

THIS SAMPLE DERIVATIVE CLASSIFIED LETTER DOES NOT CONTAIN CLASSIFIED INFORMATION

CONFIDENTIAL 1

OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION 2  
Washington, D.C. 20410

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SUBJECT: MINIMUM REQUIRED MARKINGS FOR CLASSIFIED DOCUMENTS (U) 3

TO: TEAM MEMBERS

- 4 (c) Each portion of a classified document shall be marked to indicate the highest classification of information it contains. For example, this paragraph is marked as if it contained Confidential information.
- (U) The circled numbers on this page indicate those markings required for all classified documents. The footnotes below refer to the appropriate chapter of this Handbook.
- (U) Other markings shall be applied to classified material depending on the content:

If the transmittal document does not contain classified information but is used to transmit classified material, see chapter 3-5e.

I. M. AWARE

Director, Emergency Preparedness Staff

Classified by	5	_____
Declassify on	6	_____
Downgrade to	6	_____
on	6	_____

1 CONFIDENTIAL

FOOTNOTES

- |                                    |         |  |         |
|------------------------------------|---------|--|---------|
| 1. Overall classification markings | 3-5a(1) | 4. Portion Marking                               | 3-5a(3) |
| 2. Office of origin                | 3-5c    | 5. Classification Authority                      | 3-5b    |
| 3. Subjects and titles             | 3-5a(3) | 6. Declassification and Downgrading Instructions | 3-5d    |