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**Washington, D.C.**

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*DOE 5635.1A*  
*of 2-12-88*

**ORDER**

DOE 5635.1

11-24-80

*Change 1 4-14-81*

**SUBJECT: CONTROL OF CLASSIFIED DOCUMENTS AND INFORMATION**

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1. PURPOSE. This Order provides guidance relative to the safeguarding and control of classified documents and information. It implements the requirements of Executive Order 12065, the Atomic Energy Act of 1954, as amended, and other applicable statutes.
  2. SCOPE. The provisions of this Order apply to all Departmental elements, its contractors, subcontractors, and consultants, including the Federal Energy Regulatory Commission (RC) and its contractors and subcontractors.
  3. BACKGROUND. This Order, which implements Executive Order 12065, whose effective date was 12-1-78, replaces Federal Energy Administration Directive 0272, Physical Security, of 5-13-76, United States Atomic Energy Commission Manual, Chapter 2101, Control of Classified Information, of 8-27-69, including its Appendix, Headquarters Chapter 2105, Control of Classified Documents, of 3-17-70, and any other implementing directives pertaining to them.
  4. REFERENCES.
    - a. The Atomic Energy Act of 1954, as amended, which established procedures for control of atomic energy information.
    - b. The Department of Energy Organization Act (Public Law 95-91), which established the Department.
    - c. The Energy Reorganization Act of 1974, which created the Energy Research and Development Administration and the Nuclear Regulatory Commission.
    - d. National Security Act of 1947, as amended, which created the Department of Defense.
    - e. Privacy Act of 1974, which established requirements for protection of personal information.
    - f. Executive Order 12065, National Security Information, of 6-28-78, which provides new requirements concerning document marking and requirements for protection of national security information.
    - g. Information Security Oversight Office of the General Services Administration, Directive No. 1, National Security Information, of 9-29-78, which assists in the implementation of Executive Order 12065.

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**INITIATED BY:**  
Office of Safeguards and Security

- h. DOE Delegation Order No. 0204-2, of 10-3-77, which delegated responsibility to the Assistant Secretary for Defense Programs for declassification of Restricted Data (RD).
  - i. DOE 5300.3, TELECOMMUNICATIONS: COMMUNICATIONS SECURITY, of 10-27-80, which establishes policy and provides guidance concerning Communications Security Aspects of the telecommunications services of the Department and implements the National Telecommunications Protection Policy.
  - j. DOE 5650.2, CLASSIFICATION OF INFORMATION MANUAL, of 12-12-78, which provides specific responsibilities, standards, and procedures for the management of the Department of Energy classification system.
5. ADDITIONAL PROVISIONS. Additional provisions which may be required for the safeguarding and control of classified foreign intelligence, as defined by Executive Order 12036, will be specified in an Order initiated by the Senior Intelligence Officer, Office of International Intelligence Analysis (IA-41).
6. EXAMPLES. The Order includes attachments which are examples of correspondence and marking required to comply with Executive Order 12065. See Chapter V, DOE 1325.1, DEPARTMENT OF ENERGY CORRESPONDENCE MANUAL, of 10-3-78, for examples of classified and unclassified telecommunications messages.
- a. All users are advised that DOE 1325.1, is the guide for all Departmental correspondence. Classification, category and special markings are added as shown in the examples.
  - b. Routing symbols should be used on all Departmental correspondence, including receipts, records of destruction and other documentation unique to the security program since they will facilitate tracking. DOE 1410.1, DEPARTMENT OF ENERGY ROUTING SYMBOL SYSTEM of 9-25-78, is the reference.



William S. Heffelfinger  
Director of Administration

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CHAPTER I  
DEFINITIONS

1. ACCESS AUTHORIZATION. (Commonly called Security Clearance.) "Q", TOP SECRET (TS), SECRET (S), and LIMITED (L). Each denotes a level of access permitted. (See Attachment 6).
2. CLASSIFICATION CATEGORY. One of the three kinds of classified information: Restricted Data (RD), Formerly Restricted Data (FRD), and National Security Information (NSI).
3. CLASSIFICATION LEVEL. One of the three classification levels in descending order: Top Secret (TS), Secret (S), and Confidential (C).
4. CLASSIFICATION MARKINGS. Markings affixed to documents or material to indicate the classification category of information contained therein (i.e., RD, FRD, or NSI), the classification level (i.e., Top Secret, Secret, or Confidential), including the designation "Unclassified," and, for national security information, the date or event for declassification or declassification review.
5. CLASSIFIED DOCUMENT. Any document containing information the disclosure of which could damage the national security of the U.S. or its allies.
6. CONFIDENTIAL. The lowest classification level applied to information whose unauthorized disclosure could reasonably be expected to cause identifiable damage to the national security.
7. COMPROMISE. Acquisition of classified information by persons not authorized to receive such information.
8. CONTINENTAL UNITED STATES. The States of the United States of America, excluding Alaska and Hawaii, but including the District of Columbia.
9. CONTRACTOR ORGANIZATION.
  - a. Prime Contractor Organization. An organization under direct contract to the Department.
  - b. Subcontractor Organization. An organization under contract to a DOE prime contractor organization.

10. COURIER. A Departmental employee or a member of the U.S. Armed Forces assigned to and performing duties designated specifically for the armed protection, in transit, of Top Secret or other matter which, in the opinion of the responsible field office manager or the Head of Headquarters Element, requires such protection.
11. CYRPTOGRAPHIC DOCUMENTS. Documents descriptive of cryptographic devices and systems, including both hardware and software.
12. CUSTODIAN. Any person having assigned responsibility for the control and accountability of classified document(s).
13. CUSTODIAN OF RECORD. All authorized Top Secret classifiers, original or derivative, and other permanent holders of Top Secret documents.
14. DECLASSIFICATION.
  - a. A determination by appropriate authority that information no longer requires classification protection;
  - b. A determination by appropriate authority in accordance with approved classification policy or guidance that a classified document of material is no longer classified; or
  - c. The removal of classification markings from a document or material in accordance with a declassification notice from an appropriate authority.
15. DECLASSIFIED DOCUMENT. A previously classified document that has been declassified by appropriate authority in accordance with approved declassification procedure and from which the classification markings have been removed.
16. DECLASSIFIED INFORMATION. Previously classified information in documentary form that has been declassified by appropriate authority.
17. DERIVATIVE CLASSIFICATION. A determination in accordance with approved classification guides, source documents, or other guidance of an authorized original classifier that a document or material contains classified information (RD, FRD, or NSI).
18. DERIVATIVE CLASSIFIER. An individual who has been formally authorized to determine that documents should be classified pursuant to written classification guides, one or more classified source documents, or at the direction of an original classification authority.

19. DOCUMENT. Any record of information regardless of physical form or characteristics, including, but not limited to, the following:
  - a. All handwritten, printed, or typed matter;
  - b. All painted, drawn, or engraved matter;
  - c. All sound, magnetic, or electromechanical recordings;
  - d. All photographic prints and exposed or developed film, still or motion pictures;
  - e. Automatic data processing input, memory, program or output information or records such as punchcards, tapes, memory drums or disks, or visual displays;
  - f. All reproductions of the foregoing by any process.
20. DOCUMENTATION. A required statement appearing on the cover of the first page of a secret or top secret documents which notes the number of pages of a document, the series designation for the particular set of copies, and the number of each copy within the set.
21. DOWNGRADING. Lowering the classification level of information, documents, or material. This does not include declassification.
22. EXCLUSION AREA. A security area where mere access to the area constitutes access to classified information.
23. FOREIGN GOVERNMENT INFORMATION. Information provided to the United States in confidence by, or produced by the United States pursuant to a written joint arrangement requiring confidentiality with, a foreign government or international organization of governments.
24. FORMERLY RESTRICTED DATA (FRD). Classified information jointly determined by the Assistant Secretary for Defense Program, the former Energy Research and Development Administration (ERDA), or the former Atomic Energy Commission (AEC) and the Department of Defense (DOD) to be related primarily to the military utilization of atomic weapons, and removed by the Assistant Secretary for Defense Programs from the RD category pursuant to Section 142(d) of the Atomic Energy Act.
25. GOVERNMENT AGENCY. Any executive department, commission, independent establishment, or corporation, wholly or partly owned by the United States of America and which is an instrumentality of the United States, or any board, bureau, division, service, office, officer, authority, administration, or other establishment in the executive branch of the Government.

26. INFORMATION. This term is restricted to facts, data, or knowledge itself, rather than to the medium of its conveyance. (Documents and materials are deemed to convey or contain information and are not considered to be information per se.)
27. INFORMATION SECURITY OVERSIGHT OFFICE. An organization of the General Services Administration created by Executive Order 12065 to oversee Government implementation of that Executive order.
28. INFRACTION. An act or omission involving failure to comply with Departmental security regulations or directives.
29. LIMITED AREA. A security area in which controls can prevent access by unauthorized persons to classified documents, information or material.
30. M-3679. Standard distribution list for classified scientific and technical reports.
31. MATERIAL.
  - a. A chemical substance, including metals;
  - b. A fabricated or processed item; or
  - c. Machinery and equipment.
32. MATTER. Material or documents.
33. MESSAGE. A document transmitted by teletype, telegraph, facsimile, or other electrical means.
34. MICROFICHE/MICROFILM. Film, photo card or flat negative containing micro images.
35. NATIONAL SECURITY. The national defense and foreign relations of the United States.
36. NATIONAL SECURITY INFORMATION (NSI). Information pertaining to the national security, classified in accordance with an Executive order and protected by Title 18 U.S. Code.
37. NAVAL NUCLEAR PROPULSION INFORMATION. All information classified or unclassified concerning the design, arrangement, development, manufacture, testing, operation, administration, training, maintenance, and repair of the propulsion plants of naval nuclear powered ships, including the associated nuclear support facilities.

38. ORIGINAL CLASSIFIER. An individual who has been authorized formally to make original classification judgments in areas of National Security Information in which classification guidance does not exist.
39. PORTION MARKING. The application of classification markings to individual portions of a document to indicate the specific classification of that portion.
40. PRODUCTION RATE INFORMATION. Information relating to the capacity to produce or actual production of:
  - a. Weapons or weapon components;
  - b. Plutonium, tritium, or enriched lithium 6;
  - c. Uranium enriched in the isotope 235; or
  - d. Uranium 233.
41. RESEARCH AND DEVELOPMENT REPORT. Formal, topical or progress reports, recurrent or summary, which present technical data to be used in the fulfillment of various research and development activities of the Department and which are categorized and distributed by the Technical Information Center, Oak Ridge, in accordance with standard distribution list M-3679.
42. RESTRICTED DATA (RD). All data concerning:
  - a. Design, manufacture, or utilization of atomic weapons;
  - b. Production of special nuclear material; or
  - c. Use of special nuclear material in the production of energy; but shall not include data declassified or removed from the RD category pursuant to Section 142 or the Atomic Energy Act.
43. SANITIZING. Physical removal of all classified information from a classified document.
44. SECRET. The classification level between Confidential and Top Secret which is applied to information whose unauthorized disclosure could reasonably be expected to cause serious damage to the national security.
45. SECURITY AREA. A physically defined space containing classified documents, information or material and subject to physical protection and personnel access controls, e.g., limited and exclusion areas.

46. SENSITIVE NUCLEAR MATERIAL PRODUCTION INFORMATION.
- a. Secret production rate or stockpile quantity information relating to plutonium, tritium, enriched lithium 6, uranium 235, and 233.
  - b. Classified gaseous diffusion technology.
  - c. Classified gas centrifuge technology.
47. SOURCE DOCUMENT. A document, other than a classification guide, from which information is extracted for inclusion in another document. The term "source document" is used in the context that the classification of information extracted from the document is determined by the classification specified in the source document.
48. SPECIAL ACCESS PROGRAM. A program to limit access to certain classified information only to those specifically authorized.
49. STOCKPILE QUANTITY INFORMATION. Information relating to the numbers of weapons or weapon components and the amount of plutonium, tritium, uranium 233, lithium 6, or uranium 235 available for use.
50. TOP SECRET (TS). The highest classification level applied to information whose unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.
51. TRANSCCLASSIFICATION. The removal of information from the RD classification category. This does not include declassification.
52. TRANSFER AND ACCOUNTABILITY STATION. An organizational unit (normally a technical library) which controls the receipt, transmission, accountability, and disposition of classified research and development reports and secret weapons data reports as listed in M-3679.
53. TRANSMITTAL DOCUMENT. An instructive document used in the transmittal of classified documents.
54. UPGRADING. Raising the classification level of information, documents, or material. (Also applied to the remarking of a classified document or material that was improperly declassified or initially improperly issued as unclassified.)
55. VISUAL MATERIALS. Photographs, motion pictures, slides, article concepts, engineering drawings, plant layouts, plots, plans, and maps.

