

Management System: Safeguards and Security

Subject Area: Information Security

Procedure: Review and Release of Information

**Issue Date &
Revision Number:**
03/28/2013 0

Lead Subject Matter Expert:
Rod Hoffman

Management System Owner:
TJ Jackson

1.0 Applicability

This procedure applies to the review and identification of information subject to safeguarding or dissemination controls contained in applicable documents and materials created by Environmental Management Consolidated Business Center (EMCBC) personnel and contractors. It provides the instructions governing the review of documents and materials from subject areas that are potentially classified and/or may contain controlled unclassified information (CUI) to include documents intended for public release, Scientific and Technical Information (STI) products, and Freedom of Information Act (FOIA) requests.

The requirements set forth in this procedure apply to all projects, organizations, departments and employees of EMCBC as well as the employees of contractors to EMCBC. The EMCBC Service Plan delineates the Classification Office Team responsibilities in providing contractor oversight activities, technical consulting and expertise in the review of information owned by DOE for sites that do not have an equivalent program. Therefore, Service Level Agreement sites lacking an equivalent program shall adopt this procedure.

2.0 Required Procedure

Documents that require a classification review include:

- Technical papers and reports (see Attachment 1).
- Documents with special markings such as UCNI or OUO
- Information from a classified subject area intended for public release.
- Documents expected to contain classified or controlled unclassified information.
- Documents marked as OUO proposed for public release.

If the document is not identified above, a review is not required if the employee is confident that the document or material does not contain any classified or CUI based on the employee's knowledge about the sensitive aspects of the subject area. Attachment 2 is a flow diagram that describes the process flow for information subject to review.

Step 1	Classified and CUI must be created, stored, used, reproduced and transmitted in accordance with DOE requirements. EMCBC computers are generally approved for the processing and storage of CUI. For creation of a classified document contact your cognizant security specialist for assistance. Only the EMCBC Classification Office facility is approved for creation and storage of classified documents.
Step 2	To obtain a classification review of a potentially classified document: <ol style="list-style-type: none"> 1) Follow the packaging and mailing instructions as described in DOE O 471.6, Information Security and mail to: EMCBC Classification Office at the following address; U. S. Department of Energy, EMCBC Denver Federal Center, Building 55, ATTN Rod Hoffman, P. O. Box 25547, Denver, CO 80225-0547 2) Classified documents may be transmitted to the Classification Office using approved encrypted facsimile systems where available.
Step 3	The EMCBC Classification Office will notify the document holder of the results of their review.
Step 4	Documents or materials that require a review (see above) and are intended for public release (e.g. publication or conference presentation) must be reviewed by the EMCBC Classification Officer or designee.
Step 5	Official Use Only information documents requiring a review will be transmitted to the EMCBC Classification Office by: <ol style="list-style-type: none"> 1) e-mail - send an electronic copy of the document using Entrust encryption; if Entrust is not available contact the Classification Office for help. 2) facsimile - call the Classification Office to arrange sending a copy via a facsimile system, 3) mail - Use a sealed, opaque envelope or wrapping and mark the envelope or wrapping with the recipient's address, a return address, and the words "TO BE OPENED BY ADDRESSEE ONLY." 4) For any other Controlled Unclassified Information call the Classification Office for assistance. 5) EMCBC's classified matter will be marked in accordance with the DOE Classified Matter Protection and Control (CMPC) Marking Resource.
Step 6	The EMCBC Classification Office will notify the document holder of the results of their review.
Step 7	Technical papers or reports that are STI must be submitted to the Classification Office. The Classification Office will ensure the paper is properly submitted to the Office of Science and Technical Information.

3.0 References – Forms/Attachments/Exhibits

3.1 Reference

- DOE O 471.6, Information Security

3.2 Attachments

- Attachment 1 – Types of Scientific and Technical Information Documents
- Attachment 2 – Flow Diagram for EMCBC Organizational Unit Reviews

4. 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-B2	Classified Documents Administrative – Routine review actions	Office of Technical Support & Asset Management (Classification Office)	N/A
ADM 18-01-B3	Classified Documents Administrative – Annual reports on reviews	Office of Technical Support & Asset Management (Classification Office)	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Review and Release of Information**

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.

Rev. No.	Description of Changes	Revision on Pages	Date
0	N/A 1 st Edition Document developed to meet CBC Management System requirements/needs	N/A	3/28/13