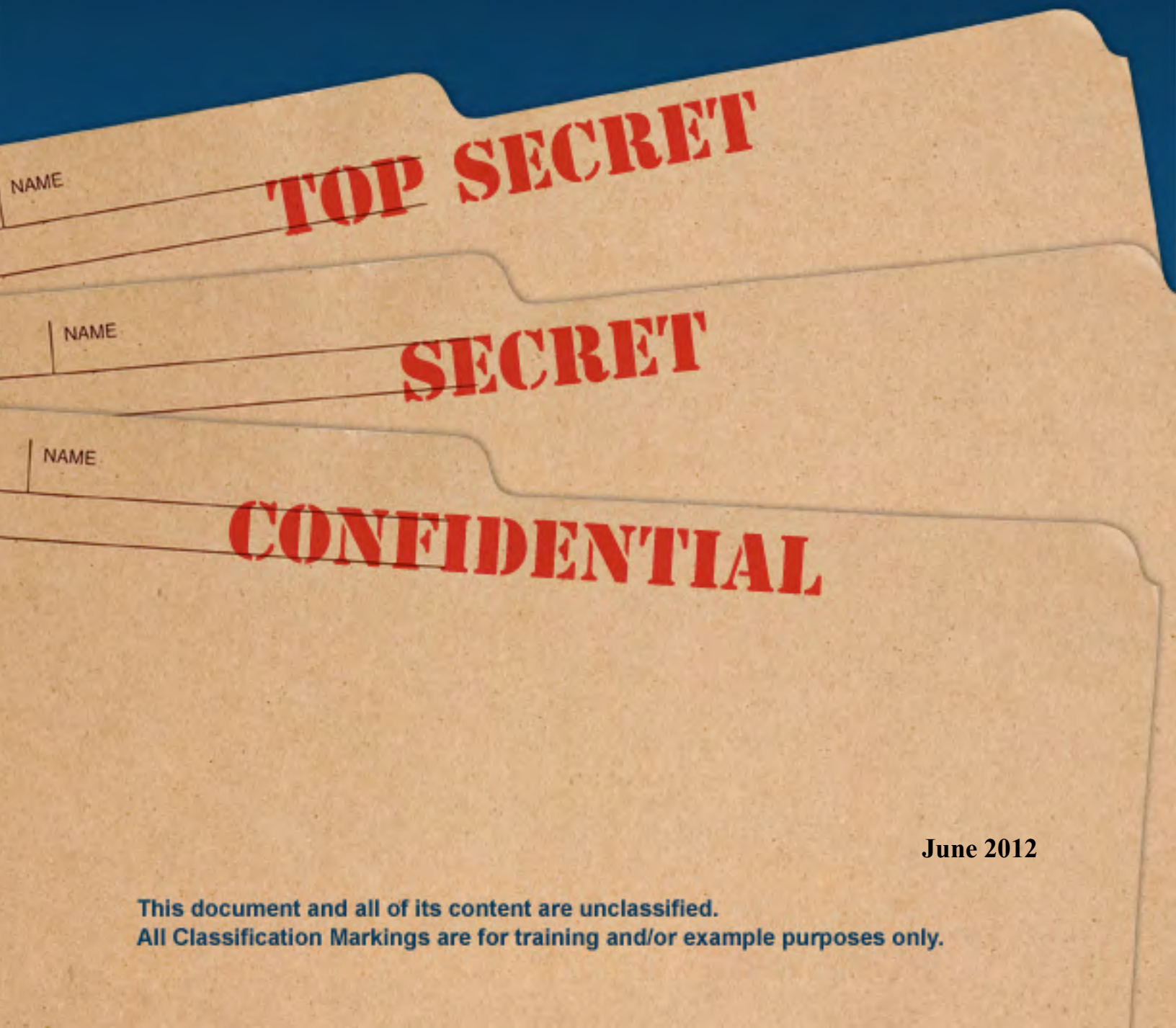




U.S. DEPARTMENT OF  
**ENERGY**

## CMPC Marking Resource

Examples of Acceptably Marked Classified Matter



June 2012

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

# **CMPC Marking Resource**

## **Examples of Acceptably Marked Classified Matter**

June 2012

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

## FOREWORD

---

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

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

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

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

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

### **How to Use This Document**

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

References and links for DOE and national directives are provided on the following page.

