

From the Director's Office

Every New Year brings a discussion of habits to improve our overall quality of life. Some new habits succeed and some don't, but I think the discussion itself is always valuable. On a professional level, the discussion of our past mistakes and how to prevent them in the future is just as valuable. For our classification program, we are learning from our past mistakes and considering what steps we can take to prevent them in the future.

The latest revision to the Department of Energy (DOE) Manual for *Identifying Classified Information* (DOE M 475.1-1B), addresses many issues of concern to the classification community. Changes made to the manual are intended to put training and processes in place to improve the classification program and help prevent many of the mistakes of the past. Changes include clarification of the procedures for automatic declassification, changes to document markings, and new education requirements. All of these are discussed in detail in this issue of the CommuniQué.

For example, one subject clearly of major concern is e-mail compromises. An e-mail can be inadvertently classified because the message

was not reviewed prior to being sent, or it was not understood that new information in a response to a thread of messages created a classified association with information in earlier messages. E-mail compromises can be caused by carelessness or caused because an employee is not aware of what is classified. To minimize e-mail compromises caused by a lack of understanding, DOE M 475.1-1B now requires subject-matter-related classification awareness briefings for all employees working in a classified subject area. These briefings may be given by anyone in the subject area [e.g., a supervisor, Derivative Classifier (DC)], but should be on a working level; meaning they should be tailored to cover the specific information employees use. We do think greater awareness of what is classified will decrease the number of inadvertent e-mail compromises.

Classification training must also be used to educate employees on the latest policies and procedures and to provide all of the information an employee needs to do the job. For example, many employees are still not aware that X1-X8 (10-year declassification exemptions) are no

Director (Continued on page 10)

DOE Manual 475.1-1B, Manual for Identifying Classified Information, Issued!

On August 28, 2007, DOE Order 475.2, *Identifying Classified Information*, and DOE Manual 475.1-1B, *Manual for Identifying Classified Information*, were issued. These directives were issued to incorporate the changes made by President Bush to Executive Order 12958; clarify the division of classification program-related responsibilities between the National Nuclear Security Administration (NNSA) and the DOE; clarify authorities and responsibilities within the Office of Health, Safety and Security; incorporate new guidelines from the Information Security

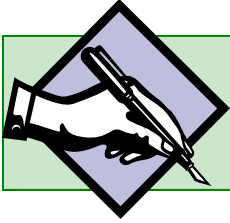
Oversight Office; and incorporate various improvements in procedures. Many of the changes reflect "best practices" already in use in field elements. This issue of the CommuniQué is primarily focused on changes to the manual. Each article addresses a different aspect of the manual: authorities, marking, document review, etc. All changes in the manual are not covered in this issue; however, a matrix of manual changes has been distributed and is also available upon request. Contact the Outreach Hotline at (301) 903-7567 or outreach@hq.doe.gov for a copy of the matrix.

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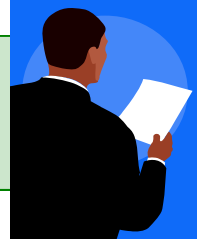
Special points of interest:

- *Comparing New Requirements to the Old — See Page 2.*
- *How do you fill out the "Declassify On:" line on a classifier's stamp? — See Page 4.*
- *What classification/UCNI guides are being developed/revised — See Page 5.*
- *What is a Classification Coordinator? — See Page 8.*



Fundamental Concept Change

Generate versus Access



Many of the changes in the manual are driven by the change in a fundamental concept. The previous manual applied to all elements that generated classified information, documents, or material. However, the current manual is based on the principle of access to classified information. The reason for this is that anyone who has access to classified information could, unintentionally or unknowingly, generate classified information. By broadening the scope of the manual, more employees will need to be aware of their classification-related responsibilities. This will lessen the risk of the unintentional release of classified information.

