

MCIEAST-MCB CAMP LEJEUNE



DERIVATIVE CLASSIFICATION TRAINING AND JOB AID

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Section 2: 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 a classified document or documents, or a classification guide issued by an original classification authority.

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. When using a classification guide as the basis for derivative classification, the instructions provided by the guide are to be applied to the derivative document.

The following examples are of a properly marked source document and a properly marked derivative document, followed by the steps taken to create the derivative document.

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify On: 20151231

SECRET

Source Document



Department of Good Works
Washington, D.C. 20006

SECRET

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

SECRET

Step 1 - Portion marking

Paragraph 1 of the derivative document incorporates information from paragraph 2 of the source document. Therefore, the portion marking is carried over to the derivative document.

Derivative Document

Department of Information
Washington, D.C. 20008

MEMORANDUM FOR AGENCY OFFICIALS

From: John E. Doe, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).

2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

SECRET

Step 2 - Overall classification marking

The highest 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

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

SECRET

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20151231

SECRET

Step 3 – Classification authority block: "Classified By" line

Derivative classifiers shall be identified by name and position, or by personal identifier, in a manner that is immediately apparent on each derivatively classified document.

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Classified By: Joe Carver, Director

SECRET

NOTE: If not otherwise evident, the agency and office of origin shall be identified and placed immediately following the name and position or personal identifier provided in the "Classified By" line.

Source Document

SECRET



Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Step 4 – Classification authority block: "Derived From" line

Concisely identify the source document or the classification guide on the "Derived From" line, including the agency and, where available, the office of origin, and the date of the source or guide.

Derivative Document

SECRET



Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Classified By: Joe Carver, Director

**Derived From: Department of Good Works
Memorandum dated June 27, 2010, Subj: (U) Examples**

SECRET

Step 4 - "Derived From" line, cont'd

When using multiple source documents, the "Derived From" line shall appear as:

Derived From: Multiple Sources

The derivative classifier shall include a listing of the source materials on, or attached to, each derivatively classified document. There is no required placement of the source list within the document, only that it be included in, or attached to, the document.

Sources:

1. Dept of Good Works Memorandum dated June 27, 2010, Subj: Examples
2. Dept of Good Works Memorandum dated May 30, 2009, Subj: Examples
3. Radar SCG dated February 2, 2006

A document derivatively classified on the basis of a source document that is itself marked "Multiple Sources" shall cite the source document on its "Derived From" line rather than the term "Multiple Sources." An example might appear as:

Source Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Derived From: Multiple Sources
Declassify On: 20200627

SECRET

Derivative Document

SECRET

 Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).

2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: Examples
Declassify On: 20200627

SECRET

Source Document



SECRET

Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: 20150627

SECRET

Step 5 – Classification authority block: "Declassify On" line

The derivative classifier shall carry forward the instructions on the "Declassify On" line from the source document to the derivative document, or the duration instruction from the classification or declassification guide. (See the following pages for additional guidance when the source document contains missing, unauthorized, or multiple declassification instructions.)

Derivative Document



SECRET

Department of Information
Washington, D.C. 20008

July 15, 2010

MEMORANDUM FOR AGENCY OFFICIALS

From: Joe Carver, Director

Subject: (U) Examples

1. (S) Paragraph 1 contains information from Paragraph 2 in the source document and is therefore marked (S).
2. (U) Paragraph 2 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples
Declassify On: 20150627

SECRET

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.

Source Document

OADR

SECRET

 Department of Good Works
Washington, D.C. 20006

February 2, 1994

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.

2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: OADR

SECRET

NOTE: Executive Order 12958, issued in 1995, eliminated the use of "OADR" on documents created on or after October 14, 1995.

Derivative Document

Do not carry forward "OADR."
Change "OADR" to 25 years from the date of the source document

Classified By: Joe Carver, Director
Derived From: Department of Good Works
Memorandum dated June 27, 2010,
Subj: (U) Examples
Declassify On: 20190202

If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.

Source Document



Department of Good Works
Washington, D.C. 20006

SECRET

August 20, 2002

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5

~~Reason: 1.4(a)~~

Declassify on: X3

SECRET

Do not carry forward "X3."

