



# Marking OOU Documents



Office of Environment, Health, Safety and Security

Office of Classification

Office of Quality Management

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# About this Presentation

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

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

## and in the DOE OOU Directives

- DOE O 471.3 Admin Chg 1, Identifying and Protecting Official Use Only Information and
- 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/>

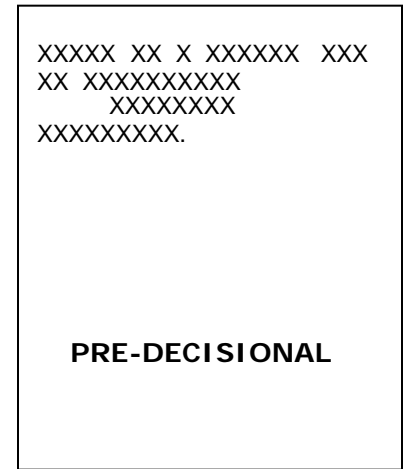
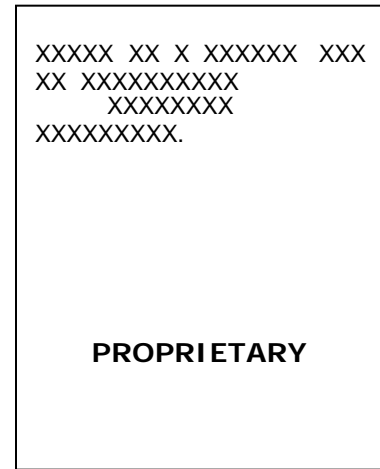
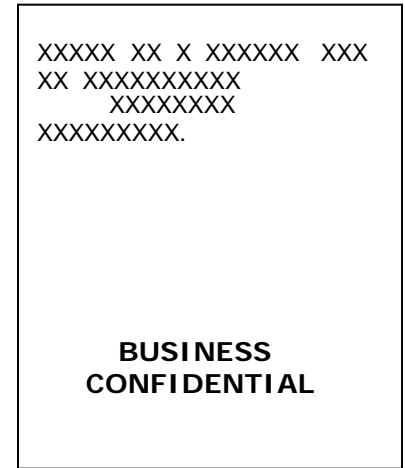
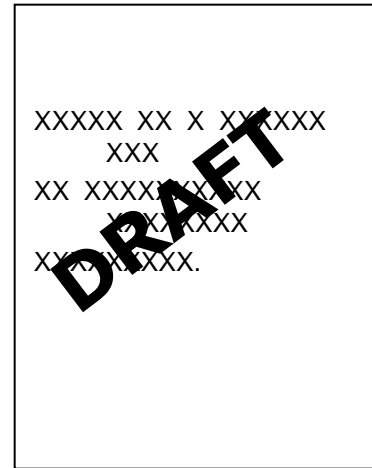
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# Contents

- Markings are important
- Front page marking – “OUO stamp”
- Page marking
- Supplemental Markings
- Marking Classified and UCNl 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



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# OUO Marking

- When not used
  - ❑ No mandated DOE-wide protection
  - ❑ Uncertainty as to how to protect
- When used
  - ❑ Eliminates confusion
  - ❑ Consistent protection requirements

# OUO Front Marking

**OFFICIAL USE ONLY**

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

Department of Energy review required before public release

Name/Org: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance (if applicable): \_\_\_\_\_

