

**LEAGUE
NAVAL
INTELLIGENCE**

Version 3.7

Effective 272.2687

Serial: 2682-IM-0001

DTG: 271.2687.00:00Z

Originator: LNI-DIR-INFO MGMT

DOCUMENTATION CLASSIFICATION & STANDARDS HANDBOOK

OFFICIAL USE ONLY//ENCRYPTED CHANNELS

LEAGUE OFFICE OF NAVAL INTELLIGENCE
DIRECTORATE OF INFORMATION MANAGEMENT

TITLE: Documentation Classification and Standards Handbook	Serial: 2682-IM-0001 OPI: Directorate of Information Management
Effective: 272.2687	DECLAS: 272.2692
DISTRIBUTION: ACTION: All LNI Personnel INFO: RAB	Classified by: FADM A. McKenzie, DLNI (OCA) Reason: LNI Dir 206-3 §4.e

REASON FOR ISSUANCE

This handbook promulgates the official League Naval Intelligence (LNI) standards for document classification, portion-marking, headers, distribution controls, and record lifecycle management. It governs the preparation, dissemination, and archival of all intelligence, operational, and administrative products generated or held by LNI components and any contracted support elements, ensuring uniform protection of sources, methods, and compartmented programs across the Fleet.

This edition supersedes LNI-IM Handbook 3.6 (dated 2684-05-12) and is effective for all documents created on or after 2687-09-29. The guidance herein remains in force until explicitly rescinded or replaced. Issuance is authorized by the Directorate of Naval Intelligence under LNI Directive 206-3, in accordance with the League Naval Intelligence Act (CY 2291) and subsequent amendments.

CHANGELOG

Below are the principal updates incorporated in 2862-IM-0001 Handbook 3.7 (Documentation Classification & Standards Handbook). All offices must migrate to these standards and employ LNI

Form 2290-MPT (Rev 2687) no later than 365.2687; documents issued on or after the effective date that do not comply will be returned for re-format.

Rev	Date	Auth	Summary
1.0	319.2682	FADM A. McKenzie	Initial release - basic classification standards
1.1	354.2682	CDR N. Hayes	Fixed DTG formatting errors
1.2	45.2683	ENS M. Collins	Corrected typos in Appendix A
1.3	112.2683	VADM T. Circean	Added Lyndri liaison protocols
2.0	258.2683	GENM S. Harper	Major revision - added compartment system
2.1	285.2683	VADM T. Circean	Refined STYGIAN protocols
2.2	337.2683	CDR N. Hayes	Updated source reliability matrix
2.3	135.2684	FADM A. McKenzie	Incorporated EIDOLON compartment
2.4	323.2684	COL T. Reeves	Updated RIS coordination procedures
3.0	15.2685	GENM S. Harper	Complete overhaul - new classification levels
3.1	81.2685	VADM T. Circean	Added GikDaa enclave protocols
3.2	181.2685	FADM A. McKenzie	Added clarification to header requirements
3.3	257.2685	CDR N. Hayes	Revised declassification schedules
3.4	20.2686	VADM T. Circean	Added PANDORA and CRUCIBLE compartments
3.5	135.2686	FADM C. Freeland	Mandated change log requirements
3.6	334.2686	CAPT J. Leouine	Updated NorAellian sharing protocols
3.7	271.2687	FADM A. McKenzie	Added TINKER compartment

TABLE OF CONTENTS

REASON FOR ISSUANCE.....	2
CHANGELOG.....	3
TABLE OF CONTENTS.....	4
1. PURPOSE AND SCOPE.....	7
1.1 Authority.....	7
1.2 History.....	7
2. CLASSIFICATION LEVELS.....	8
2.1 Standard Classification Hierarchy.....	8
2.2 Classification Derivation.....	9
3. DOCUMENT HEADERS AND MARKINGS.....	10
3.1 Standard Header Block.....	10
3.2 Classification Authority Block (CAB).....	11
3.3 Example Header with CAB.....	11
3.4 Portion-Marking Rules.....	12
3.4.1 Default Requirement.....	12
3.4.2 Approved Exceptions.....	12
3.4.3 Responsibility.....	12
3.5 Footer Requirements.....	13
3.6 Cross-References.....	13
4. SPECIAL ACCESS PROGRAMS.....	14
4.1 Compartment Designators.....	14
4.2 Codeword Structure.....	14
4.3 Access Notation.....	14
5. SOURCE AND INFORMATION EVALUATION.....	15
5.1 Source Reliability Matrix.....	15
5.2 Information Credibility Scale.....	15
5.3 Combined Notation.....	15
6. DATE-TIME STANDARDS.....	16

