

Student Guide

Special Access Program Markings Short

Introduction

Welcome to the Special Access Programs, or SAPs, Markings Short.

To protect our nation and its warfighters, it is essential to control and limit access to sensitive information and programs. We must be especially vigilant in protecting Special Access Programs (SAPs).

In order to do so, it is important to recognize the classification markings on SAP information so that you can be sure to handle it properly. You must also be able to apply SAP classification markings correctly. This will help ensure safeguarding of the information at the proper level.

This Short will examine SAP markings.

Learning Objective:

- Recognize and apply control markings to DoD SAP information.

Estimated Time of Completion:

- 15 minutes

Basic SAP Marking Requirements

Narrator: Today, we will follow Monica, an employee working for the government less than six months. Soon, she will be tasked to do something important.

Colleague: Hey Monica, I hope everything has been going great for you.

Monica: I'm doing great. I am adapting very well to the new role. What do you have for me today?

Colleague: I have some SAP documents that need to be correctly marked.

Monica: Okay, no problem.

Colleague: As a refresher, when dealing with basic marking requirements, SAP information should be marked according to guidance, which should be reflected in the security classification guide (SCG) developed for each program.

The marking instructions discussed in DoD Manual 5205.07, Volume 4, are not all-inclusive but do reflect the marking requirements required by DoD Manual 5200.01, Volume 2, "Information Security Program: Marking of Classified Information."

I have attached the guidance and an example sheet to help you with your task.

Monica: Okay, got it. Thanks!

Narrator: Now that Monica has knowledge of SAP Marking Requirements, let's follow her as she reviews the provided material.

More information:

- SAP material must be marked as soon as it is produced to notify the holder and recipients of its safeguarding requirements.

SAP Control Markings

Don the Document: Hey, I'm Don the Document. I contain classified program information and as such, I am covered with SAP control markings.

Narrator: SAP control markings denote classified information that requires enhanced protection. SAP information carries markings to reflect this status to the holder and must include a banner line that includes the overall classification of the document and/or each page, portion markings, and the classification authority block, or CAB, which includes information about who classified the information, office of origin, and declassification instructions.

To learn more:

- Web-based training Marking Special Categories of Classified Information, available through CDSE's Security, Training, Education, and Professionalization Portal, or STEPP. <https://www.cdse.edu/catalog/elearning/IF105.html>

Banner Line

Don the Document: This section is about banner lines, which appear at the header and footer of each document page or media containing SAP information.

The banner line for SAP information must be conspicuous enough to alert anyone handling the document that it contains SAP material.

The banner line should be in a different font style, size, or color than the rest of the text.

Examples

Document contains information from:	Sample Banner Line
1 SAP	SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY
1 Waived SAP	TOP SECRET//SAR-TIN BAKER//WAIVED
2 SAPs	SECRET//SAR-BLUE FOG/SAR-MUDDY PATH
2 SAPs, at least 1 is Waived	TOP SECRET//SAR-STAGGER/SAR-TIN BAKER //WAIVED
3 or more SAPs	SECRET//SAR-MULTIPLE PROGRAMS
3 or more SAPs, at least 1 is Waived	TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED

The banner line must be constructed following a standard sequence or hierarchy:

- The first piece of information in the banner line is the level of classification spelled out.
- Next comes the caveat SPECIAL ACCESS REQUIRED or the acronym SAR.
- This is followed by the program nickname or code word.
 - Notice that this needs to be fully spelled out, rather than using the shorter program identifier, or PID.

Finally, if a dissemination control is assigned (if it applies), it appears last in the banner line.

Remember, if 3 or more SAPs are referenced in the document the banner line will say "MULTIPLE PROGRAMS." Use "MULTIPLE PROGRAMS" in the classification instructions on the first page of the document and include a list of these sources on the last page of the document.

Portion Markings

Don the Document: Next, we have portion markings, which identify the classification levels of individual sections of a document. Here is one example of what they may look like.

Examples of portion markings

(U) (C) (S) (TS) (U//FOUO) (S//NF/PROPIN)
(C//FRD) (//GBR S) (TS//SI/TK) (S//RD)
(S//REL) (TS//REL TO USA, AUS, CAN, GBR) (S//RD-N)

Here is another example to see how some of the abbreviations are made.

