

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 470, Chapter II, IDENTIFICATION AND PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION**

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive x Revised Directive ___ Page Change

3. **CONTRACTOR REQUIREMENTS:** Does directive contain requirements applicable to contractor(s)?
Check appropriate boxes:

 X No (all contractors) Although DOE O 471.1 is applicable to contractors, no additional requirements are imposed in this chapter.

___ Yes If yes, whom? ___ LMES ___ ORAU ___ SURA ___ LMER

___ Other contractors (list by type)

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

Incorporates Chapter II in the 470 Series (formerly OR 5635.4 and ORIG 5650.3, respectively).

5. CONTACT POINTS:	Gabe Marciante	Safeguards and Security Division, DP-82	576-0754
	Linda Eble	Safeguards and Security Division, DP-82	576-6963
	Name	Organization	Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
OR 5635.4	1-18-89	ORO O Control Form	12-30-96
ORIG 5650.3	6-29-93	ORO O 470, Chapter II	12-30-96

ORO Orders are now available on the ORO Directives Management Home Page on the Internet. These Orders will be online at http://www.ornl.gov/doe_oro_dmg/orchklst.htm within 5-10 working days after you receive this Control Form. This address will allow you to directly enter the ORO Directives Checklist. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by Jennifer H. Cusick
Signature Management Analyst, AD-440

12/30/1996
Date

U.S. Department of Energy

Oak Ridge Operations

ORO O 470
Chapter II

DATE: 12-30-96

SUBJECT: IDENTIFICATION AND PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

1. PURPOSE. This Chapter correlates to DOE O 471.1, IDENTIFICATION AND PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION, dated September 25, 1995, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces:
 - a. OR 5635.4, PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION, dated January 18, 1989.
 - b. ORIG 5650.3, IDENTIFICATION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION, dated June 29, 1993.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff. Although DOE O 471.1 is applicable to contractors, no additional requirements are imposed in this Chapter.
4. RESPONSIBILITIES.
 - a. Manager serves as Denying Official and performs those tasks identified in DOE O 471.1, Chapter I, Part B, paragraph 5.
 - b. Director, Safeguards and Security Division.
 - (1) Administers the ORO program for protection of UCNI by developing and implementing ORO procedures that conform to the requirements of DOE O 471.1, Chapters II and III.
 - (2) Performs those tasks identified in DOE O 471.1, subparagraph 5f(1) and (2).
 - (3) Advises and assists ORO Principal Staff in carrying out their responsibilities pertaining to the protection of UCNI.
 - c. Classification Officer.
 - (1) Is designated principal ORO Reviewing Official and performs those tasks identified in DOE O 471.1, Chapter I, Part B, subparagraphs 2b(1), 2c-d, and 3b-c.
 - (2) Reviews UCNI Internal Guidelines developed by contractors and forwards them to NN-50 for approval.

- (3) Develops ORO UCNI Internal Guidelines and ensures that contractor classification officers receive copies of applicable approved UCNI general guidelines and topical guidelines.

c. Principal Staff.

- (1) Under whose supervision procurement requests are initiated, perform that task identified in DOE O 471.1, subparagraph 5f(3).
- (2) Establish procedures to ensure that their employees who originate or possess an unclassified document that may contain UCNI obtain a preliminary review determination in accordance with DOE O 471.1, Chapter I, Part B, subparagraph 3b.
- (3) Establish procedures that ensure compliance with DOE O 471.1, Chapter I, Part B, paragraph 9, relating to records retirement.
- (4) Refer requests for Special Access and recommendations for imposition of any civil penalty or criminal action to SSD for appropriate action.

d. Authorized Classifiers and Reviewing Officials.

- (1) Reviewing Officials perform those tasks identified in DOE O 471.1, Chapter I, Part B, subparagraphs 3b, d, and e.
- (2) Provide assistance, as necessary, to program personnel in determining possible existence of UCNI.
- (3) Ensure that documents leaving their organization have been properly identified and marked regarding UCNI content (see DOE O 471.1, Chapter I, Part C for marking requirements).

5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.