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United Cleanup Oak Ridge LLC

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PURPOSE

The United Cleanup Oak Ridge LLC (UCOR) Classification and Information Control Program establishes the controls necessary to identify information classified under the Atomic Energy Act of 1954 (Restricted Data [RD], Formerly Restricted Data [FRD], and Transclassified Foreign Nuclear Information [TFNI]) or Executive Order 13526, as amended, (National Security Information [NSI]) so it can be protected against unauthorized disclosure and dissemination. Additionally, the UCOR Classification and Information Control Program establishes the controls for Unclassified Controlled Nuclear Information (UCNI). Refer to PPD-SE-1415, *UCOR Controlled Unclassified Information Manual*, for details on Controlled Unclassified Information (CUI) identification and handling.

SCOPE

The Classification and Information Control Office (CICO) is managed by the CICO Lead. The CICO is part of the Safeguards Group of the Safeguards, Security, and Emergency Services Division. The CICO Lead reports organizationally to the Safeguards Manager who also serves as UCOR’s Classification Officer (CO).

The CO serves as the single point of contact for UCOR in the greater classification community, including site-to-site (Y-12 National Security Complex, Oak Ridge National Laboratory, Los Alamos National Laboratory, etc.), Oak Ridge Office of Environmental Management (OREM), Department of Energy (DOE) Office of Environmental Management (EM), DOE Office of Science (SC), and DOE Office of Classification.

EXPECTATIONS AND STRATEGY

The expectation of this Program Description is personnel involved in UCOR CICO covered by the scope of this document will adhere to the requirements set forth herein and follow the referenced procedures.

INTRODUCTION

The DOE relies upon a hierarchy of classification officials to ensure RD, FRD, TFNI, NSI, and UCNI are correctly identified in documents and material. Classification Officials are an integral component of the DOE and UCOR Classification and UCNI Programs.

CLASSIFICATION OFFICIALS

A. Requirements for Appointing UCOR Classification Officials

Only appropriately trained and qualified individuals may serve as a classification official. Table 2 provides a listing of the various classification officials at UCOR.

Table 2. UCOR classification officials.
Classification Officer (CO)
Classification Specialist (CS)
Derivative Classifier (DC)
Derivative Declassifier (DD)
Unclassified Controlled Nuclear Information Reviewing Official (UCNI RO)

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1. Classification Officer (CO):

a. Qualification:

The CO must have a relevant scientific or technical degree or work experience as validated by the DOE Director, Office of Classification. Additionally, the CO must be in a position to have access to senior management when necessary. The CO must have an active DOE “Q” security clearance.

b. Required Classification/Declassification Authorities:

The CO must be a DC and a UCNI RO prior to appointment and must be a DD within six months of appointment.

c. Nominations:

Submits the information listed below to the DOE OREM Federal CO, who reviews the nominee’s qualifications and, if adequate, forwards it to the DOE Office of EM Program Classification Officer (PCO) for review and concurrence. If adequate, the EM PCO forwards to the Director, Office of Classification (OC).

- Employee’s name, organization, mailing address, telephone number, and email address
- Description of employee’s scientific or technical degree and relevant work experience
- Description of employee’s knowledge about work being performed within the classified subject areas (CSAs) at UCOR
- Request for classification and declassification authorities in position as CO

d. Appointing Official:

The CO is appointed by the DOE Director, OC. This individual also appoints the CO as a DC, DD, and UCNI RO.

e. Training:

Refer to Training Position Description.

f. Removal from Position:

The CO must be removed from the position of CO by the DOE Director, OC, or manager of the DOE OREM (or their designee) if CO cannot or does not perform responsibilities reliably or does not complete all required training within the specified time frame.

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2. Classification Specialist (CS):

a. Qualifications:

A CS must have a relevant scientific or technical degree or equivalent education and work experience as validated by the CO. A CS must have an active DOE “Q” security.

b. Required Classification/Declassification Authorities:

A CS must be a DC and an UCNI RO within three months of appointment and should be a DD within six months of appointment.

c. Training:

Refer to Training Position Description.

d. Removal From Position:

A CS must be removed from the position of CS by the CO if the CS cannot or does not perform responsibilities reliably or does not complete all required training within the specified time frame.

