CommuniQué

From the Classification Director's Office

Within the Department of Energy (DOE), a key objective is to carry out our major responsibilities while practicing "responsible openness." This is a term that was used by the Openness Advisory Panel in a 1997 report and was defined as a set of policies by which DOE seeks to fulfill its obligations to provide the public with accurate and complete information about its activities to the maximum extent possible consistent with the protection of national security. This concept embodies our commitment to protecting information that is critical to our Nation's security, to include highly sensitive nuclear weapon design information, while at the same time providing the public with accurate and meaningful information about its Government.

The Office of Classification has often been at the forefront of new initiatives to foster responsible openness. In 1994, it supported creation of the OpenNet website administered

GETTING TO KNOW YOU . . .
Office of Document Reviews Prevents Inadvertent Releases of Classified at NARA/NDC

You may be wondering why or may not know that the Office of Classification is expending significant resources at the National Archives in College Park, Maryland. Well, this is the story: In 1995, President Clinton signed a new Executive order (12958), *Classified National Security Information,* that included a requirement to declassify 25-year-old classified records of permanent historical value

Upcoming Events 2012

October 2-3 — General Course for Derivative Classifiers (Albuquerque)

October 15-19 — Overview of Nuclear Weapons Classification Course

October 30-31 — General Course for Derivative Declassifiers

November 7 — General Course for Derivative Classifiers (for IN at Forrestal)

November 13 — General Course for Derivative Classifiers (for PI-1 at Forrestal)

November 27 — General Course for Derivative Classifiers

Note: Courses are conducted at DOE Headquarters, Germantown, MD, unless otherwise noted.

Special points of interest:

- Office of Document Reviews prevents inadvertent releases of classified—See this page
- DCs and DDs vital to a successful self-assessment program (tips and lessons learned) - see page 4
- Major revisions to CG-SS-4 and CG-HR-4 forthcoming—see page 9
- New CTI Training Webpage—see page 7

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by the Office of Scientific and Technical Information (OSTI). This database was groundbreaking at the time and provided a major breakthrough for researchers by allowing them to search DOE records via the Internet. More information about OpenNet can be found later in this issue along with a link to access directions on uploading declassified documents. In February 1995, DOE initiated the Fundamental Classification Policy Review, the first comprehensive review of U.S. Government classification policies for nuclear weapons-related information since the Tolman Report of 1946.

OC has continued its tradition of responsible openness by devoting significant time and resources to the NSI Fundamental Classification Guidance Review (FCGR) required by Executive Order (E.O.) 13526. The Office of Technical Guidance (OTG) took the lead on this review and engaged approximately 200 subject matter experts (SMEs) throughout the nuclear weapon complex and other partnering agencies to participate in 36 separate subject area working groups. We owe a debt of gratitude to these SMEs as we went well beyond the minimum requirements in the E.O., devoting considerable effort to this activity.

The FCGR is now complete and a comprehensive unclassified report was submitted to the Information Security Oversight Office. It can be accessed on both the Office of Health, Safety and Security (HSS) and OpenNet websites. This report summarizes the results of the evaluation of over 2,800 NSI topics found in 67 Headquarters (HQ) classification guides and 11 HQ classification bulletins. For each of these topics, SMEs identified the essential information protected through classification, explained why the information requires continued classification, and recommended improvements to the existing classification guidance. A Steering Committee of senior classification experts reviewed the recommendations of each working group to maintain consistency and balance throughout the process.

Several areas were identified where classification guidance can be consolidated, eliminated, or clarified to address concerns identified in E.O. 13526 and in many other studies regarding the Government's use of classification. Clear, concise guidance will significantly reduce the potential for Derivative Classifiers to misinterpret the intent of classification guide topics that can result in under-classification or over-classification of information.

The FCGR recommendations, if fully carried out, will result in:

- ☐ A 33 percent overall reduction of NSI classification guide topics
- ☐ A 42 percent reduction in topics that had exemptions from automatic declassification
- ☐ A 52 percent reduction in the use of topics with event-based declassifications
- ☐ Twenty-two declassification actions primarily related to physical security, transportation, and materials
- ☐ Cancellation of 18 classification guides and 9 classification bulletins

To implement the FCGR recommendations, guides will be revised and coordinated through the program and field elements for endorsement. To learn more about future changes to the *Classification and UCNI Guide for Safeguards and Security Information* and the *Historical Records Declassification Guide*, see the article on CG‑SS‑4 and CG‑HR‑4 later in this issue.

The Office of Classification is also heavily engaged in large-scale declassification efforts. Take a look at the article, "Getting to Know You: Office of Document Reviews Prevents Inadvertent Releases of Classified at NARA/NDC." This article describes the major effort that is going on at the National Archives and Records Administration (NARA) and National Declassification Center (NDC) to ensure that the Department's most sensitive nuclear weapons information is not inadvertently released.

Lastly, I would like to thank all of you within the classification community for your continued dedication to DOE's goal of responsible openness that allows us to have an informed citizenry while ensuring the security of the Nation.

If you have any questions, please contact me at (301) 903-3526 or at andrew.weston-dawkes@hq.doe.gov.

Getting to Know You . . . continued from page 1

unless it was determined that the records contained NSI that was still classified under one of the exemption categories allowed by the E.O. Records containing RD or FRD were excluded from the automatic declassification provisions in the E.O. because they are classified under the Atomic Energy Act (AEA) of 1954.