Sample Banner Line	Related Portion Marking
SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY	(S//SAR-TG)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)
SECRET//SAR-BLUE FOG//SAR-MUDDY PATH	(S//SAR-BFG/SAR-MDP)
TOP SECRET//SAR-STAGGER/SAR-TIN BAKER//WAIVED	(TS//SAR-SGR/SAR-TB//WAIVED)
SECRET//SAR-MULTIPLE PROGRAMS	(S//SAR-AB/SAR-DGR/SAR-WZ)
TOP SECRET//SAR-MULTIPLE PROGRAMS//WAIVED	(TS//SAR-BP/SAR-STK/SAR-TG//WAIVED)

In materials that include SAP information, the portion markings include not only the classification level, but also that the information is Special Access Required, which is denoted in the portion by the abbreviation SAR.

The level of classification in the caveat Special Access Required, or SAR, is separated by a double slash.

The program identifier (PID) for each SAP mentioned must also be cited in the portion marking, regardless of the total number of PIDs. Use a hyphen without spaces to separate the SAR caveat and the PID. When multiple PIDs are listed, list them in alphabetical order and separate

them from one another by a single forward slash. Finally, if a dissemination control applies, such as WAIVED, it must be included at the applicable portions. Portion markings may look different depending on the number of SAPs and dissemination controls involved.

Classification Authority Block

Don the Document: As with other classified information, SAP information includes a classification authority block, which includes the classifier. If the information was derivatively classified, the block lists the source from which the information is derived.

Originally classified information identifies the Original Classification Authority (OCA)

and the reason for classification. This is no different than how other classified information is marked. However, the declassification instructions for SAP information do differ from other classified information.

While most classified documents are subject to automatic declassification at 25 years, SAPs have been granted a File Series Exemption (FSE), which exempts the file series of records related to DoD SAPs from automatic declassification. According to the FSE, SAP documents dated on or after January 1, 1982, will be declassified on December 31 of the 50th year after the date of the document, unless it is reviewed and submitted for an extension. Per the FSE, SAP documents dated prior to January 1, 1982, will be declassified on December 31, 2031.

Examples

Material dated on or after January 1, 1982:

Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple Sources
Declassify on: [insert December 31 of the year the document is 50 years old unless it is reviewed and submitted for extension] (per FSE dated 20150306)

Material dated before January 1, 1982:

Classified by: Name and position; include agency if not apparent
Derived from: SCG, [date]; the source document subject, author and date; or Multiple Sources
Declassify on: 20311231 (per FSE dated 20150306)

Considerations for Top Secret (TS) SAP Information

Don the Document: For Top Secret SAP material, in addition to the SAP production and distribution control markings, there are formal accountability measures in place to control its production and distribution.

Hard copy documents containing Top Secret SAP information must include the following in the lower right corner of each page:

- The assigned document control number (DCN)
- The page number and total page count, AND
- The copy number and total copies made

Example

MDA SAPCO/0011-11 Page 1 of 1 Copy 1 of 4

When a document is reproduced, the new product must also be marked. For example, if the example here is reproduced, it could be marked Copy 1A or it may be given a separate accountability number.

More information

- Hardware and media must be marked with the DCN and the copy number, if applicable.
- In addition to proper SAP classification markings, the media shall be marked with the nickname(s) or assigned PIDs, and SAR handling caveats as appropriate. Ensure that the markings are affixed to the media.

Course Completion

This Short examined the special marking considerations for Special Access Programs. Now you should be able to recognize and apply classification markings correctly, ensuring the protection and safeguarding of SAP information. And remember, while the examples shown here focused on documents, SAP markings also extend to other types of SAP material and media. Volume 4 of DoD Manual 5205.07 contains specific guidance for you to follow.

Congratulations, you have successfully completed this Short!

Knowledge Checks

Questions 1-3

Select the icon on this document where the banner line sequence is located.

Select the icon on this document where the portion marking sequence is located.

Select the icon on this document where the classification authority block is located.

