Marking OUO Documents

Office of Classification
Office of Quality Management
About this Presentation

- This presentation is not an introduction to OUO
- This presentation is solely on how to mark documents containing OUO information
- Additional resources concerning OUO may be found on the Office of Classification website at

http://energy.gov/ehss/services/classification/official-use-only-information

and in the DOE OUO Directives

- DOE O 471.3 Admin Chg 1, Identifying and Protecting Official Use Only Information
- DOE M 471.3-1 Admin Chg 1, Manual for Identifying and Protecting Official Use Only Information

that can be found on the DOE Directives website at https://www.directives.doe.gov/
Contents

- Markings are important
- Front page marking – “OUO stamp”
- Page marking
- Supplemental Markings
- Marking Classified and UCNI documents containing OUO information
- Marking Transmittals
Markings are Important

- Various markings used to indicate sensitive information cause confusion
  - Not certain if document needs protection
  - Not certain how to protect document
  - No mandated protection
  - May have to call to determine intent

- Other markings for unclassified information (except for UCNI) are not authorized
OUO Marking

- When not used
  - No mandated DOE-wide protection
  - Uncertainty as to how to protect

- When used
  - Eliminates confusion
  - Consistent protection requirements
**Sample Front Marking**

Determination *not* based on Classification Guide

---

**OFFICIAL USE ONLY**

May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: 5, Privileged Information

Department of Energy review required before public release

Name/Org: John Smithson, NA-121

Date: 4/11/14

Guidance (if applicable): N/A

---

Markings are for example purposes only
**Sample Front Marking**  
**Determination based on Classification Guide**

<table>
<thead>
<tr>
<th>Exemption Number</th>
<th>Category Name</th>
<th>Date of Determination</th>
<th>Short Name of Guide</th>
<th>Name AND Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7, Law Enforcement</td>
<td>4/11/14</td>
<td>CG-SS-4</td>
<td>John Smithson, NA-121</td>
</tr>
</tbody>
</table>

**OFFICIAL USE ONLY**

*May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: 7, Law Enforcement*

*Department of Energy review required before public release*

Markings are for example purposes only
## Exemption Numbers and Names

<table>
<thead>
<tr>
<th>Exemption</th>
<th>Category Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Statutory Exemption</td>
</tr>
<tr>
<td>4</td>
<td>Commercial/Proprietary</td>
</tr>
<tr>
<td>5</td>
<td>Privileged Information</td>
</tr>
<tr>
<td>6</td>
<td>Personal Privacy</td>
</tr>
<tr>
<td>7</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>8</td>
<td>Financial Institutions</td>
</tr>
<tr>
<td>9</td>
<td>Wells</td>
</tr>
</tbody>
</table>
OFFICIAL USE ONLY

- On bottom of **all** pages
  
  OR

- On bottom of only those pages containing OUO information

Markings are for example purposes only
Sample OUO Document Marking

XXX XXXXXXX XX XXXXXXXX
XXXXXXXX XXXXXXXXXXXXX XXXXX

XXXXXXXX. XXXxxxx xxxxxxxx xxxxxxxx xxx xx xxxxxxxx xxx xxxxxxxxx xxxxxxxxxx xxx
xxxxxxxxxxxx, xxxxxxx, xxx xxxxxxxxxx Xxxxxxxx Xxx Xxxxx (XXX) xxxxxxxxxxxxx. 
Xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx x xxx xxxxxxxxxx x xxx xxxxxxxxxx xxxxxxxxxx.
Xxxxxx X xxxxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxxx XXX
xxxxxxxxxx; Xxxxxx XX xxxxxxxxx xxxxxxxxxx XXX xxxxxxxxxx. Xxx
Xxxxxxxxxxx Xxxxxxxxxxxxxxxx (XXX), Xxxxxxxxxxxx x, xxx xxxxx
xxxxxxxxxxxxxx xx xx Xxxxxx xxx xxxxx xx xxx/xxxxxxxx xxxxxxxxx
xxxxxxxxxxx.

XXXXXXXX. XXXxxxxxxx xxxxxxxxxx xxx XXXxxx xxxxxxx xx xxxxxxxxxx xx
XXXXXXXXXX XXXXXXXXXXXXXXXX xxx XXXxxx XXXxxx xx xxx-xxx-xxxx.

OFFICIAL USE ONLY

Markings are for example purposes only
Sample OUO Document with Supplemental Marking (CRADA)

- MUST have OUO markings
- Examples of other supplemental markings
  - Export Controlled Information
  - Applied Technology Information

Protected CRADA Information
This product contains Protected CRADA Information which was produced on 11/6/06 under CRADA No. 12345 and is not to be further disclosed for a period of five years from the date it was produced except as expressly provided for in the CRADA.

Markings are for example purposes only
Marking a Document Containing OUO and UCNI

- Apply OUO front marking to unclassified documents containing OUO information even if there is an UCNI marking – calls attention to presence of OUO information in the document

- For interior pages may use only highest category of information (UCNI) in the document or on individual pages

Markings are for example purposes only
Marking a Document Containing OUO and National Security Information

- **Do not** apply OUO front and page markings
- **Do** apply (when appropriate)
  - title marking
  - portion marking

Markings are for example purposes only
Marking a Document
Transmitting OUO

- Required if transmittal document itself does not contain classified or controlled information
- Calls attention to presence of OUO information in attachment

Document transmitted
contains OUO information

Markings are for example purposes only
Sample Marking of Document
Transmitting OUO

- Attachment contains OUO
- Transmitting document does not contain OUO

Markings are for example purposes only
Sample OUO Document that Transmits a Classified Document

- Attachment contains SRD
- Transmitting document contains OUO

Document transmitted herewith contains Secret/Restricted Data
When separated from enclosures, handle this document as OUO

SECRET

Markings are for example purposes only
Marking a transmittal document

- To indicate a document does not contain OUO information when separated from enclosures
  - All OUO is unclassified, so the statement “UNCLASSIFIED when separated from enclosures” does not indicate transmittal does not contain OUO.
  - Instead use “Does not contain OUO when separated from enclosures”
Marking E-mail containing OUO

- First line of message
  - Insert “OUO” before text

- If attachment to message is OUO
  - Message must so indicate
  - Attachment must be marked correctly

EXAMPLE OF AN E-MAIL MESSAGE CONTAINING OFFICIAL USE ONLY

From: James Bradley
Sent: Tuesday, April 12, 2011
To: George Clark
Subject: Marking of an Official Use Only E-mail Message

OUO. This is an example of an e-mail message that contains Official Use Only. The first line of an e-mail message containing OUO information must contain the abbreviation “OUO” before the beginning of the text.
Marking Special Format Documents

- Special format documents = photographs, viewgraphs, films, magnetic tapes, disks, audiotapes, videotapes, DVDs, etc.

- If possible, must be marked in a manner consistent with documents (front marking and page marking)

- If space is limited page marking is sufficient (Official Use Only or OUO)
How are OUO Markings Removed?

- Person making the determination
  - Crosses out OUO front, page, and any supplemental markings
  - Places following marking on front of document:

  
  DOES NOT CONTAIN
  OFFICIAL USE ONLY INFORMATION

  Name/Org: Jane Doe, AU-60  Date: 4/30/14

Note: To determine who has authority to remove OUO markings, see DOE Manual 471.3-1, Admin Chng 1.
Questions?

- Contact the Office of Quality Management Outreach Hotline at (301) 903-7567 or outreach@hq.doe.gov