

# **12 FAM 520 IDENTIFICATION, MARKING, AND HANDLING**

*(TL:DS-61; 10-01-1999)*

## **12 FAM 521 POLICY**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Except in extraordinary circumstances as provided in section 1.5(a) of E.O. 12356, or as indicated herein, the marking of paper documents shall not deviate from the following prescribed formats. These markings shall also be affixed to material other than paper documents, or the originator shall provide holders or recipients of the information with written instructions for protecting the information. These markings include one of the three (3) classification levels defined in 12 FAM 513; the identity of the classification authority; the agency and office of origin (except as noted under 12 FAM 529.7); and the date or event for declassification or the notation "Originating Agency's Determination Required" (OADR).

## **12 FAM 522 OVERALL MARKING**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Classifiers should mark each document with the highest level of classification of information in such a way as to distinguish it clearly from the information text. These markings must appear at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). The markings can be stamped, handwritten, or typed, as long as they are conspicuous.

## **12 FAM 523 CLASSIFICATION AUTHORITY**

### **12 FAM 523.1 Original Classification Authority**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

The classifier of a document must have authority to classify at the highest level of classification in that document. If the name and title of the classifier do not appear on the document, they should appear on the "CLASSIFIED BY" line, on the bottom of the first page. On telegrams, the approving official is responsible for the classification of the text of a

telegram, even one drafted by another official.

## **12 FAM 523.2 Derivative Classification Authority**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. If the classification of all information in a document or material is derived from a single source (for example, a source document or classification guide), the "CLASSIFIED BY" line shall identify the source document or classification guide, including its date when necessary to ensure positive identification.

b. If the classification of information contained in a document or material is derived from more than one source, from more than one source document, classification guide, or combination thereof, mark the "CLASSIFIED BY" line "MULTIPLE SOURCES" and maintain identification of all such authorities and sources with the file or record copy of the document. A document derivatively classified on the basis of a source document marked "CLASSIFIED BY: MULTIPLE SOURCES" shall cite the source document in its "CLASSIFIED BY" line rather than the term "MULTIPLE SOURCES."

## **12 FAM 523.3 Foreign Government Information**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Information classified by a foreign government or international organization composed of foreign governments (e.g., NATO) shall retain its original classification designation or be assigned a U.S. classification designation that will ensure a degree of protection equivalent to that required by the government or organization that furnished the information. Original classification authority is not required for this purpose.

b. Foreign government information that was not classified by a foreign entity but was provided with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence must be classified by an original classification authority.

c. Foreign government information, when warranted shall be classified at least Confidential, but higher when determined necessary.

## **12 FAM 524 SPECIAL MARKINGS**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

A transmittal document shall indicate on its face the highest

classification of any information transmitted by it. See the blue pages for additional guidance and other special markings.

## **12 FAM 525 ELECTRONICALLY TRANSMITTED INFORMATION**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. National security information that is transmitted electronically must contain the following markings:

(1) The highest level of classification must appear before the first line of text. See blue pages for guidance on marking.

(2) An "APPROVED BY" line is required; the originator must include the office of the classifier and the "DECLASSIFIED ON" information such as date/event. The originator will maintain adequate records to show the source of an assigned derivative classification.

(3) Declassification instructions are required. Use the abbreviations "DECL" for "declassify on" and "DNG" for "downgrade on." Note that a declassification line is not required for Restricted Data or Formerly Restricted Data.

b. Apply portion marking for all portions.

c. Special markings such as those defined in 12 FAM 529.11 shall appear after the marking for the highest level of classification.

## **12 FAM 526 RE-MARKING OLD MATERIAL AND MARKING NEW MATERIAL FROM OLD SOURCE DOCUMENTS**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Authorization of the originator, or for Department of State documents and material, review by A/IM/IS/FPC is required to declassify or downgrade documents and material classified under predecessor Executive Orders.

b. New material that derives its classification from information classified prior to August 1, 1982, shall be treated as follows:

(1) If the source material bears a declassification date or event, carry that date or event forward to the new material.

(2) If the source material bears no declassification instructions, an indeterminate date or event, or is marked for “declassification review,” mark the new material with the notation “OADR.”

c. Foreign government information: In considering the possibility of declassification of foreign government information, officials shall respect the intent of E.O. 12356 section 1.3(c) to protect foreign government information and confidential foreign sources.

## **12 FAM 527 TRANSFERRED MATERIAL**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

a. In the case of classified information transferred in conjunction with a transfer of functions, and not merely for storage purposes, the receiving office is deemed to be the originating office for purposes of E.O. 12356.

b. In the case of classified information that is not officially transferred as described in section 3.2(a) of E.O. 12356, but that originated in an office that has ceased to exist and for which there is no successor office, the lowest remaining higher office or bureau of the ceased office shall be deemed to be the originating office.

c. Classified information accessioned by the National Archives of the United States shall be declassified or downgraded by the Archivist of the United States in accordance with E.O. 12356, and its implementing Directives, and Department of State guidelines.