56. WEAPON DATA. Restricted Data/Formerly Restricted concerning the design, manufacture, or utilization, including theory, development, storage, characteristics, performance, and effects of atomic weapons or components thereof, including such information incorporated in or relating to nuclear explosive devices.

57. WORKSHEETS.

- a. Notes, work papers, preliminary copies of pages of a document, additional or revised pages prior to incorporation into final copy;
- b. Repetitive forms used to collect data; or
- c. In the field of telecommunications, worksheets additionally include manual or machine-produced page copies and carbons (clear text or encrypted), and perforated and/or printed tapes produced by communications centers.



## CHAPTER II

### RESPONSIBILITIES AND AUTHORITIES

#### 1. THE DIRECTOR OF MILITARY APPLICATION (DP-20).

- a. Prescribes controls for weapon data.
- b. Assures that Restricted Data and Formerly Restricted Data documents being sent from the DOE and its contractors to foreign entities under agreements on cooperation for mutual defense purposes are channeled to the Joint Atomic Information Exchange Group (JAIEG) for review and assurance that the information contained therein is transmissible in accordance with statutory determinations formulated under Sections 144b and c(1) of the Atomic Energy Act of 1954, as amended.
- c. Approves the distribution and transmission of classified research and development reports containing nuclear weapons and effects information (Category C-72, C-73, and C-74 as defined in the Technical Information Center document M-3679) and coordinates with other organizations in the transmission of sensitive information in their areas of programmatic jurisdiction.

#### 2. THE DIRECTOR OF SAFEGUARDS AND SECURITY (DP-30).

- a. Develops and implements policies and standards to assure that classified documents are properly handled, safeguarded, and accounted for.
- b. Provides advice and assistance on the control of classified documents.
- c. Maintains central accountability of Top Secret documents originated by, or in the possession of the Department and its contractors.
- d. Monitors the unaccounted for classified document activities of the Department.
- e. Authorizes DOE and DOE contractor employees at the Headquarters level to hand-carry Secret and Confidential documents to and from foreign countries other than Canada. (This approval is in addition to other required approvals as appropriate for the transmission of classified documents.)
- f. Administers DOE implementation of those provisions of Executive Order 12065 and its implementing directives pertaining to special access programs, personnel, and physical security.

- g. Authorizes transmission of classified documents by other than prescribed means.
- h. For the Headquarters:
  - (1) Issues local procedures for control of classified documents.
  - (2) Authorizes methods of destruction of classified documents.
  - (3) Establishes a program for the maintenance of accountability for classified documents.
  - (4) Furnishes reports to other Government departments or agencies of the unaccountability, loss, or compromise of their documents.
  - (5) Reviews Top Secret control practices of each organization at least once annually.
  - (6) Establishes limitations, based on sensitivity or other security considerations, as to the type and category of classified documents which shall be excluded from storage in Federal Records Centers. (Documents containing production rate or stockpile quantity information relating to weapons or weapon components require concurrence of the Director of Military Application.)
  - (7) Provides to the Director of Classification information as required by the Information Security Oversight Office regarding the aspects of Executive Order 12065 that are administered by the Office of Safeguards and Security (DP-30).

### 3. THE DIRECTOR OF CLASSIFICATION (DP-60).

- a. Administers the system for development, approval, and transmission to other Government agencies and foreign nations of all documents concerned with classification matters.
- b. Provides assistance in matters regarding the classification (upgrading, downgrading, declassification, transclassification) of all classified documents.
- c. Administers DOE implementation of Executive Order 12065 and its implementing directives except for those provisions pertaining to special access programs and personnel and physical security.

### 4. THE DIRECTOR OF ADMINISTRATIVE SERVICES (AD-40).

- a. Coordinates with the State Department the use of the Diplomatic Pouch Service.

b. For the Headquarters:

- (1) Approves, in writing, the transmission and removal of classified documents stored in the Federal Records Centers by Headquarters organizations.
- (2) Distributes classified research and development reports.
- (3) Provides Top Secret courier services as required.
- (4) Provides classified messenger services to Headquarters facilities authorized to receive and store classified documents and material.

5. THE MANAGER, TECHNICAL INFORMATION CENTER, OAK RIDGE.

- a. Obtains approval of Headquarters organizations to transmit classified research and development reports.
- b. Authorizes its microform contractor to produce or reproduce microfiche and micronegatives of classified research and development reports for use by authorized recipients.
- c. Develops and maintains a system for the distribution of classified, scientific, technical information in report form to control the dissemination of classified research and development reports to DOE offices and contractors and to other Government agencies.

6. THE ASSISTANT SECRETARY FOR INTERNATIONAL AFFAIRS (IA-1).

- a. Assures that classified United States patent applications which the Assistant General Counsel for Patents desires to file in another country under secrecy orders are within the scope of agreements for cooperation formulated under Section 144a of the Atomic Energy Act of 1954, as amended.
- b. Manages DOE intelligence-related programs, including distribution, accountability, and control of sensitive intelligence documents.
- c. Approves the transmission to other Government agencies and foreign nations of classified documents relating to intelligence.
- d. Approves requests by the DOE or DOE contractor personnel to obtain intelligence data from other Government agencies and foreign nations, coordinating all transactions relating to weapon data with the Office of Military Application (DP-20).

7. THE DIRECTOR OF COMPUTER SERVICES AND TELECOMMUNICATIONS MANAGEMENT (AD-60).

- a. Receives, assigns, distributes, accounts for, and controls the use and disposition of communications security material, including Top Secret communications material, from the National Security Agency.

- b. Maintains control, is accountable for, and assures timely destruction of classified documents of other DOE organizations transmitted via teletype.

8. THE DIRECTOR OF NAVAL REACTORS (NE-40).

- a. Approves transmission of classified research and development reports concerning naval reactors, special features of naval reactors information (Category C-82 as defined in M-3679), and other classified documents containing nuclear technology derived from the Naval Reactors Program to DOE Headquarters personnel, DOE field organizations and contractors, other Government agencies and their contractors, and to foreign nations.
- b. Approves all information releases where a requirement exists for the disclosure to foreign nationals foreign governments, or individuals representing a foreign interest of information concerning U.S. naval nuclear propulsion information.
- c. Approves dissemination of naval nuclear propulsion information to U.S. industry, private individuals, or other private interests, except when required in the performance of U.S. naval nuclear propulsion program work.

9. THE DIRECTOR OF URANIUM RESOURCES AND ENRICHMENT (RA-33).

- a. Regarding documents containing isotope separation/gas centrifuge method information and technology/gaseous diffusion process information (Categories C-24 and C-52, as defined in M-3679):
  - (1) Authorizes access by managers of DOE field organizations when RA-33 has programmatic responsibility for the activity at that field organizations.
  - (2) Upon request of any DOE element, approves the transmission of information described on page II-4, subparagraph 9a, between jurisdictions of different field organizations or between field organizations and DOE Headquarters organizations.
- b. Authorizes access by employees of the DOE field organization or a DOE contractor to uranium enrichment technology information not related to operations under the jurisdiction of the manager of the field organization concerned.
- c. Approves the transmission of documents containing uranium enrichment technology information to civilian employees of the Department of Defense, its contractors, or members of the Armed Forces, and to personnel of other Government agencies.

- d. Approves transmission to DOE Headquarters personnel, DOE field organizations and contractors, and other Government agencies and their contractors and to foreign nations of classified research and development reports containing isotope separation/gas centrifuge method information, technology/gaseous

10. THE DIRECTOR OF NUCLEAR MATERIALS PRODUCTION (DP-70).

- a. Regarding documents containing technology/tritium production information, and plutonium production information, as defined in M-3679, Categories C-57 and C-65.
  - (1) Authorizes access by managers of DOE field organizations when DP-70 has programmatic responsibility for the activity at that field organization.
  - (2) Upon request of any DOE element, approves the transmission of information described by subparagraph 10a, above, between jurisdictions of different field organizations or between field organizations and DOE Headquarters organizations.
  - (3) Approves transmission to DOE Headquarters personnel, DOE field organizations and contractors and to foreign nations, of classified research and development reports containing technology/tritium production information and plutonium production information (Categories C-57 and C-65).
- b. Advises the manager of the Technical Information Center, Oak Ridge, regarding the transmission of classified research and development reports containing production reactor engineering technology to foreign nations.

11. THE DIRECTOR OF ADVANCED ISOTOPE SEPARATION (NE-562).

- a. Approves transmission of classified research and development reports concerning the Advanced Isotope Separation Program and other classified documents containing technology derived from the program to DOE Headquarters personnel, DOE field organizations and contractors, other Government agencies and their contractors, and to foreign nations.
- b. Approves the transmission of this information between jurisdictions of different field organizations or between field organizations and DOE Headquarters organizations.
- c. Approves dissemination of this information to U.S. industry, private individuals, or other private interests.

12. MANAGERS OF FIELD ORGANIZATIONS.

- a. Safeguard classified documents in accordance with this Order.
- b. Grant exceptions to the provisions of this Order for activities within their area of responsibility where the requirement for immediate action takes precedence. Exceptions granted shall be promptly reported to the Director of Safeguards and Security, DP-30, and to the Headquarters program organization cognizant of subject activities.
- c. Issue, implement, and enforce local procedures for the control of classified documents.
- d. Provide guidelines for the maintenance of accountability for classified documents.
- e. Authorize:
  - (1) DOE and DOE contractor employees access to weapon data and classified research and development reports.
  - (2) DOE and DOE contractor employees to hand-carry Secret or Confidential documents outside security areas, within the continental United States, including removal to private residences in connection with official travel under compelling circumstances (e.g., severe time and schedule constraints, or other such factors).
  - (3) DOE and DOE contractor employees to hand-carry classified documents to and from Canada.
  - (4) Retention of classified documents, by a contractor, subcontractor, or party to an agreement after termination of a contract, subcontract, or other agreement.
  - (5) Methods of destruction of classified documents.
- f. Approve the transmission of classified documents originated by the DOE field organization or DOE contractor employees under the cognizance of that field organization.
- g. Approve, in writing, the transmission to, removal from, reproduction and destruction of classified documents stored in Federal Records Centers.
- h. Establish limitations, based on the sensitivity or other security considerations, as to the type and category of classified documents which shall be excluded from storage in Federal Storage Centers.

i. Request approval of the Director of Uranium Resources and Enrichment:

- (1) To grant access to sensitive process information regarding isotope separation, gas centrifuge, and gaseous diffusion (Categories C-24 and C-52, as defined in M-3679);
- (2) To transmit documents containing sensitive process information described in subparagraph i(1), above, to the Department of Defense (DOD), its contractors, or members of the Armed Forces, or to other Government agencies; and
- (3) For the transmission of documents containing sensitive nuclear material process information:
  - (a) Between jurisdictions at different field organizations; or
  - (b) Between their field organizations and Headquarters organizations where it is not known whether the intended recipient is authorized to receive the information.

j. Request approval of the Director of Nuclear Materials Production:

- (1) To grant access to sensitive nuclear production rate information regarding tritium and plutonium (Categories C-57 and C-65, as defined in M-3679);
- (2) To transmit documents containing sensitive nuclear production rate information described in subparagraph i(1) above, to the Department of Defense, DOD contractors, members of the Armed Forces, or to other Government agencies; and
- (3) For the transmission of documents containing sensitive nuclear material production information:
  - (a) Between jurisdictions at different field organizations; or
  - (b) Between field office and DOE Headquarters organizations when it is not known whether the intended recipient is authorized to receive the information.

k. Request approval of the Director of Advanced Isotope Separation (NE 542):

- (1) To transmit classified documents concerning the Advanced Isotope Separation Program, and other classified documents containing technology derived from this program to DOE personnel, DOE field organizations and their contractors, other Government agencies and their contractors, and to foreign nations.

- (2) To transmit AIS information between jurisdictions of different field organizations and/or between field organizations and DOE Headquarters organizations.
- (3) To disseminate this information to U.S. industry, private individuals, or other private interests.

1. Assure:

- (1) Complete searches for unaccounted for classified documents.
  - (2) The safeguarding of outside agency classified documents with at least those precautions prescribed for DOE documents of the same classification.
  - (3) The designation of Top Secret Control Officers and their alternates.
  - (4) The designation of custodians of Top Secret documents, and notification of the Director of Safeguards and Security of the names and position titles of the designees.
  - (5) The conduct of semiannual inventories of Top Secret documents (4-30 and 10-31).
  - (6) The inventory and disposal of classified documents by terminating contractors.
  - (7) Compliance by contractors with DOE security procedures for controlling classified documents.
  - (8) Approval of transmission of documents by other than prescribed means.
  - (9) Approval of DOE or DOE contractor employees to hand-carry Secret and Confidential documents to and from foreign countries other than Canada. This approval is in addition to other required approvals as appropriate for the transmission of classified documents.
  - (10) Compliance with established procedures or concurrence by the Office of Military Application in the control of weapon data.
- m. Notify the outside agency originator when a classified document originated by them is compromised or unaccounted for. Concurrently notify the Office of Safeguards and Security, DP-30.



