

Section 2. Marking Requirements

4-200. General. Physically marking classified information with appropriate classification markings serves to warn and inform holders of the degree of protection required to protect it. Other notations facilitate downgrading, declassification, and aid in derivative classification actions. Therefore, it is essential that all classified information and material be marked to **clearly** convey to the holder the level of classification assigned, the portions that contain or reveal classified information, the period of time protection is required, and any other notations required for protection of the information or material.

4-201. Marking Requirements for Information and Material. As a general rule, the markings specified in paragraphs 4-202 through 4-208 are required for all classified information, regardless of the form in which it appears. Some material, such as documents, letters, and reports, can be easily marked with the required markings. Marking other material, such as equipment, AIS media, and slides, will be more difficult due to size or other physical characteristics. Since the principal purpose of the markings is to alert the holder that the information requires special protection, it is essential that all classified material be marked to the fullest extent possible to ensure that it is afforded the necessary safeguards.

4-202. Identification Markings. All classified material shall be marked to show the name and address of the facility responsible for its preparation, and the date of preparation. These markings are required on the face of all classified documents.

4-203. Overall Markings. The highest level of classified information contained in a document is its overall marking. The overall marking shall be conspicuously marked or stamped at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). If the document does not have a back cover, the outside of the back or **last** page, which may serve as a cover, may also be marked at the top and bottom with the overall classification of the document. All copies of classified documents shall also bear the required markings. Overall markings shall be stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal, or similar device on classified material, other than documents, and on containers of

such material, if possible. If marking the material or container is not practical, written notification of the markings shall be furnished to recipients.

4-204. Page Markings. Interior pages of classified documents shall be conspicuously marked or stamped at the top and bottom with the highest classification of the information appearing thereon, or the designation UNCLASSIFIED, if all the information on the page is UNCLASSIFIED. Alternatively, the overall classification of the document may be conspicuously marked or stamped at the top and bottom of each interior page, when necessary to achieve production efficiency, and the particular information to which classification is assigned is adequately identified by portion markings in accordance with 4-206. In any case, the classification marking of a page shall not supersede a lower **level** of classification indicated by a portion marking applicable to information on that page.

4-205. Component Markings. The major components of complex documents are likely to be used separately. In such cases, each major component shall be marked as a separate document. Examples include: (a) each annex, appendix, or similar component of a plan, program, or project description; (b) attachments and appendices to a letter; and (c) each major part of a report. If an entire major component is UNCLASSIFIED, the first page of the component may be marked at the top and bottom with the designation UNCLASSIFIED and a statement included, such as: "All portions of this (annex, appendix, etc.) are UNCLASSIFIED." When this method of marking is used, no further markings are required on the unclassified major component.

4-206. Portion Markings. Each section, part, paragraph, or similar portion of a classified document shall be marked to show the highest level of its classification, or that the portion is unclassified. Portions of documents shall be marked in a manner that eliminates doubt as to which of its portions contain or reveal classified information. For the purpose of applying these markings, a portion or paragraph shall be considered a distinct section or subdivision of a chapter, letter, or document dealing with a particular **point or** idea which begins on a new line and is often indented. Classification levels of portions of a document shall be shown by the **appropriate** classification symbol placed immediately following

the **portion's letter or number**, or in the absence of letters or numbers, immediately before the beginning of the portion. In marking portions, the parenthetical symbols (TS) for TOP SECRET, (S) for SECRET, (C) for CONFIDENTIAL, and (U) for UNCLASSIFIED shall be used.

- a. Portions of U.S. documents containing foreign government information shall be marked to reflect the foreign country of origin as well as the appropriate classification, for example, (U.K.-C).
- b. Portions of U.S. documents containing extracts from NATO documents shall be marked to reflect "NATO" or "COSMIC" as well as the appropriate classification, for example, (NATO-S) or (COSMIC-TS).
- c. When illustrations, photographs, figures, graphs, drawings, charts, or similar portions are contained in classified documents they shall be marked clearly to show their classified or unclassified status. These classification markings shall not be abbreviated and shall be prominent and placed within or contiguous (touching or near) to such a portion. Captions of such portions shall be marked on the basis of their content alone by placing the symbol (TS), (S), (C), or (U) immediately preceding the caption.
- d. If, in an exceptional situation, parenthetical marking of the portions is determined to be impractical, the classified document shall contain a description sufficient to **identify** the exact information that is classified and the classification level(s) assigned to it. For example, each portion of a document need not be separately marked if **all** portions are classified at the same level, provided a full explanation is included in the document.

