MARKING SUPPLEMENT

INDUSTRIAL SECURITY MANUAL

FOR

SAFEGUARDING CLASSIFIED INFORMATION

DEPARTMENT OF DEFENSE

SEPTEMBER 1987

This document has been approved for public release and sale; its distribution is unlimited.

93-22970
FOREWORD

This Supplement, together with the DoD 5220.22-M, "Industrial Security Manual for Safeguarding Classified Information" (ISM), provides guidance to industry for marking classified information.

The Supplement contains information of value to the authors or to the approver of classified information who must ensure the propriety of security classification markings, to the administrative personnel who must prepare the finished product, and to other personnel who generate or access the classified information. It does not cover every conceivable situation that may be encountered in the creation of classified material; however, it does illustrate proper markings as required by paragraph II and Appendix II of the ISM.

Any comments and/or suggestions for improvements should be forwarded through your cognizant security office to the Director, Defense Investigative Service, Attn: V0430, 1900 Half St., Sw, Washington, DC 20324.

THOMAS J. O'BRIEN
Director
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SAMPLE 1. CLASSIFIED DOCUMENT WITH Front and Back Cover.

SECRET

April 16, 1984

Document Title (U)

ABC SECURITY COMPANY
111 Main Street
Anytown, USA 22222

Classified by OPNAVINST 5510.1C
of March 30, 1983
Declassify on May 29, 1988

* May be placed in another prominent place in the document.

UNCLASSIFIED SAMPLE: For Training Purposes Only
SAMPLE 2. CLASSIFIED DOCUMENT WITHOUT COVERS.

CONFIDENTIAL

ABC SECURITY COMPANY
111 Main Street
Anytown, USA 22222

April 16, 1984

FIRST PAGE

BACK PAGE
(Desirable but not mandatory)

CONFIDENTIAL

UNCLASSIFIED INTERIOR PAGE

CONFIDENTIAL INTERIOR PAGE

CONFIDENTIAL

* May be placed in another prominent place in the document.

Classified by DD Form 254
N00011 - 84 - C - 0022 of Jan 5, 84
Declassify on November 30, 1991

UNCLASSIFIED SAMPLE-For Training Purposes Only
SAMPLE 3. GUIDE FOR OVERALL AND PAGE CLASSIFICATION MARKINGS.

OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM

PAGE MARKED ACCORDING TO ITS CLASSIFIED CONTENT OR "UNCLASSIFIED"

OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM (not mandatory)

UNCLASSIFIED SAMPLE: For Training Purposes Only
All of these markings are acceptable for marking classified information. The size, type, or color of the markings, alone, does not make the markings conspicuous. What is conspicuous on one document or type of material may not be conspicuous on another. A marking is conspicuous when it will be noticed and recognized by the holder as separate or different from other information or material, and it will serve to inform and warn of the special requirements necessary for protection of the information. Every effort should be made to make the markings as conspicuous as possible consistent with the production methods being used when creating classified documents or material.
These are additional markings commonly used on classified material. The appropriate markings are placed on the front cover of a document or on the first page if there is no cover. The markings serve to notify and warn the holder of special requirements for protection of the information and must be prominently placed on documents, on material itself, if feasible, or in accompanying documentation.

UNCLASSIFIED SAMPLE—For Training Purposes Only
A chart, map, drawing, or tracing is marked to show its overall classification, the classification of the legend, title, or scale block, the declassification markings, date of preparation and the name and address of the preparer. The classification markings may not be abbreviated. If feasible, any identifiable portions should be portion marked.

If a chart, map, drawing, or tracing is folded or rolled, the overall classification markings must be added to be visible when it is folded or rolled.

### UNCLASSIFIED SAMPLE: For Training Purposes Only
SAMPLE 7. PORTION MARKINGS. This sample illustrates and explains portion markings.

SECRET

ABC SECURITY COMPANY
111 MAIN STREET
ANYTOWN USA 22222

May 10, 1984

MEMORANDUM FOR ALL CLEARED EMPLOYEES

SUBJECT: Marking the Security Classification of Portions (U)

1. (U) This is a sample of a classified document. It shows the proper method of applying portion markings required by the Industrial Security Manual. It should be noted that there is no longer a mandatory requirement to portion mark subparagraphs. However, it remains the policy of the Industrial Security Program that portions of classified documents shall be marked in such a manner that eliminates doubt as to which of the portions contain or reveal classified information. For example, this entire paragraph would contain SECRET and CONFIDENTIAL information but the lines of this opening part would contain UNCLASSIFIED information and is clearly marked to show that it is UNCLASSIFIED.

a. (S) It is important to understand the basic premise underlying the portion marking requirement. That is, the recipient of a classified document is entitled to know what the classification of each portion is or that some portions are not classified. If this portion of paragraph 1 contained SECRET information it would be so marked.

b. (C) If this portion of paragraph 1 contained CONFIDENTIAL information it would be so marked.