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

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

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

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

---

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

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

---

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

## TABLE OF CONTENTS

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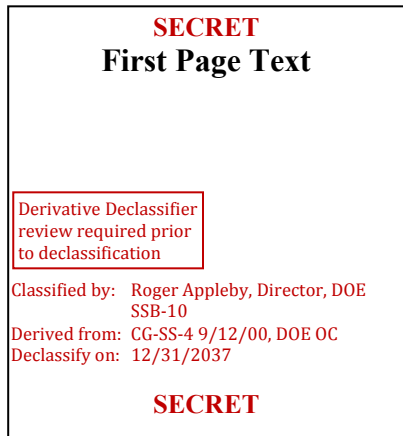
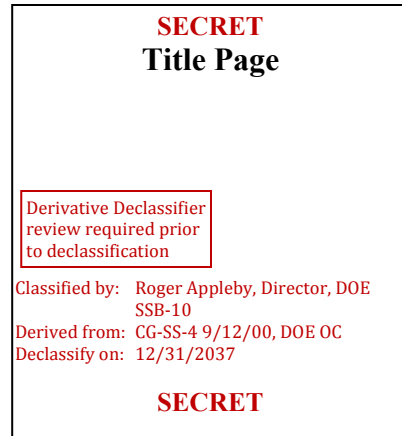
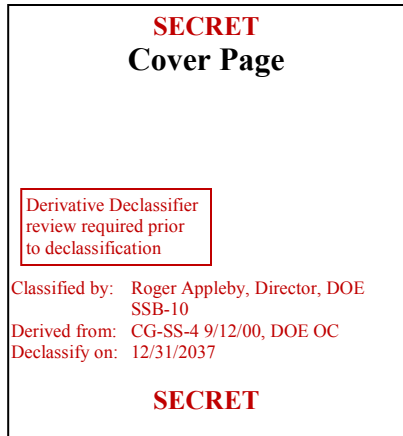
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## 1.0 MARKING EXAMPLES

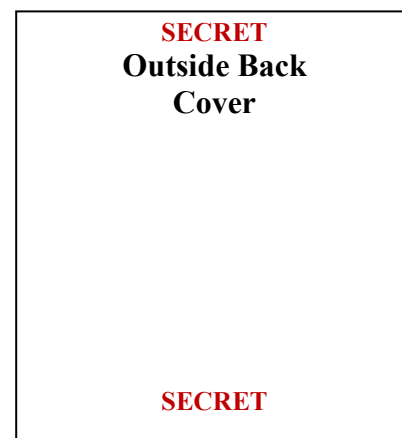
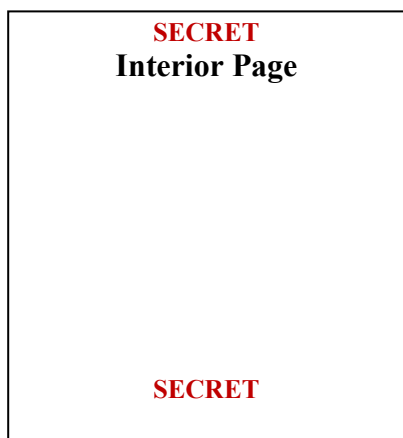
### 1.1 Classified Information

#### 1.1.1 Basic Marking Examples



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

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



### Classification Marking Layout for Derivatively Classified NSI Documents

Additional required markings on page 2.

## Overall Classification Level

Originator Information  
(name of organization and address)

Date

**(Classification Level/Caveat\*)** Title/Subject  
*Classification level and caveat (if applicable) must always be identified;  
the use of classified titles is strongly discouraged.*

**NSI portion marked**

(Classification Level/Caveat\*) Paragraph 1  
(Classification Level/Caveat\*) Paragraph 2

