

**Management System:** Safeguards and Security

**Subject Area:** Information Security

# **Procedure: Managing a Field Classification Program**

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## **1.0 Applicability**

This procedure is applicable to all Environmental Management Consolidated Business Center (EMCBC) Federal employees, which includes the DOE EMCBC Classification Officer and appointed designees for this function. It also applies to all contractor personnel and/or contractor companies that hold clearances to do work for DOE EMCBC. The Federal Classification Officer or his appointed designee is responsible for identifying applicable classification guidance to be used during a contract. The EMCBC Classification Officer is responsible for advocating for sufficient Authorized Derivative Classifiers to support expected workloads.

## **2.0 Required Procedure**

In the event that a Federal or contractor employee is planning to generate a document, physical item, e-mail or other written or verbal communication that is classified or potentially classified or otherwise security sensitive, they must consult with a Derivative Classifier (DC) as soon as possible. The DC will provide a determination of the appropriate classification status of the proposed communication and review and mark any final physical work product.

If the potentially classified or sensitive document or material is intended for widespread distribution or public release, it must be reviewed by the DOE EMCBC Classification Officer for a classification review and determination. Security features and deficiencies are also classified or otherwise sensitive until resolved.

All cleared DOE EMCBC employees and contractor-companies holding clearances (access to classified information) must understand their classification/declassification responsibilities. The DOE EMCBC Classification Officer:

- Ensures that Federal employees and contractors under their cognizance receive a classification orientation that includes identification of a CMPC Point of Contact (POC) to answer questions or address concerns about classification or declassification matters.

- Ensures that a continuing classification education program is conducted annually for all cleared employees to maintain classification awareness and inform them of applicable changes in classification policies, principles, guidance, and procedures.
- Trains original Classifiers, DCs, Derivative De-classifiers and Unclassified Controlled Nuclear Information (UCNI) Reviewing Officials under their cognizance.

<b>Identifying Classified or otherwise Sensitive Information</b>	
<b>Step 1</b>	If a DOE EMCBC Federal or contractor employee wishes to make a communication (written or verbal) in a subject area that may be classified or otherwise sensitive, UCNI, Export Controlled Information (ECI) or Official Use Only (OUO), the employee contacts their local derivative classifier in a secure manner.
<b>Step 2</b>	If this material is intended for widespread dissemination or public release, the employee must contact the DOE EMCBC Classification Officer in a secure manner.
<b>Step 3</b>	The DOE EMCBC Classification Officer or derivative classifier reviews proposed communication and determines if it warrants protection as classified or sensitive (UCNI, ECI, OUO) per the applicable DOE Order or classification guide.
<b>Facilitating Classification Training</b>	
<b>Step 4</b>	The DOE EMCBC Classification Officer evaluates the impact of new or revised classification guidance issued by the Office of Classification upon existing classification guidance developed by their organization within 90 calendar days and submits proposed updates for any affected classification guidance to the Director, Office of Classification.
<b>Step 5</b>	Every two years the DOE EMCBC Classification Officer reviews and as necessary, updates the Derivative Classifier and Reviewing Official training.
<b>Step 6</b>	The DOE EMCBC Classification Officer certifies to the Office of Classification that Derivative Classifiers under his/her cognizance have received their biannual certification training.
<b>Classification Oversight</b>	
<b>Step 7</b>	The DOE EMCBC Classification Officer conducts oversight in accordance with DOE O 475.2, Identifying Classified Information, and submits the Oversight information to the Director, Office of Classification. This oversight, in the form of a self-assessment report is to be completed every two years.

### 3.0 References – Forms/Attachments/Exhibits

- DOE Order 475.2A, *Identifying Classified Information*, dated February 1, 2011

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 18-01-C	Classified Documents Administrative Correspondence Files - Correspondence related to administration of the security classification program, self-assessments, training rosters, training materials etc.	Office of Technical Support & Asset Management	N/A
ADM 01-29.2-A3	Personnel Records - Administrative Training Records. <i>a. Administrative training records such as description of course content, examination banks, examination cover sheets, content, attendance rosters, documentation of required performance items and course lesson plans. (3) For all other courses.</i>	Office of Technical Support & Asset Management	N/A

## EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Managing a Field Classification Program**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A – 1 <sup>st</sup> Edition of Procedure	N/A	3/28/13

This procedure was jointly developed between EMCBC Classification office with feedback and input from the Performance Assurance Team staff.