

HSO SPOTLIGHT No. 017-2007: Identifying Classified Documents

What is the issue:	Uncleared Employees Inadvertently Exposed to Classified Documents
Why do we need this?:	To enable uncleared employees to identify and protect classified documents when inadvertently exposed
Who is impacted?:	All DOE Headquarters Personnel
What does the HSO need to do?:	Distribute this HSO SPOTLIGHT to all your employees

It is DOE policy that only cleared individuals be authorized to access and handle classified documents. This HSO Spotlight is intended to provide information and guidance to uncleared employees on how to identify classified documents and what they should do if they are inadvertently exposed to them in the routine performance of their duties.

Some readily identifiable characteristics of classified documents are listed below:

- A Cover Sheet marked Top Secret, Secret or Confidential may be attached (Figure 1); or
- Classification markings (Top Secret, Secret, Confidential, Restricted Data, Formerly Restricted Data, or National Security Information) at the top and/or bottom of the page (Figure 2); or
- A paragraph preceded by one of the following markings: (TS), (S), or (C) (Figure 3).

Should you encounter a situation as described above, you have the responsibility to protect the document by keeping it in your possession until it is turned over to one of the following individuals:

- Your Element's HSO; or
- Cleared Protective Force Personnel; or
- Any cleared DOE Federal or contractor employee. (A cleared employee is identified by a "Q" or "L" on their DOE badge.)

Finally, if you have a classification question concerning other documents that do not have classification markings, you have the responsibility to bring this concern to the attention of your HSO for his/her action.

For more detailed information on what a classified document looks like, refer to the DOE Marking Handbook on http://www.pnl.gov/isrc/pdf/doe_marking_handbook_2006.pdf.

For additional information or assistance regarding this matter, contact Roger Pfanstiel, 301-903-9988.



Figure 1

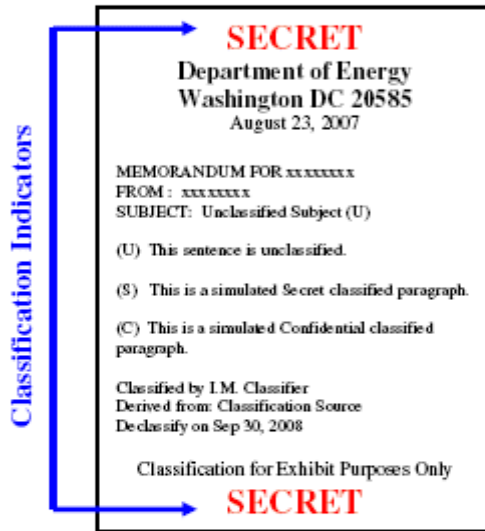


Figure 2

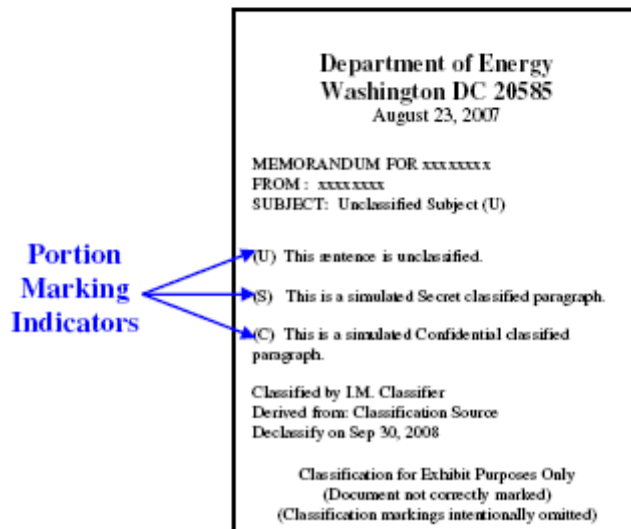


Figure 3