- n. Review Top Secret control practices of each division, organization, or comparable organizational unit under their jurisdiction at least annually.
  - o. Designate, in writing, personnel authorized access to Top Secret.
  - p. Establish, change the designation of, and eliminate transfer accountability stations, and notify the Manager, Technical Information Center, Oak Ridge, of action taken.
13. HEADS OF HEADQUARTERS ORGANIZATIONS, perform the functions set forth on pages II-6 through II-9, subparagraphs 12a, c, d, e(1), i(1) thru (3), j(1) thru (3), k(1) thru(3), l(1) thru (7), (9), and (10), m, n, and o.

## CHAPTER III

### MARKING AND CONTROL OF CLASSIFIED DOCUMENTS

1. PURPOSE. This chapter sets forth minimum marking and safeguarding procedures common to all classified documents. Minimum procedures applicable solely to the marking and safeguarding of Top Secret documents, Secret and Confidential documents, and the safeguarding of classified information are set forth in other chapters under these respective headings.
2. STANDARD IDENTIFICATION AND MARKING AT TIME OF ORIGINATION.
  - a. Classification Level Marking. The appropriate classification level marking, (Top Secret, Secret or Confidential) shall be placed at the top and bottom on the face of all classified documents, all interior pages and the outside back cover.
  - b. Classification Category Markings. Each document shall bear a marking to indicate which of the three classification categories of information (i.e., Restricted Data, Formerly Restricted Data, or National Security Information) is contained therein.

NOTE: If more than one category of classified information is contained in a document, it need only bear the most restrictive category designation, Restricted Data being the most restrictive and National Security Information the least restrictive category.

(1) Restricted Data Notice.

#### RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

(2) Formerly Restricted Data Notice.

#### FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in Foreign Dissemination. Section 144b, Atomic Energy Act of 1954.

(3) National Security Information Notice.

## NATIONAL SECURITY INFORMATION

Unauthorized disclosure subject to administrative and criminal sanctions.

c. Bound Documents (Permanently Fastened Together).(1) Marking.

- (a) The classification marking shall be placed, in letters not less than 1/4 inch in height, at the top and bottom on the outside of the front cover, title page, first and last pages on which text appears and outside of the back cover. Interior pages may be marked, but if so, each and every page shall be marked. All pages marked shall be marked consistent with the overall classification level of the document.
- (b) The extra markings except for the downgrading-declassification marking shall be placed on the front cover, title page, and first page of text.
- (c) The downgrading-declassification marking shall be inserted next to the classification marking at the bottom of the first page of text. If this is not practical, it shall be placed conspicuously in a similarly prominent position, such as the front cover or title page.
- (d) Each component (letter, memorandum, attachment, enclosure, appendix or annex) of a document shall be marked separately with the downgrading-declassification marking that applies to its contents.

(2) Documentation. Documentation shall be placed in the upper right corner of the first page of text.d. Documents Not Permanently Fastened Together.(1) Marking.

- (a) The classification marking shall be placed in letters not less than 1/4 inch in height, at the center of the top and bottom of each page and on the outside of front and back covers, if any. The documents shall be marked in such manner that the marking will be clearly visible when the pages are fastened together. All pages shall be marked consistent with the overall classification level of the document.

- (b) The extra markings shall be placed on the first page of text and on the front cover if there is one, as specified on page III-2, subparagraph d(1)(a).
- (2) Documentation. Documentation shall be placed in the upper right corner of the first page of text in such position that the wording will not be mutilated if the document is inserted in a file jacket or other covering.
- e. Identification of Original and Derivative Classification Authority for National Security Information. All NSI documents shall be marked to show the identity (i.e., name and title) of the original and/or derivative classification authority as follows: (Refer to the definitions of "original classification" and "derivative classification" in Chapter I of this Order, and see Attachment 1 for options.)
  - (1) For NSI documents originally classified by an authorized original classifier, the classifiers's name and position title shall be placed on the "Classified by" line of option 1, line one of option 2(a), or "Classified by" of option 3.
  - (2) For NSI documents derivatively classified the identity of the original classification authority shall be shown as follows: on the "Classified by" line of option 1, on the "derived from" line of option 2(b), or on the "derivatively classified, based on" line of option 3.
    - (a) If based on instructions of an authorized original classifier, show name and title.
    - (b) If the document is derivatively classified on the basis of a classification guide, identify the classification guide on the "Classified by" line of option 1, on the "derived from" line of option 2 (b), or on the "derivatively classified, based on" line of option 3.
    - (c) If the document is derivatively classified on the basis of a classified source document, other than a classification guide, identify the source document in the spaces used to identify the classification guide in subparagraph e(2)(b), above.
    - (d) If the document is derivatively classified on the basis of more than one original classification authority, classification guide, or classified source document, the reference "Multiple Sources" may be used. However, the record copy must be marked to identify all such authorities.

- (3) For NSI documents derivatively classified, the identity of the classifier must also appear on the "Derivative Classifier" line of option 1 on the "Derivative CL By" line of option 2(b), or the "Classified By" line of option 3.

NOTE: In all cases cited above, where name and title is required, the "title" may be omitted if it appears elsewhere on the document.

- f. Identity of Authorized Derivative Classifier for RD & FRD. For all RD and FRD documents the classifier's name and position title shall be shown.
- g. Date of Classification and Office of Origin. All classified documents shall be marked to show the date and office of origin. The date of origin placed on a document at the time of origination may be considered the date of classification.
- h. Date or Event for Declassification or Review for National Security Information. All NSI documents shall be marked to show the date or event for automatic declassification or for review for declassification. The date or event, as appropriate, shall be indicated by checking the appropriate box preceding "Declassification or Review" (See option 1(d), option 2(a) or (b), or option 3 of Attachment 1.)
- (1) Declassify 6 years or less for NSI:
- (a) If declassification action can be taken in 6 years or less, check the declassify box and insert the exact date.
- (b) If declassification action is dependent upon the culmination of an event, the exact date of which is unknown but will not exceed 6 years, check the declassify box and identify the event.
- (2) Declassify or review after 6 years: If a DOE-originated document is to remain classified in excess of 6 years (on the authority of a Top Secret Original Classifier or Classification Guide) and the date is known, check the declassify box and insert the date. If date is unknown, check the Review box and insert a date which does not exceed 20 years (30 for foreign government documents).
- i. Identity of Extension Authority for NSI. For all originally classified NSI documents that are to be classified for more than 6 years, the name and position title of the authorized Top Secret original classifier who authorized the extension shall be placed on the "Extended by" line (see Attachment 1, option 1(e), option 2(a), and option (3); a reason for extension, tersely stated, shall be shown.

- j. Downgrading Markings At Origination. When it can be determined that an NSI document should be downgraded automatically on a certain date or upon a certain event, that date or event shall be recorded on the face of the document at the time of origination. On the date indicated or upon the culmination of the event indicated, all holders of copies of the document shall eradicate the original classification markings and affix the new classification level markings. Example:

Downgrade to \_\_\_\_\_  
(Classification)

on \_\_\_\_\_  
(Date or Event)

NOTE: For information regarding change of classification of documents subsequent to issuance (i.e., upgrading, downgrading, and declassification actions) see Chapter IV or V of this Order.

- k. Portion Marking for NSI. Classifiers shall identify the level of classification of each portion of NSI documents (including subject and titles) and including those portions that are not classified, unless the Director of the Information Security Oversight Office has granted a waiver of the portion marking requirement for that specific class of documents or information. Special marking requirements which may be associated with such waivers will be issued normally as separate instructions. (See page III-6, subparagraph m.)
- (1) Portion marking shall be accomplished by placing, as appropriate, the symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified immediately preceding or following the text to which it applies. Consistency of placement within a document must be observed. Such markings shall be placed to follow subject and title lines. (See page III-7, paragraph 5.)
  - (2) Except for the marking of classified subjects and titles, mandatory portion markings apply to NSI documents only.
  - (3) Portion marking need not be applied if all portions, other than subject and title lines, are classified at the same level and a statement to that effect is included in the document.
  - (4) Maps, tape recordings, charts, drawings, matrices, photographs, motion picture film, graphs, microfilm, and microfiche are considered portions in themselves.
  - (5) When individual portion marking is impracticable, the document shall contain a description sufficient to identify the classified information and its classification level.

1. Transmittal Documents.

- (1) Transmittal letters and memorandums shall bear a classification level marking at the top and bottom of the page equal to the highest level of classified information being transmitted. (See Attachment 5.)
- (2) If the transmittal document is unclassified when detached, the annotation stating "When separated from enclosures, handle this document as Unclassified" must be placed on the lower right hand corner of the document.
- (3) If the transmittal document is itself classified, but at a level lower than that of the most highly classified enclosure(s), show the proper classification on the "When separated from enclosure(s), handle this document as \_\_\_\_\_" stamp, and apply all of the markings required for documents of that classification.
- (4) Additionally, a stamp shall be affixed to the first page to indicate the classification category of information being transmitted if different from that of the transmittal. It shall read "Document transmitted herewith contains (RD, FRD, or NSI)".

m. Current Waivers. These waivers have been granted by the Information Security Oversight office.

- (1) Naval nuclear propulsion information is exempt from portion marking (September 1979). Documents so exempt shall contain the following statement:

"This document shall not be used as a basis for derivative classification guidance."
- (2) Documents containing Restricted Data or Formerly Restricted Data and National Security Information are exempt from portion marking (January 1980). The Information Security Oversight office further directed that technical publications, for example, the Joint Atomic Weapons Publications System (JNWPS) shall bear a notice prohibiting the use of such publications as the source for derivative classification. The notice should read:

"Pursuant to and in accordance with a waiver granted by the Acting Director of the Information Security Oversight office, this technical publication is not portion marked in accordance with section 1-504 of Executive Order 12065. The use of information contained in this publication as a source for derivative classification is prohibited."

3. WAIVER OF PORTION MARKING. A waiver of the portion marking requirement may be granted by the Director of the Information Security Oversight Office, of the General Services Administration. Requests for such waivers shall be made by the head of the Headquarters or field organization to the Director of Classification (DP-60) and shall include:
  - a. Identification of information contained in the documents for which such waiver is sought.
  - b. A detailed explanation of why the waiver should be granted.
  - c. The requestor's best judgment as to the anticipated dissemination of the information.
  - d. The extent to which the information subject to the waiver may form a basis for classification of other documents.
4. NUMBERING OF PAGES.
  - a. All pages of classified documents shall be numbered in sequence. The numbering shall begin with the cover or first page as applicable and numbered through the last page of the document.
  - b. Pages of documents prepared to contain text on only one side shall be numbered consecutively on that one side.
  - c. Pages of documents prepared to contain text on both sides shall be numbered consecutively on both sides whether they contain text or are blank.
5. SUBJECTS AND TITLES. To the greatest extent possible, classified subjects and titles shall be avoided. If unavoidable, the classification level shall be indicated at the end thereof, i.e., (S/NSI), (C/RD), and so forth.
6. SPECIAL MARKINGS. The following additional markings shall, as appropriate, be displayed prominently on classified documents.
  - a. Intelligence Sources and Methods Information. The following marking shall be applied to all documents containing information involving intelligence sources and methods:

"WARNING NOTICE - INTELLIGENCE SOURCES AND METHODS INVOLVED"
  - b. Weapon Data (WD). Self explanatory.
  - c. Production Data. Self explanatory.



- d. Dissemination and Reproduction Notice. For classified documents which the originator has determined should be subject to special dissemination or reproduction limitations, or both, a statement placing the user on notice as to those restrictions shall be placed on the first page of text of the document or on its cover.
  - e. Abbreviations for Electronic Transmissions. The following abbreviations may be used on electronically transmitted messages to identify the overall classification level and the information category of the message (SRD, CRD, SNSI, CNSI, and so forth). The abbreviation shall immediately precede the first line of the text.
7. MARKING OF DOCUMENTS CONTAINING FOREIGN GOVERNMENT INFORMATION. Except in those cases where such marking would reveal intelligence information, foreign government information incorporated in United States documents shall, whenever practicable, be identified in such a manner as to ensure that the foreign government information is not declassified prematurely or made accessible to nationals of a third country without consent of the originator. Documents classified by a foreign government or an international organization of governments shall, if the foreign classification is not in English, be marked with the equivalent United States classification. (See Attachment 20.)
8. MARKING OF PHOTOGRAPHIC SLIDES, NEGATIVES, OR PRINTS. (See Attachment 24)
- a. Classification Level.
    - (1) Photo slides and flat negatives: Mark at the top and bottom of the front side of the slide or negative (in a position that will be projected) and on the frame, if any, front and back.
    - (2) Negatives in roll form: Mark at the beginning and end of each roll.
    - (3) Photo prints: At the top and bottom of both sides.
  - b. Classification Category Markings (Restricted Data, Formerly Restricted Data, National Security Information). Classification category may consist of the words: "Restricted Data," "Formerly Restricted Data," and "National Security Information," in lieu of the full text.
    - (1) Photo slides, flat negatives, and prints: Markings shall be placed at the bottom of the front side.
    - (2) Photographic negatives in roll: Markings shall be placed in the frame following that in which the classification appears, at the beginning and end of the roll.

c. Documentation.

