
DERIVATIVE CLASSIFIER TRAINING

As a cleared contractor employee who creates classified materials, you are considered a “derivative classifier” as outlined in the President’s Executive Order (E.O.) 13526.

INTRODUCTION

Derivative classifiers must receive training every two years; if the training is not completed you will be unable to derivatively classify materials. As a derivative classifier you are assigned a unique designator that identifies you. The purpose of this designator is to allow future recipients of this material to contact you if necessary. You will be using your Northrop Grumman external identifier as your DoD identifier on all materials that you create. The identifier is your birth month, birthday, last four digits of your MyID and your last name.

This training will provide guidance on:

- Classification levels
- Appropriate classification sources
- Duration of classification
- Identification and marking of classified materials
- Prohibitions and or limitations, and sanctions of the marking and classification of materials
- Classification challenges, and
- Other key elements in the derivative classification process.

CLASSIFICATION PRINCIPLES

There are two means by which classification is determined:

- **Originally** is material classified by a government official designated in writing by the President of the United States.
- **Derivatively**. As a contractor, we determine classification derivatively, meaning we obtain the classification from either source documents, Classification Guides, or DD254 guidance.

By incorporating, paraphrasing, restating, generating unclassified information that when compiled reveals classified information, or generating in a new form information that was already noted as classified, we are derivatively classifying.

You must be able to point to your source for derivative classification. If you cannot point to the source, then you likely cannot derivatively classify your information. It must be documented and confirmable.

CLASSIFICATION LEVELS

As defined by the Executive Order, information is classified at one of three levels:

- Top Secret
- Secret, or
- Confidential.

These levels are based on the possible damage to national security that could be caused if released. Top Secret could cause exceptionally grave damage; secret could cause grave damage; and confidential could cause damage.

As a derivative classifier, you should avoid overclassification of information, and are strongly encouraged to take appropriate and reasonable steps, in coordination with your Site Security Officer, to clarify or request assistance from the Original Classification Authority for resolution of doubts or apparent conflicts about the appropriate level and duration of classification.

Classified addenda or unclassified versions of documents should be used whenever practical to facilitate greater information sharing. As a reminder, use caution when compiling or combining unclassified information as pulling various parts together could change the classification level.

CLASSIFICATION SOURCES

Use of authorized classification sources is critical to the protection of our nation's information. The use of memory or general rules about the classification of information is not permitted. So what are the authorized classification sources? There are only three.

1. The Security Classification Guide
2. Properly marked source documents
3. Department of Defense, DD Form 254, which is the classification requirements document included in your contract.

When classifying derivative materials, be sure to:

- Observe and move forward the original classification determinations
- Apply standard markings, described later in this training, and
- Use caution when paraphrasing, restating, or compiling information to ensure accurate classification.

PROHIBITIONS AND LIMITATIONS OF APPLYING CLASSIFICATIONS

Be aware that when applying derivative classifications, in no instance should information be classified, continue to be maintained as classified, or fail to be declassified in order to:

- Conceal violations of law, inefficiency, or administrative error
- Prevent embarrassment to a person, organization, or agency
- Restrain competition; or
- Prevent or delay the release of information that does not require protection in the interest of national security.

SANCTIONS/DISCIPLINE

Sanctions that apply when classified information is not handled in accordance with government regulations and restrictions may include:

- Reprimand
- Suspension without pay
- Removal or termination of classification authority.

You could also lose your access to classified information. Additional sanctions could be levied in accordance with applicable laws and agency regulations.

DECLASSIFICATION OR CLASSIFIED MATERIALS

Classified materials you create must carry forward the most restrictive declassification instruction. For instance, the one that specifies the longest duration for the classification. If the source document or security classification guide does not provide declassification instruction, or the instructions are obsolete or invalid, derivative classifiers should apply a calculated 25-year duration from the date of the source document.

Declassification instructions on materials will be listed as either:

- A specific date, which also includes the date of the origin of the source document.
- An occurrence of an event, in which case declassification would be 10 years after the occurrence of the event.
- 25X1, meaning the material includes information that reveals the identity of a confidential human source or intelligence and is not subject to automatic declassification.
- 50X1-HUM, meaning that the information may not identify specifically the source, but does clearly reveal the identity of a confidential human or intelligence source. The duration of classification is up to 75 years and exempt from automatic declassification.
- 50X2 WMD, meaning that the information is expected to reveal key design concepts of weapons of mass destruction, the duration of classification is up to 75 years.

Materials may contain obsolete declassification instructions. In that case you should calculate 25 years from the date of the source document and apply that declassification date. If no source date is available, then use the current date for your 25-year calculation. Obsolete declassification instructions include:

- Originating Agency's Determination Required (OADR)
- Manual Review (MR), and
- Any of the exemption markings (X1, X2, X3, X4, X5, X6, X7, X8).

