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. A12345)
   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.

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