## **12 FAM 528 LABELLING EQUIPMENT**

### **12 FAM 528.1 ADP, WP, and Typewriter Equipment**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

ADP and WP system peripherals, as well as typewriters must also be labeled with the highest level of classified information that can be processed on the equipment. For the Department of State, obtain Classified, LOU, and Unclassified equipment stickers through DS/CIS. Labeling of equipment ensures that users are aware of the level of processing allowed on each system.

## **12 FAM 528.2 Removable ADP and WP Storage Media and Printer Ribbons**

(TL:DS-61; 10-01-1999)  
(Uniform State, AID, OPIC, TDP)

a. All removable information storage media, printer ribbons, typewriter ribbons, and laser printer cartridges employed with automated data processing (ADP) systems, word processing (WP) systems, or typewriters shall bear external classification markings by use of label Forms SF-706 (Top Secret), SF-707 (Secret), SF-708 (Confidential), *Sensitive But Unclassified*, or SF-710 (Unclassified) (see 12 FAM 528 Exhibit 528.2). Obtain stickers for *Sensitive But Unclassified* media for Department of State through DS/CIS, and for other Foreign Affairs Agencies through Agency supply channels. The external markings should be commensurate with the highest level of information processed on the system. In addition, place internal notations on the automated information sufficient to ensure that any recipient of the media can clearly determine the classification level.

b. Once a piece of removable magnetic storage media has been used on a classified information system, always treat and protect it as classified until sanitized. To sanitize Department of State media, use a method approved by DS/CIS (see 12 FAM 632.1-9). For other Foreign Affairs Agencies, use a method approved by their respective Security Office.

## **12 FAM 529 PROCEDURES FOR IDENTIFICATION, MARKING, AND HANDLING**

### **12 FAM 529.1 Marking Major Components**

(TL:DS-61; 10-01-1999)  
(Uniform State, AID, OPIC, TDP)

a. The major components of some complex documents are likely to be used separately. In such instances, classifiers must mark each major component as a separate document in accordance with 12 FAM 522. Examples include each annex, appendix, or similar component of a document; attachments and appendices to a memorandum or letter; and each major part of a report.

b. If an entire major component is unclassified, the first page of the component may be marked at the top and bottom with the designation "UNCLASSIFIED" and a statement included, such as "ALL PORTIONS OF THIS (annex, appendix, etc.) ARE UNCLASSIFIED." When this method of marking is used, no further markings are required on the unclassified major component.

## **12 FAM 529.2 Wholly Unclassified Material**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Normally, unclassified material shall not be marked or stamped "Unclassified" unless it is essential to convey to a recipient of such material that it has been examined with a view to imposing a security classification and that it has been determined that it does not require classification. However, classifiers should apply the marking "Unclassified" on formerly classified material that has been declassified.

## **12 FAM 529.3 Compilations**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

If classification is required to protect a compilation of unclassified information, the classifier must:

(1) Place the overall classification assigned to such documents conspicuously at the top and bottom of each page and on the outside of the front and back covers, if any; and

(2) Include an explanation of the basis for the assigned classification on the document or in its text, specifically what or what type of information causes the compilation to be classified.

## **12 FAM 529.4 Page Marking**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

The classifier must mark each interior page of a classified document at the top and bottom according to the highest classification of the content of the page, including the designation UNCLASSIFIED when no classified information is contained on the page. In any case, the classification marking of a page may not supersede the classification of individual portions of the page.

## **12 FAM 529.5 Portion Marking**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. The classifier must:

(1) Mark each section, part, paragraph, or similar portion of a classified document to show the level of classification of the information contained in or revealed by it, or that it is unclassified; and

(2) Mark portions of documents in a manner that eliminates doubt as to which portions contain or reveal classified information.

b. Classification levels of portions shall be shown by the appropriate classification symbol placed immediately following the portion's letter or number, or immediately before the beginning of the portion. Use the symbols "(TS)" for Top Secret, "(S)" for Secret, "(C)" for Confidential, and "(U)" for Unclassified.

c. The classifier must mark subjects and titles by placing a parenthetical designation following the subject or title. If a subject or title requires classification, an unclassified identifier may be assigned to facilitate reference. In all cases, employees will assume titles of classified or controlled telegrams or documents are unclassified unless the symbol "(TS)," "(S)," or "(C)" appears after the title.

d. The classifier must:

(1) Clearly mark illustrations, photographs, figures, graphs, drawings, charts, and similar portions of classified documents to show their classification;

(2) Not abbreviate such markings, but ensure that they are prominent and placed within or contiguous to the portion; and

(3) Mark captions of such portions on the basis of their content alone by placing the appropriate symbol immediately preceding the caption.

e. When appropriate, the classifier must include certain specific warning notices. For example, the symbol "NOFORN" for No Foreign Dissemination may be added, as in "(S-NOFORN)" or "(C- NOFORN)."

