



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1000

OFFICE OF THE SECRETARY

MAY 30 2006

MEMORANDUM FOR ALMAJCOM/DRU/FOA/CV

FROM: SAF/AA  
1720 Air Force Pentagon  
Washington, DC 20330-1720

SUBJECT: Implementation of New Classification Marking Requirements

During a recent GAO audit on the DoD's Classification Management programs, a widespread lack of consistent and accurate classification markings was identified. To alleviate this problem, the Air Force will begin using standardized marking guidelines for all classified documents -- the same marking guidelines as used by the Controlled Access Program Coordination Office (CAPCO). This policy is effective immediately.

An informational pamphlet outlining the requirements is attached. Additional guidance can be found on the SIPRNET CAPCO page at <http://capco.dssc.sgov.gov>.

POC for collateral/SAP classification markings is Ms. Peggy Ushman, AFDO, DSN 664-5352, commercial 703-604-5352. POC for SCI control system markings is Mr. Marcus Eason, AF/A2S, DSN 297-6051 or commercial 202-767-6051.

A handwritten signature in black ink, appearing to read "W. A. Davidson", with a long horizontal flourish extending to the right.

WILLIAM A. DAVIDSON  
Administrative Assistant

Attachment:  
Guidelines on CAPCO Markings

*Air Force Directorate of Security Forces  
Information Security Division  
(HQ USAF/A7SI)*

30 May 2006

# *Guidelines for CAPCO Markings*

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**This document is unclassified. Classification markings are for training purposes only.**

The Controlled Access Program Coordination Office (CAPCO) uses a uniform list of security classification and control markings that are compiled in the Authorized Classification and Control Marking Register. This may be found on the SIPRNET at <http://capco.dssc.sgov.gov>.

***There are nine general categories of classification and control markings:***

1. U.S. Classification
  - Top Secret
  - Secret
  - Confidential
2. Non-U.S. Classification
3. Joint Classification
4. SCI Control Systems
  - HCS/SI/G/TK
5. Special Access Program Markings
6. Foreign Government Information (FGI) Markings
7. Dissemination Controls
  - Risk Sensitive (RSEN)
  - For Official Use Only (FOUO)
  - Originator Controlled (ORCON)
  - Controlled Imagery (IMCON)
  - Sources and Methods Information (SAMI)
  - Not Releasable to Foreign Nationals (NOFORN)
  - Proprietary Information (PROPIN)
  - Authorized for Release To (REL TO)
  - Releasable by Information Disclosure Official (RELIDO)
  - Restricted Data (RD)
    - CNWDI
    - SIGMA
  - Formerly Restricted Data (FRD)
    - CNWDI
    - SIGMA
  - DOD or DOE Unclassified Controlled Nuclear Information (UCNI)
8. Non-Intelligence Community Markings
  - Special Category (SPECAT)
  - Single Integrated Operations Plan-Extremely Sensitive Information (SIOP)
  - Limited Distribution (LIMDIS)
9. Document Declassification
  - date, automatic exemption marking, or MR (manual review)

## Controlled Access Program Coordination Office (CAPCO) Markings

The Intelligence Community format for marking classified information consists of nine categories of markings and uses punctuation marks to separate the categories and series of markings within the categories. (See the grey box below for a listing of the categories.) The categories must be listed in the order shown in the Authorized Classification and Control Markings Register. Use only the categories and markings required to protect the information. The marking string below shows the order of the most frequently used categories, punctuation, and a sample of the markings; it is not intended to represent a correct overall classification marking.

**US Overall CLASSIFICATION.** Conspicuously place the classification line at the top and bottom of each page in uppercase letters. A double slash separates categories. When necessary, break the line after a punctuation mark. Mark unclassified documents when transmitted over a classified system or when they contain dissemination controls such as FOUO.

**DISSEMINATION CONTROL MARKINGS.** When using multiple markings, separate them with a single slash. List in order shown in markings register. LES and FOUO may not be used in the overall classification line.

In the REL TO marking, always list USA first, followed by other countries in alphabetical trigraph order. Use ISO 3166 trigraph country codes; separate trigraphs with a comma and a space. The word "and" has been eliminated.

TOP SECRET//HCS/COMINT-GAMMA/TK//FGI CAN GBR//RSEN/ORCON/REL TO USA, CAN, GBR//20290224

**SCI CONTROL SYSTEMS.** Identify the SCI control systems and subsystems. Use a single slash (no space) to separate SCI control systems. **SCI subsystems.** Use a hyphen (no space) between the SCI control system identifier (e.g., COMINT) and the SCI subsystem (e.g. GAMMA). SI and COMINT are synonymous; may use SI or COMINT in this line, but must use SI in portion markings.

**FOREIGN GOVERNMENT INFORMATION.** Identify source of FGI in a US-originated document. Use FGI + trigraph country code in alphabetical order, separated by a single space.

