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Technical Document 490  
Revision B  
August 1988

## Security Is Everybody's Business

Graydon J. Gerber

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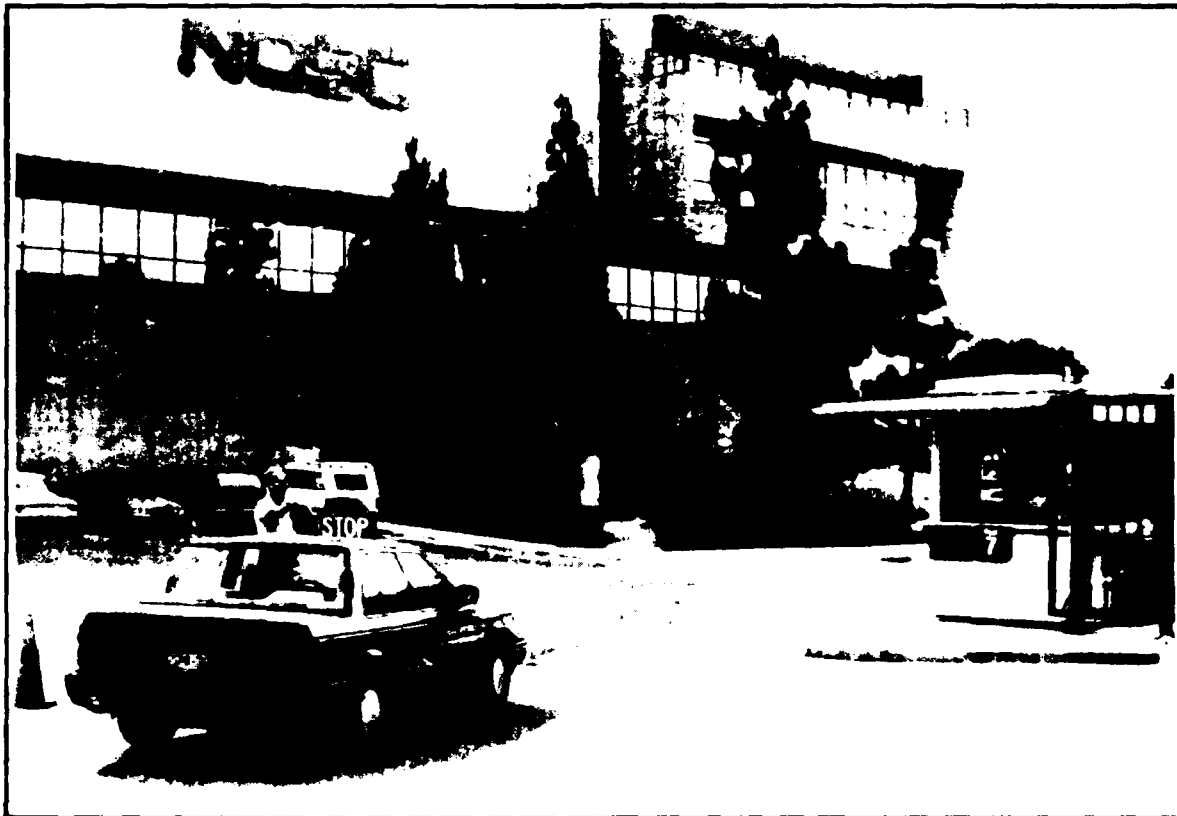
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# NAVAL OCEAN SYSTEMS CENTER

San Diego, California 92152-5000

E. G. SCHWEIZER, CAPT, USN  
Commander

R. M. HILLYER  
Technical Director



## ADMINISTRATIVE INFORMATION

This publication supersedes the NELC pamphlet "Security Is Everybody's Business" and NOSC Technical Document 490, Revision A, "Security Training." It provides basic security principles and procedures to ensure uniformity and effectiveness in implementing the Center's security program.

Note: All classification markings on sample documents contained herein are for training purposes only; this publication is unclassified in its entirety.

Released by  
P.H. Lapham, Head  
Information and Personnel  
Security Group

Under authority of  
L.J. Kubik, Head  
Security Office

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE

## REPORT DOCUMENTATION PAGE

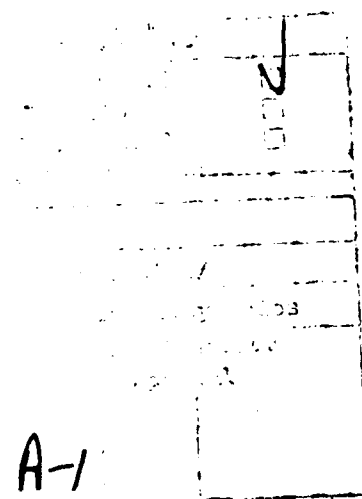
1a. REPORT SECURITY CLASSIFICATION <b>UNCLASSIFIED</b>			1b. RESTRICTIVE MARKINGS		
2a. SECURITY CLASSIFICATION AUTHORITY			3. DISTRIBUTION/AVAILABILITY OF REPORT		
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE			Approved for public release; distribution is unlimited.		
4. PERFORMING ORGANIZATION REPORT NUMBER(S) NOSC TD 490. Revision B			5. MONITORING ORGANIZATION REPORT NUMBER(S)		
6a. NAME OF PERFORMING ORGANIZATION Naval Ocean Systems Center	6b. OFFICE SYMBOL (if applicable) NOSC	7a. NAME OF MONITORING ORGANIZATION Naval Ocean Systems Center			
6c. ADDRESS (City, State and ZIP Code)  San Diego, California 92152-5000		7b. ADDRESS (City, State and ZIP Code)  San Diego, California 92152-5000			
8a. NAME OF FUNDING/SPONSORING ORGANIZATION Naval Ocean Systems Center	8b. OFFICE SYMBOL (if applicable)	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER			
8c. ADDRESS (City, State and ZIP Code)  San Diego, California 92152-5000		10. SOURCE OF FUNDING NUMBERS			
		PROGRAM ELEMENT NO. 66001	PROJECT NO.	TASK NO.	AGENCY ACCESSION NO.
11. TITLE (Include Security Classification)  SECURITY IS EVERYBODY'S BUSINESS					
12. PERSONAL AUTHOR(S) Graydon J. Gerber					
13a. TYPE OF REPORT Final	13b. TIME COVERED FROM Aug 1987 TO Aug 1988	14. DATE OF REPORT (Year, Month, Day) August 1988	15. PAGE COUNT 51		
16. SUPPLEMENTARY NOTATION					
17. COSATI CODES			18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)		
FIELD	GROUP	SUB-GROUP	National Security Information Classification Guidance Security Overview		
19. ABSTRACT (Continue on reverse if necessary and identify by block number)  This publication is a security overview for all new employees of the Naval Ocean Systems Center. The subjects covered include, but are not limited to, physical access, information classification, and automatic data processing security. Also covered are various aspects of individual responsibility for safeguarding national defense information. This is a quick reference sourcebook for information contained in full in OPNAVINST 5510.1 series as well as in NOSINST 5500.1 series.					
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT <input type="checkbox"/> UNCLASSIFIED/UNLIMITED <input checked="" type="checkbox"/> SAME AS RPT <input type="checkbox"/> DTIC USERS			21. ABSTRACT SECURITY CLASSIFICATION <b>UNCLASSIFIED</b>		
22a. NAME OF RESPONSIBLE PERSON Graydon J. Gerber		22b. TELEPHONE (Include Area Code) 619-553-3196		22c. OFFICE SYMBOL Code 152	

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## INTRODUCTION

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### CODE 15 RESPONSIBILITIES

Security has many meanings to many different people. Security at the Naval Ocean Systems Center (NOSC) is defined simply as the safeguarding of all matters and assets entrusted to Commander, NOSC. Such matters and assets include those involving national security and all property, whether land, buildings, or equipment, under the authority of Commander, NOSC.

The Head, Security Office, Code 15, is the agent of Commander, NOSC authorized to organize the ways and means for accomplishing the safeguarding required. NOSCINST 5500.1 (series) explains Code 15's various security functions. In summary form, Code 15 develops and implements policies and procedures and manages the following security programs, as directed by OPNAVINST 5510.1 (series):

- Visitor Control/Badge and Decal, Code 151 (visitor reception and incoming visit requests; badges and vehicle decals; and related programs).
- Information and Personnel Security, Code 152 (document classification; contractor security; foreign visitor approval; security violations; special access programs; employee clearances; and security training).
- Operation Security, Code 153 (computer security accreditation; control of unintentional electromagnetic emanations and other special programs).
- Physical Security, Code 154 (guard force supervision; locks, keys, and safe combinations; security containers; alarms; missing property; emergency preparedness; and related matters).

### GENERAL INFORMATION

Security should not be taken lightly. The **need to know** is at the heart of security integrity. The fewer people who have access to classified material, the less chance there will be for that material to be compromised. Need to know is determined by your governmental duties and by the person who holds the material you wish to obtain. Unless your duties require access to the material, it will not be given to you, regardless of the level of your clearance or position. When in doubt about any security matter, it is your duty to ask for assistance.

Each NOSC employee and visitor must wear an identification badge in plain sight above the waist while on the Center, with the following exceptions: Lobby of Bldg 33; Civilian Personnel Office; Visitor Reception Pass Offices at Bldg 33 and Bldg 204; the Dispensary Bldg 370; and the EEO Office, Bldg 302. If you have questions concerning badging, or if you encounter personnel who cannot produce a valid badge, inform the Visitor Control/Badge and Decal Group, Code 151, or the Physical Security Group, Code 154. If their lines are busy, call the NOSC Command Duty Officer (CDO) at (619) 553-4621, day or night. If you lose or misplace your badge, report that circumstance to Code 151.



Alcoholic beverages, narcotics, firearms, related lethal weapons, and similar items are restricted by federal, state, and municipal law. NOSC employees and visitors are not permitted to have such items in their possession while on Center property without prior approval. Beer and wine coolers, however, may be purchased and consumed in the cafeteria areas during designated hours. (NOTE: Alcoholic beverages authorized for purchase at the cafeteria must be consumed in that area only.) The Commanding Officer is empowered to designate areas where alcoholic beverages may be consumed at NOSC. Code 154 can advise you further.

Personal items, such as pocket calculators, reference texts, and similar personal property may be brought to the Center. Employees wishing to bring cameras, recording devices, and personal computers on Center *must* receive advance permission from the Head, Security Group.

Approval in writing is required for removing government property not covered by bill of lading or invoice (and personal property which is not readily identifiable as such) from the Center. Check with your supervisor about requirements and procedures.

**Vehicles** may be authorized on Center, inside the security perimeter of NOSC, on government property if they meet the Center's registration requirements. Otherwise, the general parking lots Topside and Bayside are open for official business parking without decals. Decals and parking information can be obtained from Code 151.

Emergency service is available at NOSC. You are to be aware that the Federal Fire Department at NOSC is open 24 hours, seven days a week, for any emergency. The number is 9911. The dispatcher will notify others as required. During normal duty hours any of the security offices may be contacted in an emergency. The Head of Security's extension is 33150. After working hours and on weekends the CDO can be contacted at (619) 553-4621, or simply x34621.



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## SECURITY VIOLATIONS

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A security violation is defined as any breach of security, and particularly each and every failure to protect classified information.

Security violations within the controlled environment of NOSC generally fall within these categories:

- Leaving a safe open and unattended.
- Leaving classified material on the desk or elsewhere in the workspace unattended and not properly secured in a security container or vault.
- Failing to escort uncleared visitors and foreign nationals.

The security personnel who patrol the workspaces throughout NOSC discover these and other types of violations. If such a violation is found in your workspace, you will be contacted, probably by telephone, and required to promptly take corrective action. If subsequent investigation determines that you are responsible, you will be cited for a security violation and it will become a matter of official record.

Taking classified material off this Center without permission is an even more serious violation. If, in this status, you lose it, and by your negligence allow it to fall into the hands of uncleared, unauthorized persons, or if you knowingly and willfully allow this to happen, you will be subject to very serious sanctions and penalties, possibly even formal prosecution in federal court.

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## BASIC ACCESS LIMITATIONS AND CONTROLS

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Work at NOSC involves research, development, test, and evaluation in support of the Department of the Navy. Access to NOSC is limited and controlled. All personnel assigned to and employed at NOSC and all persons visiting NOSC must register with the Visitor Control/Badge and Decal Group and receive a badge in order to be permitted authorized access to NOSC. Authorized senior officials of NOSC may vouch for visitors.

Personnel assigned to and all employees of NOSC and all persons visiting NOSC are here on official business and under official sponsorship. NOSC does not house military dependent support and recreational functions, such as commissary, exchange, theater, and bowling alley, and therefore is not open to members of the military or civilians who are not here on official business. Access to the controlled areas of NOSC can be gained only by permission because of official business. Family members of personnel assigned to and employed at NOSC are not permitted access to NOSC, except on special occasions approved and sponsored by Commander, NOSC.



As a general rule, all personnel assigned to and employed at NOSC and all persons visiting NOSC who are not personally escorted by personnel with voucher authority must bear and display NOSC-issued badges. These badges must be worn above the waist in clear view at all times while the bearer is at NOSC. These badges must also be surrendered upon demand by NOSC security or management officials.