Change "X3" to 25 years from the date of the source document

**X1, X2, X3, X4,
X5, X6, X7, X8
exemptions**

NOTE: Executive Order 12958, as amended, issued in 2003, eliminated the use of X1, X2, X3, X4, X5, X6, X7, and X8 on documents created on or after September 22, 2003.

Derivative Document

Classified By: Joe Carver, Director

Derived From: Department of Good Works Memorandum dated June 27, 2010, Subj: (U) Examples

Declassify On: 20270820

SECRET

If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, “Originating Agency’s Determination Required,” “OADR,” or “Manual Review,” “MR,” or any of the exemption markings X1, X2, X3, X4, X5, X6, X7, and X8, the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document’s date or event to be placed in the “Declassify On” line.

MR

Source Document



SECRET

Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains “Unclassified” information. Therefore, this portion will be marked with the designation “U” in parentheses preceding the portion.
2. (S) Paragraph 2 contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses preceding the portion.
3. (C) Paragraph 3 contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify On: ~~MR~~

SECRET

NOTE: “MR” (Manual Review) was neither intended nor authorized as a marking for the “Declassify on” line on documents classified under any executive order. If “MR” appears in the “Declassify on” line of a source document, mark the derivative document with a declassification date no more than 25 years from the date of the source document.

Derivative Document

Classified By: Joan Smith, Program Analyst
Derived From: Department of Good Works Memorandum
dated June 27, 2010, Subj: (U) Examples
Declassify On: 20290215

SECRET

Do not carry forward “MR.”
Change “MR” to 25 years from the
date of the source document

If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document’s creation.

Declassification Instructions on Derivatively Classified Documents:

When a document is classified derivatively either from a source document(s) or a classification guide that contains one of the following obsolete declassification instructions, "Originating Agency's Determination Required," "OADR," or "Manual Review," "MR," or any of the exemption markings "X1, X2, X3, X4, X5, X6, X7, and X8," the derivative classifier shall calculate a date that is 25 years from the date of the source document when determining a derivative document's date or event to be placed in the "Declassify On" line.

**X1, X2, X3, X4,
X5, X6, X7, X8
exemptions**

Source Document



SECRET
Department of Good Works
Washington, D.C. 20006

August 20, 2002

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (U) Paragraph 1 contains "Unclassified" information. Therefore, this portion will be marked with the designation "U" in parentheses preceding the portion.
2. (S) Paragraph 2 contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
3. (C) Paragraph 3 contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses preceding the portion.

Classified By: John E. Doe, Chief Division 5

Reason: 1.4(a)

Declassify on: X3

SECRET

Do not carry forward "X3."
Change "X3" to 25 years from the
date of the source document

NOTE: Executive Order 12958, as amended, issued in 2003, eliminated the use of X1, X2, X3, X4, X5, X6, X7, and X8 on documents created on or after September 22, 2003.

Derivative Document

Classified By: Joe Carver, Director
Derived From: Department of Good Works Memorandum dated
June 27, 2010, Subj: (U) Examples
Declassify On: 20270820

SECRET

If the source document does not contain a date, then the declassification date on the derivative document will be 25 years from the date of the derivative document's creation.

Section 4: Examples

Slide Presentations

SECRET

(U) Examples of PowerPoint Slide Markings

May 27, 2010

Classified By: ID #85967
Derived From: SCG Title, Date
Declassify On: 20150527

SECRET

Title slide:

- Portion markings
- Overall markings
- Classification authority block (may be placed on either first or last slide of presentation)

SECRET

(U) Example of Slide Markings

- (S) This bullet contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.
- (U) This bullet contains "Unclassified" information. Therefore this portion will be marked with the designation "U" in parentheses preceding the portion.

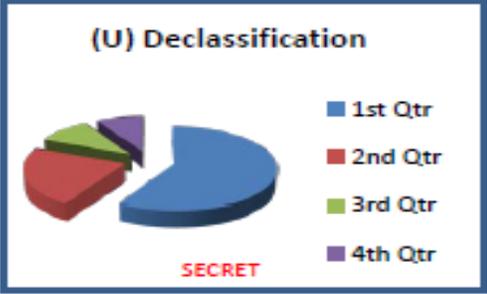
Slide 2:

- Portion markings
- Overall markings

SECRET

(U) This slide demonstrates how to properly mark a slide that contains a chart, graph, picture, etc.