Thus began a 17-year-long journey that continues today. Agencies and departments must declassify their record holdings while preventing the inadvertent release of RD/FRD that could be embedded in unmarked documents or in documents that were improperly marked as NSI. PL 105-261, Section 3161, and PL 106-65, Section 3149, require that records being considered for declassification receive a page-by-page review for RD/FRD unless the agency determines the records are highly unlikely to contain this information. DOE trains and certifies other-agency reviewers to recognize potential RD/FRD in documents, so they can be referred to DOE for declassification review.

Before other-agency materials that have been "declassified" under the E.O. can be released to the public, DOE must conduct a quality control evaluation to ensure that documents containing potential RD/FRD under the AEA were properly referred to DOE for review prior to declassification. Once the records receive this evaluation, they are sent to archival processing for release to the public. As of December 29, 2009, a backlog of 400 million pages existed at the National Archives. When the President signed the new Executive order (13526), he also issued direction to the Federal agencies:

> "… utilizing recommendations of an ongoing Business Process Review in support of the NDC (National Declassification Center), referrals and quality assurance problems within a backlog of more than 400 million pages of accessioned Federal records previously subject to automatic declassification shall be addressed in a manner that will permit public access to all declassified records from this backlog no later than December 31, 2013."

In response, the DOE Office of Classification, in coordination with the National Archives, adjusted its quality control evaluation of agencies' declassified records to a risk-managed process that **significantly increased processing volume**. Since 2010, this risk-managed process of targeted

sampling cleared about 128 million pages. In processing these pages, Office of Classification reviewers identified about 3,000 documents containing RD and FRD that had been missed by the original reviewing agency, including some that were clearly marked as "RD" or "FRD" but not identified during the page-by-page review. The Office of Classification quality control sampling saved about 3,000 classified documents from inadvertent release.

Additionally, the NDC, which has done a great job assessing the 400 million page backlog, discovered that as many as 150 million of the 400 million pages of collections were not reviewed page by page for RD/FRD as required by law. The National Archives has formed a multiagency review team to conduct the page-by-page review for RD/FRD. The Office of Classification, in its quality control role, is also conducting a quality control evaluation of these newly reviewed collections with the risk-managed process of targeted sampling.

One may ask how we arrived at this situation where DOE is required to quality control sample other agency declassifications. The reasons are:

1. Documents containing RD/FRD information were not properly marked by the agencies when they were originated.

2. Offices were not required to separate out marked RD/FRD documents from NSI documents when the documents were archived.

3. Instructions provided in DOE training as to what should be referred to DOE as possible RD/FRD were not always followed by other agencies.

4. Agencies did not conduct a page-by-page review of their documents, or they missed items that should have been referred for potential RD/FRD.

Powered by the dedication of a staff of 41 combined Federal and contractor personnel at the National Archives, the Office of Classification has devoted significant resources to minimizing the risk that RD/FRD will be released as the 400 million pages are made available to the public.

What Can You Do as a DC/DD to Ensure a Successful Self-Assessment: Tips and Lessons Learned from the Office of Classification

You just found out you're on the hook to provide documents as part of the annual classification decision review or biennial self-assessment. What does that mean and should you be worried? There's no cause for alarm; you're one of many Derivative Classifiers (DCs) or Derivative Declassifiers (DDs) being asked to provide documents as part of your element's self-assessment or annual classification decisions review.

The key to any successful program is a first-class self-evaluation process that identifies shortfalls and ways to improve performance. The classification program is no different. National directives and DOE Order 475.2A, *Identifying Classified Information*, require biennial self-assessments by Program, Federal, and Contractor Classification Officers (COs) and Classification Representatives (CRs) as well as annual document decision reviews.

As a DC/DD, you are vital to the success of your organization's classification program, but you don't have to wait until a scheduled assessment or review to start making a difference. Using the tips below, you can assess your performance on a routine basis to enhance your organization's performance and adherence to requirements.

Tips for Ensuring a Successful Self-Assessment

Authority Descriptions: Periodically review your authority description to ensure that it reflects what you are doing. Make sure that it allows you to review documents for the required organizations in the correct subject area(s). If there is an expiration date, make sure that it hasn't passed. Complete your required biennial training on time. If you haven't completed the training, your authority is automatically suspended, and you cannot make any classification determinations. Don't forget to have your descriptions on-hand in case the individual conducting the assessment asks to see them.

Classification Guidance: Know where you can get access to the necessary classification guides (some elements promulgate changes by posting revised guidance to a central website). If you have your own classification guides: (1) determine if you have the most recent version and any change notices; (2) make sure all changes are recorded on the appropriate page of your guides, and the changes have been incorporated into them (guides sent electronically should already have the changes recorded); (3) destroy guidance that has been cancelled or superseded; and (4) notify your CO or CR if you do not have the most recent changes to the guides or if you no longer need to be on distribution for a particular guide.

Classification Decisions: Do not make classification decisions outside of your authority. If you are not sure that you are interpreting the guidance correctly, seek help to ensure the document is not being given a classification that is too high (i.e., over-classification) or one that is too low and does not adequately protect the document. Make sure you have marked the document correctly. If you are not sure of the correct way to mark a document, look it up or seek advice. Avoid these potential pitfalls:

☐ Declassification Instructions for NSI Documents: Improper or incomplete declassification instructions or no declassification instructions.

☐ Unauthorized classifier: A classification action was taken by someone not authorized to do so.

☐ "Classified By" line: A document does not identify the original classification authority or DC by name and position or by personal identifier. Note: The DC's agency and office should also be identified when not otherwise evident from the document.

☐ "Derived From" line: A document fails to cite or improperly cites the classification source. The line should include the short title of the guide, the issuance date of the guide, and the agency and office of origin.