APPROPRIATE MARKING OF CLASSIFIED MATERIAL

As a derivative classifier, you are responsible to ensure that materials you create contain:

- Classification markings that are immediately apparent
- A banner line
- Portion markings immediately preceding the portion to which it applies
- Classified by line including your personal identifier
- Appropriate derived from and declassification instructions
- The origination date of the material.

Classified addenda or unclassified versions of documents should be used whenever practical to facilitate greater information sharing. Use caution when extracting information to ensure that it is appropriately marked.

When marking electronic media such as emails, you may use the short forms shown. They must also contain:

- Portion markings
- Overall classification
- The classification marking of the title of attachment. This is the classification of the title of the attachment and not the classification of the file itself. Most titles should be unclassified, but this example shows an attachment with a classified title.

Classified emails can only be received or sent on approved classified systems.

WORKING PAPERS

Generally material and information being created are considered working papers. Working papers are defined as documents or materials, regardless of the media, which are expected to be revised prior to the preparation of a finished product for dissemination or retention. The following is required for working papers:

- Date when created

- Marked as working papers
- Marked with highest classification level of the information contained within
- Protected at that level
- Destroyed when no longer needed
- Finalized to include portion markings and accountability if released outside the facility, or retained for more than 180 days from the date created, filed permanently, emailed within or released outside the originating activity.

ADDITIONAL MARKING INFORMATION

All classified materials must be marked. This includes marking materials such as charts, maps, equipment and hardware, drawings and photographs and rolled documents and photographic media. For more information on marking these types of items, refer to the Marking Classified Information document.

[Marking Classified Information.pdf \(cdse.edu\)](#)

SECURITY CLASSIFICATION GUIDE – PRIMARY CLASSIFICATION SOURCE

A Security Classification Guide is a collection of precise, comprehensive guidance about a specific program, system, operation, or weapons systems identifying what elements of information are classified.

For each element of information, the Security Classification Guide includes its classification level, the reason for that classification, and information about when that classification will be downgraded or declassified. For this reason, the security classification guide is the primary source guide for derivative classification.

EXISTING SOURCE DOCUMENTS

A second authorized source for derivative classification is an existing, properly marked source document from which information is extracted, paraphrased, restated, or generated in a new form for inclusion in another document. When extracting data from several sources, a list of the sources used must be attached or included in the new document.

DD FORM 254 AS A SOURCE OF CLASSIFICATION

The third authorized source is the DD Form 254, the Department of Defense contract security classification specification. The DD 254 will usually cite the Security Classification Guide that is to be used for that program. However, in some cases specific language related to classification of certain program information may be included in the DD 254.

CLASSIFICATION FROM MULTIPLE SOURCES

In creating your derivatively classified materials, you may find yourself using more than one source. In that case, the materials will be marked as “Classified by Multiple Sources.” When using the multiple sources classified by line, a list of source material or bibliography is required and must be included or annotated in the derivative document.

If you are only using one document but that document is marked “multiple sources,” you should mark your document as derived from the document rather than using the term “multiple sources” to mark your classification instructions.

If the document has a bibliography or reference list, this may be used as the list of sources.

CLASSIFYING UNSOLICITED PROPOSALS OR NON-CONTRACT RELATED INFORMATION

If the information was previously identified as classified, it will continue to be classified, marked and handled as appropriate. If you are not certain about the classification of the material, it should be marked to the highest possible level at the top and bottom of each page with the words “*Classification Determination Pending.*”

The originator of the information should contact the appropriate government customer or owner for final classification determination.

If specific material when standing alone is unclassified, but when compiled with other information becomes classified, the reason for classifying the compilation shall be stated at an appropriate location at or near the beginning of the compiled document. Any unclassified portions will be portion marked with the letter “U,” while the overall markings will reflect the classification of the compiled information. Even if all the portions are marked with the letter “U,” the material should display the overall classification.

CHALLENGING CLASSIFICATION

You are encouraged and expected to challenge the classification of information if you believe it is improperly or unnecessarily classified. Coordinate classification challenge activities with your security representative. Formal challenges will be worked in coordination with your Security Representative and the appropriate program customer or originating classifier.

ADDITIONAL INFORMATION GUIDES

Marking is the principal way of letting holders of information know the specific protection requirements for that information. As a derivative classifier of information, it is your responsibility to ensure to the best of your ability that our nation’s sensitive information is properly protected

through appropriate marking. This training provided you with the basic information in the derivative classification process. You are strongly encouraged to review additional information provided in the Center for Development of Security Excellence, Marking Classified Information Document ([Marking Classified Information.pdf \(cdse.edu\)](#)), as well as working with your Northrop Grumman Security Professional.

CONTACT INFORMATION

If you have questions or comments, contact your local [Security Representative](#).

If you cannot view this video on Learning Exchange (LX), email the ESSS Training Group at ESSS_DoDTraining@ngc.com stating you have completed the Derivative Classifier training. In your e mail include:

- Your legal first and last name
- Your MyID
- Title of training completed: **Derivative Classifier**