6.1 Date-Time Group (DTG) Format.....	16
6.2 Local Time Annotations.....	16
6.3 Relative Time References.....	16
6.4 Year Specifiers.....	16
7. DISTRIBUTION CONTROLS.....	17
7.1 Standard Dissemination Markings.....	17
7.2 Distribution Lists.....	18
7.3 Allied Sharing Protocols.....	18
7.3.1 Marking Scheme.....	18
7.3.2 Illustrative Protocol Table.....	19
7.3.3 Record-Keeping.....	19
7.4 Practical Tips & Pitfalls.....	20
8. DOCUMENT LIFECYCLE.....	21
8.1 Creation Standards.....	21
8.2 Classification Review Program.....	22
8.3 Declassification Schedule.....	23
8.4 Lifecycle Process Flow.....	23
9. CHANGE MANAGEMENT.....	24
9.1 Change Log Requirements.....	24
9.2 Change Log Standards.....	24
9.3 Revision Authority.....	25
9.4 Version Control.....	25
10. INTER-AGENCY COORDINATION.....	26
10.1 League Agencies.....	26
10.2 Cross-Border Protocols.....	26
10.3 Joint Intelligence Products.....	26
11. APPENDICES.....	27
Appendix A: Acronym List.....	27
Appendix B: Sample Documents.....	28
B.1 Standard Intelligence Report.....	28

B.2 Compartmented Memo.....	29
Appendix C: Quick Reference Card.....	30
CERTIFICATION.....	31

1. PURPOSE AND SCOPE

This handbook establishes standardized procedures for the creation, classification, handling, and dissemination of intelligence products within League Naval Intelligence (LNI). All personnel generating, processing, or accessing LNI materials must comply with these standards.

1.1 Authority

These standards are promulgated under the authority of:

- Director, League Naval Intelligence (DLNI)
- League Naval Operations Directive 2287.3
- Charlemagne Accords, Article VII (Intelligence Sharing Provisions)

This document is considered void unless interpreted according to subsequent documents.

1.2 History

Since the initial adoption of formal classification protocols in CY 2164, League Naval Intelligence (LNI) documentation standards have undergone continuous evolution. The current framework-ratified in CY 2682 following Fleet Admiral Alastair McKenzie's appointment as Director-reflects a comprehensive agency-wide realignment and procedural overhaul. The present iteration of this Handbook therefore consolidates five years of iterative refinement informed by validated operational experience.

2. CLASSIFICATION LEVELS

2.1 Standard Classification Hierarchy

Ø-BLACK

- Definition: Special-access LNI only (SAP)
- Marking: Ø-BLACK
- Example: [Intentionally Blank]

TOP SECRET

- Definition: Information whose unauthorized disclosure would cause grave damage to League security or operations
- Marking: TOP SECRET
- Example: Fleet movements, new ship capabilities, strategic plans

SECRET

- Definition: Information whose unauthorized disclosure would cause serious damage to League security or operations
- Marking: SECRET
- Example: Fleet movements, new ship capabilities, strategic plans

RESTRICTED

- Definition: Information requiring protection due to operational sensitivity
- Marking: RESTRICTED
- Example: Patrol schedules, personnel movements, routine intelligence

OFFICIAL USE ONLY

- Definition: Information not for public release but unclassified
- Marking: OFFICIAL USE ONLY
- Example: Administrative procedures, non-sensitive reports

Unclassified

- Definition: Public-release material
- Marking: UNCLASSIFIED
- Example: Public findings, investigation results, some fiscal documents

2.2 Classification Derivation

Classification levels derive from:

1. **Source Sensitivity** - How the information was obtained
2. **Content Impact** - Potential damage from disclosure
3. **Temporal Factor** - Time-sensitive nature of information

Formula: [HIGHEST FACTOR] + [COMPARTMENT IF APPLICABLE]

3. DOCUMENT HEADERS AND MARKINGS

This section defines the mandatory elements that appear on the cover page, the running header, and the running footer of every League Naval Intelligence (LNI) record, together with portion-marking rules and approved exceptions.