Derivative Declassifier  
review required prior to  
declassification

Caveat (if applicable)  
NSI Classifier Marking

## Overall Classification Level

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

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

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



**UNCLASSIFIED**

Chapter 3

(U) Portion Marking

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

Page 42

**UNCLASSIFIED**

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

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

Page 43

**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

**SECRET**

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

Page 44

**SECRET**

**SECRET**

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

Page 45

**SECRET**

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

**SECRET**

Chapter 3

(U) Portion Marking

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

Page 42  
**SECRET**

**SECRET**

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

Page 43  
**SECRET**

**SECRET**

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

Page 44  
**SECRET**

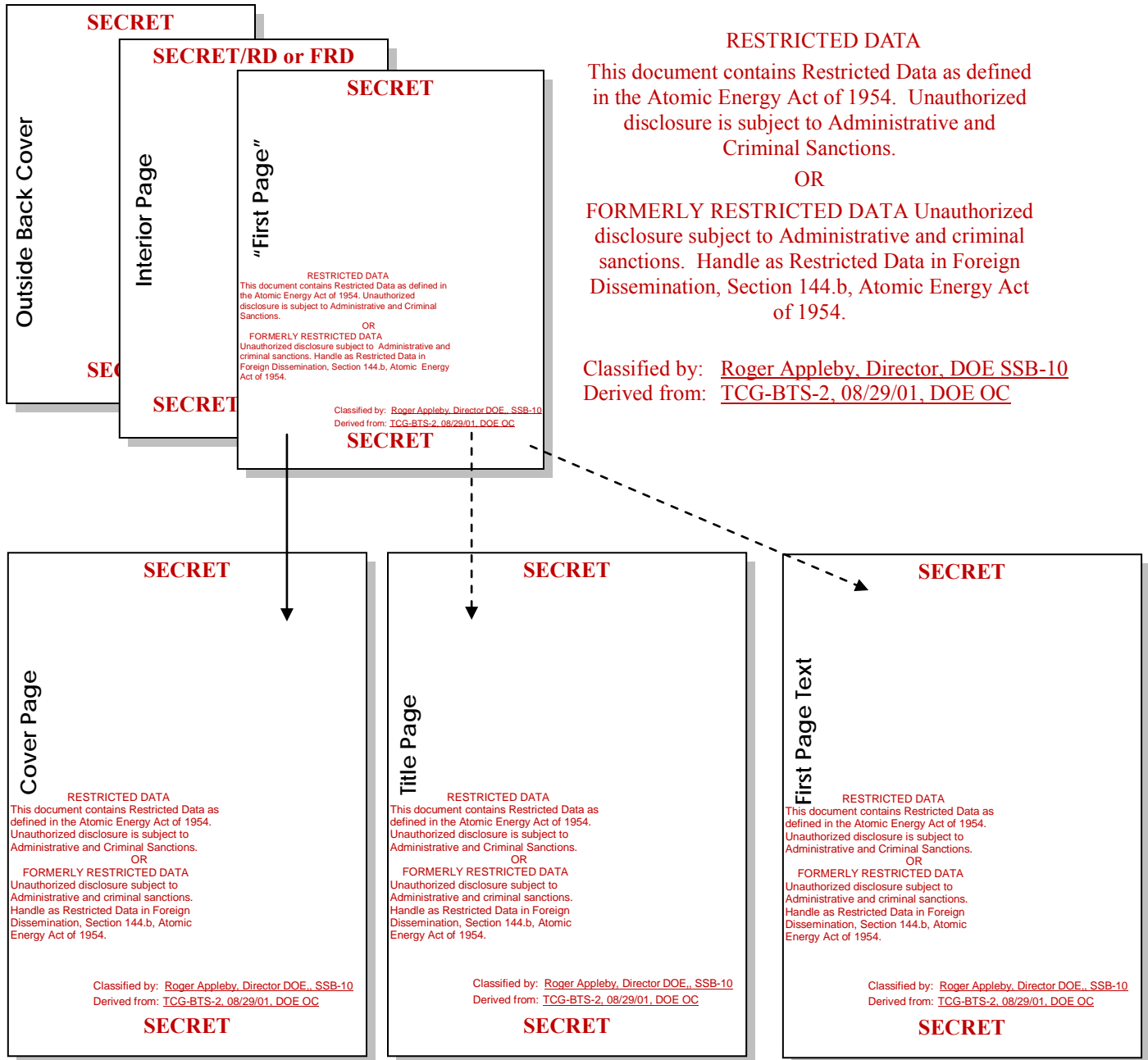
**SECRET**

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

Page 45  
**SECRET**

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

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY



### Classification Marking Layout for RD/FRD Documents

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

## Overall Classification Level

Originator Information  
(name of organization and address)

Date

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

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

Caveat (if applicable)

RD or FRD Admonishment Notice

RD/FRD Classifier  
Marking

## Overall Classification Level

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

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

**Confidential RD Document**

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

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

**SECRET**

**Body of Text**

(C) Paragraph 1

(U) Paragraph 2

(C) Paragraph 3

**SECRET**

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

**SECRET**

**(U) Bibliography**

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


**SECRET**

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

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



### 1.1.2 Classification/Declassification Markings

	<p><b>CONFIDENTIAL</b></p> <p>Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2011</p> <p>MEMORANDUM FOR: Distribution FROM: Document Author SUBJECT: (U) Status of Activities</p> <p><b>Body of Text</b></p> <p>(C) Paragraph 1 (U) Paragraph 2 (C) Paragraph 3</p> <p>Derivative Declassifier review required prior to declassification</p> <p>Classified by: <u>William H. Smith, Director, Office of Security</u> Derived From: <u>CG-SS-4 9/12/00, DOE OC</u> Declassify on: <u>October 12, 2021</u></p> <p><b>CONFIDENTIAL</b></p>
---	---

### Derivatively Classified Confidential NSI Document



**CONFIDENTIAL**

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

October 12, 2011

MEMORANDUM FOR: Kenneth Steinberg, Director  
Office of Administration

FROM: Catherine Kazanski, OPSEC Programs

SUBJECT: (U) Report of Activities

**Text of Memo**

Paragraph 1  
Paragraph 2  
Paragraph 3  
Paragraph 4

Derivative Declassifier  
review required prior to  
declassification

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

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

**CONFIDENTIAL**

**Classification by Compilation: Derivatively Classified NSI**



**SECRET**

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

July 11, 2011

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

FROM: Thomas Reed, Director  
Intelligence Office

SUBJECT: (U) Status Report

**Text of Memo**

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

This document contains:  
Restricted Data at the Confidential level  
Formerly Restricted Data at the Secret level  
National Security Information at the Secret level  
Classified by: Bill Larson, Analyst, STT-10

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

**SECRET**

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

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



**SECRET**  
~~**CONFIDENTIAL**~~

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

July 20, 2011

MEMORANDUM FOR: Joseph Bishop  
Office of Administration

FROM: Abby Thomas  
Office of Technology Transfer

SUBJECT: (U) Work for Others Projects

**Text of Memo**

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

Derivative Declassifier review  
required prior to declassification

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

Upgraded by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32  
Upgraded on: 8/8/2011  
Derived from: CG-SS-4, 09/12/00, DOE OC  
Declassify on: 7/20/2021

~~**CONFIDENTIAL**~~  
**SECRET**

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

~~SECRET~~  
**CONFIDENTIAL**

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

by Jack Davis

Adjax Corporation  
100090 River Road  
Mouse Creek, AR 67890

February 25, 2008

FORMERLY RESTRICTED DATA  
Unauthorized disclosure subject to  
Administrative and Criminal  
Sanctions. Handle as Restricted Data  
in Foreign Dissemination, Section  
144.b, Atomic Energy Act of 1954.

