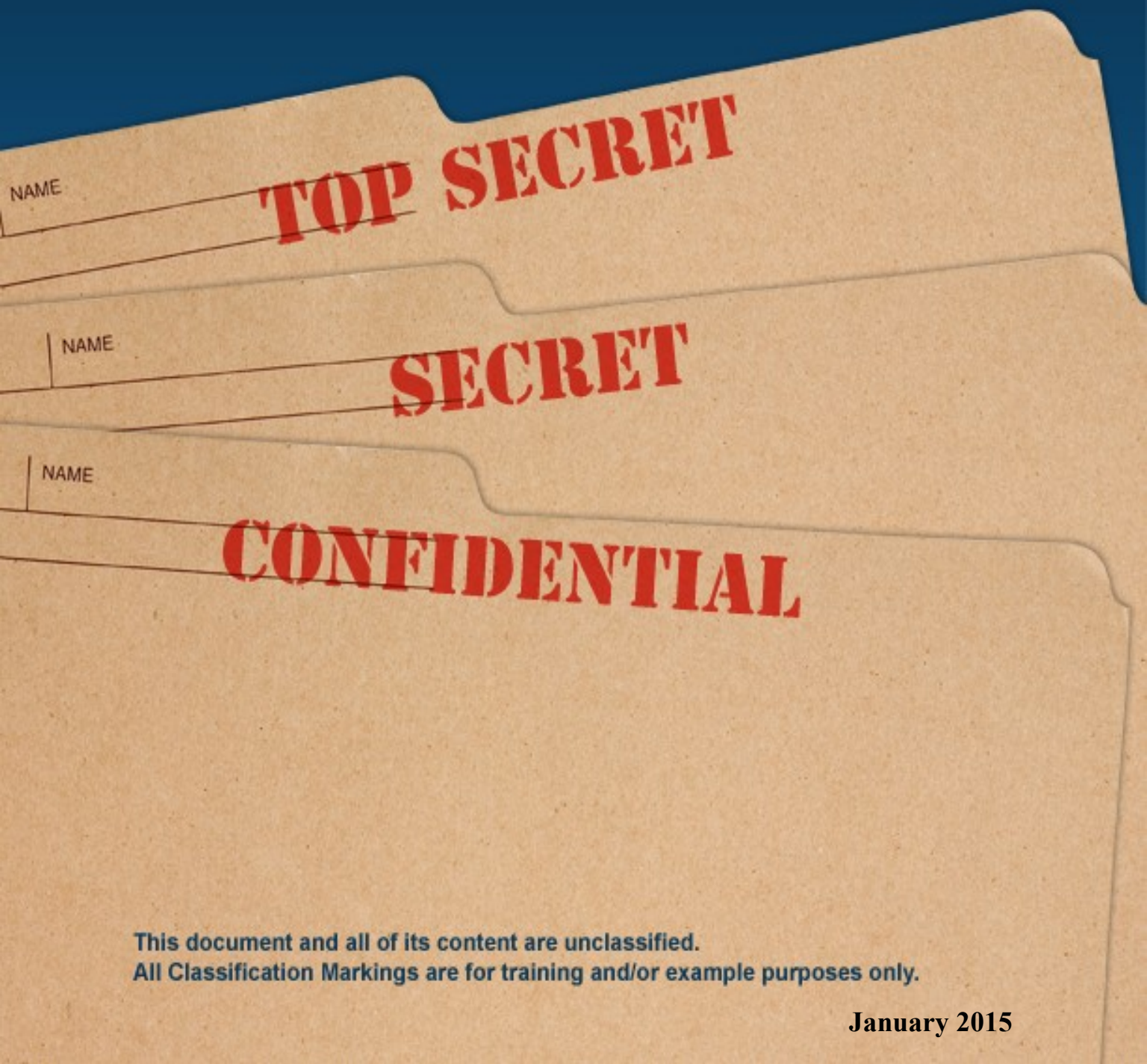




U.S. DEPARTMENT OF  
**ENERGY**

## CMPC Marking Resource

Examples of Acceptably Marked Classified Matter



This document and all of its content are unclassified.  
All Classification Markings are for training and/or example purposes only.

January 2015

# **CMPC Marking Resource**

## **Examples of Acceptably Marked**

### **Classified Matter**

January 2015

Prepared for U.S. Department of Energy  
Office of Environment, Health, Safety and Security  
Office of Security Policy

# FOREWARD

---

A strong and cohesive information security program is integral to national security. The U.S. Government requires certain information to be maintained in confidence to protect our citizens, democratic institutions, and activities within the international security community.

Marking notifies holders of classified matter of the protection requirements for the information. Markings and designations serve two primary purposes:

- Alert holders to the presence of classified information.
- Warn holders of special access or safeguarding requirements.

This resource was developed to assist Federal and contractor employees by providing examples of acceptably marked classified matter. Although examples of current or historical markings may be included, this is not a comprehensive source for all possible marking of classified matter.

Nothing in this document is meant to establish, imply, or mandate requirements. These are reference examples only. U.S. Department of Energy (DOE) and national directives take precedence over the examples in this document if there are any discrepancies at any time.

## How to Use This Document

Examples illustrate markings for matter that contains classified information. Note that page markings, with the exception of top and bottom and front and back markings, are no longer required to be at specific locations on the page. More than one example may be required to fulfill all requirements. References and links for DOE and national directives are provided on the following page.

The examples exhibit markings that achieve minimum national and departmental requirements, but are for example purposes only. Facilities may have procedures and practices for marking that vary from this handbook; e.g., use of alternate stamps that include all required information. If you have questions, consult your site's Classification or Security Office.

This resource is not a substitute for training in DOE document and data control. In addition, specialized training and formal designation is required in order to derivatively classify or declassify matter.

This resource document contains no classified information. The security classification markings, declassification instructions, and warning notices are for illustration purposes only.

## REFERENCES<sup>1</sup> FOR DOE AND NATIONAL DIRECTIVES COVERING MARKINGS

---

- Atomic Energy Act of 1954
- EO 13526, *Classified National Security Information*
- 10 CFR Part 1045, *Nuclear Classification and Declassification*
- 32 Code of Federal Regulations (CFR) Parts 2001 and 2003, *Classified National Security Information*, (Directive No. 1), Subpart C, Identification and Markings
- DoDM 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*
- *National Industrial Security Program Operating Manual (NISPOM)*
- ISOO Notice 2011-02, Further Guidance and Clarification on Commingling Atomic Energy Information and Classified National Security Information
- DOE O 452.8, *Control of Nuclear Weapon Data*
- DOE O 470.4B, *Safeguards and Security Program*
- DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*
- DOE O 471.6, *Information Security*
- DOE O 475.2A, *Identifying Classified Information*

NOTE: This list is for informational purposes only; other directives or national policy requirements may apply.

---

<sup>1</sup> Refer to current version of each document.

# TABLE OF CONTENTS

Foreward	i
References for DOE and National Directives Covering Markings	ii
1. Marking Examples	1
2. Classified Information	1
Basic Marking Examples	1
1.1.1 Classification Marking Layout for Derivatively Classified NSI Documents	1
Required Markings for First Page of an NSI Document	2
Portion Marking Interior Pages of an NSI Document Marked at the Overall	
Highest Classification Level of the Information on that Page	3
Portion Marking Interior Pages of an NSI Document Marked at the Overall	
Highest Classification Level of the Document	4
Classification Marking Layout for RD/FRD Documents	5
Required Markings for First Page of RD/FRD Documents	6
Confidential RD Document	7
Top Secret Derivatively Classified NSI Document with Intelligence Information	8
Classification Markings of Interior Pages of an NSI Document Marked at the	
Overall Highest Classification Level of the Document if that Level is Secret	9
Portion Marking a Bibliography in a Secret NSI Document	10
1.1.2 Classification/Declassification Markings	11
Derivatively Classified Confidential NSI Document	11
Classification by Compilation: Derivatively Classified NSI	12
S/RD Document with Mixed Levels and Categories Marking Matrix	13
Document Upgraded from Confidential NSI to Secret NSI	14
Document Downgraded Based on Change Notice	15
Declassified NSI Document	16
1.1.3 Caveats and Special Control Markings	17
Foreign Government Information (FGI) Derivatively Classified National	
Security Information	17
Derivatively Classified S/RD Document that Contains Sigma 18 Nuclear	
Weapon Data	18
Derivatively Classified S/RD Document that Contains Sigma 14 and 15 Nuclear	
Weapon Data	19
1.1.4 Marking Special Types of Documents	20
Confidential NSI Transmittal Memorandum with an S/RD Attachment	20
S/RD Transmittal Memorandum with an S/RD Attachment	21
Unclassified Transmittal Memorandum with a Classified Attachment	22
Re-Marking a Transmittal Memorandum	23
Confidential NSI Transmittal with an UCNI Attachment	24

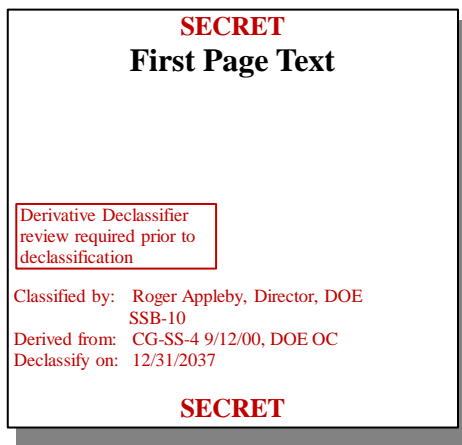
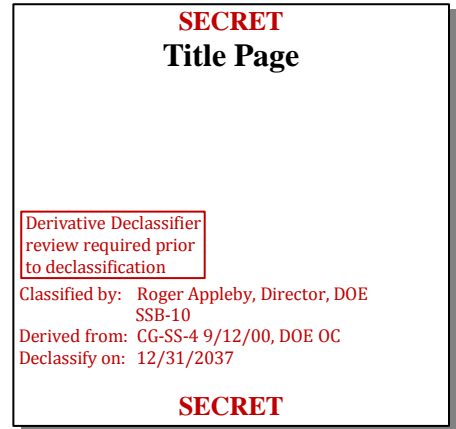
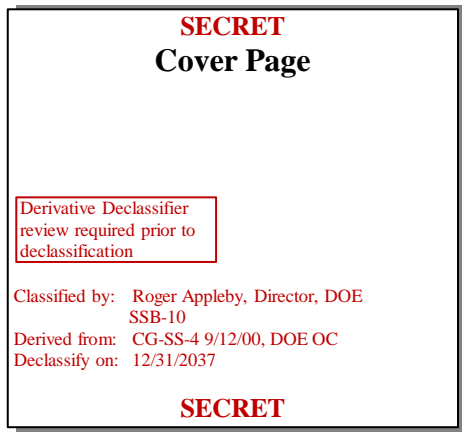
<u>Draft/Working Paper Within an Activity/Office</u>	<u>25</u>
<u>Folder Containing Classified Documents</u>	<u>26</u>
<u>Top Secret, Secret, and Confidential Cover Sheets</u>	<u>27</u>
<u>C/FGI-MOD Coversheet</u>	<u>28</u>
<u>Marking for a Removable Container for Classified Media</u>	<u>29</u>
<u>Marking Classified Removable Electronic Media (CREM)</u>	<u>29</u>
<u>Marking a Removable Hard Drive</u>	<u>30</u>
<u>Standard Form Labels for Media</u>	<u>30</u>
<u>Marking Charts, Graphs, and Folded or Rolled Documents</u>	<u>31</u>
<u>Microfiche Markings</u>	<u>32</u>
<u>Microfilm Reel Markings</u>	<u>33</u>
<u>Marking of Photographs</u>	<u>34</u>
<u>Marking of Transparencies and Slides</u>	<u>35</u>
<u>1.1.5 Marking Equipment/Parts</u>	<u>36</u>
<u>Classified Equipment Marking</u>	<u>36</u>
<u>Example 1. Marking Parts</u>	<u>37</u>
<u>Example 2. Marking Parts</u>	<u>38</u>
<u>Example 3. Marking Containers</u>	<u>39</u>
<u>1.2 Unclassified Controlled Nuclear Information</u>	<u>40</u>
<u>Declassified Document Still Containing UCNI</u>	<u>40</u>
<u>Transmittal Containing UCNI with an S/RD Attachment (Left), and Re-marked</u>	
<u>Transmittal when Separated from Attachment (Right)</u>	<u>41</u>
<u>Appendix A EQUIVALENT FOREIGN SECURITY CLASSIFICATIONS</u>	<u>42</u>
<u>Appendix B Guidelines for Marking NSI Email Messages on a Classified Network.</u>	<u>45</u>