☐ Multiple sources: A document cites "Multiple Sources" as the basis for classification, but a list of these sources is not included on or attached to each copy of the document.
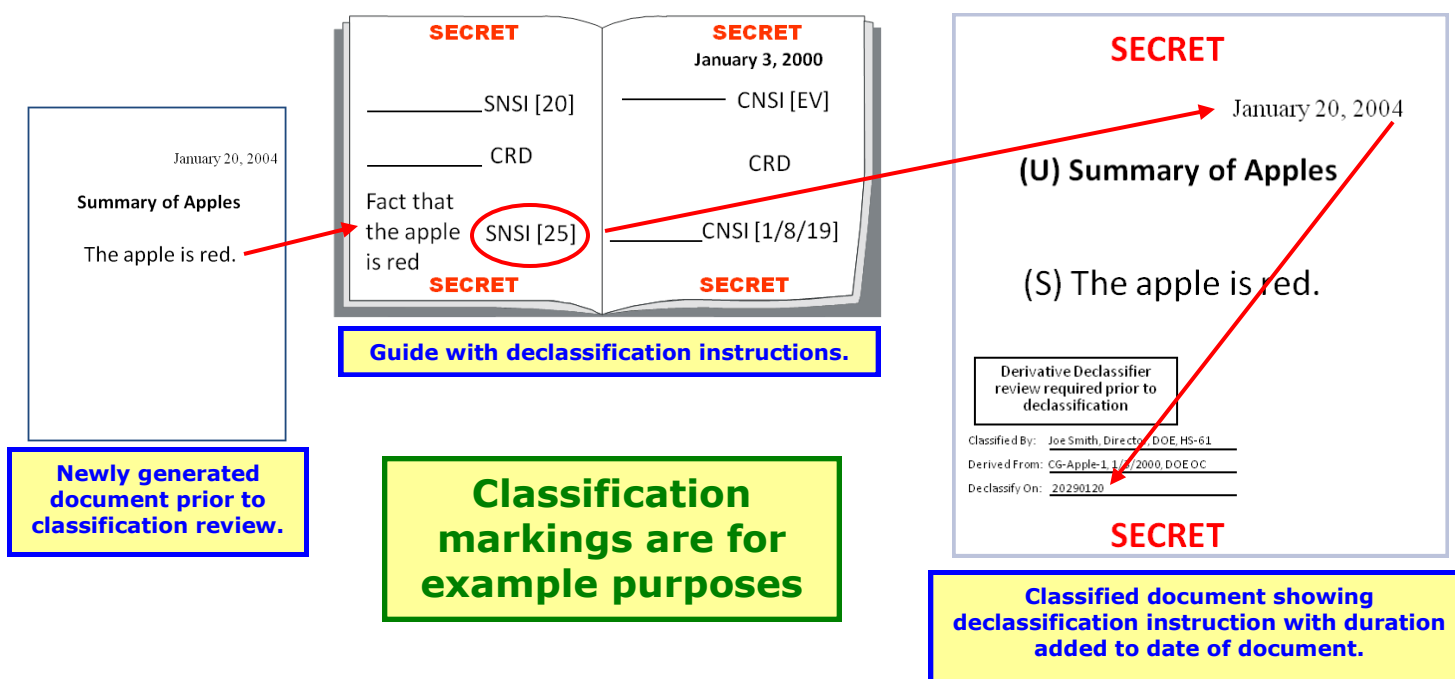
Tips and Lessons Learned (continued)

☐ <u>Marking</u>: A document lacks overall classification markings or has improper overall classification markings.

☐ <u>Portion Marking</u>: The document lacks required portion markings.

LESSONS LEARNED

🚫 DON'T	✔ DO
Add a guide topic duration to the date of the guide.	Add the duration to the date of the document and place on the "Declassify On" line (please see example below).
Forget to identify all required information on the "Derived From" line.	Identify the organization that approved the guide (usually the DOE Office of Classification – DOE OC) in addition to the guide short title and issue date.
Forget to identify all required information on the "Declassify On" line to include a "25X" or "50X" exemption identified by guide topic.	Use the format "Declassify On: 25X2; August 1, 2062" for a topic with the following declassification instruction: "25X2; [50]"

NOTE: The date of the document being classified was August 1, 2012. |
| Write "EV" on the "Declassify On" line. | Provide the description of the event: "Declassify On: When vulnerability is corrected." |

EXAMPLE: DECLASSIFICATION INSTRUCTION ADDED TO DATE OF DOCUMENT

Newly generated document prior to classification review.

Guide with declassification instructions.

Classification markings are for example purposes

Classified document showing declassification instruction with duration added to date of document.

CAUTION   **CAUTION**   **CAUTION**   **CAUTION**

Don't Mistakenly Transmit UCNI Without Encryption (e.g., Multi-Function Device Copiers and Multi-Person Teleconferencing)

We all know that 10 CFR part 1017 requires that UCNI be encrypted for transmission over telecommunications circuits, but when you hear "telecommunications circuits," what do you picture? For many people, transmission by e-mail using a personal computer (PC) probably springs to mind. However, given the rapid pace of today's ever-changing technologies, the number of possible methods for transmitting information by telecommunications circuits is growing. Some of these technologies may **not** have encryption capability*, so it is up to you to ensure that they do if you want to transmit UCNI. Please see below for a couple of examples we recently encountered.

* REMINDER: These factors must also be considered when encrypting Official Use Only information*.