The NOSC badge signifies registration at NOSC. It does not grant unlimited and uncontrolled movement within NOSC. NOSC has several levels of security access, and appropriate approval depends upon official clearance and need to know. As a general rule, an official visit request (notification) is required before arrival at NOSC. Access is a privilege, not a right. Commander, NOSC is the ultimate approving authority.

When employed at NOSC or when visiting NOSC, all personnel are advised by NOSC Instruction and by signs posted at each and every entry portal that they and all property under their control are subject to *search* and *inspection*. Entering the premises of NOSC implies consent to such searches and inspections.

Security is absolutely an individual responsibility. All personnel assigned to and employed at NOSC are individually responsible for challenging and reporting personnel who while at NOSC do not comply with NOSC security policy and procedures.



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## PHYSICAL SECURITY

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### COMBINATION RECORDS

The combination of a vault or container used for storing classified material will be assigned the same security classification as the vault or container. Combinations to all safes, storage containers, and vaults are sealed in a Combination Change Envelope. Standard Form 700, formerly OPNAV 5511/2, is signed off by the designated custodian and kept on file by Physical Security, Code 154. As instructed by NOSCINST 5500.1 (series), the combination should not be placed in wallets, desks, books, or the like. Combinations must be **memorized**.

### LOCKSMITH SERVICES AND KEY REQUESTS

One copy of Request for Locksmith Services/Key Request, form 11ND NOSC-5511/16, is required, signed off by a division head or above. The request is forwarded to Code 154 for screening and appropriate action. The requestor will be notified when appropriate action is taken.

Routine requests for locksmith services shall be submitted on the appropriate form. (Note: In case of emergency (safe not closing/not opening) contact Code 154 or the NOSC CDO.)



### TELEPHONE CONVERSATIONS

Under no circumstances discuss classified information over the telephone. Avoid letting classified information slip into your conversation through carelessness or in order to complete "rush" projects. Use of private code words and double-talk is prohibited. Remember that all long distance or autovon (government long distance) calls are transmitted by microwave and are easily interrupted, near and far. Don't take a chance. You're not that clever. None of us are.

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## CONTROL OF CLASSIFIED MATERIALS

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### LEVELS AND DEFINITIONS

Classified information or material is defined as any matter that (a) is owned by or is produced for or by or is under the control of the U.S. Government, (b) is determined under E.O. 12356 or prior orders and DoD Regulation 5200.1-R to require protection against unauthorized disclosure, and (c) is so designated.\*

There are three levels of classification for national security information:

**Top Secret.** This level of classification refers to that national security information or material which requires the HIGHEST degree of protection. It is applied to information the unauthorized disclosure of which could reasonably be expected to cause *exceptionally grave damage* to the national security.

**Secret.** This is the next lower level of classification, and refers to that national security information or material the unauthorized disclosure of which could reasonably be expected to cause *serious damage* to the national security.

**Confidential.** The third level of classification refers to that national security information or material the unauthorized disclosure of which could reasonably be expected to cause *damage* to the national security.

### DUPLICATION AND COPYING

In accordance with provisions of OPNAVINST 5510.1 (series), local commands are responsible for the control, reproduction, and distribution of classified information received by or developed or reproduced at their command.

As outlined in NOSCINST 5500.1 (series), NOSC has the authority to delegate officials who may approve requests for the reproduction of Secret material. Those delegated must ensure that the reproduction is necessary, that prohibitions are observed, and that reproduction is held to the minimum number of copies needed to meet operational requirements.

#### *Location of Reproduction Areas*

Except in emergencies, and with the prior approval of Code 15 or Code 152, Secret material may be duplicated only in the following NPPSO Point Loma reproduction areas:

Bldg A38  
Bldg A33, Rm 2036  
Bldg 1, Rm 119

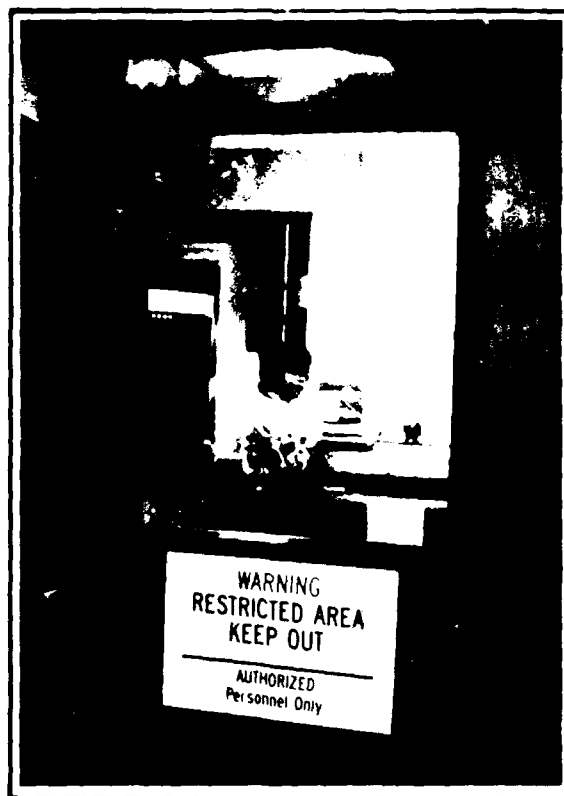
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\*The reader is referred to the Appendix at the back of this publication for guidance in marking classified material.

Equipment authorized by NOSC for reproducing classified material must be specifically designated and posted as to the permitted level of classified information to be reproduced. The equipment must naturally be in an attended area while in use.

#### *Requests for Reproduction*

Reproduction of all Secret material must be requested on a Reprographics Point Loma Request form, NPPSO-SD-5604/7C, must have an authorized approval signature per NOSCINST 5500.1 (series), and must be forwarded to NPPS for reproduction. Three copies are required.



## TRANSMISSIONS

Classified material should be properly prepared for transmission to protect it from unauthorized disclosure. In addition, a Document Transmittal and Receipt form (NOSC-SD/5216-27) or a courier authorization card is required for hand-carries.

When handling classified information or material, your reference for comprehensive guidance is either the NOSC Security Manual or the Navy Security Manual (NOSCINST 5500.1 (series)/OPNAVINST 5510.1 (series)). When in doubt, contact your supervisor, department head, or Information and Personnel Security Group, Code 152, x33196.

The Document Transmittal and Receipt form is required for each transmission of classified material off Center. An original and three copies are required.

Confidential material should be double-wrapped and transmitted off Center via first-class mail. However, if it is being sent to a private contractor, it must go via certified mail. All Secret material should be sent, double-wrapped, via registered mail.

Double-wrapped classified material should be addressed to an official government activity or DoD contractor (at an address used for receiving classified material) and not to an individual. It is the sender's responsibility to determine if the location to which he is sending classified material has adequate classified storage facilities. It is possible that although the persons at the location are cleared, they do not have any way to store the material you are sending. If you are not certain of the correct classified mailing address, contact Information and Personnel Security Group, Code 152. They can verify the correct mailing address of DoD contractors for classified material.

For complete and correct mailing addresses and mailing instructions for official government activities, refer to the following publications: (1) *Standard Navy Distribution List, Part I*, which contains the official list of fleet and mobile units and their administrative addresses, and (2) *Catalog of Naval Shore Activities*, which includes *Standard Navy Distribution List, Part 2*, which contains the official list of shore activities with complete administrative addresses.

## WORKING PAPERS

In accordance with OPNAVINST 5510.1 (series), working papers are defined as material, including draft documents and photographs, accumulated or created at NOSC to assist in the formulation and preparation of a finished document. When working papers contain classified information, the marking and accountability requirements may be modified. As a minimum, working papers must be —

- Dated when created.
- Marked throughout with the highest classification.
- Protected according to applicable guide rules and classification regulations.
- Destroyed when their purpose is served.
- Marked, accounted for, or controlled as a finished document of comparable classification when:
  - Released by originator to another command.
  - Entered by originator in a file system.
  - Retained more than 90 days from the date of origin.
  - Containing TOP SECRET information.

## CUSTODIAL RESPONSIBILITIES

You must physically protect classified material by locking it up in an approved security container. The lock on the container must be an approved combination lock. Remember that the combinations to these locks must be changed periodically. Combinations are required to be changed —

- Annually.
- When a security violation occurs which involves the container.
- When an individual knowing the combination is transferred, terminated, discharged, or reassigned from the code to which the container is assigned.
- When the container is taken out of service. (At this time, the lock is set on the factory combination, and a notice is affixed to the security container noting "No Classified Material in the Container.")

Use the following procedure when securing your container:

- Rotate the dial four complete turns in the same direction.
- Pull and check all drawers.
- Ensure that the bar is securely in place if the container has a locking bar on the outside. (Remember that cabinets with locking bars and combination padlocks may contain only material up to Confidential.)

Only appropriately cleared persons who are authorized access to the classified information are eligible to receive or hear about it. Only those who in the performance of their duties have a need to know shall be permitted to have knowledge of the combination of a vault or container used for the storage of classified material, or even to have access to the vault or container.

Custodial responsibilities for classified material differ depending on the time of the day, as the following categories make clear:

*During Normal Working Hours*

- Do not leave classified material unattended or with people who are not authorized to have access to it.
- When classified material is out of approved storage, cover it with the appropriate cover sheet.
- Store classified material, when not in use, in locked security containers.
- Restrict access to classified material on a need-to-know basis.
- Establish physical areas of responsibility within organizational units and use proper procedures for securing classified material.
- Initial Safe or Cabinet Security Record, Standard Form 702, when opening and closing container. This form is best used when it is taped to the container.



*At Close of Day*

- Check entire work area.
- Lock up all classified material.

- Initial Safe or Cabinet Security Record, Standard Form 702.
- Initial Security Area Check Sheet, Standard Form 701, which is posted in the area.
- Understand that a double check is conducted by the Area Checker within the organizational unit.

Note: Security personnel do not fill requirements of a double checker. A security person's check of containers includes a visual inspection for tampering and a physical test of the locked areas to ensure classified material has been properly secured. If security personnel find a safe open or material adrift, they will issue a security violation notice.

#### *During Other Than Normal Working Hours*

##### *Area Checker*

- Ensure that classified material is secured except that which is in the custody of anyone.
- Initial the Safe or Cabinet Security Record for each safe that is secured and initial the Security Area Check Sheet.

##### *Person Remaining*

- Secure all classified material.
- Make the final notations on all appropriate checklist-type forms.

### **RELEASE OF DOCUMENTS TO FOREIGN COUNTRIES**

It is the Department of Navy policy to release classified or unclassified technical information to foreign requestors only on a government-to-government basis, after a review of the information and based upon an official foreign government request.

Requests for classified and unclassified documents may be divided into two categories:

**Official Requests.** Official requests are those which are received and processed through the proper government channels. Appropriate action will be taken by Code 152.

**Unofficial Requests.** Unofficial requests are those received directly from foreign private firms, individuals, or educational institutions which have not gone through government channels. Any employee who receives such a request must forward it to Code 152 for appropriate action. Normally, the request is returned to the originator, recommending appropriate channels to contact for requesting documents.

There is an *exception* to the above rules governing requests for unclassified material. A request for an unclassified professional paper or presentation that has been published in a trade or professional journal and which is clearly *in the public domain* may be responded to directly by the author, or it may be forwarded with a copy of the reprint to the Public Affairs Office, Code 032, for forwarding.