3. Derivative Classifier (DC):

a. Qualifications:

A DC must be competent in the subject areas in which the authority will be used and familiar with DOE classification policy, procedures, and guidance. Additionally, a DC must (with few exceptions) have a relevant scientific or technical degree or work experience as validated by the CO. A DC should have an active DOE “Q” security clearance but may have an active DOE “L” security clearance if allowed by the level and category of matter being handled.

b. Nominations:

The supervisor of a DC candidate completes Form-2269, UCOR Request for Classification Official Authority, and submits it to the CO, who reviews the nominee’s qualification and, if adequate, provides feedback to the DC candidate’s supervisor regarding the appointment process.

c. Appointing Official:

A DC is appointed by the CO.

d. Training:

Refer to Training Position Description.

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e. Appointment:

A DC must be appointed in writing and must be provided with a description of authority that includes employee’s name, organization, effective date, CSAs (e.g., isotope enrichment, weapons, safeguards and security) covered by authority, jurisdiction of authority (e.g., particular office, specific facility, or specific program), and any special instructions or limitations on the authority

f. Authority Limitations:

DCs must derivatively classify new or existing documents or materials only as authorized by their description of authority. A DC must not conduct the classification review for documents intended for public release in CSAs unless the authority has been delegated in writing per DOE O 475.2B, *Identifying Classified Information*. If employee changes position, then they may retain the authority. The process for handling such a change is determined by the CO and the employee’s new supervisor.

g. Delegation of Authorization:

DCs must not delegate their authority to anyone, and such authority must not be assumed by a person acting for the DC.

h. Suspension of Authority:

If required retraining is not completed within the two-year time frame, then the derivative classification authority is suspended by the CO until the retraining is completed.

i. Termination of Authority:

If the DC no longer requires derivative classification authority or cannot or does not exercise the authority reliably, then the DC’s supervisor must request termination of the authority from the CO. The CO must terminate a DC’s authority if the DC no longer requires the authority, cannot or does not exercise the authority reliably, does not complete the required retraining requirements within 90 calendar days of suspension of authority, or upon request of the DC’s supervisor.

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4. Derivative Declassifier (DD):

a. Qualifications:

The CO and CS(s) are trained as DDs. Other DCs desiring to obtain DD certification must have their supervisor provide written justification to the CO for approval to pursue this certification.

A DD must have a relevant degree or work experience and competency in the subject areas in which the authority will be used and a familiarity with DOE classification and declassification policy, procedures, and guidance, as validated by the CO. A DD should have an active DOE “Q” security clearance but may have an active DOE “L” security clearance if allowed by the level and category of matter being handled.

b. Nominations:

The supervisor of a DD candidate completes Form-2269 and submits it to the CO, who reviews the nominee’s qualification and, if adequate, forwards the information to the DOE OREM Federal CO, who reviews the nominee’s qualifications and, if adequate, forwards the information to the DOE Director, OC, through the EM PCO.

c. Appointing Official:

A DD is appointed by the DOE Director, OC.

d. Training:

Refer to the Training Position Description.

e. Appointment:

The DD must be appointed in writing and must be provided with a description of authority that includes employee’s name, organization, effective date, CSAs (e.g., nuclear weapon design, gas centrifuge, safeguards and security) covered by authority, jurisdiction of authority (e.g., particular UCOR office, specific UCOR facility, or specific UCOR program), and any special instructions or limitations on the authority.

f. Authority Limitations:

DDs must declassify a document or material only as authorized by their description of authority. If employees change positions, then they may retain the authority. The process for handling such changes is determined by the CO.

g. Delegation of Authority:

DDs must not delegate their authority to anyone, and such authority must not be assumed by a person acting for the DD.

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h. Suspension of Authority:

If required retraining is not completed within the two-year time frame, then the authority is suspended until the training is completed.

i. Termination of Authority:

If a DD no longer requires the derivative declassification authority or cannot or does not exercise the authority reliably, then the DD’s supervisor must request the termination of the authority from the DOE Director, OC (via the CO). The DOE Director, OC, must terminate a DD’s authority if the DD no longer requires the authority, cannot or does not exercise the authority reliably, does not complete retraining requirements within 90 calendar days of suspension of authority, or upon request of the DD’s supervisor or the CO.