Multi-Function Device Copiers

Headquarters recently purchased new multi-function device (MFD) copiers with a "scan to e-mail" capability. These copiers have a special function that allows a document to be transmitted to an e-mail address once it has been scanned by the copier. Even though the document is being sent using the copier, as opposed to by a PC, it still constitutes transmission. Before taking advantage of this capability, it's important to determine whether or not the document you're transmitting contains UCNI. If it does, then encryption algorithms that meet all applicable Federal laws, regulations, and standards are required. If the MFD copier does **not** have this capability **(many do not)**, then UCNI must **not** be transmitted from the device. These machines can still be used to reproduce documents containing UCNI, as long as the machines comply with other security requirements (e.g., no remote diagnostic capability).

Currently, there is no departmental requirement to post a "NO UCNI Scanning" sign on an MFD copier without encryption. The individual transmitting the information must determine (1) if the transmission device has encryption capability and (2) whether the capability meets required encryption standards. If the individual is unsure, s/he must consult the appropriate security office for assistance.

Teleconferencing

Keep in mind that having a meeting over a conferencing system is another way that information is transmitted by telecommunications circuit. Before conducting a meeting between offices/sites over an unclassified audio conferencing system (e.g., Polycom), ensure that the discussion will not reveal UCNI. If you need to discuss UCNI at a meeting with multiple participants on one or both ends of the teleconference, one option for complying with the encryption requirements would be to use the same secure videoconferencing technology that is used to discuss classified. As always, STEs (Secure Terminal Equipment) can be used for a one-person to one-person call to discuss either classified or UCNI information. However, many STEs cannot be used for multi-person calls since they do not have speaker phone capability. Always check with your local security office prior to attaching anything to a STE (to include speakerphones).

For more information about identifying and protecting UCNI, please contact the Office of Classification Outreach Program at (301) 903-7567 or outreach@hq.doe.gov. Please contact Gary Dewitt at (301) 903-5189 or gary.dewitt@hq.doe.gov if you'd like more information on UCNI transmission using secure video conferencing.

GOT INTERNET? ACCESS NEW CTI TRAINING WEBPAGE — ANYTIME, ANYWHERE!

Have you ever wished there was an easy way to refresh your memory about something you learned in a DC or DD Course? Now, as long as you can get online, you can access the Office of Classification's new training website to learn about classified and controlled information. More and more training is moving to the virtual world, and there are good reasons for doing so. Online training offers a convenient way to obtain information or refresh skills at your own convenience and pace. To get in on the virtual learning experience, go to the Classification Training Institute (CTI) webpage located at http://www.hss.doe.gov/classification/cti.html.

CTI Learning Experience

Lessons on the webpage can be found in a variety of formats – from short video tutorials to longer, more formal PowerPoint presentations. One unique aspect of the CTI webpage is the online mini-lessons. These lessons are modeled on the Khan Academy.   The Khan Academy pioneered the use of short, simple, annotated videos to provide self-paced training to students in a variety of subjects. Using this model, the OC has developed lessons for Derivative Classifiers on marking documents containing classified information. Lessons will continue to be developed and added to the page as they are completed. Suggestions for additional lessons are welcome.

Other sections concern classified information, Unclassified Controlled Nuclear Information (UCNI), Official Use Only (OUO) information, and training for other-agency personnel. Each section is divided into training (PowerPoint presentations), resources (brochures and booklets), and links to policy documents that provide the authority for the requirements.   The last section contains the 2012 CTI catalog.

So if you need a quick refresher on how to mark a document containing RD or how to determine declassification instructions, go to the CTI webpage where you can view the online mini-lessons. If you want more information about Transclassified Foreign Nuclear Information, go to the CTI webpage where you can view a briefing. This information and more is available whenever you can access the Internet.

Helpful Hints for Accessing the Learning Content

Please note that in order to view the page properly, your browser must not be in "compatibility view." In addition, "Active Scripting" must be enabled. If you have difficulty in expanding the tabs or the links do not function correctly, refer to the note above the Online Mini-Lesson tab and, if necessary, contact your helpdesk for assistance.

If there are any subjects you would like addressed in new online mini-lessons or any training you would like added to the webpage, please contact Lesley Nelson-Burns at Lesley.nelson-burns@hq.doe.gov or (301) 903-4861.

OpenNet: Still "Clicking" After All These Years

In 1994, OpenNet provided a major breakthrough to researchers by allowing them to search DOE records via the Internet. Today, it provides a fast and easy way for the public to obtain declassified DOE information that has been released to the public allowing the Department to comply with President Barack Obama's *Memorandum on Transparency and Open Government*. This Memorandum, issued on January 21, 2009, committed the Government to an unprecedented level of openness and established a system of transparency, public participation, and collaboration. On December 8, 2009, the Executive Office of the President issued a directive outlining steps for executive departments and agencies to follow to create a more open Government. One of those steps included making information available online. When this directive was signed, DOE already had a system that provided complete capability to meet these requirements, and it had been in place *for more than 15 years!*

OpenNet is an Internet database of declassified and publicly released DOE documents that came into being as part of President Bill Clinton's *Openness Initiative* in 1994. The OpenNet web site is supported by the Office of Classification and administered by the Office of Scientific and Technical Information (OSTI). OpenNet provides easy, timely access to declassified documents and other related information in support of the National Transparency and Open Government Initiative. It contains citations for DOE documents that were declassified and made publicly available after October 1, 1994, as well as citations to older document collections from several DOE sources. Documents that are declassified and determined eligible for public release **must** be submitted to OpenNet in accordance with requirements in DOE O 475.2A, *Identifying Classified Information*. However, other documents released as a result of a Freedom of Information Act (FOIA) request or a Mandatory Declassification Review (MDR) can also be posted to OpenNet.

