

**ACofS, G2  
Counterintelligence and Security Division  
III Corps and Fort Hood  
Fort Hood, Texas 76544-5056**

**DOCUMENT  
MARKING  
HANDBOOK**

**FHT HANDOUT 380-X1, Rev Jul 97 (G2/CISD)  
Previous Editions Are Obsolete**

## INTRODUCTION

1. Executive Order 12958, National Security Information, became effective 14 October 1995.
2. This marking handbook provides marking instructions for both ORIGINAL and DERIVATIVE classification markings of classified information under the new Executive Order.
3. Only the III Corps Commanding General has "Original Classification Authority"; however, guidance on how to obtain an original classified decision from the III Corps Commanding General is contained in this handbook.
4. If you have any questions regarding document markings, you may contact the III Corps G2/CISD point of contact at 287-3885.

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## ORIGINAL CLASSIFICATION AUTHORITY

1. The III Corps Commanding General has Original Classification Authority (OCA) on Fort Hood up to and including the SECRET level. There is no other authority for original classification authority on this installation.

2. If you have information you feel requires original classification, send an ACTION MEMORANDUM requesting same, using the format at Figure 1 on page 2.. The document for which you are requesting original classification authority should be appropriately marked as if it were already classified in accordance with the below instructions. NOTE: Both your Action Memorandum and your document should be considered classified and delivered to the recipient(s) accordingly.

3. At the time of original classification, the following will be shown on the face of documents:

a. The identity of the original classification authority by position title (i.e. CLASSIFIED BY: CG, III Corps and Fort Hood).

b. The REASON for the classification. (See listing of authorized categories of information that may be classified on page 4.)

c. The agency and office of origin of the document.

d. The overall classification of the document.

e. A date or event for declassification not more than 10 years away expressed as the DECLASSIFY ON line. If the document cannot be declassified in 10 years, enter one of the declassification exemptions listed on page 5.

f. Any downgrading action (if applicable) and date thereof expressed as DOWNGRADE TO \_\_\_\_\_ ON \_\_\_\_\_.

g. Page, portion, and component markings required as shown in this handbook.

4. See figures 1 and 2 on pages 2 and 3.

**(UNCLASSIFIED SAMPLE ONLY)**  
**SECRET**

(File Symbol) (MARKS)

(Date)

MEMORANDUM THRU III Corps Chief of Staff

FOR III Corps Commanding General

SUBJECT: Request for Original Classification Authority--ACTION MEMORANDUM

1. Purpose. To obtain the approval of the Commanding General to classify the information at Red Tab A at the (Secret or Confidential, as appropriate) level as an original classification decision.
2. Recommendation. That the Commanding General approve original classification at the (Secret or Confidential, as appropriate) level.
3. Discussion.

a. Only the III Corps Commanding General has original classification authority on Fort Hood as indicated in FORSCOM Supplement 1 to AR 380-5, Department of the Army Information Security Program Regulation.

b. The information at Red Tab A, if compromised could reasonably be expected to cause serious damage (for Secret) or damage (for Confidential) to the National Security, as indicated in AR 380-5, paragraph 1-502 (for Secret) or 1-503 (for Confidential).

c. There is no identifiable derivative classification authority (i.e. Regulation, Security Classification Guide, Message, or other document) from which a derivative classification decision can be made.

d. The Information at Tab A falls with the category of (select one from listing on page 4 and therefore falls with an authorized category of information which can be classified.

e. (If you selected a date or event for declassification that is within 10 years this paragraph should read). We have selected a declassification date of (enter date) which is within the 10 year limitation set forth in Presidential Executive Order 12958, National Security Information.

OR

e. (If you determined that the document cannot be declassified within 10 years, this paragraph should read)> We have determined that the document cannot be declassified within the 10 year limitation set forth in Presidential Executive Order 12958, National Security Information; because (provide a justification for the exemption). We have; therefore, cited an authorized exemption to the 10 year rule using the exemption (select on from page 5) as authorized by the Executive Order. By using an exemption, the information must be reviewed within 25 years for continued classification.

f. Provide any additional justification or information that may assist the Commanding General in approving your request.