- (1) Photographic slides, flat negatives, and prints: Shall be documented or serially numbered to identify individual copies. The documentation or serial number shall be placed at the top of the front side. (See Attachment 24)
- (2) Photographic negatives in rolls: Following the classification category at the beginning of each roll, the number of frames composing the roll shall be noted.

9. MARKING OF MASTER COPIES FOR REPRODUCTION. Master copies are short-life materials, such as photostatic negatives, multilith plates, and other reproduction master copies, which are used for large-scale reproduction.

- a. Classification Level. Shall be placed at the top and bottom of each page. If the master copy is typewritten, the level may be typed in capital letters and underscored.
- b. Classification Category. Placed on the bottom portion of the first page or front cover. The full text of the notice shall be used.
- c. Documentation. Shall be used only if the master copy is to be retained after reproduction. In all cases, the series designation shall be "MC", for master copy.

EXAMPLE: "This document consists of 5 pages.  
No. 1 of 1 copies, series MC."

10. MARKING OF CONTAINERS. Except for shipping containers, containers shall show on the "up side" the classification of contents, the category of information, expressed in brief form, i.e., "Restricted Data," "Formerly Restricted Data," "National Security Information," and the appropriate downgrading or declassification information. Documentation is not required.

11. MARKING MICROFILM REELS. Secret, Confidential, and Unclassified documents may be included on the same microfilm reel. Top Secret documents may not appear on reels containing documents of lower classifications. (See Attachment 22)

- a. Classification Level and Category Markings. The highest classification level and classification category of information contained in the reel shall appear on the reel itself and in the first image frame of the reel. The second image frame shall contain the reel number preceded by the prefix "MF" (for microfilm), the originating office symbol (e.g., "DP-30," "AL," "SR," and so forth), identity of the organizational unit within the originating office authorizing the microfilming, and the number of reels in numerical sequence produced for the organizational unit.

EXAMPLE: Reel(s) produced for Office of Safeguards and Security, DP-30.

1st Reel "MF-DP-30-1",  
2nd Reel "MF-DP-30-2", and so forth.

- b. The frame immediately preceding the "end of reel" frame shall contain an index listing of each complete document contained on the reel.
- c. The frame immediately following the "end of reel" frame shall contain the classification level markings.

## 12. PUNCHCARDS.

### a. Usage.

- (1) Each deck of punchcards shall be considered a separate document.
- (2) Punchcards may be used for any classified information, i.e., Confidential, Secret, or Top Secret. The use of colored stock for cards containing classified information is optional.

### b. Marking.

- (1) Punchcards shall bear classification markings. Normally, they will be preprinted. The classification level need be placed in only one position on each card.
- (2) Each punchcard shall contain the classification markings required by the information in the deck or on the individual card except as indicated below.
- (3) In situations where the nature of transactions in an automatic data processing center would make it burdensome to determine the markings applicable to new decks prepared from existing decks, all punchcards in the new decks shall be marked with the highest classification level and category applicable to the data contained in the original decks. For example, if Restricted Data and other classified information is contained in an existing deck and the highest classification level of information is Secret, all punchcards in a new deck created from the existing deck shall be marked "Secret Restricted Data."
- (4) The actual classification markings of the new decks shall be determined and all cards shall contain the proper markings prior to transmission outside the security area.
- (5) Downgrading or declassification instructions need only be assigned to a deck as a whole and not necessarily to each card in the deck.

- c. Documentation. Documentation of punchcards is not required. However, receipts used in the transmission of Secret decks shall state, in addition to other identifying information, the approximate number of cards forwarded.

13. MAGNETIC TAPES.

- a. Usage. Magnetic tapes may be used for any classification level of information, i.e., Confidential, Secret, or Top Secret.
- b. Marking. The reel of each magnetic tape shall contain the classification level and category markings. The tapes must retain the classification of the most highly classified information ever recorded on them unless they have been erased (degaussed) by Security-approved devices. When degaussing by an approved device has not been accomplished and the classification of prior recorded information is higher than that of the most recently recorded information, an explanatory remark shall be added on the reel, e.g., "Formerly Top Secret; Presently Confidential." (Refer to paragraph 14c, Marking Containers.)
- c. Documentation. Documentation of magnetic tape is not required.

14. MOTION PICTURE FILM AND VIDEO TAPE. (See Attachment 23)

- a. Classification Level and Category Markings.
  - (1) Classification level shall be photographed in a frame preceding the title at the beginning of the film and at the end of the reel.
  - (2) Classification category RD, FRD, NSI, as appropriate, shall appear in the frame immediately following the frame in which the classification level appears.
  - (3) Identity of the classifier and declassification, downgrading or review information, as appropriate, shall appear in image frames following the classification category marking.
- b. Documentation shall be placed in the frame following declassification instructions and shall consist of a serial number and footage.
- c. Marking Containers. Except for shipping containers, each container of motion picture film, video tape, or magnetic tape, shall have on its face the classification level and category markings. It shall also bear notice of date for downgrading or declassification where only NSI is involved.

15. RECORDS OF LOCK COMBINATIONS.

- a. Listings of combinations to safes and/or vaults shall receive that degree of physical protection and access control required for the highest classification level and category of documents and/or material stored in the container.
- b. Care shall be exercised to assure that access to combination(s) of containers holding classified documents or materials are limited to those individuals possessing a security clearance which would permit access to the containers' content on a need-to-know basis.
- c. Storage. Combination listings shall be stored and protected in a manner prescribed for other documents of the same classification.

16. REQUIREMENT FOR CHANGE OF COMBINATIONS. Combinations will be changed:

- a. Whenever containers are placed in use.
- b. Whenever a person knowing the combination no longer requires access to the container.
- c. Whenever the combination might have been compromised.
- d. In any event at least once every 12 months.
- e. When containers are being retired from service, the existing combination should be changed to the manufacturer's setting of 50-25-50.

17. SELECTION OF COMBINATION SETTING.

- a. Combination numbers must be selected at random, avoiding simple arithmetical ascending or descending series, such as 10-20-30; 50-40-30, and so forth. Additionally, caution should be exercised not to select a combination of numbers which could easily be associated with the person selecting the combination, e.g., birthdate anniversaries, or telephone extension.
- b. Posted Information.
  - (1) The names, addresses, and home telephone numbers of the custodian(s) having knowledge of the combination shall be posted on the outside or inside of each classified container in use.
  - (2) The date of the last combination change shall be posted inside or outside the container, on the drawer equipped with the lock.

- (3) A safe lock and monitor sheet (as in Attachment 19 or similar form) shall be posted on each classified container or may be conveniently posted for use for a bank of containers located in one room, provided the serial number of each container is listed on the monitor sheet. The form shall be designed to record the following data for a 1-month period:

- (a) Signature or initials of the person locking the container.
- (b) The date and time of locking.
- (c) The initials of a monitor.

18. UNATTENDED CLASSIFIED CONTAINER FOUND OPEN.

- a. Onsite Action to be Taken Under Normal Conditions. If found by other than protective personnel (guards), the officer-in-charge (OIC) of the protective force shall be notified immediately. The OIC shall then:
  - (1) Contact the custodian or alternate and provide information regarding the number and location of the container, the time discovered open, and other personally verifiable pertinent facts.
  - (2) Request permission of the custodian and secure the container.
  - (3) Prepare DOE Form DP-H184, "Notice of Infraction Report," setting forth all pertinent facts, and transmit it to the responsible DOE or contractor security office at the start of the following day of business.
- b. Onsite Actions to be Taken Under Abnormal Conditions, such as suspected forced or unauthorized entry.
  - (1) The OIC of the protective force shall notify the responsible security office via telephone immediately.
  - (2) Keep the area under surveillance pending personal inspection by the responsible DOE or contractor security office.
- c. Responsible Security Office Followup Actions.
  - (1) Under normal conditions.
    - (a) Assess possibility of compromise or unauthorized access to classified contents of the container and take appropriate action.

- (b) Review security procedures of the office in which the infraction occurred and, if deficient, make formal recommendations to the head of the organization for improvement.
- (2) Under abnormal conditions. If forced or unauthorized entry by hostile forces is suspected, the immediate space shall be sealed, the local Departmental security office, the Office of Safeguards and Security (DP-30), and the local office of the Federal Bureau of Investigation shall be notified.

CHAPTER IV

SECRET AND CONFIDENTIAL DOCUMENTS

1. DOCUMENTATION.

a. What Shall be Documented.

- (1) All final copies of Secret documents shall be documented.
- (2) Drafts and worksheets need not be documented unless:
  - (a) They are retained for more than 60 days after final is prepared.
  - (b) Are reproduced, and/or
  - (c) They are transferred outside the originating office.
- (3) Laboratory workbooks and notebooks do not require documentation if assigned to a specific individual and are retained by that individual. A record of assignment should be maintained until the books are destroyed. A workbook or notebook shall have hard covers and shall be page numbered, and each page shall be attached in a manner which facilitates ease of detection if a page is removed.

- b. Manner of Documentation. The documentation stamp shown in the example below shall be placed in the upper right corner of the cover or first page of all Secret documents. The information supplied shall show the exact number of pages, the exact copy number, number of copies produced or reproduced (serially numbered), and a series indicator - "A" for initial distribution; "B" for the first reproduced series; "C" for second reproduction series, and so forth. The series indicator for drafts, worksheets, and master copy shall be: "Draft," "WS" for worksheet, and "MC" for master copy. All copies serially numbered must be identical in content.

EXAMPLE: This document consists of 10 pages,  
No. 5 of 15 copies, Series A.

2. RECEIPTS.

- a. Receipts are not required for change of custody of Confidential documents; however, if a receipt is submitted, it shall be signed and returned to the sender.
- b. Secret documents transferred from one custodian to another shall be accompanied by a classified document receipt, DOE Form DP-126, or a



receipt similar in content. It is the responsibility of the recipient of the document to forward a signed copy of the receipt to the sender within 2 working days of receipt of the document.

- c. Contents. Each receipt shall be prepared in triplicate (one copy for sender's suspense file, the original plus one copy enclosed with the document) and shall contain the approved classified mail address of both the sender and addressee. It shall also contain complete description of the document being sent, i.e., an unclassified title, document, number, copy number, series, classification level, and classification category.
- d. Multiple Copies. More than one document may be included on one receipt if the same sender and the same addressee are involved.
- e. Document Check. Upon delivery, the addressee or authorized recipient shall check the document(s) against the receipt listing. If no discrepancy exists, the receiving mail station personnel shall sign the receipt and note the full name of the authorized recipient. The original copy of the receipt shall be returned to the sender. In the event that discrepancies are noted, the recipient shall notify the sender and the local security office immediately.
- f. Delay in Return of Receipt. If there is a delay in return of the receipt, the sender shall make a telephone inquiry to the addressee to ascertain if the document was received. If the document was not received and sufficient time had elapsed, the sender's security office shall be notified immediately.

### 3. USE OF ENVELOPES AND WRAPPERS (MAILINGS).

- a. Both Secret and Confidential documents shall be enclosed in two opaque envelopes or wrappers for transmission outside limited or exclusion areas (does not apply to hand-carrying between buildings within a "controlled" plant site). Appropriate measures shall be taken to assure that:
  - (1) The classification markings on the inner envelope cannot be seen through the outer envelope; and
  - (2) The contents of any classified document transmitted cannot be seen through the inner envelope.
- b. Inner envelope or wrapper shall be addressed to the person for whom the document is intended. The address approved for classified mail shall be used. The level of classification shall be placed at the top and bottom, on the front and back of the inner envelope.