However, there is even an *exception* to this *exception*. All requests for information from foreign nationals clearly of Communist-block countries will be forwarded to Code 152, which will make such requests a matter of official record, and together with Code 17, will determine disposition.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION		1. THE REQUIREMENTS OF THE DOD INDUSTRIAL SECURITY MANUAL APPLY TO ALL SECURITY ASPECTS OF THIS EFFORT. THE FACILITY CLEARANCE REQUIRED IS: _____	
2. THIS SPECIFICATION IS FOR:		3. CONTRACT NUMBER OR OTHER IDENTIFICATION NUMBER (Prime contracts must be shown for all subcontracts)	4. DATE TO BE COMPLETED (Estimated)
5. THIS SPECIFICATION IS: (See "NOTE" below. If item b or c is "X'd", also enter date for item a)			
a. PRIME CONTRACT	b. PRIME CONTRACT NUMBER	a.	b. ORIGINAL (Complete date in all cases)
b. SUBCONTRACT (Use item 15 for subcontracting beyond second tier)	b. FIRST TIER SUBCONTRACT NO	b.	b. REVISED (supersedes all previous specifications)
c. REQUEST FOR BID, REQUEST FOR PROPOSAL OR REQ FOR QUOTATION	c. IDENTIFICATION NUMBER	c. DUE DATE	c. FINAL
6. Is this a follow-on contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete the following:			
a. PRECEDING CONTRACT NUMBER b. DATE COMPLETED c. Accountability for classified material on preceding contract			
<input type="checkbox"/> Is <input type="checkbox"/> Is not, transferred to this follow-on contract.			
7a. Name, Address & Zip Code of Prime Contractor *		b. FSC Number	c. Name, Address & Zip Code of Cognizant Security Office
8a. Name, Address & Zip Code of First Tier Subcontractor *		b. FSC Number	c. Name, Address & Zip Code of Cognizant Security Office
9a. Name, Address & Zip Code of Second Tier Subcontractor, or facility associated with IFB, RFP OR RFQ *		b. FSC Number	c. Name, Address & Zip Code of Cognizant Security Office
* When actual performance is at a location other than that specified, identify such other location in Item 15			
10a. General identification of the Procurement for which this specification applies			b. DoDAAD Number of Procuring Activity identified in Item 16d
c. Are there additional security requirements established in accordance with paragraph 1-114 or 1-115 ISR? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, identify the pertinent contractual documents in Item 15			
d. Are any elements of this contract outside the inspection responsibility of the cognizant security office? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, explain in Item 15 and identify specific areas or elements			
11. ACCESS REQUIREMENTS		YES NO	ACCESS REQUIREMENTS (Continued)
a. Access to Classified Information Only at other contractor/Government activities.			j. Access to SENSITIVE COMPARTMENTED INFORMATION.
b. Receipt of classified documents or other material for reference only (no generation)			k. Access to other Special Access Program Information (Specify in item 15).
c. Receipt and generation of classified documents or other material			l. Access to U. S. classified information outside the U. S., Panama Canal Zone, Puerto Rico, U. S. Possessions and Trust Territories
d. Fabrication/Modification/Storage of classified hardware			m. Defense Documentation Center or Defense Information Analysis Center Services may be requested.
e. Graphic arts services only.			n. Classified ADP processing will be involved.
f. Access to IPO information.			o. REMARKS:
g. Access to RESTRICTED DATA			
h. Access to classified COMSEC information.			
i. Cryptographic Access Authorization required.			
12. Refer all questions pertaining to contract security classification specification to the official named below (NORMALLY, thru ACO (Item 16e); EMERGENCY, direct with written record of inquiry and response to ACO thru prime contractor for subcontracts).			
a. The classification guidance contained in this specification and attachments referenced herein is complete and adequate			
b. Typed name, title and signature of program/project manager or other designated official		c. Activity name, address, Zip Code, telephone number and office symbol	
NOTE: Original Specification (Item 5a) is authority for contractors to mark classified information. Revised and Final Specifications (Items 5b and c) are authority for contractors to remark the regraded classified information. Such actions by contractors shall be taken in accordance with the provisions of the Industrial Security Manual.			

DD FORM 254  
1 JAN 78

EDITION OF 1 APR 71 IS OBSOLETE. ALSO REPLACES DD FORM 254 WHICH IS OBSOLETE

(Front)

13a. Information pertaining to classified contracts or projects, even though such information is considered unclassified, shall not be released for public dissemination except as provided by the Industrial Security Manual (paragraph 5a and Appendix IX).

b. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☐ Through (Specify):

to the Directorate For Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) \* for review in accordance with paragraph 5a of the Industrial Security Manual.

\* In the case of non-DoD User Agencies, see footnote, paragraph 5a, Industrial Security Manual.

14. Security Classification Specifications for this solicitation/contract are identified below ("X" applicable box(es) and supply attachments as required). Any narrative or classification guide(s) furnished shall be annotated or have information appended to clearly and precisely identify each element of information which requires a classification. When a classification guide is utilized, that portion of the guide(s) pertaining to the specific contractual effort may be extracted and furnished the contractor. When a total guide(s) is utilized, each individual portion of the guide(s) which pertains to the contractual effort shall be clearly identified in Item 14b. The following information must be provided for each item of classified information identified in an extract or guide:

(I) Category of classification. (II) Date or event for declassification or review for declassification, and (III) The date or event for downgrading (If applicable).

The official named in Item 12b, is responsible for furnishing the contractor copies of all guides and changes thereto that are made a part of this specification. Classified information may be attached or furnished under separate cover.

☐ a. A completed narrative is (1) ☐ attached, or (2) ☐ transmitted under separate cover and made a part of this specification.

☐ b. The following classification guide(s) is made a part of this specification and is (1) ☐ attached, or (2) ☐ transmitted under separate cover. (List guides under Item 15 or in an attachment by title, reference number and date).

☐ c. Service-type contract/subcontract. (Specify instructions in accordance with ISR/ISM, as appropriate.).

☐ d. "X" only if this is a final specification and Item 6 is a "NO" answer. In response to the contractor's request dated \_\_\_\_\_ retention of the identified classified material is authorized for a period of \_\_\_\_\_.

☐ e. Annual review of this DD Form 254 is required. If "X'd", provide date such review is due: \_\_\_\_\_.

15. Remarks (Whenever possible, illustrate proper classification, declassification, and if applicable, downgrading instructions).

16a. Contract Security Classification Specifications for Subcontracts issuing from this contract will be approved by the Office named in Item 16e below, or by the prime contractor, as authorized. This Contract Security Classification Specification and attachments referenced herein are approved by the User Agency Contracting Officer or his Representative named in Item 16b below.

REQUIRED DISTRIBUTION:

- ☐ Prime Contractor (Item 7a)  
☐ Cognizant Security Office (Item 7c)  
☐ Administrative Contracting Office (Item 16e)  
☐ Quality Assurance Representative  
☐ Subcontractor (Item 8a)  
☐ Cognizant Security Office (Item 8c)  
☐ Program/Project Manager (Item 12b)  
☐ U. S. Activity Responsible for Overseas Security Administration

ADDITIONAL DISTRIBUTION:

- ☐  
☐  
☐

b. Typed name and title of approving official

c. Signature

d. Approving official's activity address and Zip Code

e. Name, address and Zip Code of Administrative Contracting Office

(Back)



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## CONTRACT SECURITY CLASSIFICATION SPECIFICATIONS (DD FORM 254)

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NOSC often contracts with private industry to do classified work. Private companies are investigated and cleared to do this work. Contracts for classified work must always have security specifications. Such a security specification (DD FORM 254) is required when NOSC is responsible for the protection and control of classified information which is in the custody of, or is disclosed to, private industry during a precontractual or contractual relationship as outlined in NOSCINST 5510.1 series. DD Form 254 is illustrated on pages 11 and 12.

---

## FOREIGN VISITORS

---

### OFFICIAL VISITS

When a foreign national requests an official visit to NOSC to discuss U.S. military information (whether classified or unclassified), his country's embassy in Washington must make an official government-to-government request. Anyone who receives a request directly from a foreign national should refer it to Code 152 for appropriate action. Visit authority will be granted only for the exchange of oral and visual information; no documentary information may be given to the visitor unless specifically approved in writing by the Navy Office of Technology Transfer and Security Assistance (NAVOTTS). After visit authority is granted, the visitor will be provided with a special badge bearing his name and a replica of his country's flag. A NOSC escort with a picture badge will then pick the visitor up at the appropriate Visitor Reception Area and accompany him on his visit at all times.

### UNOFFICIAL VISITS

When a foreign national submits a request directly to NOSC to visit the Center, it must be considered as an unofficial visit. The recipient of the request *must* notify Code 152 in writing and must provide a copy of the visit request. It will then be determined if such a visit is in the best interest of the United States and NOSC.

Only unclassified information available in the open literature may be discussed with the visitor. Again, visit authority is granted only for oral and visual information. No documentary information may be given to the visitor during the visit. The visitor must be escorted at all times by a NOSC employee with a picture badge. The visit itself must be made a matter of record with Code 152.

## VISITORS FROM COMMUNIST-BLOCK COUNTRIES

Representatives or nationals of Communist-block countries or countries which do not have diplomatic relations with the United States will not be authorized to make official or unofficial visits to NOSC without the approval of the Secretary of the Navy.

The following are considered countries whose policies are inimical to U.S. interests: Afghanistan, Albania, Angola, Bulgaria, Cuba, Czechoslovakia, Ethiopia, German Democratic Republic (GDR) (East Germany including the Soviet Sector of Berlin), Hungary, Iran, Iraq, Kampuchea (formerly Cambodia), Laos, Libya, Mongolian People's Republic (Outer Mongolia), Nicaragua, North Korea, People's Republic of China (including Tibet), Poland, Rumania, South Yemen, Syria, Union of Soviet Socialist Republics (USSR) (includes Estonia, Latvia, Lithuania, and all other constituent republics, Kurile Islands and South Sakhalin (Karafuto)), Vietnam, and Yugoslavia.

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## MISSING, LOST, STOLEN, OR RECOVERED PROPERTY

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You should report all missing, lost, stolen, or recovered property, whether government-owned or privately owned, regardless of value, to Code 154, as outlined in NOSCINST 4500.1E. Treat government property and that of your co-workers with the same care you would take with your own property. The fact that the property is perhaps unclassified does not mean that you have no obligation to protect it. When areas are vacated during working hours, they should be secured in the same manner that they are after hours and on weekends. All items of government property must be properly protected. It is a good idea to place small pilferable items, such as pocket calculators, in a locked desk or storage cabinet when not in use.

Any weaknesses in the physical security program at the Center should be identified so that corrective measures may be taken.

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## CONCLUSION

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How effective we are in maintaining the security needs of the Center depends to a great degree upon how well we work together, how well and how clearly we understand and perceive the dangers to our national security, and what steps we need to take to effectively reduce identified risks. A successful security program follows an educated appraisal of the situation, a reasonable approach to a solution, and an open line of communication. There should be no unanswered questions on security matters. All Code 15 personnel stand ready to assist you with all areas of security interest.

**Remember.** Security is everybody's business!

Security is particularly your business!

More important, it is your personal responsibility!

**Appendix**  
**CLASSIFICATION MARKING**  
**GUIDE**

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DEPARTMENT OF THE NAVY  
NAVAL OCEAN SYSTEMS CENTER  
SAN DIEGO, CALIFORNIA 92152-5000

IN REPLY REFER TO:

**FOREWORD**

Executive Order 12065 mandates the appropriate marking of classified documents; for the Department of the Navy, these requirements are defined in OPNAVINST 5510.1H. Together with OPNAV 5510.1H and NOSC 550.1A, "Information and Personnel Security Program Regulations for Safeguarding Classified Information," this Appendix provides guidance for marking classified information.

This Appendix contains information of value to the author 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 OPNAVINST 5510.1H.

Any comments or suggestions for improvements should be forwarded to Security Manager, Code 152, x33196.

Paul Lapham  
Head, Information and Personnel  
Security Group

## INTRODUCTION

This guide to marking classified documents is based on DOD 5220.22-S-2, the Department of Defense marking supplement to the industrial security manual. It describes the proper marking of classified material and provides sample correspondence for purposes of illustration. The procedures are described in the text of the samples. It is intended that this guide be kept available wherever classified documents are generated. It contains information of value to the drafter and the approver of classified material, as well as to the clerical personnel who prepare it. This guide does not

- Actually contain or reveal any classified information.
- Modify the requirements of OPNAVINST 5510.1H, which must be consulted since it is a regulation separate and distinct from this guide.
- Illustrate every conceivable situation that may be encountered in the production of classified material.

The user of this guide will find it helpful to become acquainted with the contents on page A-iii. Then whenever a security question arises, quick recourse may be had to the appropriate subject matter.

## MARKING GUIDE FOR PUBLICATIONS AND CORRESPONDENCE

MARKING	PLACEMENT
* <b>Classification</b> TOP SECRET, SECRET, or CONFIDENTIAL.	<p>On publications, stamped or printed TOP and BOTTOM center in letters larger than other print, preferably in red, on the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). If the back cover is not used, classified text may not appear on the back of the last page. Mark interior pages of publications either with the overall classification or with the classification of the individual page. When exercising the individual page option in cases of front and back printing, both sides of the page must be marked with the highest classification of either side. The side with the lower classification should be indicated at the bottom with the statement "This page is Unclassified" or other classification as appropriate.</p> <p>On the first page of correspondence, typed at the upper left in addition to the markings described above.</p>
* <b>CLASSIFIED BY</b> ( Insert) Insert the identity of the original classification authority or derivative classification source. (OP-NAVINST 5510.1G lists original classification authorities; classification guides or other classified documents are derivative sources.) If more than one source is used, insert the phrase "Multiple Sources" and list all sources on the official record copy.	Once at lower left on the covering (first) page.
* <b>DECLASSIFY ON</b> (Insert date or event or "OADR") Insert the declassification date or event. If neither of these can be predetermined, insert the notation "Originating Agency's Determination Required" or its abbreviation "OADR."	Once at lower left on the covering (first) page beneath the "CLASSIFIED BY" line.
<b>DOWNGRADE TO</b> (Insert classification level) <b>ON</b> (Insert date or event)	Once at lower left on the covering (first) page beneath the "CLASSIFIED BY" line.
<b>(UNCLASSIFIED) (SECRET) or (CONFIDENTIAL) UPON REMOVAL OF ENCLOSURE</b> (or specific enclosure, as applicable) This marking is required on letters or documents of transmittal which cover enclosures of a higher classification.	Top left following classification marking (the classification marking must equal the highest classification of any enclosure being transmitted). Mark second and succeeding pages at TOP and BOTTOM center with the classification of the transmittal letter or document itself; if it is unclassified, no marking is required.
* <b>AGENCY AND OFFICE OF ORIGIN</b> (required if not otherwise evident).	Once on the covering (first) page.
<b>DATE OF ORIGIN</b>	Once on the covering (first) page.