This change in philosophy especially impacts Headquarters (HQ) elements that have access to classified information, but do not intend to generate classified documents and do not have Derivative Classifiers (DCs). Since these elements have limited, if any, involvement in classification, a Headquarters Classification Representative (HCR) is not

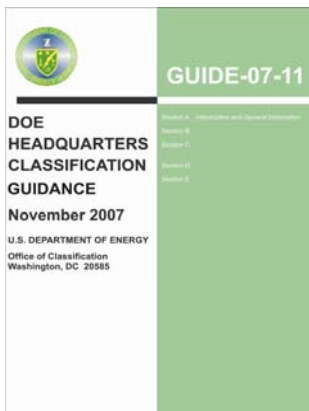
necessary. Instead, the new position of Headquarters Classification Liaison (HCL) has been created to maintain a point of contact for any classification issues that may arise. The HCL will also assist individuals in his or her HQ element to implement the manual requirements. While the position of HCL does not require DC authority or training, the HCL must be familiar with the classified information to which employees in the organization have access and the conditions by which an employee may unwittingly generate a classified document (e.g., reporting a potential compromise). Some HQ organizations that have had an HCR in the past may now only require an HCL. In addition, an HQ organization that does not currently have an HCR or DCs but has employees with access to classified information must appoint an HCL.

If you have any questions concerning changes to the manual, contact the Outreach Hotline at (301) 903-7567 or outreach@hq.doe.gov.

The Old versus the New	
Current DOE M 475.1-1B	Superseded DOE M 475.1-1A
Review of <u>ALL</u> National Security Information (NSI)-only documents prior to declassification	Automatic declassification without review of NSI-only documents when declassification date or event occurred regardless of the potential to contain information that is still classified
Derivative Classifier (DC)/Derivative Declassifier (DD) authority for 3 years with <u>only one 3-month extension</u>	DC/DD authority for 3 years with inconsistent use of extensions
Classification Coordinator to monitor work of Classification Officer (CO) if CO is outside the element	Uncertain responsibility for classification functions when outside CO is used
Headquarters (HQ) Classification Liaison for HQ elements with access to classified information, but no DCs	No classification responsibilities for HQ elements that generate classified information but do not have DCs
Streamlined classification review of electronic database reports and standard forms	Inefficient classification review of each and every individual form regardless of consistent output and classification
Canceled guidance - Canceled confirmation guidance and canceled historical guidance	No guidelines concerning authorized use of Archived guidance

How to Use Guidance

What is a Canceled Guide?



Question: What do you do if you cannot find declassification instructions for a National Security Information guide topic?

Answer: All guide topics in Headquarters guides have been updated to have declassification instructions. If the declassification instructions are not apparent, the instructions may be at the beginning of the topical section or in the root

topic. If after searching you can't find an instruction within the guide, contact your Classification Officer (CO) or Headquarters Classification Representative (HCR). If the topic involves other-agency equities, a date or event may not be given. Instead, the topic will indicate the agency the Derivative Classifier must coordinate with for specific declassification instructions.

Question: How do I fill in a classifier stamp when the topic declassification instructions include [EV]?

Answer: "[EV]" is NOT a declassification instruction and should not appear on the "Declassify On" line of a classifier stamp. "[EV]" is an abbreviation for event and an indicator that a description of an event must be entered – not just "[EV]" or "Event". In this, it is similar to a date. No one would write the word "date" as a declassification instruction because, by itself, the word makes no sense. Similarly, use of the term "Event" or "[EV]" makes no sense.

All guide topics that use [EV] contain a note within the topic describing the declassification event. It is this note that should be written or summarized on the classifier stamp. At times, the note may not immediately follow the guide topic. For example, in CG-SS-4, *Classification and UCNI Guide for Safeguards and Security Information*, the notes for many topics appear at the beginning of the topical sections. If you don't see a note with the topic, and cannot find it in the guide, contact your CO or HCR.

For practice in using [EV] and other guide declassification instructions, see the exercises on page 4.

If you have any questions concerning classifier markings, contact Mary Deffenbaugh (301) 903-9030 or mary.deffenbaugh@hq.doe.gov.

If you use the electronic Classification Guidance System (eCGS), you are familiar with the term Archived Guidance. Archived Guidance was the term used in eCGS for canceled and superseded guides. Archived guides were occasionally referred to if topics could not be found in active guides. Because archived guides were not updated to reflect current classification policy, use of an archived guide could lead to incorrect classification. In addition, many active guides were not updated because the programs no longer existed. Because these active guides were not updated, many programs had guidance-related findings during oversight reviews. To address these issues, DOE Manual 475.1-1B defines more appropriate terms for guidance and clarifies its use.

Guidance is now separated into two categories; active and canceled. Canceled guidance may not be used to make the determination that information is classified. However, some canceled guidance may be used to determine if information is unclassified. There are two categories of canceled guidance: confirmation guidance and historical guidance. Although confirmation guidance may not be used to make classification determinations, Derivative Classifiers and Derivative Declassifiers may use such guidance to confirm that information is unclassified. Historical guidance may only be used for reference and may not be used to determine that information is classified or unclassified.

