



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF  
UNIT 35801  
FPO AP 96602-5801

IN REPLY REFER TO:

DivO 5513.1  
G-2

23 MAY 1994

## DIVISION ORDER 5513.1

From: Commanding General  
To: Distribution List

Subj: INFORMATION SECURITY CLASSIFICATION GUIDANCE

Ref: (a) OPNAVINST 5510.1H  
(b) OPNAVINST 5513.1D  
(c) DivO P5510.9K, SOP for IPSP

Encl: (1) 3d Marine Division Standing Organizational  
Classification Guide

1. Purpose. To publish command guidance and a generic command classification guide in accordance with the references for use by Division personnel when making information security classification determinations.

2. Applicability. This order applies specifically to 3d Marine Division (3d MarDiv) Headquarters and its subordinate units and attachments. Additionally, it will be used as a baseline reference when the Division Headquarters stands up for operations as a Marine Forces (MARFOR) component command element (or a subordinate unit headquarters is designated as a Special Purpose MAGTF (SPMAGTF) Command Element). Accordingly, reference is made throughout this directive to the 3d MarDiv in both its ground combat element and MARFOR component roles.

3. Basic Policy. The references require that a classification guide be prepared and issued as soon as is practicable for any plan, program or project involving classified information. Such guides are the primary reference source for derivative classifiers to identify the level and duration of classification for specific information elements. Guides may also include information concerning special public release requirements and foreign disclosure considerations.

#### 4. Information

a. Original Classification. The initial two-part determination that information requires, in the interest of the national security, protection against unauthorized disclosure and the level of protection required is termed its "original classification." Such original classification determinations are promulgated as part of the command's/operation's security classification guide. Subsequently, any time that information is used, by anyone in any form, it is derivatively classified based upon the original classification determination.

b. Derivative Classification. This is the term used to describe whenever anyone incorporates, paraphrases, restates or generates in a new form information that is already classified (i.e., the information had previously been classified by an Original Classification Authority [OCA]). Deriving the classification is most commonly accomplished by marking the material in accordance with guidance from the OCA or deriving the classification from another classified source. Approximately 90% of the classified information produced by the 3d MarDiv is derivatively classified. The primary occasion when original classification occurs at the 3d MarDiv level is with regard to the development of specific exercise/contingency operation plans/orders for which we are the senior headquarters responsible for the operation. Even in these cases, specific classification guidance will/should be established by the Officer-Conducting-the-Exercise/JTF Commander or some other senior commander that 3d MarDiv is subordinate to, upon which will be based significant parts of the classified information contained in our operations plan/order.

c. Original Classification Authority (OCA). The authority to originally classify information rests with the Secretary of the Navy. He has in turn designated certain officials who may exercise this authority. Only an OCA is authorized to determine if information items may be originally classified. Reference (a) designates those commands which are OCAs, and the individuals, specified by billet, within each command who may actually exercise this authority. This authority rests with the billet, not the individual, and may so be exercised by another acting on his behalf during his absence.

(1) Within the 3d MarDiv, the Division Commander, the Assistant Division Commander and the Chief of Staff are the OCA's for SECRET classifications.

(2) No 3d MarDiv subordinate unit commander is designated as an OCA for SECRET classification. However, in the event a standing MAGTF (i.e., when 4th Marines stands up as the 37th MEU Command Element) is activated or a division subordinate headquarters is designated as a SPMAGTF command element, its Commanding Officer and Executive Officer will be designated as OCA's for SECRET classification.

(3) The Commanding Officer and Executive Officer of 4th Marines, 12th Marines, Headquarters Battalion, 3d Combat Engineer Battalion and Combat Service Support Group are designated OCAs for CONFIDENTIAL classification.

(4) Within the III MEF Command Element, the Commanding General and Chief of Staff are the OCA's for SECRET classifications.

(5) Finally, the lowest echelon within our chain of command that has been designated an OCA for TOP SECRET classifications is COMMARFORPAC. Only the Commanding General, Marine Forces Pacific, has this authority. However, when the division is deployed for operations as a MARFOR Component Command Element, such authority will usually be vested with the JTF Commander, and would likely be delegated to the component commanders.

d. Classification Criteria. Unnecessary classification and higher than necessary classification should be avoided. If there is reasonable doubt about the need to classify information, it should be safeguarded as if it were classified "Confidential" pending a determination by the OCA. If there is reasonable doubt about the level of classification, then it shall be safeguarded at the higher level of classification pending a determination by the OCA. Key classification principles/considerations are:

(1) There must be a positive basis for classification, with both advantages and disadvantages considered.

(2) Specific information that requires classification must be identified in an unambiguous manner.

(3) A document or other material is classified for one of the following two reasons:

(a) It contains classified information that may be ascertained by its study, analysis, observation or use.

(b) It reveals classified information when associated with other information, including that which the classifier knows has been officially released into the public domain.

(4) The following factors should be considered when making original classification determinations:

(a) The degree of intended or anticipated dissemination or use of the information. This factor does not necessarily preclude classification; however, classification may be impracticable if wide use or dissemination is expected.