4-207. **Subject and Title Markings.** Unclassified subjects and titles shall be selected for classified documents, if possible. An unclassified subject or title shall be marked with a (U) placed immediately **following** and to the right of the item. A classified subject or title shall be marked with the appropriate symbol (TS), (S), or (C) placed immediately following and to the right of the item.

4-208. **Markings for the "Classified by," "Downgrade to," or "Declassify on" Lines.** All classified information shall be marked to reflect the source of the classification;

downgrading instructions, if appropriate; and declassification instructions. The markings used to show this information are as follows:

CLASSIFIED BY _____
DOWNGRADE TO _____ **ON** _____
DECLASSIFY ON _____

Documents shall show the required information either on the cover, first page, title page, or in another prominent position. Other material shall show the required information on the material itself or, if not practical, in related or accompanying documentation.

a. **The "CLASSIFIED BY" Line.** The purpose of the "Classified by" line is to provide justification for the classification applied to the material by the contractor and to trace it to the contract under which it was prepared. In completing the "Classified by" line, the contractor shall identify the applicable guidance that authorizes the classification of the material. Normally this will be a Contract Security Classification Specification for a contractor. However, many Contract Security Classification Specifications cite more than one security guide and many times the contractor is extracting information from a classified source document. In these cases, the contractor may cite the Contract Security Classification Specification, use the phrase "multiple sources" or cite the specific guide or source document that authorizes the classification. When the phrase "multiple sources" is used, the contractor **shall** maintain records that support the classification for the duration of the contract under which the material was created. These records may take the form of a bibliography identifying the applicable classification sources and be included in the text of a document or they may be maintained separately. When identifying the Contract Security Classification Specification on the "Classified by" line, always include the date of the Contract Security Classification Specification and the specific contract number for which it was issued. The "Classified by" line is not required on electronic messages.

b. **The "DECLASSIFY ON" Line.** The purpose of the "Declassify On" line is to provide any declassification instructions appropriate for the material. When completing this line, the contractor shall use the information specified in the Contract Security Classification Specification or guide furnished with a classified contract or cite the source document.

Material containing Restricted Data or Formerly Restricted Data shall not have a "Declassify On" line.

- c. **The *'DOWNGRADE TO' Line.** The purpose of the "Downgrade To" line is to provide any downgrading instructions appropriate for the material. When completing this line, the contractor shall insert SECRET or CONFIDENTIAL and an effective date or event as indicated in the Contract Security Classification Specification, a guide, or the source document.

4-209. **Extracts of Information.** Most classified material originated under recent Executive orders contains overall, portion, paragraph, and appropriate downgrading and declassification **markings** that will provide sufficient guidance for the classification of extracted information. However, some classified material may not have these markings. If contractors encounter source documents that do not provide the needed markings the following procedures apply.

- a. Information extracted from a classified source document shall be classified according to the **classification** markings on the source.

(1) If the source document contains portion markings, the **classification** of the extracted portions shall be carried forth to the new material.

(2) If the source document does not contain portion markings, the overall classification of the source document shall be carried forth to the extracted information in the new document.

(3) If the new material is classified based on "multiple sources," the highest level of classification contained in the document **shall** be shown as the overall classification on the new material.

- b. Downgrading and declassification markings shown on the source **shall** be carried forth to the new material.

(1) If only one source is used, the downgrading and declassification markings shown on the source shall be carried forth to the new material. If no date or event is shown on the source, the new material shall show "Originating Agency's

Determination Required" or "OADR" on the "Declassify on" line.

(2) If the new material is classified based on "multiple **sources**," the most remote date or event for declassification shown on any source shall be assigned to the new material. If any source shows "OADR," or no date of event is shown, the "Declassify on" line on the new **document** or material shall show "Originating Agency's Determination Required" or "OADR."

- c. If the contractor requires more definitive guidance, the originator of the source document, or the **GCA** that provided the document, may be contacted and requested to provide appropriate markings or an appropriate security classification guide. In any case, the classification markings for a source document are the responsibility of the originator, and not the contractor extracting the information. Contractors are encouraged to contact the originator to avoid improper or unnecessary classification of material.