An example of confirmation guidance is a guide for an obsolete weapon system. In such a case, topics specific to the system may not appear in current guides, and the guide may be used to confirm information is unclassified. Historical guidance consists of superseded guides, such as CG-SS-3. The current guide, CG-SS-4, contains adequate guidance, so there is no need to refer to CG-SS-3.

The Office of Classification, with input from the owning organization, determines into which category canceled guidance falls. Version 8.1 of eCGS incorporates the most recent determinations as to which canceled guides are confirmation and which are historical. Until the software for eCGS can be updated, the "Status" entry in the header of the guide in eCGS will say either "Archive/Confirmatory" or "Archive/Historical." Versions of eCGS supplied to the field will not contain the "Archive/Historical" guides. Contact Johnnie Grant at (301) 903-4867 or johnnie.grant@hq.doe.gov if you have questions concerning the status of a guide.

Marking Requirements

DOE Manual 475.1-1B, *Manual for Identifying Classified Information*, contains several changes to marking requirements. These changes were made to ensure document markings reflect the classification decision, classification authority [e.g., Derivative Classifier (DC)], guidance the decision was based on, the date for declassification, and a warning that documents containing only National Security Information (NSI) are not automatically declassified without a review. The major changes are discussed below.

Changes to the Classifier Marking. The “Classified By:” line must still include the name and position of the person classifying the document. If not evident, the Agency and the organization of the DC should also be noted.

The “Derived From:” line must now include more information. It must not only include the short title of the guide used and the date the guide was issued, but must also include the Agency and issuing organization. Since all DOE guides are approved by the Office of Classification (OC), when using DOE-approved guidance, “DOE OC” is sufficient. If using other-agency guidance, you must include the name of the agency and, if available, the organization that issued the guidance [e.g., Department of Defense, Office of the Secretary of Defense, (DoD, OSD)].

Classified By: <u>Jane Doe, General Engineer, DOE,HS-90</u>
Derived From: <u>CG-SS-4, 9/12/00, DOE OC</u>
Declassify On: <u>September 20, 2009</u>

New Stamp for NSI-only Documents. A new marking is required for each DOE document or material containing only NSI. The following marking reflects the fact that DOE documents or material marked as containing NSI only are **never** automatically declassified. Even if a date or event for declassification is indicated on the classifier marking, the document may contain NSI the classification of which has been extended or Restricted Data (RD) or Formerly Restricted Data (FRD) not identified when the document was initially classified.

This marking is partly based on Public Law 104-106, which requires review of any DOE NSI document prior to release to

Derivative Classifier review required prior to declassification

ensure it does not contain RD. The marking also implements the Information Security

Oversight Office interpretation of Executive Order 12958, as amended, requiring that before classified markings are removed from a document with automatic declassification instructions, agencies must ensure the information has not had its classification extended and that the document does not contain other-agency equities. A review prior to declassification also ensures that declassified documents are properly marked. Documents marked with a declassification

date or event only require a single review by a Derivative Declassifier (DD). Documents that do not contain a declassification date or event require two reviews the second by a DD.

Refer to the manual for additional information concerning the markings discussed above. The manual also contains instructions on declassifier markings, how to change classification markings based on receipt of a downgrading or upgrading notice, and how to mark documents classified by compilation or association. If you have any questions concerning classifier markings on documents, contact Mary Deffenbaugh (301) 903-9030 or mary.deffenbaugh@hq.doe.gov.



Test Your Knowledge of Marking

Assume you have completed a review of a document dated 2/1/2008 and determine that it is classified as listed below based on CG-SS-4, dated 9/12/00, issued by the DOE Office of Classification (DOE OC).

Complete the classification marking as you would on a real document based on the sample guide topic(s) instructions given for each marking.

