

No: Y19-300

Subject: Identifying Classified Information

Rev. Date: 12/31/00

To document the responsibilities and methods for classification activities in the Y-12 National Security Complex, and to outline the system of classification.

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Subject: Identifying Classified Information

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REVISION LOG
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Revision Date	Description of Change	Pages Affected
12/31/00	DM/R Number 00-PSO-013 Intent Change: Revised the procedure to reflect current operations management name changes. Streamlined and simplified the procedure by removing unnecessary steps and appendices and revising sections and steps to reflect current practices.	All All
11/01/00	DM/R Number: None Replaced Lockheed Martin Energy Systems, Inc. with BWXT Y-12, L.L.C. Replaced Energy Systems with BWXT Y-12	All 1 1
12/14/98	DM/R 98-PSO-26 Changed number from Y10-060 to Y19-300. Changed procedure format. Approval page added. Table of Contents page added. Revision Log added. Changed DOE order reference and updated reference to ES/PSO-1. Changed title from <i>Identification and Control of Sensitive and Classified Information</i> to <i>Identifying Classified Information</i> . This is a non-intent revision.	All All 1 2 3 4 All

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PURPOSE	To document the responsibilities and methods for classification activities in the Y-12 National Security Complex, and to outline the system of classification.
APPLIES TO	All Y-12 employees, subcontractors, and other persons performing work for the Complex. Covers any scientific, technical, or operational information related directly or indirectly to classified programs or projects, whether the information originated within the Complex or elsewhere under Y-12 funding.
OTHER DOCUMENTS NEEDED	<ul style="list-style-type: none">• Y19-203INS: <i>Manual for the Protection and Control of Classified Matter and Other Protected Information</i>. Latest version.
WHAT TO DO	A. Selection of Authorized Derivative Classifiers (ADCs)
Organization Manager	<ol style="list-style-type: none">1. Recommend employees for appointment as ADCs based on the following guidelines:<ul style="list-style-type: none">• Demonstrated need for classification support.• Knowledge and experience in departmental programs.
Classification Officer	<ol style="list-style-type: none">2. Review the Organization Manager`s request.3. Select ADC candidates based on the following requirements:<ul style="list-style-type: none">• Education and experience in the desired subject areas.• Demonstrated competence in their career fields.• Knowledge of Department of Energy (DOE) classification policies and procedures.4. Provide the ADC candidate with basic training required for an understanding of the classification of documents, and evaluate that understanding by means of a written examination.

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A. Selection of Authorized Derivative Classifiers (ADCs) (Cont.)

**Classification
Officer**

5. Send a letter of appointment to the new ADC and the ADC's Organization Manager documenting the appointment, the specific area covered by the authority, and the date the authority expires.

B. Classification Review of New Documents

Employee

1. Submit the document to an ADC for review.

ADC

2. Review the document.

NOTE: Contact the Classification Office if there is any uncertainty as to the correct determination.

3. Determine if the information in the document is classified or unclassified by using current classification guides.
4. **IF** the document is not classified, **THEN**
return the document to the originating employee.

Stamping the document as Unclassified to indicate it has been reviewed by the ADC is optional or done at the request of the originator.

5. **IF** the document is classified, **THEN**
determine the level and category of classification.
6. Return the document to the originating employee.

Employee

7. Ensure that the document is properly marked and protected in accordance with Y19-203INS.

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C. Declassification or Downgrading Documents

NOTE: Any notice of declassification or downgrading received for documents issued by external agencies should be sent to the Classification Office.

Employee

1. Notify an ADC if, in the opinion of the holder, a classified document should be declassified or downgraded.

ADC

2. Review the document.
3. Determine if declassification or downgrading is warranted.
4. **IF** declassification or downgrading is not warranted, **THEN** Return the document to the originating employee with comments as to why the classification of the document should not be changed.
5. **IF** declassification or downgrading is warranted, **THEN** forward the document with recommendations to the Classification Office.

**Classification
Office Authorized
Derivative
Declassifier**

6. Review the document.
7. **IF** declassification or downgrading is not warranted, **THEN** return the document to the ADC with comments as to why the classification of the document should not change.
8. **IF** declassification or downgrading is warranted, **THEN** declassify or downgrade the document.
9. Complete Form UCN-3557 (**APPENDIX A**) and retain.
10. Notify the document originating employee of the action taken.

Employee

11. Prepare a notice of change in classification or a notice of declassification as outlined in Chapter 3 of Y19-203INS.

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C. Declassification or Downgrading Documents (cont.)

Employee

12. Send the notice to each recipient on distribution for a copy of the document, with a request for a written response.
13. Track responses to ensure that all copies are corrected.

D. Upgrading or Reclassifying Documents

NOTE 1: If a document (1) contains classified information but has been incorrectly issued as unclassified or declassified, or (2) contains Secret information but has been incorrectly issued as, or downgraded to, Confidential, then a correction must be made.

