol "RD" may be used.
3. (S) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:

Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.

Derived From: Designation of the guide or source documents and date of such documents.

Declassification instructions are not included on RD documents, even if the document also contains NSI.

4. (S/RD) Portion markings are not required on RD documents, even if the document also contains NSI. However, RD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category (if RD), and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. If a portion contains only NSI, only the level is identified.
5. (C) The subject or title of all classified documents (including RD documents) must be marked to identify the classification level, category (if RD), and caveats or whether it is unclassified. This marking is placed after the subject or title.

RESTRICTED DATA

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

Classified by: Anthony Chavez, Director
Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

SECRET

Confidential Restricted Data Document



CONFIDENTIAL
Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Confidential Restricted Data Document (U)

1. (U) This example identifies the preferred marking of a Confidential RD document.

2. (C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (RD) is placed in the lower left corner of the document on the cover page, title page, and first page of text. Each interior page of a document containing RD must be marked with the appropriate category. If this is not feasible, the overall category of the document (if RD) may be applied to each page. For interior pages, the symbol "RD" may be used.

3. (C) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:

Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.

Derived From: Designation of the guide or source documents and date of such documents.

Declassification instructions are not included on RD documents, even if the document also contains NSI.

4. (C/RD) Portion markings are not required on RD documents, even if the document also contains NSI. However, RD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category (if RD), and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion.

5. (C/RD) The subject or title of all classified documents (including RD documents) must be marked to identify the classification level, category (if RD), and caveats or whether it is unclassified. This marking is placed after the subject or title. If the subject contains only NSI, only mark the subject or title with a classification level.

RESTRICTED DATA

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

Classified by: Anthony Chavez, Director
Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

CONFIDENTIAL

Top Secret Formerly Restricted Data Document



TOP SECRET
Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
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EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR ENGINEERING DIVISION

SUBJECT: Top Secret Formerly Restricted Data Document (U)

- (U) This example identifies the preferred marking of a Top Secret FRD document.
- (C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (FRD) is placed in the lower left corner of the document on the cover page, title page, and first page of text. Each interior page of a document containing FRD must be marked with the appropriate category. If this is not feasible, the overall category of the document (if FRD) may be applied to each page. For interior pages, the symbol "FRD" may be used.
- (C/FRD) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:
 - Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
 - Derived From: Designation of the guide or source documents and date of such documents.Declassification instructions are not included on FRD documents, even if the document also contains NSI.
- (TS/FRD) Portion markings are not required on FRD documents, even if the document also contains NSI. However, FRD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category, and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. If a portion contains only NSI, only the level is identified.
- (TS) The subject or title of all classified documents (including FRD documents) must be marked to identify the classification level, category (if FRD), and caveats or whether it is unclassified. This marking is placed after the subject or title.

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: Anthony Chavez, Director
Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

TOP SECRET

Secret Formerly Restricted Data Document



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Germantown, MD 20874-1290

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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Secret Formerly Restricted Data Document (U)

(U) This example identifies the preferred marking of a Secret FRD document.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), title page (if any), first page, and on the back cover or back of the last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (FRD) is placed in the lower left corner of the document on the front cover, title page, and first page.

(U) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:

Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.

Derived From: Designation of the guide or source documents and date of such documents.

(S) Declassification instructions are not included on FRD documents, even if the document also contains NSI.

(S/FRD) Portion markings are not required on FRD documents, even if the document also contains NSI. However, FRD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain level, category (if FRD), and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. If a portion contains only NSI, only the level is identified.

(U) The subject or title of all classified documents (including FRD documents) must be marked to identify the classification level, category (if FRD), and caveats or whether it is unclassified. This marking is placed after the subject or title.

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: Anthony Chavez, Director
Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

SECRET

Confidential Formerly Restricted Data Document



CONFIDENTIAL

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Germantown, MD 20874-1290**

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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Confidential Formerly Restricted Data Document (U)

1. (U) This example identifies the preferred marking of a Confidential FRD document.
2. (C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (FRD) is placed in the lower left corner of the document on the cover page, title page, and first page of text. Each interior page of a document containing FRD must be marked with the appropriate category. If this is not feasible, the overall category of the document (if FRD) may be applied to each page. For interior pages, the symbol "FRD" may be used.
3. (C) Classifier information is placed at the lower right corner of the first page of the document. This includes the following:

Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.

Derived From: Designation of the guide or source documents and date of such documents.

Declassification instructions are not included on FRD documents, even if the document also contains NSI.

4. (C/FRD) Portion markings are not required on FRD documents, even if the document also contains NSI. However, FRD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category (if FRD), and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion.
5. (C/FRD) The subject or title of all classified documents (including FRD documents) must be marked to identify the classification level, category (if FRD), and caveats or whether it is unclassified. This marking is placed after the subject or title. If the subject contains only NSI, only mark the subject or title with a classification level.

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: Anthony Chavez, Director
Office of Departmental Services
Derived From: TCG-BTS-3, October 16, 1995

CONFIDENTIAL

Secret Restricted Data Document With Mixed Levels and Categories



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Germantown, MD 20874-1290

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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Secret Restricted Data Document (U)

(U) This example identifies the preferred marking of a Secret RD document with mixed levels and categories. The next page of this example explains how to apply mixed levels and categories.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking. The overall category (RD) is placed in the lower left corner of the document on the front cover, title page, and first page.

