

FORTRA



WHITE PAPER (Titus)

Easily Implement the New DoD Marking Standard with Classification Software

DoDM 5200.01V2 Compliance Made Easy with Titus

PLEASE NOTE – ALL FIGURES AND ASSOCIATED MARKINGS USED IN THIS DOCUMENT ARE UNCLASSIFIED AND ARE FOR EXAMPLE ONLY. THE MARKINGS IN THE FIGURES ARE TO ILLUSTRATE THE REQUIRED FORMAT.

Department of Defence Manual (DoDM) 5200.01 Volume 2

The DoD Manual 5200.01 is made up of several volumes. The overall purpose of these volumes is to implement policy, assign responsibilities, and provide procedures for the designation, marking, protection, and dissemination of controlled unclassified information (CUI) and classified information. Volume 2 of this Manual provides guidance for the correct marking of classified information and applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD. DoD Components shall phase-in the marking standard specified in Volume 2 over a period of one year from the date of its issuance (February 24, 2012). Thus all newly created documents (original and derivative) shall carry compliant markings by February 24, 2013.

This whitepaper will review some of the requirements of the Manual, particularly those related to marking in the electronic environment (Section 17), and will explain how Titus solutions can help DoD Components meet these marking requirements.

Why Use an Automated Marking Tool?

Many of the requirements of the marking guide can be handled manually. For example, users can add portion markings manually to their documents as they are being created. So why would DoD Components want to deploy an automated marking tool?

1. Reduce Errors – the marking tool will automatically place markings in the proper format and location. In addition the marking tool can ensure all markings are consistent, for example, by automatically rolling up the highest portion into the overall classification of a document.
2. Less Training Required – because the marking tool automatically and consistently places selected markings in the correct location and can construct markings like a document banner automatically, there is less training required for new users.
3. Can automatically add classification metadata tags to documents and emails – these metadata tags can then be used by other systems that move or store the information. For instance, network guards can read the classification metadata and take appropriate action, like enforcing encryption.

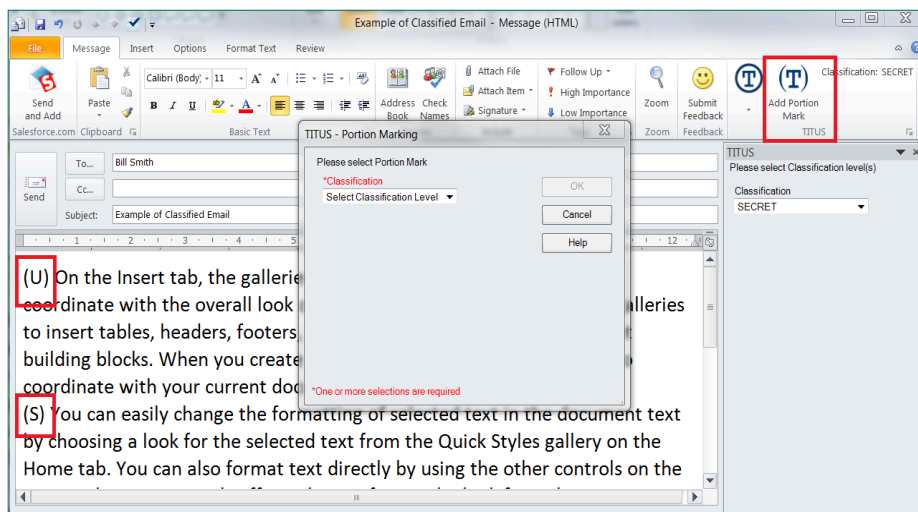
Key Requirements of DoDM 5200.01 V2

The following are some of the key requirements contained in DoD M 5200.01 V2. For each requirement we will illustrate how Titus Classification solutions can be used to mark classified information in accordance with the new policy and easily phase-in the new standard.

Portion Marking for Emails

Section 17 b(3) of the manual requires that classified email shall be portion marked.