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

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

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

**CONFIDENTIAL**  
~~SECRET~~

**Document Downgraded Based on Change Notice**

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

~~SECRET~~  
**UNCLASSIFIED**

**Metallurgy of Uranium Alloys (X)**

Sylvester Smalling  
Gregory Spinett

Metals Corporation  
1111 Main Road  
Columbus, Ohio 54321

October 31, 2007

~~Derivative Declassifier review  
required prior to declassification~~


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

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

**UNCLASSIFIED**  
~~SECRET~~

**Declassified NSI Document**

### 1.1.3 Caveats and Special Control Markings

	
<b>SECRET</b>	
Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585	
August 30, 2011	
MEMORANDUM FOR:	Jane J. Brown, Director International Affairs
FROM:	James Jones, Director Operations Management
SUBJECT:	(U) Funding for Project YZX
<b>Text of Memo</b>	
(U.K.-C) Paragraph 1 (U) Paragraph 2 (U.K.-C) Paragraph 3 (U.K.-S) Paragraph 4	
Derivative Declassifier review required prior to declassification	
Classified by:	<u>Signer</u>
Derived From:	<u>U.K. memo title project YZX Funding 7/25/2011</u>
Declassify on:	<u>25X6, when officially released by foreign government</u>
This document contains <u>United Kingdom</u> information	
<b>SECRET</b>	

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



**SECRET**

**(U) Widget Analysis**

By Jordan Kylie

Jerico Corporation  
2244 Riverside Drive  
Painted Rock, WV 12345

August 20, 2011

Nuclear Weapon Data, Sigma 18

**RESTRICTED DATA**

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

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

**SECRET**

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

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



**SECRET**

**ACC-04-653**

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

By Jose Whales

Jerico Corporation  
2244 Riverside Drive  
Painted Rock, WV 12345

June 4, 2011

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

Nuclear Weapon Data, Sigma 14 & 15

**RESTRICTED DATA**

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

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

**SECRET**

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

### 1.1.4 Marking Special Types of Documents

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

<b>SECRET</b>	<b>SECRET</b>
Transmittal Memo	<b>(U) Widget Analysis</b> by Jordan Kylie  Jerico Corporation 2244 Riverside Drive Painted Rock, WV 12345  August 30, 2011
Derivative Declassifier review required prior to declassification	Document transmitted herewith contains <b>SECRET RESTRICTED DATA</b>
Classified by: Signer Derived from: CG-SS-4, 9/12/00, DOE OC Declassify on: 10/12/2014	When separated from attachment, handle this document as CONFIDENTIAL
<b>SECRET</b>	<b>SECRET</b>
	<b>RESTRICTED DATA</b> This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions  Classified by: <u>Joe Johnson, Manager</u> <u>Applied Technology, Jerico Corp.</u> Derived from: <u>TCG-NAS-2, 03/97, DOE OC</u>

First Page of S/RD Attachment

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



**SECRET**

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

October 12, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

**Text of Memo**

**RESTRICTED DATA**

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


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

**SECRET**

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

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

**SECRET**



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

October 12, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

Text of Memo

Document transmitted herewith contains  
SECRET RESTRICTED DATA

When separated from attachment,  
handle this document as  
UNCLASSIFIED

**SECRET**

**Page 1**

**UNCLASSIFIED**


Text of second page  
of Unclassified  
Transmittal Memo

**UNCLASSIFIED**

**Page 2**

### Unclassified Transmittal Memorandum with a Classified Attachment

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

**SECRET**

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

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

**Text of Memo**

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

Document transmitted herewith contains  
**SECRET RESTRICTED DATA**


Derivative Declassifier review  
required prior to declassification

When separated from attachment,  
handle this document as  
**CONFIDENTIAL**

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

**SECRET**

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

**SECRET**  
**CONFIDENTIAL**

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

October 20, 2011

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: (U) Special Nuclear Materials Inventory

**Text of Memo**

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

Document transmitted herewith contains  
**SECRET RESTRICTED DATA**

Derivative Declassifier review  
required prior to declassification

When separated from attachment,  
handle this document as  
**CONFIDENTIAL**

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

**CONFIDENTIAL**  
**SECRET**

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

**Re-Marking a Transmittal Memorandum**



**CONFIDENTIAL**

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

April 5, 2011

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

FROM: Gerald Reber, Manager  
Operations Security Division

SUBJECT: (U) OPSEC Survey

**Text of Memo**

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

Derivative Declassifier review  
required prior to declassification

Document Transmitted Herewith Contains  
Unclassified Controlled Nuclear Information

