

## Creating a Matrix for Derivative Classification

1	<p data-bbox="418 268 808 300">Building a Matrix for MS Class.</p> <div data-bbox="435 310 857 352"><table border="1"><tr><td></td><td></td><td></td></tr></table></div> <p data-bbox="542 625 763 642">All Markings for Training Purposes Only</p>				<p data-bbox="971 268 1419 373">If you are derivatively classifying a document from multiple sources, it is useful to create a matrix.</p>
2	<p data-bbox="418 682 808 714">Building a Matrix for MS Class.</p> <div data-bbox="435 724 857 766"><table border="1"><tr><td></td><td></td><td></td></tr></table></div> <p data-bbox="542 1039 763 1056">All Markings for Training Purposes Only</p>				<p data-bbox="971 682 1344 709">Title the first column: "Source."</p>
3	<p data-bbox="418 1096 808 1127">Building a Matrix for MS Class.</p> <div data-bbox="435 1138 857 1180"><table border="1"><tr><td>Classification</td><td></td><td></td></tr></table></div> <p data-bbox="542 1453 763 1470">All Markings for Training Purposes Only</p>	Classification			<p data-bbox="971 1096 1425 1123">Title the next column: "Classification."</p>
Classification					

4

**Building a Matrix for MS Class.**

Classification	Downgrade to

All Markings for Training Purposes Only

Title the third column: "Downgrade to."

5

**Building a Matrix for MS Class.**

Classification	Downgrade to	Declass

All Markings for Training Purposes Only

Title the last column: "Declassification Date."

6

**Building a Matrix for MS Class.**

Classification	Downgrade to	Declass

All Markings for Training Purposes Only

Create enough rows to cover all of your multiple sources.

7

**Building a Matrix for MS Class.**

Classification	Downgrade to	Declass

Derived From Multiple Sources  
Downgrade to Confidential Jan 03, 2012  
Declass on: Jan 2, 2015  
**SECRET**

**Source Document #1**

All Markings for Training Purposes Only

Here is the classification authority block for the first source document.

8	<p><b>Building a Matrix for MS Class.</b></p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Downgrade to</th> <th>Declass</th> </tr> </thead> <tbody> <tr> <td>Secret</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Derived From Multiple Sources Downgrade to Confidential Jan 03, 2012 Declass on: Jan 2, 2015 <b>SECRET</b></p> </div> <p style="text-align: right;"><b>Source Document #1</b></p> <p style="text-align: center; color: red; font-size: small;">All Markings for Training Purposes Only</p>	Classification	Downgrade to	Declass	Secret									Review the block and list Secret in the first column.
Classification	Downgrade to	Declass												
Secret														
9	<p><b>Building a Matrix for MS Class.</b></p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Downgrade to</th> <th>Declass</th> </tr> </thead> <tbody> <tr> <td>Secret</td> <td>Confidential Jan 03 2012</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Derived From Multiple Sources Downgrade to Confidential Jan 03, 2012 Declass on: Jan 2, 2015 <b>SECRET</b></p> </div> <p style="text-align: right;"><b>Source Document #1</b></p> <p style="text-align: center; color: red; font-size: small;">All Markings for Training Purposes Only</p>	Classification	Downgrade to	Declass	Secret	Confidential Jan 03 2012								Transfer the downgrade information to the next block.
Classification	Downgrade to	Declass												
Secret	Confidential Jan 03 2012													
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Classification	Downgrade to	Declass												
Secret	Confidential Jan 03 2012	Jan 02, 2015												

12

Building a Matrix for MS Class.

Classification	Downgrade to	Declass
Secret	Confidential Jan 03 2012	Jan 02, 2015
Secret		

Classified By: DAS James  
Reason: 1.4g  
Downgrade to: Confidential Dec 3, 2011  
Declassify On: April 5, 2013

SECRET

All Markings for Training Purposes Only

Source Document #2

List the classification level.

13

Building a Matrix for MS Class.

Classification	Downgrade to	Declass
Secret	Confidential Jan 03 2012	Jan 02, 2015
Secret	Confidential Dec 3, 2011	

Classified By: DAS James  
Reason: 1.4g  
Downgrade to: Confidential Dec 3, 2011  
Declassify On: April 5, 2013

SECRET

All Markings for Training Purposes Only

Source Document #2

Transfer the downgrade information to the second block.

14

Building a Matrix for MS Class.

Classification	Downgrade to	Declass
Secret	Confidential Jan 03 2012	Jan 02, 2015
Secret	Confidential Dec 3, 2011	Apr 5, 2013

Classified By: DAS James  
Reason: 1.4g  
Downgrade to: Confidential Dec 3, 2011  
Declassify On: April 5, 2013

SECRET

All Markings for Training Purposes Only

Source Document #2

List the declassification date.

