

# (U) Portion Marking

## (U) Executive Order 13526, “Classified National Security Information”

**(U) Sec.1.6.(c) states:** *With respect to each classified document, the agency originating the document, shall, by marking or other means, indicate which portions are classified, with the applicable classification level, and which portions are unclassified.*

## (U) 32 CFR Part 2001, “Classified National Security Information”

**(U) §2001.21(c) states:** *Each portion of a document, ordinarily a paragraph, but including subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, bullets and other portions within slide presentations, and the like, shall be marked to indicate which portions are classified and which portions are unclassified by placing a parenthetical symbol immediately preceding the portion to which it applies.*

## (U) Why do we portion mark classified documents?

(U) To identify the exact information that requires protection.

(U) To indicate the level of classification assigned to the information.

(U) To allow for determination of the overall classification of the document.

(U) Portion marking is the first step when marking a classified document.

## (U) What do you portion mark?

(U) Titles, subject lines, paragraphs, sub-paragraphs, bullets, pictures, graphs, charts, tables, etc.

## (U) Where do you portion mark?

(U) For text, at the beginning of the portion. Charts, pictures, etc. are portion marked as shown.



**(U) PowerPoint Presentation Example**

*(U) All portions, to include title, headings, paragraphs, etc., are individually portion marked. **This is a mandatory requirement.***

*(U) The overall classification (SECRET) is determined by the highest level of classification of the portions within the document.*

**(U) Title of Document**

1. (U) Paragraph 1 is UNCLASSIFIED.
2. (S) Paragraph 2 is classified SECRET
3. (U) The title of this document is UNCLASSIFIED.

**SECRET**

(U) Portion Markings in a PowerPoint Presentation

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 Derived From: Multiple Sources  
 Declassify On: December 30, 2039

**SECRET**

**SECRET**

**(U) Portion Marking Rules**

(S) Portion at beginning of portion.

(C) Portions are identified as any segregable part – titles, subjects, paragraphs, sub-paragraphs, pictures, charts, bullets, sub-bullets, etc.

**SECRET**

**(U) Title of Document**

- (S) Bullet 1 is classified SECRET.
  - (U) Sub-bullet is UNCLASSIFIED
  - (S) Sub-bullet is classified SECRET
- (U) Bullet 2 is UNCLASSIFIED.
  - (U) Sub-bullet is UNCLASSIFIED
  - (S) Sub-bullet is classified SECRET

**Subject: (U) Subject of Document**

(S) Paragraph 1 is classified SECRET.

(S) Paragraph 2 is classified SECRET.

(U) Paragraph 3 is UNCLASSIFIED.

- a. (U) Subparagraph is UNCLASSIFIED.
- b. (S) Subparagraph is classified SECRET.


**SECRET**

(U) Photos, pictures, charts, graphs, etc. are portions that must be marked. The titles must be portion marked as well.

**SECRET**

*(U) Photos, pictures, charts, graphs, etc. are portions that must be marked. The titles must be portion marked as well.*

**SECRET**



(U) Title of Chart



(U) Ferocious Cat

*(U) Chart is classified SECRET, title of Chart is UNCLASSIFIED*

**Classification markings are for training use only!**