- (1) If documents bearing different levels of classifications are transmitted in the same envelope or wrapper, the marking shall be that of the highest classified document.
  - (2) The classification category, i.e., Restricted Data, Formerly Restricted Data, or National Security Information, shall be on the front of the inner envelope or wrapper.
  - c. The outer envelope or wrapper shall be sealed with paper tape and addressed in the ordinary manner with no indication on the envelope that the content(s) is (are) classified. The approved classified mailing address of the addressee shall be used. The approved classified return address of the sender shall be shown.
  - d. Evidence of Tampering. If the envelope or wrapper used in the transmission of classified documents indicates any evidence of tampering, the recipient shall preserve the parcel as received and present it for inspection by the local security officer.
4. VERIFICATION OF APPROPRIATE ACCESS AUTHORIZATION OF INTENDED RECIPIENT(S) OF CLASSIFIED INFORMATION OR DOCUMENTS.
- a. Within DOE. Holders of classified documents or information may release same to other parties only for official reasons and then only after having obtained verification that the intended recipient possesses the appropriate access authorization, and "need-to-know" and programmatic approval for special access categories (i.e., weapon data, and so forth). (See Attachment 6.) DOE identification cards (badges) document the level of clearance held by the bearer (i.e., "Q," "TS," "S," or "L") and may be accepted as verification. Otherwise verification must be obtained through the responsible security office.
  - b. Within DOE Contractor Organizations. Procedures cited in subparagraph 4a apply except that the access authorization of the intended recipients who do not have coded badges shall be verified through the DOE contractor security office, the DOE responsible security office, or the Office of Safeguards and Security, DP-30.
  - c. Outside Agencies. Procedures cited in subparagraph 4a apply except that outside agency intended recipients shall be required to provide, through their responsible security office, written certification of the level of access authorization held.
  - d. The Congress, Individual Members, Congressional Committees, and Staff Members. Procedures cited in subparagraph 4a apply except that level of access authorization held by members of Congress and members of their staffs shall be verified by the Office of Safeguards and Security, DP-30.

Vertical line denotes change

5. VERIFICATION OF APPROVED CLASSIFIED MAILING ADDRESS.

- a. Within DOE and DOE Contractor Facilities. Approval of classified mailing addresses (to receive and store classified documents) is contingent upon an inspection of the facility by the responsible DOE security office and a finding that the facility meets or exceeds DOE requirements for the protection of the classification level and classification category of documents required by the facility. It shall be the responsibility of the individual who prepares a classified parcel for mailing to confirm, through his or her responsible security office, that the intended addressee is located within a DOE or DOE contractor facility which is approved to receive documents of the classification level and the classification category to be sent.
- b. Outside Agencies. The sender of classified documents to outside agencies shall require the intended addressee to provide, through his or her responsible security office, written certification (or oral certification to be confirmed in writing) that the addressee is located within a facility which is approved to receive the classification level and category of document(s) to be sent.
- c. The Congress, Individual Members, Congressional Committees, and Staff. Senders of classified documents to Members of Congress, congressional committees and congressional staff, shall verify approved mailing addresses by contacting the Office of Safeguards and Security, DP-30.

6. TRANSMISSION OF SECRET AND CONFIDENTIAL DOCUMENTS. The transmission of Secret and Confidential documents shall be effected in the following manner:

- a. Within Security (Exclusion of Limited) Areas.
  - (1) Secret/Restricted Data: By DOE employees, DOE contractor or subcontractor employees possessing "Q" access authorization.
  - (2) Secret/National Security Information and Formerly Restricted Data: By DOE employees, DOE contractor and subcontractor employees possessing a "Q," "TS," "S," or "L" access authorization.
  - (3) Confidential/Restricted Data Documents: By DOE employees, DOE contractor and subcontractor employees possessing a "Q" or "L" access authorization.
  - (4) Confidential/National Security Information and Formerly Restricted Data: By DOE employees, DOE contractor and subcontractor employees possessing a "Q," "TS," "S," or "L" access authorization.

- b. Outside Security Areas Within the Continental United States and Between the 50 States and Puerto Rico. Secret and Confidential documents shall be transmitted outside a limited area (or outside an exclusion area if not within a larger limited area) as follows:
- (1) Secret/Restricted Data, Formerly Restricted Data and National Security Information: by diplomatic pouch and United States Postal Service (Registered Mail).
  - (2) Secret/Restricted Data: As in subparagraph 6b(1) or by DOE messengers, DOE guards, DOE employees, DOE contractor and subcontractor employees. (All of the foregoing shall possess DOE "Q" access authorization and special written authority granted by division directors or higher authority within DOE Headquarters, or by field organization managers, or their designees, for field and contractor personnel.)
  - (3) Secret/Formerly Restricted Data and National Security Information: As in subparagraph 6b(1) and (2) above, except that personal hand-carry may be authorized for persons possessing "Q," "TS," or "S" access authorization.
  - (4) Confidential/Restricted Data: By First class or certified mail, or as in subparagraphs 6b(1) and (2) except that required access authorization is "Q" and "L".
  - (5) Confidential/Formerly Restricted Data, National Security Information: As in subparagraphs 6b(1), (2), (3), and (4). Required access authorization is "Q," "TS," "S," or "L".
- c. Personal Hand-Carry. Personal hand-carry (by other than messengers or couriers) requires that the carrier, or person for whom handcarrying is performed, record the identity of all documents so transmitted and retain the record in office files pending return of the documents or signed receipts. The carriers shall have the documents in their personal custody at all times while in transit and shall secure them in approved storage at Government or Government contractor installations in lieu of retaining the documents at public or private lodging facilities.
7. VERIFICATION OF CARRIER'S IDENTITY FOR AIRLINES. All parcels, briefcases, and other objects handcarried aboard aircraft are subject to electronic security inspection at airports. Since persons handcarrying classified matter may not surrender such matter for physical or visual inspection, the carriers shall have on their person a letter of identification. (See Attachment 7.)
8. PROTECTION OF SECRET AND CONFIDENTIAL DOCUMENTS AND INFORMATION IN USE. In any and all circumstances, documents and information shall be attended by

persons possessing appropriate access authorizations, or otherwise provided a degree of protection necessary to prevent access by unauthorized persons.

9. REPRODUCTION.

- a. Outside Agency Documents. No outside agency Secret or Confidential document shall be distributed to a third agency or its contractors without first securing the permission of the outside agency originator.
- b. DOE and DOE Contractor-Originated Secret Documents. While permission to reproduce, per se, is not required, the DOE originator shall be contacted in order to learn the appropriate series designation to be applied to the reproduced document(s). When this requirement is troublesome because of the volume of documents involved, the local DOE security office should be contacted.

10. DESTRUCTION.

- a. Final Copies. Secret and Confidential "non-record" documents, shall be destroyed as soon as possible after they are deemed no longer useful to programmatic interest.
- b. Drafts and Worksheets. Unless special circumstances require their retention, drafts and worksheets shall be destroyed as soon as final copy has been prepared.
- c. Who Destroys.
  - (1) Secret documents shall be destroyed, and their destruction documented, by the person responsible for maintaining accountability of the document(s).
  - (2) Confidential documents may be destroyed by the holder.
- ✓ d. Records of Destruction. A record of destruction for Secret documents, DOE Form DP-H68, "Record of Destruction," or form similar in content (see Attachment 21) shall be completed showing title, date of document, copy number, series designation, and shall be signed by the person who destroys the document(s). Copies of the form shall be maintained in accordance ✓ with the records disposal schedule. No record of destruction is required for Confidential.
- e. Method of Destruction. Documents shall be destroyed by burning, shredding, pulping, or any other method that assures complete destruction.
- f. Disposal of Waste. Typewriter ribbons, carbon paper, stenographic notes, imperfect copies, and any other spent or short-life materials used in the preparation of classified documents shall be destroyed as soon as

possible. Such materials shall be safeguarded until destruction in a manner prescribed for the classification level involved.

11. LOST OR UNACCOUNTED FOR DOCUMENTS.

- a. Accountable Documents. Accountability shall be maintained for all Secret documents. (See Chapter V for Top Secret accountability.)
- b. Action to be Taken. Upon the discovery of loss or unaccountability of a Secret document, immediate written notification, DOE Form DP-H179, "Reporting Unaccounted For Documents," (see Attachment 8 or form similar in content), shall be forwarded to the responsible security office. The notice shall contain the following information: Title and description of document(s) (i.e., formal report, letter, memorandum), copy number, number of copies in that series, number of pages, and series designation of document being reported, category of information (i.e., Restricted Data, Formerly Restricted Data, National Security Information), originator, holder of record when discovered unaccounted for, date document was entered into accountability in responsible organization, name of persons within the organization known to have had access to document, date of unaccountability, an assessment of degree of sensitivity and a detailed statement of circumstances (known or suspected) under which the document became unaccounted for. A statement that there is or is not "an indication or allegation that the document became unaccounted for under circumstances indicating a violation of Federal statute," shall be included.

12. QUARTERLY REPORTS. DOE organization and DOE contractor organizations having previously reported classified documents unaccounted for shall forward a quarterly composite report to the responsible security office. The report shall describe efforts to bring previously reported unaccounted for documents into accountability, and/or to provide justification for removing the documents from the active unaccountability records. Justification shall be based on a preponderance of evidence (real and circumstantial) that the document(s) was (were) not lost off site, stolen, or misappropriated

13. UPGRADING, DOWNGRADING, AND DECLASSIFICATION OF DOCUMENTS. When instructed by an appropriate authority (e.g., an authorized original classifier, an official classification change notice, a classification guide or following instructions placed on the document at the time of origination), the procedures outlined below shall be followed:

- a. Upgrading. An action required when document(s) initially issued as "Unclassified" are subsequently found to contain classified information; documents initially issued at a classification level lower than the national security consideration warranted; or document(s) improperly downgraded or declassified.

- (1) Unclassified to Confidential. Regardless of which of the above reasons apply, attention must be given to eradication of those former marking(s) on the cover or first page and internal pages, which no longer apply to the upgraded document, e.g., obliterate thoroughly or excise the "Unclassified" marking, if so marked, and apply classification level "Confidential." Add other required marking, e.g., classification category, original and/or derivative classification authority, date or event for declassification or extension authority if appropriate. Date of physical upgrading action shall be noted and the signature of the party taking the action affixed.
  - (2) Unclassified or Confidential to Secret. Perform actions indicated in subparagraph 13a(1) above. Apply "Documentation" information. For upgrading to Top Secret, see Chapter V.
- b. Downgrading from Secret to Confidential. Obliterate thoroughly or excise the classification level markings and "Documentation" stamp on the face of the document and remark all pages. Place on the face of the document, the date of the physical downgrading action; the authority for the action and the signature of the person taking the physical action. This information is not required for documents subject to automatic downgrading. For downgrading from Top Secret see Chapter V.
- c. Declassifying Secret and Confidential Documents. The physical declassification action is accomplished as in subparagraph 13b above, except that all markings associated with classified documents are to be obliterated or excised. Each document declassification action requires validation of two persons, each of whom shall sign and date the action. This information is not required for documents subject to automatic declassification. For declassification of Top Secret documents, see Chapter V.

## CHAPTER V

### CONTROL OF TOP SECRET DOCUMENTS

1. RESPONSIBILITIES OF TOP SECRET CLASSIFIERS. These are in addition to those stated in DOE 5650.2, CLASSIFICATION OF INFORMATION, of 12-12-78.
  - a. Request assignment of Top Secret authenticating symbol from the Office of Safeguards and Security (DP-30) prior to the classification or dissemination of Top Secret documents received from outside DOE or generated within the classifier's jurisdiction.
  - b. Assure that only a minimum number of copies of Top Secret documents are prepared.
  - c. Review Top Secret documents at intervals not to exceed 12 months to determine if the documents should be destroyed or retained, or if classification change notices have been incorporated. This is not a classification review; see DOE 5650.2, of 12-12-78.
  - d. Authorize reproduction of Top Secret documents generated under their classifying authority.
  - e. Appoint a Top Secret control officer and alternates.
  - f. Assure that Top Secret document(s) (excluding drafts and worksheets not retained beyond 60 days after final copy is prepared) bear on the first page or cover:
    - (1) The name and signature of the classifying official;
    - (2) The title and position;
    - (3) The date the document was classified;
    - (4) The authenticating official's symbol, the number of documents (in series) authenticated under their symbol and the document number;
    - (5) The date or event of declassification.
2. RESPONSIBILITIES OF CUSTODIANS OF RECORD. The general rule shall be that each authorized Top Secret classifier must be designated as "a custodian of record," e.g., the TS account number (issued and recorded in the Office of Safeguards and Security, DP-30) and the TS document inventory record maintained by the central TS Control and Accountability Unit (DP-30) is in the name of the classifier or permanent holder of documents; hence, the



responsibility for accountability, control, and inventory accrues to the named custodian of record.

a. Authorized Top Secret Classifier - Custodian has the same responsibilities of Top Secret Classifiers (paragraph 1).

b. Non-Top Secret Classifier - Custodian.

- (1) Request the assignment of TS authenticating symbol from the Office of Safeguards and Security (DP-30) which is to be used solely for document identification and control.
- (2) Appoint TS Control Officers and alternates.
- (3) Authorize reproduction.
- (4) Review at intervals not to exceed 12 months to determine if document's retention is required and if classification change notices have been incorporated.