Every League Naval Intelligence (LNI) record begins with a standard header block, is justified by a Classification Authority Block (CAB), and ends with a standard footer.

3.1 Cover Page - Classification Authority Block (CAB)

The first (cover) page carries the complete pedigree of the document.

```
LEAGUE NAVAL INTELLIGENCE
[CLASS]//[COMPARTMENT]//[HANDLING]

[DOCUMENT TITLE] ([CLASS])
Version [X.Y] - Effective [DDD.YYYY]
DTG:          [DDD.YYYY.HH:MMZ]          (see § 6)
Originator: [UNIT / OFFICER]             (OCA if applicable)
Serial:      [YYYY-ORGCODE-NNNN]         (see § 8.1-1)

Classified by: [Rank Initials Surname], [Title] (OCA)
Reason:       [Directive & paragraph]         (category code)
DECLAS:      [DATE or CONDITION]             (see § 8.3)

DISTRIBUTION: ACTION: [...] INFO: [...] EXCLUDE: [...] (see § 7.2)
```

(Cover pages are unnumbered or carry a Roman numeral 'i' per house style.)

The elements of the CAB are as follows:

- **Branding** - Simply the text "LEAGUE NAVAL INTELLIGENCE".
- **Classification // Compartment // Handling** - single line, all caps, double-slash separators. Compartment designators are in §4; handling caveats in §7.1.
- **Subject-Line / Title** - end the subject / title with the banner level in parentheses so that a detached line is never unmarked.
- **Version / Effective Date** - If either is applicable, the current version and/or effective date.
- **DTG** - must follow the *DDD.YYYY.HH:MMZ* format in §6.1. It is never to be in local time.
- **Originator** - drafter's billet; add "(OCA)" if the drafter also holds Original Classification Authority.
- **Serial** - unique at creation; never reused.
- **Classifier** - drafter's billet; repeat if the same as originator.
- **Classification Reason** - the directive (section and paragraph) granting the authority to classify the document.
- **Declassification** - The declassification date or condition, see §8.3
- **Distribution** - optional in the header; if used, follow §7.2 list syntax.

3.2 Running Header (pages 2-N)

For subsequent pages, a running header at the top of the document is required.

Line	Left-aligned	Right-aligned	Notes
1	LEAGUE NAVAL INTELLIGENCE (optional)	vX.Y (if applicable)	The entirety of Line 1 may be omitted if the document isn't subject to revision control.
2	Short title	Effective DDD.YYYY (if applicable)	If Line 1 is omitted, move the short title to Line 1.

3.2.1 Effective Date

The Effective Date is the point after which the document's guidance or information is considered actionable.

- Policy / reference works (e.g., this handbook) → date on which the rules take effect.
- Intelligence reporting → "data valid as of" (e.g., *Terrans seen as-of 74.2687*).

3.3 Running Footer (pages 2-N)

On all pages except the header, the following footer is required.

Line	Left-aligned	Right-aligned
1	[CLASS]//[COMPARTMENT]//[HANDLING]	Page C of D
2	[Master Page Template Revision]	[Serial] vX.Y

It is strongly discouraged to put all information on a single side of the page or change the positioning of the information. Consistency allows all officers handling materials to recognize the classification and handling requirements at a glance.

3.3.1 Master Page Template

Master Page Template (MPT) authorized by the Directorate of Information Management for narrative intelligence products and reference manuals.

- **Form number** - sequential index in the LNI forms catalogue (2000-series = intelligence production).
- **Revision tag** - last full-layout overhaul (Rev 2687 = CY 2687).
Updating the template (margins, fonts, display code blocks, etc.) requires publishing a new *Rev* and notifying all custodians per LNI IM-Notice 5-53.

All new documents must use the current revision: **LNI Form 2290 (Rev 2687)**.

