



Marking OOU Documents



Office of Health, Safety and Security
Office of Classification
Office of Quality Management

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://www.hss.energy.gov/Classification/QualityMgt/ouo.html>

- **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

which can be found on the DOE Directives website at

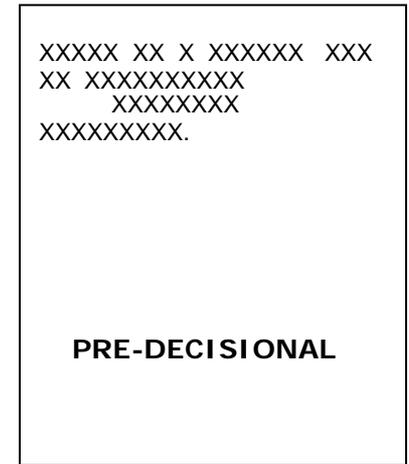
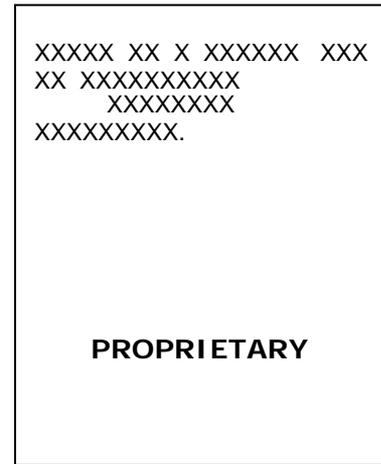
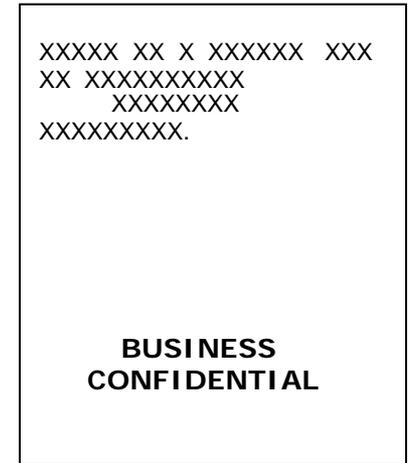
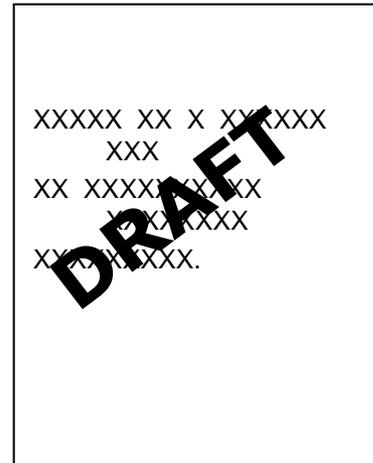
<https://www.directives.doe.gov/directives/current-directives>