### 3. FUNCTION AND RESPONSIBILITIES OF TOP SECRET CONTROL OFFICERS.

- a. Receipt of Top Secret Documents. Assure that the documents are properly marked and new TS Cover Sheets (DOE Form DP-124) are affixed at the time of receipt, and report receipt of documents into central accountability by DOE Form DP-719, "Top Secret Authentication Notice".
- b. Store all Top Secret documents in a central location. Require that working documents are returned to central storage at the end of each workday unless retention beyond the normal working hours is authorized by the Top Secret Control Officer, with the knowledge of the classifier, custodian of record or higher authority.
- c. Transfer of possession of Top Secret documents within their area of jurisdiction to other Top Secret Control Officers.
- d. Maintain a list of persons authorized access to Top Secret information and assure that Top Secret documents are issued accordingly.
- e. Inventory of Top Secret documents on a semiannual basis (4-30 and 10-31).
- f. Prepare internal handling procedures and circulate them to unit members authorized access to Top Secret.
- g. Account for Top Secret documents within their areas of jurisdiction by maintaining a record showing those originated, received, dispatched,

downgraded, transclassified, consolidated, declassified, or destroyed. This record shall identify the individual who has possession of any Top Secret document at any time.

- h. Liaison with the responsible security office in all matters relating to the accountability and safeguarding of Top Secret documents.
- i. Maintain records required in paragraphs 6, 10, and 11.

4. TOP SECRET ORIGINATED BY DOE AND DOE CONTRACTORS.

- a. Drafts, Master Copies (for Reproduction) and Worksheets. These items, by their nature, are meant to be "short-life" documents, and should be destroyed immediately after the purpose for which they were created has been served. In those rare instances when retention is absolutely necessary the following treatment and controls shall apply.

(1) Drafts and Worksheets. Upon origination they shall:

- (a) Bear the author's name and title.
- (b) Have proper classification marking.
- (c) Have proper category marking.
- (d) Have their existence reported by notice to the unit Top Secret Control Officer (not reportable to the DOE Central Accountability Unit).
- (e) Be stored in an approved container.
- (f) Be authenticated and entered into DOE central accountability by DOE Form DP-719 if transmitted outside the originating organization.

(2) Drafts Retained 60 Days or Longer after Final Copy is Prepared.

- (a) Classification shall be authenticated by cognizant TS classifier.
- (b) Shall be entered into the DOE Central TS Accountable system by DOE Form DP-719.
- (c) Shall otherwise be accorded treatment prescribed for final document described on page V-4, subparagraph b.

(3) Master Copy. Master copy may consist of printed matter, lithographic plates, photocopy, and so forth.

- b. Final Documents. In addition to the "Standard Identification and Marking" procedures described in Chapter III, the following special marking shall be applied to Top Secret documents upon origination. The authorized stamp shown below requires the signature of the classifier which provides authentication of a judgment previously taken by him or her, e.g., that the information contained in the document could, if revealed to unauthorized persons, cause "Exceptionally Grave Damage" to the national security.

EXAMPLE: Authenticated: 3-3-79  
(date)

U.S. Department of Energy  
By: George C. Smith (See Attachment 15)  
Document No. IX-18-IA

5. COVERSHEETS. A Top Secret Cover Sheet, DOE Form DP-124, shall be placed on the face of each copy of a Top Secret document after preparation and shall remain on the document at all times while held by DOE, its contractors, or subcontractors. If the document is transferred out of DOE, the cover sheet will be retained by the individual effecting transfer.
6. RECORD COPIES.
- a. The originator shall arrange for a record copy of each Top Secret document to be retained by the Top Secret Control Officer under his or her jurisdiction. The record copy may not be destroyed or otherwise disposed of until all other copies have been destroyed.
  - b. Record copies shall be used to determine whether reproduction and/or further distribution can be authorized and for a periodic review to determine current classification.
  - c. In those cases where a single information copy was prepared, consideration can be given to destruction of the record copy at any time unless the information therein is known to have played a significant role in shaping policy decisions.
7. DOCUMENTATION. Top Secret documents, excluding master copies not held after the final is prepared but including worksheets, drafts, and final copy, shall be documented at the time of origination.
- a. Documentation shall consist of individual copy number, number of copies in the series, and number of pages.

EXAMPLE: This document consists of 5 pages,  
No. 1 of 5 copies, series A.

- b. In the case of master copies, the letters "MC" shall be used for the series, letters "WS" for worksheet, and the word "DRAFT" for draft.
8. RECORDS. Top Secret Control Officers shall maintain records of Top Secret documents under their jurisdiction. The record shall reflect:
- a. Origination and reproduction(s).
  - b. An unclassified description of each Top Secret document to include subject, authenticating official's symbol, the originator, and date.
  - c. Number of copies prepared or reproduced, initial disposition of each copy, and date thereof.
  - d. Number of pages included in each document.
  - e. Date prescribed for destruction of copies, if any.
  - f. Event or date on which downgrading or declassification is to be effected, if applicable.
9. RECEIPT OF INCOMING DOCUMENTS. Upon receipt of TS documents the Top Secret Control Officer shall record:
- a. The document number and description of each document.
  - b. The date of the document and date of receipt.
  - c. The name of sender.
  - d. The name of the originator.
  - e. The name, if any, of classifying authority if other than originator.
  - f. The number of the accompanying document receipt.
10. STORAGE.
- a. Central storage is required for Top Secret documents within control points. Action shall be taken to assure the return of the documents to central storage at the end of each workday, unless the Top Secret Control Officer specifically permits longer retention on a day-to-day basis. The storage container shall be an approved safe or vault.
  - b. Use of Special Folders. Each Top Secret document, where practicable, shall be placed in a separate folder (preferably red) which shall be marked Top Secret at the top and bottom of the front and back.

- c. Separate Repositories or Drawers. Top Secret documents shall be stored in separate repositories or in separate drawers of repositories to the fullest extent practicable. These repositories shall be locked at all times except when it is necessary to remove or insert documents.

## 11. DESTRUCTION.

- a. Who Destroys. The Top Secret Control Officer or his or her alternate shall prepare a Record of Destruction (DOE Form DP-720, Attachment 14) identifying each document as it is recorded on the computer inventory printout. He or she shall witness the physical destruction.
- b. The fact that the document to be destroyed is identical to that listed on the Top Secret Transaction Notice (DOE Form DP-720) shall be verified by the signature of the witness on the notice after having witnessed the physical destruction of the documents.
- c. Method of Destruction. Top Secret documents shall be destroyed by shredding or burning, macerating, or pulping.
- d. A copy of DOE Form DP-720 shall be submitted to the Central Top Secret Control Unit, Office of Safeguards and Security, Washington, DC.
- e. Destruction of Replacement Pages. When the pages of a Top Secret document have been replaced and original pages are to be destroyed, the physical method of destruction shall be as stated in subparagraph 11c. A record of destruction shall be maintained by the office performing the destruction. However, a copy of the form is not sent to the Office of Safeguards and Security (DP-30).
- f. If a Top Secret document bears the notation "DESTROY THIS COPY WITHIN 30 DAYS," destruction at that time is mandatory unless an extension of time is secured in writing from the originating official, his or her alternate or successor.

## 12. MEANS OF TRANSMISSION.

- a. Outside Security Areas.
  - (1) By specially designated DOE Top Secret couriers; State Department diplomatic pouch.
  - (2) Armed Forces Courier Service.
- b. Within Security Areas.
  - (1) By the responsible Top Secret Control Officer or alternate.

- (2) If Restricted Data (RD), only by DOE or contractor personnel possessing a Q access authorization and the need to know.
- (3) If Formerly Restricted Data or National Security Information, by Q and TS access authorization, plus need to know.

13. RECEIPTS. Receipts for Top Secret documents will be processed as follows:

- a. Within the Custodian's Organization (Temporary). (For locations buildings remote to TSCO.) Classified document receipt, DOE Form DP-126, or receipt similar in content is used. A suspense copy is held by sender. The original is signed by the addressee and returned. No notice of transaction is sent to Central Top Secret Control, Office of Safeguards and Security (DP-30).
- b. Permanent Transfer of Custody to Outside Organizations.
  - (1) Prenumbered Top Secret document receipt, DOE F 5650.1, "Receipt for Top Secret Documents," shall be used.
    - (a) Disposition of copies by sender:
      - 1 Yellow suspense copy retained by sender pending return of the signed original.
      - 2 Green copy forwarded to the Central Top Secret Control Unit (DP-30), Washington, DC.
      - 3 White and pink copies enclosed with the document(s).
    - (b) Disposition of copies by addressee:
      - 1 White copy signed by addressee and returned to sender.
      - 2 Pink copy forwarded to the Central Top Secret Control Unit, Office of Safeguards and Security (DP-30), Washington, DC 20545.
  - (2) DOE Form AD-60, "Courier Receipt," shall be used when releasing Top Secret documents to couriers. Since the courier will not be able to verify the contents of the sealed parcel, the identification of the contents shall not be listed on the courier receipt. The sender shall identify the parcel by placing the serial number of the enclosed receipt, DOE F 5650.1, on the outer face of the parcel and on the Courier Receipt, and the courier shall sign for a numbered parcel only. A copy of the courier receipt shall be retained by the

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sender pending return of the signed receipt (DOE F 5650.1) by the addressee. Copies of the courier receipt shall also be retained by each courier involved in the transport of documents between sender and addressee.

14. MARKING OF TOP SECRET DOCUMENTS RECEIVED FROM OUTSIDE AGENCIES. Other Departments and agencies do not use the form of documentation employed by DOE, nor do they require a form of central control that utilizes a Top Secret classifier authentication symbols as a prime element of document identification (short title) for inventory accountability and control purposes. Therefore, these documents received in DOE will require:
  - a. The placement of the authenticating symbol of the DOE authorized TS classifier responsible for control and accountability of the document. The prefix "OA" for Outside Agency shall immediately precede the authenticating symbol. The document number assigned shall be the next in series, accounting for the total number of documents classified under that symbol, followed by series designation. EXAMPLE: OA-IX-13, DP-34-A.
  - b. Documentation shall be placed in the upper right-hand corner. (It is not possible for the receiving Top Secret Control Officer to know if other DOE organizations received a copy(s) of the same document. Therefore, the documentation [accountability control number] can be made unique by using the receiving office symbol as a prefix to the series designation.) EXAMPLE: This document consists of 5 pages, No. 1 of 1 copies, series DP-34/A.
  - c. Top Secret documents received from outside sources, or reproduced within, shall be reported to the Central Top Secret Control Unit, Office of Safeguards and Security, by DOE Form DP-719.
15. ENVELOPES OR WRAPPERS. Between security areas, Top Secret documents shall be enclosed within two opaque envelopes or wrappers that are marked and addressed as directed below:
  - a. The inner envelope shall have the address of the Top Secret Control Officer, to the attention of the intended recipient, and shall be marked with the classification level on the top and bottom of both sides, and the classification category markings affixed to the front.
  - b. The outer envelope shall be addressed the same as the inner envelope, sealed with the gummed flap and taped. It shall not bear the classification markings. The outer envelope shall bear the serial number of the DOE F 5650.1 enclosed in the envelope.

16. REPRODUCTION OF TOP SECRET DOCUMENTS.

- a. Permission to Reproduce and to make any distribution of a Top Secret document originated by DOE, DOE contractors, or outside agencies, shall be obtained in writing from the originating official, his or her successor, or higher authority.
- b. Documentation. Each reproduced copy shall have new documentation affixed. The information supplied shall show the number of pages, the individual copy number, the total number of copies reproduced and the series designation. (The series designation to be applied shall be obtained from the originator of the document.)
- c. Reporting Requirements. DOE Form DP-719 shall be used to report all reproduced documents into inventory. Form DP-719 shall be forwarded to the Central Top Secret Control Unit (DP-30), Washington, DC, immediately following reproducing and in advance of any dissemination. The form contains:
  - (1) The authenticating symbol of the Top Secret classifier under whose authority the reproduction was made;
  - (2) Individual copy numbers, in series; and
  - (3) The series designation.

17. UPGRADING, DOWNGRADING, AND DECLASSIFICATION. Upon the instructions of appropriate authority, e.g., an authorized original classifier (TS Classifier for upgrading), an official classification change notice or instructions placed on document(s) at time of origination (downgrading and declassification of NSI) the procedures outlined below shall be followed.

a. Upgrading to Top Secret.

- (1) Obliterate thoroughly or excise former classification level markings on face of document(s) and internal pages and affix "TOP SECRET" instead.
- (2) Identify upgrading authority on the face of the document(s) along with date of the upgrading action and the signature of the person physically effecting the marking changes on the document.
- (3) Affix the "Authentication" stamp (if DOE originated), and supply necessary information (see Attachment 15). If originated outside DOE, affix the authentication symbol of the Top Secret classifier having programmatic responsibility, at the bottom portion of the document.