## 1.0 MARKING EXAMPLES

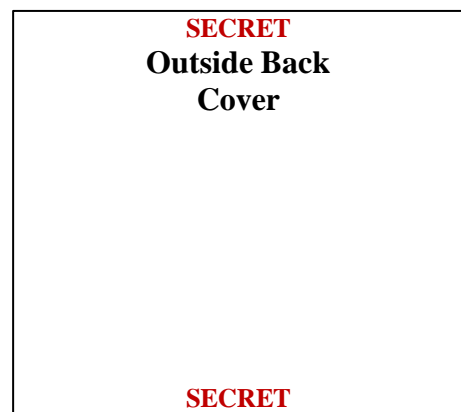
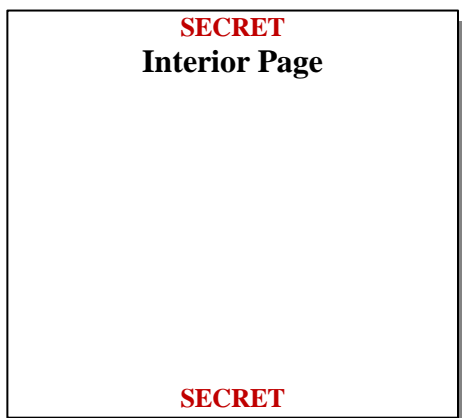
### 1.1 Classified Information

#### 1.1.1 Basic Marking Examples



Classifier marking must be placed on “first page” of the document, whether the cover page, title page, or first page of text and should be placed in the lower left corner.

Derivative Declassifier Review Stamp should be close to NSI Classifier Marking, preferably above it, but as close as possible.



#### Classification Marking Layout for Derivatively Classified NSI Documents

Additional required markings on page 2.

## Overall Classification Level

Originator Information  
(name of organization and address)

Date

**(Classification Level/Caveat\*)** Title/Subject

*Classification level and caveat (if applicable) must always be identified;  
the use of classified titles is strongly discouraged.*

**NSI portion marked**

(Classification Level/Caveat\*) Paragraph 1

(Classification Level/Caveat\*) Paragraph 2

Derivative Declassifier  
review required prior to  
declassification

Caveat (if applicable) NSI

Classifier Marking

**Overall Classification Level**

### Required Markings for First Page of an NSI Document

Additional required markings for interior pages on pages 3 and 4.

\*Note: Title/subject and portion marking must identify caveats when applicable.



**UNCLASSIFIED**

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 42

**UNCLASSIFIED**

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

3. (U) This is paragraph 3 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked “UCNI” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 43

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

**SECRET**

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information.

Page 44

**SECRET**

**SECRET**

contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.

8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

Page 45

**SECRET**

**Portion Marking Interior Pages of an NSI Document Marked at the Overall Highest  
Classification Level of the Information on that Page**

**SECRET**

Chapter 3

(U) Portion Marking

1. (U) This is paragraph 1 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. This portion will be marked with the designation “U” in parentheses.

Page 42

**SECRET**

**SECRET**

3. (U) This is paragraph 3 and contains unclassified information.
4. (UCNI) This is paragraph 4 and contains information determined to be UCNI. It is marked “UCNI” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information.

Page 43

**SECRET**

**SECRET**

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information

Page 44

**SECRET**

**SECRET**

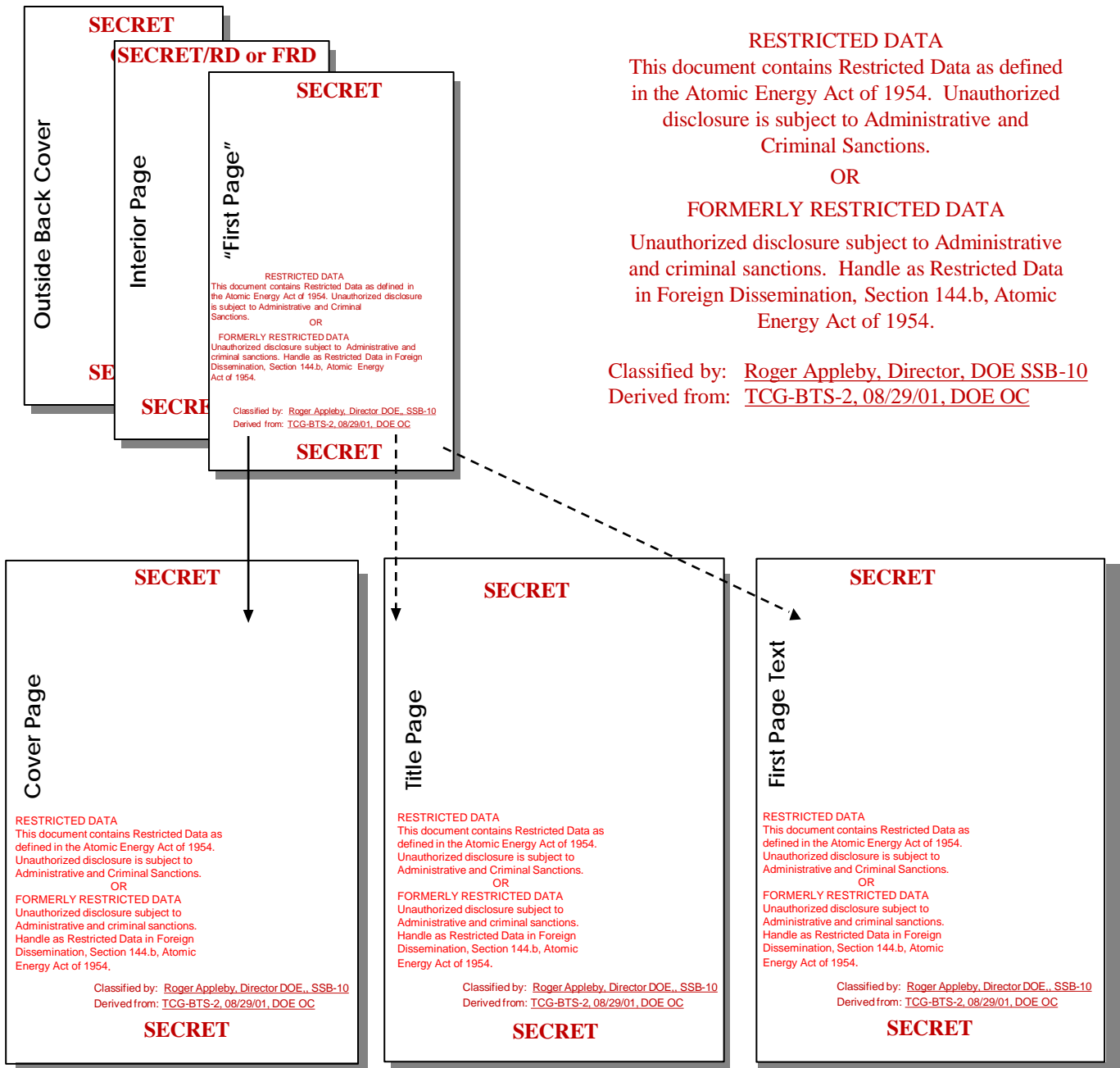
- contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion on the next page. However, this is not mandatory.
8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

Page 45

**SECRET**

**Portion Marking Interior Pages of an NSI Document Marked at the Overall  
Highest Classification Level of the Document**

MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY



### Classification Marking Layout for RD/FRD Documents

Additional required markings for first page on page 6. Interior pages are marked with overall document classification level and category at top and bottom of page.

## Overall Classification Level

Originator Information (name of  
organization and address)

Date

(Classification Level/RD or FRD/Caveat) Title/Subject

*Classification level, category and caveat (if applicable) must always be  
Identified; the use of classified titles is strongly discouraged.*

Caveat (if applicable)

RD or FRD Admonishment Notice

RD/FRD Classifier  
Marking

Overall Classification Level

### Required Markings for First Page of RD/FRD Documents

<b>CONFIDENTIAL</b>	Overall Classification Level
<b>(U) Theory and Operation of Gismo Model 739</b>	Title
by John S. Smith	Author (optional)
Adjax Corporation 10090 River Road Mouse Creek, AR 67890	Originating Organization
June 30, 2012	Date
	Admonishment Notice
<b>RESTRICTED DATA</b> This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.	Classifier Marking
Classified by: <u>Robert Wilson, Director, Applied Technology, Adjax Corp.</u> Derived From: <u>TCG-BTS-2, 08/29/01, DOE OC</u>	
<b>CONFIDENTIAL</b>	Overall Classification Level

### Confidential RD Document

Unique ID Number	ABC 8910
Overall Classification Level	<b>TOP SECRET</b>
Originating Organization	Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585
Date	DECEMBER 30, 2011
Title/Subject Marking	MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division
	FROM: John Jones, Director Administrative Support Services
	SUBJECT: (U) Funding for Project YZX
Portion Marked Text	<b>Text of Memo</b>
	(U) Paragraph 1
	(C) Paragraph 2
	(TS) Paragraph 3
Caveat	<div>Derivative Declassifier review required prior to declassification</div> <b>NOFORN</b>
Classifier Marking	Classified by: <u>Ronald McKenny, Team lead, DOE SP-32</u> Derived From: <u>CG-NEM-1, 08/09/01, DOE OC</u> Declassify on: <u>8/30/3031</u>
Overall Classification Level	<b>TOP SECRET</b>

### Top Secret Derivatively Classified NSI Document with Intelligence Information

**SECRET**

**Body of Text**

(C) Paragraph 1

(U) Paragraph 2

(C) Paragraph 3

**SECRET**

**Classification Markings of Interior Pages of an NSI Document Marked at the Overall  
Highest Classification Level of the Document if that Level is Secret**



**SECRET**

**(U) Bibliography**

1. **(U)** Brown, John. “Widget Tests and Performance (U)”  
DOE Laboratory report #CDF-234A, DECEMBER 30,  
2004, 152 pages. (SRD document)
2. **(U)** Kilgore, George A. “Widget Development (U)”  
Ajax Corporation, Madison, WI, #AC-9400133, July  
23, 1994, 92 pages. (SRD document)
3. **(C)** Mayes, Albert. “Carbon Alloys for Widgets (C)”  
Ajax Corporation, Madison, WI, #AC-9600024,  
March 6, 1995, 68 pages. (C document)

**SECRET**

**Portion Marking a Bibliography in a Secret NSI Document**

NOTE: When marking a page at the highest level of the page, this example would be marked as “Confidential.”