(S) Derivative classifier information is placed at the lower right corner of the first page of the document. For an RD document, this includes the following:

Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.

Derived From: Designation of the guide or source documents and date of such documents.

(U) Declassification instructions are not included on RD documents, even if the document also contains NSI.

(C/RD) Portion markings are not required on RD documents, even if the document also contains NSI. However, RD documents can be portion marked at the discretion of the originator. The markings must be placed immediately preceding the portion to which they pertain and contain the level, category (if RD), and caveats of information contained in the portion or whether it is unclassified. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. If a portion contains only NSI, only the level is identified.

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure is 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: (Name and Title): _____

Classified By: Anthony Chavez, Director
 Office of Departmental Services

Derived From: TCG-BTS-3, October 16, 1995

SECRET

SECRET/RESTRICTED DATA or RD

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Page 2

(S/FRD) The subject or title of all classified documents (including FRD documents) must be marked to identify the classification level, category (if FRD), and caveats, or whether it is unclassified. This marking is placed after the subject or title. If the subject contains only NSI, only mark the subject or title with a classification level.

(S) If a document contains a mix of levels and categories (e.g., C/RD, S/FRD, S/NSI) that causes it to be marked at an overall level and category higher than the protection level required for the individual portions, a matrix may be used in addition to other markings. For example, a document is marked at the highest level and category of information contained in it. Therefore, the document is marked S/RD, which requires a "Q" clearance for access. With the matrix marking, even though the document is still classified S/RD overall, an "L" cleared individual may gain access to the document because the RD information is only Confidential, which "L" cleared individuals are eligible to access. This marking is placed next to the classifier information.

(U) If the mixed level and category matrix is applied after an authorized classifier has classified the document, a separate line is required as reflected in this example, to identify the name and title of the authorized classifier making the determination.

SECRET/RESTRICTED DATA or RD

Derivatively Classified Top Secret National Security Information



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Department of Energy
Germantown, MD 20874-1290

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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Derivatively Classified Top Secret NSI Document (U)

(U) This example identifies the preferred marking of a derivatively classified Top Secret NSI document.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking.

(U) Derivative classifier information is placed at the lower left corner of the first page of the document. This includes the following:

- Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
- Derived From: Designation of the guide or source documents and date of such documents.
- Declassify On: Date or event 10 years or less from the date of the document, or the letter "X" and the exemption category number. This information is obtained from the classification guide or source document.

(TS) Portion markings are required for all NSI documents. The markings must be placed immediately preceding the portion to which they pertain. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. Portions should be marked to indicate which are classified and at what level (TS, S, or C) and with what caveats, and which are unclassified (U).

(C) The subject line or title must be marked to identify the classification level and caveats, or whether it is unclassified. This marking is placed after the subject or title.

(U) If a document is marked as exempt from automatic declassification on the "Declassify On" line, each portion of that document is presumed to also be exempt.

Classified By: Signer
Derived From: CG-SS-3, October 16, 1995
Declassify On: X1 and X5

TOP SECRET

Derivatively Classified Secret Document Using Multiple Sources



SECRET

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February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Derivatively Classified Secret National Security Information
 Document (U)

(U) This example identifies the preferred marking of a derivatively classified Secret NSI document using multiple sources as the basis for its classification. A sample of multiple source listings is on the next page.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), title page (if any), first page, and back cover or back of the last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking.

(C) Derivative classifier information is placed at the lower left corner of the first page of the document. This includes the following:

- Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
- Derived From: If the document is classified based on more than one source document, the notation "multiple sources" shall be used. In such cases the identification of each source shall be maintained with the record copy.
- Declassify On: Date or event 10 years or less from the date of the document, or the letter "X" and the exemption category number. This information is obtained from the source documents. The declassification instructions shall reflect the longest duration of any of the sources used to make the classification determination.

(C) When a document is derivatively classified based on a source document that contains the declassification instruction "Originating Agency's Determination Required" or "OADR," the derivative classifier shall carry forward the fact that the source document was marked OADR and the date of origin of the source document. This marking will permit the determination of when the classified information is 25 years old and, if permanently valuable, subject to automatic declassification. If there are more than one OADR source, use the date of origin of the most recent.

(S) Portion markings are required for all NSI documents. The placement of portion markings is illustrated in this example.

(C) The subject line or title must be marked to identify the classification level or whether it is unclassified. This marking is placed after the subject or title.

Classified By: Signer
Derived From: Multiple Sources
Classify On: Source Marked OADR
Date of Source: October 20, 1990

SECRET

UNCLASSIFIED

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Multiple Sources Listing

1. Memorandum, Julio Sanchez, Albuquerque Operations Office, to Kerri Flanders, Savannah River Operations Office, October 20, 1990, Subject: Marking of Documents
2. Letter, Steven Warner, DOD, to Joseph Slade, DOE, January 14, 1987, Subject: Marking of Documents
3. Report on the Marking of Documents, September 11, 1989

UNCLASSIFIED

Derivatively Classified Secret Document with Caveats Using Multiple Sources



SECRET

Department of Energy
Germantown, MD 20874-1290

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EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Derivatively Classified Secret National Security Information
Document (U)

(U) This example identifies the preferred marking of a derivatively classified Secret NSI document using multiple sources as the basis for its classification. A sample of multiple source listings is on the next page.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), title page (if any), first page, and back cover or back of the last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking.