OpenNet collections include several types of documents. Some have been declassified in total and are identified as "declassified." Others have had classified or other sensitive information removed to produce "redacted" versions. The term "sanitized" is sometimes used to refer to these documents. Some documents have never been classified, but are included as part of one of the collections or for their historical interest. They are identified as "never classified."

The capabilities OpenNet made available to researchers when it came on-line in 1994 were groundbreaking, even though they may seem a bit archaic by today's standards when full text images of declassified documents are often available on-line. Prior to OpenNet, no on-line database of bibliographic information concerning document declassification was maintained at the national level. Therefore, researchers or other organizations were unlikely to be aware that a specific document had been released by DOE, unless it was publicized by the document requester (at that time, DOE only responded to the specific requester). Consequently, requests and organizational searches for the same documents were repeated.

Additionally, researchers who wanted to conduct document searches of the collections at the Coordination and Information Center (CIC) had to travel to the CIC in Las Vegas, Nevada. Once OpenNet was on-line, the CIC and Richland Operations Office loaded bibliographic and location information for over a quarter of a million initial documents. These document holdings could then be searched from anywhere, by anyone with an Internet connection. The bibliographic references on OpenNet included location and point-of–contact information so that a researcher could call and ask for a copy of the specific document desired. That document was often delivered by fax the same day or in the mail a few days later.

OpenNet (continued)

Given the lightening-quick capabilities of search engines today, this may not initially seem all that impressive, but keep in mind it was a **huge** step forward at that time when the existence of full-text images of declassified documents on-line or access to the bibliographic information was rare. As more images have become available, they have been uploaded to OpenNet so that many OpenNet citations are now full-text searchable and full-image retrievable. What once required a visit to the records holding location can now be obtained at the click of a mouse!

As classification officials, you can use OpenNet to make the results of your FOIAs and MDRs more publicly accessible, support the President's directive on open Government, and meet the requirements of DOE Order 475.2A. To get instructions on using OpenNet to submit documents or how to request an account, go to either the OSTI website or the Office of Classification webpage at http://www.osti.gov/opennet or http://www.hss.doe.gov/classification/cti.html.

Still Clicking!

From the Openness Initiative to Open Government, OpenNet keeps on clicking. Many thanks to Rita Hohenbrink at OSTI for her input on this article. For administrative and policy questions, contact Fletcher Whitworth at 301-903-3865 or fletcher.whitworth@hq.doe.gov. For technical questions, contact opennet@osti.gov.

Major Revisions to CG-SS-4 and CG-HR-4 Forthcoming

Guide revision has begun on CG‑SS-4, *Classification and UCNI Guide for Safeguards and Security Information.* This major revision will implement a significant portion of the FCGR recommendations for safeguards and security and should be ready for field review and comment this fall. The Material Control and Accountability (MC&A) section is being separated into a new stand-alone guide, CG-MC&A-1, *Classification and UCNI Guide for Nuclear Material Control and Accountability*. The sections in CG-SS-4 and CG-SS-4A for Graded Security Protection (which replaced the Design Basis Threat) information are being replaced by a new guide, CG-GSP-1, *Classification Guide for Graded Security Protection Information*. The schedules for creating these new guides are intended to coincide with the release of CG-SS-5 to enable a seamless transition from CG-SS-4 and CG‑SS‑4A. Work on implementing FCGR recommendations for other guides will follow after conclusion of this major effort.

The Office of Technical Guidance has also revised the guide used by DOE Derivative Declassifiers to conduct systematic reviews of historical record collections for possible declassification. This guidance, CG‑HR‑4, *Historical Records Declassification Guide*, has been submitted to the Information Security Oversight Office for approval and will serve to implement the recommendations from the FCGR concerning the duration of classification by providing updated direction to identify DOE NSI exempt from automatic declassification at 25 (i.e., [25X]) or 50 (i.e., [50X]) years.

Classification Community Issues Discussed at the 47th Annual COs Technical Review Meeting

On April 24 and 25, 2012, individuals representing the Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) classification community met at Germantown for the 47th Annual Classification Officers (COs) Technical Review Meeting. This meeting, attended by approximately 85 people, provides an excellent opportunity for classification officials across the complex to come together to discuss issues and share ideas concerning classification policy and guidance, document reviews, and records management.

The meeting was opened on April 24 by Mr. Glenn Podonsky, DOE's Chief, Health, Safety and Security Officer, and Mr. Douglas Fremont, NNSA's Chief and Associate Administrator for Defense Nuclear Security. Mr. Podonsky praised the work done by the classification community to ensure that sensitive information affecting national security and nonproliferation is identified and protected. Many changes are being proposed since this is an election year, but he encouraged everyone to stay the course and do the professional job that this group does best. Mr. Fremont provided an update on the realignment of the Defense Nuclear Security organization and how such realignment will assist to implement the NNSA nuclear security agenda. By considering new tools and ideas that maximize budget dollars, the classification program can play a key role in maintaining security posture and program readiness without sacrificing security.

Dr. Andrew Weston-Dawkes, Director of the Office of Classification (HS-60), followed Mr. Podonsky and Mr. Fremont with the *Report from Washington*. Dr. Weston-Dawkes covered personnel changes within the community and issues affecting the community since last year's meeting and discussed issues that may affect the community in the coming year, especially the continuing decreases in available funding. He also emphasized how important it is for the COs to know what is going on in their programs and at their sites, as changes that may seem minor could result in major classification concerns.