4. Resource Impact. None.

5. POC is (Name, grade, and phone number).

Encl  
as

(Commander or Division Chief)  
Rank, Branch  
Title

COORDINATION:

III Corps G2/CISD concur/nonconcur \_\_\_\_\_ INIT \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

See Me \_\_\_\_\_ Reading Files. YES \_\_\_\_\_ NO \_\_\_\_\_

REGRADE UNCLASSIFIED WHEN  
SEPARATED FROM CLASSIFIED ENCL

**SECRET**

**(Figure 1. UNCLASSIFIED SAMPLE, Request for Original Classification)**

**(UNCLASSIFIED SAMPLE ONLY)**

**SECRET**

**LESSON PLAN (U)**

Prepared By: III Corps G2/CISD

SUBJECT: Joint Unconventional Warfare Task Force (U)

**SUMMARY:**

a. (U) This lesson plan is intended to train soldiers in the tactful art of conducting NBC training using unconventional warfare tactics in order to effectively augment the Joint Unconventional Warfare Task Force.

b. (U) This lesson plan contains information up to and including the SECRET level. It must be handled, protected, and stored IAW with AR 380-5, Department of the Army Information Security Program Regulation.

c. (U) Users are invited to send comments and suggestions for improvement to Commander, III Corps and Fort Hood, ATTN: AFZF-GS-CIS.

CLASSIFIED BY: CG, III Corps and Fort Hood  
REASON: Military Plans, Weapons Systems, or Operations.  
DECLASSIFY ON: 22 February 2005

**SECRET**

**(Figure 2. UNCLASSIFIED SAMPLE OF ORIGINAL CLASSIFICATION )**

## CATEGORIES OF INFORMATION THAT MAY BE CLASSIFIED

1. Military plans, weapons systems, or operations.
2. Foreign government information.
3. Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
4. Foreign relations or foreign activities of the United States, including confidential sources.
5. Scientific, technological, or economic matters relating to the national security.
6. United States Government program for safeguarding nuclear materials or facilities.
7. Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

## EXEMPTIONS TO THE 10 YEAR RULE FOR CLASSIFICATION DURATION

1. Reveal an intelligence source, method, or activity, or a cryptologic system or activity.
2. Reveal information that would assist in the development or use of weapons of mass destruction.
3. Reveal information that would impair the development or use of technology within a United States weapon system.
4. Reveal United States military plans, or national security emergency preparedness plans.
5. Reveal foreign government information.
6. Damage relations between the United States and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonable expected to be ongoing for a period greater than that provided by the 10 year declassification rule.
7. Impair the ability of responsible United States Government officials to protect the President, the Vice President, an other individuals for whom protection services, in the interest of national security, are authorized; or violate a statute, treaty, or international agreement.

b. Interior Pages. Stamp with highest classification of information on that page, including UNCLASSIFIED, if applicable. Markings are not required on blank pages.

c. Back cover (if any): Stamp top and bottom with highest classification of the document. You are permitted to do the same with the outside of the back page if it has no cover.

7. CLASSIFIED PRODUCED ON AUTOMATED EQUIPMENT. Documents, correspondence, text, and other human-readable output produced in a word processing mode on automated equipment will be marked with the overall and portion marking requirements as described above. Electronically transmitted record communications (as identified in paragraph 4-207, AR 380-5) are also subject to these provisions. When portion marking of human-readable output is not possible, i.e., the classification of particular portions is dependent upon the input mix, the result of system calculation, etc., such output is exempt from the portion marking requirement, provided the overall and page marking requirements of paragraph 4-305 are met. A statement referring users to the source of classification and full address of the proponent will be included on the first page of the documents.

8. EXCEPTION. For the purpose of marking documents, Action and Information Memorandums sent to the command group WILL NOT be considered a single document. This means that they may contain classified and unclassified enclosures without having to provide portion and page markings to the unclassified enclosures. The document must be covered; however, with an appropriate classified cover sheet to ensure it is handled and protected as a classified document. In these cases, the Action or Information Memorandum becomes an unclassified transmittal document as shown at Figure 4 and should be marked accordingly.

8. See sample at figure 3 on page 8.

# (UNCLASSIFIED SAMPLE ONLY)

**CHECKLIST:**

1. Page marking, top of page.....

**TOP SECRET NOFORN**

2. Agency/Office or origin.....

AFZF-GS-CIS

28 February 1998

MEMORANDUM FOR SEE DISTRIBUTION

3. Subject marking.....

SUBJECT: Marking Correspondence (U)

4. Paragraph markings.....

1. (U) Paragraphs containing no classified information are marked with a (U) preceding the text to indicate same.

2. (C) Paragraphs containing Confidential information are marked with a (C) preceding the text to indicate same.

3. (S) Paragraphs containing Secret information are marked with an (S) preceding the text to indicate same.

4. (TS) Paragraphs containing Top Secret information are marked with (TS) preceding the text to indicate same.