# Sample Front Marking

Determination not based on Classification Guide

**Exemption Number**

**Category Name**

**Name AND Organization**

**Date of Determination**

**Suggest N/A if guidance is not used**

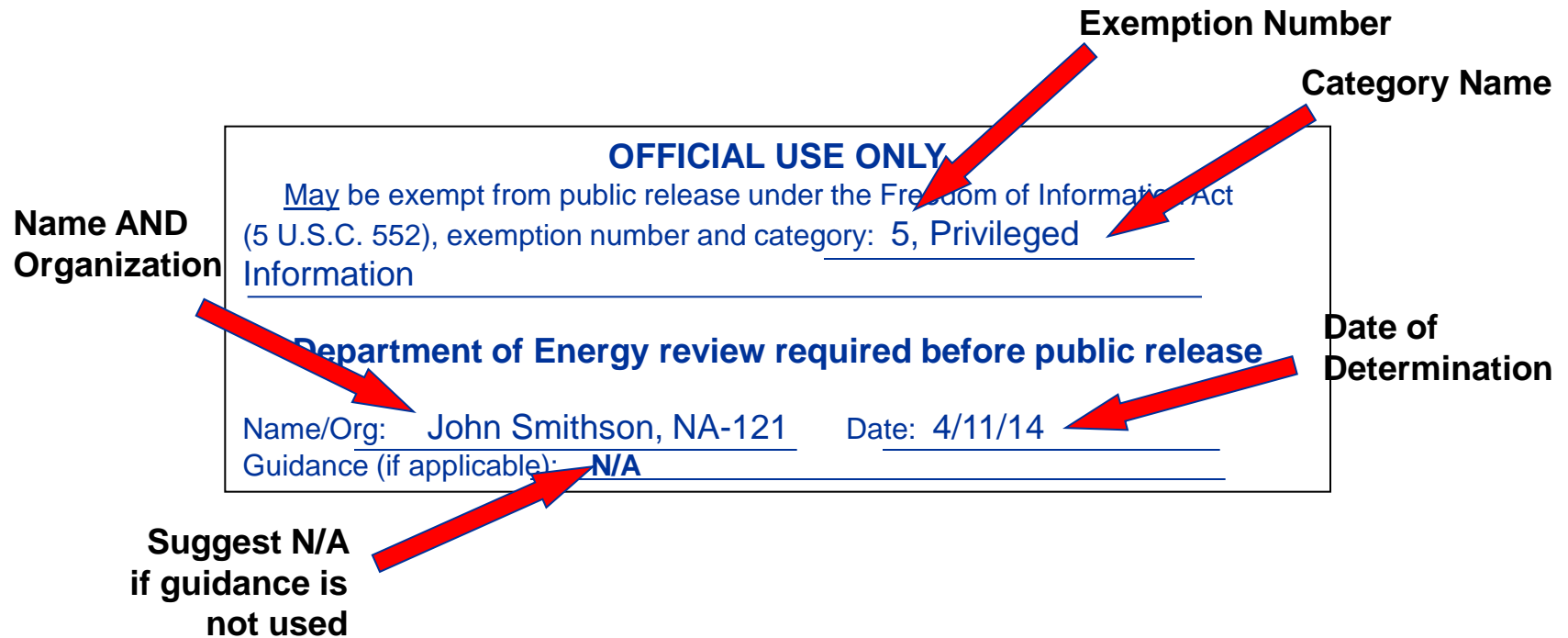
**OFFICIAL USE ONLY**

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

**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**

Name/Org: John Smithson, NA-121 Date: 4/11/14

Guidance (if applicable): CG-SS-4

**Name AND Organization**

**Exemption Number**

**Category Name**

**Date of Determination**

**Short Name of Guide**

Markings are for example purposes only



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# Exemption Numbers and Names

<u>Exemption</u>	<u>Category Name</u>
3	Statutory Exemption
4	Commercial/Proprietary
5	Privileged Information
6	Personal Privacy
7	Law Enforcement
8	Financial Institutions
9	Wells

# Page Markings

## OFFICIAL USE ONLY

- On bottom of all pages
- OR**
- On bottom of only those pages containing OOU information

XXXXX XX X XXXXXX XXX  
XX XXXXXXXXXXX XXXXXXXX  
XXXXXXXXXX.

XX XXXXXXX XXXXX XXXX  
XXXXXXXXXX XX XXXXXX. XX  
XXXX XXXXXXX X XXXXX  
XXXXXXXX XXXX XXXX.

OFFICIAL USE ONLY

Markings are for example purposes only

# Sample OOU Document Marking

XXX XXXXXX XX XXXXXX  
XXXXX XXXXXXXXXXXXXXX XXXXXX

XXXXXXXX. XXXX xxxxxx xxxxxxxxxxx xxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxx xxx  
xxxxxxxxxxxx, xxxxxxx, xxx xxxxxxxxxxx XXXXXXXX Xxx Xxxx (XXX) xxxxxxxxxxx.  
XXXXX xxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxx xxxxxxxxxxx xxxxxxxx.  
XXXXXXXX X xxxxxxxx xxx xxxxxxxxxxx xxx xxxxxxxxxxx xxx xxxxxxx XXX  
xxxxxxxxxxxx; XXXXXXXX XX xxxxxxxx xxxxxxxxxxx XXX xxxxxxxxxxx. Xxx  
XXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXX (XXX), XXXXXXXXXXX X, xxx xxxxxx  
xxxxxxxxxxxxx xx xxx XXXXXX xxx xxxxx xx xxx/xxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxx.