1. Topic reads: CNSI [25X8; EV]; Note: Declassify when the information compromised is declassified.
Classified By: _____
Derived From: _____
Declassify On: _____
2. Topic reads: SNSI [EV]; Note: Declassify when officially released by the FBI.
Classified By: _____
Derived From: _____
Declassify On: _____
3. Topic reads: CNSI [25]
Classified By: _____
Derived From: _____
Declassify On: _____
4. Topic read: CNSI [25X8; 40] and SNSI [25]
Classified By: _____
Derived From: _____
Declassify On: _____
5. Topics read: SRD and SNSI [25X8; 50]
Classified By: _____
Derived From: _____
Declassify On: _____

[\(Answers on page 10\)](#)

Guidance Status

Classification Guides (CG) in Progress

CG-ICF-6. This revision of CG-ICF-5 will update the guidance on equation of state and opacities, add computer code topics, and resolve some of the guidance discrepancies with TCG-WS-1. A draft guide was distributed for comment in early summer 2007. Field comments on the proposed revision have been incorporated where possible; further progress is delayed pending a response from the National Nuclear Security Administration (NNSA) program office.

CG-NEPW-1. The final draft CG for the robust nuclear earth penetrator weapon was approved by NNSA and was sent to the Department of Defense (DoD) on September 4, 2005. Once approved by DoD and the Office of Classification, the guide will be published.

CG-NMI-1. A new CG for nuclear material inventories is being developed and is currently in internal coordination.

CG-RDD-1. A new CG for radiological dispersal device policy is being developed in concert with the Nuclear Regulatory Commission and the Departments of Homeland Security, Defense, and State.

CG-SSP-1. The topics retained from the rescinded CG for the Stockpile Stewardship Program have been approved for continued use through September 30, 2008.

CG-UAV-2. Revision of the CG for the separation of uranium isotopes by the Atomic Vapor Laser Isotope Separation method is being developed and is currently in internal coordination.

CG-UK/US-NUC-1. A joint UK/US top-level classification guide is being developed to confirm commonalities in guidance for the two countries and to

highlight areas where special attention is required because of differences in national policies. The content of the new guide will parallel CG-W-5 and ACO-140. The guide will be released at the UK/US Stocktake meeting in July 2008.

incorporate topics being transferred from CG-SSP-1 is under development.

TCG-UC-3. Change 4 to the TCG for nuclear weapon use control is being developed by the Use Control Classification Working Group.

TCG-VH-2. A revision to the TCG for vulnerabilities and hardening is in final coordination. The guide was sent to DoD for approval and signature on August 4, 2005.

TCG-WI-2. A proposed revision to the TCG for weapon initiators is being developed at Headquarters. A new draft should be available for field comment in Spring 2008.

TCG-WM-2. A revision to the TCG for weapon materials has been developed. Comments on the draft guide have been received and are being incorporated. No comments have been received from DoD.

TCG-WOYE-1. A new TCG for weapon outputs, yields, and effects is being developed. The guide combines the content of the current TCG-WO-1 with a comprehensive treatment of weapon yields and effects information.

UCNI Topical Guidelines (TG) in Progress

TG-NNP-2. A revision of the nuclear nonproliferation TG is being developed.

Classification Bulletins Currently in Progress

TNP-26. Security Protective Force Command and Control Systems.

WNP-116. Preparation of Plutonium Alloys.

WNP-118. Material in a specified weapon.

If you have any questions concerning the status of classification guidance, contact Edie Chalk at (301) 903-1185 or edie.chalk@hq.doe.gov.

Guidance Issued

CG-ACP-2, DOE Classification Guide for the USEC American Centrifuge Program, 2/5/08

CG-SS-4, Change 6, Classification and UCNI Guide for Safeguards and Security Information (Nuclear Material Control and Accountability), 1/22/07

CG-UAV-2, Classification Guide for the Separation of Uranium Isotopes by the AVLIS Method, 1/7/08

CG-RULLI-1, Classification Guide for Remote Ultra-Low Light Level Imaging, 3/30/07

CG-NMP-2, Change 3, DOE Classification Guide for Nuclear Materials Production, 4/30/07

CG-IGC-1, Change 2, Classification Guide for Isotope Separation by the U.S. Gas Centrifuge Process, 5/8/07

CG-PET-1, DOE Classification Guide for Proliferant Enrichment Technology, 7/5/07

CG-PSP-1, DOE Classification Guide for the Plasma Separation Process, 7/5/07

CG-SPR-4, Change 1, Classification Guide for the Strategic Petroleum Reserve, 7/18/07

CG-HR-3, Change 1, Historical Records Declassification Guide, 7/23/07

CG-RWT-1, DOE Classification Guide for Radioactive Waste Transport, 8/10/07

TCG-UC-3, Change 3, Joint DOE/DoD Topical Classification Guide for Nuclear Weapon Use Control, 10/21/08

New Guidance (Continued on page 7)

Topical Classification Guides (TCG) in Progress

TCG-DS-2. A revision to the TCG for detonation systems is being developed. The revised guide will incorporate new technological developments and add use control information. The guide was sent to DoD for approval and signature on May 24, 2006.

