

NAVAL REACTORS
DOE ORDER AND MANUAL IMPLEMENTATION BULLETIN NUMBER 471.3-113
Revision 0

Consistent with the Naval Nuclear Propulsion Program (NNPP) overall concept of operations, the following provides broad implementation guidance for IDENTIFYING AND PROTECTING OFFICIAL USE ONLY INFORMATION for those activities under the Deputy Administrator's cognizance. These requirements take precedence over relevant guidance in Department of Energy (DOE) Order 471.3 and Manual 471.3-1 and guidance found in other DOE related documents.

1. The NNPP has documented policies and procedures (classification, contractual, financial, & public utterance) in place for the protection of unclassified Naval Nuclear Propulsion Information (NNPI). These policies shall take precedence over any similar guidance in the DOE Order 471.3 and Manual 471.3-1.
2. NNPP Authorized Derivative Classifiers (ADC) will perform the functions of the OOU Reviewer. OOU Reviewer training shall be included in the NNPP ADC training program.
3. The following is a list of potential subject areas relative to the NNPP that could generate non-NNPI requiring OOU controls. This list is not considered to be all inclusive:
 - Information provided in accordance with 35 U.S.C. 122, Patent Act
 - Commercial or financial information in connection with bids, contracts, or proposals and other related information received in confidence. Included are trade secrets; inventions; discoveries; foreign ownership, control, or influence (FOCI) information; or other proprietary data.
 - Statistical data and commercial or financial information concerning contract performance, income, profits, losses, and expenditures, if offered and received in confidence from a contractor or potential contractor. This includes business sales statistics, research data, technical designs, customer and supplier lists, overhead and operating costs, and information on financial conditions.
 - Personally Identifiable Information (PII).

4. Documents that contain non-NNPI OUO shall be marked "FOR OFFICIAL USE ONLY". This marking shall appear at the top and bottom of each page containing OUO. The applicable FOIA exemption number and related category name is not required for correspondence that is intended to remain within and between NNPP facilities.

5. Additional guidance specific to the protection of personally identifiable information is provided below:

a. NR Prime Contractor-owned records (e.g., personnel and medical files) as defined by DEAR 970.5204-3 that contain Personally Identifiable Information (PII) stored, processed or transmitted on contractor-owned equipment or systems will be marked and maintained in accordance with Prime Contractor corporate policies. The reference to PII in this Implementation Bulletin refers to information obtained on the government's behalf in the execution of the prime contract and all PII stored, processed or transmitted on Government-owned equipment or systems. Any conflicts should be addressed to NRLFO for resolution.

b. Personally Identifiable Information (PII) includes information directly related to an individual such as:

- (1) Social Security Number
- (2) Place and date of birth
- (3) Mother's maiden name
- (4) Biometric record
- (5) Medical history
- (6) Criminal history
- (7) Employment history
- (8) Financial history
- (9) Security clearance history

c. Personnel that will make Official Use Only designations that contain PII should receive training on this Implementation Bulletin, DOE Order 471.3 and Manual 471.3-1.

d. Any compromise of PII by a field activity shall be reported to NRLFO within one hour of discovering the compromise. NRLFO will make the necessary notifications to other government agencies. NR Headquarters will make the necessary notifications to other government agencies for matters involving NR Headquarters.

- e. The protections afforded PII shall be reviewed as part of the organizations' self-assessment program.
- f. Documents that contain PII shall be marked "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE". This marking shall appear at the top and bottom of each page containing PII. The applicable FOIA exemption number and related category name is not required for correspondence that is intended to remain within and between NNPP facilities.
- g. E-mail messages containing PII shall be marked "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE". E-mail messages containing OIU information without PII shall be marked "OFFICIAL USE ONLY". E-mails transmitting PII via the Internet must be protected by an encryption tool approved by NRLFO for field activities and NR CIO for NR Headquarters.
- h. PII mailed or routed within a NNPP facility or between NNPP facilities using standard secure pouch service, must be contained within a sealed envelope or folder and marked "TO BE OPENED BY ADDRESSEE ONLY". Reusable envelopes or folders may be used for OIU information without PII. Documents provided to others for informational purposes only shall be sanitized to the maximum extent possible (e.g., dates of birth, social security numbers, etc. will be removed unless entry is required by rule or regulation).
- i. PII shall only be processed on NNPP approved government provided or furnished equipment. Each activity in an organization will identify and maintain a list of mobile computing devices (e.g. laptops) that process PII. Government-owned computer equipment, including removable media, containing PII that leaves the physical boundaries of a NNPP facility must use an encryption tool approved by NRLFO for field activities and approved by NR CIO for NR Headquarters.
- j. Files containing PII stored on laptops or removable media must be deleted within 90 days if the files are not required for further use.
- k. For remote access to PII other than an individual's own information a two factor authentication will be used.
- l. PII that has been authorized for removal from the facility for the performance of official duties must be

protected. Electronic media (i.e. disks, CDs, etc.) and hard copy documents taken out of the office must be stored within a locked receptacle such as a drawer, safe, desk, file cabinet, or bookcase when not in use.

m. Use of encryption is not required for the transmission of PII over voice circuits or facsimile.

n. Documents containing PII must be destroyed by using one of the following methods:

- (1) Any approved method for the destruction of classified information.
- (2) A strip cut shredder that produces strips no more than ¼ inch wide or by any other means that provides a similar level of destruction.
- (3) Removable media (i.e. hard drive, disk, or CDs, etc.) shall be disposed of in the same manner as classified removable media or using a NRLFO approved disk wipe software.

4. Requests for waivers and exceptions to specific requirements of DOE Order 471.3 and Manual 471.3-1 or this Implementation Bulletin will be submitted to Naval Reactors Headquarters for review and approval.

5. Oversight and evaluation of identifying and protecting Official Use Only information under the Director's cognizance will be conducted by the Naval Reactors Field Offices with additional oversight provided by Naval Reactors Headquarters.