XXXXXXXX. XXXXXXXX xxxxxxxxxxx xxx XXXXXX xxxxxx xx xxxxxxxx xx  
XXXXXXXXXXXX XXXXXXXXXXXXXXX xxx XXXXXXX XXXXXX xx xxx-xxx-xxxx.

**OFFICIAL USE ONLY**  
May be exempt from public release under the Freedom of Information Act  
(5 U.S.C. 552), exemption number and Category: 4, Commercial/  
Proprietary  
Department of Energy review required before public release  
Name/Org: Jane Doe, AU-61 Date: 4/14/14  
Guidance (if applicable): N/A

**OFFICIAL USE ONLY**

Markings are for example purposes only

# Sample OOU Document with Supplemental Marking (CRADA)

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

XXX XXXXXX XX XXXXXXXX  
XXXXX XXXXXXXXXXXXXXXX XXXXXXXX

XXXXXXXX. Xxxx xxxxxx xxxxxxxxxxx xxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxx xxx  
xxxxxxxxxxxxx, xxxxxxx, xxx xxxxxxxxxxx XXXXXXXX Xxx Xxxx (XXX) xxxxxxxxxxxx.  
Xxxxx xxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxx xxxxxxxxxxx xxxxxxxxxxx.  
Xxxxxxx X xxxxxxxx xxx xxxxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxx xxxxxxx XXX  
xxxxxxxxxxxxx; Xxxxxxx XX xxxxxxxxxxx xxxxxxxxxxx XXX xxxxxxxxxxx. Xxx  
XXXXXXXXXX XXXXXXXXXXXXX XXXXXXXX (XXX), XXXXXXXXXXX X, xxx xxxxxx  
xxxxxxxxxxxxx xx xxx Xxxxxx xxx xxxxx xx xxx/xxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxxx.

XXXXXXXX. XXXXXXXX xxxxxxxxxxx xxx Xxxxxx xxxxxx xx xxxxxxxx xx  
XXXXXXXXXXXXX XXXXXXXXXXXXXXXX xxx XXXXXXXX XXXXXX xx xxx-xxx-xxxx.

## 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.

**OFFICIAL USE ONLY**  
May be exempt from public release under the Freedom of Information Act  
(5 U.S.C. 552), exemption number and category: 3, Statutory  
Exemption  
Department of Energy review required before public release  
Name/Org: Curtis Gonzales, BWXT-Pantex Date: 4/15/08  
Guidance (if applicable): Pantex Plant OOU Topical Guide

**OFFICIAL USE ONLY**

# Marking a Document Containing OOU and UCNI

- Apply OOU front marking to unclassified documents containing OOU information even if there is an UCNI marking – calls attention to presence of OOU information in the document
- For interior pages may use only highest category of information (UCNI) in the document or on individual pages

The diagram illustrates the placement of markings on a document. The 'FRONT PAGE' is marked with 'UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION' and 'NOT FOR PUBLIC DISSEMINATION' at the bottom. The 'INTERIOR PAGE' is marked with 'UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION' at the bottom. The 'FRONT PAGE' also contains an 'OFFICIAL USE ONLY' notice and a 'Department of Energy Review required before public release' section.

**FRONT PAGE**

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

Name/Org: Jane Doe, AU-61 Date: 4/15/14  
Guidance (if applicable): CG-SS-4

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION  
NOT FOR PUBLIC DISSEMINATION  
Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2168).

Reviewing Office: Jane Doe, AU-61  
Date: 4/15/14  
Guidance Used: CG-UCNI-1

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

**INTERIOR PAGE**

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

Markings are for example purposes only

# Marking a Document Containing OOU and National Security Information

- Do not apply OOU front and page markings
- Do apply (when appropriate)
  - ❑ title marking
  - ❑ portion marking

The diagram shows a document header with the following elements:

- SECRET** (top center)
- (OUO) Title
- (S) \_\_\_\_\_
- (OUO) \_\_\_\_\_
- (U) \_\_\_\_\_
- Derivative Declassifier review required prior to declassification (in a box)
- Classified by: John Smith, Director, OH-101
- Derived from: CG-X-2, 3/1/1995, DOE OC
- Declassify on: 25x2, 2/22/2040
- SECRET** (bottom center)

Two red arrows point from the text in the list to the (S) and (OUO) markings in the diagram.