(C) Derivative classifier information is placed at the lower left corner of the first page of the document. This includes the following:

- Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
- Derived From: If the document is classified based on more than one source document, the notation "multiple sources" shall be used. In such cases the identification of each source shall be maintained with the record copy.
- Declassify On: Date or event 10 years or less from the date of the document, or the letter "X" and the exemption category number. This information is obtained from the source documents. The declassification instructions shall reflect the longest duration of any of the sources used to make the classification determination.

When a document is derivatively classified based on a source document that contains the declassification instruction "Originating Agency's Determination Required" or "OADR," the derivative classifier shall carry forward the fact that the source document was marked OADR and the date of origin of the source document. This marking will permit the determination of when the classified information is 25 years old and, if permanently valuable, subject to automatic declassification.

- Date of source: This line is used only when the source is marked OADR. If there are more than one OADR source, use the date of origin of the most recent.

NOFORN/ORCON

Classified By: Signer
Derived From: Multiple Sources
Declassify On: Source Marked OADR
Date of Source: October 20, 1990

SECRET

(S/NOFORN) A “No Foreign Dissemination” (NOFORN) marking indicates that the information contained in the document may not be provided in any form to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. NOFORN is an intelligence community marking.

(C/ORCON) An “Originator Controlled” (ORCON) marking indicates that the document bearing the marking is controlled by the originator. Reproduction, extraction of information, or redistribution of such documents require the permission of the originator. ORCON is an intelligence community marking.

(S) Portion markings are required for all NSI documents. The placement of portion markings is illustrated in this example.

(C) The subject line or title must be marked to identify the classification level or whether it is unclassified. This marking is placed after the subject or title.

Derivatively Classified Confidential National Security Information Document



CONFIDENTIAL

**Department of Energy
Germantown, MD 20874-1290**

**CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY**

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Derivatively Classified Confidential National Security
 Information Document (U)

(U) This example identifies the preferred marking of a derivatively classified Confidential NSI document.

(U) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), on the title page (if any), on the first page, and on the back cover or last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking.

(C) Derivative classifier information is placed at the lower left corner of the first page of the document. This includes the following:

- Classified By: Name or personal identifier and position title. If the signer of the document is also the classifier, the word "Signer" may be used on the "Classified By" line.
- Derived From: Designation of the guide or source documents and date of such documents.
- Declassify On: Date or event 10 years or less from the date of the document, or the letter "X" and the exemption category number. This information is obtained from the classification guide or source document.

(C) Portion markings are required for all NSI documents. The markings must be placed immediately preceding the portion to which they pertain. If the portion has a number, letter, or bullet, then the markings must be placed immediately preceding the portion to which they pertain but following the number, letter, or bullet of the portion. Portions should be marked to indicate which are classified and at what level (TS, S, or C), caveats, and which are unclassified (U).

Classified By: Jill Freeze, Manager, Engineering Office
Derived From: CG-SS-3, October 16, 1995
Declassify On: January 31, 2008

CONFIDENTIAL

Memorandum of Transmittal - Classified



SECRET

**Department of Energy
Germantown, MD 20874-1290**

**CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY**

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Confidential Memorandum of Transmittal for a Secret
 Restricted Data Document (U)

(U) This example identifies the preferred marking of a Confidential NSI memorandum of transmittal for a Secret RD document.

(C) The transmittal memorandum is classified as Confidential NSI, and the attachment is classified as Secret RD. Portion marking of each paragraph of the transmittal memorandum is required because the transmittal itself is classified NSI.

(U) The highest classification level of information contained in the transmittal memorandum and transmitted attachment is placed at the top and bottom of the transmittal. For a multiple page transmittal memorandum, the second and subsequent pages are marked at the highest classification level of the transmittal memorandum itself, or the level of classified information on that page, or unclassified if there is no classified information on that page.

(C) The attachment must be marked as if it were an independent document. Because the document transmitted in this example is RD, it would contain the required derivative classifier information indicated on page 5 and RD. If the document transmitted was NSI, it would contain the required classifier information indicated on page 14 and be portion marked.

(C) If a transmittal document is intended to remain with, and a part of, the transmitted document, it may be marked as a single, complete document. However, in some cases, the transmittal memorandum must be marked both as a stand-alone classified document and as a classified document transmitting other classified information. It should identify the category (if FRD or RD) of the information transmitted (Document transmitted herewith contains Restricted Data) and instructions about how it should be handled when separated from the attachment (When separated from attachment(s), handle this document as Confidential). If there is any doubt as to whether it will be separated, it should be marked, as in this example, to be separated at some point in time. The back of the last page of the transmittal memorandum must be marked with the classification level of the transmittal (in this example, Confidential). The back cover or back of the last page of the entire packet must be marked with the highest classification level of the entire packet (Secret, in this example).