2. (U) These lines are UNCLASSIFIED as indicated and have been developed to show another portion marking situation. That is, paragraphs 3 and 4 that follow are essentially the same but are arranged differently to illustrate a clear case where there is no requirement for "subparagraph" marking.

3. (C) In a classified document, the portions that require markings are:

- paragraphs;
- subparagraphs (if necessary for clarity);
- charts; and
- illustrations.

4. (C) In a classified document, the portions that require markings are paragraphs, subparagraphs (if necessary for clarity), charts, and illustrations.

5. (U) Even though it is no longer mandatory to mark subparagraphs, they should be marked if the classification is different from the preceding part. Remember, portions have to be marked in such a way that there is no doubt about the classification status of each of them.

Classified by: OPNAVINST 55310.3
of 12/3/83

Declassify on: July 31, 1989

SECRET

UNCLASSIFIED SAMPLE - For Training Purposes Only
SAMPLE 8. MARKING MAJOR COMPONENTS.

SECRET
Attachment 1 to TOP SECRET Memorandum dated July 1, 1984

ABC SECURITY COMPANY
111 MAIN STREET
ANYTOWN USA 22222

June 18, 1984

MEMORANDUM FOR ALL CLASSIFIED EMPLOYEES

SUBJECT: Information about Major Components of Classified Documents

1. (C) This sample shows how to mark major components of classified documents that are intended to be, or that are likely to be, used as separate documents. Examples of major components include an annex, appendix, or attachment, and other major parts of a complex classified document. This sample is Attachment 1 to a TOP SECRET Memorandum and is marked as a major component that will be separated from the basic memorandum. This portion is marked as if it were CONFIDENTIAL.

2. (S) Major components are marked the same as an individual classified document. All the markings required for an individual document, such as the identification markings, overall markings, page and portion markings, downgrading/declassification markings, and any special markings he may be applied to the major component. This method of marking will ensure that appropriate markings remain intact when the component is separated from the rest of the document and also allows for incorporation of existing classified documents into one complex document without major remarking of the existing documents. This portion is marked as if it were SECRET.

3. (U) If an entire major component is UNCLASSIFIED, the first page of the component may be marked UNCLASSIFIED at the top and bottom line a statement added, such as, "ALL PORTIONS OF THIS ATTACHMENT ARE UNCLASSIFIED" and no further marking of that component is necessary. This method of marking an entirely UNCLASSIFIED major component will ensure the recipient that the part of the classified document was not inadvertently left unmarked. This portion is marked as if it were UNCLASSIFIED.

4. (U) Caution should be exercised when separating such documents because accountability and control records may need to be modified or created to ensure proper accountability of the material. This portion is marked as if it were UNCLASSIFIED.

\[Signature\]

J. DOE
Security Manager

 Classified by: OPPN INST 55140.1
 of 11/1984
 Declared on: July 1, 1984

SECRET

A classified major component is marked as a separate classified document. An entirely unclassified component is marked as such and with a statement to ensure the recipient that it was not inadvertently left unmarked.

UNCLASSIFIED SAMPLE: For Training Purposes Only
AMPLE 9. MOTION PICTURE FILMS AND VIDEO TAPES

Each reel or tape is marked at the beginning and end with titles bearing the appropriate classification markings to be visible when projected. The reel or cassette and the container are also marked with appropriate markings.
SAMPLE 10. SOUND RECORDINGS AND CONTAINERS.

"THE INFORMATION ON THIS RECORDING IS CLASSIFIED SECRET"
At the beginning and end of the recording

An audible statement of the overall classification is placed at the beginning and end of the recording. The reel or cassette, and the container, are marked with the other appropriate markings.

UNCLASSIFIED SAMPLE: For Training Purposes Only
SAMPLE 11. PHOTOGRAPH AND TRANSPARENCY OR SLIDE.

A photograph is marked with the overall classification on its face, if at all possible. Other markings may be on the back of the photograph. Markings may be affixed by pressure tape label, stapled strip, or other means.

A transparency or slide is marked with its overall classification in the image area and on the border, holder, or frame. Other markings may be in the image area, on the border, holder, or frame, or in accompanying documentation.