The guest speaker was the Director of the Information Security Oversight Office, Mr. John P. Fitzpatrick, who assumed this position in August 2011 after serving in a number of positions within the intelligence community. Mr. Fitzpatrick touched on a number of areas of particular interest to the classification community, including each agency's implementation of the act for reducing over-classification, agency self-inspections, marking in the electronic environment, implementation of the Controlled Unclassified Information program, and post WikiLeaks activities.

A number of other presentations were given to update the classification community about activities and initiatives being undertaken by the HQ Office of Classification, NNSA, and field element COs as well as presentations of interest to the intelligence community and presentations concerning records management and classified document transmission. Please see the appropriate section on the next two pages for an update on each of these areas. If you would like to obtain a copy of the minutes of the meeting or slides from any of the unclassified briefings, please contact the Office of Classification Outreach Program at (301) 903-7567 or outreach@hq.doe.gov.

One of the highlights of this annual meeting is the Award of Excellence banquet where an individual in the classification community who has made outstanding contributions to the classification or Unclassified Controlled Nuclear Information programs is honored. **This year's recipient was Christine A. Bauman, the Classification Officer at the Pacific Northwest National Laboratory for the past 23 years.**

Activity Updates from the COs Technical Review Meeting

HQ Office of Classification Update

At the COs meeting, each of the Offices within HS-60 provided updates on activities for their offices:

Office of Quality Management (HS-61) - Nick Prospero, Director — Mr. Prospero discussed current staffing; training priorities and the course schedule for the remainder of CY 2012; and a general update on revisions to regulations, directives, and policy bulletins. Mr. Prospero also gave more detailed presentations concerning classification program evaluations (the plan, schedule, process, and scope) and Transclassified Foreign Nuclear Information, a new category of classified information. Ms. Lesley Nelson-Burns provided more details on proposed updates to classified and controlled information policy documents. Mr. Fletcher Whitworth also described the process used by HS-61 to respond to Freedom of Information Act (FOIA) and mandatory declassification review requests and appeals.

Office of Technical Guidance (HS-62) - Edith Chalk, Director — Ms. Chalk discussed reinvigoration of the Technical Evaluation Panel, completion of the Fundamental Classification Guidance Review, and the status of guidance revisions. Mr. Johnnie Grant provided information concerning the review and approval of local guidance and guidance distribution methods. He also requested feedback from the field on xCGS. Issues concerning two specific guides were discussed by the following staff members: Mr. Thomas Callander for revisions of CG-SS-4 and Mr. Glen Krc for development of CG-TNF-1.

Office of Document Reviews (HS-63) - Ken Stein, Director — Mr. Stein provided a brief overview of the functions of his office and indicated that **he is still concerned that there may be some 25-year-old classified permanent documents in the field that have not yet been identified.** Mr. Sherman Fivozinsky briefly described a computer-based program being used in HS-63 that allows for bracketing and stamping documents in a portable document format and also gave a demonstration for interested parties on April 26. Mr. Michael Kolbay offered some observations to enhance the processing of classified documents requested under the FOIA.

Field Element CO Update

Several field element Classification Officers also addressed the assembly:

Mr. Robert A. Barr, Classification Officer for B&W Pantex – Currently serving as the Chairman, Weapons Complex Classification Conference, reported on issues discussed at the Fall 2011 and Spring 2012 meetings

Mr. Dan Gerth, Classification Officer for Los Alamos National Laboratory (LANL) – Briefed on LANL's transition to an electronic submission system for publication review.

Mr. Lawrence Sparks, Classification Officer for the Oak Ridge Office – Discussed the impact of classification on the decontamination and decommissioning of gaseous diffusion plant technology and information.

Mr. Dave Brown, Classification Officer for Lawrence Livermore National Laboratory (LLNL) – Discussed how classification is integrated within LLNL's Work for Others and Subcontracts programs and concluded with a briefing on the potential for classification by association or compilation when releasing many related pieces of otherwise unclassified information.

Activity Updates from the COs Technical Review Meeting (continued)

Intelligence Community Update

Representatives from the Intelligence Community presented the following information:

Mr. Charles K. Durant, Director, DOE Office of Counterintelligence – Briefed on the current counterintelligence insider threat and described how DOE has organized to face the changing counterintelligence threats.

Representatives from Controlled Access Program Coordination Office (CAPCO) – Provided details about the marking system developed by the intelligence community that may become the Government-wide standard.

Records Management and Classified Document Transmission Updates

Mr. John E. Davenport, Director, Records Management Division, DOE Office of the Associate Chief Information Officer for Information Technology Planning, Architecture and E-Government – Responded to questions from the attendees concerning records management issues for e-mail messages, contractor records, temporary records, and retaining paper copies of scanned documents.

Mr. Dan Quinn, Progressive Technology Federal Systems, Inc. – Discussed his company's ArchivalWare products that assist in the automation of document declassification.

Mr. David Stiger, contractor to the NNSA Office of the Chief Information Officer – Discussed the functions provided by the Enterprise Secure Network and described the communication options available with the SIPRNET Gateway for Secret RD, FRD, and NSI.