Titus Message Classification™ is a security and governance solution that ensures all Microsoft Outlook messages are classified before they are sent. Titus Message Classification supports the requirement in Section 17 b (3) by allowing users to add correctly formatted portion markings into the email. Additionally, Titus software automatically rolls up the highest portion mark into the overall classification of the email. As shown below, when a portion mark (Secret) is added to the email, the overall classification of the email itself is upgraded to Secret (as shown in the task pane on the right hand side):



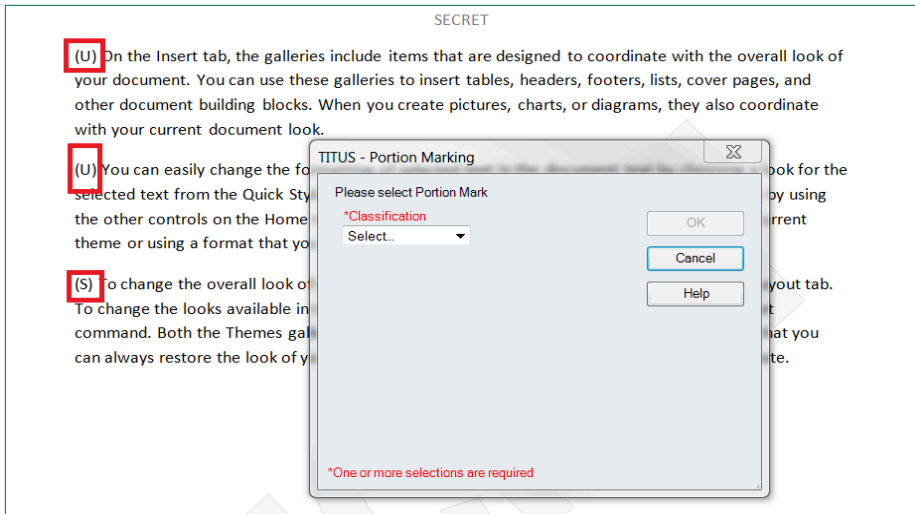
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Figure 1 - Portion marking for email

Portion Marking for Documents

Section 6 of the Manual requires that every classified document shall show which information in it is classified and at what level.

Titus Classification™ for Microsoft Office is a security and governance solution that ensures all Microsoft Office documents are classified before they can be saved, printed, or sent via email. Titus Classification for Office supports the requirements outlined in Section 6 of the manual by allowing users to add correctly formatted portion marks into the document/spreadsheet/ or presentation. Titus Classification software also automatically rolls up the highest portion mark into the overall classification of the document. As shown below, when a portion mark (Secret) is added to a paragraph, the classification banner in the header of the document will automatically reflect the highest portion mark.



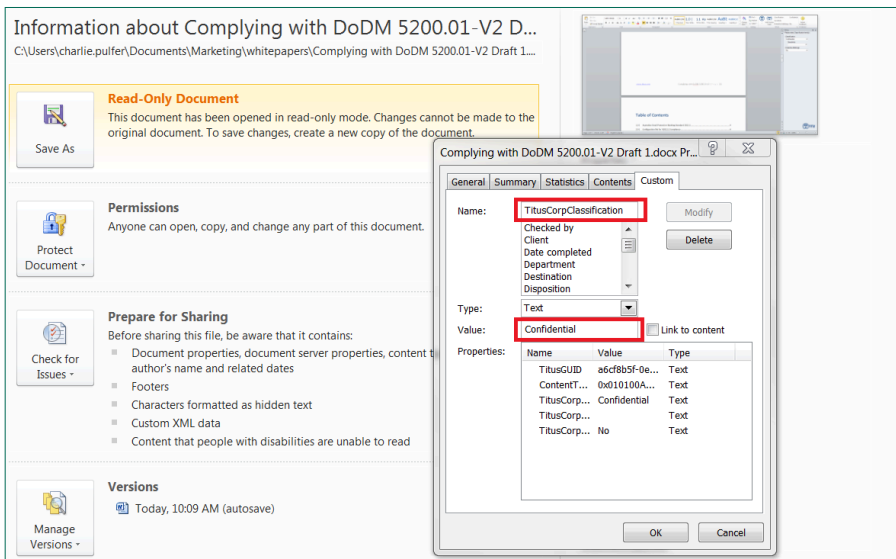
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Figure 2 - Portion marking for Microsoft Office documents