**Document transmitted herewith contains
RESTRICTED DATA**

**When separated from
attachment(s), handle this
document as CONFIDENTIAL**

Classified By: John Q. Classifier, Director, DP-10

Derived From: CG-SS-3, October 16, 1995

Declassify On: August 31, 2000

SECRET

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

(C) Classifier information for the classified information in the transmittal memorandum must be indicated on the transmittal letter. The face of the memorandum of transmittal must indicate the highest level, category (if RD or FRD), and caveats of information contained in the attachment.

(C) When the memorandum is permanently separated from the classified document it has transmitted, it is suggested that a single line be drawn through the classification level markings on the memorandum of transmittal and the “When separated from attachment(s), handle this document as CONFIDENTIAL” marking be highlighted or circled. The new level (CONFIDENTIAL) shall be stamped or hand printed top and bottom. The “Document transmitted herewith contains Restricted Data” marking should be lined through. This technique helps reduce mistakes regarding the classification and handling of the memorandum of transmittal. When this type of memorandum of transmittal is received and separated from the transmitted classified document(s), the recipient needs no further authorization to change the classification markings on the letter of transmittal.

Attachment

Memorandum of Transmittal - Unclassified



CONFIDENTIAL
Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR: GEORGE GREEN, DIRECTOR
OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
ENGINEERING DIVISION

SUBJECT: Unclassified Memorandum of Transmittal for a Confidential National
Security Information Document

This example identifies the preferred marking of an unclassified memorandum of transmittal for a Confidential NSI document.

The transmittal memorandum subject or title is not marked with a classification level, because the transmittal memorandum is unclassified. Note also that there is no portion marking of paragraphs, because the transmittal memorandum itself is not classified.

Standard classification level markings representing the highest classification level of the transmitted attachments are placed at the top and bottom of the memorandum of transmittal.

Subsequent pages of an unclassified memorandum of transmittal require no classification level markings.

Classifier information is not required and should not be placed on the unclassified memorandum of transmittal.

The classified document being transmitted by the memorandum of transmittal must be able to stand alone. It must be marked completely and properly as with any classified document. The back cover or the back of the last page of the last transmitted document must be marked at the highest classification level of the entire transmitted package.

When the transmittal memorandum is permanently separated from the classified document it has transmitted, it is suggested that a single line be drawn through the classification level markings on the memorandum of transmittal and the "When separated from attachment(s), handle this document as UNCLASSIFIED" marking be highlighted or circled. This technique helps reduce mistakes regarding the classification and handling of the memorandum of transmittal. When this type of memorandum of transmittal is received and separated from the transmitted classified document(s), the recipient needs no further authorization to change the classification markings on the transmittal memorandum.

Attachment

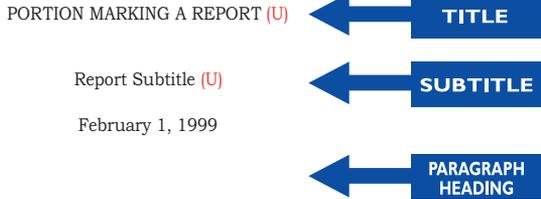
**When separated from
attachment(s), handle this
document as UNCLASSIFIED**

CONFIDENTIAL

Portion Markings for a Document Containing a Table and Graphic

SECRET

CLASSIFICATION OF THIS DOCUMENT IS FOR EXAMPLE PURPOSES ONLY



(U) INTRODUCTION

(U) This example identifies the preferred marking of a derivatively classified Secret report containing a table and graphic.

(C) The highest classification level of information contained in the document is placed at the top and bottom of the cover page (if any), title page (if any), first page, and back cover or back of the last page. Each interior page is marked at the top and bottom to identify the highest level of classified information contained on that page, including unclassified, or the highest level of information contained in the document. Documents containing only NSI need not be marked with the NSI category marking.

(C) Portion markings are required for all NSI documents. The markings must be placed immediately preceding the portion to which they pertain. The title of the report must be marked to identify the classification level and caveats or whether it is unclassified. Subtitles should be marked in the same manner as titles. These markings are placed after the title or subtitle. Paragraph headings are portion marked in the same manner as paragraphs, with the markings immediately preceding the heading to which they apply.

(U) TABLES AND GRAPHICS

(S) Titles or captions of a table or graphic are required to be portion marked to reflect the classification level of the title or caption. These markings are placed after the title or caption. Portion marking for the contents of a table or graphic is denoted by explanatory description.

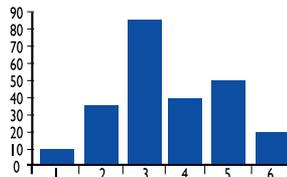
Classification Marking of a Table (U)

The contents of this table are classified at the Secret level

<u>Name</u>	<u>Authority</u>	<u>Expires</u>
Jill Freeze	Secret Derivative	2/1/99
Joe Cool	Secret Derivative	4/1/98
Judy Torres	Secret Original	2/1/99

Classification Marking of a Graphic (U)

The contents of this graphic are classified at the Secret level



Classified By: Joe Cool, Director, Engineering Division, Technical Engineering Office