5. (S-NF) Paragraph containing caveated information are marked with the classification and appropriate abbreviation (See AR 381- 1) for the caveated information as shown in this sample for information Secret/NOFORN.

FOR THE COMMANDER:

ISRAEL S. GARCIA  
Chief, G2/Counterintelligence  
and Security Division

DISTRIBUTION:  
IAW FH Form 1853 B

5. Classification authority.....

DERIVED FROM:  
III Corps OPLAN 8172,  
1 Aug 88

6. Declassification instructions.....

DECLASSIFY ON: 11 Oct 2002

7. Page marking, bottom of page.....

**TOP SECRET NOFORN**

(Figure 3 UNCLASSIFIED SAMPLE of a Classified Memorandum)

## MARKING TRANSMITTAL DOCUMENTS

### I. UNCLASSIFIED TRANSMITTAL DOCUMENTS;

1. Place the overall classification of the material being attached or transmitted at the top and bottom of the page.
2. Place a statement at the bottom of the page to indicate the classification of the transmittal document standing alone (i.e. REGRADE UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ENCLOSURES).
3. NO OTHER MARKINGS ARE REQUIRED, FOR EXAMPLE:
  - a. You are not required to mark the subject of the document.
  - b. You are not required to mark paragraphs.
  - c. You are not required to show a classification authority.
  - d. You are not required to show declassification instructions.
4. See sample at figure 4 on page 10.

### II. CLASSIFIED TRANSMITTAL DOCUMENTS.

1. Classified transmittal documents are marked the same as for any classified document plus the following:
  - a. If you are transmitting documents with a higher classification than your classified transmittal document, the face of your transmittal document will be stamped with the higher classification (i.e. if your transmittal document is CONFIDENTIAL but you are transmitting SECRET information, then the face of your transmittal document will be stamped SECRET). In this case, you will also need a DOWNGRADING statement on the face of your transmittal document to show its classification when separated from the document(s) being transmitted (i.e. DOWNGRADE TO CONFIDENTIAL WHEN SEPARATED FROM SECRET ENCLOSURES). Also, since your transmittal document is classified even when separated, it also requires ALL classification markings listed on page 1 of this handbook.
  - b. If the classification of your transmittal document is the same or lower than the documents being transmitted, the procedures in paragraph 1 a above do not apply.
2. See Samples at figures 4 and 5 or pages 10 and 11.

# (UNCLASSIFIED SAMPLE ONLY)

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CHECKLIST:

1. Overall classification of transmitted material.....

**SECRET**

AFZF-GS-CIS

28 February 2002

MEMORANDUM FOR AcofS, G4

2. No subject marking.....

SUBJECT: Transmittal of Secret OPLAN

3. No paragraph markings.....

1. Attached at enclosure is III Corps OPLAN 8705, classified Secret.

2. POC is Mr. Brown, 287-3885.

Encl  
as

ISRAEL S. GARCIA  
Chief, G2/Counterintelligence  
and Security Division

4. Enter regrade statement of transmittal  
document standing alone.....

REGRADE UNCLASSIFIED WHEN  
SEPARATED FROM CLASSIFIED  
ENCLOSURE

5. Overall classification of transmitted material.....

**SECRET**

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(Figure 4. UNCLASSIFIED SAMPLE of Unclassified Transmittal Letter)

# (UNCLASSIFIED SAMPLE ONLY)

**CHECKLIST:**

1. Overall classification of transmitted material.....

**SECRET**

2. Agency & Office of Origin.....

AFZF-GS-CIS

28 February 2002

MEMORANDUM FOR ACofS, G3

3. Subject marking.....

SUBJECT: Classified Transmittal Document (U)

4. Paragraph/portion markings.....

1. (U) When transmittal documents contain classified information, they require the same markings as other documents.

2. (C) If you are transmitting documents with a higher classification than your transmittal document, the face of your transmittal document will be stamped with the higher classification and a downgrade statement included to show its classification when separated from enclosure(s), as shown at the bottom of this document.

3. (C) If the classification of your transmittal document is the same or lower than the documents being transmitted, the procedure in paragraph 2 above does not apply.

4. (U) Remember, classified transmittal documents require ALL markings, the same as other documents. Do not confuse them with the requirements for an unclassified transmittal document.

Encl  
as

ISRAEL S. GARCIA  
Chief, G2/Counterintelligence  
and Security Division

5. Classification authority.....

DERIVED FROM: Memo, DUSD, Subj: Transmittals, 2 Sep 98

6. Downgrading instructions (when applicable).....

DOWNGRADE TO: Confidential when separated from enclosure.

