

DECLASSIFICATION INSTRUCTION GUIDE

Classifier Stamp for NSI Only Document (Examples 1-7)

Classified By: Name, Title, Agency, Organization

Derived From: Guide short title, guide date, issuing Agency and Organization

Declassify On: Instructions based on guide topic or source documents

Classifier Stamp for RD/FRD Only Document (Example 8)

Classified By: Name, Title, Agency, Organization

Derived From: Guide short title, guide date, issuing Agency and Organization

Classifier Stamp for a Commingled* Document that IS NOT Portion Marked (Example 9)

Classified By: Name, Title, Agency, Organization

Derived From: Guide short title, guide date, issuing Agency and Organization

Classifier Stamp for a Commingled* Document that IS Portion Marked (Example 10)

Classified By: Name, Title, Agency, Organization

Derived From: Guide short title, guide date, issuing Agency and Organization

Declassify On: N/A to RD/FRD portions; See source list** for NSI portions

Classifier Stamp for a Commingled* Document that IS Portion Marked and Based on Multiple Sources (Example 11)

Classified By: Name, Title, Agency, Organization

Derived From: Multiple sources

Declassify On: N/A to RD/FRD portions; See source list for NSI portions

*Documents that contain RD or FRD and NSI.

**Further explanation of source lists may be found in Explanatory Note 8, below.

	Classification Guide Declassification Instructions	Date of Sample Document	Declassification Instructions for Classifier Marking	Sample Classification Authority Blocks	Explanatory Notes (see below)
Applying Declassification Instructions to a Document Containing Only NSI					
1	CNSI [Duration] (e.g., CNSI [20])	3/1/2014	Declassify On: <u>20340301</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>20340301</u>	1
2	CNSI [EV] Note: Declassify when vulnerability is corrected	3/1/2014	Declassify On: <u>When vulnerability is corrected</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>When vulnerability is corrected</u>	2
3	SNSI [25Xn; Duration] (e.g., SNSI [25X2; 40])	3/1/2014	Declassify On: <u>25X2; 20540301</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>25X2; 20540301</u>	3
4	CNSI [25Xn; EV] (e.g., CNSI [25x2; EV Note: Declassify when material is no longer at the site])	3/1/2014	Declassify On: <u>25X8; When material is no longer at the site</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>25X8, When material is no longer at the site</u>	3

	Classification Guide Declassification Instructions	Date of Sample Document	Declassification Instructions for Classifier Marking	Sample Classification Authority Blocks	Explanatory Notes (see below)
5	Multiple Sources 1. CNSI [10] 2. CNSI [20] 3. SNSI [25X2; 40]	3/1/2014	Declassify On: <u>25X2;</u> <u>20540301</u> <i>Use longest duration</i>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>Multiple Sources</u> Declassify On: <u>25X2; 20540301</u> Source list: CG-M-1, 1/4/2010, DOE OC CG-N-1, 2/2/2012, DOE OC CG-O-1, 3/3/2013, DOE OC	4
6	SNSI [50X2-WMD]	3/1/2014	Declassify On: <u>50X2-WMD</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>50X2-WMD</u>	5
7	SNSI [50X1-HUM]	3/1/2014	Declassify On: <u>50X1-HUM</u>	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>50X1-HUM</u>	5

Applying Declassification Instructions to a Document Containing Only RD or FRD

8	SRD or SFRD	3/1/2014	There are no declassification instructions for RD or FRD documents.	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u>	6
---	-------------	----------	---	--	---

Applying Declassification Instructions to a Commingled Document that Is NOT Portion Marked

9	SNSI [20] and SRD	3/1/2014	Declassification instructions do not apply to non-portion marked documents that contain both RD/FRD and NSI.	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u>	7
---	----------------------	----------	--	--	---

	Classification Guide Declassification Instructions	Date of Sample Document	Declassification Instructions for Classifier Marking	Sample Classification Authority Blocks	Explanatory Notes (see below)
Applying Declassification Instructions to a Commingled Document that <u>IS</u> Portion Marked					
10	SNSI [20] and SRD	3/1/2014	Declassification instructions do not apply to the RD/FRD portions; however, declassification instructions must be provided for the NSI portions.	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>CG-M-1, 1/4/2010, DOE OC</u> Declassify On: <u>N/A to RD/FRD portions;</u> <u>See Source List for NSI portions</u> <u>Source List</u> CG-M-1, 1/4/2010, DOE OC; Declassify on 20340301	8
Applying Declassification Instructions to a Commingled Document that <u>IS</u> Portion Marked and Based on Multiple Sources					
11	Multiple Sources 1. SNSI [25X7; 50]; 2. CNSI [20]; and 3. SRD	3/1/2014	Declassification instructions do not apply to the RD/FRD portions; however, declassification instructions must be provided for the NSI portions.	Classified By: <u>Joe Doe, Dir., DOE, HS-94</u> Derived From: <u>Multiple Sources</u> Declassify On: <u>N/A to RD/FRD portions</u> <u>See Source List for NSI portions</u> Source list: CG-M-1, 1/4/2010, DOE OC; Declassify on 25X7; 20640301 CG-N-1, 2/2/2012, DOE OC; Declassify on 20340301 CG-O-1, 3/3/2013, DOE OC; Declassify on: NA to RD	8

Explanatory Notes

Note 1	The declassification instruction is determined by adding to the date of the document the number of years duration included with the classification topic.
Note 2	The declassification instruction is a short description of the event included with the classification topic.
Note 3	The declassification instruction must include the notation “25X” and the appropriate exemption number, as well as the number of years duration added to the date of the document or a short description of the event. The duration or event will be included with the classification topic.
Note 4	When using multiple sources, the declassification instruction is taken from the source with the longest duration. The derivative classifier shall include a listing of the source materials on, or attached to, each derivatively classified document. There is no required placement of the source list within the document, only that it be included in, or attached to, the document.
Note 5	The declassification instruction on the “Declassify On” line will either be 50X2-WMD or 50X1-HUM, as noted by the classification topic. No date or event is to be listed.
Note 6	No declassification instruction is ever included on an RD or FRD document.
Note 7	A document that contains both RD/FRD and NSI and is <u>not portion marked</u> is treated as if it contained only RD/FRD. No declassification instruction is included on such a document.
Note 8	A document that contains both RD/FRD and NSI <u>and</u> is portion marked must contain the following on the “Declassify On” line: “N/A to RD/FRD portions; See source list for NSI portions”. If only one source was used to classify the document, then the source list must provide the NSI declassification instruction with the longest duration. If multiple sources were used to classify the document, then the source list must include the NSI declassification instruction with the longest duration for each of the sources. The source list must not be included on the first page, unless it is only a single page document. Then it can be listed on the first page, but separate from the classification authority block.

REMINDER: Even though a document may be marked with a declassification date or event that has passed, the document may not be automatically declassified but must be reviewed by a Derivative Declassifier (single review only) to ensure that it does not contain NSI whose classification has been extended or RD or FRD not identified when the document was initially classified.