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## INTELLIGENCE COMMUNITY DIRECTIVE NUMBER 710



### CLASSIFICATION AND CONTROL MARKINGS SYSTEM (EFFECTIVE: 11 SEPTEMBER 2009)

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**A. AUTHORITY:** The National Security Act of 1947, as amended; Executive Order (EO) 12333, as amended; EO 12958, as amended; EO 12968; EO 13388; and other applicable provisions of law.

**B. PURPOSE**

1. This Directive establishes the Intelligence Community (IC) classification and control markings system as a critical element of IC procedures for protecting intelligence and information (hereinafter referred to as "information"), and sources and methods while ensuring that information is available without delay or unnecessary restrictions. The classification and control markings system enables information sharing and includes all markings added to classified and unclassified information to communicate one or more of the following: classification, compartmentation, dissemination controls, disclosure or release authorizations, and other warnings.

2. This Directive further establishes centralized functions to support the oversight and maintenance of the IC's classification and control markings system.

3. Sections I through IV and XI through XVI of Director of Central Intelligence Directive (DCID) 6/6, *Security Controls on the Dissemination of Intelligence Information* are hereby rescinded. Sections V through X, and Annexes A and B of DCID 6/6 remain in effect until otherwise rescinded. This Directive rescinds DCID 8 Series Policy Memoranda 1, *Intelligence Community Implementation of Releasable by Information Disclosure Official (RELIDO) Dissemination Marking*; and DCID 6/5, *Policy for the Protection of Certain non-SCI Sources and Methods Information (SAMI)*.

**C. APPLICABILITY**

1. This Directive applies to the IC, as defined by the National Security Act of 1947, as amended; and such other elements of any other department or agency as may be designated by the President, or designated jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned, as an element of the IC.

2. When established by written agreement or understanding with the following entities, this Directive further applies to Federal departments and agencies; state, local, and tribal governments; private sector organizations; and other non-IC elements that handle, store, or disseminate information.

#### **D. POLICY**

1. Classification and control markings shall be applied explicitly and uniformly when creating, disseminating, and using classified and unclassified information to maximize information sharing while protecting sources, methods, and activities from unauthorized or unintentional disclosure. The classification and control markings system established by this Directive is implemented through the Controlled Access Program Coordination Office's (CAPCO) *Authorized Classification and Control Markings Register* (hereinafter referred to as the *CAPCO Register*) and the accompanying *Intelligence Community Classification and Control Markings Implementation Manual* (hereinafter referred to as the *Implementation Manual*). Together these documents define and describe the IC's classification and control markings system.

2. To support an integrated, collaborative, and sharing enterprise, classification and control markings shall be applied precisely and judiciously to information to help ensure that all recipients, including automated systems, understand how to protect information and make informed decisions regarding dissemination and sharing. As information sharing increases, IC personnel are responsible for applying markings that support intelligence production principles regarding the writing of products for maximum utility.

3. Originators of information are responsible for determining appropriate classification markings for the information they produce, and for applying appropriate control markings that implement DNI guidelines for dissemination. Originators must distinguish between the decision to classify and the need for dissemination controls. In all cases, the lowest appropriate classification and least restrictive dissemination controls applicable shall be used.

4. Classification and control requirements apply to information regardless of the medium (e.g., text, image, graphics, and electronic documents, including web pages, wikis, and blogs). This Directive applies to all information, whether in printed or electronic format, including finished intelligence disseminated via cable. All documents transmitted over automated systems must conform with metadata requirements defined in IC Standard 2008-500-7, *Intelligence Community Standard for Information Security Marking Metadata*.

5. All documents containing information that requires control markings, regardless of classification, format, or medium, shall be portion marked. Classification and control markings shall be applied appropriately to each portion to ensure that information is available without unnecessary delay or restrictions. Portion markings shall be applied to portions in accordance with IC Standard(s) issued by the Associate Director of National Intelligence and IC Chief Information Officer. In conjunction with marking requirements specified in EO 12958, as amended, portion markings shall be used on all classified information unless a waiver has been obtained in accordance with guidance from the Information Security Oversight Office.

6. The *CAPCO Register* and *Implementation Manual* are not instructions for determining classification and shall not be used as a substitute for an Original Classification Authority's guidance. Individuals must refer to the appropriate classification guide, source document(s), or other form of Original Classification Authority instruction for classification determination.

7. Heads of IC elements may establish internal, administrative, and element-specific control markings for use on classified and unclassified information to meet unique mission needs. Such controls shall be consistent with existing policies and guidance and not duplicative of any markings in the *CAPCO Register*. IC element-specific internal controls shall not be used when information is disseminated externally.

8. Originators of information shall include an IC element point of contact and contact instructions at the end of all intelligence products to expedite decisions on information sharing. Procedures for downgrading or sanitizing information shall not impose additional dissemination controls beyond those included in the *CAPCO Register*.

9. The Director of the Special Security Center (SSC) may approve requests for waivers to markings, formats, or authorized abbreviations. IC elements shall submit requests for waivers in writing to CAPCO for Director SSC's consideration.

