

Classification Process

Proficiency Code: A

Air Force Policy Directive (AFPD) 16–14 defines the Air Force Security Enterprise as the organizations, infrastructure, and measures (to include policies, processes, procedures, and products) in place to safeguard AF personnel, information, operations, resources, technologies, facilities, and assets against harm, loss, or hostile acts and influences. Information Protection is a subset of the Air Force Security Enterprise. Information Protection which consists of a set of three core security disciplines:

- Personnel security—Determine military, civilian, and contractor personnel’s eligibility to access classified information or occupy a sensitive position.
- Industrial security—Ensure the protection of classified information and controlled unclassified information (CUI) released or disclosed to industry in connection with classified contracts.
- Information security—Protect classified information and CUI that, if subject to unauthorized disclosure, could reasonably be expected to cause damage to national security.

Classification

There are three types of classification: Original, Tentative, and Derivative. Not to be confused with these classification types: Confidential, Secret, Top Secret. First, we will look at the original classification.

Original classification

The Secretary of the Air Force (SECAF) delegates Top Secret original classification authority (OCA) to AF officials. SECAF administrative assistant may delegate Secret and Confidential OCA. No other Air Force OCA has delegation or designation authority. The SECAF’s staff maintains the Air Force list of all OCA delegations by position and level of authority.

Tentative classification

Tentative classification is a process used by individuals who submit information to an OCA for making classification decisions. Tentative classification answers the statements in the original classification process.

Derivative classification

All Air Force personnel (military, civilian, and on-site contractors) with access to classified information systems are considered derivative classifiers and any other person designated by the commander or director. Derivative classifiers are responsible for all markings associated with the documents they create and may be subject to sanctions identified in Department of Defense Manual (DODM) 5200.01, Volume 1, Enclosure 3.

Derivative classifiers must:

- Receive initial training and refresher training every two years.
- Follow the instructions in the security classification guide if there is a conflict between a security classification guide (SCG) and other source document.
- Consult with an OCA, originator of the source document, or notify the Security Manager/Wing Information Protection Office when required markings are missing or omitted from a source document.

As an enlisted Cyber support technician, you will be a derivative classifier.

Marking

All classified information shall be identified clearly by marking, designation, or electronic labeling. If physical marking of the medium containing classified information is not possible, then identification must be accomplished by other means. The term “marking” includes other concepts of identifying the classification of the information. Markings, designations, and electronic labeling shall be conspicuous and immediately apparent and shall:

- Alert holders to the presence of classified information.
- Identify, as specifically as possible, the exact information needing protection and the level of protection required.
- Give information on the source(s) of and reasons for classification of the information.
- Identify the office of origin and document originator applying the classification markings.
- Provide guidance on information sharing, and warn holders of special access, dissemination control, or safeguarding requirements.
- Provide guidance on downgrading and declassification for classified information.

The proper marking of a classified document is the specific responsibility of the original or derivative classifier (i.e., the author or originator of the information). Derivative classifiers shall refer to the source document(s), SCGs, or other guidance issued by the OCA when determining the markings to apply.

The highest level of classified information contained in a document shall appear in a way that will distinguish it clearly from the informational text and shall be conspicuous enough to alert anyone handling the document that it is classified.

The holder of an improperly marked classified document shall contact the document originator to obtain correct markings and shall apply those marking as required.

You cannot apply classification or other security markings to any article or portion of an article that has appeared in a newspaper, magazine, or other public medium. If an article is evaluated to see if it contains classified information, record the results of the review separately. However, the article and the evaluation may be filed together.

To facilitate information sharing and declassification processes, whenever practicable a classified attachment, addendum, annex, enclosure, or similar section shall be used when classified information constitutes only a small portion of an otherwise unclassified document. Alternately, a separate product that permits dissemination at the lowest level of classification possible or in unclassified form may be prepared.

If a classified document has components likely to be removed and used or maintained separately, mark each component as a separate document. Examples are annexes or appendices to plans, major parts of reports, or reference charts in a program directive. If an entire major component is unclassified, it may be marked on its face, top and bottom “UNCLASSIFIED,” and add the statement “All portions of this (annex, appendix, etc.) are Unclassified.” No further markings are required on such a component.

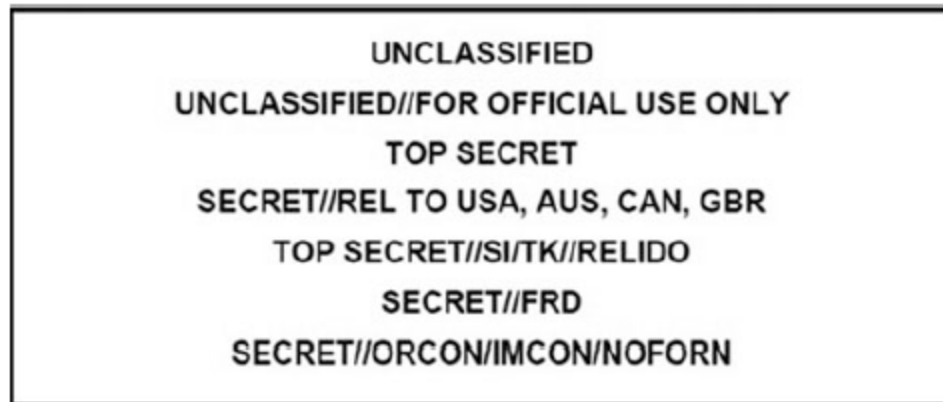
Give particular attention to information intended for display on Web sites to ensure that the information carries all appropriate markings. Since Web technologies permit data access without viewing the initial and/or cover pages, page and portion markings are especially important to alert users to the presence of classified information and the level of protection it requires.