Mark Your Calendar

48th Annual Classification Officers Technical Review Meeting

April 23-25, 2013

A "CLASSY"FICATION CROSSWORD
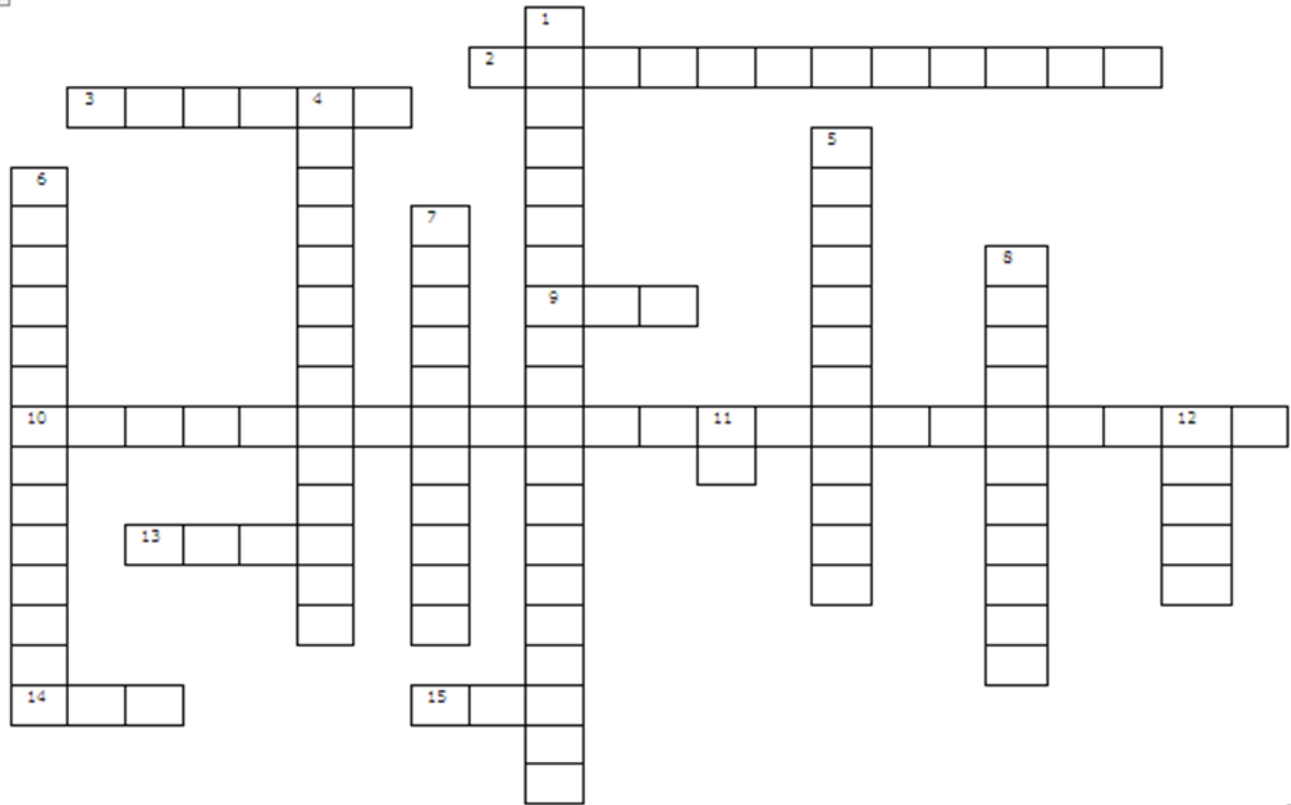
ACROSS:

2   The offices, programs, or elements for which a DC/DD/UCNI RO is authorized to review documents
     [DOE O 475.2A, Attachment 2, paragraphs 2e(2)(a)2c and 2f(2)(a)2d and DOE O 471.1B, paragraph 4b(2)(b)3]

3   Information with a 25Xn or 50Xn declassification instruction is said to be _____ from automatic declassification at
     25 or 50 years. *[32 CFR 2001.26(a) and (b)]*

9   A DC must be re-trained every ___ years to retain his/her authority. *[Executive Order 13526, section 2.1(d);
     DOE O 475.2A, Attachment 2, paragraph 2e(4)]*

10   Individual authorized to determine that a document may be protected at a lower level and/or category than
     currently marked (2 wds.) *[DOE O 475.2A, paragraph 5l(1); Attachment 4, paragraph 3a]*

13   Information removed from the RD category that concerns raw intelligence information on foreign nuclear energy
     programs (abbr.) *[32 CFR 2001.24(i) and DOE O 475.2A, Attachment 9, Definitions, 2w]*

14   Number of reviews required to declassify a document in full *(DOE O 475.2A, Attachment 4, paragraph 2a(1))*

15   The category of information that requires application of the special DD review required control marking on a
     document (abbr.) *[DOE O 475.2A, Attachment 4, paragraph 1c(3)(b)]*

DOWN:

1   Document that specifies what a DC/DD/UCNI RO can review and any limitations on his or her authority (2 wds.)
     [DOE O 475.2A, Attachment 2, paragraphs 2e(5) AND 2f(5) and DOE O 471.1B, paragraph 4b(4)]

4   Applying classification and control markings to individual sections of a document (2 wds.) *[Executive Order 13526,
     section 1.6, paragraph (c)]*

5   Specific types of information (e.g., safeguards and security) a DC/DD/RO is authorized to review and component
     of 1 Down (2 wds. pl.) *[DOE O 475.2A, Attachment 2, paragraphs 2e(2)(a)2b and 2f(2)(a)2c and DOE O 471.1B,
     paragraph 4b(2)(b)2]*

6   Used as guidance in very limited circumstances (e.g., classifying other-Agency information when no joint guidance
     exists) (2 wds.) *[DOE O 475.2A, Attachment 4, paragraph 1b(3)]*

7   Classification by _____ occurs when two or more different unclassified facts are combined in a specific
     way that results in a classified statement. *[DOE O 475.2A, Attachment 4, paragraph 1e(1)]*

8   When a large number of often similar, unclassified pieces of information are selected or arranged in such a way as
     to merit classification, this is known as classification by _____. *[DOE O 475.2A, Attachment 4,
     paragraph 1e(2)]*

11   The official authorized to conduct public-release reviews (abbr.) *[DOE O 475.2A, Attachment 4, paragraph1a(4)]*

12   Guide topics with "[EV]" declassification instructions require description of a specific _____ on the "Declassify On
     line." *[Executive Order 13526, section 1.5(a)]*

Answer key can be found at http://www.hss.doe.gov/classification/news.html   Note: The solution will be
posted the day after the CommuniQué is sent.

