TRAINING SUMMARY

This summary provides helpful hints from the Derivative Classification Training module.
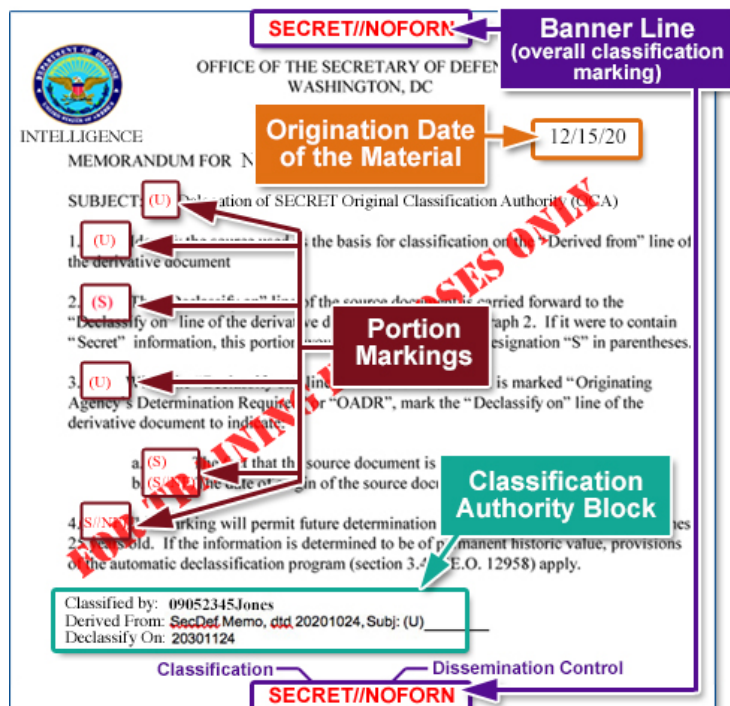
1. All classified material must be marked.
2. What is your Derivative Unique Identifier?
   a. Birth month (MM)
   b. Birth Day (DD)
   c. Last four digits of your MyID (ex. A1<u>2345</u>)
   d. Your last name.

   Example: 09052345Jones

3. What are the three derivative classification sources?
   a. Security Classification Guide (SCG)
   b. DD254
   c. Source documents (not hearsay)
4. When classifying derivative materials be sure to:
   a. Observe and move forward the original classification determinations.
   b. Apply standard markings; described later in this training.
   c. Use caution when paraphrasing, restating or compiling information to ensure accurate classification.
5. If you are not certain about the classification of the material it should be marked at the highest possible level, and also with the words "Classification Determination Pending."
6. All classified documents must include declassification instructions.
7. When using the "multiple sources" classified by line, a bibliography must be included.

DERIVATIVE CLASSIFIER

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

- Classified 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.

Use caution when extracting information to ensure that it is appropriately marked.

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OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

INTELLIGENCE   12/15/20

MEMORANDUM FOR Northrop Grumman

SUBJECT: (U) Delegation of SECRET Original Classification Authority (OCA)

1. (U) Identify the source used as the basis for classification on the "Derived from" line of the derivative document

2. (S) The "Declassify on" line of the source document is carried forward to the "Declassify on" line of the derivative document. This is paragraph 2. If it were to contain "Secret" information, this portion would be marked with the designation "S" in parentheses.

3. (U) When the "Declassify on" line of the source document is marked "Originating Agency's Determination Required" or "OADR", mark the "Declassify on" line of the derivative document to indicate:

FOR TRAINING PURPOSES ONLY

a. (S)   The fact that the source document is marked "OADR."
b. (S//NF) The date of origin of the source document.

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4. (S//NF) This marking will permit future determination when classified information becomes 25 years old. If the information is determined to be of permanent historic value, provisions of the automatic declassification program (section 3.4 of E.O. 12958) apply.

Classified by: 09052345Jones
Derived From: SecDef Memo, dtd 20201024, Subj: (U)_____
Declassify On: 20301124

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Contact your Site Security Representative for questions regarding the Derivative Classification Training.