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

**CONFIDENTIAL**

**Confidential NSI Transmittal with an UCNI Attachment**

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

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

by John S. Smith

Adjax Corporation  
10090 River Road  
Mouse Creek, AR 67890

December 30, 2011

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

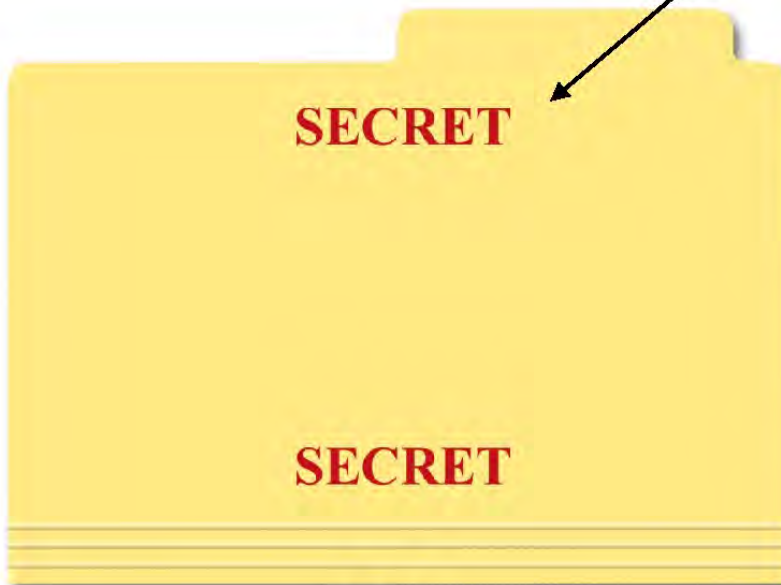
**Draft/Working Paper Within an Activity/Office**

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



*Front*

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

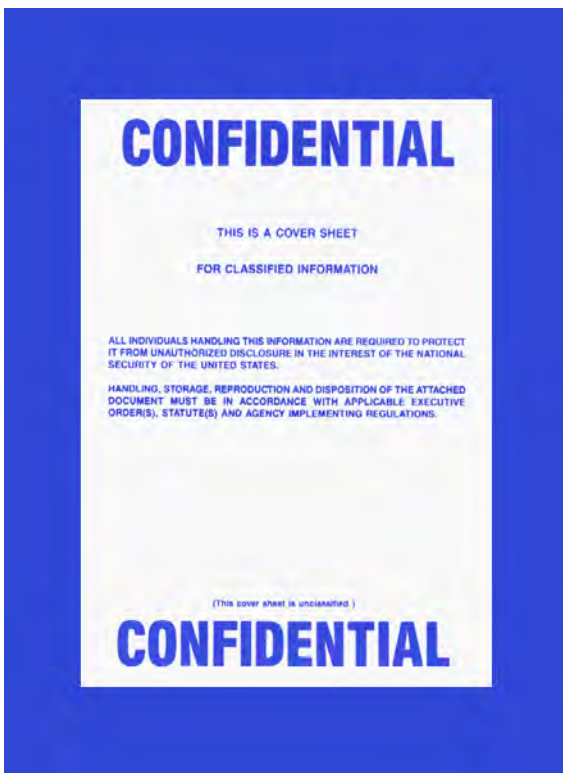


*Back*

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

**Folder Containing Classified Documents**





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

DOE F 471.2  
(07/2011)  
All Other Editions Are Obsolete  
Local Reproduction Authorized

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

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

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

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

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

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

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

**C/FGI-MOD**

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

**C/FGI-MOD Coversheet**

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

MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY



### Marking for a Removable Container for Classified Media

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

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



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

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

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

### Marking Classified Removable Electronic Media (CREM)

MARKINGS ARE FOR EXAMPLE PURPOSES ONLY

Removable hard drive  
Case\*: Classification level



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

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

### Marking a Removable Hard Drive



SF 708 (1-87)



SF 710 (1-87)



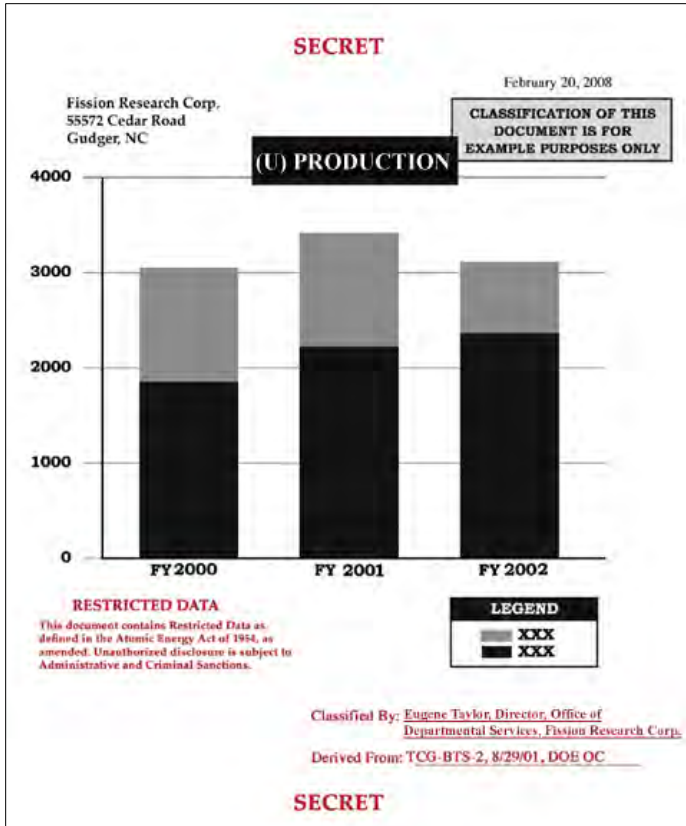
SF 706 (1-87)