(U) Declassification



SECRET

SECRET

Slide 3:

- Portion markings
- Overall markings

In this example, the portion marking applied to the graphic is spelled out (**SECRET**) instead of being abbreviated. This is a recommended way to apply markings that provide distinction between the classified status of a graphic, the title of a graphic, and the overall classification of a slide.

2. SECRET

**1.(U) Introduction to Marking
Slide Presentations**

August 17, 2010

3. Classified By: ID #85967
 4. Derived From: Multiple Sources
 5. Declassify On: 20150817

6. Multiple Sources: Basic SCG, January 5, 2009
 [Agency] Memo, March 10, 2010, Subj: (U) Markings

2. SECRET

1. Portion marking
2. Overall classification of document
3. "Classified by:" line
4. "Derived from:" line
5. "Declassify on:" line
6. List of multiple sources



May be annotated on either first or last slide

SECRET 2.

1.(U) Marking Requirements

1.(U) Topic number 1
 1.(U) Topic number 2
 1.(U) Topic number 3
 1.(U) Topic number 4
 1.(U) Topic number 5

SECRET 2.

1. Portion marking
2. Overall classification of page

Note: the overall classification on internal slide may be the classification of the document, or the classification of the individual slide.



UNCLASSIFIED 2.

1. (U) Marking Requirements

1. (U) Topic number 1.
 1. (U) Topic number 2.
 1. (U) Topic number 3
 1. (U) Topic number 4.
 1. (U) Topic number 5.

UNCLASSIFIED 2.

Transmittal Document

A transmittal document can consist of anything that accompanies a classified package such as a memorandum or a staff summary sheet.

An unclassified transmittal document shall indicate on its face:

- The highest classification level of any classified information attached or enclosed;
- Instructions such as “*Unclassified when classified enclosure removed*” or “*Upon removal of attachments, this document is [classification level]*.”

A classified transmittal document shall contain the same markings as required on all classified documents (i.e., overall classification, portion markings, classification authority block).

Unclassified Transmittal Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Transmittal Document

This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

SECRET

This page UNCLASSIFIED when
classified enclosure removed

NOTE: Some agencies may require portion markings on unclassified transmittal documents. Contact your security manager for agency-specific guidance.

(C) This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

Classified By: ID #78596
Derived From: Memo dated May 27, 2010
Declassify On: 20200507

Downgrade to **CONFIDENTIAL** when
separated from **SECRET** enclosures.

SECRET

Classified Transmittal Document

SECRET

 Department of Good Works
Washington, D.C. 20006

June 27, 2010

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Transmittal Document

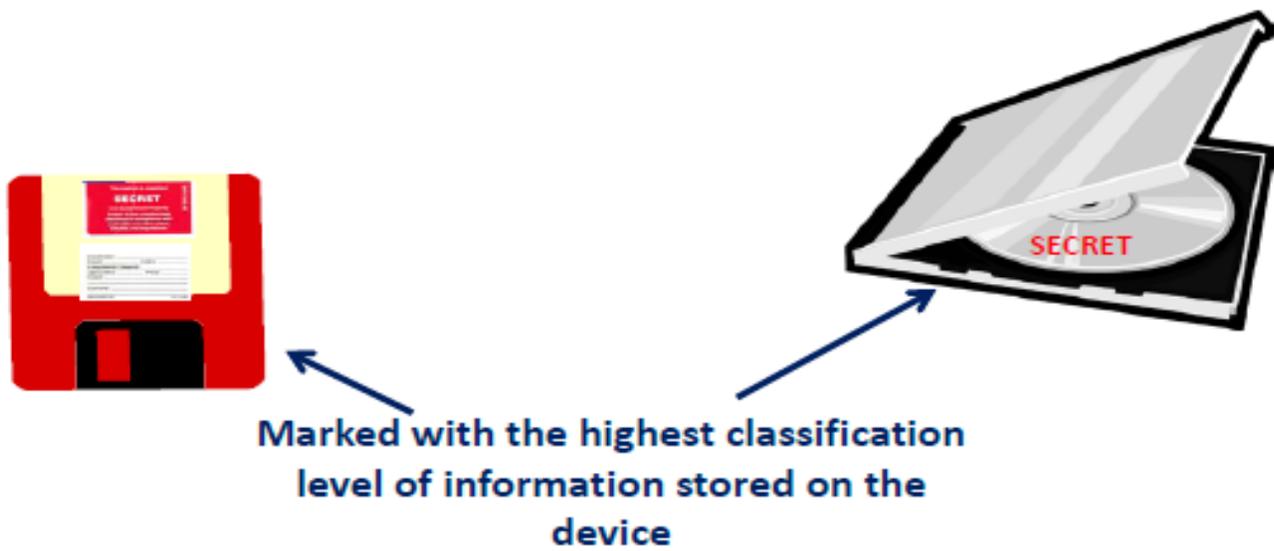
(S) This cover letter will accompany a classified package and will be appropriately marked as a transmittal document.