4-210. **Marking Special Types of Material.** The following procedures are for marking special types of material, but are not all inclusive. The procedures cover the types of materials that are most often produced by contractors and may be varied to accommodate the physical characteristics of the material, organizational and operational requirements, and ultimate **use** of the item produced. The intent of the markings is to ensure that the classification of the item, regardless of its form, is clear to the holder.

a. **Files, Folders, or Groups of Documents.** Files, folders, binders, envelopes, and other items, containing classified documents, when not in secure storage, shall be conspicuously marked with the highest classification of any classified item included therein. Cover sheets may be used for this purpose.

b. **Messages.** Electronically transmitted messages shall be marked in the same manner required for other documents except as noted herein. The overall classification of the message shall be the first item of information in the text. A "Classified By" line is not required on messages. When messages are printed by an automated system, all markings may be applied by that system, provided the classification markings are clearly distinguished from the printed text. Included in the last line of text of the message is the

date or event for declassification or the notation Originating Agency's Determination Required or OADR, and the downgrading action, if applicable. In record communications systems, electronically transmitted messages shall be marked in accordance with JANAP 128 format requirements.

- c. **Microforms.** Microforms contain images or text in sizes too small to be read by the unaided eye. The applicable markings specified in 4-202 through 4-208 shall be conspicuously marked on the microform medium or its container, to be readable by the unaided eye. These markings shall also be included on the image so that when the image is enlarged and displayed or printed, the markings will be conspicuous and readable. Further markings and handling shall be as appropriate for the **particular** microform involved.
- d. **Translations.** Translations of U.S. classified information into a language other than English shall be marked to show the U.S. as the country of origin, with the appropriate U.S. markings as specified in 4-202 through 4-208, and the foreign language equivalent thereof. (See Appendix B).

4-211. Marking Transmittal Documents. A transmittal document shall be marked with the highest level of classified information contained therein and with an appropriate notation to indicate its classification when the enclosures are removed. An unclassified document that transmits a classified document as an attachment shall bear a notation substantially as follows: Unclassified when Separated from Classified Enclosures. A classified transmittal that transmits higher classified information shall be marked with a notation substantially as follows: CONFIDENTIAL (or SECRET) when Separated from Enclosures. In addition, a classified transmittal itself must bear all the classification markings required by this Manual for a classified document.

4-212. Marking Wholly Unclassified Material. Normally, wholly UNCLASSIFIED material will not be marked or stamped UNCLASSIFIED unless it is essential to convey to a recipient of such material that: (a) The material has been examined specifically with a view to impose a security classification and has been determined not to require classification; or (b) The material has been reviewed and has been determined to no longer require classification and it is declassified.

4-213. Marking Compilations.

- a. **Documents.** In some instances, certain information that would otherwise be unclassified when standing alone may require classification when combined or associated with other unclassified information. When classification is required to protect a compilation of such information, the overall classification assigned to the document shall be conspicuously marked or stamped at the top and bottom of each page and on the outside of the front and back covers, if any. The reason for classifying the compilation shall be stated at an appropriate location at or near the beginning of the document. In this instance, the portions of a document classified in this manner need not be marked.
- b. **Portions of a Document.** If a classified document contains certain portions that are unclassified when standing alone, but classified information will be revealed when they are combined or associated, those portions shall be marked as unclassified, the page shall be marked with the highest classification of any information on the page, and a statement shall be added to the page, or to the document, to explain the classification of the combination or association to the holder. This method of marking may also be used if classified portions on a page, or within a document, will reveal a higher classification when they are combined or associated than when they are standing alone.

4-214. Marking Miscellaneous Material. Unless a requirement exists to retain material such as rejects, typewriter ribbons, carbons, and similar items for a specific purpose, there is no need to mark, stamp, or otherwise indicate that the material is classified. (NOTE: Such material developed in connection with the handling, processing, production, and utilization of classified information shall be handled in a manner that ensures adequate protection of the classified information involved and destruction at the earliest practical time.)