5. Unclassified Controlled Nuclear Information (UCNI) Reviewing Official (RO):

a. Qualifications:

The UCNI RO must be competent in the subject areas in which the authority will be used and have a familiarity with DOE UCNI policy, procedures, and guidance, as validated by the CO.

b. Nomination:

The supervisor of an UCNI RO candidate completes Form-2269 and submits it to the CO, who reviews the nominee’s qualification and, if adequate, provides feedback to the UCNI RO candidate’s supervisor regarding the appointment process.

c. Appointing Official:

A UCNI RO is appointed by the CO.

d. Training:

Refer to Training Position Description.

e. Appointment:

A UCNI RO must be appointed in writing and must be provided with a description of authority that includes employee’s name, organization, effective date, specific subject areas covered by the authority (e.g., nuclear weapons, isotope separation, safeguards and security), jurisdiction of authority (e.g., a UCOR particular office, a specific UCOR facility, or a specific UCOR program), expiration date, and any special limitations or instructions on the authority.

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f. Authority Limitations:

UCNI ROs may exercise their authority only as authorized by their description of authority. If employees change positions, they may retain authority with the written approval of their new supervisor. The new supervisor must inform the CO of this approval to issue an updated authority letter.

g. Delegation of Authority:

UCNI ROs must not delegate their authority to anyone, and such authority must not be assumed by a person acting for the UCNI RO.

h. Cancellation of Authority:

A UCNI RO’s supervisor or the CO may cancel the authority of an UCNI RO when the UCNI RO no longer requires such authority or if the employee does not exercise the authority reliably. When such action is taken, the individual cancelling the authority must perform the following actions:

- Notify employee.
- Inform the CO (if cancelled by the supervisor) of the reason for cancellation and the effective date.

B. Responsibilities of Classification Officials

1. Classification Officer (CO)

See Classification Officer Training Position Description DOE O 475.2B and DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*, for a complete listing of responsibilities.

2. Classification Specialist (CS)

See Classification Specialist Training Position Description for a complete listing of responsibilities.

3. Derivative Classifier (DC)

See Derivative Classifier Training Position Description for a complete listing of responsibilities.

4. Derivative Declassifier (DD)

See Derivative Declassifier Training Position Description for a complete listing of responsibilities.

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5. Unclassified Controlled Nuclear Information (UCNI) Reviewing Official (RO)

See Unclassified Controlled Nuclear Information Reviewing Official Training Position Description for a complete listing of responsibilities.

**CLASSIFICATION/
UCNI EDUCATION**

A. Classification Awareness Briefings for Employees Authorized Access to Classified Information.

1. Classification awareness briefings for employees with authorized access to classified information shall meet the following requirements:
 - a. Frequency. Employees must receive an initial classification awareness briefing when they are first authorized access to classified information and annually thereafter.
 - b. Coverage. At a minimum, the following areas must be covered:
 - i. Where to go for assistance with classification-related issues.
 - ii. When an employee must have a document or material reviewed for classification and which classification official must conduct the review.
 - iii. When an employee must have a document or material reviewed for declassification and which classification official must conduct the review.
 - iv. Basic information on DOE’s “no comment” policy concerning classified information in the public domain.
 - v. Responsibility to challenge classification decisions, where to find procedures for classification challenges, and who to contact if he or she decides to challenge a classification decision.
 - c. Testing. No testing is required.
2. Classification Training Requirements for Classification Officials.
 - a. See applicable Training Position Description.
3. UCNI Awareness Briefings
 - a. Employees with routine access to UCNI must be briefed periodically in their responsibilities for identifying and protecting UCNI.

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CLASSIFICATION GUIDANCE

A. Introduction

Within DOE and UCOR, classification guidance is the foundation for the classification program. Approved/Issued Classification guidance must be used as the basis for determining whether a document or material contains RD, FRD, TFNI, NSI, and UCNI unless the use of a source document is permitted by PROC-SE-1005, *Classification and Information Control*.

B. Responsibilities

1. CO

- a. Ensures DCs and DDs have access to appropriate and current classification guidance.
 - i. Prepares draft classification guidance tailored to the needs of UCOR.
 - ii. Conducts a cover-to-cover review of local, UCOR, guidance at least once every five years.
 - iii. Evaluates impact of new or revised classification guidance.
 - iv. Develops designated unclassified subject area (DUSA) reports.

