



Office of Classification Classification Training Institute

Introduction to DOE Classification



What you should know

- What is classified information and what information is classified
- How classification is implemented within DOE
- Who has responsibilities for classification and what are those responsibilities
- What you should do if you don't think something is classified properly
- What you should you do if you think you see classified information in the open literature
- Who to contact if you have questions about classification



What is classified information?

Classified information is information that must be protected in the interest of national security.

Classified information is identified by level and by category.



Classification Levels

- The classification level is based on the damage to national security that would be caused by unauthorized disclosure.
- There are three levels of classification
 - Top Secret
 - Secret
 - Confidential



Classification Categories

- There are four categories of classified information.
 - Classified information governed by the Atomic Energy Act and Title 10 Code of Federal Regulations (CFR) Part 1045
 - Restricted Data (RD)
 - Formerly Restricted Data (FRD)
 - Transclassified Foreign Nuclear Information (TFNI)
 - Classified Information governed by Presidential Executive order (E.O.) 13526 and 32 CFR part 2001
 - National Security Information (NSI)



Restricted Data

- Classified information related to the design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy
- Examples
 - Nuclear weapon design
 - Nuclear material production
 - Naval reactor information



Formerly Restricted Data

- Classified information that was once RD, but DOE and DoD jointly decided it should be FRD because it concerns military utilization
- Examples
 - Stockpile quantities
 - Nuclear weapons safety and storage
 - Nuclear weapon yields
 - Locations of nuclear weapons (past and present)



Transclassified Foreign Nuclear Information

- Classified information that was once RD, but DOE and the Intelligence Community jointly decided it should be TFNI because it concerns foreign nuclear programs and is used for intelligence-related purposes
- Examples
 - Foreign nuclear weapon design
 - Foreign nuclear material production



National Security Information

- Government information related to national defense or foreign relations that is classified under an Executive order
- Examples
 - Military plans, weapon systems, or operations
 - Intelligence-related information
 - Foreign relations or activities
 - Vulnerabilities or capabilities of systems/installations



How is classification implemented within DOE?

- The DOE classification program is implemented by the Office of Classification (AU-60) which establishes DOE-wide policies and issues classification guidance.
- The NNSA program is implemented by the Office of Classified and Controlled Information (NA-70).
- Each organization that generates classified information has a classification official who implements the classification program [a Program Classification Officer (PCO), a Classification Officer (CO) or a Classification Representative (CR)] who can provide assistance if you have questions.
- Within DOE, only certain persons who have been trained and certified have the authority to classify (Derivative Classifiers) or declassify (Derivative Declassifiers) documents in specific subject areas.



Who has responsibilities for classification and what are those responsibilities?

- Director, Office of Classification (AU-60) – decides if new information is RD, approves all classification guidance
- Derivative Classifiers – use classification guidance to review documents in their authorized subject area and jurisdiction to determine if the document contains classified information
- Derivative Declassifiers – use classification guidance to review documents in their authorized subject area and jurisdiction to determine if the document no longer contains classified information
- Employees with access to classified information – must have documents reviewed by the appropriate authority



When must you have documents reviewed for classification and who must review them?

- Any document or material in a classified subject area intended for public release (e.g., information posted to a webpage, a speech to an audience with uncleared persons, an article submitted to a magazine for publication) must be reviewed by the CO or a DC who has been delegated the authority to review documents for public release.
- Any newly generated document in a classified subject area that is not intended for public release and that potentially contains classified information must be reviewed by a DC.



Are there other situations that require a classification review?

- Speak with a DC, your supervisor, or see DOE Order 475.2B, Attachment 4, for review requirements for other situations such as:
 - Print outs from a classified system;
 - Extracts from a classified document; and
 - Existing, unmarked document that may be misclassified.



What about email?

- All email generated on a classified system, must be reviewed and marked appropriately.
- At Headquarters, if you have an account for a classified system, you must complete Email DC training in order to have Email DC authority to classify your own email.



Working papers

- If you are going to generate a document that may be classified but will undergo revisions, you may mark a document as a working paper prior to obtaining a DC review
- Working papers must be
 - Dated when created or last changed
 - Marked as "Draft" or "Working Paper"
 - Marked and protected at highest potential level and category of information
 - Destroyed when no longer needed or reviewed and marked as final when
 - released outside originating activity
 - retained more than 180 days from date of origin or last change ; or
 - filed permanently



What should you do if you need a document declassified?

- If you want to give information in a classified document to someone without a clearance, the document must be declassified or the classified information must be removed.
- The only person who can remove (or authorize the removal) of classification markings is a Derivative Declassifier (DD).
- Even if the date or event indicated in the “Declassify on” line of a document has passed, a DD must review the document.
- The DD will review the document to determine if the information is still classified.
- If the information is still classified, the DD can remove (redact) the classified information so that the remainder of the document can be provided to persons without a clearance.



What should you do if you don't think something is properly classified?

- You are encouraged and expected to question any classification decision you feel is not correct (classified at too high or too low a level or category).
- There is no retribution for challenging a classification decision.
- You may submit a challenge to your PCO, CO, or CR or you may send a written challenge directly to the Director, Office of Classification at any time.
- For details on how to submit a challenge see DOE Order 475.2B, Attachment 4, paragraph 4.



What should you do if you see information you think is classified in the public?

- The appearance of classified information in the open literature (e.g., on the internet, in a book, on television) does not mean it is unclassified or has been declassified.
- You cannot comment on the classification status (e.g., “that could be classified”) or the technical accuracy of the information.
- If you incorporate information that might be classified in a document, the document must be reviewed by an appropriate official.
- For detail see GEN-16 Revision 2: "No Comment" Policy on Classified Information in the Open Literature - <https://sandbox.cms.doe.gov/sites/sandbox/files/2016/05/f31/GEN-16-Rev2-09-23-2014-with-memo.pdf>



Who should you contact if you have questions?

- Your Program Classification Officer or Classification Officer
- Your Classification Representative or the
- DOE Office of Classification Outreach

301-903-7567

outreach@hq.doe.gov