

SECURITY PROCEDURES FOR CONDUCTING CLASSIFIED MEETINGS/HEARINGS

General --The following generic guidance is applicable to classified meetings held within NRC space where information up to Secret National Security Information (S-NSI) or Secret Restricted Data (S-RD) is discussed. Except as noted, all actions are the responsibility of the organization hosting the meeting.

Meetings where SCI or TS Information will be discussed are restricted to a Sensitive Compartmented Information Facility (SCIF) and other special conditions may apply. Please coordinate with Special Security Officer, Information Security Branch, NSIR.

1. Notify DFS as far in advance as possible of any classified meetings. DFS will provide guidance on locations to hold the meeting.
2. Obtain an advance list of attendees and verify through the Security Branch (SB)/DFS that all have appropriate security clearances as well as a need-to-know. Security clearances for non-NRC personnel should be certified (i.e. faxed) to the Security Branch, five working days (if possible) before the meeting.
3. The level of classified information discussed in any meeting shall not exceed S-NSI or S-RD.
4. DFS will determine whether a technical surveillance countermeasures survey is required.
5. Disconnect telephones from the wall jacks.
6. Cell phones, two-way pagers, and other portable electronic devices are not to be permitted into the meeting. An office representative should be available prior to the start of the meeting to collect these items.
7. Draw any window blinds.
8. If available, turn on white noise and ensure it is at the edge of the room facing out.
9. The person conducting the meeting shall advise all attendees of the classification level of the meeting at the beginning of the meeting and each time the meeting reconvenes. Explain to the meeting participants that they should not take notes because of the possibility that these notes might be classified. If notes are necessary, they must be handled as classified until they can be reviewed by an authorized classifier. If someone from outside the NRC has classified notes, they can carry them back to their organization only if they have

a courier card, otherwise the NRC will mail or secure-fax the notes to their classified address. The meeting coordinator will coordinate the forwarding of notes.

10. The person conducting the meeting must announce, prior to starting, that the following items/articles are prohibited in the room during the meeting/hearing: any electronic equipment such as cell phones, pagers, tape recorders, cameras, and personal data assistants (PDAs). Only a transcription service authorized by DFS may record the meeting.
11. Monitor entrances and exits to the meeting room and note individuals arriving and leaving, making additions or deletions to the attendance list as required. (In the case of additions, verify that the individual is appropriately cleared with the assistance of Personnel Security Branch, DFS, or NRC SSO, as applicable.)
12. Ensure that no unauthorized personnel enter the meeting room. If urgent messages must be passed to anyone in the meeting, ensure that only an individual with an appropriate level of clearance, and need to know, delivers the message.
13. At the conclusion of the meeting, the person conducting the meeting should:
 - a. Remind attendees of their responsibility to protect the classified information that was discussed during the meeting.
 - b. Be prepared to receive any classified notes taken that may require review for classification, storage, or destruction.
 - c. Recover all extra copies of classified or sensitive unclassified information handed out during the meeting, as well as, all copies not intended for retention by the attendees.
 - d. Ensure that no classified information has been left behind prior to leaving the room. (Check tables, chairs, chalk boards, floors, etc.)
14. If a cleared court reporter has recorded the meeting, ensure that all materials used by the reporter are properly secured in approved NRC space and that subsequent transcription is performed under NRC control.
15. Ensure that all transcription and/or audio tapes are properly classified, marked, protected, and stored.

Specific – In addition to the foregoing the following specific guidance is applicable to classified meetings/hearings that have to be held in the Commission Hearing Room at OWFN. (DFS recommends that whenever possible such meetings/hearings be held in

the 18th floor conference room, the NMSS T-8E8 conference room, or a SCIF, as appropriate. SCIF meetings need to be coordinated with the SSO, NSIR.)

1. Disconnect the building's TV system. (DAS)
2. Prior to starting any classified meeting, ensure that security guards check a sample of the TV monitors in each elevator lobby to ensure that the TVs are not broadcasting the classified meeting. (DFS)
3. Determine, in conjunction with the DFS, whether there is justification for contract security guards to be stationed immediately outside the room while the meeting is in session.
4. Once the meeting has started, turn on white noise generators. (This is also applicable to classified meetings held in the 18th floor conference room.) (DFS)
5. Ensure the Press Room is not being used and secure it.
6. Post "Closed Meeting" and prohibited item signs at both entrances to the Commission Hearing Room. (DFS)
7. Post "Out of Order" signs on the public pay telephones in the north and south corridor. (DFS)
8. Before a classified meeting is held in the Commission Hearing Room at OWFN, DFS will meet with a representative of SECY to review the security procedures to be used during the meeting. (DFS)

**CLASSIFIED MEETINGS THAT IMMEDIATELY FOLLOW
UNCLASSIFIED MEETING**

In the event that a classified meeting immediately follows an unclassified meeting, all in attendance who are not authorized to attend the classified meeting must vacate the room. A list of the attendees authorized to remain for the classified meeting may be displayed on the TV monitors in the room. Anyone not appearing on the list must leave the room. It is the responsibility of the organization hosting/sponsoring the meeting to ensure that only authorized and appropriately cleared persons are in attendance before starting the classified meeting.