TCG-NNT-1. Field comments on the final draft of change 6 to the nonnuclear test guide are being incorporated. Change 6 will augment existing topics and

What's New in Document Review?

There have been significant changes to document review procedures. These include the review of electronic databases and standard forms, the formal recognition of Designated Unclassified Subject Areas (DUSAs), the implementation of a “confidence rule” for documents in classified subject areas that are not for public release, and the requirement for all individuals working in a classified subject area to receive awareness briefings. In addition, notifications are required for all documents that are upgraded, downgraded, or declassified.

Requirements for the review of certain electronic forms have changed. In the past, routine reports or forms produced from electronic databases or standard forms in classified subject areas required a review by a Derivative Classifier (DC) each time the report or form was created. Now, a Classification Officer (CO) may perform a single review of the fields to be included in an electronic database or the elements to be included on a form. If the CO determines that when the fields or elements are completed the database or form will always be either classified or unclassified and documents the results, then that determination will be used as the basis for the classification of printed reports and completed forms from the database. With such documentation, individual reviews of the output by a DC are not required. However, if any fields or elements are revised or new fields or elements are added, a new classification review by the CO is required.

Another change to the manual is the addition of information on DUSAs. A DUSA is a collection of information that concerns one or more projects or programs that essentially has no risk of being classified. Several field organizations have well-established DUSA programs which the new manual now recognizes. A Headquarters or field element may develop new DUSAs for information under its cognizance with the approval of the Federal or contractor CO. This will save valuable resources since documents generated in a DUSA do not require classification review.

Under the new manual, in certain circumstances, if the employee is confident that the document or material does not contain any classified information, a DC review is not mandatory. An employee can gain this confidence through subject-matter-related classification awareness briefings or by having a document previously reviewed by a DC that contained similar information that was determined to be unclassified and understanding why this determination was made.

The “confidence rule” does not apply to documents intended for public release. Prepared text or presentations in a classified subject area that are to be given in an unclassified setting or to an audience that includes persons without a clearance must still be reviewed by the Classification Officer, unless specifically delegated to a DC. If a document is not reviewed and is later determined to contain classified information, the originator who decided not to have a DC

Document Review (Continued on page 9)

Training Requirements Now Detailed

A Chinese proverb says, “Learning keeps one from being led astray.” Training is a critical element in ensuring that each employee has the knowledge necessary to appropriately handle classified information, to accurately identify and mark classified documents, and to fulfill duties associated with his or her authority. Although many programs have well established training programs, training requirements are now spelled out to a greater degree in order to ensure each employee is aware of requirements so they are less likely to “be led astray” and make mistakes.

Classification overview training required when an employee is first authorized access to classified information now includes seven specific elements, including the roles of classification officials and the review of documents for classification/declassification. The annual refresher must now include the same elements as the initial overview, with emphasis on any changes that have occurred.

Derivative Classifier (DC) training requirements now include use of a classification guide, what to do with inconsistent

guidance or when there is no guidance, portion marking, upgrading and upgrading notices, and classification challenges. Derivative Classifier training must now include the use of guides, redaction procedures, coordination requirements, and the requirements for including a declassified document on OpenNet.

While not training per se, subject-matter-related classification awareness briefings are now required for all cleared persons working in classified subject areas. These may be conducted by the Classification Officer/Headquarters Classification Representative, a supervisor, or a DC to explain what information is potentially classified in areas relevant to the employees. Many field elements already conduct such informal classification briefings that meet this requirement.

If you would like assistance in revising your training programs, please contact Lesley Nelson-Burns at (301) 903-4861 or lesley.nelson-burns@hq.doe.gov.