2. DCs and DDs

- a. Base derivative classification and declassification determinations on approved and issued classification guidance (or source documents as allowed).
- b. Inform UCOR CO when classification guidance is missing, conflicting, or confusing.
- c. Ensure new/revised guidance is communicated to affected areas of work under their purview.

3. Unclassified Controlled Nuclear Information (UCNI) Reviewing Officials (RO)

- a. Base UCNI determinations on approved and issued UCNI guidelines.
- b. Inform the CO when UCNI guidelines are missing, conflicting, or confusing.

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C. Classification Guidance

1. DCs and DDs perform the following:
 - a. Use issued classification guidance for all derivative classification and declassification determinations.
 - b. Inform CO of areas in which classification guidance does not exist.
 - c. Inform CO of conflicting or confusing classification guidance.
 - d. Ensure new and revised guidance is communicated to affected project managers, principal investigators, or task leads for work under their purview within 60 days of notice of guidance change.
2. UCNI ROs perform the following:
 - a. Use issued UCNI guidelines for all UCNI determinations.
 - b. Inform the CO of areas in which UCNI guidance does not exist.
 - c. Inform the CO of conflicting or confusing UCNI guidance.
3. CO performs the following:
 - a. Maintain all classification guidance issued to, or developed by, UCOR.
 - b. Develop UCOR specific classification guidance that is based on other issued classification guidance and submit to the DOE Director, OC for approval.
 - c. Develop, issue, and maintain (as appropriate) DUSAs requested by UCOR staff (DUSA section).
 - d. Develop (as appropriate) classification guidance for Strategic Partnership Projects without issued classification guidance and submit to the DOE Director, OC for approval.
 - e. Ensure each classification guide or UCNI guideline under CO's control receives a cover-to-cover review at least every five years as follows:
 - i. Review each classification guide and UCNI guideline.
 - ii. Submit any recommended updates or changes to the DOE Director, Office of Classification, through the DOE OREM Federal CO, within 90 days of completing the review.

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- f. Upon receipt of new or revised classification guidance from the DOE Director, OC, perform the following:
 - i. Evaluate local UCOR classification guides and UCNI guidelines (as appropriate) against the new guidance.
 - ii. Determine if changes to UCOR classification guides or UCNI guidelines are necessary or if new UCOR classification guides or UCNI guidelines must be developed as a result of the new or revised DOE OC guidance.
 - iii. Submit any recommend updates or changes to the DOE Director, Office of Classification, through the OREM Federal CO, within 90 days of receipt of the new or revised guidance.
- g. Ensure all classification guidance under CO’s control is updated based on page change notices within 45 calendar days of receipt of page change notice.
- h. Ensure both DC Folder and the Enterprise Secure Network (ESN)/Standalone Computer Classification Guide Folders are updated with newly issued, revised, and updated guidance within 60 calendar days of receipt of the guidance.
- i. Upon receipt of semi-annual update to INDEX-XX-X, *Index of DOE Classification Guidance*, perform an informal assessment to ensure all classification guidance available to the DCs, DDs, and UCNI ROs is up to date (this includes a review of the DC folder and the ESN Classification Guide folders).

**CLASSIFIED
SUBJECT AREAS**

A. Subject Areas Requiring DC Review

- 1. **Intelligence and Counterintelligence** – Intelligence activities, intelligence sources or methods, or cryptology.
- 2. **Isotope Enrichment Technology** – Technologies or methods, capable of enrichment of nuclear material, special nuclear material (SNM), or other accountable material as defined by DOE (i.e., gaseous diffusion, centrifuge, laser, plasma, electro-magnetic)
- 3. **Nuclear Material Production and Processing** – The production of nuclear material, SNM, and other accountable nuclear material as defined by DOE including Am-241/243, Cm, Bk, Cf-252, Pu-238/239/240/241/242, U-233/235/238, Np-237, Th, deuterium, and tritium (i.e., reprocessing of spent nuclear fuel).
- 4. **Nuclear Nonproliferation, Arms Control, and Foreign Policy** – Nuclear Material Detection/Analysis, technical nuclear forensics, environmental sampling; foreign reactor conversion; foreign fissile material disposition, verification, and protection; foreign government information.

