Department of Defense
MANUAL

SUBJECT: Special Access Program (SAP) Security Manual: Marking

References: See Enclosure 1

1. <u>PURPOSE</u>

a. <u>Manual</u>. This Manual is composed of several volumes, each containing its own purpose.
The purpose of the overall Manual, in accordance with the authority in DoD Directive (DoDD)
5143.01 (Reference (a)), is to implement policy established in DoDD 5205.07 (Reference (b)),
assign responsibilities, and provide security procedures for DoD SAP information.

b. <u>Volume</u>. This Volume:

(1) Provides guidance and procedures for the application of control markings on DoD
SAP information consistent with Executive Order 13526 (Reference (c)), Part 2001 subpart C of
title 32, Code of Federal Regulations (Reference (d)), and Volume 2 of DoD Manual 5200.01
(Reference (e)).

(2) Cancels Directive-Type Memorandum 07-021 (Reference (f)).

2. <u>APPLICABILITY</u>. This Volume applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff
and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the
Department of Defense, the Defense Agencies, the DoD Field Activities, and all other
organizational entities (hereinafter referred to collectively as the "DoD Components").

b. All DoD Component contractors and consultants that require access to DoD SAPs,
pursuant to the terms and conditions of the contract or agreement.

c. Non-DoD U.S. Government departments, activities, agencies, and all other organizational
entities that require access to DoD SAPs, pursuant to the terms and conditions of a memorandum
of agreement, or other interagency agreement, established with the DoD.

3. <u>DEFINITIONS</u>. See Glossary.

4. <u>RESPONSIBILITIES</u>

   a. <u>Under Secretary of Defense for Intelligence and Security (USD(I&S))</u>. The USD(I&S) shall function as the office of primary responsibility for the development and update of this Volume.

   b. <u>Heads of the DoD Components and OSD Principal Staff Assistants (PSAs)</u>. The Heads of the DoD Components and OSD PSAs with oversight or cognizant authority (CA) over SAPs shall develop and issue marking guidance for SAP material they create, receive, or secure as prescribed by this Volume.

5. <u>PROCEDURES</u>. Marking requirements and procedures for SAP information are detailed in Enclosures 2 through 6.

6. <u>RELEASABILITY</u>. **Cleared for public release.** This Volume is available on the Directives Division Website at https://www.esd.whs.mil/DD/.

7. <u>SUMMARY OF CHANGE 2</u>. This administrative change updates the title of the Under Secretary of Defense for Intelligence to the USD(I&S) in accordance with Public Law 116-92 (Reference (g)).

8. <u>EFFECTIVE DATE</u>. This Volume is effective October 10, 2013.

Michael G. Vickers
Under Secretary of Defense for
Intelligence

Enclosures
   1. References
   2. Basic Marking Guidance for DoD SAP Information
   3. Applying the File Series Exemption (FSE) to SAP Documents
   4. Marking Guidance for Disestablished SAPs
   5. Marking Special Types of SAP Materials
   6. Marking IS Storage Media Containing SAP Information
Glossary

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REFERENCES

(a) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence and Security (USD(I&S))," October 24, 2014, as amended
(b) DoD Directive 5205.07, "Special Access Program (SAP) Policy," July 1, 2010, as amended
(c) Executive Order 13526, "Classified National Security Information," December 29, 2009
(d) Part 2001 subpart C of title 32, Code of Federal Regulations
(e) DoD Manual 5200.01, Volume 2, "Information Security Program: Marking of Classified Information," February 24, 2012, as amended
(f) Directive Type Memorandum 07-021, "Declassification Marking Guidance for DoD Special Access Program (SAP) Classified Material," April 26, 2007 (hereby cancelled)
(g) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019
(h) DoD Instruction 5205.11, "Management, Administration, and Oversight of DoD Special Access Programs (SAPs)," February 6, 2013, as amended
(i) Assistant to the President for National Security Affairs Memorandum, "Exemption of File Series from Automatic Declassification," March 30, 2005[1]
(j) DoD Manual 5200.01, Volume 1, "Information Security Program: Overview, Classification, and Declassification," February 24, 2012, as amended
(k) Section 3303 of chapter 33 of title 44, United States Code
(l) DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015, as amended

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[1]The DoD SAPCO maintains a copy of Reference (i).