## **12 FAM 529.6 Omitted Markings**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

Information assigned a level of classification under predecessor orders is considered as classified at that level of classification despite the omission of other required markings. Omitted markings may be inserted by the official who authorized the original classification, the originator's successor, a supervisory official of either, or officials delegated such authority by the Agency head or senior Agency official.

## **12 FAM 529.7 Agency and Office of Origin**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

If the identity of the originating agency and office is not apparent on the

face of the document, the classifier must place it below the "CLASSIFIED BY" line.

## **12 FAM 529.8 Declassification and Downgrading Instructions**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. The classifier must show declassification and, as applicable, downgrading instructions as follows:

(1) For information to be declassified automatically on a specific date or event: "DECLASSIFY ON: (date)" or "DECLASSIFY ON: (description of event)";

(2) For information not to be automatically declassified: "DECLASSIFY ON: Originating Agency's Determination Required" or "DECL: OADR";

(3) For information to be downgraded automatically on a specific date or upon occurrence of a specific event: "DOWNGRADE TO (classification level) ON (date or description of event)."

b. For derivative classification decisions, declassification instructions are carried forward from the source document or directed by a classification guide. If the classification is derived from multiple sources, either the most remote date or event is used or, if required by any one source, "OADR."

c. Foreign government information.

(1) Foreign government information shall not be assigned a date or event for automatic declassification unless specified or agreed to by the foreign entity.

(2) Foreign government information classified by the Foreign Affairs Agencies under this or previous regulations shall be protected for an indefinite period. Mark "OADR" on the "Declassify On" line.

## **12 FAM 529.9 Changes in Classification Markings**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. When classified information is downgraded or declassified in accordance with the assigned downgrading or declassification markings, such markings shall be a sufficient notation of the authority for such action.

b. When an unscheduled change is made in the level or the duration of classified information, the classifier must promptly notify all holders of record. Holders shall promptly and conspicuously alter the markings to



conform to the change, citing the authority for the action, the date of the action and the identity of the person taking the action. In addition, except for upgrading, prior classification markings shall be canceled, if practicable, but in any event those on the front and back cover, the title page (if any), and the first page shall be canceled, and the new classification markings, if any, shall be substituted.

c. If the re-marking of large quantities of information is unduly burdensome, the holder may attach a change of classification notice to the storage unit in lieu of the marking action otherwise required.

d. Individuals withdrawing items from the collection for purposes other than transfer for storage shall mark the materials promptly in accordance with the change notice.

## **12 FAM 529.10 Transmittal Documents**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

Transmittal documents shall also include the following or similar instructions:

(1) For an unclassified transmittal document: "UNCLASSIFIED WHEN CLASSIFIED ATTACHMENT IS REMOVED"; or

(2) For a classified transmittal document: "UPON REMOVAL OF ATTACHMENT(S) THIS DOCUMENT IS (classification level of the transmittal document standing alone)."

## **12 FAM 529.11 Warning Notices**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

a. Warning notices sometimes appear on classified documents to alert the reader that special precautions are required in the handling and releasing of the information. When required, the warning notices defined below shall appear in their full form on the front cover, title page, or first page of a document. The short form shall appear at the top or bottom center of applicable pages, on telegram caption lines, and on tables, figures, charts, etc. The abbreviated form is used following the classification symbol in portion marking (e.g., (S-NF)). In addition, transmittal documents, including those that are unclassified, shall bear these warning notices, when applicable.

b. When dissemination of information is restricted to appropriately cleared U.S. citizens, use the following notice:

**NOT RELEASABLE TO FOREIGN NATIONALS**

**(full marking)**

or

NOFORN

**(short form)**

or

NF

**(abbreviated form)**

c. When information is limited only to U.S. Government employees, use the following notice:

NOT RELEASABLE TO CONTRACTORS OR  
CONTRACTOR CONSULTANTS

**(full marking)**

or

NO CONTRACT

**(short form)**

or

NC

**(abbreviated form)**

d. When information has been provided to the United States by a foreign government or international organization, or information is generated by the United States pursuant to a joint arrangement with a foreign government or international organization, use the notice:

FOREIGN GOVERNMENT INFORMATION

**(full and short form)**

or

FGI

**(abbreviated form)**

If the information is foreign government information that must be concealed, do not use the marking and mark the document as if it were entirely of U.S. origin. If the marking is deleted, the originator must maintain a record of the source of the information.

e. When information identifies or would reasonably permit identification of an intelligence source or method that is susceptible to countermeasures that could nullify or reduce its effectiveness, use the following notice:

WARNING NOTICE - INTELLIGENCE  
SOURCES OR METHODS INVOLVED

**(full marking)**

or

WNINTEL

**(short form)**

or

WN

**(abbreviated form)**

f. When the originator must have continuing knowledge and supervision of the use of information, use the following notice:

