



# U.S. Department of Energy

Oak Ridge Operations

ORO O 470  
Chapter V

**DATE:** 9-30-96

## **SUBJECT: IDENTIFICATION OF CLASSIFIED INFORMATION**

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1. PURPOSE. This Chapter correlates to DOE O 471.5 (formerly DOE 5650.2B), IDENTIFICATION OF CLASSIFIED INFORMATION, dated December 31, 1991, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to ORO and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces:
  - a. ORIG N 5635.X1, CONSOLIDATED CLASSIFICATION REVIEW PROGRAM (CCRP) DOCUMENTS, dated January 4, 1994, and
  - b. ORIG 5650.2C, IDENTIFICATION OF CLASSIFIED INFORMATION, dated April 14, 1993.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and all contractors, subcontractors, and other persons performing work for ORO who have access to classified information.
4. RESPONSIBILITIES.
  - a. Assistant Manager for Defense Programs performs those tasks identified in DOE O 471.5, Chapter II, Part B, subparagraphs 1b and 1s.
  - b. Classification Officer.
    - (1) Performs those tasks identified in DOE O 471.5, Chapter II, Part B, subparagraphs 1a, 1c, 1d, 1g-i, 1k, 1n-r; and paragraph 2.
    - (2) Supports the Freedom of Information Act (FOIA) Officer in responding to requests for classified documents.
      - (a) Performs or arranges for the classification reviews of documents that are considered to be responsive to the request.
      - (b) Makes recommendations to NN-52 regarding the sanitizing of classified documents for release under the FOIA.
    - (3) Maintains a file of classification guides that are available to authorized classifiers on a need-to-know basis.

- (4) Acts as liaison for all actions, requests, and communications concerning classification issues between the various levels of DOE and contractor classification authorities under the direction of ORO; and between ORO and Headquarters, other field offices, and other federal agencies.
  - (5) Reviews contractor nominations for Classification Officers and recommends NN-52 approval.
  - (6) Reviews the proposed classification guidance and work statements for non-DOE funded work (Work for Others) (WFO) that involves classified or potentially classified information and certifies in writing that the guidance is adequate and conforms to DOE policy.
  - (7) Appoints Secret and Confidential Derivative Classifiers within ORO and ORO contractor organizations without classification organizations.
  - (8) Reviews each classification guide issued by ORO or ORO contractors without classification organizations at least every two years to ensure that such guides do not contradict current classification policy.
  - (9) Promptly informs NN-52 when an individual with Original Classification Authority or Derivative Declassification Authority vacates a position or when that individual's position no longer requires Original Classification Authority or Derivative Declassification Authority.
- c. Contracting Officers' Representatives (COR) perform those tasks identified in DOE O 471.5, Chapter II, Part B, subparagraphs 1e-f, 1j, 1l-m, and 1t.
- d. Principal Staff.
- (1) Ensure that appropriate staff receive approved classification guides and a briefing by an organizational Authorized Derivative Classifier (ADC) or the ORO Classification Officer prior to initiation of new work.
  - (2) Ensure that internal procedures exist for performing appropriate classification reviews of all documents prepared within their organizations that concern potentially classified subject areas.
  - (3) Ensure that all documents and presentations are reviewed by the Classification Office prior to their public release in accordance with DOE O 471.5, Chapter V, Part G2.
  - (4) Promptly inform the ORO Classification Officer when an individual's position no longer requires Classification Authority and when an individual with Classification Authority vacates a position.
  - (5) Ensure that all material to be provided to Congress which addresses any classified or

potentially classified subject area (including Unclassified Controlled Nuclear Information) and requires:

- (a) preparation of an unclassified (deleted/sanitized) version, or
- (b) determination of overall classification level and category, or
- (c) confirmation that all information provided is unclassified,

is submitted to NN-52, or an office designated by NN-52, for classification review.