\* Required marking.

(Contd)

## MARKING GUIDE FOR PUBLICATIONS AND CORRESPONDENCE (Contd)

<p>* (U), (C), (S), (TS) (required for all paragraphs, subparagraphs, titles, headings, captions, etc.). Naval nuclear propulsion information (NNPI) will not be portion marked.</p>	<p>Before each paragraph or portion (except NNPI), and before each caption. <i>After</i> headings and titles. (Use unclassified titles whenever possible to facilitate indexing.)</p>
<p>CLASSIFIED BY DOE-DOD classification guide CG-RN-1 dated January 1977. DECLASSIFY ON: Originating Agency's Determination Required. This document shall not be used as a derivative classification source (required marking for NNPI).</p>	<p>Once on covering (first) page</p>
<p><b>WARNING NOTICES</b></p>	
<p style="text-align: center;"><b>A</b></p> <p><b>RESTRICTED DATA</b> This material contains Restricted Data as defined in the Atomic Energy Act 1954. Unauthorized disclosure subject to administrative and criminal sanctions. (Full notice). RESTRICTED DATA (Short form), RD (Abbreviated form)</p>	<p style="text-align: center;"><b>A</b></p> <p>Full notice at lower left on the covering (first page) beneath the "CLASSIFIED BY" line, in lieu of a "DECLASSIFY ON" line. Short form typed after classification at the top left on the first page of correspondence. Abbreviated form following portion marking classification symbol, e.g., (S-RD) or (S-ERD).</p>
<p><b>FORMERLY RESTRICTED DATA</b> Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144b, Atomic Energy Act of 1954 (Full notice). FORMERLY RESTRICTED DATA (Short form), ERD (Abbreviated form).</p>	
<p style="text-align: center;"><b>B</b></p> <p><b>Special Handling Required - Not Releasable to Foreign Nationals</b> (Full notice) NOFORN (Short form) (May be applied to naval nuclear propulsion information (NNPI) only.) <b>NOTE:</b> An abbreviated form is not used because NNPI is not portion marked.</p>	<p style="text-align: center;"><b>B</b></p> <p>On publications, full notice at lower left on the covering (first page). On correspondence, full notice typed after the classification at upper left. Short form to identify tables, figures, charts, etc. Abbreviated form following the portion marking classification symbol, e.g., (S-RD) (N).</p>
<p><b>Critical Nuclear Weapons Design Information</b> (DOD Directive 5210.2 applies) (Full Notice), CNWDI (Short form), (N) (Abbreviated form)</p>	
<p style="text-align: center;"><b>C</b></p> <p><b>COMSEC Material</b> - Access by contractor personnel restricted to U.S. citizens holding final Government clearance (Applied to COMSEC documents being released to contractors).</p>	<p style="text-align: center;"><b>C</b></p> <p>Once at bottom of covering (first) page</p>
<p>Reproduction requires approval of originator or higher DOD authority</p>	
<p>Further dissemination only as directed by (insert name of activity) or higher DOD authority</p>	
<p>This document is subject to special export controls and each transmittal to foreign governments or foreign nationals may be only with prior approval of the Naval Sea Systems Command (May be applied only to classified or unclassified NNPI).</p>	

\* Required marking.

(Contd)



## MARKING GUIDE FOR PUBLICATIONS AND CORRESPONDENCE (Contd)

INTELLIGENCE CONTROL MARKINGS	
WARNINGS NOTICE - INTELLIGENCE SOURCES OR METHODS INVOLVED (Full marking), WNINTEL (Short form), WN (Abbreviated form).	Full marking once at bottom center above classification markings on the front cover (if any), title page (if any) and first page of publication.
NOT RELEASABLE TO CONTRACTORS OR CONTRACTOR CONSULTANTS (Full marking), NO CONTRACT (Short form), NC (Abbreviated form).	Full marking typed on the first page of correspondence following the classification at upper left  Short form at top or bottom center of applicable pages, and for message classification lines, identification of tables, figures, charts, etc.
CAUTION - PROPRIETARY INFORMATION INVOLVED (Full marking), PROPIN (Short form), PR (Abbreviated form)	Abbreviated form following the classification designation in portion marking (e.g., (S-NC))
NOT RELEASABLE TO FOREIGN NATIONALS (Full marking), NOFORN (Short form), NF (abbreviated form).	
THIS INFORMATION HAS BEEN AUTHORIZED FOR RELEASE TO (Insert specified country(ies)) (Full marking), REL TO _____ (Short form), REL (Abbreviated form).	
DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR (Full marking), ORCON (Short form, OC (Abbreviated form).	

## LETTER OF TRANSMITTAL



### CONFIDENTIAL

DEPARTMENT OF THE NAVY  
NAVAL OCEAN SYSTEMS CENTER  
SAN DIEGO, CALIFORNIA 92132-5000

5510 IN REPLY REFER TO  
Ser 009P/C123456  
1 August 1982

CONFIDENTIAL--Unclassified upon removal of enclosures (1) and (3)

From: Chief of Naval Operations  
To: Commander, Naval Sea Systems Command

Subj: SECURITY CLASSIFICATION MARKINGS

Ref: (a) OPNAVINST 5510.1G  
(b) CNO Washington DC 012345Z Feb 82

Encl: (1) NAVSEA Report 1410, The New Torpedo (U)  
(2) List of Attendees  
(3) NRL Report 1592, The Principles of Radar (U)

SAMPLE

1. When titles or subjects of classified documents are included in the reference line, enclosure line or body of the letter, the classification of the title or subject follows, as shown on the enclosure line above. It is not necessary to show the classification of the reference or enclosure itself; however, each classified enclosure which must be removed before the letter of transmittal can be unclassified must be identified at the top, as shown.

2. Only the first page of an unclassified letter of transmittal carries classification markings. There would be no downgrading and declassification instructions on a letter of transmittal which is itself unclassified. If the letter of transmittal contains classified information, it will carry the appropriate downgrading and declassification instructions for the information it contains.

3. Intelligence control markings are typed out in full at the top, following the classification. If any enclosure contains Restricted Data, Formerly Restricted Data or Critical Nuclear Weapons Design Information, the words should be typed out after the classification at the top and the full warning notice placed at the bottom left. If the letter of transmittal contains information classified at the same level as the enclosure but does not, in itself, contain the information requiring the warning notice or intelligence control marking, words to the effect, "Warning notice (intelligence control marking) cancelled upon removal of enclosure (1)" should appear at the top.

ROBERT C. ALLEN  
By direction

### CONFIDENTIAL

NOTE: CONFIDENTIAL FOR TRAINING, OTHERWISE UNCLASSIFIED

# MESSAGE

JOINT MESSAGEFORM										SECRET SECRET	
01 01		DATE TIME		MONTH		YEAR		RR		RR	
								SSSS			
CNO WASHINGTON DC											
CINCPACFLT PEAR HARBOR HI											
S E C R E T //N05510//											
SAMPLE CLASSIFIED MESSAGE {U}											
1. {S} CLASSIFIED MESSAGES WILL BE PARAGRAPH/SUBPARAGRAPH MARKED THE SAME AS NAVAL LETTERS.											
2. {U} A "CLASSIFIED BY" LINE IS NOT REQUIRED. THE LAST LINE WILL SHOW, IN ORDER, DOWNGRADING DATA IF APPROPRIATE, THE ABBREVIATED DECLASSIFICATION DATE, OR THE NOTATION "OADR".											
3. {U} THE ORIGINATOR'S RECORD COPY WILL INDICATE THE FULL DOWNGRADING/DECLASSIFICATION MARKING AS FOR A DOCUMENT OR LETTER, INCLUDING SOURCES OF DERIVATIVE CLASSIFICATION. THE LAST LINE OF A MESSAGE, HOWEVER, NEED ONLY HAVE THE APPROPRIATE ELEMENTS IDENTIFIED IN PARAGRAPH 2 ABOVE, AS FOLLOWS:											
DS/L/5JUN84 DECL: OADR											
009P3											
SC/009/NCC/IP											
MR. G. L. BERKIN, OP-009P3, 4-2230											
MR. R. C. ALLEN, OP-009P, 4-3235											
SECRET SECRET											
DD 1733 00P											

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

## MARKINGS UNDER PREVIOUS EXECUTIVE ORDERS

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

#### GROUP 1

Excluded from automatic downgrading  
and declassification

#### GROUP 3

Downgraded at 12-year intervals; not  
automatically declassified

#### GROUP 2

Exempted from automatic downgrading

#### GROUP 4

Downgraded at 3-year intervals;  
declassified after 12 years

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

#### General Declassification Schedule (GDS)

CLASSIFIED BY \_\_\_\_\_  
SUBJECT TO GDS of E.O. 11652  
AUTOMATICALLY DOWNGRADED AT  
TWO-YEAR INTERVALS  
DECLASSIFIED ON DECEMBER 31, \_\_\_\_ (year)

#### Exempt from GDS

CLASSIFIED BY \_\_\_\_\_  
EXEMPT FROM GDS of E.O. 11652  
EXEMPTION CATEGORY \_\_\_\_ (1, 2, 3, or 4)  
DECLASSIFIED ON \_\_\_\_ (effective date)

#### Advanced Declassification Schedule

CLASSIFIED BY \_\_\_\_\_  
SECRET on \_\_\_\_ (effective date)  
CONFIDENTIAL on \_\_\_\_ (effective date)  
DECLASSIFY on \_\_\_\_ (effective date)

#### Excluded from GDS

CLASSIFIED BY \_\_\_\_\_  
EXCLUDED FROM THE GDS

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

CLASSIFIED BY \_\_\_\_\_  
DOWNGRADED TO \_\_\_\_\_ on \_\_\_\_ (date)  
DECLASSIFY on \_\_\_\_ (date)

CLASSIFIED BY \_\_\_\_\_  
DECLASSIFY ON \_\_\_\_\_

CLASSIFIED BY \_\_\_\_\_  
Review for declassification on \_\_\_\_ (date)

This sample shows the various downgrading /declassification (hereafter referred to only as 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

# THE "CLASSIFIED BY" LINE

Prime Contract DD Form 254 for N00019-84-C-0123 dated 6/9/84	NAVSEA Security Classification Guide for Project Shoebox dated 1/10/84	NAVSEA letter of July 7, 1984 which shows: Classified by: OPNAVINST 5510.5a of 10/11/83	NAVSEA document received from DTIC dated October 11, 1983 which shows: Classified by: SCG for Project Shoehorn date 2/1/82	Subcontract DD Form 254 for P.O. 67890 dated 8/14/83	ABC Security Company letter of 7/14/84 which shows: Classified by: DD Form 254 for N00019-84-C-0123 of 6/9/84	A new document which contains infor- mation extracted from or based on the guidance contained in the source docu- ment as shown in the left column, would be marked with a "Classified by" line as follows:
★						Classified by: DD Form 254 for N00019-84-C-0123 of 6/9/84
	★					Classified by: NAVSEA SCG of 1/10/84
		★				Classified by: NAVSEA ltr of 7/7/84
★	★					Classified by: DD Form 254, N00019- 84-C-0123 of 6/9/84 and NAVSEA SCG of 1/10/84
★	★	★	★			Classified by: DD Form 254, N00019- 84-C-0123 of 6/9/84 and Multiple Sources
				★		Classified by: DD Form 254 for P.O. 67890 of 8/14/83
					★	Classified by: COMNOSC ltr of 7/14/84