NOTE 2: A communication revealing that classified information is contained in an unclassified or declassified document must itself be classified at least as high as Confidential NSI: accordingly, such information should not be conveyed by insecure media. On the other hand, a communication on upgrading a document from Confidential to Secret may be unclassified since the document is already under security protection. In either case, if the communication contains other classified information, it must be marked with the highest appropriate classification level and/or category.

Employee

1. Notify an ADC if a document appears to be underclassified.

ADC

2. Review the document.

NOTE: Contact the Classification Office if there is any uncertainty as to the correct determination.

3. Determine if the document is properly classified or underclassified by using current classification guides.
4. **IF** the document is properly classified, **THEN** return the document to the originating employee with comments as to why the classification of the document should not change.
5. **IF** the document is underclassified, **THEN** forward the document with recommendations to the Classification Office.

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D. Upgrading or Reclassifying Documents (cont.)**Classification
Officer**

6. Review the document.
7. **IF** the document is properly classified, **THEN**
return the document to the originating employee with
comments as to why the classification of the document
should not change.
8. **IF** the document is underclassified, **THEN**
authorize, or obtain authorization for, upgrading or
reclassifying the document.

Documents issued by another installation or agency require an official notification from that organization or from a DOE (or other government agency) classification official.

9. Notify the originating employee of the action taken.
10. Direct the employee to correct the classification as outlined in Chapter 3 of Y19-203INS.

See Section 3-401 for upgrading documents.

Employee

11. Retrieve (personally) as many copies of an unclassified document containing classified information as is reasonably possible.
12. Send a written classified notice and reply memo to all recipients of the document.
13. Notify the Classified Matter Protection and Control Group if any of the following situations occur:
 - Copies of the document have been made available to an uncleared person or a person with inadequate clearance.
 - Copies of the document have been sent off-site.

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D. Upgrading or Reclassifying Documents (Cont.)

- The document was originated off-site by a subcontractor or vendor.
- The document was created on an unclassified computer system.

Document Recipient

14. Complete the reply form, if one was received, and return it to originating employee.

E. Briefings for Unclassified Oral Presentations on Sensitive Programs

NOTE: An employee who is making an oral presentation in a subject area that may be classified shall submit the prepared text to the Y-12 Classification & Technical Information Office for classification review and release approval. This includes any presentation made to the public (non-Y-12 employees) as well as any presentation made to a sufficiently large, internal audience in an unclassified setting, making public release of the information likely. If the employee does not have a prepared text or if extemporaneous remarks are likely, the Classification Officer shall brief the employee on classification guidance pertinent to the subject matter. The briefing shall include related topics the employee should avoid because they may be classified.

Employee

1. Contact the Classification Office to schedule a classification briefing when participation in unclassified discussions on sensitive programs is expected, prepared text will not be made available for public release, and extemporaneous remarks are likely.

Sensitive programs include but are not limited to nuclear weapons and weapon technologies, nuclear-related material production and safeguards, or other sensitive unclassified technical information.

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E. Briefings for Unclassified Oral Presentations on Sensitive Programs (Cont.)**Classification Officer**

2. Provide a classification briefing covering pertinent guidance and related topics to be avoided.

F. Classification Awareness**Classification Officer**

1. Ensure that classification awareness training is provided annually for all cleared Y-12 employees.

Training is provided by web-based courses and required readings.

2. Provide ADC recertification training every three years.

RECORDS

Records generated as a result of this procedure are maintained in accordance with BWXT Y-12 records management practices and established retention and disposition schedules.

Classification Office

- The Record Copy of ADC appointments.
- Recertification notices.
- Form UCN-3557: *Notice of Declassification or Reclassification*.
- DOE M 475.1-1, *Identifying Classified Information*. Attachment 2: *Contractor Requirements Document*. 5-8-98.

SOURCE DOCUMENTS**APPENDICES**

- A. Form UCN-3557: *Notice of Declassification or Reclassification*.

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APPENDIX A
Form UCN-3557: Notice of Declassification or Reclassification
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CLASSIFICATION CHANGE AUTHORIZATION			
TITLE OR DESCRIPTION		DOCUMENT NUMBER	
AUTHOR(S) AND ORGANIZATION		DOCUMENT DATE	
		NO. OF PAGES	
TYPE OF DOCUMENT		FORMER CLASSIFICATION	
<input type="checkbox"/> REPORT <input type="checkbox"/> MEMO <input type="checkbox"/> LETTER <input type="checkbox"/> DRAWING <input type="checkbox"/> PHOTO <input type="checkbox"/> <input type="checkbox"/> OTHER		NEW CLASSIFICATION	
APPLICABLE GUIDE REFERENCE		COPIES REMARKED	
CATEGORY		PLANT	
<input type="checkbox"/> ADMIN. <input type="checkbox"/> SCIENT. & TECH.		DATE	
CERTIFIED BY		DATE	
AUTHORIZED BY		DATE	
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