- e. Office of Partnership and Program Development, in accordance with DOE O 471.5, Chapter V, Part B, subparagraph 8, ensures that procedures exist for verifying that appropriate classification guidance is in place before Category II or Category III non-DOE funded activities are authorized to commence.
  - f. Freedom of Information Act Officer coordinates requests for classified documents made under the provisions of the FOIA or Privacy Act with the ORO Classification Officer in accordance with DOE O 471.5, Chapter VI, Part C, paragraph 6.
  - g. Authorized Derivative Classifiers determine whether a document or material contains or reveals information that is classified based on explicit instructions contained in formal classification guides, implicit guidance found in source documents, or on instructions from an Original Classifier that a document contains National Security Information.
  - h. Employees.
    - (1) When originating a document that concerns potentially classified subject areas, ensure that an ADC performs a review in accordance with DOE O 471.5, Chapter V, Part G.
    - (2) When originating a classified document, ensure that necessary markings are included, as described in DOE O 471.5, Chapter V, Part C.
    - (3) When originating documents that concern potentially classified information and are intended for widespread distribution or public release, ensure that the documents are reviewed in accordance with DOE O 471.5, Chapter V, Part G, subparagraph 2c.
    - (4) Ensure that all documents that are removed by the employee upon termination of employment are unclassified and fully releasable. (This determination may be made by an ADC or the ORO Classification Office.)
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.

7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
9. ATTACHMENTS.
  - a. Attachment 1 - Contractor Requirements Document.
  - b. Attachment 2 - Consolidated Classification Review Program (CCRP) Documents.
  - c. Attachment 3 - Memorandum from Secretary Hazel R. O'Leary, DOE-HQ, to All Departmental Elements and Directors, Department of Energy Laboratories, subject: "Classification of Departmental Information Relating to Environment, Safety, and Health," dated June 25, 1993.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Contractors with classification organizations (i.e., contractors with DOE-approved Classification Officers):
  - a. Develop a classification program that conforms to the standards and requirements of DOE O 471.5 and assign to approved Classification Officers the authorities and responsibilities defined in DOE O 471.5, Chapter II, Part B, paragraph 2.  
  
**NOTE:** Approved Contractor Classification Officers are authorized Derivative Classification Authority up to the Secret level for Restricted Data, Formerly Restricted Data, and National Security Information.  
  
**NOTE:** Approved Contractor Classification Officers are authorized to designate Authorized Derivative Classifiers (ADC) for their organizations.
  - b. When execution of responsibilities requires actions by NN-52, provide input through the COR to the ORO Classification Officer.
  - c. Coordinate directly with the funding agency to receive classification guidance for classified non-DOE funded (WFO) work under their purview.
    - (1) Ensure the adequacy of the classification guidance and submit the guidance to ORO through normal WFO procedures.
    - (2) Involve the ORO Classification Officer if conflicts arise.
  - d. Review each classification guide issued by their organization at least every two years to ensure that such guides do not contradict current classification policy.
  - e. Incorporate appropriate provisions in subcontracts that will assure compliance with DOE O 471.5, Chapter II, Part B, subparagraph 1t.
2. Contractors without classification organizations (i.e., contractors without DOE-approved Classification Officers):
  - a. Where the potential exists for activities to involve classified work, requests through the COR that the ORO Classification Officer train and appoint ADC within the contractor organization.
  - b. If performing activities that involve classified work, develop policies and procedures consistent with DOE O 471.5, including appropriate elements of Chapter II, Part B, paragraph 2.

### **CONSOLIDATED CLASSIFICATION REVIEW PROGRAM (CCRP) DOCUMENTS**

From 1971 through 1978 the Atomic Energy Commission (AEC) and its contractors declassified a large volume of documents then held in record centers. That task, which was carried out at Hanford, Los Alamos, and Oak Ridge (K-25, Oak Ridge National Laboratory [ORNL], Y-12, and the AEC's records holding area) is known as the Consolidated Classification Review Program (CCRP).

Many people were assigned to this task and given total authority to declassify documents. However, not all reviewers were sufficiently familiar with the subject area they were reviewing. As a result, mistakes were made. Weapons documents were wrongly declassified and ended up in the hands of uncleared persons.