Guidance Status (continued from page 5)

CG-TP-1, Classification Guide for Highly Enriched Uranium Transparency Program, 10/24/07

CG-UAV-2, DOE Classification Guide for Uranium Atomic Vapor Laser Isotope Separation, 1/7/08

CG-ACP-2, DOE Classification Guide for the USEC American Centrifuge Program, 2/5/08

CG-LCP-3A, Joint NRC/DOE Classification Guide for Louisiana Energy Service Gas Centrifuge Program, 2/5/08

CG-LCP-3B, Joint NRC/DOE Classification Guide for Louisiana Energy Service Gas Centrifuge Safeguards and Security, 2/5/08

CG-MD-2, DOE Classification Guide for the Fissile Materials Disposition Program, 2/5/08

CG-MPP-1, Classification Guide for a Material Protection Project, 2/5/08

Local Classification Guides Approved

CG-SNL/NM-W76 (Mod 0)-1, Classification Guide for the W76-0/Mk4 Nuclear Warhead/Reentry Body for the Trident Missile, 1/19/07

CG-SRS-IC51-1, SRS Tritium and Weapons Classification Guide, 1/22/07

CG-ORNL-BGD-1, Classification of Information Related to Waste Burial Ground and Radioactive Material Storage Facilities at the Oak Ridge National Laboratory, 1/12/07

CG-SNL/NM-B53 (Mod 0/1)-1, B53 Mod 0/1 Classification Guide, 2/23/07

CG-LANL-STALLION-1, Classification Guide for the *Stallion* Experiment, 3/30/07

CG-LANL-TERRAZZO-1, Classification Guidance for Terrazzo, 4/12/07

CG-LANL-DYNEX-1, Classification Guide for Dynamic Experiments (DynEx), 5/18/07

CG-NNSA-NBE-1, Classification Guidance for the Phenomena of Nearby Explosions (NBE), 5/30/07

CG-SNL/NM-W76 (Mod 1)-1, Classification Guide for the W76-1/Mk4A Nuclear Warhead/Reentry Body for the Trident Missile, 5/30/07

CG-SNL/NM-B61 (Mod 3/4/10)-1, B61 Mod 3/4/10 Classification Guide, 6/7/07

CG-SNL/NM-B61 (Mod 7)-1, Classification Guide for the B61-7, 7/25/07

CG-NV-DAF-1, Classification and UCNI Guide for the Nevada Test Site Device Assembly Facility, 8/6/07

Y/CG-990, Change 3, Y-12 Classification and UCNI Guide, 8/8/07

CG-SNL/NM-W78-1, Classification Guide for the W78/Mk12A Nuclear Warhead/Reentry Vehicle, 8/24/07

CG-SNL/NM-B61 (Mod 11)-1, Classification Guide for the B61-11, 8/24/07

CG-SNL/NM-W88-1, Classification Guide for the W88/Mk5 Nuclear Warhead/Reentry Body for the Trident Missile

CG-SNL/CA-W87 Mod 0 (JTA4)-1, Classification Guide for the W87-0/JTA 4 Program, 10/24/07

CG-SNL/NM-NG-1, Classification Guide for Neutron Generator Design and Manufacturing Information, 12/18/07

CG-RFP-COMP-1 (Formerly RFP-5200), Rocky Flats Classification Guide, 2/8/08

Bulletins Issued

GEN-19, Publication of Nuclear Weapon Information, 2/6/08

TNP-24. Declassification regarding Uranium Inventories in Building 3019 at Oak Ridge National Laboratory, 1/9/07

TNP-25. Declassification of Unfinished Winding Mandrel Outer Diameter and Exact Rotor Tube Length for the United States Enrichment Corporation, Inc., American Centrifuge Program, 7/3/07

TNP-27. Guidance for Danger Area Assessment, 7/6/07

TNP-28. Disposition of Additional Surplus Highly Enriched Uranium. (≥ 20 percent ^{235}U), 2/6/08

WNP-113, Declassified Weapon Number Associations for Two Nuclear Tests, 3/3/07

WNP-114, Meteorological Restrictions at the Nevada Test Site, 6/12/07

WNP-115, Classification Guidance for Radiographic Test Objects, 7/25/07

WNP-116, Preparation of Plutonium Alloys, 2/5/08

WNP-117, Term Used in a Weapon Context, 1/9/08

Changes to Authorities



The new manual makes several changes to classification authorities. These include changes in the process when an employee changes position, extensions to authorities, and authority descriptions. In addition, the authorities for employees detailed away from their home organization are addressed.

The new manual makes it easier for an employee to retain derivative classification or declassification authority when changing positions. As long as his or her new supervisor concurs and notifies the Classification Officer (CO) or Headquarters Classification Representative (HCR) of his or her concurrence, an employee may retain his or her authority with its existing conditions (e.g., subject areas, duration).