Markings are for example purposes only

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# Marking a Document Transmitting OOU

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

Document transmitted  
contains OOU information

# Sample Marking of Document Transmitting OOU

- Attachment contains OOU
- Transmitting document does not contain OOU

XXX XXXXXX XX XXXXXXXX  
XXXXX XXXXXXXXXXXXXXX XXXXXXX

XXXXXXXX. XXXX XXXXXX XXXXXXXXXXX XXX XXXXXXX XXX XXXXXXX  
XXXXXXXX XXX XXXXXXXXXXX, XXXXXX, XX XXXXXXXXXXX XXXXXXX  
Xxx Xxx (XXX) XXXXXXXXXXX. XXXX XXXXXXX XXXXXXX XXXXXXX  
XXXXXXXX XXX XXXXXXXXXXX XXXXXXX. XXXXXX X XXXXXXX XXX  
XXXXXXXXXXXX XXX XXXXXXXXXXX XXX XXXXXX XXX XXXXXXXXXXX;  
XXXXXXXX XX XXXXXXX XXXXXXXXXXX XXX XXXXXXXXXXX. Xxx  
XXXXXXXX XXXXXXXXXXX XXXXXXX (XXX), XXXXXXX x, XXX  
XXXX XXXXXXXXXXX XX XXX XXXXXX XXX XXXX XX XXX/XXXXXXXX  
XXXXXXXX XXXXXXXXXXX.

XXXXXXXX. XXXXXXX XXXXXXXXXXX XXX XXXXXX XXXXX XX  
XXXXXXXX XX XXXXXXXXXXX XXXXXXXXXXX XXX XXXXXX XXXXX XX  
XXX-XXX-XXXX.

Document transmitted  
contains OOU Information



# Sample OOU Document that Transmits a Classified Document

- Attachment contains SRD
- Transmitting document contains OOU

**SECRET**

Xxxx xxxxxx xxxxxxxxxxx xxx xxxxxxxx xxx xxxxxxx  
xxxxxxxx xxx xxxxxxxxxxx, xxxxxxx, xxx xxxxxxxxxxx XXXxxxx Xxx  
Xxxx (XXX) xxxxxxxxxxx. Xxxxx xxxxxxx xxxxxxx xxxxxxx  
xxxxxxxx xxx xxxxxxxxxxx xxxxxxx. Xxxxxx X xxxxxxx xxx  
xxxxxxxxxxxx xxx xxxxxxxxxxx xxx xxxxxxx XXX xxxxxxxxxxx;  
Xxxxxx XX xxxxxxx xxxxxxxxxxx XXX xxxxxxxxxxx. Xxx  
XXXXXXXXX Xxxxxxxxxxxx Xxxxxxxx (XXX), Xxxxxxxxx x, xxx  
xxxx xxxxxxxxxxxx xx xxx Xxxxx xxx xxx xx xxx/xxxxxxxx  
xxxxxxxx xxxxxxxxxxx.

XXXXXXXX. Xxxxxxxx xxxxxxxxxxx xxx Xxxxx xxxxxx xx xxxxxxx  
xx Xxxxxxxxx XXXxxxxxxxxxxx xxx Xxxxx Xxxxx xx xxx-xxx-  
xxxx.

Document transmitted herewith  
contains Secret/Restricted Data

When separated from enclosures, handle  
this document as **OOU**

**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  
Name/Org: Jane Doe, AU-61 Date: 4/14/14  
Guidance (if applicable): CG-SS-4

**SECRET**

# 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”

Document is UNCLASSIFIED  
when separated from enclosures



Does not contain OUO when  
separated from enclosures

# Marking E-mail containing OOU

- First line of message
  - Insert “OOU” before text
- If attachment to message is OOU
  - 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

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

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# 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 OOU Markings Removed?

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

DOES NOT CONTAIN OFFICIAL USE ONLY INFORMATION Name/Org: <u>Jane Doe, AU-60</u> Date: <u>4/30/14</u>
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**Note: To determine who has authority to remove OOU markings, see DOE Manual 471.3-1, Admin Chng 1.**

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# Questions?

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