UNCLASSIFIED SAMPLE-For Training Purposes Only
SAMPLE 12. MARKING TRANSMITTAL DOCUMENTS.

SECRET

ABC SECURITY COMPANY
123 MAIN STREET
ANYTOWN USA 22222

May 16, 1984

SUBJECT: MARKING TRANSMITTAL DOCUMENTS (SECRET)

1. (c) This sample shows how to mark a CONFIDENTIAL transmittal document that has as an attachment another document, which is classified at a lower level. It also describes how to mark an UNCLASSIFIED transmittal document that has a classified attachment. This portion is marked as if it contained CONFIDENTIAL information.

2. (d) Whenever an attachment to a transmittal is classified at a higher level than the transmittal itself, the highest level of classification is placed at the top and bottom of the first page and notation such as "CONFIDENTIAL" may be added. When special notation cannot be made, such as "CONFIDENTIAL ATTACHMENT," a legend "dred to show the classification of the transmittal itself. A legend must also be added to show the classification of the transmittal when the attachment is removed or that it is unclassified upon removal of the attachments. In a classified transmittal consists of two or more pages, the second and following pages would be marked with the classification of the information appearing therein, plus or minus the status of any other insertion document. This portion is marked as if it contained UNCLASSIFIED information.

3. (e) An UNCLASSIFIED transmittal, which has a classified attachment, will be marked with the highest classification of any information transmitted and with notation, such as "CONFIDENTIAL ATTACHMENTS" in the first page. If this document, only other additional notation that are appropriate for the attachment, which be made in the first page, when the transmittal itself contains additional information. In an unclassified transmittal, consists of two or more pages, the second and following pages would require no marking. This portion is marked as if it contained UNCLASSIFIED information.

SECRET

Transmittals are always marked with the highest level of classification of any information being transmitted. Notations, as appropriate, are added to show the classification of the transmittal when the attachments are removed or that it is unclassified upon removal of the attachments.

UNCLASSIFIED SAMPLE - For Training Purposes Only
A chart is considered a portion of an overall document and must be marked according to its classification. These markings may not be abbreviated. Captions are also marked according to their classification. The markings applied to a chart, even if its the only information on a page, are not a substitute for page markings.

UNCLASSIFIED SAMPLE: For Training Purposes Only
SAMPLE 14. MARKING FOREIGN CLASSIFIED INFORMATION. This illustration shows the marking requirements for documents containing foreign government information.

A classified document received from a foreign government.

The U.S. classification and the country of origin are placed on the document in ENGLISH.

A contractor-generated document that contains foreign classified information.

An interior page of a document that contains foreign classified information.

UNCLASSIFIED SAMPLE: For Training Purposes Only
SAMPLE 15. DECKS OF ADP PUNCHED AND APERTURE CARDS.

CONFIDENTIAL

Decks of ADP Punched Cards (U) May 10, 1984

ABC SECURITY COMPANY
111 Main Street
Anytown, USA 22222

Classified by: Multiple Sources
Declassify on: DADR

CONFIDENTIAL

ADDITIONAL OR JOB CONTROL CARD

CONFIDENTIAL

CONFIDENTIAL

Decks of ADP Punched Cards. When the deck is handled and controlled as a single document, only the first and last cards in the deck require the overall classification markings. An additional card is added (for the job control card modified) to show the other required markings.
SAMPLE 16. REMOVABLE ADP MEDIA.

Diskette

Property of:
ABC Security Company
111 Main Street
Anytown, USA 22222

SECRET

Classified by: Multiple Sources
Declassify on: September 30, 1989

Removable ADP Media (U)
May 10, 1984

Removable ADP storage media and devices used with ADP systems and word processors must be marked on the front only with appropriate markings to indicate the highest level of classified information contained therein. Pressure tape, labels, etc., may be used to apply the required markings.

UNCLASSIFIED SAMPLE - For Training Purposes Only
The classification markings are required only on the first and last page, and the front and back covers, if any. Interior pages do not require markings. If separated, additional markings must be applied to each document created as a result.
If a single page is removed from the document, all the markings required for any classified document shall be applied to the page. The separate documents created may still be handled, controlled, and marked as a continuous form document but requires additional marking.

UNCLASSIFIED SAMPLE · For Training Purposes Only
SAMPLE 19. MARKING CLASSIFIED HARDWARE/EQUIPMENT.

This sample shows how to mark classified hardware/equipment. If at all possible, the classification markings should be affixed to the item itself. These markings may be stamped, printed, etched, written, engraved, painted, or affixed with a tag, sticker, decal, or other similar device. If marking the item is not practical, provide the intended recipient with written notification of the appropriate markings.