Authorities continue to be granted for specific subject areas for 3 years. However, only a single 3-month extension may be granted. If an examination is not successfully completed by the end of that extension, authority is terminated.

Authority descriptions must include the individual's name, organization, the effective date, the specific subject areas covered by the authority, the jurisdiction of the authority (e.g., whose documents they can review), the expiration date, and any special instructions or limitations on the authority. However, the authority description no longer has to be provided directly to the Derivative Classifier (DC). The information may be maintained in any form accessible by the DC (e.g., in a central electronic database).

If an employee is detailed to another organization, the supervisor at the detailed location may request authority from the employee's home organization. The home organization remains responsible for training and appointing the individual. However, the organization to which the employee is detailed may require additional training or testing and is responsible for ensuring such training or testing is completed before the authority is granted.

A matrix of Headquarters and field element authorities with the functions, appointing officials, duration, and requirements is available in DOE M 475.1-1B beginning on page I-A13 as figure 1.

If you have any questions as to whether your organization needs a CC or an HCL, contact the Classification Outreach Program at (301) 903-7567 or outreach@hq.doe.gov.

Coordinators and Liaisons New Responsibilities in Classification

Why is there a need for positions other than Classification Officers (COs) and Headquarters Classification Representatives (HCRs)? As more field elements arranged for CO functions to be performed by persons outside their organizations, the need for someone within the organization to monitor the offsite CO's work became apparent. It also became apparent that organizations with access to classified information but without derivative classifiers (DCs) needed a point of contact for classification. Based on those concerns, two new positions [Classification Coordinator (CC) and Headquarters Classification Liaison (HCL)] have been created.

A CC is required for field elements that have written agreements for support with persons outside the element to perform the duties of a CO. While the CC does not have to have any classification authority, he or she must be knowledgeable about classification requirements and be aware of classified activities within his or her field element. The CC must also attend a briefing that covers the requirements in the DOE directives and specifically the responsibilities of a CO. The creation of the CC position makes it clear that the organization with an agreement for support from another organization is responsible for ensuring the quality of its classification program.

An HCL must be appointed within a Headquarters organization whose employees have access to classified information, but has no DCs. A point of contact is necessary in such organizations because cleared employees could inadvertently generate a classified document or may have to deal with a security incident involving classified information. The HCL serves as the point of contact for classification issues for persons within the organization as well as outside the organization. As with the CC, no classification authority is required, but the HCL must be aware of the classified information used by the organization. No training is required.

If you have any questions as to whether your organization needs a CC or an HCL, contact Lesley Nelson-Burns at (301) 903-4861 or lesley.nelson-burns@hq.doe.gov.

review may receive a security infraction. Individuals should work closely with a DC to ensure they understand when the confidence rule can be applied.

Hand-in-hand with the “confidence rule” are subject-matter-related classification awareness briefings. Each person (not just DCs) who is authorized access to classified information and who works in a classified subject area must become more involved in learning what is potentially classified in his or her subject areas. Therefore, the new manual expands classification education beyond formal training for those appointed as DCs to include subject-matter-related classification awareness briefings for everyone who works in a classified subject area. Subject-matter-related classification awareness briefings are critical so each employee understands what information is potentially classified in a particular classified subject area. It is important not only to know when to submit a document for classification review, but to also know what information can be shared with a co-worker at lunch. Since e-mail messages are a common method of communication, providing individuals with knowledge of what is potentially classified will assist in preventing the compromise of classified information.

An additional component of document review is the requirement for notification in cases of upgrading, downgrading, and declassification. A DC who upgrades a document or a Derivative Declassifier who downgrades or declassifies a document must send notification of the action within 30 days to:

- the originator or custodian of the document, if identifiable, and
- to the Office of Scientific and Technical



2008 Upcoming Events

March 11	General Course for Derivative Declassifiers, GTN
April 1-3	General Course for Classification Officers/Representatives, GTN
April 29-May 1	Classification Officers Technical Program Review Meeting, GTN
May 13	General Course for Derivative Classifiers, GTN
May 20	General Course for Derivative Classifiers, Albuquerque
May 21-22	General Course for Derivative Declassifiers, Albuquerque
June 2-6	Overview of Weapons Course
June 23-27	Safeguards and Security Course

Information Classified Program Manager if the document is a scientific or technical report.