ENCLOSURE 2

BASIC MARKING GUIDANCE FOR DoD SAP INFORMATION

1. GENERAL

a. SAP information shall be marked in accordance with the guidance contained herein, and this guidance shall be reflected in the security classification guide (SCG) developed for each program. The marking instructions discussed in this Volume are not all-inclusive, but do reflect the marking requirements for DoD SAP information required by References (c), (d), and (e).

b. An immediate re-marking effort for existing SAP documents, media, hardware, and other program-generated material is not required. However, if SAP documents are to be transferred or transmitted outside of a SAP facility, the custodian must re-mark the document(s) per the guidance herein, prior to dispatch. Program SCGs shall be modified to integrate guidance in this Volume during the guide's next periodic review or revision.

c. SAP material must be marked as soon as it is produced to notify the holder and recipients of its safeguarding requirements. Markings shall be uniformly and conspicuously applied to leave no doubt about the classified status of the information and the SAP protection required.

d. Marking challenges pertaining to SAP material shall be forwarded through the program security officer (PSO) to the CA Special Access Program Central Office (SAPCO). The CA SAPCO will coordinate with the SAP Original Classification Authority (OCA) as needed. Consideration and decisions regarding the removal of information from SAP controls requires coordination and approval in accordance with Enclosure 3 of DoD Instruction 5205.11 (Reference (h)).

e. Deviations from prescribed SAP markings will be forwarded through the PSO for approval by the CA SAPCO.

2. SAP CONTROL MARKINGS

a. SAP control markings denote classified information that requires enhanced protection in accordance with Reference (b), section 4.3 of Reference (c), and Reference (h). SAP information will be properly marked to reflect this status to the holder and shall include:

(1) The date and office of origin.

(2) The overall classification.

(3) CLASSIFIED BY: The classification authority and reason for classification (if originally classified).

(4) CLASSIFIED BY: The source (if derived). A document derivatively classified based on source documents marked "Multiple Sources" the derivative classifier shall cite the source documents.

(5) The SAP nickname or code word.

(6) Other assigned program identifier(s) (PID(s)).

(7) The portions that contain SAP information, dissemination controls, document control data (if required), and declassification instructions.

b. The level of classification (e.g., TOP SECRET) spelled out, the caveat "SPECIAL ACCESS REQUIRED" or the acronym "SAR," the program nickname (e.g., TAXI GREY) or code word (e.g., DAGGER), and the dissemination control (if assigned) shall be annotated on the banner line at the head and foot of each document page or media containing SAP information. Assigned PIDs (e.g., TG; RZD) shall not be used in the banner line. A hyphen (-) without interjected spaces shall be used to separate "SAR" and the program's nickname or code word. The banner line must be conspicuous enough to alert anyone handling the document that it contains SAP material (e.g., the font is larger or different than the font in normal text; or a contrasting color). The banner line must be constructed per the sequence or hierarchy reflected in the notes of the Table in this enclosure and Reference (e).

c. When information from three or more SAPs is included in a single document, indicate "MULTIPLE PROGRAMS" after SAR in the banner line (e.g. SECRET//SAR-MULTIPLE PROGRAMS) (see the Table). The term "Multiple Sources" is placed as the derivative classification instruction on the first page and these multiple sources are listed at the end of the document.

d. SAPs specifically exempted from normal congressional reporting requirements by the Secretary of Defense shall also be marked "WAIVED" in the banner line, at applicable portions, and prominently on media (e.g., TOP SECRET//SAR-DIGITAL AXIS//WAIVED). In such cases, "WAIVED" shall be placed last in the sequence and serves as a dissemination control marking.