**E. CLASSIFICATION MARKINGS:** A classification marking shall be applied to information only when the information requires protection from unauthorized disclosure that could reasonably be expected to damage national security. Specific guidance on determining classification levels and appropriate markings is provided in EO 12958, as amended; and the Information Security Oversight Office's *Classified National Security Information Directive No. 1*. The classification markings allowed on classified information are TOP SECRET, SECRET, and CONFIDENTIAL. No other term or phrase shall be used to identify classified information. The UNCLASSIFIED marking may be used on information that does not meet the criteria for classification.

**F. CONTROLLED ACCESS PROGRAM MARKINGS:** Sensitive Compartmented Information control system and Special Access Program markings shall be applied to information concerning or derived from especially sensitive intelligence sources, methods, or analytical processes required to be handled within formal access control systems. The authorized markings for controlled access programs shall be listed in the *CAPCO Register*.

**G. FOREIGN RELEASE MARKINGS:** Classified information shall be explicitly marked for appropriate foreign disclosure or release. Documents containing multiple portions with different disclosure or release markings shall be marked overall with the most protective marking.

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| 1. NOFORN               | Releasable to U.S. citizens and not releasable to foreign nationals without the permission of the originator.  |
| 2. REL TO [list]        | Releasable only to U.S. citizens and foreign nationals of specified country(ies) and international organizations. Release to additional countries requires the permission of the originator. |
| 3. RELIDO               | Release decision delegated to Designated Intelligence Disclosure Officials.  |
| 4. REL TO [list]/RELIDO | Releasable to U.S. citizens and foreign nationals of specified country(ies) and of additional countries identified by Designated Intelligence Disclosure Officials.                          |

**H. OTHER DISSEMINATION CONTROL MARKINGS:** All other dissemination control markings currently in use and listed in the *CAPCO Register* shall be removed from the *CAPCO Register* one year from the effective date of this Directive, unless their use and purpose are revalidated and approved by the DNI or the Principal Deputy Director of National Intelligence. The Director SSC shall establish and publish a process through which IC elements may submit requests to revalidate existing control markings and requests for new markings. Within one year of the aforementioned revision of the *CAPCO Register*, all IC systems that disseminate information shall be modified to reject information not marked in accordance with the *CAPCO Register*. The wholesale, immediate re-marking of legacy documents shall not be required. As legacy documents are reused (e.g., portions extracted, reintroduced into the working environment from a resting state), the documents shall be re-marked in accordance with the most current *CAPCO Register*.

**L. CLASSIFICATION AND MARKING CHALLENGES:** Requesters of information and authorized holders of information shall seek to resolve issues at the lowest possible level. Classification challenges should follow procedures provided in Section 1.8 of EO 12958, as amended, as well as implementing procedures established in accordance with this Executive Order. Marking challenges should follow procedures that IC elements establish in accordance with DNI guidance.

## **J. ROLES AND RESPONSIBILITIES**

1. The Deputy Director of National Intelligence for Policy, Plans, and Requirements shall:
  - a. Ensure that all IC elements consistently execute the provisions of this guidance and that classification and control markings issues are identified and resolved;
  - b. Review and revalidate the classification and control markings system, at least annually;
  - c. Coordinate with IC elements when the need is identified to adopt additional controls or eliminate or modify existing ones;
  - d. Advise the DNI on the need to adopt additional controls or eliminate or modify existing controls;
  - e. Provide the DNI with an annual report summarizing the use of control markings in the IC; and
  - f. Promote training and education to ensure standardized classification and control markings procedures are followed.
2. The Director SSC, through the Assistant Deputy Director of National Intelligence for Security, shall:
  - a. Function as the point of contact for IC elements, the Department of Defense, other agencies and departments of the Executive Branch, and Congress concerning all matters relating to the IC classification and control markings system;
  - b. Oversee and ensure appropriate standardization of classification and control markings across the IC;
  - c. Ensure that the *CAPCO Register* and the *Implementation Manual* are accurate, current, and available to all users of information;

d. Convene the Classification Markings Implementation Working Group, a forum to evaluate and recommend IC control markings and waivers, address implementation issues, and coordinate changes to the *CAPCO Register* and *Implementation Manual*; and

e. Promulgate changes to the *CAPCO Register* and *Implementation Manual*.

3. Heads of IC elements shall:

a. Ensure that the classification and control markings system is implemented in their element;

b. Update element policies to reflect classification and control markings requirements and implementation guidance;

c. Provide the Classification Markings Implementation Working Group with senior representatives who have experience with and responsibility for classification management;

d. Identify potential changes to improve standardization of markings and information sharing;

e. Establish continuing training and education programs within their element, including an annual workforce training requirement that ensures complete and common understanding of the classification and control markings system;

f. Provide specific classification and control markings implementation guidance to their workforce, including procedures for resolving marking challenges;

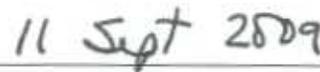
g. Establish procedures within their element to oversee the application of dissemination control markings; and

h. Provide the DNI, through the Director, Special Security Center, with an annual report that summarizes the use of classification and control markings on their products and certifies training of their workforce.

**K. EFFECTIVE DATE:** This Directive becomes effective on the date of signature.



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Director of National Intelligence



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Date