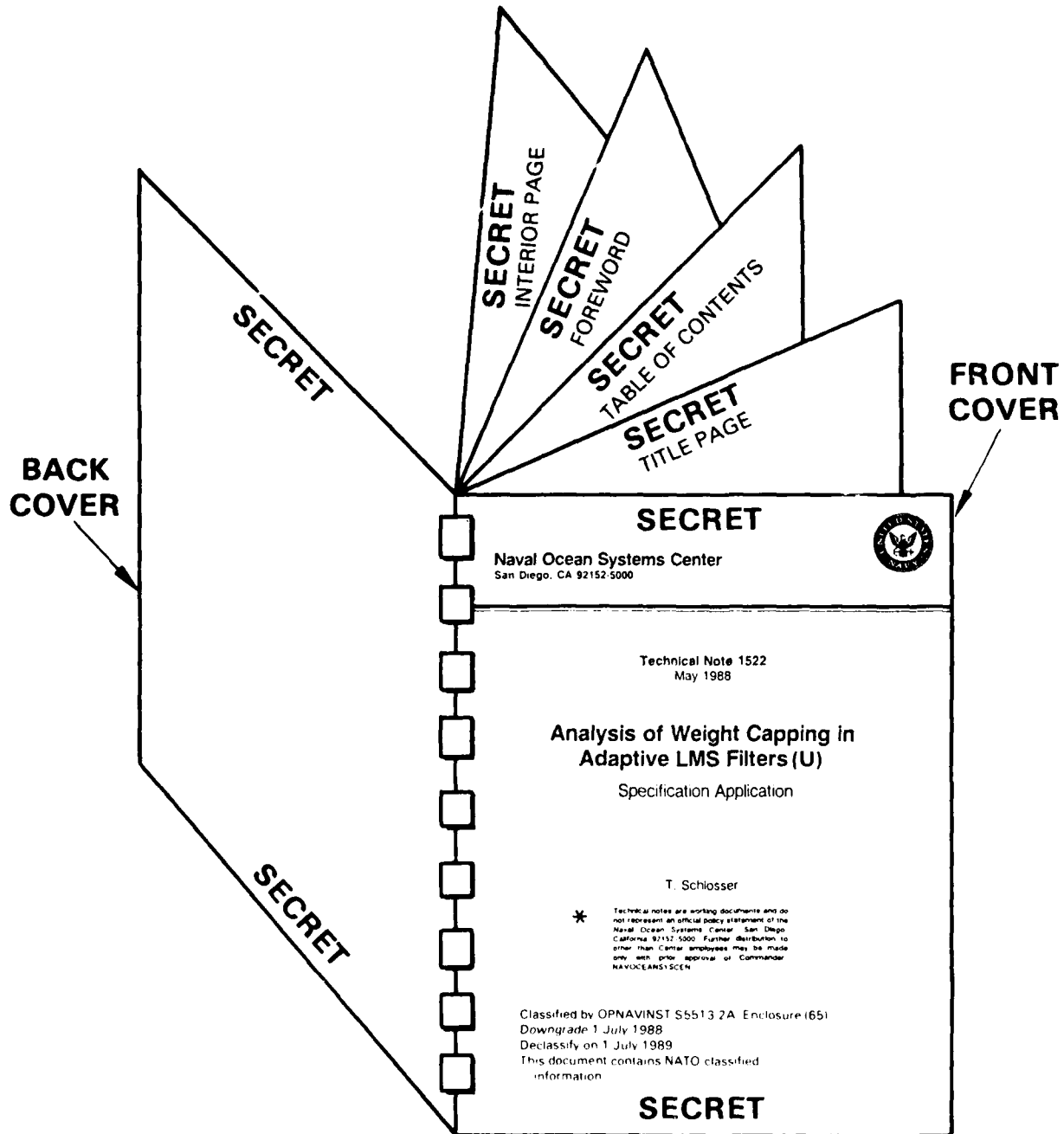
\* Cite the source document. Do not cite the information on the source's "Classified by" line.

\* \* 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

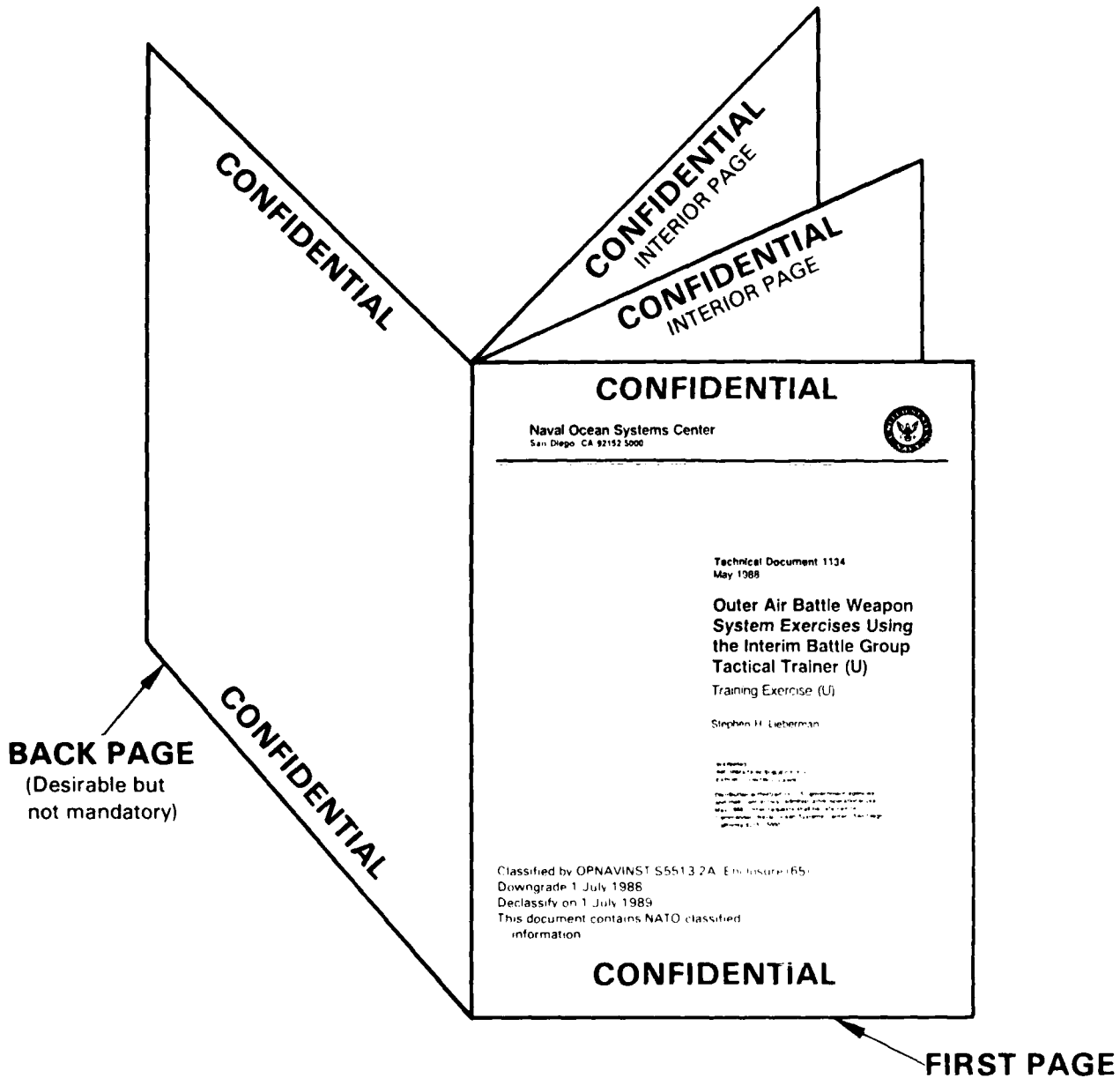
★ U.S. GOVERNMENT PRINTING OFFICE: 1987O190C463 70168



\*Distribution statement goes on front cover, title page, if any, and DD Form 1473.

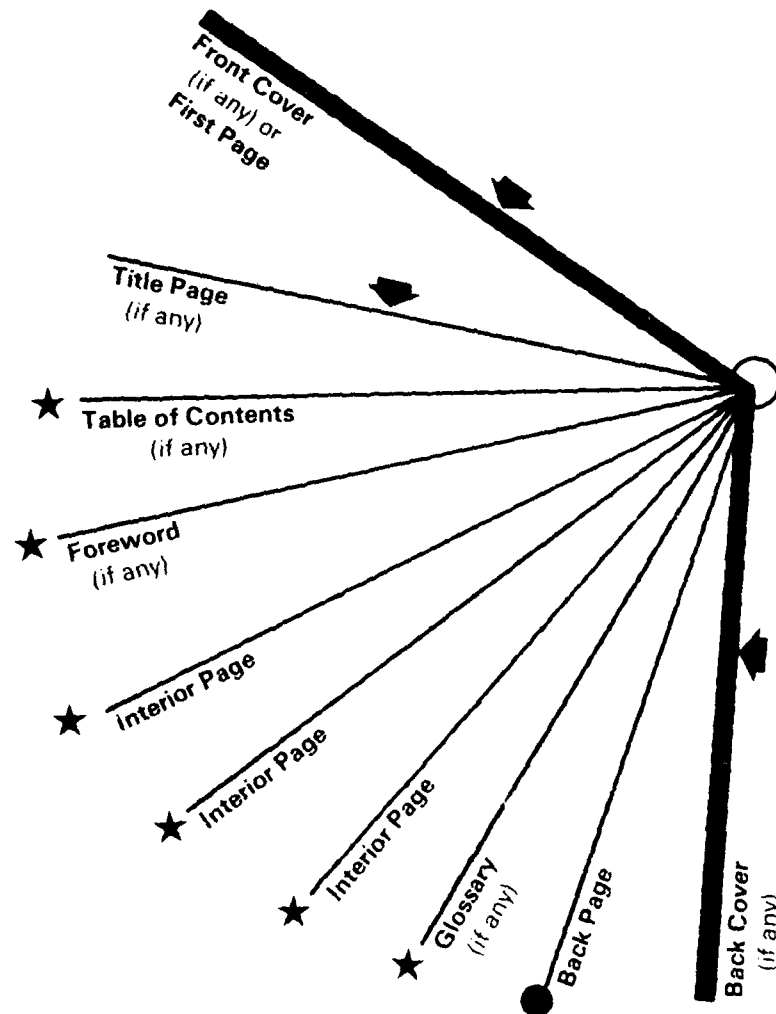
UNCLASSIFIED SAMPLE-For Training Purposes Only




CLASSIFIED DOCUMENT WITHOUT COVERS



UNCLASSIFIED SAMPLE-For Training Purposes Only

## ALTERNATIVE GUIDE FOR OVERALL AND PAGE CLASSIFICATION MARKINGS

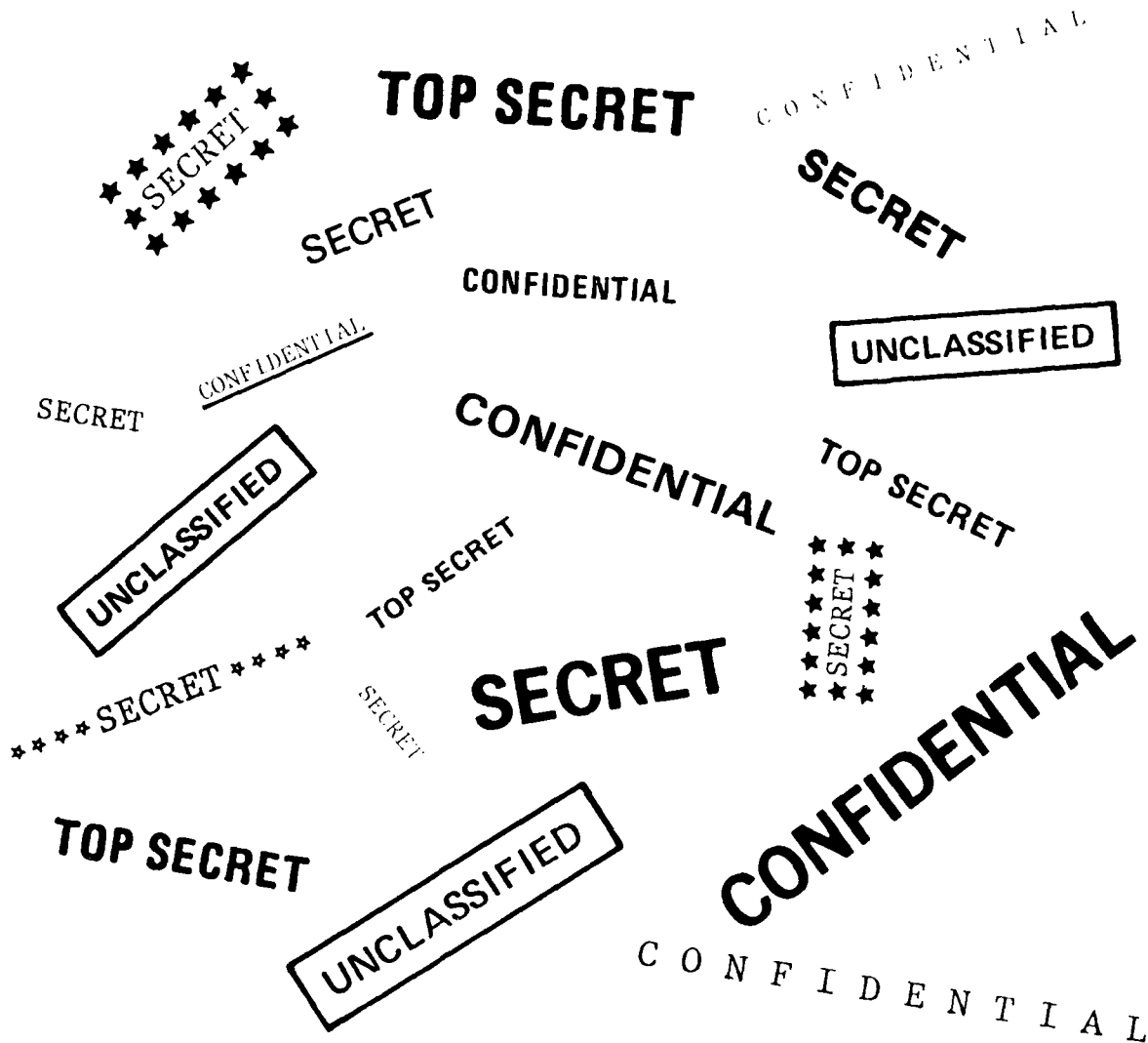


-  OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM
-  PAGE MARKED ACCORDING TO ITS HIGHEST CLASSIFIED CONTENT OR "UNCLASSIFIED"
-  OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM (not mandatory)