7. Declassification instructions.....

DECLASSIFY ON: 1 September 2006

8. Overall classification of transmitted material.....

**SECRET**

(Figure 5. UNCLASSIFIED SAMPLE of a Classified Transmittal Document)

## SPECIAL MARKINGS FOR OPLANS AND EXERCISE DIRECTIVES

1. OPLANS and exercise directives require the same basic marking requirements as that shown for marking documents.
2. Special markings include marking the Appendix or Annex subject lines to indicate whether they contain anything classified.
3. Any part of the OPLAN or exercise directive (i.e. Annex, Appendix, etc.) should be marked as a separate document. FOR EXAMPLE: If you have an annex with appendices and only the tabs to the appendices are classified, then your annex becomes a classified annex. The first page of your annex and appendix would be stamped with the overall classification of the classified tab.
4. If an entire major component of a classified OPLAN is unclassified, the first page of the component may be marked at the top and bottom with UNCLASSIFIED and a statement includes such as "All portions of this (annex, appendix, etc.) are UNCLASSIFIED. When this method of marking is used, no further marking are required on the unclassified component.
5. See sample at figure 6 on page 13.



## MARKING TRANSPARENCIES AND SLIDES

1. Applicable classification markings shall be shown in the image area of each transparency or slide if possible. This includes
  - a. Identification of the agency and office or origin.
  - b. Classification following the subject (and titles) of information contained on the slide image.
  - c. Each paragraph, subparagraph, or similar portion (in structured writing this includes dots, circles, bullets, etc) to show the highest classification contained therein (i.e. (U), (C), (S)). If, in an exceptional situation, parenthetical portion marking is determined to be impracticable, the document shall contain a statement sufficient to identify the information that is classified and the level of such classification. WHAT IS AN EXCEPTIONAL SITUATION/ If you had a ten page document with only one classified paragraph, or if you were giving a slide presentation and portion markings detracted from the presentation, or if you had a document where each paragraph were all classified at the same level, it would then be appropriate to use the statement on the front of the document in lieu of applying individual portion markings.
  - d. Classification authority. Must identify source document by headquarters of origin, title or number, and the date of the source document as the DERIVED FROM line, or if more than one source, enter DERIVED FROM: MULTIPLE SOURCES.
  - e. Declassification/downgrading instructions . Carry forward any specific date or event from source document. If the Declassification instructions shows OADR, show this information and list the date of the latest source, for example:

DERIVED FROM: AR 220-1, 1 Dec 77  
DECLASSIFY ON: Source Marked OADR  
Date of Source: 1 Dec 77

2. If the overall classification is not conspicuous enough to be seen when the slide or transparency is not being projected, stamp it also on the border, holder, or frame. YOU SHOULD PRACTICE THIS, OR COLOR CODING, IN ALL CASES to prevent the possibility of it getting mixed in with unclassified slides and transparencies.
3. Only the first slide in a set need bear the office of origin, Classification authority, and declassification instructions. However, if you remove a slide from a set and use it separately, it must bear these markings.

4. In the case of 35mm slides, where the office of origin, classification authority, and declassification instructions will fit on the frame, the holder (i.e. box or tray) can bear these markings. Also, in the event a group of slides are held together as a set by rubber bands, these markings can appear on a separate piece of paper kept with the set. REMEMBER, we are identifying ONLY the office of origin, classification authority, and declassification instructions because they will not fit on the frame. Material projected on the image must be properly page and portion marked, and the frames must be stamped with the overall classification.
5. See sample at figure 6 on page 16.

# (UNCLASSIFIED SAMPLE ONLY)

SAMPLE - TRANSPARENCY OR 35MM SLIDES

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**CHECKLIST:**

1. Overall classification of transparency/slide.....

**SECRET**

1. Office & agency of origin can be entered on the border/frame, or within 1st slide.....

Prepared by: ACofS, G2, AFZF-GS-CIS

2. Subject classification.....

EXERCISE ORDER (U)

3. Portion markings.....

1. (U) Proceed at 0600.
2. (S) Exercise begins on 12 Sep 1999
3. (C) Scenario is Belgium.