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

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): _____

Markings are for example purposes only

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

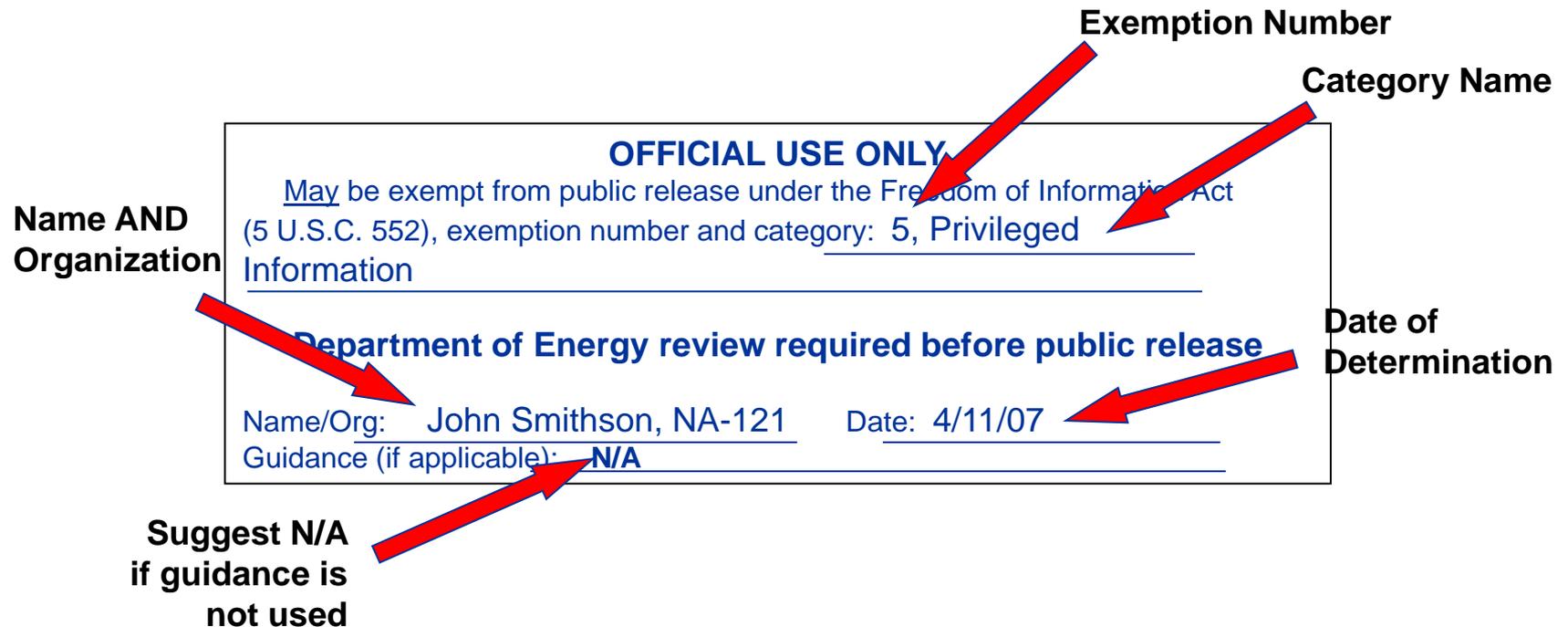
OFFICIAL USE ONLY

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: 4/11/07

Guidance (if applicable): N/A



Markings are for example purposes only

Sample Front Marking

Determination based on Classification Guide

Exemption Number

Category Name

Name AND Organization

Short Name of Guide

Date of Determination

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: 4/11/07

Guidance (if applicable): CG-SS-4

A diagram illustrating a sample front marking form. The form is enclosed in a black rectangular border. At the top center, the text "OFFICIAL USE ONLY" is written in bold blue. Below this, a line of text reads: "May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: 7, Law Enforcement". A red arrow points from the label "Exemption Number" to the number "7". Another red arrow points from the label "Category Name" to the text "Law Enforcement". Below this line is a horizontal separator line. Underneath, the text "Department of Energy review required before public release" is written in bold blue. Below that, two fields are shown: "Name/Org: John Smithson, NA-121" and "Date: 4/11/07". A red arrow points from the label "Name AND Organization" to the "Name/Org" field. Another red arrow points from the label "Date of Determination" to the "Date" field. Below these fields is another horizontal separator line. At the bottom, the text "Guidance (if applicable): CG-SS-4" is written. A red arrow points from the label "Short Name of Guide" to the text "CG-SS-4".

Markings are for example purposes only

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

Sample OOU Document Marking

XXX XXXXXX XX XXXXXXX
XXXXX XXXXXXXXXXXXXXX XXXXXXX

XXXXXXXX. XXXX XXXXXX XXXXXXXXXXX XXX XXXXXXX XXX XXXXXXX XXXXXXXXXXX XXX
XXXXXXXXXXXX, XXXXXXX, XXX XXXXXXXXXXX XXXXXXX XXX XXXXXXX XXXXXXXXXXX.
XXXXX XXXXXXX XXXXXXX XXXXXXXXXXX XXXXXXXXXXX XXX XXXXXXXXXXX XXXXXXXXXXX.
XXXXXXXX X XXXXXXX XXX XXXXXXXXXXX XXX XXXXXXXXXXX XXX XXXXXXX XXX
XXXXXXXXXXXX; XXXXXXX XX XXXXXXX XXXXXXXXXXX XXX XXXXXXXXXXX. XXX
XXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXX (XXX), XXXXXXXXXXX X, XXX XXXXX
XXXXXXXXXXXX XXX XXX XXXXXXX XXX XXXX XX XXX/XXXXXXXX XXXXXXXXXXX
XXXXXXXXXXXX.

XXXXXXXX. XXXXXXX XXXXXXXXXXX XXX XXXXXXX XXXXXXX XX XXXXXXX XX
XXXXXXXXXXXX XXXXXXXXXXXXXXX XXX XXXXXXX XXXXXXX 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, HS-91 Date: 4/14/07
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 xxxxxxxxxxx xxx xxxxxxxx xxxxxxxxxxx xxx
xxxxxxxxxxxxx, xxxxxxx, xxx xxxxxxxxxxx Xxxxxxxx Xxx Xxxx (XXX) xxxxxxxxxxxx.
Xxxxx xxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxx xxxxxxxxxxx xxxxxxxxxxx.
Xxxxxxx X xxxxxxxxxxx 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 Xxxxxxx xxx xxxxx xx xxx/xxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxxx.