UNCLASSIFIED SAMPLE-For Training Purposes Only



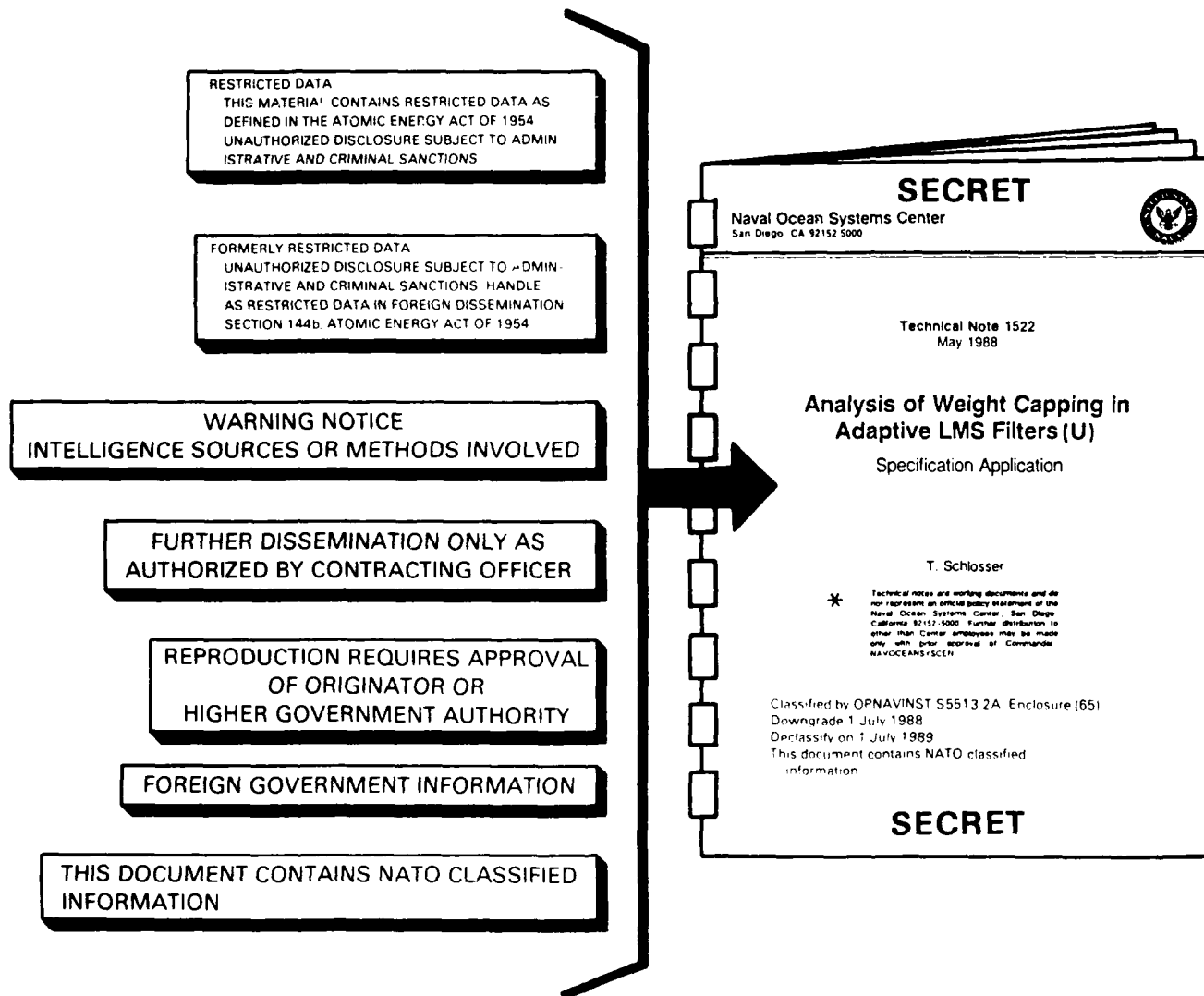
## ACCEPTABLE CLASSIFICATION MARKINGS



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.

UNCLASSIFIED SAMPLE-For Training Purposes Only

## COMMONLY USED MARKINGS



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

# CHARTS, MAPS, DRAWINGS, AND TRACINGS

**SECRET**

OWG NO. 54

REVISIONS			
LTR	DESCRIPTION	DATE	APPROVAL

LASER BEAM EXPANDER OPTICS

WIDE FIELD OF VIEW OPTICS

LIGHTWEIGHT LASER DESIGNATOR/RANGER

THERMAL SIGHT 120 CHANNEL FLIR

QTY	REQ	FSCM NO	PART NO IDENTIFYING NUMBER	DESCRIPTION OR NOMENCLATURE	MATERIAL SPEC REF DESG	ITEM NO

DO NOT SCALE THIS DRAWING

UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES. ALL EDGES REMOVE ALL BURRS. TOLERANCES ARE: .XX - ANGLES - MAX FILLETS - MAX SURFACE ROUGHNESS

INTERPRET DRAWING IN ACCORDANCE WITH DDD STD 100

APVD: CHKD: PREP:

PROJ NO: COG CODE: ALSE DATE:

APPROVED FOR: BY: DATE:

NAVAL OCEAN SYSTEMS CENTER  
SAN DIEGO, CA 92152

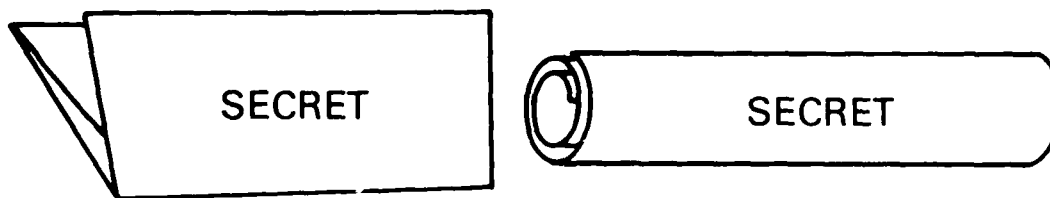
"Laser Optics (U)"

SIZE: B FSCM NUMBER: 55910 DRAWING NUMBER:

SCALE: UNIT WT: SHEET 1 OF 1

SECRET

A chart, map, or drawing must be marked to show its overall classification; the classification of the legend, title, or scale block; and the associated classification markings. The classification markings should not be abbreviated. If feasible, any identifiable portions should be portion marked.



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

UNCLASSIFIED SAMPLE-For Training Purposes Only

## INTERIOR PAGES OF A DOCUMENT

**SECRET**

### CHAPTER 5

#### FIRST ORDER HEADING (U)

#### Second Order Heading (U)

**SAMPLE**

##### A. (U) Summary

1. (S) The classification marking of headings is illustrated above. Headings are marked according to their own classification and do not reflect the overall classification of the material which follows. Once a heading is identified by some means, it becomes a paragraph for marking purposes, e.g., "A. (U) Summary", as shown.

2. (U) The classification marking of paragraphs and subparagraphs is the same as for naval letter format. The classification of the lead-in portion of a paragraph is shown at the beginning of the paragraph even though a subparagraph may reveal a higher or lower level of classification.

a. (C) Subdivisions need not be marked if they do not express a complete thought. As an example, the following do not express complete thoughts:

- (1) Systematized digital projection
- (2) Compatible organizational flexibility
- (3) Synchr nized transitional contingency

b. (U) Individual paragraphs are classified according to the information they reveal.

**SECRET**

(Contd)

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

## INTERIOR PAGES OF A DOCUMENT (Contd)

### SECRET

c. (S-NF) Intelligence control markings are shown on the front cover (if any), title page (or first page) and other applicable pages of a document. Interior pages will be marked with the short form of the control marking, that is NOFORN for Not Releasable to Foreign Nationals; WNINTEL for Warning Notice-Intelligence Sources or Methods Involved. Tables, figures and charts will be marked in a similar manner. Paragraphs and subparagraphs will be marked with the abbreviated form such as NF for Not Releasable to Foreign Nationals; WN for Warning Notice-Intelligence Sources or Methods Involved, etc.

3. (U) The classification markings (top and bottom) should be bold and immediately distinguishable from the text and in red (in color) when practicable.

SAMPLE

SECRET/NOFORN

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

## NAVAL LETTER



**SECRET**

DEPARTMENT OF THE NAVY  
NAVAL OCEAN SYSTEMS CENTER  
SAN DIEGO, CALIFORNIA 92152-5000

5510 IN REPLY REFER TO:  
Ser 009P/S123456  
1 August 1982

**SAMPLE**

SECRET

From: Chief of Naval Operations  
To: Recipients

Subj: PORTION MARKING (U)

1. (U) This is a sample of a fairly complex letter with multiple parts (paragraphs, subparagraphs, and a chart). It has been created for the purpose of demonstrating the proper method of applying portion classification markings in accordance with the requirements of OPNAVINST 5510.1G. In this sample, paragraph 1 in its totality contains Secret information, but the lines of the opening paragraph do not, as indicated by "U" precursory marking.

a. (S) In continuing the graphic illustration of the proper techniques of applying portion classification markings, this subparagraph of the sample document contains information classified Secret as indicated by the "S" precursory marking.

(1) (S) Again, this subparagraph contains information classified Secret.

(a) (C) Every part of a classified document is to have portion classification markings applied. The text in this subparagraph contains information classified Confidential.

1. (S) The text in this subparagraph contains information that is Secret. Bear in mind that the objective of portion classification marking is to eliminate doubt as to which portions of a document contain or reveal classified information.

a. (U) This part of the sample document is unclassified as indicated by the "U" precursory marking.

b. (C) This part of the sample document is classified Confidential as indicated by the "C" precursory marking.

2. (U) This part contains no classified information.

Classified by OPNAVINST C5513.3A-17  
Declassify on 4 Jan 1986

**SECRET**

(Contd)

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

NAVAL LETTER (Contd)

**SECRET**

Subj: PORTION MARKING(U)

(b) (C) The text in this subparagraph contains information that is classified Confidential.

(2) (U) The text in this subparagraph contains no classified information as shown by the "U" precursory marking. However, the information revealed by the chart that follows is classified Confidential.

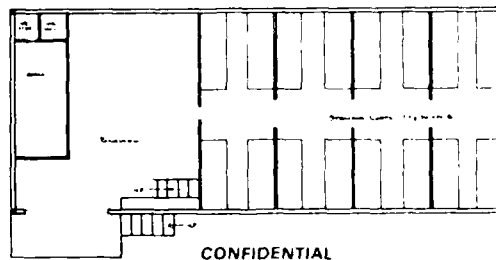


Figure 1 (U) Building XX Floor Plan

b. (U) If the above chart were to occupy an entire page, in a briefing book for example, it would still be necessary to mark separately the classification of the chart and its caption. The classification marking of the chart is so placed as not to be confused with the page markings. The text in this subparagraph is unclassified.

2. (U) It should be noted that this letter has been page marked according to its overall classification.