Classified By: ID #78596
Derived From: Memo dated May 27, 2010
Declassify On: 20200507

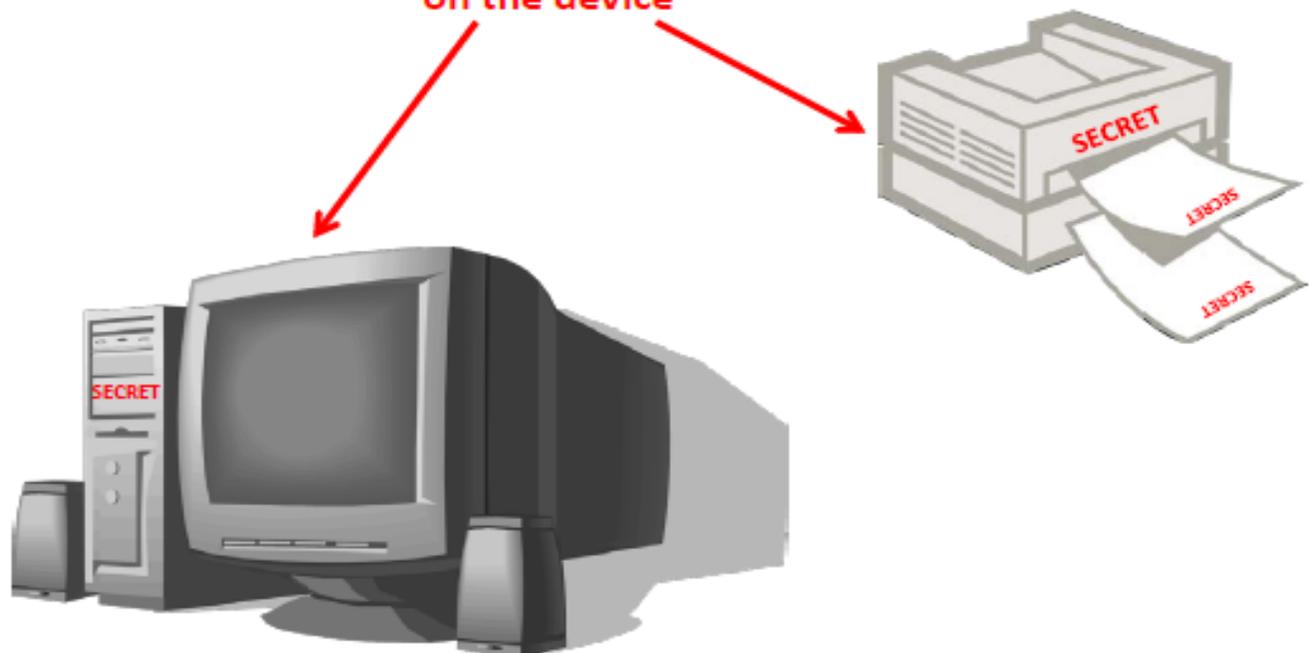
SECRET

Classified Transmittal Document that Contains Downgrading Instructions

Marking of Electronic Storage Media and Equipment



Marked with the highest classification level of information authorized to be processed on the device



The following markings are **not** authorized in the **“Declassify On”** line: **“Originating Agency’s Determination Required”** or **“OADR”** for documents created after October 14, 1995; X1, “X2,” “X3,” “X4,” “X5,” “X6,” “X7,” or “X8” for documents created after September 22, 2003;

“Manual Review” or “MR;”

“DNI Only” or “DCI Only;” and

“Subject to treaty or international agreement.”