Derived From: CG-SS-3, October 16, 1995

Declassify On: February 1, 2008

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1987-1-194-173

SECURITY CONTAINER INFORMATION INSTRUCTION			1. AREA OR POST (If required)	2. BUILDING (If required)	3. ROOM NO.
1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).			4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER			6. MFG & TYPE CONTAINER	7. MFG. & TYPE LOCK	8. DATE COMBINATION CHANGED
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER			9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
4. DETACH PART 2A AND INSERT IN ENVELOPE.					
5. SEE PRIVACY ACT STATEMENT ON REVERSE.					
10. Immediately notify one of the following persons, if this container is found open and unattended					
EMPLOYEE NAME		HOME ADDRESS		HOME PHONE	

1. ATTACH TO INSIDE OF CONTAINER

700-101
NSN 7540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/POO
31 CFR 8 3003

SECRET

SECURITY CONTAINER INFORMATION INSTRUCTION			1. AREA OR POST (If required)	2. BUILDING (If required)	3. ROOM NO.
1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).			4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER			6. MFG & TYPE CONTAINER	7. MFG. & TYPE LOCK	8. DATE COMBINATION CHANGED
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER			9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
4. DETACH PART 2A AND INSERT IN ENVELOPE.					
5. SEE PRIVACY ACT STATEMENT ON REVERSE.					
10. Immediately notify one of the following persons, if this container is found open and unattended					
EMPLOYEE NAME		HOME ADDRESS		HOME PHONE	

2. 700-101
NSN 7540-01-214-5372

SECRET - PROTECT AS RD

STANDARD FORM 700 (8-85)
Prescribed by GSA/POO
31 CFR 8 3003

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

SECRET

CONTAINER NUMBER _____

COMBINATION

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.

UNCLASSIFIED UPON CHANGE OF COMBINATION

2A

SECRET

700 (8-85)
Prescribed by GSA/POO
31 CFR 8 3003

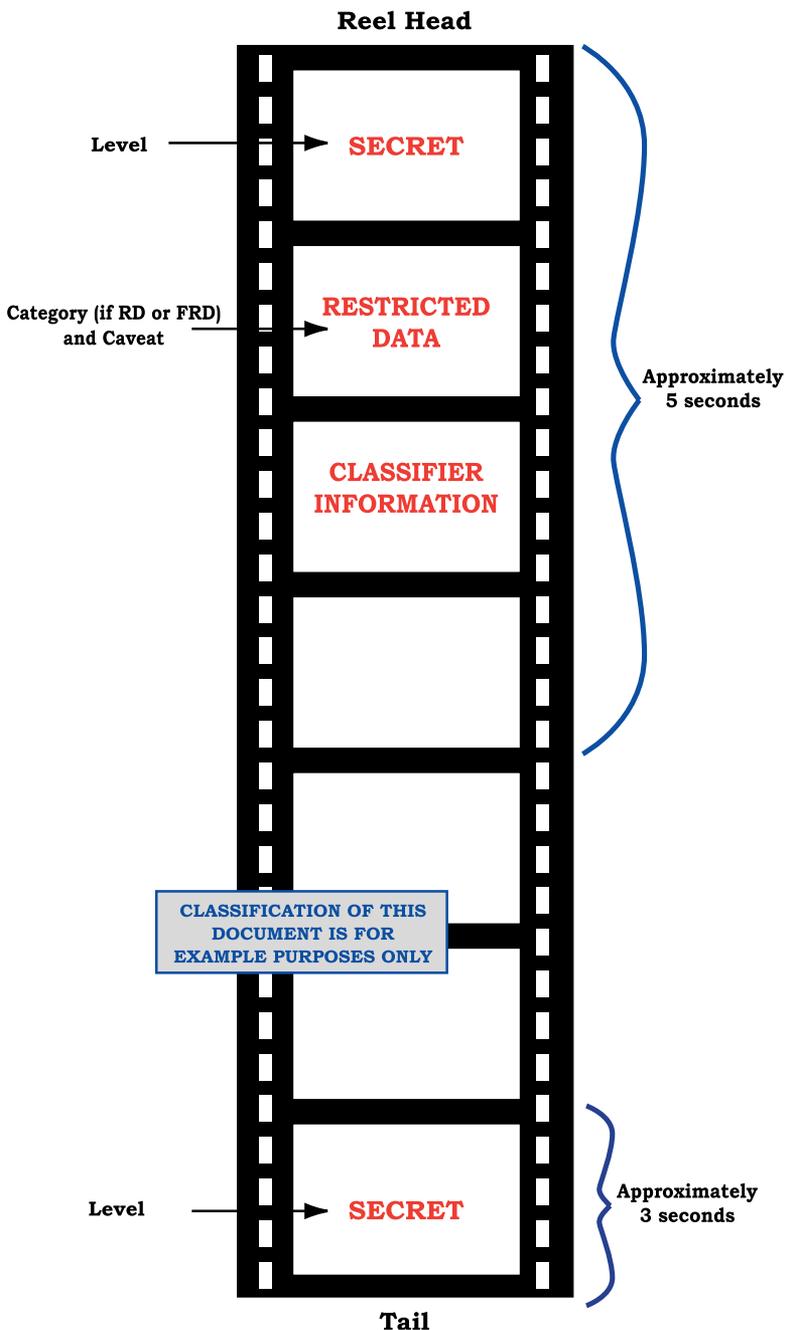
CLASSIFICATION OF THIS DOCUMENT IS FOR EXAMPLE PURPOSES ONLY

Part 1 of the SF-700 is not marked with any classification level and is placed on the inside of the container.