<p>15</p>	<p><b>Building a Matrix for MS Class.</b></p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Downgrade to</th> <th>Declass</th> </tr> </thead> <tbody> <tr> <td>Secret</td> <td>Confidential Jan 03 2012</td> <td>Jan 02, 2015</td> </tr> <tr> <td>Secret</td> <td>Confidential Dec 3, 2011</td> <td>Apr 5, 2013</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">       Classified By: Dir B. Good        Reason: 1.5j        Declassify On: Feb 3, 2014  <b>CONFIDENTIAL</b> </div> <p style="text-align: right; margin-right: 20px;"><b>Source Document #3</b></p> <p style="text-align: center; color: red; font-size: small;">All Markings for Training Purposes Only</p> <p>Graphics: Please change name of Classifier to something not silly.</p>	Classification	Downgrade to	Declass	Secret	Confidential Jan 03 2012	Jan 02, 2015	Secret	Confidential Dec 3, 2011	Apr 5, 2013				<p>Review the classification authority block for source document 3.</p>
Classification	Downgrade to	Declass												
Secret	Confidential Jan 03 2012	Jan 02, 2015												
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Classification	Downgrade to	Declass												
Secret	Confidential Jan 03 2012	Jan 02, 2015												
Secret	Confidential Dec 3, 2011	Apr 5, 2013												
Confidential		Feb 3, 2014												

18	<p><b>Matrix: 3 Documents, 2 Levels</b></p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Downgrade to Confidential</th> <th>Declass</th> </tr> </thead> <tbody> <tr> <td>Secret</td> <td>Feb 3, 2012</td> <td>Jan 03, 2015</td> </tr> <tr> <td>Secret</td> <td>Dec 3, 2011</td> <td>Aug 8, 2013</td> </tr> <tr> <td>Confidential</td> <td></td> <td>Apr 5, 2014</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; color: red; font-size: small;">All Markings for Training Purposes Only</p>	Classification	Downgrade to Confidential	Declass	Secret	Feb 3, 2012	Jan 03, 2015	Secret	Dec 3, 2011	Aug 8, 2013	Confidential		Apr 5, 2014				List the declassification date.
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Classification	Downgrade to Confidential	Declass															
Secret	Feb 3, 2012	Jan 03, 2015															
Secret	Dec 3, 2011	Aug 8, 2013															
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Classification	Downgrade to Confidential	Declass															
Secret	Feb 3, 2012	Jan 03, 2015															
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Classification	Downgrade to Confidential	Declass															
Secret	Feb 3, 2012	Jan 03, 2015															
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013															
Confidential		Apr 5, 2014															
Secret																	

22

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret		

All Markings for Training Purposes Only

Document 1 will downgrade to Confidential on February 3, 2015.

(Graphics Note: Using new date of +3)

23

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

Therefore, we will want to list the downgrade to confidential date on February 3, 2015.

(Graphics Note: Using new date of +3)

24

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

To determine the classification date, we need to determine the most restrictive date.

25

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

First we remove the closest date to declassification.

26

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

27

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

Then we remove the second closest date.

28

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	

All Markings for Training Purposes Only

That leaves us with January 01, 2018  
**[Graphics Note: using new date of +3]**  
 as the most restrictive date.

29

Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	20150103

All Markings for Training Purposes Only

We have now determined the key information

30

### Matrix: 3 Documents, 2 Levels

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	20150103

Classified By: Art Major, Analyst  
 Derived From: Multiple Sources  
 Downgrade to: Confidential Feb 3, 2012  
 Declassify on: 20150103

All Markings for Training Purposes Only

to be included in the classification authority block of the new document.

Please animate the arrows similar to the original visuals.

31

### Your New Document

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	20150103

Classified By: Art Major, Analyst  
 Derived From: Multiple Sources  
 Downgrade to: Confidential Feb 3, 2012  
 Declassify on: 20150103

Newly Created Document

All Markings for Training Purposes Only

Transfer the classification authority block,

32

### Your New Document

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
Secret	Feb 3, 2012	20150103

Newly Created Document

All Markings for Training Purposes Only

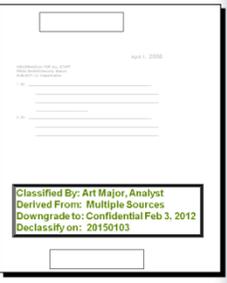
(no narration, just showing animation)

Show animation moving the block from the left to the document

33

### Your New Document

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
<b>Secret</b>	Feb 3, 2012	20150103



Newly Created Document

All Markings for Training Purposes Only

and move the overall page markings to the new document.

34

### Your New Document

Classification	Downgrade to Confidential	Declass
<del>Secret</del> Confidential	Feb 3, 2012	Jan 03, 2015
<del>Secret</del> Confidential	Dec 3, 2011	Aug 8, 2013
Confidential		Apr 5, 2014
<b>Secret</b>	Feb 3, 2012	20150103



Newly Created Document

All Markings for Training Purposes Only

(no narration, just showing animation)

Show animation moving the word Secret from the left of the document to the top and bottom of the new document.