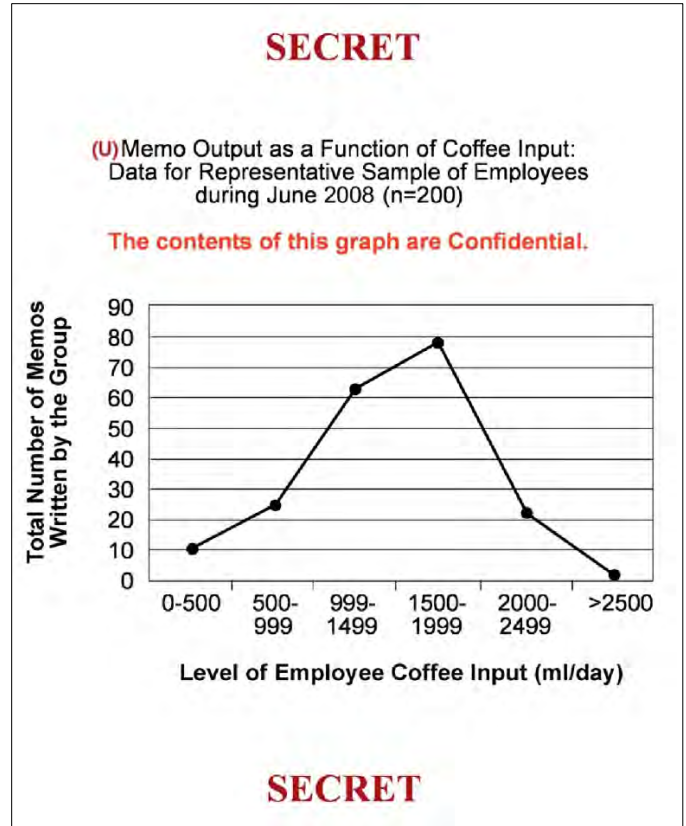
SF 707 (1-87)

### Standard Form Labels for Media

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

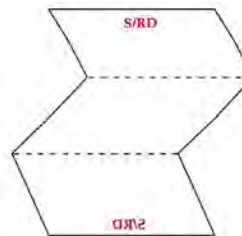
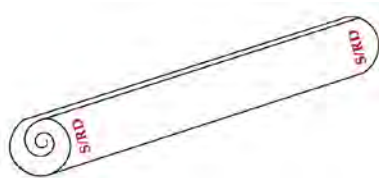