### 1.1.2 Classification/Declassification Markings



**CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Distribution  
FROM: Document Author  
SUBJECT: (U) Status of Activities

#### Body of Text

(C) Paragraph 1

(U) Paragraph 2

(C) Paragraph 3

Derivative Declassifier  
review required prior  
to declassification

Classified by: William H. Smith, Director, Office of Security  
Derived From: CG-SS-4 9/12/00, DOE OC  
Declassify on: October 12, 2021

**CONFIDENTIAL**

#### Derivatively Classified Confidential NSI Document



**CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Kenneth Steinberg, Director  
Office of Administration  
FROM: Catherine Kazanski, OPSEC Programs  
SUBJECT: (U) Report of Activities

**Text of Memo**

Paragraph 1  
Paragraph 2  
Paragraph 3  
Paragraph 4

Derivative Declassifier  
review required prior to  
declassification

This document has been classified as a compilation and  
must not be used as a source document for a derivative  
classification decision.

Classified by: Thomas Roe, Analyst, DOE SP-32  
Derived From: TCG-BTS-2, 08/29/01, DOE OC  
Declassify on: DECEMBER 30, 2021

**CONFIDENTIAL**

**Classification by Compilation: Derivatively Classified NSI**



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

July 11, 2011

MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security  
Division

FROM: Thomas Reed, Director  
Intelligence Office

SUBJECT: (U) Status Report

### Text of Memo

**RESTRICTED DATA**  
This document contains Restricted  
Data as defined in the Atomic  
Energy Act of 1954. Unauthorized  
disclosure 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: Bill Larson, Analyst, STT-10

Classified by: Jerry Ranier, Director  
Security Division  
Derived from: CG-RER-1, 07/08/02, DOE OC

**SECRET**

### S/RD Document with Mixed Levels and Categories Marking Matrix

NOTE: A marking matrix may be used when classified matter contains a mix of information at various levels and categories that causes the document to be marked at an overall level and category higher than the protection level required for any of the individual portions. This would allow an individual with a lower access level, such as an "L" cleared employee, to be given access to a document that he or she might not otherwise have been authorized access to.



**SECRET**  
**CONFIDENTIAL**

Department of Energy  
Georgia Site Office 20039  
Peachtree Street  
Atlanta, Georgia 56789

July 20, 2011

MEMORANDUM FOR: Joseph Bishop  
Office of Administration

FROM: Abby Thomas  
Office of Technology Transfer

SUBJECT: (U) Work for Others Projects

**Text of Memo**

(U) Paragraph 1  
(U) Paragraph 2  
(U) Paragraph 3  
(S) ~~(C)~~ Paragraph 4

Derivative Declassifier  
review required prior to  
declassification

Classified by: Signer  
Derived from: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 7/20/2021

Upgraded by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32

Upgraded on: 8/8/2011  
Derived from: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 7/20/2021

**CONFIDENTIAL**  
**SECRET**

**Document Upgraded from Confidential NSI to Secret NSI**

**SECRET**  
**CONFIDENTIAL**

**(U) Radiation Hardening of Gizmo Model 549**

by Jack Davis

Adjax Corporation  
100090 River Road  
Mouse Creek, AR 67890

February 25, 2008

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.

Classification changed to: C/FRD  
Authorized by: OSTI Notice #5, 4/8/08  
Changed by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32, 4/15/08

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

Classified by: ~~Joan Freemont, Director~~  
~~Materials Division, Adjax Corp.~~  
~~Derived from: TCG NAS 1,10/12/00, DOE~~  
OC

**CONFIDENTIAL**  
**SECRET**

**Document Downgraded Based on Change Notice**

NOTE: If downgrading from RD or FRD to NSI, declassification instructions are provided and portions must be marked appropriately.

~~SECRET~~  
**UNCLASSIFIED**

**Metallurgy of Uranium Alloys** ~~(S)~~

Sylvester Smalling  
Gregory Spinett

Metals Corporation  
1111 Main Road  
Columbus, Ohio 54321

October 31, 2007

Derivative Declassifier  
review required prior to  
declassification

Classified by: ~~Wolfgang Sterling, Metals Corp.~~  
Derived From: ~~CG-SS-4, 09/12/00, DOE OC~~  
Declassify on: ~~11/1/17~~

Declassified by: Chris Clark, Analyst, Security Division  
Declassified by: Shane Rule, Sr. Analyst, Security Division  
Derived From: CG-NMP-2, 09/11/00, DOE OC  
Declassified on: 11/3/11

**UNCLASSIFIED**  
~~SECRET~~

**Declassified NSI Document**



### 1.1.3 Caveats and Special Control Markings



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

DECEMBER 30, 2011

MEMORANDUM FOR: Jane J. Brown, Director  
International Affairs

FROM: James Jones, Director  
Operations Management

SUBJECT: (U) Funding for Project YZX

#### Text of Memo

(U.K.-C) Paragraph 1  
(U) Paragraph 2  
(U.K.-C) Paragraph 3  
(U.K.-S) Paragraph 4

Derivative Declassifier review  
required prior to declassification

Classified by: Signer  
Derived From: U.K. memo title project YZX  
Funding 7/25/2011  
Declassify on: 25X6, when officially released  
by foreign government

This document contains United Kingdom information

**SECRET**

**Foreign Government Information (FGI)**  
**Derivatively Classified National Security Information**



**SECRET**

**(U) Widget Analysis**

By Jordan Kylie

Jerico Corporation 2244  
Riverside Drive  
Painted Rock, WV 12345

DECEMBER 20, 2011

**Nuclear Weapon Data, Sigma 18**

**RESTRICTED DATA**

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

Classified by: Joe Johnson, Manager  
Applied Technology, Jerico Corp.  
Derived From: TCG-NAS-2, 03/97, DOE OC

**SECRET**

**Derivatively Classified S/RD Document that Contains Sigma 18 Nuclear Weapon Data**

NOTE: All documents containing Nuclear Weapon Data that were/are originated in the DOE or NNSA and transmitted to the DoD, must also be marked Critical Nuclear Weapon Design Information (CNWDI), if appropriate, using criteria established by the joint DOE/DoD classification guides per DOE O 452.8 and DoD Directive 5210.02.

**SECRET**

**ACC-04-653**

**(U) Design of Use Control Systems**

By Jose Whales

Jerico Corporation 2244  
Riverside Drive  
Painted Rock, WV 12345

June 4, 2011

This document may not be reproduced or disseminated beyond original distribution without approval of the originator, the originating agency Use Control Site Coordinator, or the National Nuclear Security Administration Headquarters Use Control Program Coordinator.

Nuclear Weapon Data, Sigma 14 & 15

**RESTRICTED DATA**

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

Classified by: Joe Johnson, Manager  
Applied Technology, Jerico Corp.  
Derived From: TCG-UC-3, 09/23/02, DOE OC

**SECRET**

**Derivatively Classified S/RD Document that Contains Sigma 14 and 15 Nuclear Weapon Data**

### 1.1.4 Marking Special Types of Documents

See page 23 for a Confidential National Security Information Transmittal for a Secret Restricted Data attachment and the re-marked transmittal once the attachment has been removed.

SECRET	
Transmittal Memo	
Document transmitted herewith contains SECRET RESTRICTED DATA	
Derivative Declassifier review required prior to declassification	
Classified by: Signer	When separated from attachment, handle this document as CONFIDENTIAL
Derived from: CG-SS-4, 9/12/00, DOE OC	
Declassify on: 10/12/2014	
SECRET	

SECRET	
(U) Widget Analysis	
by Jordan Kylie	
Jerico Corporation 2244 Riverside Drive Painted Rock, WV 12345	
DECEMBER 30, 2011	
RESTRICTED DATA This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions	
Classified by: Joe Johnson, Manager Applied Technology, Jerico Corp. Derived from: TCG-NAS-2, 03/97, DOE OC	
SECRET	

First Page of S/RD Attachment

### Confidential NSI Transmittal Memorandum with an S/RD Attachment



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 12, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

**Text of Memo**

**RESTRICTED DATA**


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

Classified by: Signer  
Derived From: CG-SS-4, 09/12/00, DOE OC

**SECRET**


**S/RD Transmittal Memorandum with an S/RD Attachment**

NOTE: Placing the RD category at the top and bottom of the first page is a good business practice, but is not required.

SECRET	UNCLASSIFIED
 <p>Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2011</p> <p>MEMORANDUM FOR: Bill Brown, Director Office of Administration Services</p> <p>FROM: Bruce Black, Director Office of Nuclear Energy</p> <p>SUBJECT: (U) Special Nuclear Materials Inventory</p> <p>Text of Memo</p> <p>Document transmitted herewith contains SECRET RESTRICTED DATA</p> <p>When separated from attachment, handle this document as UNCLASSIFIED</p> <p>SECRET</p>	<p>Text of second page of Unclassified Transmittal Memo</p> <p>UNCLASSIFIED</p>
Page 1	Page 2

### Unclassified Transmittal Memorandum with a Classified Attachment

NOTE: If a lower level classified or an unclassified transmittal memorandum with multiple pages, the highest level (and category) markings are only required on the first page and any remaining pages are marked appropriately. In this example, page two is marked Unclassified, however, no marking is also allowed since it is Unclassified.