Part 2 of the SF-700 is marked top and bottom with the highest classification level of the classified matter stored in the container. If the container stores RD or FRD, the bottom portion of part 2 is also marked to "Protect as RD or FRD."

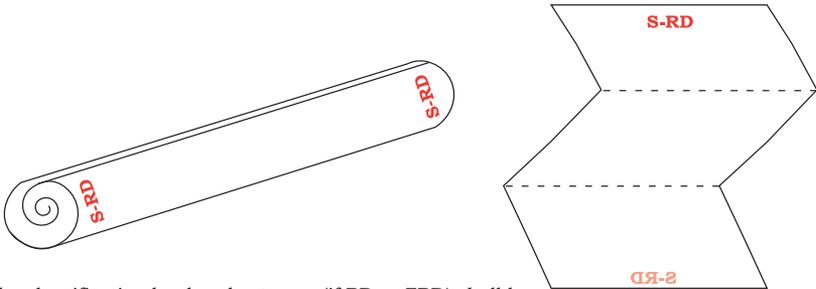
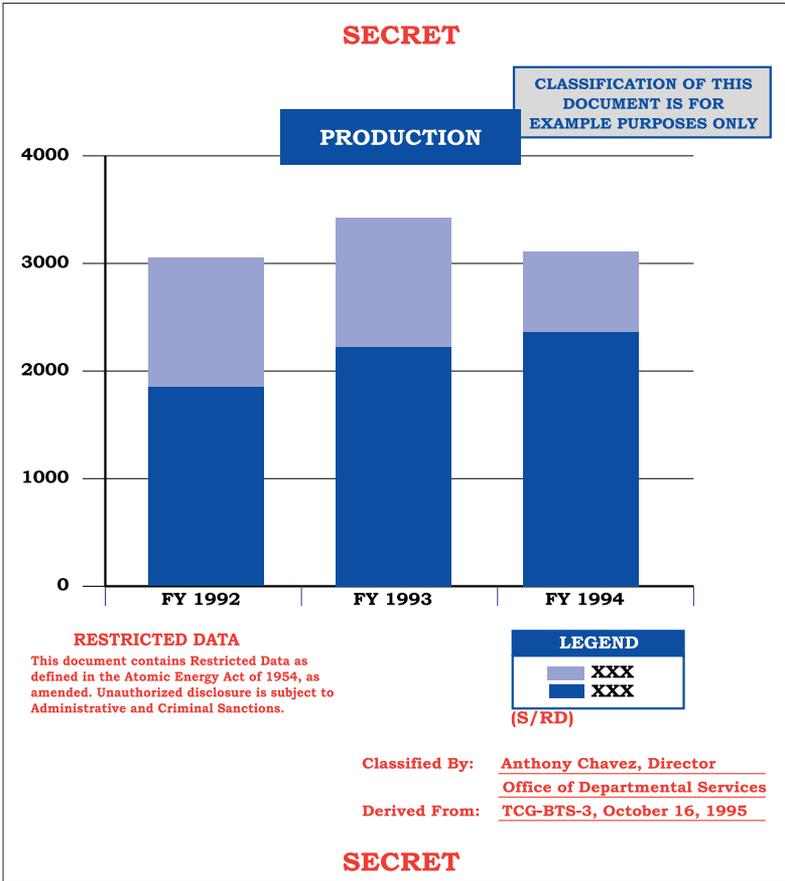
Part 2A of the SF-700 is marked top and bottom with the classification level and is placed inside part 2.