DISSEMINATION AND EXTRACTION OF  
INFORMATION CONTROLLED BY ORIGINATOR  
**(full marking)**

or

ORCON

**(short form)**

or

OC

**(abbreviated form)**

g. For classified material containing Restricted Data or Formerly Restricted Data, as defined by the Atomic Energy Act of 1954 as amended (which concerns the design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy), the markings prescribed by the Department of Energy will be applied as follows:

RESTRICTED DATA. THIS MATERIAL CONTAINS  
RESTRICTED DATA AS DEFINED IN THE  
ATOMIC ENERGY ACT OF 1954. UNAUTHORIZED  
DISCLOSURE SUBJECT TO ADMINISTRATIVE  
AND CRIMINAL SANCTIONS  
**(full marking)**

or

RESTRICTED DATA

**(short form)**

or

RD

**(abbreviated form)**

or

FORMERLY RESTRICTED DATA.  
UNAUTHORIZED DISCLOSURE SUBJECT TO  
ADMINISTRATIVE AND CRIMINAL SANCTIONS.  
HANDLE AS RESTRICTED DATA IN FOREIGN  
DISSEMINATION. SECTION 144B, ATOMIC  
ENERGY ACT OF 1954  
**(full marking)**

or

FORMERLY RESTRICTED DATA

**(short form)**

or

FRD

**(abbreviated form)**

h. Before release to contractors, communication security (COMSEC)

documents will be annotated on the title page or first page as follows:

COMSEC MATERIAL - ACCESS BY  
CONTRACTOR PERSONNEL RESTRICTED  
TO U.S. CITIZENS HOLDING FINAL  
GOVERNMENT CLEARANCE

Place this notation on COMSEC documents at the time of their origination when release to contractors is anticipated. A.I.D. COMSEC material will be marked in accordance with Communications Security Policy, CSP 1. Foreign dissemination of COMSEC information is governed by NCSC Policy Directive 6.

## **12 FAM 529.12 Marking Electronically Transmitted Information (Telegrams)**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

The classifier must mark paper copies of classified electronically transmitted messages at top and bottom with the assigned classification. When such messages are printed by an automated system, that system may apply classification markings, provided that page markings so applied are clearly distinguishable on the face of the document from the printed text.

## **12 FAM 529.13 Marking Foreign Government Information**

### **12 FAM 529.13-1 Equivalent U.S. Classification Designations**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Except for the foreign security classification designation RESTRICTED, foreign classification designations, including those of international organizations of governments, e.g., NATO, generally parallel U.S. classification designations. A table of equivalents is contained in 12 FAM 529 Exhibit 529.13-1.

### **12 FAM 529.13-2 Marking Other Foreign Government Documents**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. If the security classification designation of foreign government documents is shown in English, no other classification marking is necessary. If the foreign classification designation is not shown in English, the holder must conspicuously mark the equivalent overall U.S.

classification designation (see 12 FAM 529 Exhibit 529.13-1) on the document.

b. Certain foreign governments use a fourth classification designation having no U.S. equivalent as shown in the last column of 12 FAM 529 Exhibit 529.13-1. Such designations equate to the foreign classification RESTRICTED. If foreign government documents are marked with any of the classification designations listed in the last column of 12 FAM 529 Exhibit 529.13-1, apply no other classification marking. In all such cases, show the notation, "This classified material is to be safeguarded as U.S. Government Confidential," on the face of the document.

c. When classified documents are developed with the intent of releasing the information to a foreign government, the classifier must mark on the front page:

Releasable to Government of \_\_\_\_\_.

### **12 FAM 529.13-3 Marking Foreign Affairs Agencies Classification Determinations**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Where foreign documents contain foreign government information not classified by the foreign government but provided to the Foreign Affairs Agencies in confidence, the holder must classify them as prescribed in 12 FAM 523.3, paragraph b, and mark them with the appropriate U.S. classification.

### **12 FAM 529.13-4 Marking Foreign Government Information in Foreign Affairs Agencies Documents**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Except where such markings would reveal that information is foreign government information when that fact must be concealed, or reveal a confidential source or relationship not otherwise evident in the document or information, foreign government information incorporated in Foreign Affairs Agencies documents shall be identified in a manner that ensures that such information is not declassified prematurely or made accessible to nationals of a third country without consent of the originator. This requirement may be satisfied by marking the face of the document "FOREIGN GOVERNMENT INFORMATION," or with another marking that otherwise indicates that the information is foreign government information, and by including the appropriate identification in the portion or paragraph classification markings, for example, (NATO-S) or (U.K.-C). All other markings prescribed in 12 FAM 529.5 are applicable to these documents.

