

Reclamation Manual

Directives and Standards

FOR OFFICIAL USE ONLY

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FOR SENSITIVE BUT UNCLASSIFIED INFORMATION

WARNING: THIS INFORMATION IS FOR OFFICIAL USE ONLY AND MUST BE PROTECTED. THIS US GOVERNMENT DATA MAY BE EXEMPT FROM FURTHER PUBLIC RELEASE UNDER THE FREEDOM OF INFORMATION ACT (5 U.S.C. 552). THIS INFORMATION MUST BE CONTROLLED IN ACCORDANCE WITH APPLICABLE BUREAU OF RECLAMATION DIRECTIVES. THE FURTHER DISTRIBUTION OF THIS INFORMATION REQUIRES PRIOR APPROVAL FROM AN AUTHORIZED RECLAMATION OFFICIAL.

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7-2564 (3-07)
Bureau of Reclamation

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Reclamation's FOUO Handling Procedures

	FOUO Information	Highly Sensitive FOUO Information
Marking		
Marking	Prominently mark in all capital letters the center top and bottom on the front, first page, title page, and each individual page containing FOUO information with the designation: FOR OFFICIAL USE ONLY.	Prominently mark in all capital letters the center top and bottom on the front page, title page, and each individual page containing FOUO information with the designation: HIGHLY SENSITIVE//FOR OFFICIAL USE ONLY.
IT Media	Mark or label: FOR OFFICIAL USE ONLY or FOUO.	Mark or label: HIGHLY SENSITIVE//FOR OFFICIAL USE ONLY OR HS//FOUO.
Storage		
Storage (includes laptops)	Store in a locked building, room, area, or container.	Same as FOUO. In addition, store in a locked file cabinet, desk, drawer, or similar container.
IT Systems	Store on an accredited Government IT system.	Store in an encrypted form on an accredited Government IT system.
Transmission		
Transmission within U.S. and its territories	Transmit in an Opaque sealed envelope or container. Place address on outside of envelope and mail USPS First Class Mail or accountable commercial delivery service.	
Overseas	Same as within U.S. and its territories, if serviced by a military postal facility (e.g. APO, FPO). Otherwise use the State Department Courier Service.	
Inter-Office	Transmit in a sealed opaque envelope.	
Fax	Transmit with FOUO FAX cover sheet.	
Internet Posting	Not authorized.	
Intranet Posting	Post on password-protected networks, only.	Not authorized.
E-Mail	Encryption not required.	Encryption required.
Dissemination and Disposal		
Cover Sheet	Optional.	Required.
Dissemination	Authorized personnel only, based on a need-to-know; a security clearance is not required. Warning statement (See Paragraph 7.A.2(b) in SLE 02-01) must be included when distributed outside Reclamation.	Same as FOUO. In addition, a Non-disclosure Agreement is required for individuals outside of Reclamation (requirement may be waived for other federal agencies).
Discussions	Discuss over a regular telephone system.	Discuss over a regular telephone system only under emergency conditions.
Destruction	Destroy printed paper materials by shredding, burning, pulping, or pulverizing, such as to assure destruction beyond recognition and reconstruction. Electronic storage media (disks/CDs/tapes) must be sanitized by degaussing, wiping, erasing, or physical destruction.	Same as FOUO. Destroy prior to placing in any recycle bin (including locked ones).
Retention	Retain in accordance with Reclamation's Information Management Handbook — Volume II.	
Incident Reporting	Report incidents to the appropriate Security Officer.	
IT Incident Reporting	Report incidents to the Computer Security Incident Response Team.	

Note: For additional information see Reclamation's Directives and Standards SLE 02-01 "Identifying and safeguarding FOR OFFICIAL USE ONLY (FOUO) Information."