4. Classification authority.....

DERIVED FROM: Corps OPLAN 802, 1Dec97  
DECLASSIFY ON: 2 Feb 2004

5. Declassification instructions.....

6. Overall classification of transparency/slide ....

**SECRET**

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## ADDITIONAL INSTRUCTIONS

1. If the classification on the image is not conspicuous to the eye when not projected, include it also on border, holder, frame. It's a good idea to do this anyway to prevent classified slides/overheads from being mixed with unclassified briefings.
2. If it is not practical to include office of origin, classification authority, and declassification instructions in image area, put it on the border, holder, frame of first slide in the set..

(Figure 6. UNCLASSIFIED SAMPLE of Overhead/35 MM Slide Markings)

## MARKING ADP MEDIA

(FLOPPY DISKS, MAGNETIC TAPE REELS, CARTRIDGES, DISC PACKS, PAPER TAPE REELS, ETC)

1. Any ADP output that is "produced" in eye readable form will be marked as a "document" as described elsewhere in this handbook.
2. Paragraph 2-20, AR 380-19, Information Systems Security, contains the latest information on marking ADP media and supersedes paragraph 4-304 of AR 380-5.
3. Labeling and marking media.
  - a. All classified media that are not integral parts of the AIS will be marked or labeled according to the highest classification of the data contained thereon. This includes integral AIS components when they are removed for repair or exchange. For nonpaper media, SF 706 (Top Secret), SF 707 (Secret), or SF 708 (Confidential) will be used for this purpose. SCI media will have two labels affixed, SF 712 (Classified SCI) and a completed SF 711 (Data Descriptor). This completed SF 711 will indicate the security classification of the data.
  - b. Unclassified media that contain data representations that cannot be read by the human eye will be labeled "unclassified" when stored, transmitted, or otherwise intermingled with classified media. SF 710 (Unclassified) will be used for this purpose. SF 710 is not required in a totally unclassified environment.
  - c. Punched cards and printouts will be marked as required in AR 380-5, chapter 4.
  - d. Requirements for accountability, receipting, transmission, and all other measures for classified material prescribed in AR 380-5 apply to AIS media, as appropriate to its classification.

## MARKING CHARTS AND PHOTOGRAPHS

1. If the photograph or chart is within a document, then the page on which they appear must be stamped with the highest information contained in the photograph or chart.
2. The classification of the photograph or chart itself must be stamped on or contiguous to the photograph or chart.
3. Captions for photographs must be stamped (TS) (S) (C) or (U) preceding the caption, to show the classification of the caption itself.
4. If the photograph or chart is a separate document, other applicable classification markings (i.e. office of origin, classification authority, and declassification instructions) may be shown on the reverse side.
5. If you roll ( or fold) photographs or charts so that the classification markings cannot be seen, additional markings shall be applied that are clearly visible when the document is rolled (or folded).
6. See sample at figure 7 on page 19.

# (UNCLASSIFIED SAMPLE ONLY)

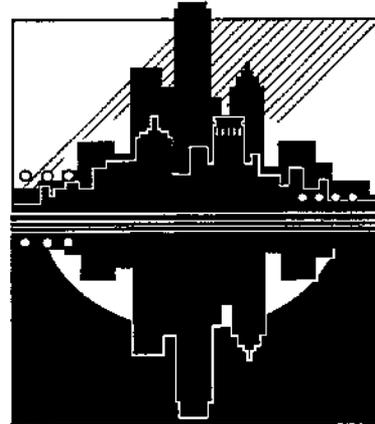
**CHECKLIST:**

1. Overall classification, top margin of photograph.....

SECRET

2. Classification of Photo stamped on or contiguous to the photograph.....

SECRET



(C) Target for Bomb Run C-18

SECRET

3. Classification preceding caption.....

4. Overall classification, bottom margin of photograph.....

(SAMPLE OF CLASSIFIED PHOTOGRAPH MARKINGS)

4. If photograph stands alone as a separate document, applicable associated markings (i.e. office of origin, classification authority, and declassification instructions will be recorded on the reverse side).

**CHECKLIST:**

1. Overall classification.....

SECRET

1. (U) The below chart illustrates the proper markings, based on the information contained therein.
2. (S) Information will not be shared with government contractors under ANY circumstances

2. Classification of information on the chart.....

CONFIDENTIAL

0 5 10 15 20 25 30

0 \_\_\_\_\_

5 \_\_\_\_\_

10 \_\_\_\_\_

15 \_\_\_\_\_

(Figure 1-(S) Effectiveness chart for CEU Shell)

3. Classification of caption .....

SECRET

4. Overall classification.....

(SAMPLE OF CHART MARKINGS)

(Figure 7. UNCLASSIFIED SAMPLE of Photograph & Chart Markings)