



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

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Security Note 01-11

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: AMPLIFYING GUIDANCE ON THE CONDUCT OF DERIVATIVE
CLASSIFICATION AND REQUIREMENTS FOR DERIVATIVE
CLASSIFIERS

Ref: (a) EO 13526 Part 2 Sec.2.1
(b) ISOO Marking Guide
(c) SECNAV M-5510.36

1. Per the references, all personnel who conduct derivative classification by means of reproducing, extracting, or summarization of classified information, or who apply classification markings derived from source material, or as directed by classification guide shall:

a. Be identified by name and position or by personal identifier on the "Classified By" line, in a manner that is immediately apparent for each derivative classification performed, per reference (b).

b. Observe and respect original classification decisions; and

c. Carry forward to any newly created documents the pertinent classification markings. For information derivatively classified based on multiple sources, the derivative classifier shall carry forward:

(1) The date or event for declassification that correspond to the longest period of classification among the sources; and

(2) A listing of the source materials.

d. Receive training in the proper application of the derivative classification principles, with an emphasis on avoiding over classification, at least once every 2 years. Derivative classifiers who do not receive such training at least once every 2 years shall have their authority to apply derivative classification marking suspended until they have

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received such training. A waiver may be granted by the staff Agency/Activity Head or Deputy Head if an individual is unable to receive such training due to unavoidable circumstances. Whenever a waiver is granted, the individual shall receive such training as soon as practicable.

2. The Derivative Classification training is available online at the Defense Security Services Academy (DSSA) website at <http://dssa.dss.mil/seta/seta.html>. To access the training derivative classifiers shall do the following:

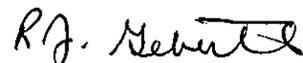
a. If not already enrolled in the DSSA Learning Management System (ENROL), personnel will create an account by selecting the "New Student" icon. Follow the prompts to create the account.

b. To register for the Derivative Classification online course, personnel will access the DSSA Combined Catalog, by selecting the "DSS Combined Catalog" icon. A PDF version of the catalog will open. Click on the "Information Security" icon, to display all courses available under the information security training. Under the "eLearning courses", click on the "Derivative Classification (1F103.16)" icon. Follow the prompts to register for the course.

3. Upon completion of the training personnel will provide a copy of their completion certificate to the Staff Agency/Activity Security Coordinator. The Security Coordinator will maintain a copy of the certificate and a roster listing name, rank and date the individual completed the derivative classification training. The completion certificates and roster will be utilized during classified holdings review portion of the Security Assessment Program Visits for compliance.

4. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-2320.

5. The procedures outlined in this security note will be incorporated into the next revision of the HQMC Information and Personnel Security Program (IPSP) Standing Operating Procedure (SOP).


R. J. GEBERTH
By direction