 **SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
FROM: Office of Administration Services  
Bruce Black, Director  
SUBJECT: Office of Nuclear Energy  
(U) Special Nuclear Materials Inventory

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4

Document transmitted herewith contains  
SECRET RESTRICTED DATA


Derivative Declassifier review  
required prior to declassification

When separated from attachment,  
handle this document as  
CONFIDENTIAL

Classified by: Signer  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 10/12/2021

**SECRET**

**C/NSI Transmittal Memo with an  
S/RD Attachment**

 **SECRET  
CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
FROM: Office of Administration Services  
Bruce Black, Director  
SUBJECT: Office of Nuclear Energy  
(U) Special Nuclear Materials Inventory

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4

Document transmitted herewith contains  
~~SECRET RESTRICTED DATA~~

Derivative Declassifier review  
required prior to declassification

When separated from attachment,  
handle this document as  
CONFIDENTIAL

Classified by: Signer  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 10/12/2021

**CONFIDENTIAL  
SECRET**

**Re-marked Transmittal when Separated  
from Attachment**

### Re-Marking a Transmittal Memorandum





**CONFIDENTIAL**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

April 5, 2011

MEMORANDUM FOR: Abraham Cross, Security Specialist  
Safeguards and Security Division

FROM: Gerald Reber, Manager  
Operations Security Division

SUBJECT: (U) OPSEC Survey

**Text of Memo**

(U) Paragraph 1  
(C) Paragraph 2  
(U) Paragraph 3  
(C) Paragraph 4

Derivative Declassifier review  
required prior to declassification

Document Transmitted Herewith Contains  
Unclassified Controlled Nuclear Information

Classified by: Martha Medley, Analyst, Security Division  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 4/5/2021

**CONFIDENTIAL**

**Confidential NSI Transmittal with an UCNI Attachment**

**SECRET**  
**DRAFT/WORKING PAPER**

**(U) Draft Security Plan for Project ZYX**

by John S. Smith

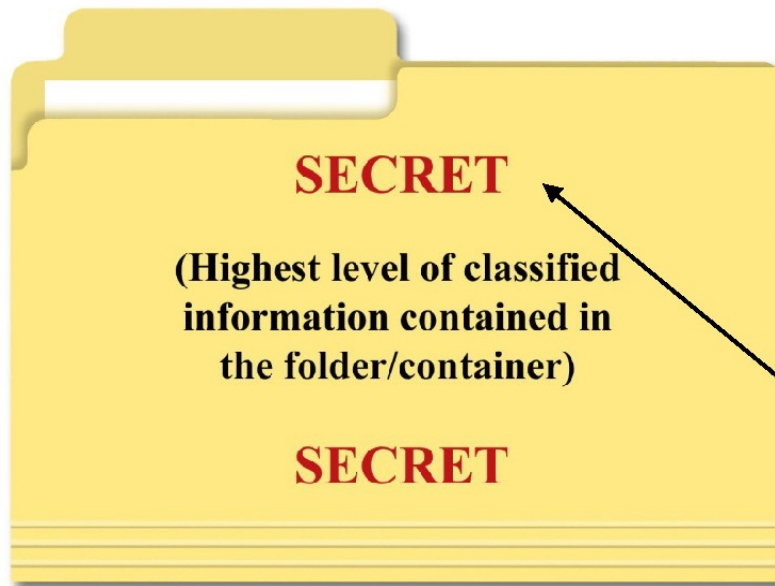
Adjax Corporation  
10090 River Road  
Mouse Creek, AR 67890

December 30, 2011

**DRAFT/WORKING PAPER**  
**SECRET**

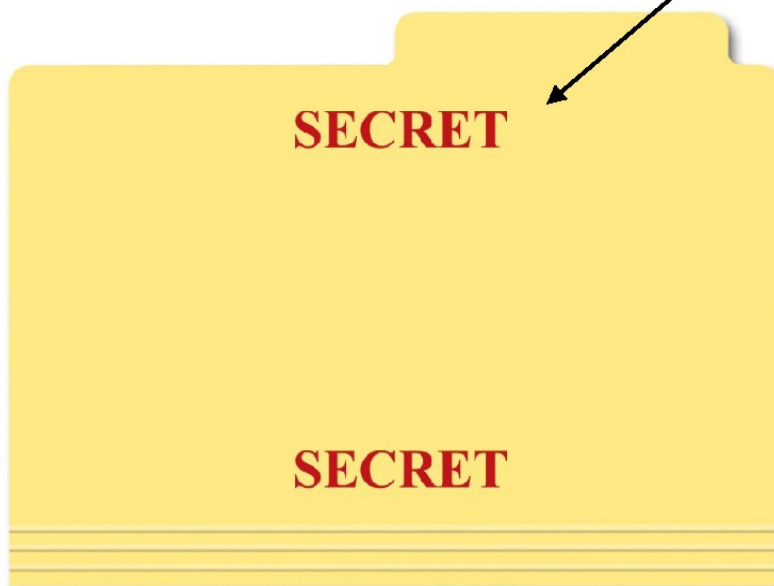
**Draft/Working Paper Within an Activity/Office**

NOTE: Although draft/working papers are not required to be portion marked, the subject/title is considered classified unless determined to be unclassified and marked accordingly. Date location is not mandatory. The date may be located in another location on this page (i.e., top, bottom, etc.).



*Front*

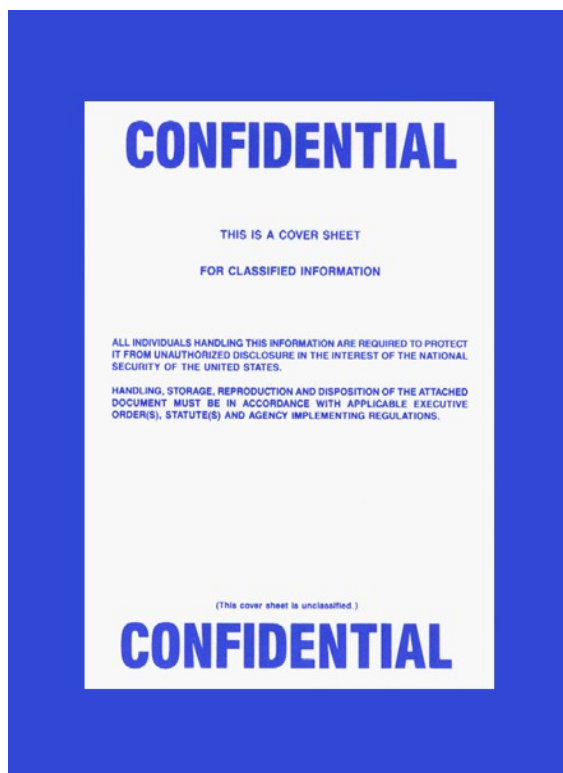
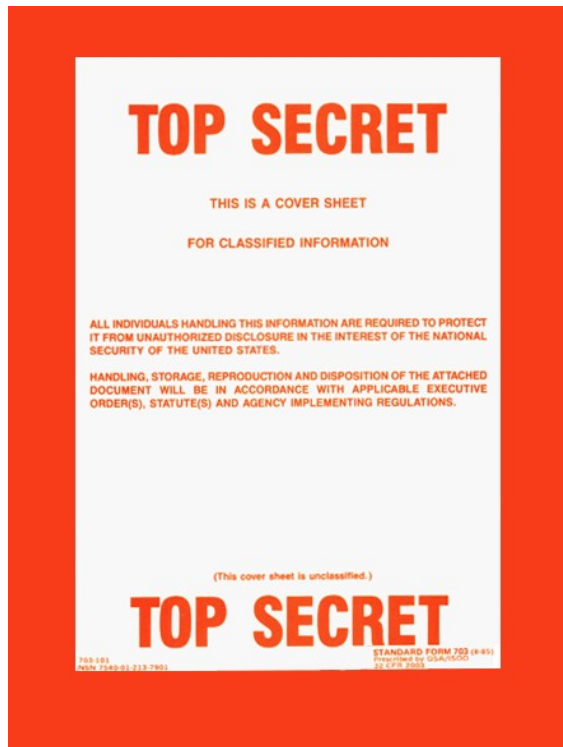
Folders containing classified matter, when removed from secure storage repositories, are conspicuously marked to indicate the highest level of classified information contained in the folder. A coversheet could also be affixed to the folder.



*Back*

The folder is unclassified when it no longer contains classified material.

**Folder Containing Classified Documents**



### Top Secret, Secret, and Confidential Cover Sheets

DOEF471.2  
(07/2011)  
All Other Editions Are Obsolete  
Local Reproduction Authorized

**U.S. DEPARTMENT OF ENERGY**  
**C/FGI-MOD**  
**CONFIDENTIAL FOREIGN GOVERNMENT**  
**INFORMATION**  
**- MODIFIED HANDLING AUTHORIZED -**

As defined by Executive Order 13526, Section 6.1(S), "Foreign Government Information" means:  
(1) information provided to the U.S. Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both are to be held in confidence;  
(2) information produced by the United States pursuant to or as a result of a joint arrangement with a foreign government or governments, or a international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence; or  
(3) information received and treated as "Foreign Government Information" under the terms of a predecessor order.

The attached document(s) contains Foreign Government Information (FGI), as defined by Executive Order 13526, "Classified National Security Information," that the foreign government protects at a level lower than U.S. CONFIDENTIAL.

Access to the attached information does not require an access authorization or personnel security clearance. However, access to this information must only be granted to persons with an established need-to-know and whose official duties require access. This information must not be disclosed to a third party government, individual, group, or organization not involved in the applicable agreement or treaty without the expressed, written permission from the originator.

This document(s) must be transmitted using approved U.S. classified methods unless this requirement is waived by the owning foreign government. It must be destroyed as required for a U.S. CONFIDENTIAL classified document.

When not in use, this document must be stored in a locked receptacle (e.g., file cabinet, desk, bookcase) that is accessible only by persons who have a need to know the information to perform their official duties to ensure protection against unauthorized disclosure or access by unauthorized personnel.

***This Cover Sheet May Be Applied to All Qualified FGI Documents  
While Under U.S. Control in U.S. Facilities.***

**C/FGI-MOD**

Document(s) contains \_\_\_\_\_ information  
(Insert name of country)

**C/FGI-MOD Coversheet**

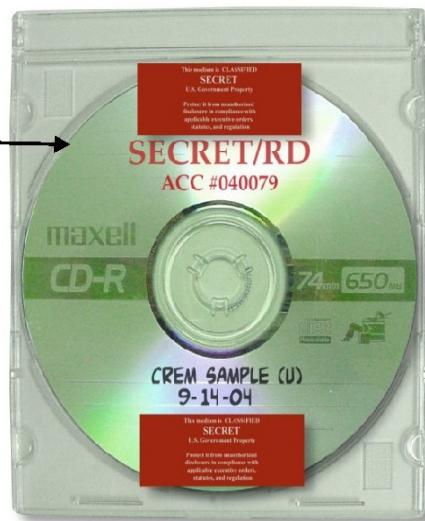
A C/FGI-MOD coversheet (DOE F 471.2) is completed and attached to foreign government documents that are protected at a level lower than U.S. Confidential.



### Marking for a Removable Container for Classified Media

NOTE: Classification level marked at top and bottom, front and back of container.

***“This container is unclassified when separated from classified CD”*** may be placed on the container.



Removable container front and back marking:  
Classification level at top and bottom.

*Pre-printed labels with level or level/category may be used if appropriate.*

### CD/DVD and Case (S/RD)

### Marking Classified Removable Electronic Media (CREM)



MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY

Removable hard drive  
Case\*: Classification level



Actual hard  
drive:  
Classification  
level, category  
(if RD/ FRD),  
and unique ID#  
(if applicable)

\* Removable hard drive case is considered a container and marked as such.