XXXXXXXX. XXXXXXXX xxxxxxxxxxx xxx Xxxxxxx xxxxxx xx xxxxxxxxxxx xx
XXXXXXXXXXXX XXXXXXXXXXXXXXX xxx XXXXXXX 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 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. A large box on the left is labeled "FRONT PAGE" in red. Inside this box, at the bottom, is a smaller box containing the following text:

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 Doe, HS-61 Date: 4/15/03
Guidance (if applicable): CG-SS-4

Below this box is another box with the following text:

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. 2148).
Reviewing Office: John Doe, HS-61
Date: 4/15/03
Guidance Used: CG-UCNI-1

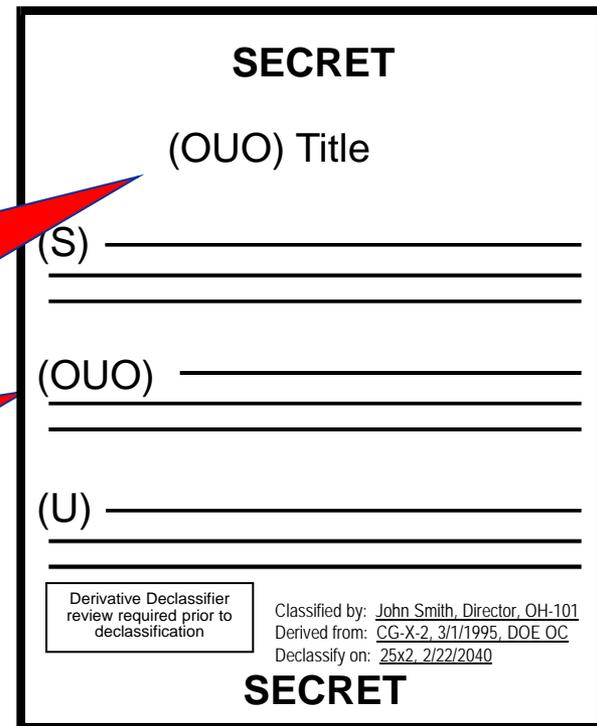
Below the bottom box is the text "UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION".

To the right of the front page box is a larger box labeled "INTERIOR PAGE" in red. Below this box is another box containing the text "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



SECRET

(OUO) Title

(S) _____

(OUO) _____

(U) _____

Derivative Declassifier review required prior to declassification

Classified by: John Smith, Director, OH-101
Derived from: CG-X-2, 3/1/1995, DOE OC
Declassify on: 25x2, 2/22/2040

SECRET

Markings are for example purposes only

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 XXXXXXX
XXXXX XXXXXXXXXXXXXXX XXXXXXX

XXXXXXXX. XXXX XXXXXX XXXXXXXXXXX XXX XXXXXXX XXX XXXXXXX
XXXXXXXXX XXX XXXXXXXXXXXX, XXXXXXX, XXX XXXXXXXXXXX XXXXXXX
Xxx Xxxx (XXX) XXXXXXXXXXX. XXXXX XXXXXXX XXXXXXX XXXXXXX
XXXXXXXXX XXX XXXXXXXXXXX XXXXXXX. XXXXXXX X XXXXXXX XXX
XXXXXXXXXXXX XXX XXXXXXXXXXX XXX XXXXXXX XXX XXXXXXXXXXX;
XXXXXXXX XX XXXXXXX XXXXXXXXXXX XXX XXXXXXXXXXX. XXX
XXXXXXXXX XXXXXXXXXXX XXXXXXX (XXX), XXXXXXXX x, XXXX
XXXX XXXXXXXXXXXX xx xxx XXXXXX xxx XXXX xx xxx/XXXXXXXX
XXXXXXXX XXXXXXXXXXX.

XXXXXXXX. XXXXXXX XXXXXXXXXXX XXX XXXXXXX XXXXXXX XX
XXXXXXXX xx XXXXXXXXXXX XXXXXXXXXXX XXX XXXXXXX XXXXXXX 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 Xxxxxxxx Xxx
Xxxx (XXX) xxxxxxxxxxx. Xxxxx xxxxxxxx xxxxxxx xxxxxxxx
xxxxxxxxxxx xxx xxxxxxxxxxx xxxxxxxx. Xxxxxxx X xxxxxxxxxx xxx
xxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxx xxxxxxx XXX xxxxxxxxxxxx;
Xxxxxxx XX xxxxxxxxxx xxxxxxxxxx XXX xxxxxxxxxxx. Xxx
Xxxxxxxxx Xxxxxxxxxxxx Xxxxxxxx (XXX), Xxxxxxxxx x, xxx
xxxx xxxxxxxxxxxxxx xx xxx Xxxxxxxx xxx xxxxx xx xxx/xxxxxxxx
xxxxxxxxxxx xxxxxxxxxxxxxx.

XXXXXXXX. Xxxxxxxx xxxxxxxxxxx xxx Xxxxx xxxxxx xx xxxxxxxx
xx Xxxxxxxxxxxx Xxxxxxxxxxxxxxxx xxx Xxxxxxx Xxxxxxx 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, HS-61 Date: 4/14/06
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.

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 OOU)

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, HS-90</u> Date: <u>4/30/03</u>
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Note: To determine who has authority to remove OOU 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