These individuals, in turn, must notify all holders of the document of the action. If the document is downgraded from Restricted Data/Formerly Restricted Data to National Security Information (NSI), or upgraded from unclassified to NSI or from a lower to a higher level within the NSI classification, then declassification and portion marking instructions must be included in the notification.

If you have any questions concerning document review requirements, contact Nick Prospero at (301) 903-9967 or nick.prospero@hq.doe.gov.

Personnel Updates

Farewell

Patricia N. Bodin, CO, Nevada Site Office (no longer CO)
 Joseph A. Brown, CO, Los Alamos National Laboratory (Retired)
 Bruce D. Green, CO, Sandia National Laboratories/New Mexico (Retired as CO, currently part-time)
 Dale W. Hill, CO, General Atomics (no longer CO)
 Brett Palmer, Technical Analyst, Office of Classification
 James Stone, Technical Analyst, Office of Classification (Retired)
 Ricky L. Stutheit, CO, Richard Operations Office (Retired)

Welcome

B. Karey McAlhany, CO, Savannah River Site Office
 Rick R. Balthaser, CO, Sandia Site Office
 Thomas A. Cantey, CO, Fissile Materials Disposition Office/SRS (NA-266)

Welcome (continued)

Diane L. Clark, CO, Richard Operations Office and Office of River Protection
 Thomas R. Coughenour, CO, Wackenhut Services Inc. - SRS
 Jeffery G. Dugar, CO, DynMcDermott Petroleum Operations, SPRO
 Daniel J. Gerth, CO, Los Alamos National Laboratory
 Hilda I. Hernandez, CO, Nevada Site Office
 Robert J. Kahl, CO, Strategic Petroleum Reserve Office
 Ronald McIntosh, CO, Sandia National Laboratories/New Mexico
 Ronald W. Petzoldt, CO, General Atomics
 Ricky L. Stutheit, Classification and Information Control Specialist, Office of Security Evaluations (HS-61)
 Nick A. Sandoval, CO, Office of Secure Transportation (NA-15)

Answers for Test Your Knowledge of Marking

1. Classified By: **Jane Doe, Engineer, DOE, HS-90**
Derived From: **CG-SS-4, 9/12/00, DOE OC**
Declassify On: **25X8; When information compromised is declassified**
2. Classified By: **Jane Doe, Engineer, DOE, HS-90**
Derived From: **CG-SS-4, 9/12/00, DOE OC**
Declassify On: **When officially released by the FBI**
3. Classified By: **Jane Doe, Engineer, DOE, HS-90**
Derived From: **CG-SS-4, 9/12/00, DOE OC**
Declassify On: **02/01/33¹**
4. Classified By: **Jane Doe, Engineer, DOE, HS-90**
Derived From: **CG-SS-4, 9/12/00, DOE OC**
Declassify On: **25X8, 2/01/2048²**
5. Classified By: **Jane Doe, Engineer, DOE, HS-90**
Derived From: **CG-SS-4, 9/12/00, DOE OC³**

¹Date is 25 years added to date of document.

²Date is 40 years added to date of document. Although the 40 years is for the lower level of information (CNSI vs. SNSI), the CNSI information must remain classified for the time specified for that information.

³Does not contain “Declassify on:” instructions because SRD is never automatically declassified. Derivative Classifiers should use a two-line stamp for all Restricted Data and Formerly Restricted Data documents.

Director (Continued from page 1)

longer valid declassification instructions. If DCs within your organization are using guides with X1-X8, these guides are out of date and it is critical that training address the issue. The use of out of date guidance may cause the application of incorrect declassification instructions and can lead to mistakes in classification. Oversight reviews invariably find copies of out-of-date guidance in use. Hopefully, the new manual requirements to destroy the superseded guides within 30 days will avoid the problem altogether.

Time will tell how successful our efforts to address past mistakes will be. Mistakes are human nature, so it is not likely we will be completely successful, but we won't give up trying. We will continue to learn from our mistakes and continue to develop effective policies to prevent them in the future. If you have any suggestions for ways classification policies can address common mistakes, please contact me at (301) 903-3526 or at andrew.weston-dawkes@hq.doe.gov.



2008 Classification and Information Control Oversight Reviews

March 10-13 Classification and Information Control Oversight Review—Livermore Site Office, Lawrence Livermore National Laboratory