### Marking a Removable Hard Drive



SF 708 (1-87)



SF 710 (1-87)



SF 706 (1-87)

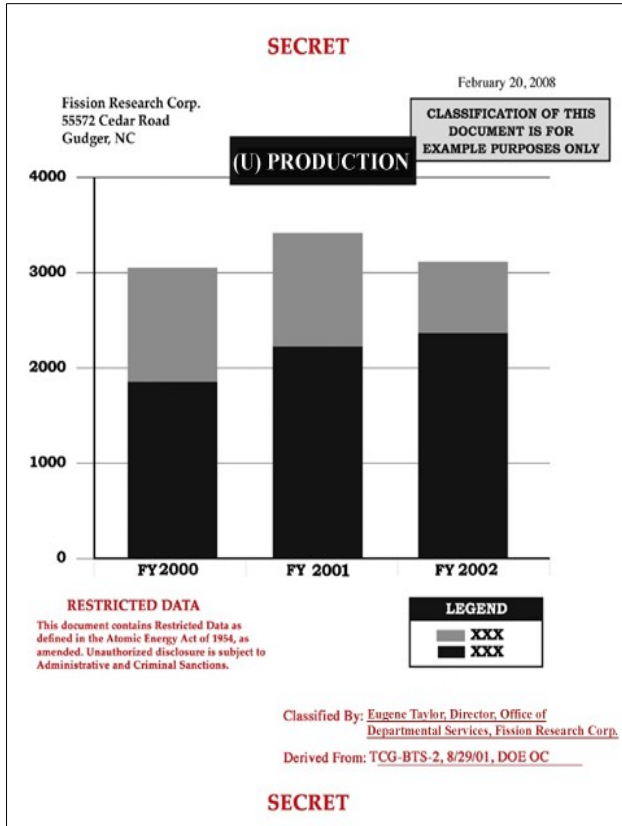


SF 707 (1-87)

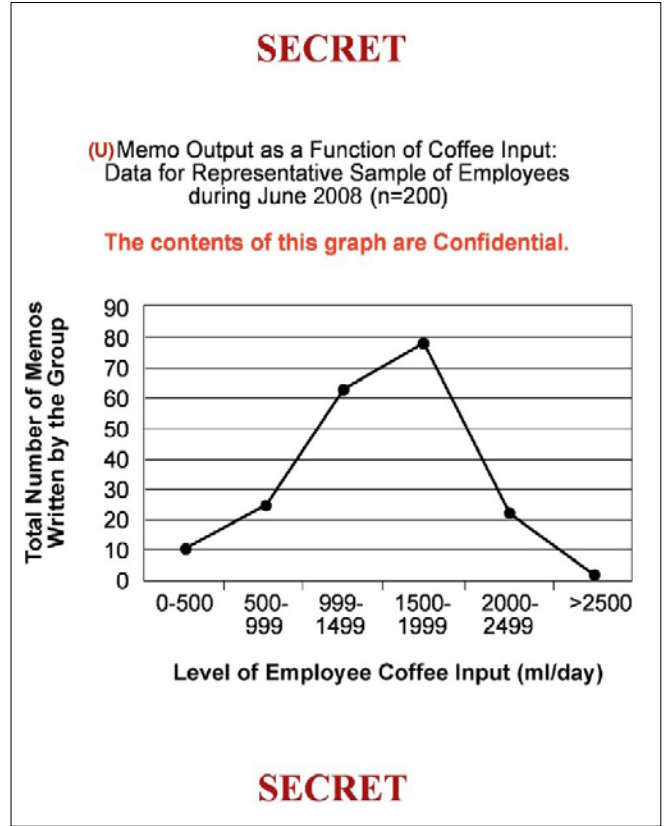
### Standard Form Labels for Media

NOTE: The Site/System Classified Cyber Plan may provide additional information or details on use of these media labels.



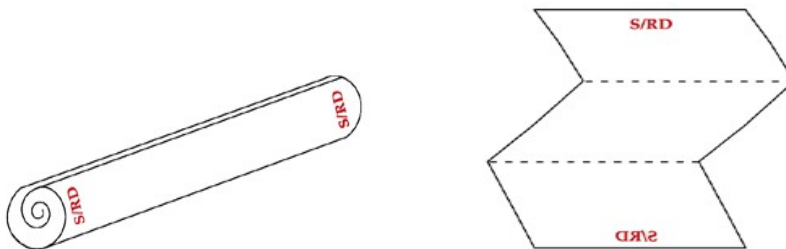


**Secret Restricted Data Chart**



**Confidential Graph In A Secret Document**

### Marking Folded or Rolled Documents

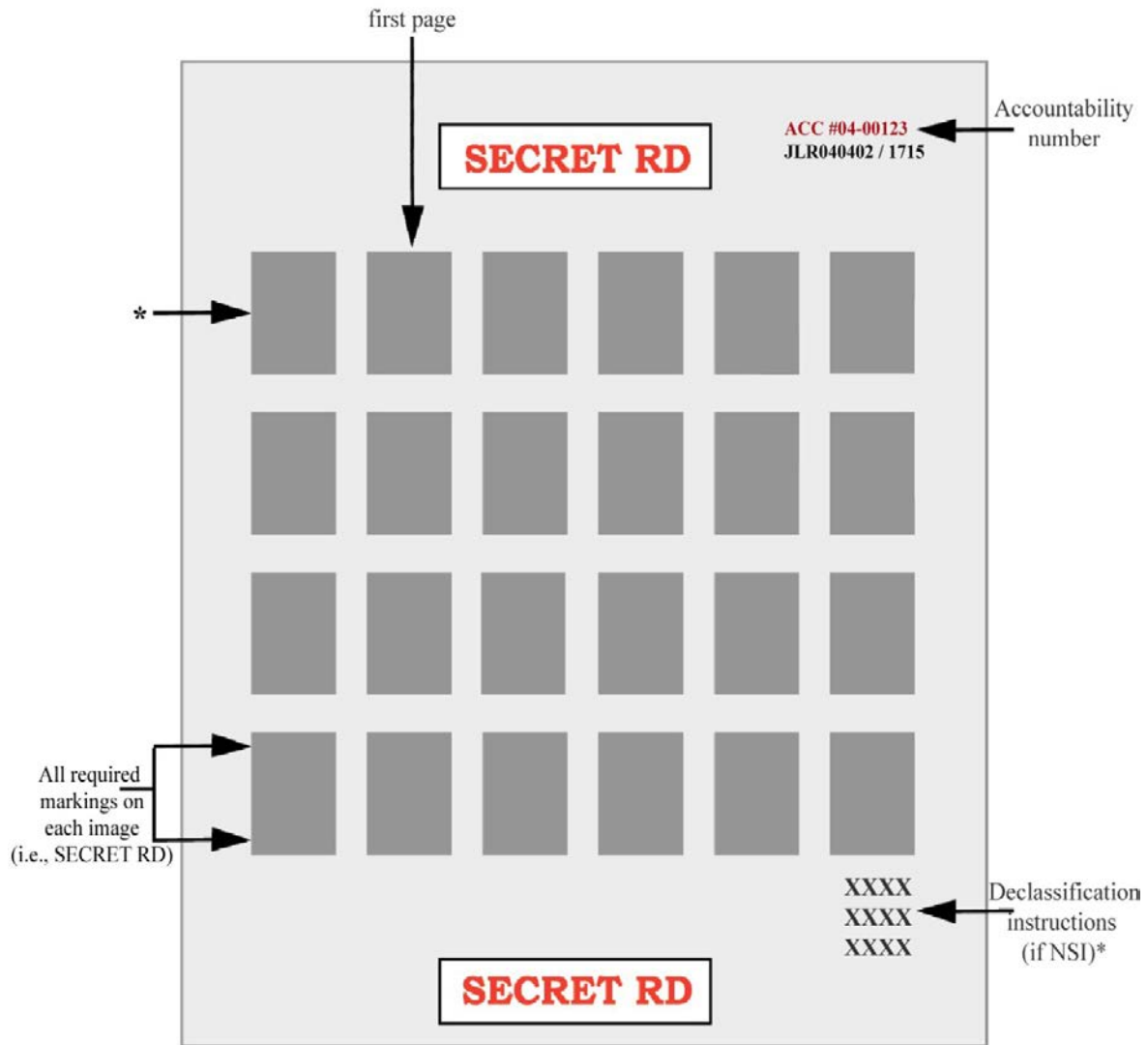


The classification level and category (if RD or FRD) must be visible when these types of documents are folded or rolled.

### Marking Charts, Graphs, and Folded or Rolled Documents

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

All required markings must be on each individual document contained on the microfiche to include all required first page and interior markings (see pages 1-4 of this handbook).

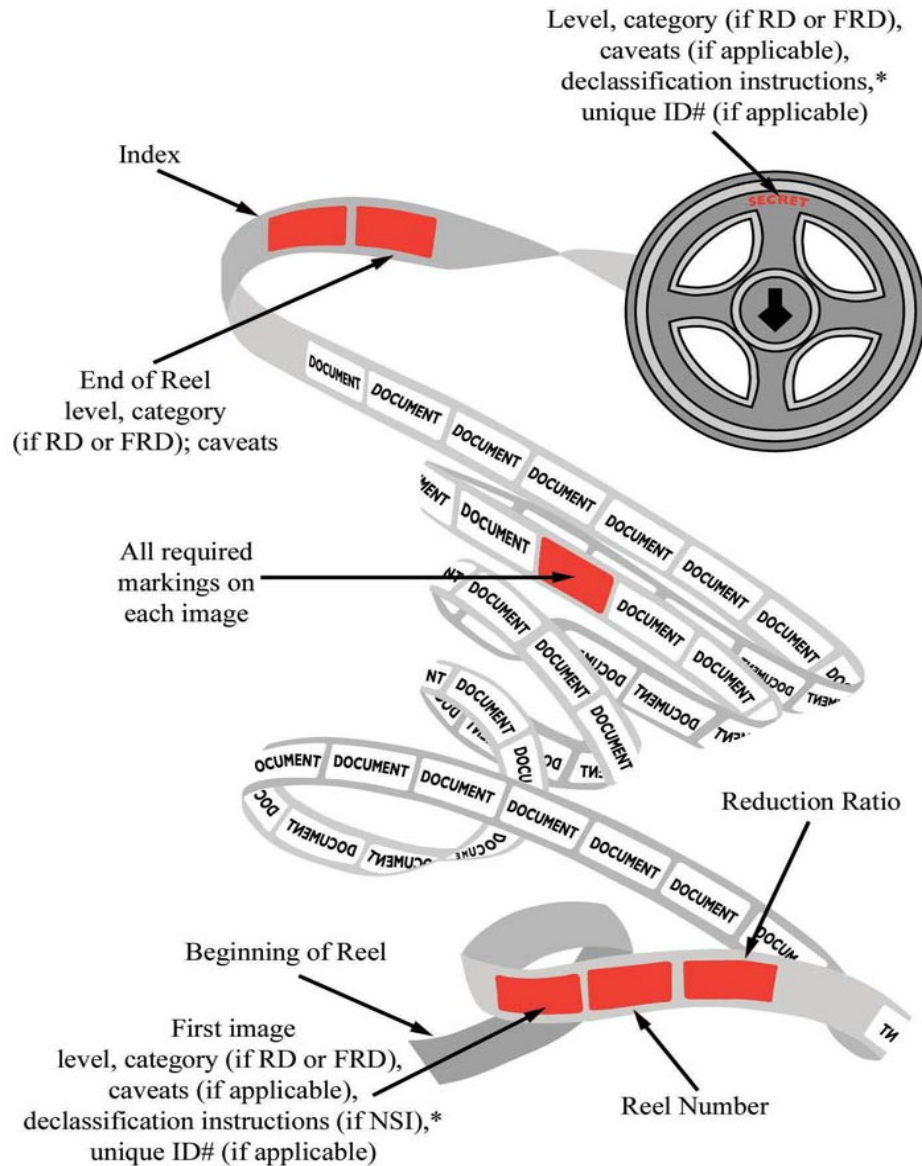


\*First and last images should show highest classification level, category (if RD/FRD), and caveats (if applicable) of information on microfiche.