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5. **Nuclear Weapons** – Nuclear weapon design, production, use, control, testing, stockpile, management, military use, directed nuclear energy systems, inertial confinement fusion, improvised nuclear devices, nuclear directed energy weapons, weapons science.
6. **Radiological Weapons/Emergency Response** – Radiological dispersion devices, radiological exposure devices, and the response to nuclear radiological events and emergencies.
7. **Safeguards & Security**– Protection of DOE personnel, information, and assets; domestic nuclear material control and accountability (NMC&A).

CONTACTS

Table 3. Important classification program contacts, contains a listing of individuals and groups with responsibility for sensitive information (classified and UCNI). This information is current as of the date of publication.

[Current DC Listing](#)

Table 3. Important UCOR classification program contacts.

TITLE	CONTACT INFORMATION	AREA(s)
UCOR Classification Officer (CO)	UCOR-CO@orcc.doe.gov	All areas of classification and UCNI; Classification Officer; Safeguards Manager
UCOR Classification and Information Control Office (CICO)	UCOR-CICO@orcc.doe.gov	All areas of classification and UCNI; Classification and Information Control Office Lead; Classification Specialist
UCOR Classification Specialist	UCOR-CICO@orcc.doe.gov	All areas of classification and UCNI; Classification Specialist
Information Security – Classified Matter Protection and Control (CMPC)	865.241.5291	All areas of Information Security; Information Security Lead

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REFERENCES

Source References

- Atomic Energy Act of 1954, as Amended, Public Law 83-703
- Executive Order 13526, Classified National Security Information
- 10 CFR Part 1017, Identification and Protection of Unclassified Controlled Nuclear Information
- 10 CFR Part 1045, Nuclear Classification and Declassification, United States Government Publishing Office
- 32 CFR Part 2001, Classified National Security Information
- DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*
- DOE O 471.7, *Controlled Unclassified Information*
- DOE O 475.2B, *Identifying Classified Information*

Informational References and Links

[UCOR Classification and Information Control Office](#)

[UCOR Information Security Group](#)

[UCOR Derivative Classifiers](#)

[UCOR Classified Matter Protection and Control Manual](#)

Form-2269, UCOR Request for Classification Official Authority

Form-2280, UCOR Classification Officials Statistics

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CFR – Code of Federal Regulations

CICO – Classification and Information Control Office

CLASSIFICATION – The act or process by which information, documents, or material are determined to require protection in the interest of national security under the Atomic Energy Act, 10 CFR 1045, or Executive Order 13526.

CLASSIFIED INFORMATION – Any information that requires protection against unauthorized disclosure in the interest of the national defense and security or foreign relations of the United States. This term includes Restricted Data, Formerly Restricted Data, Transclassified Foreign Nuclear Information, and National Security Information, each of which has degrees of importance denoted by the classifications Top Secret, Secret, and Confidential.

CLASSIFIED SUBJECT AREA – A subject area for which classification guidance is issued.

CO – Classification Officer

CS – Classification Specialist

CSA – Classified Subject Area

CUI – Controlled Unclassified Information

DC – Derivative Classifier

DD – Derivative Declassifier

DERIVATIVE CLASSIFIER – A person trained and appointed by the UCOR Classification Officer to derivatively determine if documents or material contain classified information in that person’s area of authority.

DERIVATIVE DECLASSIFIER – A person trained and authorized by the U.S. Department of Energy’s Director, Office of Classification, to derivatively determine if documents or material no longer contain classified information or no longer warrant protection as classified.

DOE – Department of Energy

DUSA – Designated Unclassified Subject Area

EM – Office of Environmental Management

ESN – Enterprise Secure Network

FRD – Formerly Restricted Data

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INFORMATION – Facts, data, or knowledge itself as opposed to the document or material in which it is contained or revealed.

NSI – National Security Information

OC – Department of Energy Office of Classification, EHSS-60

OREM – Oak Ridge Office of Environmental Management

PCO – Program Classification Officer

RD – Restricted Data

RO – Reviewing Official

SC – DOE Office of Science

SNM – Special Nuclear Material

TFNI – Transclassified Foreign Nuclear Information

UCNI – Unclassified Controlled Nuclear Information

UCOR – United Cleanup Oak Ridge LLC