The document template contains the following elements:

- Top Banner:** A four-pointed star icon followed by the text "TOP SECRET//SAR-DIGITAL AXIS//WAIVED".
- Date:** The text "[Date of origin]" is located to the right of the banner.
- Header:** The text "MEMORANDUM FOR SAP DOCUMENT PREPARERS" is centered.
- From:** The text "From: Director of SAPCO, MDA" is centered.
- Subject:** The text "SUBJECT: (U) Markings for SAP Documents" is centered.
- Portion Marking:** A triangle icon is positioned to the left of the text "(TS//SAR-DGA//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion markings."
- Signature:** The text "Signature Block" is located to the right of the portion marking text.
- Classification Authority:** A rectangle icon is positioned to the left of the text "Classified by: David L, Smith PSO", "Derived from: DGA SCG dated 20141128", and "Declassify on: 20641231 (per FSE dated 20150306)".
- Page Info:** A circle icon is positioned to the left of the text "MDA SAPCO/0012-10", "Page 1 of 2", and "Copy 1 of 4".
- Bottom Banner:** A four-pointed star icon followed by the text "TOP SECRET//SAR-DIGITAL AXIS//WAIVED".

UNCLASSIFIED
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Question 4

Which of the three documents properly displays basic SAP markings?

<p style="text-align: center; color: red;">TOP SECRET//SAR-DIGITAL AXIS//WAIVED</p> <p style="text-align: right;">[Date of origin]</p> <p>MEMORANDUM FOR SAP DOCUMENT PREPARERS From: Director of SAPCO, MDA SUBJECT: (S) Markings for SAP Documents</p> <p>(TS//SAR-DIGITAL//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion markings.</p> <p style="text-align: right;">Signature Block</p> <p>Classified by: David L. Smith P50 Derived from: DGA SCG dated 20141128 Declassify on: 20441231 (per FSI dated 20150906)</p> <p style="text-align: center;">MDA SAPCO002-10 Page 1 of 2 Copy 1 of 4</p> <p style="text-align: center; color: red;">TOP SECRET//SAR-DIGITAL AXIS//WAIVED</p>	<p style="text-align: center; color: red;">TOP SECRET//SAR-DIGITAL AXIS//WAIVED</p> <p style="text-align: right;">[Date of origin]</p> <p>MEMORANDUM FOR SAP DOCUMENT PREPARERS From: Director of SAPCO, MDA SUBJECT: (S) Markings for SAP Documents</p> <p>(TS//SAR-DIGITAL//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion markings.</p> <p style="text-align: right;">Signature Block</p> <p>Classified by: David L. Smith P50 Derived from: DGA SCG dated 20141128 Declassify on: 20441231 (per FSI dated 20150906)</p> <p style="text-align: center;">MDA SAPCO002-10 Page 1 of 2 Copy 1 of 4</p> <p style="text-align: center; color: red;">TOP SECRET//SAR-DIGITAL AXIS//WAIVED</p>	<p style="text-align: right;">[Date of origin]</p> <p>MEMORANDUM FOR SAP DOCUMENT PREPARERS From: Director of SAPCO, MDA SUBJECT: (S) Markings for SAP Documents</p> <p>(TS//SAR-DIGITAL//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion markings.</p> <p style="text-align: right;">Signature Block</p> <p>Classified by: David L. Smith P50 Derived from: DGA SCG dated 20141128 Declassify on: 20441231 (per FSI dated 20150906)</p> <p style="text-align: right;">MDA SAPCO002-10 Page 1 of 2 Copy 1 of 4</p>
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Question 5

SAP marking information includes:
Select all that apply.

- Banner line
- Rough draft
- Portion markings
- Signature
- Classification authority

Question 6

Hard copies containing TS SAP information must include all of the following except:
Select all that apply.