Secret Restricted Data Chart



Confidential Graph In A Secret Document

### Marking Folded or Rolled Documents

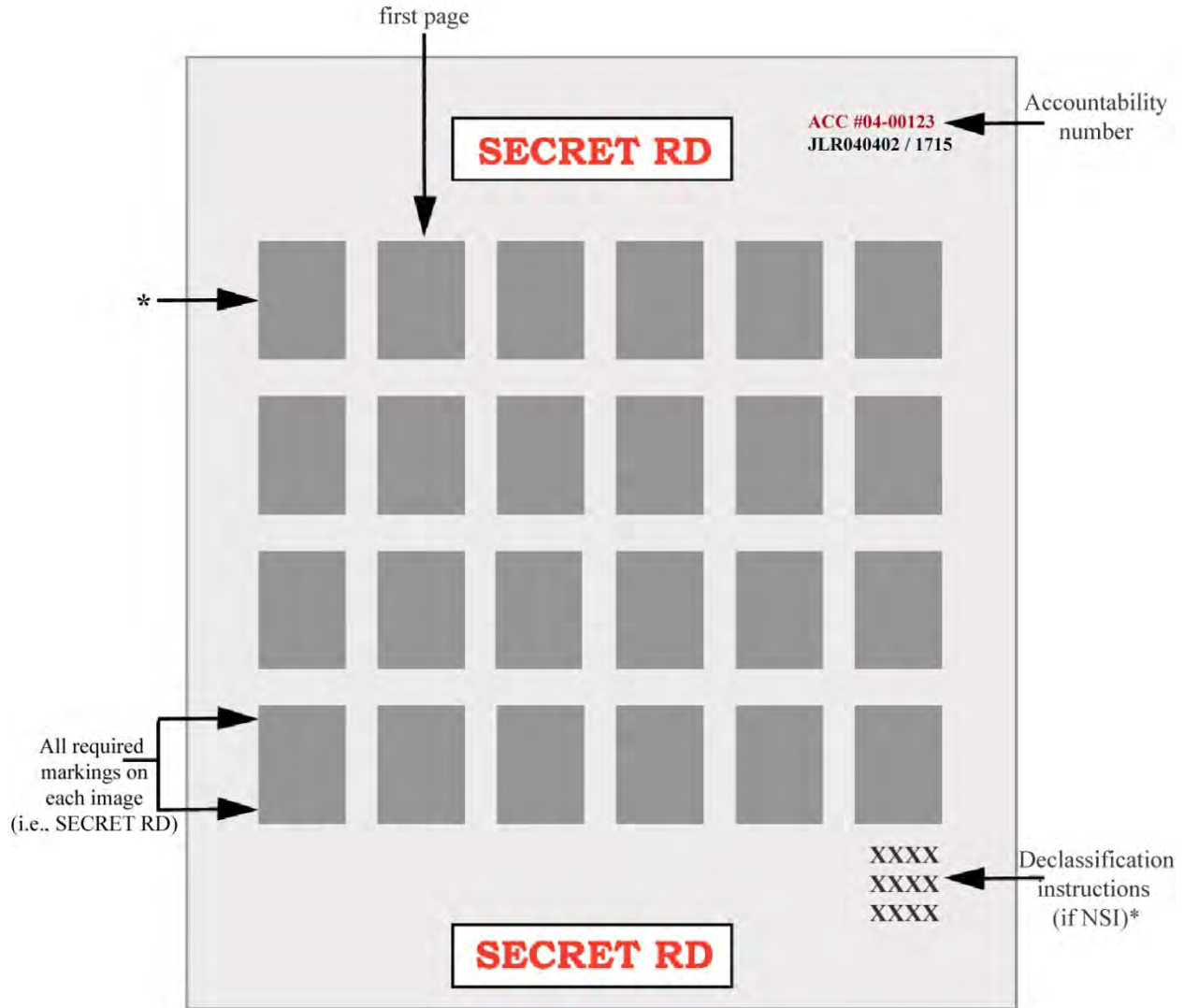


The classification level and category (if RD or FRD) must be visible when these types of documents are folded or rolled.

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

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

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

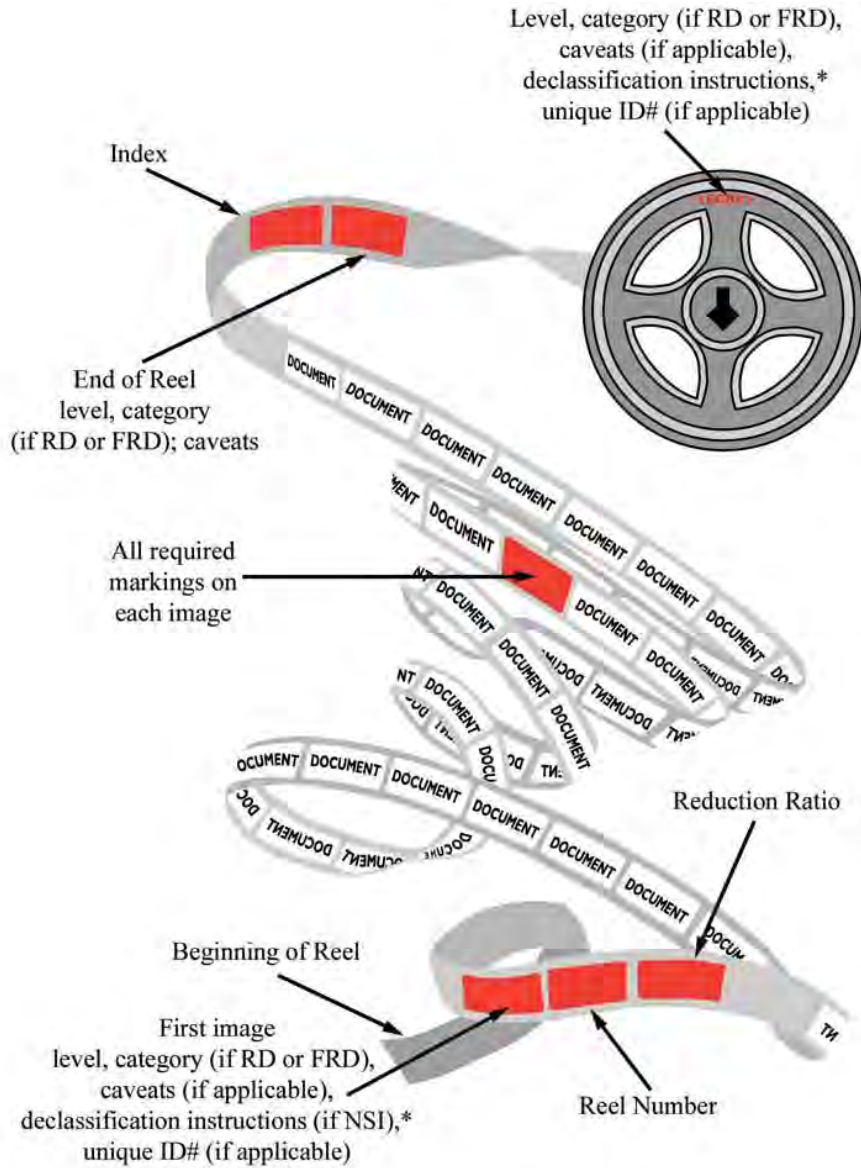


\*First and last images should show highest classification level, category (if RD/FRD), and caveats (if applicable) of information on microfiche.

### Microfiche Markings

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

MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY



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

### Microfilm Reel Markings

NOTE: May require adhesive labels for current marking information.