Applying Metadata to Electronic Data

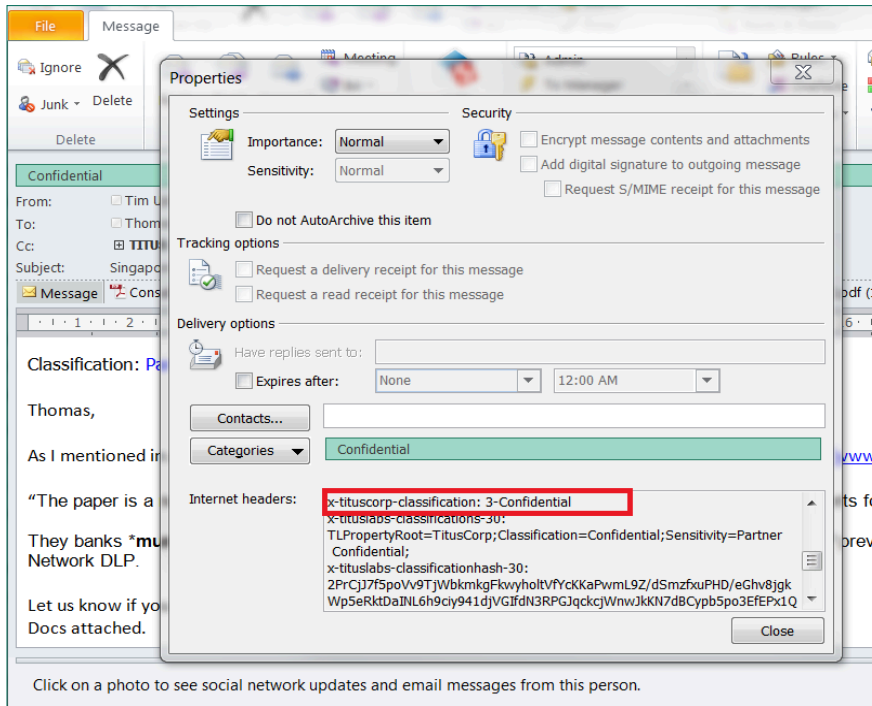
Section 2h of the Manual requires that metadata tags shall be applied to electronic data as required by DoDD 8320.02.

Both Titus Message Classification and Titus Classification for Microsoft Office apply metadata tags to information that has been classified.



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Figure 3 - Classification metadata added to Microsoft Office document



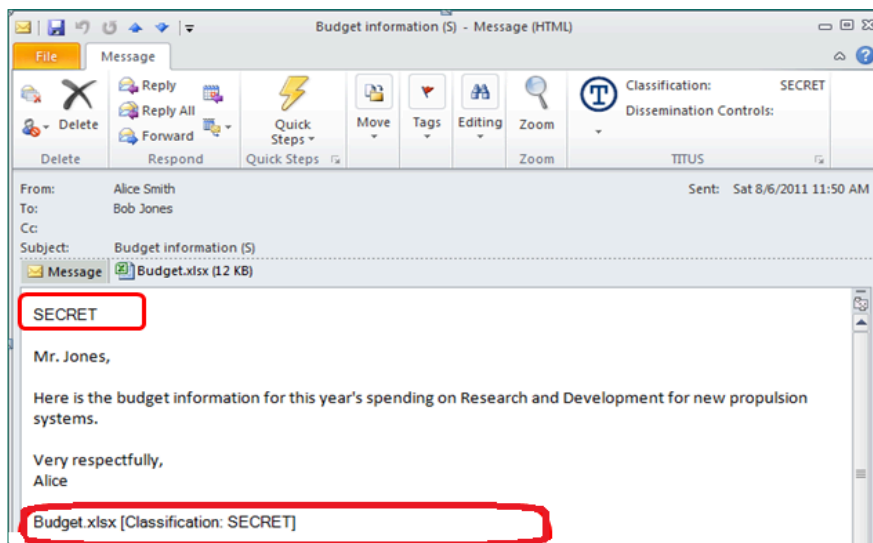
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Figure 4 - Classification metadata added to email message

Classification of Email Attachments

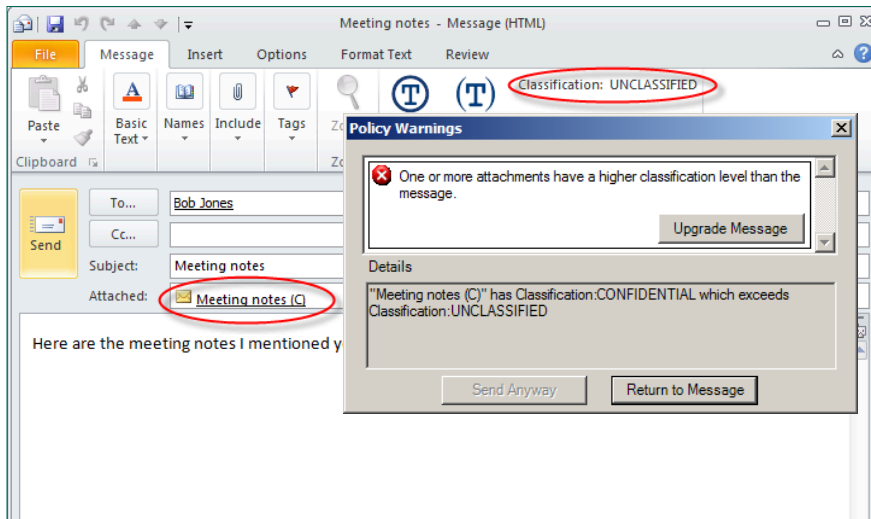
Section 17b (2) of the Manual requires that the banner markings for the email shall reflect the classification of any attachments.