- (4) Affix (if necessary) other markings appropriate to new classification level.
  - (5) Report the document by DOE Form DP-719 to the Office of Safeguards and Security, (DP-30), Washington, DC 20545.
- b. Downgrading. Take these steps upon the instructions of an authorized original classifier, an authorized declassifier, an official classification change notice or instructions placed on the document at the time of origination. Subparagraphs b(3) and (4) below do not apply to documents subject to automatic downgrading.
- (1) Obliterate thoroughly, or excise all Top Secret classification level markings, the authentication stamp and any other former marking(s) not appropriate to the newly assigned classification level.
  - (2) Affix the new classification level markings and other markings, if necessary and appropriate to the new classification level.
  - (3) Identify the downgrading authority and date of downgrading action on the face of the document.
  - (4) Provide signature of person physically effecting the changes on the document.
  - (5) Delete the document(s) from Top Secret inventory by completion of DOE Form DP-720, (See Attachment 14). Forward the form to: Office of Safeguards and Security, (DP-30), Washington, DC 20545.
- c. Declassification. (See page IV-8, paragraph 13c.)
- (1) Removal from Top Secret Inventory. In the same manner as described in paragraph 13b.(5) above.

CHAPTER VI

CONTROL OF CLASSIFIED INFORMATION

1. SAFEGUARDING CLASSIFIED INFORMATION ON TRANSFER OR TERMINATION OF EMPLOYMENT OR TERMINATION OF ACCESS AUTHORIZATION.

- a. Notification to Security Office. When a person is transferring or terminating his or her DOE or DOE contractor employment, or when a person's access authorization is terminated due to retirement or for other reasons, the employing organization shall notify the responsible DOE or DOE contractor security office at least 3 days in advance of the event. (DOE contractor security offices shall forward this information to the responsible DOE security office subsequent to the transfer or termination action.)
  - (1) Name of employee.
  - (2) Employer.
  - (3) Position held (specific job title).
  - (4) Effective date of action.
  - (5) Future residence.
  - (6) Name and address of future employer.
  - (7) Reason for transfer or termination.
- b. Assurance to be Obtained. On transfer, termination of employment or termination of access authorization, the responsible DOE or DOE contractor security office shall assure that:
  - (1) Classified document accountability records of the employing unit have been checked and all classified documents charged to the custody of the person being processed have been accounted for and returned.
  - (2) Identification cards (badges) are recovered.
  - (3) All special access authorizations (NATO, CRYPTO, Special Compartmented Intelligence, and so forth), are terminated.
  - (4) The combinations are changed on any repositories to which the employee had access.

- (5) The employee executes DOE Form DP-136, "Security Termination Statement." The employee may be asked to execute a statement upon transfer of employment where his or her access authorization is also being transferred in circumstances where the responsible security office finds such action warranted.
- (6) The employee shall be advised of his or her continuing responsibilities for safeguarding classified information gained during employment.
- c. Completion of Statements. A signed copy of the "Security Termination Statement," shall be retained in the terminating employee's personnel security file. In case complete assurance cannot be obtained that all classified documents and material have been returned or properly accounted for, this statement shall be modified accordingly. The modification shall be in writing, dated, signed by the terminating employee, and witnessed by the person conducting the interview. If a "Security Termination Statement" is used when an individual's association with a particular contract or facility is terminated but his or her DOE access authorization is to remain active, the caption phrase "Security Termination Statement" shall be modified to read "Security Transfer Statement."

## 2. DEATH OR TEMPORARY DISABILITY.

- a. Death. Upon the death of an employee, the employing organization shall:
  - (1) Notify the cognizant security office promptly.
  - (2) Check accountability records and make certain all classified documents charged to the employee are accounted for.
  - (3) Recover and return badges, passes, and other official identification media to the responsible security office.
  - (4) Remove the employee's name promptly from all access and mailing lists.
  - (5) Terminate access authorization.
- b. Temporary Disability. Procedures noted in subparagraphs 2 a(2) (3) and (5) above shall be completed in the case of a temporary disability of an employee requiring leave without pay in excess of 60 days.

## 3. CONTROL OF ACCESS TO CLASSIFIED INFORMATION.

- a. Telephone Conversations. Classified information shall not be discussed over standard telephone systems, nor any other system not specifically approved.

- b. Conferences and Other Forums. DOE and DOE contractor personnel who participate in conferences or other organized forums that involve classified information shall:
    - (1) Ascertain, prior to the conference or discussions, that participating personnel have been positively identified as having proper clearances and are authorized to have access to the information to be discussed.
    - (2) Identify the category (e.g., RD, FRD, or NSI) of classified information involved and the classification level of any restricted data or other classified information to be discussed for participating personnel.
    - (3) Assure that no discussion takes place within the hearing of persons not authorized to have access to the classified information.
  - c. Dissemination of Classified Information Originated by Another Agency. Classified information originated by other Government agencies or their contractors shall not be disseminated outside of DOE or its contractors without the consent of the originating agency.
4. SECURITY INFRACTIONS. An act or omission involving failure to comply with the provisions of this Order, or other DOE directives which prescribe procedures to be followed in the protection of classified documents, materials, or information constitutes a security infraction.
- a. Examples of Common Security Infractions. Chargeable security infractions include, but are not limited to, the following:
    - (1) Improper storage. Classified documents or information left exposed and unattended.
    - (2) Failure to use approved storage containers.
    - (3) Failure to maintain accountability records for Secret and Top Secret documents.
    - (4) Removal of classified documents from a security area without proper authorization or in an insecure manner.
    - (5) Failure to properly safeguard combinations to classified storage containers.
    - (6) Destruction of classified documents by other than the prescribed means.
    - (7) Improper transmission of classified documents or information.

11-24-80

- (8) Discussion of classified information within the hearing of unauthorized persons.
  - (9) Discussion of classified information over nonsecure telephone systems.
  - (10) Failure to escort noncleared visitors within a security area.
- b. Reporting Potential Security Infractions. It is the responsibility of any witness to an incident or circumstance in which the security of classified information may have been jeopardized to provide the details to the local security office in writing and to cooperate with the security office concerning the report.
- c. Processing Reports of Potential Security Infractions.
- (1) The responsible DOE or contractor security office shall provide written notification, including a summary of pertinent facts regarding the nature of infraction, date, time, and place of occurrence. The notice shall be addressed to the official having administrative or operational responsibility for the organization in which the potential infraction occurred, except that such officials shall occupy positions at the division director level, the equivalent thereof, or higher.
  - (2) Within 3 working days after receipt of a notice of a potential security infraction, the responsible operating official, within whose jurisdiction the alleged infraction occurred, shall:
    - (a) Confirm to the responsible security office in writing that the details as originally reported were essentially correct and that a security infraction is accepted, and report the name of the person responsible; or
    - (b) Supply information (evidence) to support a finding that the details of the original report were either incorrect or that mitigating circumstances exist which should preclude a security infraction being charged.
- d. Disciplinary Action. It is the responsibility of the operating official, within whose jurisdiction a security infraction occurs, to determine (based upon the seriousness of the infraction and the number of infractions incurred by the responsible individual within any 12-month period) the severity of the disciplinary action to be taken. Any disciplinary action contemplated will require the concurrence of the servicing personnel office.

- e. Records to be Maintained by the Responsible Security Office. Each DOE and DOE contractor security office shall maintain a permanent record of any security infraction which occurs within its area of jurisdiction. The record shall reflect, as a minimum, the nature of the infraction, the name of the individual to whom the infraction is charged and his or her organization, date of infraction, disciplinary action taken, if any, and other corrective action taken by the operating official concerned.
- f. Reports. Each DOE security office shall file an annual security infraction report due on 1-15, to the Office of Safeguards and Security. The report, broken out to division and office level, shall consist of a tabulation of the total number of infractions, by category (i.e., improper transmittal, improper storage, etc.), incurred during the preceding calendar year. Negative reports shall be included.

OPTIONAL MARKINGS

The provisions for optional markings are limited to NSI documents. More specifically, the options are limited to the manner in which the following information (required by E.O. 12065) is provided: (1) NSI category marking; (2) name and title of the original or derivative classifier, as appropriate; (3) date or event for declassification or review; (4) name of the TS classifier authorizing extension of classification beyond the 6 year period generally allowed.

The originator may choose from options shown below:

Option 1: A combination of the appropriate individual stamps, a., b., c., d., e.

Option 2: a. or b. as appropriate

Option 3: Fully integrated stamp

SEE EXHIBITS 1, 2, and 3

**OPTION 1**

**a. NATIONAL SECURITY INFORMATION**

Unauthorized Disclosure subject to Administrative and Criminal Sanctions.

b. Classified by Department of State Letter, Same Subject, of 8-6-80  
(Original Authority)

c. Derivative Classifier John Doe, Security Analyst DP 351  
(Name and Title)

d. ☒ Declassify 9-14-82  
or  
☐ Review (Date or Event)

e. Extended by \_\_\_\_\_  
Reason for extension:

**OPTION 2**

a.

**NATIONAL SECURITY INFORMATION**

Unauthorized Disclosure subject to Administrative and Criminal Sanctions.

ORIGINAL CL BY \_\_\_\_\_ 1  
☐ DECL ☐ REVW ON \_\_\_\_\_ 2  
EXT BYND 6 YRS BY \_\_\_\_\_ 3  
REASON \_\_\_\_\_

b.

**NATIONAL SECURITY INFORMATION**

Unauthorized Disclosure Subject to Administrative and Criminal Sanctions.

DERIVATIVE CL BY John Doe Security Analyst 1  
☒ DECL ☐ REVW ON 9-14-82 2  
DERIVED FROM \_\_\_\_\_ 3

-OR-

**OPTION 3**

**NSI NATIONAL SECURITY INFORMATION** Unauthorized disclosure subject to Administrative and Criminal Sanctions.

Classified by John Doe Org. DP-351 ☒ Declassify on:  
Title Security Analyst Date \_\_\_\_\_ ☐ Review on:  
☒ Derivatively Classified, Based Upon \_\_\_\_\_  
Department of State Letter, Date or Event 9-14-82  
same subject, of 8-6-80 Extended beyond six years by:  
☐ Originally Classified Reason:

Vertical line denotes change.

MARKING OF SECRET DOCUMENTS

DOE F 1325.8  
(7-79)

**SECRET**

U.S. DEPARTMENT OF ENERGY  
**memorandum**

This document consists of 1 page  
No. 1 of 1 Copies: Office 1

DATE: 10-7-80  
REPLY TO  
ATTN OF: DP-351  
SUBJECT: Oceanography Data (U)

TO: Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. (S) This identifies the proper marking of a Secret National Security Information document.
2. (U) -----
3. (S) -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

**NSI** NATIONAL SECURITY INFORMATION Unauthorized disclosure  
subject to Administrative and Criminal Sanctions.

Classified by: Signer Org.          ☒ Declassify on:  
Title          Date          ☐ Review on:  
☐ Derivatively Classified, Based Upon          Date or  
         Event 10-7-83  
☒ Originally Classified          Extended beyond six years by:  
         Reason:         

**SECRET**

Vertical line denotes change.



OPTIONAL MARKING FOR IDENTIFYING ORIGINAL CLASSIFIER

DOE F 1325.8  
(7-79)

**SECRET**

U.S. DEPARTMENT OF ENERGY  
**memorandum**

This document consists of 1 pages  
No. 1 of 2 Copies, Series A

DATE 10-7-80

REPLY TO  
ATTN OF DP-351

SUBJECT Oceanography Data (U)

TO Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. (S) This identifies the proper marking of a Secret National Security Information document.

2. (U) -----

3. (S) -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

**NATIONAL SECURITY INFORMATION**

Unauthorized Disclosure Subject to Administrative and Criminal Sanctions.

ORIGINAL CL BY John Doe Analyst <sup>1</sup>  
☒ DECL ☐ REVW ON 9-14-82 <sup>2</sup>  
EXT BYND 6 YRS BY                      <sup>3</sup>  
REASON                     

<sup>1</sup>Classifier's name and title.

<sup>2</sup>Date of event.

<sup>3</sup>Original TS classifier.

**SECRET**

Vertical line denotes change.

4-14-81

Page 4

OPTIONAL MARKING FOR IDENTIFYING DERIVATIVE CLASSIFIERDOE F 1325 H  
(7-79)**SECRET**

U.S. DEPARTMENT OF ENERGY

**memorandum**

DATE 10-7-80

REPLY TO  
ATTN OF DP-351This document consists of 1 pages  
No. 1 of 2 Copies. Series A

SUBJECT Oceanography Data (U)

TO Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. (S) This identifies the proper marking of a Secret National Security Information document.
2. (U) -----
3. (S) -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.R. T. Estes  
Chief Analyses Branch

## NATIONAL SECURITY INFORMATION

Unauthorized Disclosure Subject to Administrative and Criminal Sanctions.