e. Each paragraph shall be portion marked with the level of classification, "SAR", and the assigned PID (e.g., TS//SAR-TG). Use a hyphen without interjected spaces to separate the "SAR" caveat and the PID. The PID for each SAP mentioned must be cited in the portion marking, regardless of the total number of PIDs. Multiple PIDs must be listed in alphabetical order, separated from one another by a single forward slash (/), the "SAR" caveat and PID. If a dissemination control applies, such as waived (WAIVED), it will also be reflected at applicable portions or paragraphs (see the Table).

f. Document cover sheets shall not be annotated with classified code words.

g. Formal accountability measures described in Volume 1 of this Manual will be used to control the production and distribution of Top Secret SAP material. Hard copy documents

containing Top Secret SAP information shall include in the lower right corner of each accountable page, the following: the assigned document control number (DCN), page number and total page count (page 1 of 8; page 2 of 8; etc.), and the copy number and total copies made (copy 2 of 4). When a controlled document (e.g., the original Copy 2) is reproduced, the new product may be marked "Copy 2A," indicating that Copy 2 has been copied one time, or it may be given a separate accountability number. Hardware and media shall be marked with the DCN and the copy number, if applicable.

Table. Examples of SAP Banner Line, Portion, and Dissemination Control Markings

Banner Line	Portion Markings
SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY	(TS//SAR-TG)
SECRET//SAR-RAZOR DUST	(S//SAR-RZD)
SECRET//SAR-SWAGGER	(S//SAR-SGR)
SECRET//SAR-BLUE FOG/SAR-MUDDY PATH	(S//SAR-BFG/SAR-MDP)
TOP SECRET//SAR-MULTIPLE PROGRAMS*	(TS//SAR-TG/SAR-STK/SAR-BP)
TOP SECRET//SI-GAMMA//SAR-PRIOR TALLY	(TS//SI-G//SAR-PRT)
SECRET//SAR-FULL TILT	(S//SAR-FT)
TOP SECRET//SAR-DIGITAL AXIS//WAIVED	(TS//SAR-DGA//WAIVED)
TOP SECRET//SAR-ORION//WAIVED	(TS//SAR-ORN//WAIVED)
TOP SECRET//HCS//SAR-ZAPPER	(TS//HCS//SAR-ZPR)
TOP SECRET//TALENT KEYHOLE//SAR-STAGGER	(TS//TK//SAR-SGR)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)

Notes:
* Use "MULTIPLE PROGRAMS" in the banner line when 3 or more SAPs are referenced in the document. Use "MULTIPLE SOURCES" in the classification instructions on the first page of the document and include a list of these sources on the last page of the document.

Data hierarchy (left to right sequence) is: U.S. classification//Sensitive Compartmented Information (SCI) system(s)//SAP//Atomic Energy Act//Foreign Government Information// Dissemination Controls//Other Dissemination Controls.

The illustrative examples reflected in this table are UNCLASSIFIED.

h. SAP information in digital format shall be subject to all requirements of Reference (e) and marked with proper classification markings to the extent that such marking is practical; including portion marking, overall classification, "classified by," "derived from" or "reason for classification," and "declassify on" (see Figure 1).

i. Working papers containing SAP information shall be dated when created, marked, controlled, and safeguarded with the highest classification of any information contained therein. In accordance with Enclosure 3 of Reference (e), if these items are released by the originator outside the originating activity, retained more than 30 days from the date of origin, or filed

permanently then they must be marked in the same manner prescribed for a finished document at the same classification level.

Figure 1. Marking Sample (Memorandum)

This Sample is UNCLASSIFIED – Markings are for Training Purposes ONLY

TOP SECRET//SAR-RED CAR/SAR-TIN BAKER//WAIVED

[Date of origin]

MEMORANDUM FOR SAP DOCUMENT PREPARERS

From: Director of SAPCO, MDA

SUBJECT: (U) Markings for a SAP Document

(U//FOUO) This sample memorandum highlights markings for classified documents containing SAP information.

(S//SAR-RC) This section demonstrates how to mark a paragraph that contains SAP information from one Secret program. The portion marking reflects the highest classification level in the portion or paragraph.