Once documents are classified using Titus Classification for Microsoft Office, they can be attached to emails and the classification of the document will automatically be displayed. The user does not have to re-select the classification of attachments when creating an email. If an email has attachments, Titus Message Classification will ensure that the classification of the email message is at least as high as the highest classified attachment.



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Figure 5 - Attachment classification automatically displayed

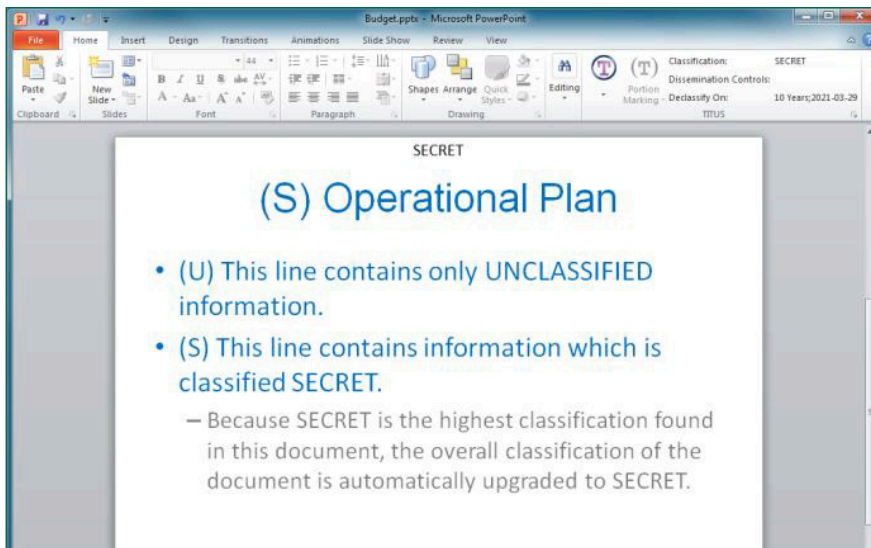


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Figure 6 - Email classification attachment warning and automatic “Upgrade Message” button

Marking of Briefing Slides

Section 16 of the Manual contains the requirements for the marking of briefing slides. Titus Classification for Microsoft Office allows for the marking of Microsoft PowerPoint slides and notes. The screenshot below shows how Titus can be used to both portion mark, and add a banner to a Microsoft PowerPoint slide.



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Figure 7 - Attachment classification automatically displayed

The Titus Advantage

Titus is uniquely positioned to meet the classification requirements of military customers. As the leading provider of user-based email and document classification solutions, Titus offers a complete classification management solution for the Microsoft Office platform. Titus products include:

- Titus Message Classification™ for the classification of email in Microsoft Outlook®, Outlook Web Access, and mobile devices
- Titus Classification for Microsoft Office™ for the classification of Microsoft Word®, PowerPoint®, and Excel® documents
- Classification and metadata security solutions for Microsoft SharePoint®
- File server marking solutions for Microsoft Windows Server 2008 File Classification Infrastructure® (FCI)

Titus solutions are widely deployed in defense-related organizations throughout the world, and are in use by over 2 million users. Customers include the United States Department of Defense, NATO, Australian Department of Defence, Belgian Ministry of Defence, Canadian Department of National Defence, Danish Defence, and numerous other military, police, and defense-related organizations.

To find out how Titus can help your organization optimize information sharing, please visit www.titus.com.

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Fortra is a cybersecurity company like no other. We're creating a simpler, stronger future for our customers. Our trusted experts and portfolio of integrated, scalable solutions bring balance and control to organizations around the world. We're the positive changemakers and your relentless ally to provide peace of mind through every step of your cybersecurity journey. Learn more at fortra.com.