All classified documents shall bear the information identified below; however, in some cases exclude specific information required if it reveals additional classified information. Show the information using these marking elements: banner lines; portion marks; component, office of origin and date of origin; and classification authority block (OCA or derivative). Specific requirements for each marking element appear later in this lesson. The required information is:

- The overall classification of the document (i.e., Confidential, Secret, or Top Secret).
- Identification of the specific classified information in the document and its level of classification.
- Component (USA, USAF), office of origin, and date of origin.
- Identification of the basis for classification of the information contained in the document and of the OCA or derivative classifier.
- Declassification instructions and any downgrading instructions that apply.
- Identification of special access, dissemination control, and handling or safeguarding requirements that apply.

Banner lines

The banner line specifies the highest level of classification (Confidential, Secret, or Top Secret) of information contained within the document and the most restrictive control markings applicable to the overall document (hereafter referred to as “overall classification”)



The highest level of classification is determined by the highest level of any on portion within the document. The classification level in the banner line must be in English and spelled out completely. Only one classification level is used. Any other control marking included may be spelled out or abbreviated. Banner line markings always use uppercase letters.

Portion marks

Every classified document shall show, as clearly as is possible, which information in it is classified and at what level. Derivatively classified documents shall be portion marked in accordance with their source.

Every portion (e.g., subject, title, paragraphs, sections, tabs, attachments, classified signature blocks, bullets, tables and pictures) in every classified document shall be marked to show the highest level of classification that it contains. When deciding whether a sub portion requires separate marking, the criterion shall be whether the marking is necessary to avoid over-classification of any of the information or to eliminate doubt about the information's classification level. If there are different levels of classification among a portion and any of its sub portions, then all sub portions receive separate markings.

Portion markings shall be included at the beginning of the respective portion as this position affords maximum visibility to the reader. Thus, the classification level shown always applies to the text immediately to the right of the portion marking.

To indicate the appropriate classification level, the symbols “(TS)” for Top Secret, “(S)” for Secret, and “(C)” for Confidential shall be used (fig. 3–2). Portions which do not meet the standards for classification shall be marked with “(U)” for Unclassified.

UNCLASSIFIED – CLASSIFICATION MARKINGS FOR ILLUSTRATION PURPOSES ONLY

(U)	(C)	(S)	(TS)	(U//FOUO)	(S//NF/PROPIN)
(C//FRD)	(//GBR S)	(TS//SI/TK//RELIDO)	(S//RD)		
(S//REL)	(TS//REL TO USA, AUS, CAN, GBR)	(S//RD-N)			

Portion marks shall include any control markings applicable to the portion. Within the portion marking, double forward slashes (//) shall separate classification and control markings. Single forward slashes (/) shall separate multiple control markings within the same category. Use hyphens (-) to separate control markings and their sub-controls. Portion marking always use uppercase letters enclosed in parentheses.

Department of Defense component, Office and Date of Origin

Every classified document shall show on the first page, title page, or front cover, the originating DOD component and office and the date of the document's origin. This information shall be clear enough to allow someone receiving the document to contact the preparing office if issues or questions about the classification arise. If not otherwise evident, the DOD component and office of origin shall be identified and follow name and position on the "Classified By:" line.

Classification authority block

The classification authority block shall appear on the face of each classified US document and shall indicate the authority for the classification determination and the duration of classification (i.e., declassification and downgrading instructions). The authority for the classification determination may be either original or derivative.

The only requirement for the placement of the classification authority block is that it be on the face of the document. While placement on the bottom left of the page is most typical, available space determines whether the block is on the right side, left side, or appears as one line. The classification authority block on electronic e-mails, messages, web pages and similar electronic material may appear as a single line of text. Use the standard format "YYYYMMDD" when specifying dates in the classification authority block.

Include a "Declassify On:" line on the face of each classified U.S. government document, except those containing RD or FRD. Documents containing both RD or FRD information and national security information (NSI) must include a "Declassify On:" line annotated as follows: "Not Applicable (or N/A) to RD/FRD portions" and "See source list for NSI portions." The source list, which must be included and not listed on the first page, must show the declassification instructions for each of the NSI sources. Do not mark documents containing only RD or FRD with declassification instructions. Downgrading instructions are not required for every classified document but require placement on the face of each document to which they apply. A downgrading instruction is an addition to, and not a substitute for, declassification instructions. Downgrading instructions shall not be applied to documents containing FGI, RD, or FRD.

Refer to AFI 16-1404 and AFI 10-701 for additional information.