DERIVATIVE CL BY John Doe, Analyst 1  
☒ DECL ☐ REV ON 9-14-82 2  
DERIVED FROM Department of State 3  
Letter, same subject, of 8-6-80

1 Classifier's name and title

2 Date of event.

3 Source document, guide or original classifier.

**SECRET**

Vertical line denotes change.

LETTER OF TRANSMITTAL

DOE F 1326.B  
(7-79)

**CONFIDENTIAL**

U.S. DEPARTMENT OF ENERGY  
**memorandum**

DATE 10-7-80

REPLY TO  
ATTN OF DP-351

SUBJECT Oceanography Data

TO Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. This illustrates classification marking of a letter of transmittal, the stamp "when separated from enclosures," and the notation regarding the document transmitted.

2. -----

3. -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

Document transmitted herewith contains  
**RESTRICTED DATA**

When separated from enclosures, handle this  
document as unclassified  
(Insert proper classification)

**CONFIDENTIAL**

**DOE SECURITY CLEARANCES REQUIRED FOR ACCESS  
TO CLASSIFIED INFORMATION**

CLASSIFICATION LEVELS	CLASSIFICATION CATEGORIES		
	RESTRICTED DATA	FORMERLY RESTRICTED DATA	NATIONAL SECURITY INFORMATION
TOP SECRET	"Q" ONLY	"Q" OR "TS"	"Q" OR "TS"
SECRET	"Q" ONLY	"Q," "TS," "S" OR "L"	"Q," "TS," "S" OR "L"
CONFIDENTIAL	"Q" OR "L" ONLY	"Q," "TS," "S" OR "L"	"Q," "TS," "S" OR "L"

- NOTE:** 1. The "Q" and "L" access authorizations (security clearances) are granted under the authority of the Atomic Energy Act, the exercise of which authority within the Executive Branch of Government, is limited to the DOE.
2. The "TS" and "S" access authorizations (security clearances) are granted under the authority of Executive Order 10450-10865 (Contractor), the exercise of which authority is extended to all departments and agencies of the Executive Branch of Government who are granted the authority to classify information.

TOP SECRET DOCUMENT

DOE F 1325.8  
(7-79)

**TOP SECRET**

U.S. DEPARTMENT OF ENERGY

**memorandum**

This document consists of 1 page  
No. 1 of 2 Copies, Series A

DATE 10-7-80

REPLY TO  
ATTN OF DP-351

SUBJECT Oceanography Data

TO Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

AUTHENTICATED January 2, 1980  
U.S. DEPARTMENT OF ENERGY  
BY: *George C. Smith*  
DOCUMENT NO. *XG1-1A-1A*

Authenticating Symbol  
Assigned to George C. Smith

Eighteenth Document  
Authenticated by Smith

Copy One of  
Series A

1. This identifies the proper marking of a Top Secret Restricted Data document.
2. -----
3. -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

DERIVATIVE CLASSIFIER SIGNER

**RESTRICTED DATA**  
This document contains Restricted Data  
as defined in the Atomic Energy Act of  
1954. Unauthorized disclosure subject  
to Administrative and Criminal Sanctions.

**TOP SECRET**

Vertical line denotes change.

**ENVELOPES FOR CLASSIFIED CORRESPONDENCE**

INNER ENVELOPE (OPAQUE)	
TOP SECRET, SECRET OR CONFIDENTIAL	
<div><div>SECRET</div><div>RETURN ADDRESS</div><div>CLASSIFIED MAIL ADDRESS</div><div>SECRET</div><div>Return Security Information or Restricted Data or Formerly Rest. Data Marking</div></div> <div>FRONT</div>	<div><div>SECRET</div><div>SECRET</div></div> <div>BACK</div>
OUTER ENVELOPE (OPAQUE)	
<div>SECRET</div>	<div><div>RETURN ADDRESS</div><div>REGISTERED</div><div>PENALTY CLAUSE</div><div>CLASSIFIED MAIL ADDRESS</div></div>
<div>CONFIDENTIAL</div>	<div><div>RETURN ADDRESS</div><div>REGISTERED CERTIFIED FIRST CLASS EXPRESS</div><div>PENALTY CLAUSE</div><div>CLASSIFIED MAIL ADDRESS</div></div>

CLASSIFICATION OF THIS DOCUMENT IS FOR EXAMPLE PURPOSES ONLY

MARKING FOR SECRET/RESTRICTED DATA DOCUMENT

DOE F 1325.8  
(7-79)

**SECRET**

U.S. DEPARTMENT OF ENERGY

**memorandum**

DATE 10-7-80

REPLY TO  
ATTN OF DP-351

This document consists of 1 page  
No. 1 of 2 Copies, Series A

SUBJECT Oceanography Data

TO Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. This identifies the proper marking of a Secret Restricted Data document.

2. -----

3. -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

DERIVATIVE CLASSIFIER SIGNER

**RESTRICTED DATA**

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

**SECRET**

Vertical line denotes change.

MARKING FOR SECRET/FORMERLY RESTRICTED DATA DOCUMENT

DOE F 1325.8  
(7-79)

**SECRET**

U.S. DEPARTMENT OF ENERGY  
**memorandum**

This document consists of 1 pages  
No. 1 of 2 Copies, Series A

DATE 10-7-80

REPLY TO  
ATTN OF DP-351

SUBJECT Oceanography Data

TO: Director of Safeguards and Security  
Oak Ridge Operations Office  
P. O. Box E  
Oak Ridge, TN 37830

1. This identifies the proper marking of a Secret Formerly Restricted Data document.
2. -----
3. -----

CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXHIBIT PURPOSES ONLY.

R. T. Estes  
Chief Analyses Branch

DERIVATIVE CLASSIFIER SIGNER

FORMERLY RESTRICTED DATA  
Unauthorized disclosure subject to Administrative  
and Criminal Sanctions. Handle as Restricted Data  
in Foreign Dissemination Section 144.b., Atomic  
Energy Act, 1954.

**SECRET**

Vertical line denotes change.



DOE 5635.1 Chg 1  
4-14-81

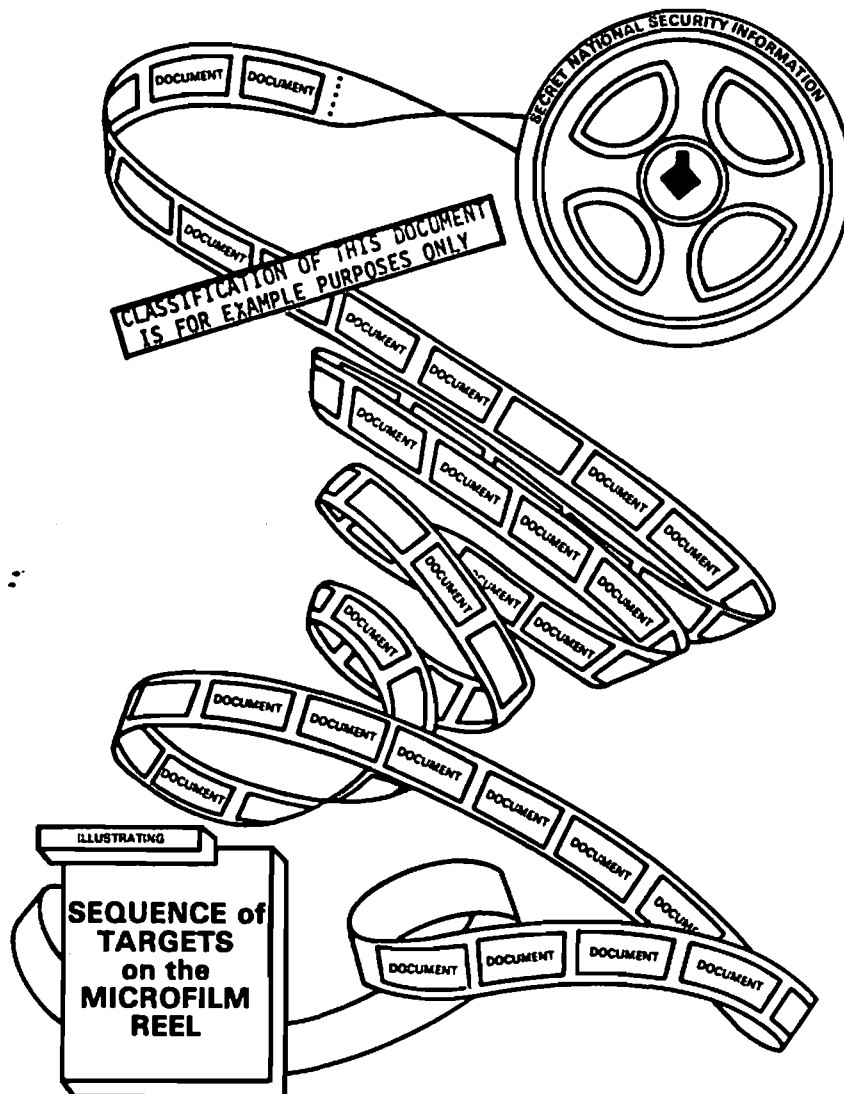
Attachment 21  
Page 23

**RECORD OF DESTRUCTION**

DOE Form 04-61 (7-78)					
U.S. DEPARTMENT OF ENERGY					
RECORD OF DESTRUCTION					
INSTRUCTIONS 1. Avoid use of classified subjects, titles or descriptions. 2. If downgraded from TOP SECRET, list the Authentication Symbol, document number, copy number, and series designation.					
DESCRIPTION OF DOCUMENT (Subject or title and originator)	IDENTIFICATION NUMBER (If none, omit)	DATE OF DOCUMENT	CLASSIFICATION (Indicate whether or not R/D, FRD or NSI)	COPY and SERIES	NUMBER of PAGES
Ltr, Subject: Oceanography Data (U)		6-3-80	S/NSI	3-A	1
I CERTIFY THAT THE DOCUMENTS LISTED ABOVE HAVE BEEN DESTROYED IN ACCORDANCE WITH CURRENT SECURITY REGULATIONS.					
Signature, Organization, and Title of person destroying document <i>W. Jones</i> W. Jones TSCO Oak Ridge, Safeguards and Security				Date of Destruction 6-17-80	

Vertical line denotes change.

**MICROFILM REEL**



**MOVIE PICTURE FILM**

REEL 1 HEAD	REEL 2 HEAD	REEL 3 HEAD
SECRET	SECRET	SECRET
NATIONAL SECURITY INFORMATION Unauthorized disclosure subject to Administrative and Criminal sanctions.	NATIONAL SECURITY INFORMATION Unauthorized disclosure subject to Administrative and Criminal sanctions.	NATIONAL SECURITY INFORMATION Unauthorized disclosure subject to Administrative and Criminal sanctions.
Classified by JOHN A. HENRICKS Director, Division of Transportation (Original Authority)	Classified by JOHN A. HENRICKS Director, Division of Transportation (Original Authority)	Classified by JOHN A. HENRICKS Director, Division of Transportation (Original Authority)
SEC 888-1 CONTENTS 271 FEET	SEC 888-1 CONTENTS 268 FEET	SEC 888-1 CONTENTS 269 FEET
SECRET	SECRET	SECRET
TAIL	TAIL	TAIL

Vertical line denotes change.

**PHOTOGRAPHIC SLIDE, NEGATIVE, AND PRINT**

**PHOTOGRAPHIC SLIDE OR FLAT NEGATIVE**

SECRET

SEC 8-1A

**CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXAMPLE PURPOSES ONLY**

☒ Declassify or on 11-24-81  
☐ Review

National Security Information

Approved by John A. Thompson  
Director, Office of Management and Administration

SECRET

ORIGINATING OFFICE  
FIRST SLIDE OR NEGATIVE  
DOCUMENT NUMBER

**PHOTOGRAPHIC NEGATIVE IN ROLL FORM**

BEGINNING OF ROLLEND OF ROLL

<b>SECRET</b>	<b>RESTRICTED DATA</b> =====	Derivative Classification John Hanson Director Division of Reactors	<b>SEC-8-1A</b> CONTENTS 38 NEGATIVES	<b>SECRET</b>	<b>RESTRICTED DATA</b> =====
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**PHOTOGRAPHIC PRINT**

FRONTBACK

SECRET

SEC 8-1A

**CLASSIFICATION OF THIS DOCUMENT  
IS FOR EXAMPLE PURPOSES ONLY**

☒ Declassify or on 11-24-81  
☐ Review

National Security Information

Approved by John A. Thompson  
Director, Office of Management and Administration

SECRET

SECRET

Vertical line denotes change.