The “25X1-human” marking may be used only when a derivative classifier is carrying it forward from a source document.

MARKING SIPRNET EMAILS

Caution: If you print off an e-mail from the SIPRNET, you must control that print out as a “Secret” document.

- The marking requirements (i.e., overall, portion and associated markings) still apply when creating an e-mail on the SIPRNET, to include attachments.
- E-mails created on the SIPRNET must be marked as a final document and not as a working document.
- If you receive an e-mail over the SIPRNET that is not properly marked you must contact the sender to confirm classification and add markings.

E-Mail

Mail To: [Window Title]

File Edit View Actions Tools Accounts Window Help

Send Cancel Address [Icons] [b] [u] [z] Spell Check [Icons]

Mail | Send Options

From: John Smith CC: [Empty]

To: [Empty] BC: [Empty]

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

SECRET

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

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

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

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

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

SIGNATURE BLOCK

Classified By: John Smith, Program Analyst
Derived From: Memo dated June 21, 2010, Subj: Classification Markings
Declassify On: 20150621

Classification authority block

SECRET

(S) Schedule of Events.doc

Portion markings

Overall classification

Classification marking of title of attachment

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

MARKING POWERPOINT PRESENTATIONS

- Mark Slides with overall classification level and associated markings (i.e., portion marking, “derived from”, “declassify on” line, etc.)
- Border, holder or frame shall be marked with the highest overall classification.
- Group of classified briefing slides used together and maintained together as a set, mark only the first slide of the set with highest overall classification

MARKING SLIDES OR TRANSPARENCIES

Mark slides or transparencies, including those generated on IT systems with their highest overall classification level and associated markings on the image area, border, holder or frame.

Groups of slides or transparencies used and stored as a set shall be marked with their highest overall classification level and associated markings, “Classified by,” “Reason,” “Derived from,” and “Declassify on,” which shall be marked on the image area of the cover slide or transparency only.

SECRET

ASSISTANT FOR INFORMATION & PERSONNEL SECURITY
(N09N2)

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

(U) MARKING SLIDES

Derived from: NAVAIR ltr 5510 Ser
7S65432 of 28 Mar 02

Declassify on: 20 May 2008

NOT RELEASABLE TO FOREIGN NATIONALS

SECRET

WORKING PAPERS

SECRET AND CONFIDENTIAL WORKING PAPERS

1. Secret and Confidential working papers such as classified notes from a training course or conference, research notes, rough drafts, and similar items that contain Secret or Confidential information shall be:

a. Dated when created;

b. Conspicuously marked centered top and bottom of each page with the highest overall classification level of any information they contain along with the words "**Working Paper**" on the top left of the first page in letters larger than the text;

c. Protected per the assigned classification level; and

d. Destroyed, by authorized means, when no longer needed.

2. Commanding officers shall establish procedures to control and mark all Secret and Confidential working papers in the manner prescribed for a finished document when retained more than 180 days from the date of creation or officially released outside the organization by the originator. A document transmitted over a classified IT system is considered a finished document.

3. If individually controlling binders for each person that has files printed from the SIPRNET, see your section Secondary Control Point Custodian to have a control number assigned to the binders and keep track of your documents that are being filed and destroy if not needed before it reaches the 180 days period.

Acknowledgement Certificate

Marine Corps Installations East-Marine Corps Base, Camp Lejeune Derivative Classification Training

(Please Print Full Name) I, _____ ,

have read the power point presentation furnished to me by the Marine Corps Base, Camp Lejeune
Security Manager. I understand my responsibilities in marking classified material .

Signature: _____

Training Completion Date: _____