**DECLASSIFICATION INFORMATION.** Use numerical date or MR, as appropriate for document. Limited to one entry. See Manual for use of 25X codes.

### Precedence Order and Most Common Authorized Portion Markings

- |   |   |   |   |
|---|---|---|---|
| <p><b>1. US Classification</b><br/>                 TOP SECRET (TS)<br/>                 SECRET (S)<br/>                 CONFIDENTIAL (C)<br/>                 UNCLASSIFIED (U)</p> | <p><b>4. SCI Control Systems/Subsystem</b><br/>                 HCS (HCS)<br/>                 COMINT (SI)<br/>                 -GAMMA (G)<br/>                 TALENT KEYHOLE (TK)</p>   | <p><b>7. Dissemination Control Markings</b><br/>                 RSEN (RS)<br/>                 FOUO (FOUO)<br/>                 ORCON (OC)<br/>                 IMCON (IMC)<br/>                 NOFORN (NF)<br/>                 PROPIN (PR)<br/>                 Authorized for Release to... (REL TO)<br/>                 RELIDO (<i>new marking</i>) (RELIDO)<br/>                 DEA Sensitive (DSEN)<br/>                 FISA (FISA)<br/>                 Law Enforcement Sensitive (LES)<br/>                 (NOTE: In classified documents, LES is not included in the overall classification line.)</p> | <p><b>8. Non-Intelligence Community Markings</b><br/>                 Sensitive But Unclassified (SBU)<br/>                 Sensitive Information (SINFO)</p> <p><b>9. Declassification Information</b><br/>                 If Declassify On line provides a date, use the date (YYYYMMDD) in the overall classification line; if "Source Marked OADR" or "Source Marked [exemption code]" or 25X1-human, use MR. Use "MR" when document contains FGI, Restricted Data, FRD, or NATO classified information.<br/> <b>Never use MR in the Declassify On line.</b></p> |
| <p><b>2. Non-US Classification</b><br/>                 Reserved for other countries and international org., e.g.// NATO SECRET.</p>  | <p><b>5. Special Access Required</b><br/>                 SPECIAL ACCESS REQUIRED-[nickname] (SAR-NM)</p> <p><b>6. Foreign Government Information</b><br/>                 Example: Canadian Secret information<br/>                 Overall Classification line:<br/>                 //FGI CAN//<br/>                 Portion Marking:<br/>                 //(CAN S)</p> |   |   |

### **Overall Classification Markings:**

The highest level of classified information contained in a document shall appear in a way that will distinguish it clearly from the informational text. At a minimum, the overall marking will contain the overall classification and either the declassification date, automatic declassification exemption, or MR (for manual review).

#### **Examples:**

**SECRET//20230630**

**SECRET//ORCON/NOFORN//25X1**

**SECRET//REL TO USA, NZL, NATO//MR**

Documents containing Foreign Government Information shall carry an overall classification level of either the U.S. classification or the U.S. equivalent of the FGI classification, whichever is higher.

Each interior page of a classified document shall be marked at the top and bottom either with the highest level of classification of information contained on that page, or with the highest overall classification of the document.

#### **Manual Review (MR) is:**

- Used where the information is to be declassified on the occurrence of a specific event
- Used for derivatively classified documents where the “Declassify On” line with “Source document is marked “Originating Agency Determination Required” or “OADR”
- Used in cases where E.O. 12958 requirements are superseded by statute, treaty, or other agreement
- Required with the DoE markings Restricted Data and Formerly Restricted Data
- Used on all NATO and Non-US classified information

**NOTE: MR is only used in the classification markings at the top and bottom of the page. It is not used in the classification/declassification instructions at the bottom of the first page.**

#### **Authorized for Release To (REL TO):**

- Identifies classified information that an originator has predetermined to be releasable through established foreign disclosure procedures and channels to the foreign country or international organization indicated.
- May be used only with Top Secret, Secret, and Confidential.
- Cannot be used with NOFORN on page markings. When a document contains both NF and REL TO portions, NOFORN takes precedence for the markings at the top and bottom of the page.
- The full marking “//REL TO USA, applicable country trigraph(s), international organization or coalition force tetragraph” shall be used after the classification and will appear at the top and bottom of the front cover, if there is one, the title page, if there is one, the first page and the outside of the back cover, if there is one. “REL TO” must include country code “USA” as the first country code listed. After the USA, country

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trigraphic codes shall be listed in alphabetical order followed by international organization/coalition tetragraphic codes listed in alphabetical order. Country codes shall be separated by a comma.

**TOP SECRET//REL TO USA, EGY, ISR//20280922**

***Portion Markings:***

Every portion (title, subject, paragraph, subparagraph, table, chart, etc.) will be portion marked. Unclassified documents which bear any control markings shall also be portion marked.