(TS//SAR-RC/SAR-TBK//WAIVED) This section demonstrates how to mark a paragraph that contains SAP information from two programs. The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since TBK is a Waived SAP, the dissemination control is also reflected in the portion marking.

(U//FOUO) Portion markings for the Subject and Attachments indicate the classification of the subject or attachment title; not the classification of the document. Also note that Document Control information is reflected in the lower right corner for SAP documents requiring formal accountability.

Signature Block

Attachment:
Tab A: (U) Quad Chart

Classified by: David L. Smith, PSO
Derived from: RC SCG dated 20081128; TBK SCG dated 20090415
Declassify on: 20511231 (per FSE dated 20050330)

Upon Removal of Attachment(s), this Document is [Classification Level]

MDA SAPCO/0012-10
Page 1 of 2
Copy 1 of 4

TOP SECRET//SAR-RED CAR/SAR-TIN BAKER//WAIVED

ENCLOSURE 3

APPLYING THE FILE SERIES EXEMPTION (FSE) TO SAP DOCUMENTS

1. GENERAL. The marking guidance reflected in this enclosure applies to all documents containing DoD SAP information. As these documents are used (e.g., as a source of extracted SAP information, transmitted or moved from one location to another, re-introduced into the working environment from retired status, or modified from their existing state), they must be marked in accordance with the guidance in Figures 2 or 3 of this enclosure. All newly generated SAP documents will reflect markings that conform to this guidance.

2. FSE. SAPs established pursuant to Reference (b) have been granted an FSE in accordance with the Assistant to the President for National Security Affairs Memorandum (Reference (i)). Reference (i) exempts the file series of records related to DoD SAPs from automatic declassification at 25 years. SAP documents, dated prior to January 1, 1982, shall be declassified on December 31, 2021. SAP documents dated after January 1, 1982, shall be declassified on December 31 of the 40th year after the date of the document, unless it is reviewed and submitted for another extension. Requests for extensions will be submitted by the CA SAPCO to the DoD SAPCO, which, in accordance with Volume 1 of DoD Manual 5200.01 (Reference (j)), must submit the request to the Information Security Oversight Office, National Archives and Records Administration, no less than 6 months before the declassification date.

Figure 2. Markings for SAP Information Classified by an OCA

FOR MATERIAL DATED PRIOR TO JANUARY 1, 1982
Classified by: Name and position; include agency if not apparent
Reason: 1.4 [list appropriate subparagraph(s): a-h]
Declassify on: 20211231 (per FSE dated 20050330)

FOR MATERIAL DATED ON OR AFTER JANUARY 1, 1982
Classified by: Name and position; include agency if not apparent
Reason: 1.4 [list appropriate subparagraph(s): a-h]
Declassify on: [insert December 31 of the year the document is 40 years old unless it is reviewed and submitted for another extension] (per FSE dated 20050330)

Figure 3. Markings for SAP Information That Is Derivatively Classified

FOR MATERIAL DATED PRIOR TO JANUARY 1, 1982
Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple
　　　　　　　　Sources
Declassify on: 20211231 (per FSE dated 20050330)

FOR MATERIAL DATED ON OR AFTER JANUARY 1, 1982
Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple
　　　　　　　　Sources
Declassify on: [insert December 31 of the year the document is 40 years old unless it is
reviewed and submitted for another extension] (per FSE dated 20050330)

In accordance with Reference (e), if the classified information is derived from multiple
sources, the classifier shall include a list of the source materials in, or attached to, each
derivatively classified document.

ENCLOSURE 4

MARKING GUIDANCE FOR DISESTABLISHED SAPS

1. UNDERLINE GENERAL. A disestablished SAP is one that is terminated as a SAP by the Secretary or Deputy Secretary of Defense.

2. MANDATORY MARKING ACTIONS. Personnel granted access to SAP material shall implement all mandatory marking actions prescribed in the program termination plan.

3. ADDITIONAL REQUIREMENTS. Marking requirements, beyond those cited in the termination plan, apply when:

    a. A SAP has been terminated, but still requires SAP protections. For this condition:

        (1) SAP markings shall not be altered and the document shall retain SAP protection requirements.