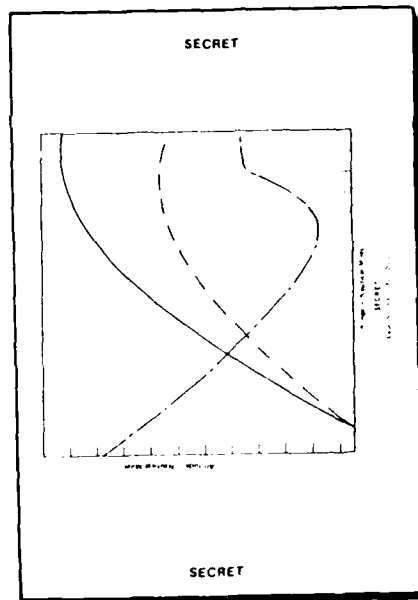
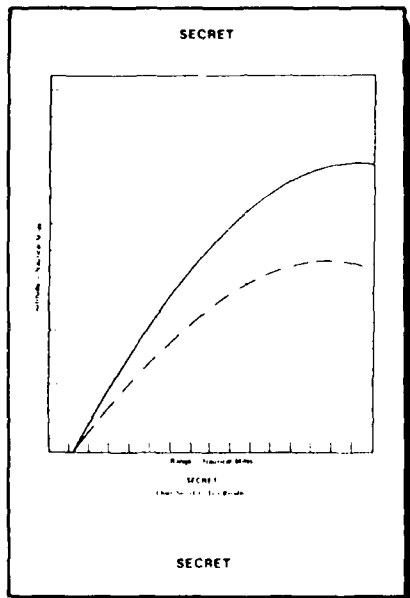
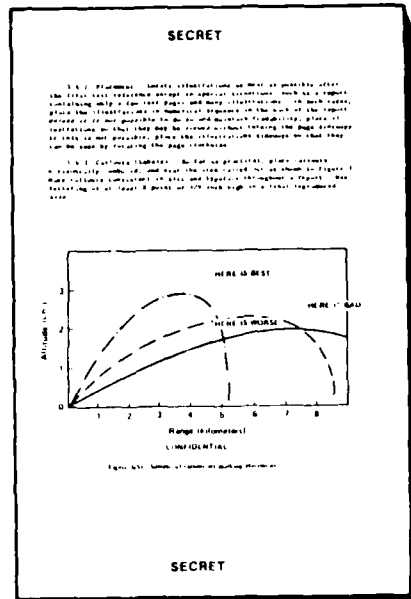
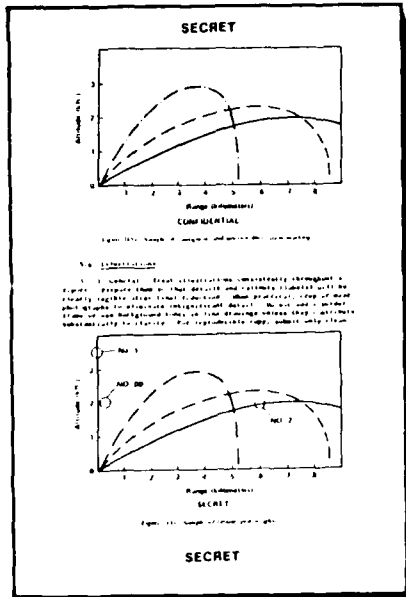
G. J. GERBER  
By direction

**SAMPLE**

**SECRET**

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

### INTERIOR PAGES WITH A CHART



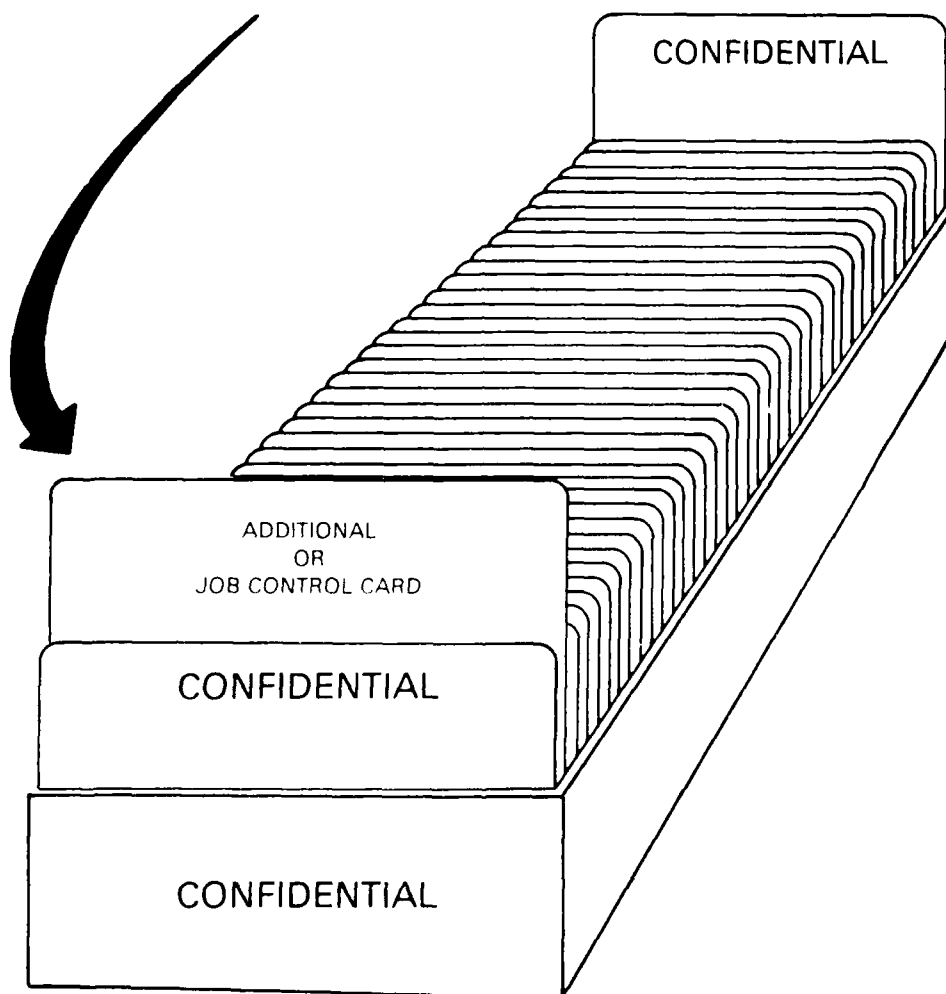
A chart is considered a portion of an overall document and must be marked according to its classification. These markings may not be abbreviated. Captions are also marked according to their classification. The markings applied to a chart, even if its the only information on a page, are not a substitute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

UNCLASSIFIED SAMPLE-For Training Purposes Only



## DECKS OF ADP PUNCHED AND APERTURE CARDS

<b>CONFIDENTIAL</b>	
Decks of ADP Punched Cards (U)	May 10, 1984
NOSC 271 CATALINA BLVD SAN DIEGO, CALIFORNIA 92152-5000	
Classified by Multiple Sources Declassify on OADR	
<b>CONFIDENTIAL</b>	



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 (or the job control card modified) to show the other required markings.

UNCLASSIFIED SAMPLE-For Training Purposes Only

## REMOVABLE ADP MEDIA

Diskette

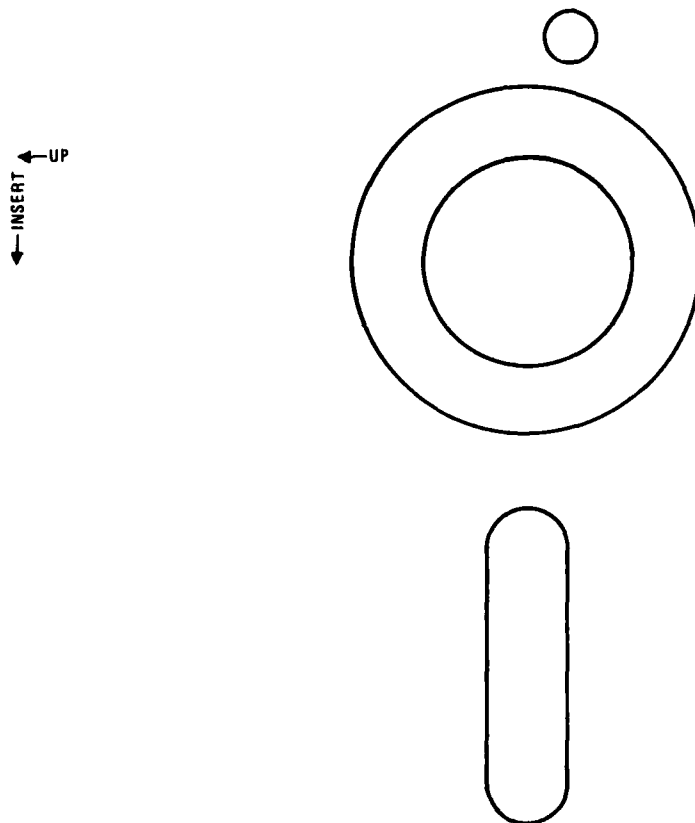
**SECRET**

Property of:

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

NOSC  
271 CATALINA BLVD.  
SAN DIEGO, CALIFORNIA 92152-5000

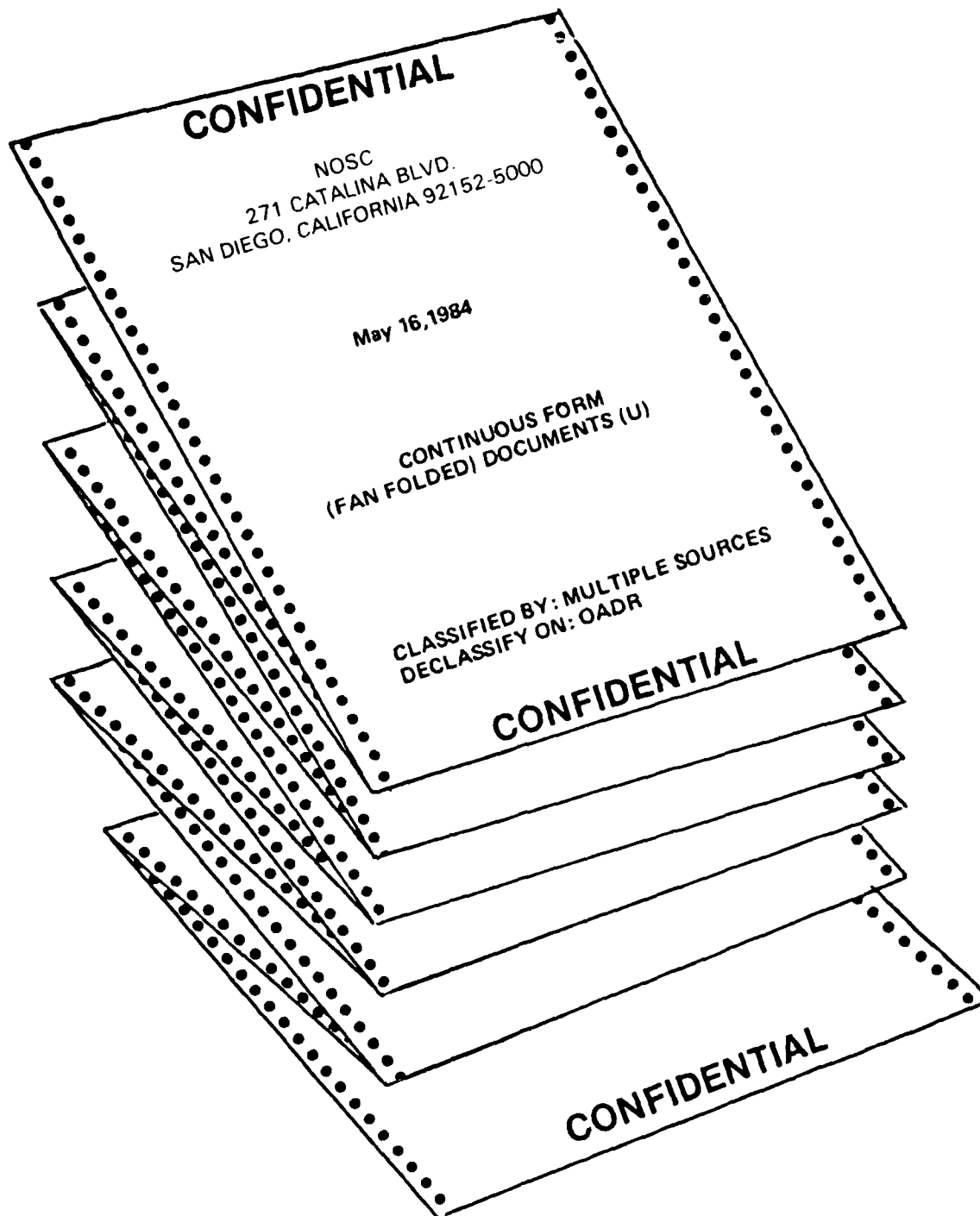
Removable ADP Media (U)  
May 10, 1984



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

**CONTINUOUS FORM (FAN FOLDED OR ROLLED) DOCUMENTS**



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.

**UNCLASSIFIED SAMPLE-For Training Purposes Only**

PAGE REMOVED FROM ADP CONTINUOUS FORM DOCUMENT

**CONFIDENTIAL**

NOSC  
271 CATALINA BLVD.  
SAN DIEGO, CALIFORNIA 92152-5000

May 16, 1984

(U) This portion is Unclassified.  
(C) This portion is Confidential.

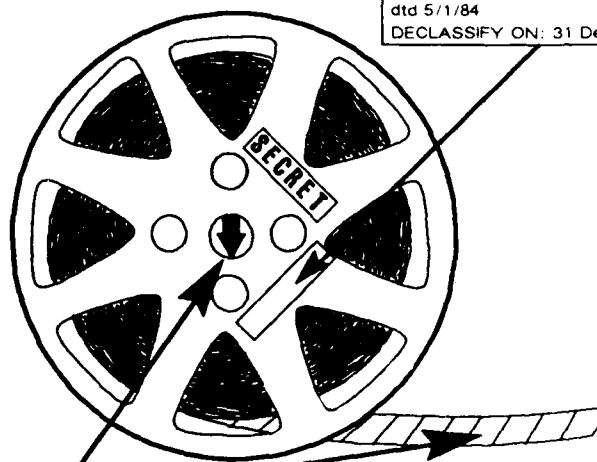
Classified by: Multiple Sources  
Declassify on: OADR

**CONFIDENTIAL**

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 require additional marking.