In addition, Foreign Affairs Agencies classified documents that contain extracts of NATO classified information shall bear a marking substantially as follows on the cover or the first page:

**THIS DOCUMENT CONTAINS NATO CLASSIFIED INFORMATION**

b. When foreign RESTRICTED or NATO RESTRICTED information is included in an otherwise unclassified Foreign Affairs Agencies document, the holder must mark and protect the document as CONFIDENTIAL. All requirements of 12 FAM 529.5 apply to such documents. Portion markings on such a document include, for example "(U)," "(NATO-R)," and "(U.K.-R)." In addition, the holder must include the appropriate caveat from paragraph a of this section on the face of the document.

c. The "Classified by" line of Foreign Affairs Agencies documents containing only foreign government information normally contains the identity of the foreign government or international organization involved, for example, "Classified by Government of Australia" or "Classified by NATO," provided that other requirements of 12 FAM 529.5 do not pertain to such documents.

d. The "Declassify on" line of Foreign Affairs Agencies' documents containing foreign government information normally contains either the notation "Originating Agency's Determination Required" or "OADR."

## **12 FAM 529.14 Marking on Special Categories of Material**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Security classification and declassification instructions assigned by the classifier shall be conspicuously stamped, printed, written, painted, or affixed by means of a tag, sticker, decal, or similar device, on classified material other than paper copies of documents, and on containers of such material, if possible. If marking the material or container is not practical, the classifier must furnish written notification of the security classification, downgrading, and declassification instructions to recipients.

b. The following procedures for marking various kinds of material containing classified information are not all inclusive and may be varied to accommodate the physical characteristics of the material containing the classified information and with organizational and operational requirements.

### **12 FAM 529.14-1 Working Drafts**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

All working drafts must be dated, marked, and protected at the

appropriate classifications. If copies are to be retained after finalization, then drafts must contain all markings shown on final copies. If the final document is classified at the Top Secret level, the requirements for control of the working draft(s) must be followed according to the directions in 12 FAM 535.1 and 12 FAM 539.2.

## **12 FAM 529.14-2 Physically Connected Documents**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

The classification assigned to a file or group of physically connected documents must be as high as that of the most highly classified document in it. Documents separated from the file are handled in accordance with their individual classification. The holder must place a cover sheet, SF-703 (Top Secret), SF-704 (Secret), or SF-705 (Confidential), (see 12 FAM 529 Exhibit 529.14-2) on the front of each file or group of physically connected documents, marked to indicate the highest classification it covers, or stamp or mark the front and back of the folder according to the highest classification of the combined information contained in it.

## **12 FAM 529.14-3 Limited Use of Posted Notice of Large Quantities of Material**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. When the volume of material is such that prompt re-marking of each classified item could not be accomplished without unduly interfering with operations, the custodian may, upon approval by DS/CIS/IST, attach downgrading, declassification, or upgrading notices to the storage unit in lieu of the re-marking otherwise required. Each notice must indicate:

- (1) The change;
- (2) The authority for the action;
- (3) The date of the action;
- (4) The identity of the person taking the action; and
- (5) The storage units to which it applies.

b. When individual documents or other material are withdrawn from such storage units, the custodian must promptly re-mark them in accordance with the change, or if the documents have been declassified, cancel the old markings.

- c. For A.I.D., IG/SEC grants approval.

## **12 FAM 529.14-4 Charts, Maps, and Drawings**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Charts, maps, and drawings shall bear the appropriate classification marking under the legend, title block, or scale, in a manner that differentiates between the overall classification of the document and the classification of the legend or title itself. The classifier must inscribe the higher of these markings at the top and bottom of each such document. When folding or rolling these materials would cover the classification markings, the classifier must apply additional markings that are clearly visible when the document is folded or rolled.

## **12 FAM 529.15 Photographs, Films, and Recordings**

### **12 FAM 529.15-1 Photographs**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. The classifier must:

(1) Mark negatives and positives with classification markings and keep them in containers bearing conspicuous classification markings;

(2) Mark roll negatives at the beginning and end of each strip and also mark single negatives with the classification; and

(3) Show the classification on each photographic print at the top and bottom of the face side and, where practicable, the center of the reverse side.

b. When such markings cannot be applied to the face side, they may be stamped on the reverse side or affixed by pressure tape label, stapled strip, or other comparable means. The classifier must:

(1) Exercise caution when using self-processing film or paper to photograph or reproduce classified material, since the negative of the last exposure may remain in the camera; and

(2) Remove and destroy all component parts of the last exposure as classified waste or protect the camera as classified material.

### **12 FAM 529.15-2 Transparencies and Slides**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Classification markings, to include the identification of the



classification authority, must show clearly in the image area of each transparency or slide. In the case of a 35 mm or a similar size transparency or slide where the classification markings are not conspicuous unless projected on a screen, for example, the classifier must also:

- (1) Mark the classification markings on its border, holder, or frame; and
- (2) Show other applicable associated markings in the image area, or on the border, holder, or frame, or in accompanying documentation.

b. It is not necessary that each transparency or slide of a set of transparencies or slides bear applicable associated markings when the set is controlled as a single document. In such cases, the first transparency or slide shall bear the applicable associated markings.

### **12 FAM 529.15-3 Motion Picture Films/Video Tapes**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Classified motion picture films must show at the beginning and end of each reel, titles bearing the classification. The classifier must include applicable associated markings at the beginning of such film or tapes. All such markings shall be visible when projected on the screen. Holders must keep reels and cassettes in containers bearing conspicuous classification and applicable associated markings.