Portion markings will always be placed at the beginning of the portions and will be enclosed in parenthesis.

**Examples of portion markings:**

<b>(TS)</b>	<b>(//DEU S)</b> - German Secret	<b>(U//FOUO)</b>
<b>(S)</b>	<b>(//NC)</b> - NATO Confidential	<b>(S//NF)</b> - Secret NOFORN
<b>(C)</b>	<b>(S//HCS//NF)</b> - Secret HUMINT	<b>(S//RD)</b> - Secret Restricted Data
<b>(U)</b>	<b>(S//TK)</b> - Secret Talent Keyhole	<b>(S//REL)</b> - Secret Releasable To

**(//FGI S)** - portion marking for a portion which is classified German (or appropriate country) SECRET in cases where the country must be concealed

## EXAMPLES

You have a document that uses the selected portion markings:

- US Classification
  - Top Secret
  - Secret
  - Confidential
- Non-US Classification (NATO documents)
- Joint Classification
- SCI Control Systems
  - HCS
  - SI
  - G
  - TK
- Special Access Program
- Foreign Government Information (FGI)
- Dissemination Controls
  - Risk Sensitive (RSEN)
  - For Official Use Only (FOUO)
  - Originator Controlled (ORCON)
  - Controlled Imagery (IMCON)
  - Sources and Methods Information (SAMI)
  - Not Releasable to Foreign Nationals (NOFORN)
  - Proprietary Information (PROPIN)
  - Authorized for Release To (REL TO)
  - Releasable by Information Disclosure Official (RELIDO)
  - Restricted Data (RD)
    - CNWDI
    - SIGMA
  - Formerly Restricted Data (FRD)
    - CNWDI
    - SIGMA
  - DOD or DOE Controlled Nuclear Information (UCNI)
- Non-Intelligence Community Markings
  - Special Category (SPECAT)
  - Single Integrated Operations Plan-Extremely Sensitive Information (SIOP)
  - Limited Distribution (LIMDIS)
- Declassification Instructions - date, automatic exemption marking, or MR (manual review)

Your overall document marking would be:

**SECRET//ORCON/NOFORN//20251024**

You have a document that uses the selected portion markings:

■ US Classification

- Top Secret
- Secret
- Confidential

Non-US Classification (NATO documents)

Joint Classification

■ SCI Control Systems

- HCS
- SI
- G
- TK

Special Access Program

Foreign Government Information (FGI)

■ Dissemination Controls

- Risk Sensitive (RSEN)
- For Official Use Only (FOUO)
- Originator Controlled (ORCON)
- Controlled Imagery (IMCON)
- Sources and Methods Information (SAMI)
- Not Releasable to Foreign Nationals (NOFORN)
- Proprietary Information (PROPIN)
- Authorized for Release To (REL TO)
- Releasable by Information Disclosure Official (RELIDO)
- Restricted Data (RD)
  - CNWDI
  - SIGMA
- Formerly Restricted Data (FRD)
  - CNWDI
  - SIGMA
- DOD or DOE Controlled Nuclear Information (UCNI)

Non-Intelligence Community Markings

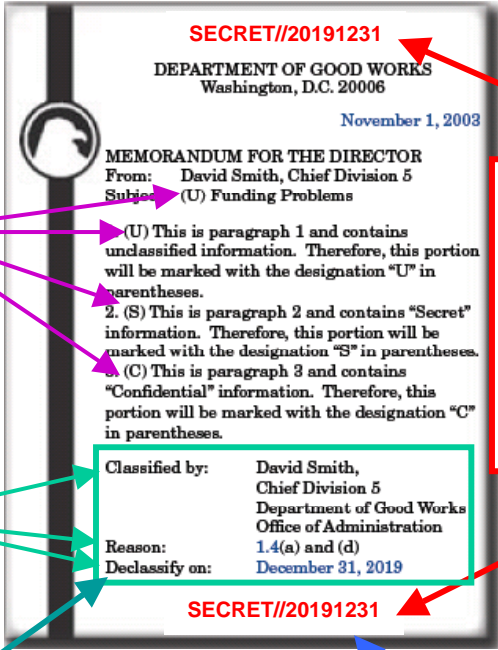
- Special Category (SPECAT)
- Single Integrated Operations Plan-Extremely Sensitive Information (SIOP)
- Limited Distribution (LIMDIS)

■ Declassification Instructions - date, automatic exemption marking, or MR (manual review)

Your overall document marking would be:

**TOP SECRET//SI//TK//FORMERLY RESTRICTED DATA//MR**





Portion markings must be included

Overall page markings must include the overall classification, any caveats that apply to the document, and the declassification date.

Examples:  
SECRET//20191231  
SECRET//NOFORN//20191231

Originally classified document

A derivatively classified document would have the following:

Derived from: (replace Classified by:)  
Declassify on:

Required date format:  
YYYYMMDD