(b) The cost of classification in terms of time, money and personnel, and whether the cost of protecting the information might impede or prevent attainment of the operation's or program's objectives.

(c) Normally, a compilation of unclassified items of information is not classified. However, the compilation of two or more items of information, which when separate are unclassified, may become classified. That is, the combining of these unclassified bits of information reveals some relationship, concept, plan or other new information, the unauthorized disclosure of which would meet the standards for classification. Such a compilation may be considered classified in the mosaic. An example is the exercise "ready reference" folders/binders many Marines maintain. Usually these contain dozens of individual bits of unclassified information. Such details, particularly when analyzed about assumptions, quantities, processes, capabilities and limitations, provide clear indicators of probable friendly courses of action, strengths and weaknesses, etc. If classifying such binders is impractical, it is recommended that they at least be marked as "For Official Use Only (FOUO)" and provided the physical protection/positive control of classified information as part of routine operational security protective measures.

(5) When to Classify. A determination to originally classify shall be made only when the information meets one or more of the criteria listed below, and only when the unauthorized disclosure of the information could reasonably be expected to cause a degree of damage to the national security.

Military plans, weapons or operations.

Foreign government information.

Intelligence activities, sources or methods.

(d) Foreign relations or foreign activities of the United States.

(e) Vulnerabilities or capabilities of systems, installation, projects or plans relating to the national security.

(f) Cryptology and cryptologic operations.

(6) Implementing Derivative Classification. A derivative classifier must: respect original classification decisions; verify the current level of classification of information insofar as is practicable; and carry forward to any newly created documents previously assigned dates or events for declassification, or include a notation that the information cannot be automatically declassified without the approval of the OCA. (Note: OADR means "Originating Agency Determination Required", and is used whenever a declassification date cannot be determined [if you are the OCA] or whenever you derivatively classify material.) Information derived from a classified source will retain the classification markings exactly as shown on the source material. Actual markings will be according to references (a) and (c).

### Limitations of Classifying

(a) No Marine within the 3d MarDiv may classify previously declassified information.

(b) Information/materials will not be classified to conceal violations of law, inefficiency or administrative error nor to prevent embarrassment to a person, organization or element.

### Duration of Original Classification

(a) Information will be classified for as long as required in accordance with national security considerations. Dates or events for declassification will be assigned whenever possible.

(b) If a date or specific event for declassification cannot be predetermined at the time the information is originally classified, then the original classification determination will apply indefinitely (e.g., use the OADR caveat). The OCA should periodically (usually semi-annually) review classified materials to which he had assigned the OADR declassification guidance to determine if the information should remain classified or have its classification lowered. However, only the OCA can lower or declassify the material; if you have derived the classification from another classified source, you must seek its OCA's guidance if you desire to treat the information as declassified or at a lower level of classification. When an OCA determines that the classification of information/material with the OADR caveat has changed, he must promulgate this decision in writing to all organizations and personnel who had received the original classified correspondence. Such organizations then must ensure the material is properly marked in accordance with reference (a) before it may be handled as unclassified information or at the lower level of classification.

### Challenges to Classification Determinations

(a) A challenge to the classification determination of any material/information produced by the 3d MarDiv will be submitted to the Chief of Staff or Command Security Manager for resolution.

(b) All challenges by 3d MarDiv personnel of the classification determinations of higher headquarters or any external command will be handled in accordance with reference (a).

5. Action

a. Tasks

(1) Assistant Division Commander and Chief of Staff

(a) Exercise OCA for SECRET classified information produced by the 3d MarDiv.

(b) Coordinate with the III MEF Chief of Staff or other proper officials for necessary authorization for the classification of 3d MarDiv TOP SECRET materials.

(c) Resolve challenges that may arise regarding any original classification determinations made by the 3d MarDiv. Coordinate challenges we initiate of any higher headquarters or an external command's classification determinations.

(2) Command Security Manager

(a) Exercise staff cognizance for all administrative aspects of security classification guidance for the 3d MarDiv. Provide advice and administrative guidance to the Commanding General, Assistant Division Commander, Chief of Staff, subordinate commanders and principal staff section heads, as required.

(b) In coordination with the Assistant Chief of Staff, G-3, prepare specific security classification guidance as soon as possible following receipt of an exercise or actual contingency warning order, alert order, initiating directive or similar notification. Ensure necessary prior coordination and integration with any similar guidance issued by higher headquarters.

(3) Assistant Chief of Staff, G-3. Assist the Command Security Manager with the preparation of exercise/operation's unique security guidance to ensure it is consistent with the overall command security program.

(4) Subordinate Unit Commanders. Exercise OCA for CONFIDENTIAL information with regard to your command's unique operations.

b. Coordinating Instructions

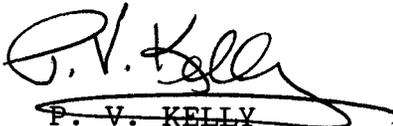
(1) All Marines designated above will implement the policy contained in this directive. Ensure Marines responsible to you understand the purpose and procedures for the production of original classified information.