3.4 Portion-Marking Rules

3.4.1 Default Requirement

All narrative text, tables, graphics, and captions shall bear an individual portion mark:

- (TS) Fleet jump vector ...
- (R) Asset B-6 reported ...
- (U) See annex for glossary ...

3.4.2 Approved Exceptions

Portion marks **may be omitted** when **all** of the following are true for the block in question:

Exception	Allowed When	Required Indication
a. Block-classified material	Consecutive paragraphs/rows share the identical level.	Mark first line "(S THROUGH S)" (for example); resume marking when the level changes.
b. Embedded source documents	A full, unaltered reproduction of an already marked document is inserted.	Enclose in a bordered box or shading and label: INCL 1 - Pre-marked document (TS//STYGIAN//NOFORN) . Do not add new portion marks inside the inset.
c. Static forms & check-lists	LNI standard forms whose fields never mix classifications.	Banner & CAB alone suffice; portion marks optional.
d. Public-source extracts	Entire section is verifiably UNCLASSIFIED open-source text.	Header line (U) Open-source extract follows - portion marks waived.

If **any** sentence inside an exception block requires a higher or lower level, restore full paragraph-by-paragraph marking.

3.4.3 Responsibility

The drafter is accountable for correct marking; security reviewers verify compliance during the program-audit cycle (see §8.2).

3.4.4 "(X THROUGH X)" Explained

(S THROUGH S) reads "everything from here until the next portion mark is SECRET. It eliminates redundant marks on each line while maintaining clarity. All other levels follow the same pattern: (TS THROUGH TS), (R THROUGH R), etc.

3.5 Mini Header Block (for annexes and enclosures)

Internal annexes that begin on a new page repeat a mini-header (not a full cover):

```
LEAGUE NAVAL INTELLIGENCE
[CLASSIFICATION]//[COMPARTMENT]//[HANDLING]
Annex B - Sensor Tables (S)
```

The CAB is not repeated; it remains valid for the entire document set.

3.6 Cross-References

- Compartment Codes - §4
- Source & Information Evaluation - §5
- Date-Time Standards - §6
- Distribution Controls & Allied Sharing - §7
- Declassification & Lifecycle Rules - §8

4. SPECIAL ACCESS PROGRAMS

4.1 Compartment Designators

- **STYGIAN** - Subspace intelligence operations
- **EIDOLON** - Unconventional doctrine assessment
- **PANDORA** - Xeno technologies programs
- **CRUCIBLE** - Advanced training operations
- **TINKER** - Special technical projects

4.2 Codeword Structure

Format: [PROJECT]-[ASPECT]-[ITERATION]

Example: NYX-PRIME-SEVEN

- NYX: Project name
- PRIME: Primary aspect/phase
- SEVEN: Seventh iteration/version

4.3 Access Notation

ACCESS: [COMPARTMENT]//[SUBLEVEL]//[READ-IN DATE]
VERIFIED BY: [AUTHORIZING OFFICER]

5. SOURCE AND INFORMATION EVALUATION

5.1 Source Reliability Matrix

Code	Reliability	Description
A	Completely Reliable	Proven source with 100% accuracy
B	Usually Reliable	Minor inaccuracies possible
C	Fairly Reliable	Has provided valid information previously
D	Not Usually Reliable	Significant doubt about authenticity
E	Unreliable	Known to provide false information
F	Cannot Be Judged	New or untested source

5.2 Information Credibility Scale

Code	Credibility	Description
1	Confirmed	Verified by independent sources
2	Probably True	Logical and consistent with known facts
3	Possibly True	Reasonable but unconfirmed
4	Doubtful	Possible but improbable
5	Improbable	Contradicts known information
6	Cannot Be Judged	Insufficient data

5.3 Combined Notation

Format: [SOURCE][CREDIBILITY]

Example: B2 = Usually reliable source, most likely true information

6. DATE-TIME STANDARDS

6.1 Date-Time Group (DTG) Format

Standard: **DDD.YYYY.HH:MM:SS.SZ** or **DDD.YYYY.HH:MM:SS.S.PTC**

- DDD: Day of year
- YYYY: Four-digit year
- HH:MM: Time in sequential hour format
- SS.S: Optional seconds, with decimal seconds if needed
- Z: Zulu time, aka UTC (Coordinated Universal Time)
- PTC: Planetary Time Code

Zulu time is understood as UTC time and kept to honor military tradition. It is the only single-character PTC (Planetary Time Code) allowed. When using a three-letter PTC, a dot precedes the code. The Z suffix has no preceding dot.