### Microfiche Markings

NOTE: All documents placed on classified microforms must be specifically identified as being either classified or unclassified which may require adhesive labels for additional marking.

MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY



\* If such markings would apply to all the classified documents on the microfilm. If these instructions will not fit, they accompany the microfilm.

### Microfilm Reel Markings

NOTE: May require adhesive labels for current marking information.

**CONFIDENTIAL**



**CONFIDENTIAL**

**CONFIDENTIAL**

**Jellico Research, Inc.  
Wind River, WY 67890  
December 10, 2011**

**(U) Equipment Photo**

Derivative Declassifier review  
required prior to declassification

Classified by: Anthony Chavez, Director  
Office of Departmental Services, Jellico Research, Inc.  
Derived From: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 12/10/2021

**CONFIDENTIAL**

← Back of Photograph

← (if it cannot be placed on  
the photograph) is kept in  
separate record.

## Marking of Photographs

**SECRET**

@ Circle Corporation  
1022 Pine Road  
Little Rock, AK

22 May 2011

## **(U)** *Slides and Viewgraphs*

Derivative Declassifier review  
required prior to declassification

Classified by: Anthony Chavez, Director, DOE/SP-60

Derived from: CG-SS-4, 9/12/00, DOE OC

Declassify on: 12/31/2024

**SECRET**

PowerPoint Presentation, Slide 1

**SECRET**

## **(U)** *Intelligence Collection Systems*



### **(U)** Operational Goals

- **(U)** This contains operational goals information
- **(U)** This section contains additional information about the goals

### **(U)** Contribution to Operation

- **(U)** This statement discusses how this contributes to the operation
- **(S)** This discusses additional contributions.

**SECRET**

PowerPoint Presentation, Slide 2

### **Marking of Transparencies and Slides**

### ***1.1.5 Marking Equipment/Parts***



### **Classified Equipment Marking**



Part etched S/NSI



Part labeled S/NSI

### Example 1. Marking Parts

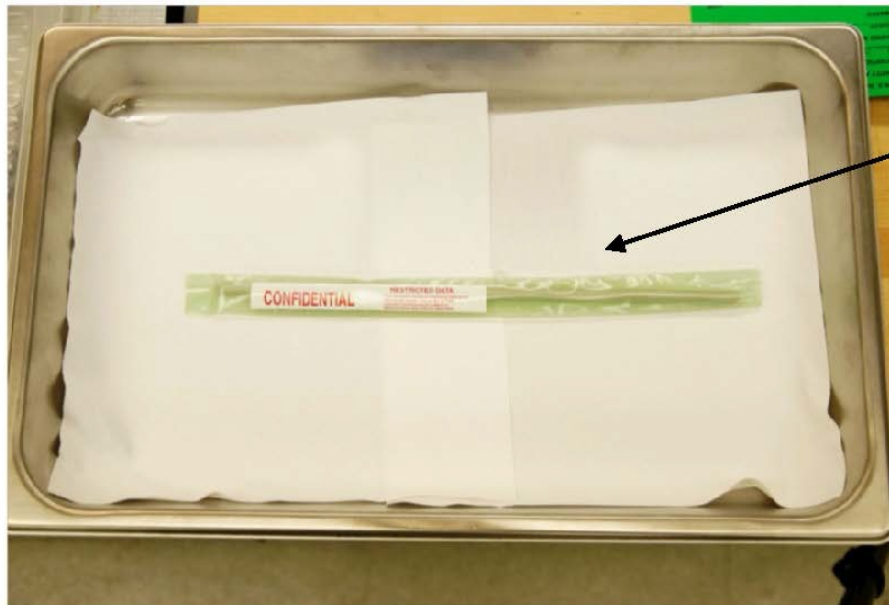
Overall markings are stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal, or similar device on classified material other than documents, and on containers of such material, if possible. If marking the material or container is not practical, written notification of the markings are furnished to recipients.

**Caution.** Before initiating any new marking policies, it is necessary to coordinate with the production engineers. War reserve and configuration control requirements mandate strict control over what is done to specific materials – markings cannot violate these rules. Any alternative markings under consideration must be compatible with the material being marked.





Part marked with a  
CRD tag



Part marked with a  
CRD label

## Example 2. Marking Parts

NOTE: Additional classification markings (e.g., classifier information) are furnished to those who have access to the parts if the markings cannot be placed on the equipment.






Containers are clearly marked  
when the parts are unable to be  
marked.



### Example 3. Marking Containers

## 1.2 Unclassified Controlled Nuclear Information

	<b>CONFIDENTIAL</b>  Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585  October 12, 2011
MEMORANDUM FOR:	Kenneth Steinberg, Director Office of Administration
FROM:	Catherine Kazanski, OPSEC Programs
SUBJECT:	<del>(X)</del> Report of Activities
<b>Text of Memo</b>	
(UCNI) Paragraph 1 <del>(X)</del> Paragraph 2 <del>(X)</del> Paragraph 3 <del>(X)</del> Paragraph 4	
<div style="border: 1px solid red; padding: 5px; color: red;">Derivative-Declassifier-review Required-prior-to-declassification</div>	<b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION</b>  Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168).  Reviewing Official: <u>Cathy Overhauser, Research Division</u> (name/organization) Date: <u>11/01/11</u> Guidance Used: <u>TG-PUP-2, 02/04/03</u> Declassified by: <u>K. Keye, Analyst, Security Team</u> Declassified by: <u>R. Roe, Sr. Analyst, Security Team</u> Derived from: <u>CG-SS-4, 09/11/00, DOE OC</u> Declassified on: <u>10/21/11</u>
<b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION</b> <b>CONFIDENTIAL</b>	

### Declassified Document Still Containing UCNI

Classified documents that also contain controlled information do not have the corresponding control markings unless they are portion marked. Therefore, when such documents are reviewed for declassification, any controlled information is identified at that time and marked accordingly. A declassified document that contains UCNI must be re-marked as UCNI after the classification markings are lined out.



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division  
FROM: Matthew Prince, Accountant  
Finance Division  
SUBJECT: (U) Inventory Differences

**Text of Memo**

UNCLASSIFIED CONTROLLED NUCLEAR  
INFORMATION  
NOT FOR PUBLIC DISSEMINATION

Unauthorized dissemination subject to civil and criminal  
sanctions under Section 148 of the Atomic Energy Act of  
1954 (42 U.S.C. 2168)

Reviewing Official: Cathey Overhauser,  
Research Division  
(name/organization)

Date: 5/23/2011

Guidance Used: TG-PUP-2, 02/04/03

Document transmitted  
herewith contains  
**SECRET RESTRICTED DATA**

When separated from  
attachment, handle this  
document as UCNI

**SECRET**



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division  
FROM: Matthew Prince, Accountant  
Finance Division  
SUBJECT: (U) Inventory Differences

**Text of Memo**

UNCLASSIFIED CONTROLLED NUCLEAR  
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1954 (42 U.S.C. 2168)

Reviewing Official: Cathey Overhauser,  
Research Division  
(name/organization)

Date: 5/23/2011

Guidance Used: TG-PUP-2, 02/04/03

Document transmitted  
herewith contains  
**SECRET RESTRICTED DATA**

When separated from  
attachment, handle this  
document as UCNI

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION  
SECRET**

**Transmittal Containing UCNI with an S/RD Attachment (Left), and Re-marked  
Transmittal when Separated from Attachment (Right)**

## APPENDIX A

### EQUIVALENT FOREIGN SECURITY CLASSIFICATIONS

(Taken from DoDM 5200.01-V2, February 24, 2012, Appendix 1)

#### Equivalent Foreign Security Classifications

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Albania	TEPER SEKRET	SEKRET	IMIREBESUESHEM	I KUFIZUAR
Argentina	ESTRICTAMENT E SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Australia	TOP SECRET	SECRET or HIGHLY PROTECTED	CONFIDENTIAL or PROTECTED	RESTRICTED
Austria	STRENG GEHEIM	GEHEIM	VERSCHLUSS	
Belgium (French)	TRES SECRET	SECRET	CONFIDENTIEL	DIFFUSION RESTREINTS
Belgium (Flemish)	ZEER GEHEIM	GEHEIM	VERTROUWELIJK	BEPERTKE VERSPREIDING
Bolivia	SUPERSECRETO or MUY SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Brazil	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Bulgaria	CTPOFO CEKPETHO (STROGO SEKRETN0)	CEKPETHO (SEKRETN0)	ПОВЕРИТЕЛИНО (POVERITELNO)	ЗА СЛУЖЕБНО ПОЛЗВАНЕ (ZA SLUZHEBNO POLZVANE – equates to For Official Use)
Canada	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Chile	SECRETO	RESERVADO	CONFIDENCIAL	
Colombia	ULTRASECRETO	SECRETO	RESERVADO	CONFIDENCIAL/ RESTRINGIDO
Costa Rica	ALTO SECRETO	SECRETO	CONFIDENCIAL	
Croatia	NAJVECI TAJNITAJNI	TAJNI	POVERLJIV	OGRANCIEN
Denmark	YDERST HEMMELIGT	HEMMELIGT	FORTROLIGT	TIL TJENESTEBRUG
Ecuador	SECRETISIMO	SECRETO	CONFIDENCIAL	RESERVADO
Egypt	TOP SECRET	VERY SECRET	SECRET	OFFICIAL
El Salvador	ULTRA SECRETO	SECRETO	CONFIDENCIAL	
Estonia	TOP SECRET	SECRET	CONFIDENTIAL	
Ethiopia	YEMIAZ BIRTOU MISTIR	MISTIR	KILKIL	
Finland	ERITTAIN SALAINEN	Salainen	Luottamuksellinen	Viranomaiskaytto