(2) Enclosure (1) provides generic standing classification guidance for 3d MarDiv operations. It must be referred to and used during routine garrison operations and for planning prior to an operational deployment. All Marines designated above are encouraged to provide recommended changes to this standing security classification matrix at any time, particularly with regard to functional area unique matters.

(3) Exercise/operation specific classification guidance will be promulgated as part of the operations plan/order issued. It will be located within the preface of the document.

(4) No classified information will be released to a foreign national unless specific authorization is provided. Such authorization will routinely be promulgated in the specific exercise/contingency operation classification guidance issued.

6. Certification. Reviewed and approved this date.

  
~~P. V. KELLY~~  
Chief of Staff

Distribution: A/D

Copy to: COMMARFORPAC  
CG, III MEF  
CTF 76  
CG, 1st MAW  
CG, 3d FSSG  
CO, 3d SRIG  
CO, 1st Radio Bn

3d Marine Division Standing Organizational Classification Guide

1. Purpose. The following information provides generic classification guidance for use during 3d MarDiv operations, whether an exercise or an actual contingency. Additionally, it will be used as a baseline for operations whenever the Division Headquarters is designated as a MARFOR component command element. Minimum classification levels are noted where applicable. Under no circumstance will lesser degrees of classification be used unless prior approval is provided by the Original Classification Authority (OCA [refer to the basic directive for a definition of who is designated an OCA]). This does not preclude the assignment of a lower classification if the information is derived from another official government or military source.

2. Guidelines. The following are established

<u>Protection Topics/Categories</u>	<u>Protection during</u>			<u>Declass Instr &amp; Notes</u>
	<u>Planning Phase</u>	<u>Execute Phase</u>	<u>Post Phase</u>	
Operation code word	Unclas	Unclas	Unclas	N/A
Exercise/operation dates (C/M/E/R/D-days)	Conf	Unclas	Unclas	(1)
Exercise/operations phases	Conf	Conf	FOUO	(1) (3)
Schedules of events	Conf	Conf	Unclas	(1) (3)
Execution Times (L/H-hr)	Conf	Unclas	Unclas	(5)
Exercise/operation area	Conf	Conf	FOUO	(2) (3)
Areas of interest	Conf	Conf	FOUO	(2) (3)
Command post locations	Conf	Conf	Unclas	(2)
Movement of General/Flag Officers	Conf	Conf	Conf	OADR
Operational Readiness/ critical shortages	Conf	Conf	Conf	OADR
Personnel readiness	Conf	Conf	FOUO	(3)
National intelligence operations, sources, methods, capabilities and limitations	Secret	Secret	Secret	OADR
Organic intelligence operations sources, methods, capabilities and limitations	Conf	Conf	Conf	OADR
Control/fire support measures	Conf	Conf	FOUO	(3)
Equipment readiness/critical shortages	Conf	Conf	Var	OADR
Exercise training objectives	FOUO	FOUO	Unclas	(5)
Lessons learned	N/A	Var	Var	OADR (5)

Logistic shortfalls	Conf	Conf	FOUO	-----
Electronic Warfare/C2W	Secret	Secret	Secret	OADR
Deception plans	Secret	Secret	Secret	OADR
Concept of Operations	Conf	Conf	FOUO	-----
Scheme(s) of Maneuver (to incl specific tactical obj's)	Conf	Conf	FOUO	(3)
Landing zones, beaches, areas and sites	Conf	Unclas	Unclas	
Challenges and passwords	Conf	Conf	FOUO	(3)
Rules of Engagement	Conf	Conf	FOUO	(4)
Task organization	Conf	Conf	FOUO	(4)
Force list	Conf	Conf	FOUO	(4)
Ports of embarkation and staging areas	Conf	Unclas	Unclas	(6)(7)
Ports of debarkation	Conf	Unclas	Unclas	(6)(7)
Airlift/Sealift planning data (when specific unit capabilities can be ascertained)	Conf	Conf	Conf	OADR
Enemy order of battle information	Secret	Secret	Secret	OADR
Communications readiness/ with critical shortages	Conf	Conf	FOUO	
Identification of COMSEC codes with edition number/effective date for use	Conf	Conf	Conf	

Notes:

(1) Declassify upon military public affairs office announcement to the general media.

(2) When associating a unit with its specific boundaries/areas of interest/command post locations, such information must be classified. When portraying a stylized representation of the unit without providing accurate locational information, such information may be handled as unclassified information, with appropriate consideration given to general operations security protective measures.

(3) Automatic post-exercise declassification will be 30 days after the end of the exercise unless otherwise directed. Declassification instructions for actual operations will be separately issued.

(4) Most such information will be declassified 30 days following the exercise's end. However, certain critical shortages and/or a significant degradation of readiness status may remain classified.

(5) Most such information will be unclassified. Those that are not will be separately stipulated in the initiating directive or similar document.

DivO 5513.1

(6) Declassify following completion of the event/occurrence unless otherwise directed.

(7) Classified for actual contingencies only (i.e., not exercises) unless otherwise stipulated in the exercise classification guidance.