UNCLASSIFIED SAMPLE - For Training Purposes Only
SAMPLE 20. MARKINGS UNDER PREVIOUS EXECUTIVE ORDERS.

Markings under E.O. 10501 of November 5, 1953:

**GROUP 1**
Excluded from automatic downgrading and declassification

**GROUP 2**
Exempted from automatic downgrading

**GROUP 3**
Downgraded at 12-year intervals; not automatically declassified

**GROUP 4**
Downgraded at 3-year intervals; declassified after 12 years

Markings under E.O. 11652 of March 6, 1972:

General Declassification Schedule (GDS)

<table>
<thead>
<tr>
<th>CLASSIFIED BY</th>
<th>EXEMPT FROM GDS OF E.O. 11652</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMATICALLY DEGRADED AT TWO-YEAR INTERVALS</td>
<td></td>
</tr>
</tbody>
</table>

Exempt from GDS

Advanced Declassification Schedule

<table>
<thead>
<tr>
<th>CLASSIFIED BY</th>
<th>EXEMPT FROM GDS OF E.O. 11652</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE ON</td>
<td>(effective date)</td>
</tr>
</tbody>
</table>

Markings under E.O. 12065 of June 28, 1978:

<table>
<thead>
<tr>
<th>CLASSIFIED BY</th>
<th>DECLASSIFY ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECLASSIFY ON</td>
<td></td>
</tr>
</tbody>
</table>

This sample shows the various downgrading/declassification markings that have been authorized under previous executive orders. E.O. 12356 does not require remarking of any of the old material. Old material that has been marked, or remarked, for automatic declassification on a specified date or event, may be declassified pursuant to such markings. Information extracted from such old material shall carry those instructions forward to the new material. Old material that does not specify a date or event for declassification may not be declassified without authorization of the originating agency. Information extracted from such old material shall be marked with the notation, "Originating Agency's Determination Required" or "OADR" on the "Declassify on" line on the new material.

UNCLASSIFIED SAMPLE - For Training Purposes Only
**SAMPLE 21. THE "CLASSIFIED BY" LINE.**

<table>
<thead>
<tr>
<th>Prime Contract DD Form 254 for N00019-84-C-0123 dated 6/9/84</th>
<th>NAVSEA Security Classification Guide for Project Shoebox dated 11/08/84 which shows classified by OPNAVINST</th>
<th>NAVSEA document received September 11, 1983 which shows classified by SCG for Project Shoebox dated 2/14/83</th>
<th>Subcontract DD Form 254 for P.O. 6/7890 dated 8/14/83</th>
<th>ABC Security Company letter of 7/14/84 which shows classified by: DD Form 254 for N00019-84-C-0123 of 6/9/84</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star</td>
<td>Star</td>
<td>Star</td>
<td>Star</td>
<td>Star</td>
</tr>
<tr>
<td>Classifed by: DD Form 254 for N00019-84-C-0123 of 6/9/84</td>
<td>Classified by NAVSEA SCG of 1/10/84</td>
<td>Classified by NAVSEA ltr of 7/7/84</td>
<td>Classified by DD Form 254. N00019-84-C-0123 of 6/9/84 and NAVSEA SCG of 1/10/84</td>
<td>Classified by DD Form 254 for P.O. 6/7890 of 8/14/83</td>
</tr>
<tr>
<td>Star</td>
<td>Star</td>
<td>Star</td>
<td>Star</td>
<td>Star</td>
</tr>
<tr>
<td>Classified by: DD Form 254, N00019-84-C-0123 of 6/9/84 and Multiple Sources</td>
<td>Classified by: DD Form 254 for P.O. 6/7890 of 8/14/83</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Cite the source document. Do not cite the information on the source's "Classified by" line.

** A record is required to support the classification and it must be retained for the duration of the contract.

This sample illustrates some of the variations that may occur when completing the "Classified by" line. The purpose of the "Classified by" line is to provide an "audit trail" to the original classifier of the information. A contractor will have a DD Form 254 for each classified contract that should provide the guidance necessary for classifying information; however, many times the DD Form 254 itself does not contain any guidance but incorporates by reference one or more Security Classification Guides (SCG). In such instances, the contractor may elect to show the DD Form 254 or the SCG or both. Likewise, when responding to a classified letter, message or other document from a User Agency or another contractor, the contractor may cite the incoming source document rather than the DD Form 254.

**UNCLASSIFIED SAMPLE For Training Purposes Only**