- The assigned document control number (DCN)
- The forward address with initials
- The page number and total page count
- The copy number and total copies made
- The commander's initials

Knowledge Check Answers

Questions 1 – 3

Select the icon on this document where the banner line sequence is located.
STAR

Select the icon on this document where the portion marking sequence is located.
TRIANGLE

Select the icon on this document where the classification authority block is located.
RECTANGLE

The image shows a document template with several key elements:

- Top Banner:** A blue star icon followed by the text "TOP SECRET//SAR-DIGITAL AXIS//WAIVED".
- Date:** The text "[Date of origin]" is located on the right side.
- Memorandum Header:** "MEMORANDUM FOR SAP DOCUMENT PREPARERS", "From: Director of SAPCO, MDA", and "SUBJECT: (U) Markings for SAP Documents".
- Portion Marking:** A blue triangle icon followed by the text "(TS//SAR-DGA//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion markings."
- Signature Block:** The text "Signature Block" is located on the right side.
- Classification Authority Block:** A blue rectangle icon followed by the text "Classified by: David L. Smith PSO", "Derived from: DGA SCG dated 20141128", and "Declassify on: 20641231 (per FSE dated 20150306)".
- Page Information:** A blue circle icon followed by the text "MDA SAPCO/0012-10", "Page 1 of 2", and "Copy 1 of 4".
- Bottom Banner:** A blue star icon followed by the text "TOP SECRET//SAR-DIGITAL AXIS//WAIVED".

UNCLASSIFIED
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Question 4

Which of the three documents properly displays basic SAP markings?

The image shows three document templates side-by-side, each representing a different way to format SAP markings. The first template (left, highlighted with a green border) shows the markings at the top and bottom, with a signature block and document control information in the middle. The second template (middle) shows the markings at the top and bottom, with a signature block and document control information in the middle. The third template (right) shows the markings at the top and bottom, with a signature block and document control information in the middle.

Question 5

SAP marking information includes:
Select all that apply.

- Banner line**
- Rough draft
- Portion markings**
- Signature
- Classification authority**

Question 6

Hard copies containing TS SAP information must include all of the following except:
Select all that apply.

- The assigned document control number (DCN)
- The forward address with initials**
- The page number and total page count
- The copy number and total copies made
- The commander's initials**

Special Access Program (SAP) Markings Job Aid

The diagram shows a memorandum header with the following elements and callouts:

- Banner Line Sequence** (Callout 1-4):
 - Classification level spelled out
 - SPECIAL ACCESS REQUIRED or SAR
 - Program nickname or code word spelled out
 - Dissemination controls, if applicable
- Portion Marking Sequence** (Callout 1-4):
 - Classification level abbreviated
 - SAR
 - Assigned program identifier (PID)
 - Dissemination controls, if any
- Classification Authority Block** (Callout):
 - Dated *on or after* 1/1/1982: declassify 12/31 of the 50th year
 - Dated *before* 1/1/1982: declassify 12/31/2031
 - Extensions: Cognizant Authority Special Access Program Central Office (SAPCO) must request from DoD SAPCO
- Additional Control Markings for TOP SECRET SAP Materials Only** (Callout):
 - Assigned Document Control Number (DCN)
 - Page number and total page count
 - Copy number and total copies made

The memorandum header text is as follows:

TOP SECRET//SAR-DIGITAL AXIS//WAIVED [Date of origin]

MEMORANDUM FOR SAP DOCUMENT PREPARERS

From: Director of SAPCO, MDA

SUBJECT: (U) Markings for a SAP Document

(TS//SAR-DGA//WAIVED) The portion marking reflects the highest classification level in the portion or paragraph. Additionally, since DGA is a Waived SAP, the dissemination control is also reflected in the portion marking.

Signature Block

Classified by: David L. Smith, PSO
Derived from: DGA SCG dated 20141128
Declassify on: 20641231 (per FSE dated 20050330)

MDA SAPCO/0012-10
Page 1 of 2
Copy 1 of 4

TOP SECRET//SAR-DIGITAL AXIS//WAIVED

Marking Examples

Sample Banner Line	Related Portion Marking
SECRET//SPECIAL ACCESS REQUIRED-TAXI GREY	(S//SAR-TG)
TOP SECRET//SAR-TIN BAKER//WAIVED	(TS//SAR-TB//WAIVED)
TOP SECRET//SAR-STAGGER/SAR-TIN BAKER//WAIVED	(TS//SAR-SGR/SAR-TB//WAIVED)
SECRET//SAR-MULTIPLE PROGRAMS	(S//SAR-AB/SAR-DGR/SAR-WZ*)

**Note: When multiple programs are included in the portion marking, the PIDs must be listed alphabetically.*