        (2) When documents have been sealed in boxes or containers, or individual marking is otherwise costly and time consuming, a letter shall be affixed to the box or container that contains the correct marking instructions and declassification instructions. If affixing a letter to the box or container is inappropriate, then the letter will be retained by the responsible security officer, and the custodian will place a copy of the marking instructions in the first file inside the box when feasible.

    b. SAP information completely transitions to non-SAP classified information. For this condition:

        (1) Stripping a document of SAP protection or status may not change the document's classification level (Top Secret, Secret, Confidential) and protection measures required by Reference (e). When taking this action, the OCA must include these markings on the information: the level of classification, identification of the OCA, declassification instructions, a concise reason for continuing classification, and the date of the SAP termination action.

        (2) SAP markings on the document (in the banner line and portion markings) shall be redacted or completely marked through and blacked out to reflect the loss of SAP status.

        (3) Documents will be reviewed for declassification by the later standard of: December 31 of the fifth year following the removal of SAP protections; or December 31 of the year in which the records are 25 years old. If this declassification review is not performed, then the pertinent records shall be declassified automatically.

        (4) Markings on data residing on electronic media shall be redacted or completely marked through and blacked out to reflect the loss of SAP status.

c. DoD information from a disestablished DoD SAP that is shared with or transferred to non-DoD entities (e.g., Department of Homeland Security, or Director of National Intelligence) retains all other applicable markings for special handling. For this condition:

(1) DoD SAP markings must be redacted to reflect the loss of DoD SAP status.

(2) The material shall be protected and marked per the SCGs or jointly approved transition plan.

d. When DoD SAP information is declassified, the overall classification markings that appear on all pages shall be redacted or completely marked through and blacked out and replaced with these markings: the word "Declassified," the identity (name and position) of the declassification authority, or the title and date of the declassification guide.

4. <u>RETENTION REVIEW</u>. Documents containing information from a disestablished DoD SAP shall be maintained in accordance with the applicable DoD Component's Records Management Manuals, as required by section 3303 of chapter 33 of title 44, United States Code (Reference (k)) and DoDI 5015.02 (Reference (l)).

ENCLOSURE 5

MARKING SPECIAL TYPES OF SAP MATERIALS

1. <u>GENERAL</u>. For general guidance regarding the marking of special type of materials, see Enclosure 3 of Reference (e). These procedures only address certain aspects that are unique to SAP materials.

2. <u>FILES, FOLDERS, OR GROUPS OF DOCUMENTS</u>. To prevent mishandling, these SAP materials shall be conspicuously marked with the highest classification and the PID of each SAP material contained therein.

3. <u>INFORMATION IN DIGITAL FORMAT</u>. See Enclosure 3 of Reference (e), "Marking in the Electronic Environment." Accountability controls for Top Secret SAP material are not required until the item is printed.

4. <u>FILM AND VIDEO</u>. These materials will have a lead-in header and run-out trailer of at least five seconds projecting the highest DoD classification, nickname(s) or code word(s) and handling caveats of SAP information contained therein. Additionally, the film canister or videocassette will be marked with the highest DoD classification, nickname(s) or PIDs, and handling caveats.

5. <u>OTHER ITEMS</u>. All other items containing SAP information shall be marked clearly with the applicable SAP control markings. These control markings shall be prominent and placed within or contiguous to the portion. Such markings shall be based on portion content alone with the classification symbol placed before the caption.

6. <u>INFORMATION SYSTEM (IS) HARDWARE</u>. Except as otherwise specified in this Volume, IS equipment that processes, conveys, or stores SAP information shall conspicuously bear a SAP control label (see Enclosure 6 of this Volume) or be permanently marked per the program SCG.

7. <u>SYSTEMS, SUB-SYSTEMS, AND PARTS</u>. Material that includes SAP systems, sub-systems, and parts shall be marked in a manner that will identify the classification and caveat for the item. If marking of the item is impractical, then a tag or other form of identification shall be attached. Consult the PSO when unusual situations arise regarding this type of marking.