The AEC took steps to recover. All CCRP declassifications were cancelled and organizations were asked to again review their CCRP holdings. However, it is clear that not all documents have been reviewed again.

A CCRP document will usually contain a stamp "Declassified by DOC" and an individual's initials, or it will have notification from the DOE Office of Scientific and Technical Information (formerly Technical Information Center) known as TIDs (TID Numbers 1380 through 1401 should be assumed to be CCRP notices). Other variants include "Declassified by ERDA" followed by initials, or "Declassified by" followed by initials. If a document is so marked and does not have a post-1978 revalidation of declassified status, it must be treated as classified. Prompt steps need to be taken to have it reviewed again by a derivative declassifier.

All Oak Ridge Operations (ORO) organizations and contractors need to remember that the CCRP declassifications were rescinded and that such documents are still classified. They must be treated as classified until they are reviewed again by a derivative declassifier. Each ORO organization and contractor will have to establish a rigorous procedure that ensures that no CCRP declassified document is in an unsecured environment or is retired or goes public until the local classification office rules it to be unclassified.



The Secretary of Energy  
Washington, DC 20585

June 25, 1993

MEMORANDUM FOR ALL DEPARTMENTAL ELEMENTS  
DIRECTORS, DEPARTMENT OF ENERGY LABORATORIES

FROM: HAZEL R. O'LEARY *Hazel R. O'Leary*

SUBJECT: CLASSIFICATION OF DEPARTMENTAL INFORMATION RELATING  
TO ENVIRONMENT, SAFETY, AND HEALTH

This Administration is committed to assuring that the way in which the Department conducts business in the area of the environment, safety, and health is changed to address issues of public concern. That change will continue and accelerate over the next few years. While environment, safety, and health issues were once primarily dealt with as strictly internal matters, there is increasing involvement in these areas by other Federal and State Agencies. For example, the Environmental Protection Agency has interests and responsibilities involving activities at some of our facilities, and over the next several years the Occupational Safety and Health Administration will become increasingly involved in oversight of health and safety practices within the Department. The general public also has a legitimate interest in certain environment, safety, and health-related activities at our facilities.

Consequently, from this time forward, all departmental elements, employees, and contractors shall take positive steps, within the law, to make appropriate newly created environment, safety, and health-related information readily available to other agencies and to the public. In the past, release of such information has been delayed or denied because the environment, safety, and health-related information was contained in a document that had national security classification or other dissemination restrictions. We must continue to obey all laws, regulations, and procedures regarding the protection of classified and sensitive nonclassified information. However, there is much we can do to make information with no real national security value more readily available to legitimate parties and especially to the public.

The following guidance, based upon existing guidelines, will be aggressively observed when creating any document or database containing information related to the environment, health, and safety of departmental employees and contractors, or the public:

1. Classification or other dissemination restrictions will be used only when the document clearly contains information that we are required by law or regulation to protect.

2. If the essential information in the document can be conveyed without including specific classified or otherwise restricted information, do not include classified information.
3. In cases where classified information is essential to communicating or supporting the thesis of the document, whenever possible keep the primary document unclassified and include the necessary classified information in an attachment, appendix, or supporting document.
4. In cases where classified information must be an integral part of the document, consider also creating an unclassified version if significant environmental, safety, or health information can be coherently communicated.

The special safeguards and security review established May 19, 1993, will address the problems associated with existing classified documents that contain environmental, safety, and health data. We will move beyond mere compliance by assuring that documents relating to environment, safety, and health issues are easily comprehensible by the public, making use of diagrams, photographs, maps, etc., where appropriate, to aid in understanding.

For many, applying these guidelines will require a modification of approach in creating and classifying documents. A conscious attempt must be made to communicate using unclassified information when possible and segregating unclassified from classified information when feasible. This adjustment will immediately benefit the Nation, as well as the Department, by making it easier for us to release information that should and must be provided.