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
France	TRES SECRET DEFENSE	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
Germany	STRENG GEHEIM	GEHEIM	VS-VERTRAULICH	Vs- Nur für den Dienstgebrauch
Greece	ΑΚΡΩΣ ΑΠΟΡΡΗΤΟ	ΑΠΟΡΡΗΤΟ	ΕΜΠΙΣΤΕΥΤΙΚΟ	ΠΕΡΙΩΡΙΣΜΕΝΗΣ ΧΡΗΣΕ ΩΣ
Guatamala	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Honduras	SUPER SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Hungary	SZIGORUAN TITKOS	TITKOS	TITKOS	KORLÁTOZOTT TERJESZTÉSŰ
Iceland	ALGJORTI	TRUNADARMAL		THJONUSTAJSKJAL
India	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Indonesia	SANGAT RAHASIA	RAHASIA	TERBATAS	
Iran	BENKOLI SERRI	SERRI	KHEILI MAHRAMANEH	MAHRAMANEH
Ireland	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Israel	SODI BE'YOTER	SODI	SHAMUR	MUGBAL
Italy	SEGRETISSIMO	SEGRETO	RISERVATISSIMO	RISERVATO
Japan	TOP SECRET	SECRET	CONFIDENTIAL	
Jordan	STRICTLY CONFIDENTIAL	CONFIDENTIAL	RESTRICTED	
Korea	I KUP PI MIL	II KUP PI MIL	III KUP PI MIL	
Laos	TRES SECRET	SECRET	SECRET/CONFIDENTIE L	DIFFUSION RESTREINTE
Latvia	SEVISKI SLEPENA	SLEPENA	KONFIDENCIALA	DIENESTA VAJADŽĪBĀM
Lebanon	TRES SECRET	SECRET	CONFIDENTIEL	
Lithuania	VISIŠLAPTAI SLAPTAI	SLAPTAI	SLAPTAI	RIBOTO NAUDOJIMO
Malaysia	RAHSIA BESAR	RAHSIA	SULIT	TERHAD
Mexico	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESTRINGIDO
Morocco	SECRET DEFENSE	SECRET	CONFIDENTIEL	RESTREINT
Netherlands	STG. ZEER GEHEIM	STG. GEHEIM	STG. CONFIDENTIEEL	Departementaal VERTROUWELIJK
New Zealand	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Nicaragua	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Norway	STRENGT HEMMELIG	HEMMELIG	KONFIDENEIELT	BEGRENSET
Oman	TOP SECRET	SECRET	CONFIDENTIAL	
Pakistan	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED

COUNTRY	TOP SECRET	SECRET	CONFIDENTIAL	OTHER
Paraguay	SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Peru	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Philippines	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Poland	SCISLE TAJNE	TAJNE	POUFNE	ZASTREZONE
Portugal	MUITO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Romanian	STRICT-SECRET DE IMPORT ANT A DEOSEBITA	STRICT-SECRET	SECRET	SECRET DE SERVICIU
Saudi Arabia	SAUDI TOP SECRET	SAUDI VERY SECRET	SAUDI SECRET	SAUDI RESTRICTED
Singapore	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Slovakia	PRISNÉ TAJNÉ	TAJNÉ	DÔVERNÉ	VYHRADENÉ
Slovenia	STROGO ZAUPNO	OBRAMBA – DRŽAVNA SKRIVNOST Defense - State Secret	ZAUPNO	
South Africa	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Spain	SECRETO	RESERVADO	CONFIDENCIAL	DIFUSIÓN LIMITADA
Sweden	H0/ TOP SECRET (the word HEMLIIG enclosed with Red Borders)	H1/ SECRET	H2/ SECRET	
Switzerland	GEHEIM	VERTAULICH		
Taiwan	TOP SECRET (Not translatable into English characters)	SECRET	CONFIDENTIAL	
Thailand	LUP TISUD	LUP MAAG	LUP	POK PID
Tunisia	TOP SECRET	SECRET	SECRET CONFIDENTIAL	
Turkey	COK GIZLI	GIZLI	OZEL	HIZMETE ÖZEL
Ukraine		ОСОБЛИВОЇ ВАЖЛИВОСТІ	ЦІЛКОМ ТАЄМНО	ТАЄМНО
UK	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Uruguay	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO

# Guidelines for Marking NSI Email Messages On a Classified Network

U.S. Department of Energy  
Office of Classification  
Office of Chief Information Officer  
Office of Security Policy

Version January 2015



# PURPOSE

The purpose of these guidelines is to provide information on proper marking procedures for NSI email sent on a classified network.

# GOVERNING AUTHORITY

32 CFR Part 2001

*Classified National Security Information: Final Rule*

*Nothing in these guidelines is intended to establish, imply, or mandate new requirements.*



# **Marking Unclassified, NSI, or TFNI Email on a Classified System**

- **Email Containing Unclassified Information**
  - **Email Containing National Security Information**
  - **Email Containing Only Transclassified Foreign Nuclear Information**
  - **Email Containing National Security Information and Transclassified Foreign Nuclear Information**
  - **Email Classified Using Multiple Sources**
  - **Unclassified Email with a Classified Attachment**
  - **Classified Email with a Classified Attachment**
  - **String of Classified Emails**
  - **An Originally Classified Email**

# MARKING EXAMPLE FOR AN EMAIL CONTAINING UNCLASSIFIED INFORMATION ON A CLASSIFIED NETWORK

(U) in subject line

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Unclassified Email

UNCLASSIFIED

This is an example of marking an unclassified email.

The subject must be marked "(U)" at the beginning of the subject line.

The word "UNCLASSIFIED" must be included at the very beginning of the text of the message and at the bottom of the message after the signature block.

Eve Ng  
Security Specialist  
Office of Classification

UNCLASSIFIED

Markings are for example  
purposes only

“UNCLASSIFIED”  
marking at top and  
bottom

# MARKING EXAMPLE FOR A DERIVATIVELY CLASSIFIED EMAIL CONTAINING NATIONAL SECURITY INFORMATION (NSI)

Classification of subject line

Overall classification level of email at top and bottom

Paragraphs are portion marked

Classification Authority Block (3 Line) (Can be linear)

Special control marking

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Email Derivatively Classified as NSI

SECRET

(U) This is an example of marking an email that is derivatively classified as containing National Security Information.

(S) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level of the email must be included at the beginning of the text of the email and at the bottom after the special control marking.

(C) Since this email contains only NSI, each portion must be marked at its beginning with the highest classification level of the information contained in that portion.

(U) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

(U) The special control marking is placed after the classification authority block and before the overall classification level.

Eve Ng  
Security Specialist  
Office of Classification

Classified by: Eve Ng, Security Specialist  
Derived from: CG-XX-1, 9/1/2011, DOE OC  
Declassify on: 20280405

**OR**

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify on: 20280405

Derivative Declassifier review  
required prior to declassification

SECRET

Markings are for example  
purposes only

# MARKING EXAMPLE FOR AN EMAIL CONTAINING ONLY TRANSClassIFIED FOREIGN NUCLEAR INFORMATION (TFNI)

Classification of subject line

Overall classification level and category of email at top and bottom

TFNI, like NSI, must be portion marked

Classification Authority Block (3 line)  
(Can be linear)

TFNI is not automatically declassified

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Email Classified as TFNI

SECRET//TRANSClassIFIED FOREIGN NUCLEAR INFORMATION

(C//TFNI) This is an example of marking an email containing Transclassified Foreign Nuclear Information.

(U) The subject line must be marked with the classification level and category of the information contained in the subject line, not the classification level and category of information contained in the overall email. In this example, the subject is unclassified.

(C//TFNI) The overall classification level and category of the email must be included at the beginning of the text of the email and at the bottom after the classification authority block.

(U) Since this email contains TFNI but not RD or FRD, each portion of the email must be marked at its beginning with the highest classification level and category of the information contained in that portion.

(S//TFNI) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

Eve Ng  
Security Specialist  
Office of Classification

Classified By: Eve Ng, Security Specialist, OC  
Derived From: CG-XX-1, 9/1/2011, DOE OC  
Declassify On: N/A to TFNI portions

OR

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify On: N/A to TFNI portions

SECRET//TRANSClassIFIED FOREIGN NUCLEAR INFORMATION

Markings are for example purposes only

# MARKING EXAMPLE FOR AN EMAIL CONTAINING NSI AND TFNI

Classification of subject line

Overall classification level and category of email at top and bottom

Paragraphs are portion marked

Classification Authority Block (3 line)  
(Can be linear)

TFNI is not automatically declassified

Special control marking

Source list for NSI

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking a Portion-Marked Email Containing NSI AND TFNI

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

(U) This is an example of marking a portion-marked email containing National Security Information and Transclassified Foreign Nuclear Information.

(S//TFNI) The subject line must be marked with the classification level and category if TFNI of the information contained in the subject line, not the classification level and category of information contained in the overall email. In this example, the subject is unclassified.

(S//TFNI) The overall classification level and category of the email must be included at the beginning of the text of the EMAIL and at the bottom after the source list.

(C) Since this email contains both NSI and TFNI but no RD or FRD, each portion of the email must be marked at its beginning with the highest classification level and category of the information contained in that portion.

(U) The 3-line classification authority block follows the signature block and must include all of the required information, which for an email commingling NSI and TFNI has special rules. This marking can be in block or linear form.

(U) The special control marking is placed after the classification authority block.

(C) The source list containing the declassification instructions with the longest duration for each NSI source is placed immediately before the overall classification level and category marking.

Eve Ng  
Security Specialist  
Office of Classification

Classified by: Eve Ng, Security Specialist, OC  
Derived from: CG-XX-1, 9/1/2011, DOE OC  
Declassify on: N/A for TFNI portions; see source list for NSI portions

OR

Classified By: Eve Ng, Security Specialist, OC; Derived From: CG-XX-1, 9/1/2011, DOE OC; Declassify on: N/A for TFNI portions; see source list for NSI portions

Derivative Declassifier review  
required prior to declassification

Source List: CG-XX-1, 9/1/2011, DOE OC; Declassify on: 20201025

SECRET//TRANSClassified FOREIGN NUCLEAR INFORMATION

Markings are for example  
purposes only

# MARKING EXAMPLE FOR AN EMAIL CLASSIFIED USING MULTIPLE SOURCES

Classification of subject line

Overall classification level  
of email at top and bottom

Paragraphs are  
portion marked

Classification Authority  
Block (3 line)

“Derived From” is “Multiple  
Sources”

“Declassify On” reflects longest  
duration of classification  
from all sources

Special control marking

Source list for NSI

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Email Classified using Multiple Sources

SECRET

(U) This is an example of marking an email that was classified using multiple sources.

(S) The subject line must be marked with the classification level (and category, if RD or FRD) of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level (and category if RD or FRD) of the email must be included at the beginning of the text of the email and at the bottom after the source list.

(C) Since this email contains only NSI, each portion of the document must be marked at its beginning with the highest classification level of the information contained in that portion.

(U) The appropriate classification authority block follows the signature block and must include all of the required information. It can be in block or linear form.

(U) When the classification of an email is based on multiple sources, the entry for the “Derived From” line of the classification authority block is “Multiple Sources.” For an email containing only NSI like this one, the entry on the “Declassify On” line reflects the longest duration of classification from all these sources.

(U) Since this email contains only NSI, the special control marking is placed after the classification authority block.

(U) A list of the source documents must be placed at the bottom of the email immediately before the overall classification level (and category if RD or FRD).

Eve Ng  
Security Specialist  
Office of Classification

Classified by: Eve Ng, Security Specialist  
Derived from: Multiple Sources  
Declassify on: 20280405

Derivative Declassifier review  
required prior to declassification

Source Document List:  
CG-XX-1, 9/10/10, DOE OC  
CG-ZZ-3, 11/12/12, DOE OC

SECRET

Markings are for example  
purposes only

# MARKING EXAMPLE FOR AN UNCLASSIFIED EMAIL TRANSMITTING A CLASSIFIED ATTACHMENT

Classification of subject line

Overall classification level of email and attachment at top and bottom. Classification of email and Attachment at the beginning of text

Since the email is unclassified, it requires no portion marking or classification authority block

Classification level and category (if RD/FRD) of the attachment must be indicated and the attachment must be marked correctly as a stand-alone document

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Unclassified Email with a Classified Attachment

SECRET

Attachment contains SECRET  
When separated from attachment, this email is unclassified.

