

Getting Started with Classified



Classification Program Purpose

The purpose of the Classification Program is to *identify* information **classified** under the **Atomic Energy Act or Executive Order (E.O.) 13526**, so it can be **protected against unauthorized dissemination**. **Identifying Classified Information Policy (SS002) and Classified Matter Protection and Control [CMPC] Policy (SS003)** contain much of what you will need to know when working with classified information at SNL.

Classification Terms

Classified information – Information that is classified by statute or Executive Order.

Classified matter – Any combination of documents and material containing classified information.

Levels, categories, caveats, and degree of damage define what protections are needed. As risk increases, so do protection measures required for access to the information and the degree of expected damage due to unauthorized disclosure.

Classification Level	DOE Classification Category and Clearance Level for access				Degree of damage
	Restricted Data (RD)	Formerly Restricted Data (FRD)	Trans-classified Foreign Nuclear Information (TFNI)	National Security Information (NSI)	
Top Secret (TS)	Q only	Q only	Q only	Q only	Exceptionally Grave
Secret (S)	Q only	Q and L	Q and L	Q and L	Serious
Confidential (C)	Q and L	Q and L	Q and L	Q and L	Damage

Categories of Classified Information

Restricted Data (RD) – Data concerning the design, manufacture, or use of nuclear weapons; production of special nuclear material; or use of special nuclear material in the production of energy.

Formerly Restricted Data (FRD) – Classified information that relates primarily to the military utilization of atomic weapons. Examples of FRD include nuclear weapon stockpile issues, nuclear weapon yields, and past and present weapon storage locations.

Transclassified Foreign Nuclear Information (TFNI) – Specific intelligence information concerning certain foreign nuclear programs removed from the RD designation by agreement between DOE and the Director of National Intelligence.

National Security Information (NSI) – Information concerning scientific, technological or economic matters relating to national security; programs for safeguarding nuclear materials or facilities; vulnerabilities or capabilities of systems/ installations; nonproliferation studies; foreign government information; and intelligence/counterintelligence information.

Working with Classified Information

When working with classified or potentially classified information on a computer, use only computers connected to an approved classified network (e.g., **Sandia Classified Network [SCN]**) or an approved classified stand-alone system. Work with your **Cyber Security Representative** to identify secure forms of communication.

Information processed on a classified computing system must be marked and protected at the highest potential level, category, and caveat for the information you believe it contains. If unsure, mark as a **"working paper"** at the highest overall potential classification level, category and caveat that the system is approved for (**"System High"**) until it is reviewed by an authorized Derivative Classifier, after which the markings can be updated as necessary.

When exporting any data from a classified system to an unclassified one (whether electronically or by use of electronic media), an **Authorized Transfer Point (ATP)** must be used and approved processes must be followed.

Classification Bulletin GEN-16, REVISION 2, "No Comment" Policy on Classified Information in the Open Literature addresses concerns regarding documents marked as classified in the open literature. Visit www.energy.gov and search for the Classification Bulletin cited above for more information.

If you see unattended **classified matter**, **SECURE IT** and **REPORT IT** to **SIMP** by calling **505-845-1321**

Classification Resources

Derivative Classifier (DC)

An individual **authorized** to confirm an unmarked document or material is unclassified or determine it is classified as allowed by his or her letter of authority.

Only trained DCs determine whether documents and material are classified, and to what level and category. DCs are trained on specific technologies/programs - what is not classified on one technology may be classified in other circumstances. **Be sure to choose the right DC.**

You must request a DC review for:

- ◆ A newly generated document or material in a potentially classified subject area.
- ◆ An existing, unmarked document or material you believe may contain classified information.
- ◆ An existing, marked document or material you believe may contain information classified at a higher level or more restrictive category.
- ◆ A newly generated document that consists of a complete section (e.g., chapter, attachment, appendix) taken from another classified document.
- ◆ Upgrading the classification level and/or category of information, documents, or material based on proper guidance.

Derivative Declassifier (DD)

An individual **authorized** to declassify or downgrade Sandia-originated documents, equipment or material, as allowed by his or her letter of authority. **DDs are located in the Classification Office.**

Declassification review must occur when document or material is:

- ◆ Prepared for declassification in full.
- ◆ Prepared as redacted versions.
- ◆ Requested under statute or Executive Order (i.e., declassification for public release).
- ◆ Referred to DOE by other government agencies that are or identified as potentially containing RD/FRD/TFNI.
- ◆ Marked for declassification prior to actual declassification to ensure that National Security Information (NSI) document or material does not contain classified information.
- ◆ An NSI document or material that is a permanent historical record that is 25 years old or older.

You can find a DC or DD using Jupiter (jupiter.sandia.gov), or by calling Security Connection.

Classified Administrative Specialist (CAS)

An individual trained to mark, store, duplicate, destroy, and mail classified matter. Work with your manager to identify your CAS.

Classified Matter Protection and Control (CMPC)

Assists staff and CASs with questions regarding marking, protection, storage, and transmission of classified information. Work with your CAS or manager to address CMPC issues.

Classification Office

Assists DCs and staff with classification determinations. Provide input to classification guidance released by DOE OC. Reviews information intended for public release. You must use the formal Information Review (IR) process if you intend to release information to an uncontrolled, widespread, unknown, or public audience. This includes information intended for release to Congress.

Classification Challenges

If you think a DC determination is **incorrect**, you have the **responsibility** to challenge the determination. For assistance with challenges, contact the Classification Office:

NM: (505) 844-5574 / classificationdept@sandia.gov | CA: CAClassDept@sandia.gov.

You are encouraged to resolve challenges locally in discussions with your DC and the Classification Officer. If it cannot be resolved you have the right, at any time, to submit a **formal written challenge** to the DOE Office of Classification Director. Request additional information from outreach@hq.doe.gov. Under no circumstances will you be subject to retribution for making such a challenge. See Laboratory Policy SS002, *Identifying Classified Information*, Section 4 for Challenge procedures.



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