### **12 FAM 529.15-4 Recordings**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

Recordings (sound, magnetic, or electronic) shall contain at the beginning and end a statement of the assigned classification, which will ensure that any listener or receiver will know that classified information of a specified level of classification is involved. Holders must keep recordings in containers or on reels that bear conspicuous classification markings and applicable associated markings.

### **12 FAM 529.15-5 Microforms**

*(TL:DS-61; 10-01-1999)*  
*(Uniform State, AID, OPIC, TDP)*

a. Microforms are images, usually produced photographically on transparent or opaque materials, in sizes too small to be read by the unaided eye. Accordingly, the assigned security classification and abbreviated downgrading (if applicable) and declassification instructions must be conspicuously marked on the microform medium and its container, so as to be readable by the unaided eye. Also the classifier must include

these markings on the image so that when the image is enlarged and displayed or printed, the markings will be conspicuous and readable.

b. Further marking and handling shall be as appropriate for the particular microform involved. For example, roll film microforms (or roll microfilm employing 16, 35, 70, or 105 mm films) may generally be handled as provided for roll motion picture film and decks of "aperture cards" may be handled as provided for decks of accounting machine punched cards (see 12 FAM 529.15-6). Whenever possible, holders must handle microfiche, microfilm strips, and microform chips in accordance with this paragraph.

## **12 FAM 529.15-6 Decks of Accounting Machine Punched Cards**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

A deck of classified accounting machine punched cards may be considered as a single document. Only the first and last card require classification markings. The classifier must add an additional card (or modify the job control card) to identify the contents of the deck (at a minimum, the number of cards) and the highest classification therein. Alternatively, a manual log for decks undergoing frequent changes may be employed. Cards removed for separate processing or use and not immediately returned to the deck shall be protected to prevent compromise of any classified information contained therein, and for this purpose shall be marked individually.

## **12 FAM 529.16 Documents Produced by ADP Equipment**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

a. At a minimum, the classifier must mark the overall classification on the first page and the front and back covers, if any, of documents produced by ADP equipment. Classification markings of interior pages may be applied by the ADP equipment or by other means (see 12 FAM 522).

b. When the application of declassification instructions and other markings by the ADP equipment is not consistent with economic and efficient use of such equipment, such instructions and markings may be applied to a document produced by ADP equipment by superimposing upon the first page of such document a "Notice of Declassification Instructions and Other Associated Markings." Such notice shall include the date or event for declassification or the notation "Originating Agency's Determination Required" or "OADR" and all other such applicable markings.

c. If individual pages of a document produced by ADP equipment are removed or reproduced for distribution to other users, the holder must mark each such page or group of pages by superimposing on each such page or group of pages, a copy of any "Notice of Declassification Instructions and

Other Associated Markings” applicable to such page or group of pages.  
See 12 FAM 529.4.

## **12 FAM 529.17 Marking Material for Training Purposes**

*(TL:DS-61; 10-01-1999)*

*(Uniform State, AID, OPIC, TDP)*

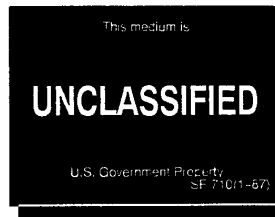
In utilizing unclassified documents or material to simulate classified documents or material for training purposes, such documents or material shall be marked “(insert classification designation) for training, otherwise Unclassified” or “UNCLASSIFIED SAMPLE.”

# 12 FAM 528 Exhibit 528.2 CLASSIFICATION/ CONTROL LABELS

(TL:DS-61; 10-01-1999)

(THESE LABELS COME IN BLOCKS OF 6 PER SHEET)

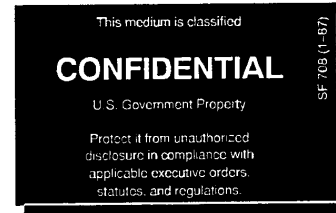
## EXHIBIT 528.2 CLASSIFICATION/CONTROL LABELS (THESE LABELS COME IN BLOCKS OF 6 PER SHEET)



**SF-710**  
**(1-87)**  
**green**



**lavender**



**SF-708**  
**(1-87)**  
**blue**



**SF-707**  
**(1-87)**  
**red**



**SF-706**  
**(1-87)**  
**orange**

**12 FAM 529 Exhibit 529.13-1  
FOREIGN AND INTERNATIONAL  
ORGANIZATION SECURITY  
CLASSIFICATIONS**

*(TL:DS-61; 10-01-1999)*

**EXHIBIT 529.13-1  
DEPARTMENT OF DEFENSE REGULATIONS  
5200.1-R APPENDIX D  
FOREIGN AND INTERNATIONAL ORGANIZATION  
SECURITY CLASSIFICATIONS  
(TEXT)**

The table of foreign security classifications that appears on the next several pages should be utilized with the realization that foreign security classification systems are not always exactly parallel to the U.S. system. Exact equivalent classifications cannot always be stated. The classifications given on the following pages represent the nearest comparable designations that are used to signify degrees of protection and control similar to those prescribed for the equivalent U.S. classifications (Confidential, Secret, and Top Secret).