This is an example of marking an email that contains only unclassified information but transmits a classified attachment.

The subject line must be marked with the classification level and category of the information contained in the subject line, not the classification level and category of information contained in the overall email or attachment. In this example, the subject is unclassified.

The overall classification level of the email itself and its attachments must be included at the beginning of the text and at the bottom of the email. Immediately following the overall classification level at the beginning of the text, the highest level of the attachment(s) must be identified and followed by this statement: "When separated from attachment, this email is unclassified."


Wherever the attachment is shown (at the bottom of the email, elsewhere in the email, or in the attachment line), the classification level of the information contained in the attachment must be indicated (e.g., Secret Attachment).

The attachment must be marked correctly as a stand-alone NSI document.

Since this email is unclassified, it is not portion marked and needs no classification authority block.

Eve Ng  
Security Specialist  
Office of Classification

SECRET

  
(U) Attachment Title

Markings are for example purposes only



# MARKING EXAMPLE FOR A CLASSIFIED EMAIL TRANSMITTING A CLASSIFIED ATTACHMENT

Classification of subject line

Overall classification level and category of email and attachment at top and bottom. Classification of email and Attachment at the beginning of text

Paragraphs are portion marked (email is NSI)

Classification Authority Block (3 line) – Refers to email

“Declassify On” date refers to the email, not the attachment

Special control marking

Classification Level and category (if RD/FRD) of the attachment must be indicated

To: Amy Basil  
From: Eve Ng  
Date:  
Cc:  
Subject: (U) Marking an Email Classified as S/NSI with a C/NSI Attachment

SECRET

Attachment contains C/NSI  
When separated from attachment, this email is SECRET.

(U) This is an example of marking an email that contains S/NSI with a C/NSI attachment.

(U) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email or attachment. In this example, the subject is unclassified.

(U) The overall classification level of the email itself and its attachments must be included at the beginning of the text and at the bottom of the email. Immediately following the overall classification level at the beginning of the text, the highest level of the attachment must be identified.

(U) Wherever the attachment is shown (at the bottom of the email, elsewhere in the email, or in the attachment line), the classification level of the information contained in the attachment must be indicated (e.g., C/NSI Attachment).


(U) The attachment must be marked correctly as a stand-alone document.

(S) Since this email is classified as NSI, it is portion marked, the 3-line classification authority block is used, and the special control marking is placed after the classification authority block. The “Derived From” line must include the sources used to classify the email. The “Declassify On” line should contain the declassification instruction for the email.

Eve Ng  
Security Specialist  
Office of Classification

Classified By: Eve Ng, Security Specialist  
Derived From: CG-XX-1, 9/1/2011, DOE OC  
Declassify On: 20280101

Derivative Declassifier review  
required prior to declassification



C/NSI Attachment

SECRET

Markings are for example purposes only



# MARKING EXAMPLE FOR A STRING OF CLASSIFIED EMAILS

If you reply to or forward an email, you are responsible for the entire string and must review and classify appropriately

The original email was Confidential

The responder addition upgraded it to

Secret

The new overall classification level is placed at the beginning and end of the entire string

The Derivative Classifier marking is placed just before the overall level at the end of the string

“Derived From” should include all sources for the entire string

“Declassify On” reflects longest duration of classification from all sources

Do not repeat special control markings

To: Eve Ng  
From: Amy Basil  
Date: Friday, May 24, 2013 10:16 AM  
Subject: Re: (U) Marking a String of Emails

SECRET

(U) If you respond to or forward a classified email, you must review and classify the entire string, considering each section in the context of the entire email for classification.

(S) The overall classification level of the string is included at the beginning of the text of your email and at the end of the entire string of emails. In this example, the first email is Confidential and the second is Secret; so the string has an overall classification level of Secret.

(C) The classification authority block is placed at the end of the string just before the overall classification level.

(C) Do not repeat the special control marking for your reply. However, you must carry forward any statements concerning classified attachments to the email string (e.g., "Attachment contains SECRET", "When separated from attachment, this email is..."). This should be placed at the top of the email string and below the overall classification level.

(U) For your classification authority block, the "Derived From" line should include all sources used to classify the entire email string. At a minimum, this should include any guide used to make your classification determination and any of the previous email. If a source from the previous email is used, this may be noted with "and email above". If there is a source list, it should be included at the end of the email string above the overall classification. The "Declassify On" line must reflect the longest duration of classification from all the sources for the entire string.

Amy Basil  
Security Specialist

SECRET

To: Basil, Amy  
From: Ng, Eve (HS)  
Date: Thursday, May 23, 2013 4:44 PM  
Subject: (U) Marking a String of Emails

CONFIDENTIAL

(C) The initial email is marked according to the classification of the information contained in the email. This email contains Confidential NSI.

Classified By: Eve Ng, Security Specialist  
Derived From: CG-XX-1, 9/1/2011, DOE OC  
Declassify On: 20280405

Derivative Classifier review  
required prior to declassification

CONFIDENTIAL

Classified By: Amy Basil, Security Specialist, HS-61  
Derived From: CG-XX-1, 9/1/2011; DOE OC and email above  
Declassify On: 20280405

SECRET

Markings are for example  
purposes only

# MARKING EXAMPLE FOR AN ORIGINALLY CLASSIFIED EMAIL CONTAINING NSI

Classification of subject line

Overall classification level of email and attachment at top and bottom

Classification of email and attachment at the beginning of text

Since the email is NSI, portion marking is required

“Classified by” must contain classifier’s position or personal identifier

The Original Classifier must establish a specific date or event for declassification

Special control marking

**NOTE: This example is included for completeness. Original classification should only be done by a Federal employee with original classification authority whose training is up to date.**

To: Eve Ng  
From: John Sobieski  
Date:  
Cc:  
Subject: (U) Marking an Email Originally Classified as NSI

SECRET

(U) This is an example of marking an email containing information considered to be National Security Information that is not adequately covered by existing guidance. Only an Original Classifier may do this initial classification. Remember that Restricted Data, Transclassified Foreign Nuclear Information, and Formerly Restricted Data are NEVER initially classified by an Original Classifier.

(S) The subject line must be marked with the classification level of the information contained in the subject line, not the classification level of information contained in the overall email. In this example, the subject is unclassified.

(S) The overall classification level of the email must be included at the beginning of the text of the email and at the bottom, after the special control marking.

(C) Since this email contains only NSI, each portion must be marked at its beginning with the highest classification level of the information contained in that portion.

(C) The 3-line classification authority block follows the signature block and must include all of the required information. It can be in block or linear form. Rather than listing a guide that the decision is derived from, Original Classifiers must give the “Reason” for classification found in Section 1.4 of Executive Order 13526. This section describes the types of information that may be originally classified.

(S) Another difference is that an Original Classifier must establish a specific date or event for declassification based on the duration of the national security sensitivity of the information. Generally, this is 10 years from the date of the original decision unless the sensitivity of the information requires that it be classified for up to 25 years from the date of the original decision.

(C) The “Classified By” line may contain the Original Classifier’s name and position OR his/her personal identifier.

(U) The special control marking is placed after the classification authority block and before the overall classification level.

John Sobieski  
Director, Examples Division  
Office of Classification

Classified by: John Sobieski, Director, Examples Division, OC OR ID#55500  
Reason: 1.4(c)  
Declassify on: 20240202

OR

Classified By: John Sobieski, Director, Examples Division, OC Reason: 1.4(c); Declassify on: 20240202

Derivative Declassifier review required prior to declassification

SECRET

Markings are for example purposes only

# Marking Classified E-mail

**Mail To:**

File Edit View Actions Tools Accounts Window Help

Send Cancel Address [Icons] 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 transmission on classified systems or networks shall have the overall classification displayed at the top and bottom of the body of each message. The overall classification shall reflect the 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 portion 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 signature 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: June 21, 2015

**SECRET**

(S) Schedule of Events.doc

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.

Portion Mark Overall classification of the e-mail to include attachments

Include Classification authority block

Markings are for example purposes only

# E-Mail Messages

E-mail transmitted on or prepared for transmission on classified systems or networks shall display the banner line (classification level and category if RD or FRD) at the top and bottom of the body of each message. A single linear text string (same as banner line) showing the overall classification, to include dissemination and control markings, shall be included as the first line of text and at the end of the body of the message after the signature block. (see Figure above).

The banner marking for the e-mail shall reflect the classification of the header and body of the message. This includes the subject line, the text of the e-mail, any classified signature block, attachments, included messages, and any other information conveyed in the body of the e-mail.

Classified NSI e-mail shall be portion marked. Each portion shall be marked to reflect the highest level of information contained in that portion. A text portion containing a uniform resource locator (URL) or reference (i.e., link) to another document shall be portion marked based on the classification of the content of the URL or link text, not the content to which it points. This is true even when the data accessible via the URL or link reflects a higher classification marking. (RD and FRD is not required to be portion marked except for titles and subjects, but may be marked as indicated.)

The subject line's portion marking shall show the classification of the subject line itself, not the overall classification of the e-mail. The subject line portion marking shall reflect the sensitivity of the subject alone and shall not consider the sensitivity of the e-mail content or attachments. Subject lines and titles shall be portion marked before the subject or title.

The classification authority block shall be placed after the signature block, but before the banner line at the bottom of the e-mail. The block may optionally appear as a single linear text string instead of the traditional three line format.

The text for the special control marking (Derivative Declassifier review required prior to declassification) must appear on all classified NSI e-mail messages.

# **E-Mail Messages Continued**

**When forwarding or replying to an e-mail, individuals shall ensure that the markings used reflect the classification markings for all the content present in the resulting message and any attachments. This will include any newly drafted material, material received from previous senders, and any attachments.**

**For unclassified e-mail or other messages transmitted over a classified system, the designation “UNCLASSIFIED” shall be conspicuously placed within the banner line and any dissemination controls, such as “FOUO” or “PROPIN” (Proprietary Information), that may apply shall be included.**

**E-mail containing NSI and TFNI must be marked as above with the addition of the TFNI identifier in the overall classification marking.**

**E-mail used as transmittal documents shall be marked as required for transmittal documents would be marked if hard copy. Place the instruction indicating the e-mail’s overall classification level when separated from its enclosures just above the banner line at the bottom of the message.**

**E-mail containing Restricted Data (RD) and/or Formerly Restricted Data (FRD) are to be marked in accordance with 10 CFR Part 1045, Nuclear Classification and Declassification, including the overall level and category and the RD or FRD admonishment. Titles and classified signature blocks must be portion marked, but otherwise, portion marking may occur but is not required**

**A warning notice must be placed on documents which are not marked as final documents that they may not be used as a source for derivative classification and it must provide a point of contact and instructions on how to obtain further guidance on use and classification of the information when such documents cannot be marked.**

# REQUIRED MARKINGS

## **NSI/TFNI Derivative Classifier Marking:**

Classified by:  
Derived from:  
Declassify on:

## ***NSI/TFNI Original Classifier Marking:***

Classified by:  
Reason:  
Declassify on:

## **NSI Special Control Marking:**

Derivative Declassifier review  
required prior to declassification