STATEMENT FOR USE AT ALL COMMISSION AND/OR SENIOR STAFF MEETINGS IN WHICH CLASSIFIED INFORMATION IS TO BE DISCUSSED (E.G. TOP SECRET, SECRET OR CONFIDENTIAL)

STATEMENT TO BE READ PRIOR TO THE START OF THE MEETING:

Today's meeting may include the discussion of (select one) TOP SECRET, SECRET, OR CONFIDENTIAL material.

This is a closed meeting under the provisions of the Sunshine Act. Please be advised of the following security considerations in effect for this briefing:

- Classified information may not be shared with others for whom access has not been authorized.
- It is recommended that notes not be taken during the meeting. However, if notes must be taken on information discussed at the meeting, they should be considered as classified and must be appropriately marked and protected.
- Any questions regarding classification of notes taken at this meeting may be referred to the office sponsoring the meeting. The notes will then be returned to the notetaker.
- The following items are prohibited in the room during the meeting: any electronic equipment that transmits or records such as cell phones, pagers, personal computers, tape recorders, cameras, and personal data assistants (PDAs).

STATEMENT TO BE READ AT THE CONCLUSION OF THE MEETING:

You are reminded that the information discussed at this meeting was (select one) TOP SECRET, SECRET OR CONFIDENTIAL information and of the special handling requirements associated with that information.

STATEMENT FOR USE AT ALL COMMISSION AND/OR SENIOR STAFF MEETINGS IN WHICH SAFEGUARDS INFORMATION (SGI) IS TO BE DISCUSSED

STATEMENT TO BE READ PRIOR TO THE START OF THE MEETING:

This is a meeting in which Safeguards Information will be discussed. Safeguards Information is established under Section 147 of the AEA, and is subject to special protection requirements.

Please be advised of the following security considerations that are in effect for this meeting.

- Safeguards Information may not be shared with others for whom the "need-to-know" has not been established.
- It is recommended that notes not be taken during the meeting. However, if notes must be taken on information discussed at the meeting, they should be considered as SGI and must be appropriately marked and protected.

Any questions regarding SGI designation of notes taken at the meeting may be referred to the office sponsoring the meeting. The notes will then be returned to the notetaker.

- The following items are prohibited in the room during the meeting: any electronic equipment that transmits or records such as cell phones, personal computers, pagers, tape recorders, cameras, and personal data assistants (PDAs).

STATEMENT TO BE READ AT THE CONCLUSION OF THE MEETING:

You are reminded that the information discussed at this meeting contained Safeguards Information and of the special handling requirements associated with that information.

**STATEMENT FOR USE AT ALL COMMISSION AND/OR SENIOR STAFF
INTERNATIONAL VISITOR MEETINGS IN WHICH SAFEGUARDS (SGI)
INFORMATION IS TO BE DISCUSSED**

STATEMENT TO BE READ PRIOR TO THE START OF THE MEETING:

This is a meeting in which Safeguards Information will be discussed. Safeguards Information is established under Section 147 of the AEA, and is subject to special protection requirements.

Please be advised of the following security considerations that are in effect for this meeting.

- Safeguards Information may not be shared with other foreign nationals for whom the need to know has not been established.
- It is recommended that notes not be taken during the meeting. However, if notes must be taken on information discussed at the meeting, they should be considered as SGI and must be appropriately marked and protected.

Any questions regarding SGI designation of notes taken at the meeting may be referred to the office sponsoring the meeting. The notes will then be returned to the notetaker.

- The following items are prohibited in the room during the meeting: any electronic equipment that transmits or records such as cell phones, pagers, personal computers, tape recorders, cameras, and personal data assistants (PDAs).

STATEMENT TO BE READ AT THE CONCLUSION OF THE MEETING:

You are reminded that the information discussed at this meeting contained Safeguards Information and of the special handling requirements associated with that information.

**STATEMENT FOR USE AT ALL COMMISSION AND/OR SENIOR STAFF
INTERNATIONAL VISITOR MEETINGS IN WHICH CLASSIFIED
NATIONAL SECURITY INFORMATION IS TO BE DISCUSSED**

STATEMENT TO BE READ PRIOR TO THE START OF THE MEETING:

This meeting may include a discussion of [select one] SECRET or CONFIDENTIAL National Security Information.

Please be advised of the following security considerations that are in effect for this meeting.

- Restricted Data will not be discussed in this meeting
- Classified National Security Information may not be shared with other foreign nationals for whom access has not been authorized.
- It is recommended that notes not be taken during the meeting. However, if notes must be taken on information discussed at this meeting, they should be considered as classified and must be appropriately marked and protected.

Any questions regarding classification of notes taken at the meeting may be referred to the office sponsoring the meeting. The notes will then be returned to the notetaker.

- The following items are prohibited in the room during the meeting: any electronic equipment that transmits or records such as cell phones, pagers, personal computers, tape recorders, cameras, and personal data assistants (PDAs).

STATEMENT TO BE READ AT THE CONCLUSION OF THE MEETING:

You are reminded that the information discussed at this meeting contained [select one] SECRET or CONFIDENTIAL National Security Information and of the special handling requirements associated with that information.