Motion Picture Film, Video Tape, or Roll Negative



Graphs and Charts

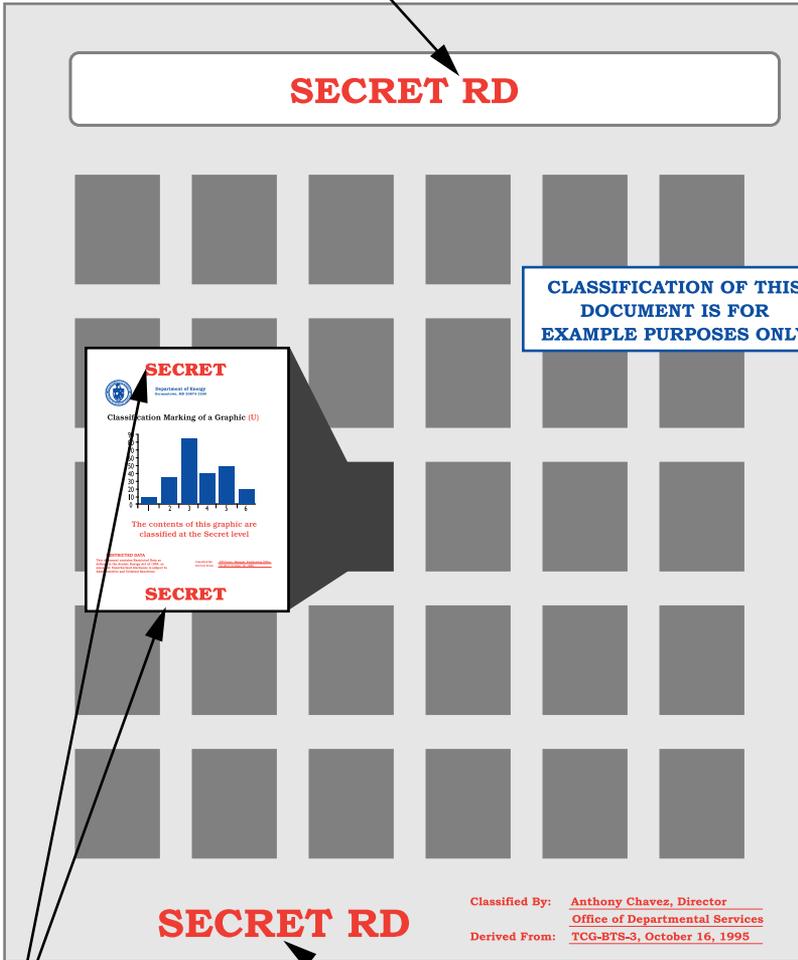
When charts, maps, drawings, and tracings are printed on larger than standard (8.5 x 11 inch) sheets, the overall level and category (if RD or FRD) shall be marked under the legend, title, or scale block.



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

Microfiche

**Photographically recorded or adhesive label.
Must be able to read without magnification.**

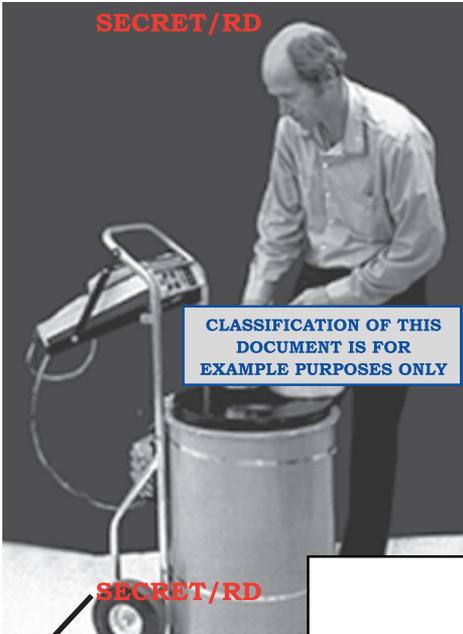


**Classification levels
on each
microfiche image.**

**Photographically recorded
or adhesive label.**

Photographic Print

Front



Category (if RD or FRD)

Back

SECRET

Note: Data such as classifier information (if it cannot be placed on the photograph) shall be kept on separate records.

RESTRICTED DATA

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

Classified By: Anthony Chavez, Director
Office of Departmental Services
Derived From: TCO-BTB-3, October 16, 1995

SECRET

Transparencies, Slides, and Sheet Film

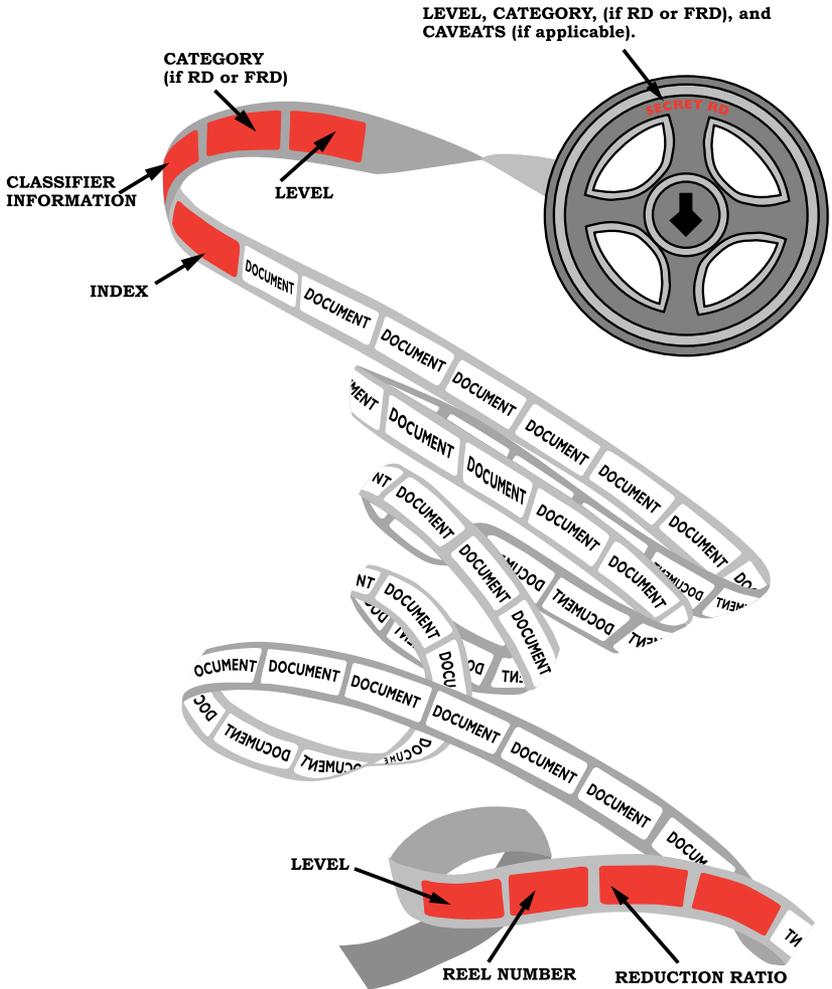
First of a series of transparencies, slides, and sheet film



When any portion or portions of a set of transparencies, slides, or sheet film are to be handled and controlled as separate documents, they require all standard markings. Each transparency, slide, or sheet film shall be regarded as an individual portion, and does not require further portion marking.