**CONFIDENTIAL**



**CONFIDENTIAL**

**CONFIDENTIAL**

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

**(U) Equipment Photo**

Derivative Declassifier review  
required prior to declassification

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

**CONFIDENTIAL**

← Back of Photograph

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

### Marking of Photographs



**SECRET**

@ Circle Corporation  
1022 Pine Road  
Little Rock, AK

22 May 2011

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

Derivative Declassifier review  
required prior to declassification

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

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

Declassify on: 12/31/2024

**SECRET**

PowerPoint Presentation, Slide 1

**SECRET**

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



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

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

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

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

**SECRET**

PowerPoint Presentation, Slide 2

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

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



### **Classified Equipment Marking**



Part etched S/NSI



Part labeled S/NSI

### Example 1. Marking Parts

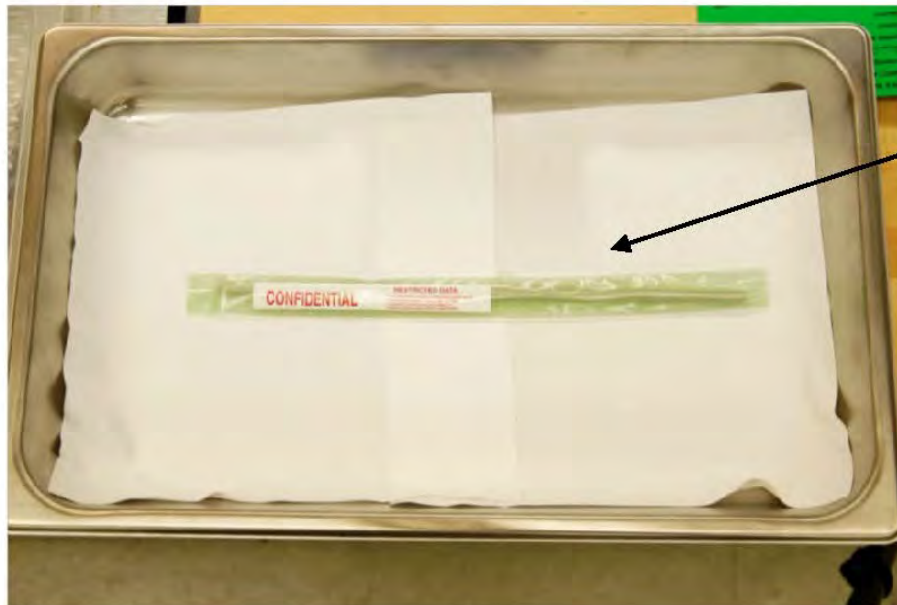
Overall markings are stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal, or similar device on classified material other than documents, and on containers of such material, if possible. If marking the material or container is not practical, written notification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

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

MARKINGS ARE FOR EXAMPLE  
PURPOSES ONLY



Part marked with a  
CRD tag



Part marked with a  
CRD label

### Example 2. Marking Parts

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




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



### Example 3. Marking Containers


## 1.2 Unclassified Controlled Nuclear Information

	<p><del>CONFIDENTIAL</del></p> <p>Department of Energy Office of Security 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2011</p> <p>MEMORANDUM FOR: Kenneth Steinberg, Director Office of Administration</p> <p>FROM: Catherine Kazanski, OPSEC Programs</p> <p>SUBJECT: <del>(X)</del> Report of Activities</p>
	<p><b>Text of Memo</b></p> <p>(UCNI) Paragraph 1 <del>(X)</del> Paragraph 2 <del>(X)</del> Paragraph 3 <del>(X)</del> Paragraph 4</p>
	<p>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION</p> <p>Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954 (42 U.S.C. 2168).</p> <p>Reviewing Official: <u>Cathy Overhauser, Research Division</u> (name/organization)</p> <p>Date: <u>11/01/11</u> Guidance Used: <u>TG-PUP-2, 02/04/03</u> Declassified by: <u>K. Keye, Analyst, Security Team</u> Declassified by: <u>R. Roe, Sr. Analyst, Security Team</u> Derived from: <u>CG-SS-4, 09/11/00, DOE OC</u> Declassified on: <u>10/21/11</u></p>
<p>Derivative Declassifier review required prior to declassification</p>	
<p>Classified by: <u>Signer</u> Derived from: <u>CG-SS-4, 09/12/00, DOE OC</u> Declassify on: <u>25 x 8; Declassify when vulnerability is corrected or facility is closed</u></p>	
	<p><b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION</b> <del>CONFIDENTIAL</del></p>

### Declassified Document Still Containing UCNI

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

**SECRET**



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

May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: (U) Inventory Differences

**Text of Memo**

UNCLASSIFIED CONTROLLED NUCLEAR  
INFORMATION  
NOT FOR PUBLIC DISSEMINATION  
Unauthorized dissemination subject to civil and criminal  
sanctions under Section 148 of the Atomic Energy Act of  
1954 (42 U.S.C. 2168)

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

Date: 5/23/2011


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

Document transmitted  
herewith contains  
SECRET RESTRICTED DATA

When separated from  
attachment, handle this  
document as UCNI

**SECRET**

**SECRET**



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

May 23, 2011

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: (U) Inventory Differences

**Text of Memo**

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

Date: 5/23/2011

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

Document transmitted  
herewith contains  
SECRET RESTRICTED DATA

When separated from  
attachment, handle this  
document as UCNI

UNCLASSIFIED CONTROLLED NUCLEAR  
INFORMATION  
**SECRET**

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

## APPENDIX A

### EQUIVALENT FOREIGN SECURITY CLASSIFICATIONS

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

#### Equivalent Foreign Security Classifications

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



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

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