UNCLASSIFIED SAMPLE-For Training Purposes Only

## MOTION PICTURE FILMS AND VIDEO TAPES

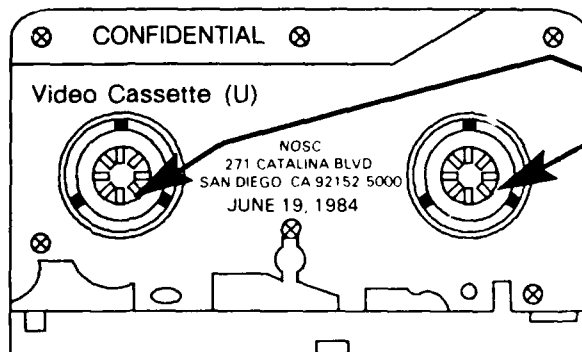


CLASSIFIED BY: USAF ltr ASD/WP  
dtd 5/1/84  
DECLASSIFY ON: 31 Dec 1990

At the beginning and end of each reel.

**SECRET**

CLASSIFIED BY: USAF ltr ASD/W  
dtd 5/1/84  
DECLASSIFY ON: 31 Dec 1990

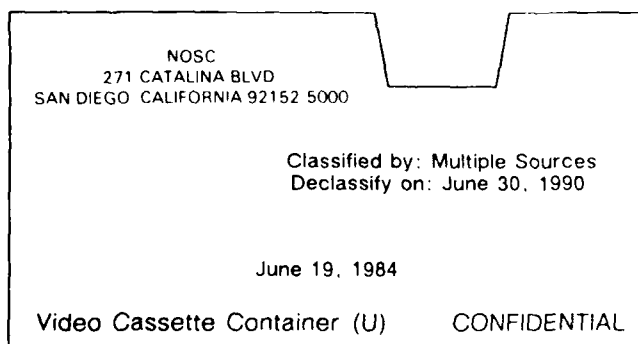


**CONFIDENTIAL**

Classified by: Multiple Sources  
Declassify on: June 30, 1990

At the beginning of each tape.

Each reel or tape has frames at the beginning and end with titles bearing the appropriate classification markings. The reel or cassette and the container are also marked with appropriate markings.



Classified by: Multiple Sources  
Declassify on: June 30, 1990

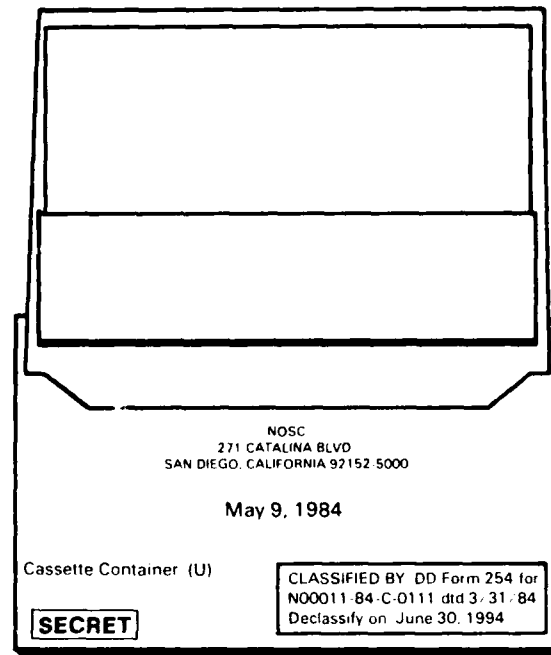
UNCLASSIFIED SAMPLE-For Training Purposes Only

## SOUND RECORDINGS AND CONTAINERS



**"THE INFORMATION ON  
THIS RECORDING  
IS CLASSIFIED SECRET"**

At the beginning and end of the recording



**"THE INFORMATION ON  
THIS RECORDING  
IS CLASSIFIED SECRET"**

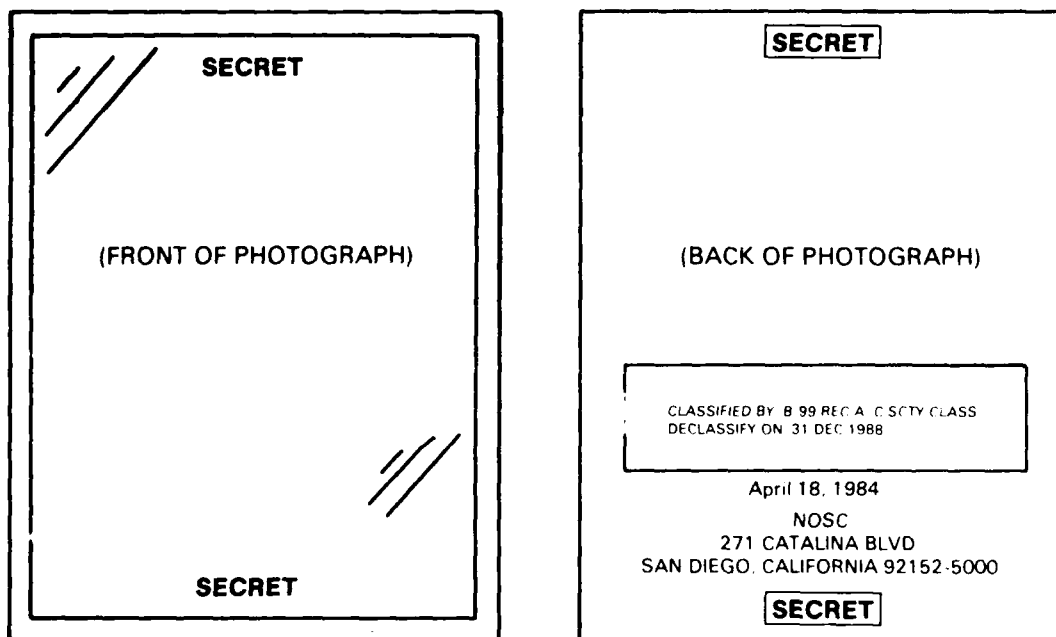
At the beginning and end of the recording



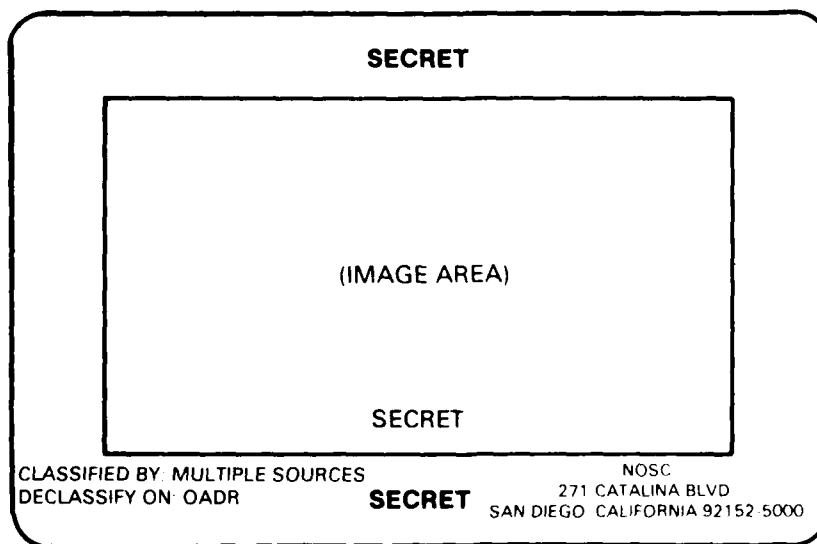
An audible statement of the overall classification is placed at the beginning and end of the recording. The reel or cassette and the container are marked with the other appropriate markings.

UNCLASSIFIED SAMPLE-For Training Purposes Only

## PHOTOGRAPH AND TRANSPARENCY OR SLIDE



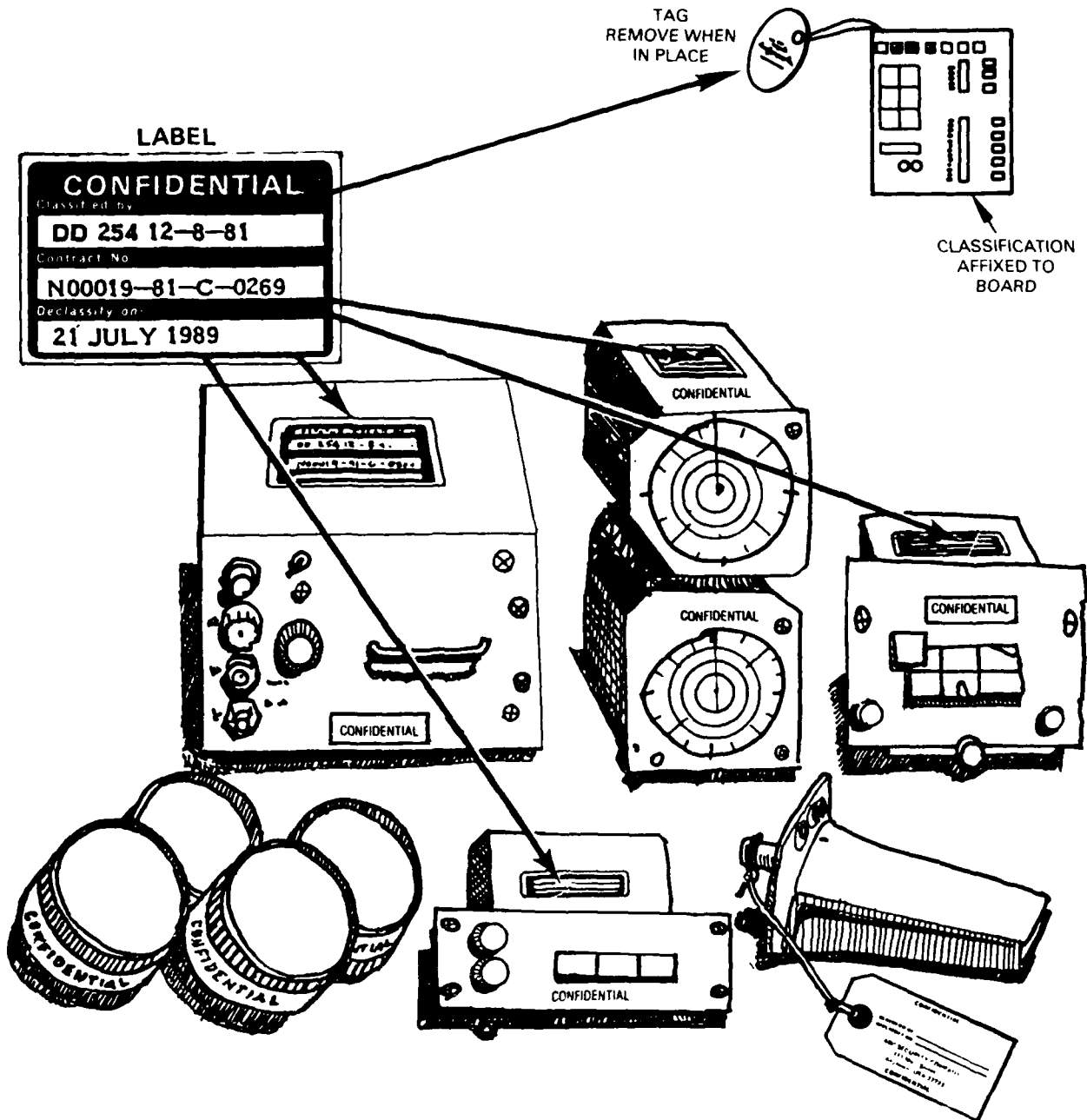
A photograph is marked with the overall classification on its face, if at all possible. Other markings may be on the back of the photograph. Markings may be affixed by pressure tape label, stapled strip, or other means.



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

## MARKING FOREIGN CLASSIFIED INFORMATION



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



## MARKING CLASSIFIED HARDWARE/EQUIPMENT

**GEHEIM**

DEUTSCHE INDUSTRIE-NORMEN

22 Februar 1976

**GEHEIM**

A classified document received from a foreign government.

**GEHEIM  
SECRET**

DEUTSCHE INDUSTRIE-NORMEN  
(GERMAN INDUSTRIAL STANDARDS) (U)

22 Februar 1976

GERMAN INFORMATION

**SECRET  
GEHEIM**

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

**SECRET**

ABC SECURITY COMPANY  
111 Main Street  
Anytown, USA 22222  
APRIL 16, 1984

INDUSTRIAL STANDARDS (U)

FOREIGN GOVERNMENT INFORMATION

↙ OR ↘

THIS DOCUMENT CONTAINS  
GERMAN INFORMATION

Classified by: Multiple Sources  
Declassify on: OADR

**SECRET**

A contractor-generated document that contains foreign classified information.

**SECRET**

1 (FRG-S) This sample shows portion markings in a contractor-generated document that contains foreign classified information. This paragraph would contain GERMAN SECRET information.

2 (FRG-C) The recipient of a foreign classified document is responsible for ensuring that the classification and the country of origin appear in ENGLISH on the document. This paragraph would contain GERMAN CONFIDENTIAL information.

3 (C) A notation, such as, FOREIGN GOVERNMENT INFORMATION, or a similar notation, is placed on the face of the document to prevent its inadvertent release or declassification without approval of the foreign government. This paragraph is marked to show that no foreign classified is contained in it.

4 (U) The purpose of the portion markings is to distinguish the foreign information from the U.S. information. This paragraph is unclassified.

**SECRET**

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

UNCLASSIFIED SAMPLE-For Training Purposes Only