Example: **74.2687.14:35Z**, **74.2687.14:35:30.5Z**, **74.2687.14:35:30.5.UTC**

6.2 Local Time Annotations

When local time is required: **DTG: 127.2361.27:32.NOR**

If there is no relevant PTC, the PTC of LOC is used with a dash and the location name:
127.2361.09:15.LOC-JUNO

6.3 Relative Time References

- T-[NUMBER]: Days before event
- T+[NUMBER]: Days after event
- H-[NUMBER]: Hours before event
- H+[NUMBER]: Hours after event

6.4 Year Specifiers

When specifying a year, include the appropriate designator (CY for Calendar Year, FY for Fiscal Year) in front of it. In cases where it may be ambiguous, place an Era designation afterward.

Example: **FY 2673, CY 1312 BCE**

7. DISTRIBUTION CONTROLS

Classification alone does **not** guarantee proper protection: the drafter must also tell recipients **who may read, copy, or forward** the material. LNI uses a three-layer scheme—standard dissemination markings, an explicit distribution list, and (when foreign disclosure is anticipated) an **Allied Sharing Protocol**.

7.1 Standard Dissemination Markings

Marking	Meaning	Typical Use
EYES ONLY	Deliver solely to explicitly named individuals; no sub-forwarding.	Director-level planning papers, personnel vetting files.
REL TO [NATION/SPECIES]	Releasable to the specified ally on a need-to-know basis.	Fleet liaison updates, joint exercise plans.
NOFORN	Not releasable to any non-League entity.	Sources-and-methods, Θ-BLACK annexes.
ORCON	Originator retains final release authority; downstream copies require written permission.	High-risk HUMINT traffic, draft policy options.
PROPIN	Contains proprietary data supplied by industry under NDA.	Vendor design submissions, tech-demo results.

Placement - Append dissemination markings to the banner line, after compartments, separated by double slashes:

SECRET//STYGIAN//NOFORN

Multiple markings may be chained (e.g., **TS//DAEDALUS//ORCON//NOFORN**). If mutually exclusive markings collide, the **most restrictive** governs.

7.2 Distribution Lists

A distribution list is mandatory for **RESTRICTED and above** and is strongly encouraged for lower levels when more than one office receives the document.

DISTRIBUTION:

ACTION: FLEETCOM LNI-OPS-SIG (primary)
INFO: LNI-LOG LNI-RAB (secondary)
EXCLUDE: CIVIL PRESS, UNREGISTERED FREELANCE

- **ACTION** - Offices expected to act or reply.
INFO - For situational awareness only.
- **EXCLUDE** - Individuals or entities that **must not** receive the material, even if they normally sit on the primary list (e.g., because of compartment conflict).

If a document is limited by **EYES ONLY**, list the individual billets instead of offices:

DISTRIBUTION:

EYES ONLY - ADM McKenzie, VADM Tenley, CDR N. Hayes

7.3 Allied Sharing Protocols

When foreign disclosure is anticipated, the drafter specifies *once and unambiguously* what may be shared and under what caveats. This prevents accidental over-release by downstream units.

7.3.1 Marking Scheme

REL TO [ALLY CODE] → May share with that ally (subject to restrictions)

NO [ALLY CODE] → Explicitly forbidden to share

Combine with standard caveats as needed:

SECRET//PANDORA//REL TO LYNDRI//NOFORN

(Above, LYNDRI personnel may read; all other foreigners may not.)

7.3.2 Illustrative Protocol Table

Ally / Partner	Approved Marking	Standing Restrictions	Notes
Lyndri Empire	REL TO LYNDRI	Exclude EIDOLON material	Long-term counter-piracy partner.
NorAellian Hegemony	REL TO NORAEI	Technical data only; no Θ-BLACK	Shares jump-engine R&D.
GikDaa Enclaves	REL TO GIKDAA	Case-by-case; prior ORCON approval	Mercantile outposts; variable reliability.
Freelance Stations	NO FREELANCE	Unless waiver issued by DLNI	Broad category covering non-aligned habitats.