ENCLOSURE 6

MARKING IS STORAGE MEDIA
CONTAINING SAP INFORMATION

1. SOFTWARE-GENERATED MARKINGS. Where practical, data owners will program the software of classified IS storing SAP information to mark each classified file stored in the system with the highest overall DoD classification level and all applicable control markings (i.e., in the same manner as other SAP items).

2. REMOVABLE IS MEDIA

a. General. Removable IS storage media includes any device to which data may be written or upon which data may be stored that can be physically removed from a system by the user or operator. Removable IS storage media shall be marked with a SAP control marking if the media has ever been used on a IS system that processes SAP information, and the media was in a "writable" "vice read only" condition.

b. External Markings. In addition to proper classification markings in accordance with Reference (e), the media shall be marked with the nickname(s) or assigned PIDs, and SAR handling caveats as appropriate. Ensure that the markings are affixed to the media, not an interchangeable carrier (e.g., physically label the compact disc (CD) or hard disk).

(1) The SF 712 label is required for all media containing SCI. If SCI and SAP information reside on the same disk or removable drive, it is permissible to cut one label (e.g., SECRET or TOP SECRET), add SAR-PID, and place it on the SCI label to show that the media contains both SCI and SAP.

(2) The purple classified media label (SF 709) is NOT authorized for use with DoD SAP media.

(3) The "Data Descriptor" media label (SF 711) or a locally produced label must be used in addition to other labels to show the DCN, copy number, page number, handling restrictions, media contents, and office identifier. There are blocks on the SF 711 for classification, PIDs, and code words.

3. NON-REMOVABLE IS MEDIA

a. Non-removable IS storage media includes any device processing or storing SAP data that is accessible only via the removal of computer panels or the application of hand tools. Examples include hard drives internal to a central processing unit.

b. All IS hardware containing non-removable computer media shall bear external labels indicating the applicable SAP control markings, including handling caveats and dissemination controls. If the media is removed for maintenance or disposal, appropriate SAP controls shall be applied.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CA	cognizant authority
CD	compact disc
DCN	document control number
DoDD	DoD directive
FSE	file series exemption
IS	information system
OCA	original classification authority
PID	program identifier
PSA	principal staff assistant
PSO	program security officer
SAP	Special Access Program
SAPCO	Special Access Program Central Office
SAR	special access required
SCG	security classification guide
SCI	Sensitive Compartmented Information
SF	standard form
USD(I&S)	Under Secretary of Defense for Intelligence and Security

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this Volume.

banner line. A display or listing at the top and bottom of a document page that conveys the highest classification level of information contained in the document and the most restrictive control markings applicable to the overall document.

code word. A single word assigned to a SAP with a classified meaning (Confidential or higher), once activated by appropriate authority, to emphasize the required degree of security and to safeguard information pertaining to SAPs.

derivative classification.   Defined in Reference (e).

dissemination control markings.   Defined in Reference (e).

FSE. An exception to the 25-year automatic declassification provisions of Reference (c). It applies to entire blocks of records replete with exemptible information, e.g., a "file series" of agency records bearing a similar subject or category association.

IS. Any telecommunications, or computer-related equipment, interconnected system or subsystems of equipment that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of voice or data (digital or analog); includes software, firmware, and hardware.

nickname. Two separate unclassified words that are used in combination to represent a specific SAP or portion thereof.

original classification.   Defined in Reference (e).

PID. Defined in Reference (h).

portion marking. Using classification identifiers to independently mark sections, parts, or paragraphs as classified material. The classification of each portion depends solely upon the content of that portion. Portion markings shall be placed immediately preceding the material or data to remove any doubt as to the classification of a particular portion.

PSA. The Under Secretaries of Defense for Acquisition, Technology and Logistics, Policy, and Intelligence are examples of designated PSAs in support of the Secretary of Defense.

SAP. Defined in Reference (e).

SAP facility. A specific physical space that has been formally accredited in writing by the cognizant PSO that satisfies the criteria for generating, safeguarding, handling, discussing, and storing classified or unclassified program information, hardware, and materials.

SCI. Defined in Reference (e).