Motion Picture Reel

CLASSIFICATION OF THIS DOCUMENT IS FOR EXAMPLE PURPOSES ONLY



Unclassified Controlled Nuclear Information Final Review Determination



Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR GEORGE GREEN, DIRECTOR
 OFFICE OF ADMINISTRATIVE SERVICES

FROM: JOE COOL, DIRECTOR
 ENGINEERING DIVISION

SUBJECT: Unclassified Controlled Nuclear Information Markings

This identifies the proper marking of a document that has received a review by an UCNI Reviewing Official.

When a Reviewing Official determines that an unclassified document contains UCNI based on applicable topical or internal guidelines, the Reviewing Official shall ensure that the front of the document is marked as indicated below.

The marking "UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION" or "UCNI" shall be placed on the bottom of the front of the document and on the bottom of each interior page of the document or, if more convenient, on the bottom of only those interior pages that contain UCNI.

The removal of these markings may be authorized by (1) the Reviewing Official who applied them; (2) the local Classification Officer or his/her delegate or, for Headquarters, the Office of Declassification; or (3) an UCNI Denying Official.

<p>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION</p> <p>Unauthorized dissemination subject to civil and criminal sanctions under section 148 of the Atomic Energy Act of 1954, as amended [42 U.S.C. 2168].</p> <p>Reviewing Official: <u> Cathy Maus, NN-521 </u> Name/Organization</p> <p>Date: <u> 2/1/99 </u></p>
--

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

Official Use Only (OUO)



OFFICIAL USE ONLY

Department of Energy
Germantown, MD 20874-1290

CLASSIFICATION OF THIS
DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY

February 1, 1999

MEMORANDUM FOR Safeguards and Security Directors

FROM: Toby Johnson, Acting Director
 Office of Safeguards and Security

SUBJECT: Applying Official Use Only (OUO) Marking

The concept of identifying certain sensitive government information as being OUO has a long and varied history. Until July 18, 1949, OUO was widely applied to all kinds of unclassified but sensitive government information not intended for public release. From then until October 23, 1951, it was a fourth classification level below Confidential. OUO is similar to the Restricted level still used by many other countries. As a result, any OUO-marked documents predating October 23, 1951, should be reviewed by an authorized derivative classifier prior to release, to ensure they are not actually classified.

For information to be identified as OUO, it must fall under one of the Freedom of Information Act (FOIA) exemptions; be of sufficient sensitivity that, in the judgment of the reviewer making the determination, the information should not be publicly released; and must be **unclassified**. The document originator should ensure that documents determined to contain OUO information are marked as illustrated on this example.

The below notice should be applied to the front of the document (preferably in the lower left hand corner) and completed with the (a) applicable exemption number(s), (b) name of the reviewer who determined that it contains OUO information, and (c) date of the determination. Additionally, the front page and each interior page of a document containing OUO information should be marked **OFFICIAL USE ONLY** at the top and bottom of the page in letters clearly distinguishable from the text.

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number(s) _____. Approval by the Department of Energy prior to public release is required.

Reviewed by: _____ (Name) _____ Date: _____

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number(s) 2. Approval by the Department of Energy prior to public release is required.

Reviewed by: Cathy Tullis Date: Feb. 1, 1999

OFFICIAL USE ONLY

APPENDIX

Abbreviations

Abbreviations

C	Confidential
CNWDI	Critical Nuclear Weapons Design Information
COSMIC	NATO Top Secret
CTS	COSMIC Top Secret
DC	Derivative Classifier
DCID	Director of Central Intelligence Directive
DD	Derivative Declassifier
DOD	Department of Defense
DOE	Department of Energy
E.O.	Executive Order
FGI.....	Foreign Government Information
FRD	Formerly Restricted Data
NATO	North Atlantic Treaty Organization
NC	NATO Confidential
NOFORN	No Foreign Dissemination
NNPI	Naval Nuclear Propulsion Information
NR.....	NATO Restricted
NS	NATO Secret
NSI	National Security Information
OD	Office of Declassification
ORCON	Originator Controlled Information
OSS	Office of Safeguards and Security
OUO	Official Use Only
PROPIN	Proprietary Information
RD	Restricted Data
REL TO	Authorized for Release To
S	Secret
TS	Top Secret
U	Unclassified
UCNI	Unclassified Controlled Nuclear Information
UK	United Kingdom
WD.....	Weapon Data

SECRET

CONFIDENTIAL

Classified By:

classified on:

TOP SECRET



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