Example in a Header

SECRET//RESTRICTED//REL TO NORAEI

This indicates the NorAellian Hegemony may receive the document, but no other foreign party may, regardless of prior agreements.

7.3.3 Record-Keeping

- Originating office logs each foreign disclosure in **Form LNI-FD-12** and forwards a copy to Records & Archives Branch within 5 working days.
ORCON material requires written concurrence from the Originator before any release-even if an Allied Sharing Protocol normally permits it.
- Θ-BLACK / SAP data may **never** be disclosed without explicit, written authorization from the SAP Control Officer and the DLNI.

7.4 Practical Tips & Pitfalls

- **Double-Check Compartments** - Sharing caveats do **not** override compartment rules. If the ally is *not read into* STYGIAN, do **not** add **REL TO LYNDRI** to a STYGIAN document.
- **Avoid Over-Marking** - Use **NOFORN** or **REL TO X**, *not both*, unless intentionally limiting to a single foreign partner.
- **Keep Lists Current** - Distribution lists from earlier drafts do *not* auto-propagate; update them before each release.
- **Audit Trail** - RAB conducts quarterly sampling to ensure disclosures match logged approvals (§8.2 Program-Audit Interval).

Effective dissemination controls ensure the right eyes see the right intelligence-no more, no less-while preserving the League's leverage with trusted partners.

8. DOCUMENT LIFECYCLE

This section sets out how every League Naval Intelligence (LNI) record is created, maintained, re-examined, and ultimately cleared for public release-or destruction. All personnel who originate, hold, or review classified material must comply.

8.1 Creation Standards

1. **Generate a unique serial number** Use the format **LNI-[ORGCODE]-YY-####** (e.g., **LNI-OPS-27-0345**). The originating office (ORGCODE) owns each number it issues; unused numbers may **not** be recycled.
2. **Apply the appropriate classification** Determine the highest level and any caveats/compartments at the moment of creation. Mark banner lines, portion markings, footers, and electronic metadata before distribution.
3. **Include the mandatory headers** Banner, document title, DTG, pagination, Classification Authority Block (CAB), and any dissemination controls (e.g., **//NOFORN**).
Verify source citations Confirm derivative portions match the source markings and that every citation cites serial/DTG or page-paragraph references.
4. **Attach an Internal Control Sheet (ICS-1)** The ICS-1 accompanies the record throughout its *Active* life and tracks each custodian transfer, audit date, downgrade, or disposal action.

8.2 Classification Review Program

LNI distinguishes between **Active** records—those supporting an ongoing program or operation—and **Archived** holdings stored with the Records & Archives Branch (RAB). Reviews are conducted at the *folder/series* level: auditors confirm that the operation remains live and that the assigned classification still reflects current sensitivity.

Classification Banner	Program-Audit Interval (<i>Active</i>)	Historical Review Interval (<i>Archived</i>)	Rationale
Θ-BLACK (SAP)	180 days - program audit	5 years - batch review	Extreme sensitivity; rapid mission churn.
TOP SECRET	1 year - program audit	10 years - batch review	Grave damage potential; wider dissemination.
SECRET	1 year - if program still live	25 years - automatic declass*	Operational material normally ages out in one fleet cycle.
RESTRICTED (formerly CONFIDENTIAL)	3 years - program audit	25 years - automatic declass*	Tactical/personnel data with moderate shelf-life.
OFFICIAL USE ONLY (formerly CONTROLLED)	5 years - program audit	25 years - automatic declass*	Administrative/ logistics data; slow obsolescence.
UNCLASSIFIED	Review optional	N/A	Re-exam only if new sensitive content is added.

*Automatic declassification occurs unless the compartment owner files an exemption with RAB at least 90 days before the deadline.

Missed Audits

Failure to complete a scheduled program audit triggers an automatic **Suspense Notice** to the custodian's chain of command after 30 days.