Guidance Status

Classification Guides (CG)

CG-CB-2, Change 2. In concurrence.

CG-DNC-2, Change 3. Just starting development.

CG-DR-2. In development.

CG-HR-4. Approved by DOE 9/10/2012. Sent to ISOO for approval.

CG-IN-1, Change 3. In concurrence.

CG-IND-2. Resolving comments from program office.

CG-MC&A-1. In development.

CG-MOX-1. Revised draft sent to MFFF in August 2012. Meeting with MFFF scheduled for September 2012.

CG-MOX-1A. In development.

CG-NRI-1, Change 1. Incorporating FCGR recommendations.

CG-OST-1. In technical review.

CG-PD-1. Classification guide for proliferation detection in development.

CG-RDD-2. Awaiting resolution of one issue (NRC and HS-52).

CG-RER-1, Change 3. Incorporating FCGR recommendations.

CG-SGC-1, Change 2. In concurrence.

CG-SILEX-2. In concurrence.

CG-SLD-1. In concurrence.

CG-SS-4, Change 7. In concurrence.

CG-SS-5. In development.

CG-SST-1. In technical review.

CG-SV-2. Revised draft sent to Sandia in June 2012. Awaiting input.

CG-TNF-1. Final draft distributed to agencies for review.

CG-TP-1, Change 1. 5-year update and incorporation of NSI FCGR recommendations. In development.

CG-TSS-4. In technical review.

CG-TSS-4A. In technical review.

Guidance Issued since Index 2012-02

Headquarters Guidance
CG-CI-1, Change 2. DOE Classification Guide for Counterintelligence Information (8/29/12)
CG-ICF-6. DOE Classification Guide for Inertial Confinement Fusion (7/20/12)
CG-MPP-2, Change 1. Classification Guide for Material Protection Project (8/24/12)
CG-MTI-1, Change 1. Classification Guide for the Multispectral Thermal Imager Program (7/16/12)
CG-SS-4A, Change 6. Annex to Classification and UCNI Guide for Safeguards and Security Information (8/27/12)
CG-SSP-1 Rescission. Topics retained from the Stockpile Stewardship Program (7/13/12)
TCG-UC-3, Change 5. Joint DOE/DoD Topical Classification Guide for Nuclear Weapon Use Control (7/26/12)

Local Guidance
CG-SNL/CA-B83 (Mod 0/1)-1, Change 1. B83 (Mod 0/1) Bomb Classification Guide (7/13/12)

Bulletins
WNP-139. Nicknames (7/30/12)

Topical Classification Guides (TCG)

TCG-NAS-2, Change 7. Just starting development. Change will incorporate SSP rescission topics.

TCG-SAFF-3. Just starting development.

TCG-WPMU-3. At Department of Defense for approval, 7/23/2012.

TCG-WS-2. Just starting development. Revision will incorporate SSP rescission topics.

TCG-WT-1, Change 10. In technical review.

UCNI Topical Guidelines (TG)

TG-NNP-2. In development.

Classification Bulletins Currently in Draft

TNP-33, Classification Bulletin for Pu-238 Inventories. In development.

TNP-42, Supplemental guidance to CG-SILEX-1. In development.

WNP-136, Foreign Nuclear Capabilities (9/6/12).

WNP-141, Nuclear Enterprise Assurance. Draft provided to program office (NA-124).

If you have any questions, contact Edie Chalk, Director, Office of Technical Guidance, at (301) 903-1185 or edie.chalk@hq.doe.gov.

NOTE: Please contact Sandy Dorsey for copies of guides at (301) 903-3688 or Sandy.Dorsey@hq.doe.gov.

PERSONNEL UPDATES

Welcome

Donte F. Davis, CO, SRSO
Elaine T. Ehrhorn, CO, OST
Michael L. Gates, Deputy CO/PCO, NNSA
LaMont C. Schofield, CO, MSC
Jayne B. Slack, Acting CO, SR

NOTE: David Bellis is back supporting OSTI as a contractor, and Peter Leach is now supporting the classification community within HS-90.

Farewell

Donald J. Barnes, Alternate CR, NE (Retired)
Vernon M. Gardner, CO, SR (Retired)
Peter M. Leach, CO, IM
B. Karey McAlhany, CO, SRSO
Drew T. Nickels, CR, NA-20
Steven M. Nunley, CO, OST
Cynthia M. Pascua, CO, PDC
Michael L. Spracklen, CO, MSC

COMMONLY USED ACRONYMS IN THE COMMUNIQUÉ

CO	Classification Officer
CR	Classification Representative
CUI	Controlled Unclassified Information
DC	Derivative Classifier
DD	Derivative Declassifier

FRD	Formerly Restricted Data
NSI	National Security Information
OUO	Official Use Only
PCO	Program Classification Officer
RD	Restricted Data

Suggestion Box

Got an idea for an article? We'd love to hear from you! Please contact Mary Deffenbaugh at mary.deffenbaugh@hq.doe.gov.