# Continuation – 12 FAM 529 Exhibit 529.13-1

EXHIBIT 529.13–1

## FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

Country	TOP SECRET	SECRET	CONFIDENTIAL	.....
Albania	TEPER SEKRET	SEKRET	BESNIK SEKRET	ZYRTAK
Argentina	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Australia	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Austria	STRENG GEHEIM	GEHEIM	VERSCHLUSS	
Belgium	TRES SECRET	SECRET	CONFIDENTIEL	DIFFUSION RESTREINTE
French	ZEER GEHEIM	GEHEIM	VERTROUWELIJK	BEPERKTE VERSPREIDING
Flemish				
Bolivia	SUPERSECRETO or MUY SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Brazil	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO (used for "FOR OFFICIAL USE ONLY")
Bulgaria	STROGO SEKRETEN	SEKRETEN TAJNO	POVERITELEN	ZAKRITO PISMO
Cambodia	TRES SECRET	SECRET	SECRET/CONFIDENTIAL	
Canada	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Chile	SECRETO	SECRETO	RESERVADO	RESERVADO
China	绝密	极机密	机密	
Colombia	ULTRA SECRETO	SECRETO	RESERVADO	CONFIDENCIAL RESTRINGIDO
Costa Rica	ALTO SECRETO	SECRETO	CONFIDENCIAL	
Cuba	MUY SECRETO	SECRETO		
Czechoslovakia	PRÍSNÉ TAJNE	TAJNE	DUVERNE OBÝČEJNE	
Denmark	YDERST HEMMELIGT	HEMMELIGT	FORTROLIGT	TIL TJENESTEBRUG
Ecuador	SECRETISIMO	SECRETO	CONFIDENCIAL	RESERVADO

# Continuation – 12 FAM 529 Exhibit 529.13-1

EXHIBIT 529.13-1

## FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

Country	TOP SECRET	SECRET	CONFIDENTIAL	-----
Egypt	SIRRI LILGAYAH سري للغاية	SIRRI JIDDAH سري جدا	SIRRI سري	MAHSUR محصور
El Salvador	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Ethiopia	YEMIAZ BIRTOU MISTIR	MISTIR	KILKIL	
Finland	ERITAIN SALAINEN	SALAINEN		
France	TRES SECRET	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
Germany	STRENG GEHEIM	GEHEIM	VS-VERTRAULICH	
Greece	ΑΚΡΩΣ ΑΠΟΡΡΗΤΟΝ	ΑΠΟΡΡΗΤΟΝ	ΕΜΠΙΣΤΕΥΤΙΚΟΝ	ΠΕΡΙΟΡΙΣΜΕΝΗΣ ΧΡΗΣΕΩΣ
Guatemala	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Haiti		SECRET	CONFIDENCIAL	
Honduras	SUPER SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Hong Kong	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Hungary	SZIGORUAN TITKOS	TITKOS	BIZALMAS	
Iceland	ALGJORTI	TRUNADARMAL		
India	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Indonesia	SANGAT RAHASIA	RAHASIA	TERBATAS	
Iran	BEKOLI SIRRI بکلی سري	SIRRI سري	KHEILI MAHRAMANEH خیلی محرمانه	MAHRAMANEH محرمانه
Iraq	SIRRI LILGAYAH سري للغاية	SIRRI سري		
Ireland	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Irish	AN-SICREIDEACH	SICREIDEACH	RUNDA	SRIANTA

# Continuation – 12 FAM 529 Exhibit 529.13-1

EXHIBIT 529.13-1

## FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

Country	TOP SECRET	SECRET	CONFIDENTIAL	-----
Israel	SODI BEYOTER סודי ביותר	SODI סודי	SHAMUR שמוּר	MUGBAL (RESTRICTED) מוגבל
Italy	SEGRETISSIMO	SEGRETO	RISERVATISSIMO	RISERVATO
Japan	KIMITSU 機密	GOKUHI 極密	HI 秘	TORIATSUKAICHUI 取扱注意 BUGAIHI 部外秘
Jordan	SIRRI LILGAYAH سري للغاية	SIRRI سري	MAKTUM مكتوم	MAHDUD محدود
Korea	I KUP PI MIL I	II KUP PI MIL II	III KUP PI MIL III	
Laos	TRES SECRET	SECRET	SECRET/CONFIDENTIEL	DIFFUSION RESTREINTE
Lebanon	TRES SECRET	SECRET	CONFIDENTIEL	
Mexico	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESTRINGIDO ("FOUO" or "LIMITED DISTRIBUTION")
Netherlands	ZEER GEHEIM	GEHEIM	CONFIDENTIEEL or VERTROUWELIJK	DIENSTGEHEIM
New Zealand	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Nicaragua	ALTO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Norway	STRENGT HEMMELIG	HEMMELIG	KONFIDENSIELL	BEGRENSET
Pakistan	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Paraguay	SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Peru	ESTRICTAMENTE SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Philippines	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED



# Continuation – 12 FAM 529 Exhibit 529.13-1

EXHIBIT 529.13–1

## FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

Country	TOP SECRET	SECRET	CONFIDENTIAL	-----
Poland	ŚCISŁE TAJNE	TAJNE	POUFNE	DO UŻYTKU OFICJALNEGO
Portugal	MUITO SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
Romania	STRICT SECRET	SECRET	SECRET DU SERVICIU	SECRET DU SERVICIU
Saudi Arabia	SIRRI LILGAYAH سري للغاية	SIRRI سري		
Spain	MAXIMO SECRETO	SECRETO	CONFIDENCIAL	DIFUSION LIMITADA
Sweden	HEMLIG (two red borders)	HEMLIG (one red border)		
Switzerland	NOTE: TOP SECRET has a distinguish it from SECRET	registration number to and CONFIDENTIAL		
Three languages French	TRES SECRET	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
German	STRENG GEHEIM	GEHEIM	VERTRAULICH	
Italian	SEGRETISSIMO	SEGRETO	RISERVATISSIMO	RISERVATO
Syria	SIRRI LILGAYAH سري للغاية	SIRRI سري	MAKTUM مكتوم (NOT CONFIRMED)	MAHDUD محدود
Taiwan	絕對機密	極機密	機密	密
Thailand	LAP THJ SUT ลับสุดยอด	LAP MAK ลับมาก	LAP ลับ	POK PIT ปกปิด
Turkey	ÇOK GİZLİ	GİZLİ	ÖZEL	HİZMETE ÖZEL
Union of South Africa English	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Afrikaans	UITERS GEHEIM	GEHEIM	VERTROULIK	BEPERK

# Continuation – 12 FAM 529 Exhibit 529.13-1

## EXHIBIT 529.13—1

### FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

Country	TOP SECRET	SECRET	CONFIDENTIAL	-----
United Kingdom	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED
Uruguay	ULTRA SECRETO	SECRETO	CONFIDENCIAL	RESERVADO
USSR	СОВЕРШЕННО СЕКРЕТНО	СЕКРЕТНО	НЕ ПОДЛЕЖАЩИЙ ОГЛАШЕНИЮ	ДЛЯ СЛУЖЕБНОГО ПОЛЬЗОВАНИЯ
Vietnam Vietnamese	TỐI MẬT	MẬT	KÍN	TU MẬT
French (Old Usage)	TRES SECRET	SECRET DEFENSE	CONFIDENTIEL DEFENSE	DIFFUSION RESTREINTE
Yugoslavia	STROGO POVERLJIVO	POVERLJIVO		

# Continuation – 12 FAM 529 Exhibit 529.13-1

## EXHIBIT 529.13–1

### FOREIGN AND INTERNATIONAL ORGANIZATION SECURITY CLASSIFICATIONS—continued

International Organisation	TOP SECRET	SECRET	CONFIDENTIAL	
NATO	COSMIC TOP SECRET	NATO SECRET	NATO CONFIDENTIAL	NATO RESTRICTED

"ATOMAL" is an exclusive designation used by NATO to identify "Restricted Data" or "Formerly Restricted Data" information released by the U.S. Government to NATO.

**12 FAM 529 Exhibit 529.14-2  
COVER SHEETS FOR CLASSIFIED  
MATERIALS**

*(TL:DS-61; 10-01-1999)*

**Form SF-705, Confidential Cover Sheet (Blue)**

**CONFIDENTIAL**

THIS IS A COVER SHEET

FOR CLASSIFIED INFORMATION

ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT  
FROM UNAUTHORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL  
SECURITY OF THE UNITED STATES.

HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED  
DOCUMENT WILL BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S),  
STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

**CONFIDENTIAL**

21e-101  
NPN 756431-213-7933

STANDARD FORM 705 (8-85)  
Prescribed by GSA/ISOD  
22 C/H 2003

# Continuation – 12 FAM 529 Exhibit 529.14-2

## Form SF-704, Secret Cover Sheet (Red)

**SECRET**

THIS IS A COVER SHEET

FOR CLASSIFIED INFORMATION

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HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT WILL BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

**SECRET**

704-101  
NSN 7540-01-213-7902

STANDARD FORM 704 (8-85)  
Prescribed by GSA GEN  
32-01-2003



# Continuation – 12 FAM 529 Exhibit 529.14-2

## Form SF-703, Top Secret Cover Sheet (Orange)

**TOP SECRET**

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FOR CLASSIFIED INFORMATION

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HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT WILL BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

**TOP SECRET**

703-101  
NSN 7540-01-213-7001

STANDARD FORM 703 (8-65)  
Prescribed by GSA FPMR  
32 CFR 2003