8.3 Declassification Schedule

Each drafter must embed a DECLAS line in the CAB:

DECLAS: [CONDITION or DATE]

Example	Meaning	Use Case
DECLAS: 272.2737	Release on 29 Sep 2737	50-year rule for routine SECRET material
DECLAS: UPON CESSATION OF HOSTILITIES	Event-driven release	War plans, battle logs
DECLAS: OADR	Originator-Authorized Declassification Review	Θ-BLACK and SAP files lacking a safe end-date

Default DECLAS Dates (when no directive applies)

- OFFICIAL USE ONLY → 5 years
- RESTRICTED → 25 years
- SECRET → 50 years
- TOP SECRET → 75 years
- Θ-BLACK / SAP → OADR

When the DECLAS condition is met, records are sent to the League Historical Directorate per **LNI Archives Instruction 44-02** or destroyed under **Fleet Destruction Standard FS-11-3**.

8.4 Lifecycle Process Flow

1. **Origination** → Assign serial, mark, distribute; flag record *Active*.
2. **Custody** → Track holders and actions via ICS-1.
3. **Program Audit** → Conduct at interval in Table 8-2; annotate results on ICS-1.
4. **Archive Transfer** → When the operation ends, re-flag series *Archived*; ship to RAB.
5. **Historical Review** → Batch review at long-term interval; downgrade, declass, or extend.
6. **Declassify or Destroy** → Execute when DECLAS trigger met; update registry accordingly.

9. CHANGE MANAGEMENT

9.1 Change Log Requirements

All documents undergoing revision must maintain a change log in the following format:

Rev	Date	Auth	Summary
##	DDD.YYYY	[RANK] [INITIAL]. [SURNAME]	Brief Description

Documents requiring version tracking:

- Any document expected to undergo multiple revisions
- Standing orders and operational procedures
- Technical specifications and protocols
- Documents with distribution beyond originating unit
- Any Θ -BLACK or SECRET document with planned updates

9.2 Change Log Standards

1. **Rev:** Sequential numbering starting at 0 (initial draft)
2. **Date:** Document revision date in standard DTG format (date only)
3. **Auth:** Authorizing officer using rank abbreviation and name
4. **Summary:** Concise description of changes (max 50 characters)

9.3 Revision Authority

Document Classification	Minimum Authority Required
OFFICIAL USE ONLY	O-3 (Lieutenant) or GS-12
RESTRICTED	O-4 (Lt. Commander) or GS-13
SECRET	O-5 (Commander) or GS-14
Θ-BLACK	O-6 (Captain) or SES

Note: Task Force Commanders (O-7 and above) may authorize revisions for any classification level within their operational area. Joint Chiefs members may authorize revisions to any LNI document.

9.4 Version Control

- Major revisions: Increment whole number (e.g., 2.7 to 3.0)
 - New classification levels
 - Major protocol additions
 - Complete structural overhauls
- Minor revisions: Increment decimal (e.g., 3.6 to 3.7)
 - New compartments or procedures
 - Significant clarifications
 - Protocol updates
- Patch revisions: Increment hundredths (e.g., 3.7 to 3.71)
 - Typo corrections
 - Minor clarifications
 - Administrative updates

Note: Individual documents should use their own version numbers starting at 1.0, independent of the handbook version.

10. INTER-AGENCY COORDINATION

10.1 League Agencies

Agency	Designator	Liaison Protocol
Naval Operations	NAVOPS	Direct coordination
Marine Operations	MAROPS	Direct coordination
Spaceforce Operations	SPFOPS	Direct coordination
Local Law Enforcement	LAWENF	Through J-2 channels
Diplomatic Intelligence	DIPINT	Ambassador approval required
Technical Intelligence	TECHINT	Project-specific basis

Check the **Inter-agency Liaison Protocols** handbook for specific policies.