4-215. Marking Training Material. Unclassified documents or material that are created to simulate or demonstrate classified documents or material shall be clearly marked to indicate the actual UNCLASSIFIED status of the information. For example: SECRET FOR TRAINING PURPOSES ONLY, OTHERWISE UNCLASSIFIED or UNCLASSIFIED SAMPLE, or a similar marking may be used.

4-216. Marking Downgraded or Declassified Material.

Classified information, which is downgraded or declassified, shall be promptly and conspicuously marked to indicate the change. If the volume of material is such that prompt remarking of each classified item cannot be accomplished without unduly interfering with operations, a downgrading and declassification notice may be attached to the inside of the file drawers or other storage container *in lieu* of the remarking otherwise required. Each notice shall specify the authority for the downgrading or declassification action, the date of the action, and the storage container to which it applies. When documents or **other** material subject to downgrading or declassification are withdrawn from the container solely for transfer to another, or when the container is transferred from one place to another, the transfer may be made without remarking, if the notice is attached to the new container or remains with each shipment. When the documents or material are withdrawn for use or for transmittal outside the facility, they shall be remarked in accordance with a or b below.

a. Automatic Downgrading or Declassification

Actions. Holders of classified material may take automatic downgrading or declassification actions as specified by the markings on the material without further authority for the action. All **old** classification markings shall be canceled and the new markings substituted, whenever practical. In the case of documents, as a minimum, the outside of the front cover (if any), the title page (if any), the first page, and the outside of the back cover (if any), shall reflect the new classification markings, or the designation UNCLASSIFIED. Other material shall be remarked by the most practical method for the type of material involved to ensure that it is clear to the holder what level of classification is assigned to the material. Old markings shall be canceled, if possible, on the material itself. If not practical, the material may be marked by affixing new decals, tags, stickers, and the like to the material or its container.

b. Other than Automatic Downgrading or Declassification

Actions. When contractors are notified of downgrading or declassification actions that are contrary to the markings shown on the material, the material shall be remarked to indicate the change. All old classification markings shall be canceled and the new markings substituted, whenever practical. In the case of documents, as a minimum, the outside of the front cover (if any), the title page (if any), the

first page, and the outside of the back cover (if any), shall reflect the new classification markings or the designation UNCLASSIFIED. In addition, the material **shall** be marked to indicate the authority for the action, the date of the action, and the identity of the person or contractor taking the action. Other holders shall be notified if further dissemination has been made by the contractor.

4-217. Upgrading Action. When

a notice is received to upgrade material to a higher level, for example from CONFIDENTIAL to SECRET, the new markings shall be immediately entered on the material in accordance with the notice to upgrade, and all the superseded markings shall be obliterated. The authority for, and the date of, the upgrading action shall be entered on the material. As appropriate, other holders shall be notified if further dissemination of the material has been made by the contractor. (See 4-218 below).

4-218. Miscellaneous Actions.

If classified material is inadvertently distributed outside the facility without the proper classification assigned to it, or without any markings to identify the material as classified, the contractor shall, as appropriate:

- a. Determine whether all holders of the material are cleared and are authorized access to it.
- b. Determine whether control of the material has been lost.
- c. If recipients are cleared for access to the material, promptly provide written notice to all holders of the proper classification to be assigned. If control of the material has been lost, if all copies cannot be accounted for, or if unauthorized personnel have had access to it, report the compromise to the CSA.
- d. In the case of classified material being upgraded, the contractor's written notice shall not be classified unless the notice contains additional information warranting classification. In the case of material which was inadvertently released as UNCLASSIFIED, the contractor's written notice **shall** be classified CONFIDENTIAL, unless it contains additional information warranting a higher classification. The notice shall cite the applicable Contract Security Classification Specification or other classification guide on the "Classified by" line and be marked with an appropriate declassification instruction.

4-219. Documents Generated Under Previous Executive Orders. Documents classified under previous executive orders need not be remarked to comply with the marking requirements of E.O. 12356. Any automatic downgrading or declassification action specified on such documents may be taken without further authority. Information extracted from these documents for use in new documents shall be marked for downgrading or declassification action as specified on the source document. If automatic markings are not included on the source documents, the documents **shall** remain classified until authority is obtained from the originating agency for downgrading or declassification action. Information extracted from such documents for use in new documents shall specify “Originating Agency’s Determination Required” on the “Declassify on” line.