10.2 Cross-Border Protocols

Terran Intelligence Sharing:

- Must be approved by DLNI
- Marked: **TERRAN EYES ONLY**//[SPECIFIC AGENCY]
- Requires reciprocal agreement

10.3 Joint Intelligence Products

Header addition:

JOINT PRODUCT: [AGENCIES]
LEAD: [PRIMARY AGENCY]
POC: [CONTACT INFORMATION]

11. APPENDICES

Appendix A: Acronym List

- **CST:** Calysto Standard Time
- **DLNI:** Director, League Naval Intelligence
- **DLNO:** Director, League Naval Operations
- **DTG:** Date-Time Group
- **FADM:** Fleet Admiral
- **GEN:** General
- **GS:** General Schedule (civilian grade)
- **LNI:** League Naval Intelligence
- **NAVOPS:** Naval Operations
- **OADR:** Originator Authorized Declassification Review
- **ORCON:** Originator Retains Control
- **POC:** Point of Contact
- **RAB:** Records and Archive Branch
- **RIS:** Republic Intelligence Service (Terran)
- **SES:** Senior Executive Service
- **VADM:** Vice Admiral

Appendix B: Sample Documents

B.1 Standard Intelligence Report

LEAGUE NAVAL INTELLIGENCE
SECRET//ORIGINATOR CONTROLLED
DTG: 142.2687.08:00Z
ORIGINATOR: LNI-STATION-PROMETHEUS
SERIAL: 2687-LSP-0456

SUBJECT: UNUSUAL SHIPPING PATTERNS - OUTER COLONIES (SECRET)

1. (U) SUMMARY: Analysis indicates irregular cargo movements.
2. (S) DETAILS: Commercial traffic analysis reveals a 23% increase in unscheduled stops at Freelance stations. Pattern suggests smuggling operations. Source reliability: B2.
3. (S//OC) IMPLICATIONS: Possible weapons trafficking to insurgent groups. Further investigation warranted.
4. (U) RECOMMENDATIONS: Deploy additional assets for monitoring.

DISTRIBUTION:

ACTION: DLNI, NAVOPS-SECTOR 7
INFO: TASK FORCE 12, STATION PROMETHEUS
EXCLUDE: COMMERCIAL LIAISON OFFICE
SECRET//ORIGINATOR CONTROLLED

Page 1 of 1
LNI FORM 2290 (Rev. 2687)

B.2 Compartmented Memo

LEAGUE NAVAL INTELLIGENCE
⊖-BLACK//EIDOLON//EYES ONLY FADM MCKENZIE
DTG: 15.2687.12:00Z
ORIGINATOR: PROJECT NYX DIRECTORATE
SERIAL: 2687-PDD-0001-NYX

SUBJECT: ENHANCED STEALTH FINDINGS (⊖-BLACK)
VERSION: 2.1

[Content would follow compartmented guidelines]

Rev	Date	Auth	Summary
---	-----	-----	-----
1.0	10.2687	CDR T. Singh	Initial draft
1.1	11.2687	LT J. Park	Corrected coordinates
2.0	14.2687	CAPT R. Chen	Added technical assessment
2.1	15.2687	FADM A. McKenzie	Final approval

DECLAS: 15.2737

Appendix C: Quick Reference Card

Classification Decision Tree:

1. Does it disclose information on *critical existential contingencies* (e.g., trans-Θ-BLACK anomalies, ultra-compartmented threat assessments)? → TOP SECRET or Θ-BLACK
2. Does it compromise fleet operations? → SECRET or TOP SECRET
3. Does it affect current operations? → RESTRICTED
4. Is it administrative only? → OFFICIAL USE ONLY

Emergency Protocols:

- Compromise suspected: Add **FLASH OVERRIDE**
- Immediate action required: Add **PRIORITY IMMEDIATE**
- Routine but urgent: Add **PRIORITY**

Change Log Quick Format:

Rev	Date	Auth	Summary
1.0	01.2687	LT S. Fakename	Initial release

CERTIFICATION

This handbook supersedes LNI Documentation Standards v3.6 (2686.11.30).

APPROVED:

Admiral Alastair McKenzie
Director, League Naval Intelligence
Date: 271.2687

REVIEWED:

Colonel Nicholas Hayes
Deputy Director, LNI Operations
Date: 270.2687

CONCURRENCE:

Vice Admiral Ty'Sii Circean
Commander, Task Force Seven
Date: 269.2687

COORDINATION:

Fleet Admiral Christia Freeland
Head of Naval Operations
Date: 267.2687