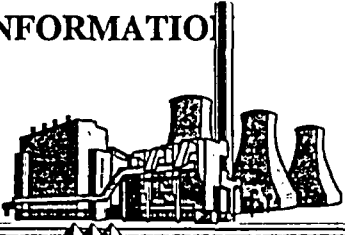



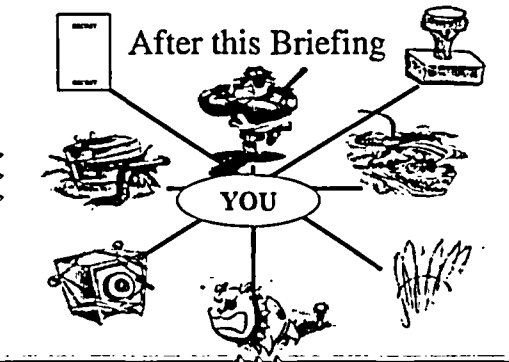
PROTECTION OF CLASSIFIED & SENSITIVE UNCLASSIFIED INFORMATION

Information
Security
Section DNS,
NSIR





Are You
Confused
About Security?


After this Briefing



YOU




BALANCE



There must be a common sense balance between the need to use information, and the restrictions on its use dictated by security considerations.

Classified Information

- ◆ **National Security Information (NSI):**
 - Information classified by an Executive Order, whose compromise would cause some degree of damage to the national security.
- ◆ **Restricted Data (RD):**
 - Information classified by the Atomic Energy Act, whose compromise would assist in the design, manufacture or utilization of nuclear weapons.



How to Recognize Classified Information...

Official Use Only

CONFIDENTIAL

Eyes Only

Foreign Government Information

ORCON

Safeguards Information

SECRET

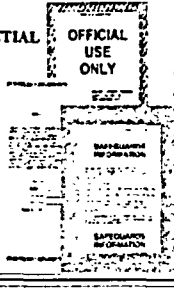
TOP SECRET

PROPRIETARY INFORMATION

C-23

SENSITIVE UNCLASSIFIED

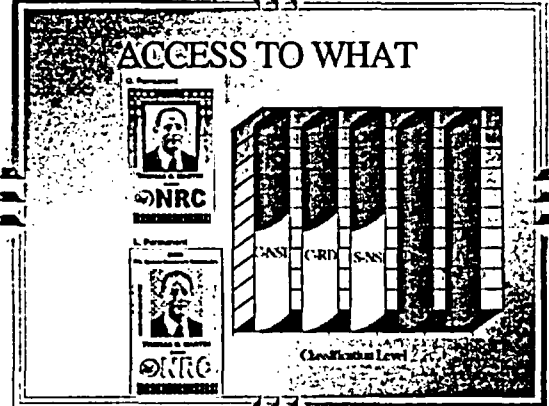
- ◆ **Safeguards Information**
 - Looks, feels and smells like CONFIDENTIAL
- ◆ **Proprietary Information**
 - Important to someone else
- ◆ **Official Use Only**
 - **Privacy Information**
 - Important to you
 - **Predecisional or Internal Data**
 - Important to the NRC




ACCESS AUTHORIZATIONS (SECURITY CLEARANCES)

- ◆ Access to Classified Information requires a clearance equal to or higher than the level of information, a "Q" or an "L," and a **NEED-TO-KNOW!**
- ◆ Access to Sensitive Unclassified Information requires no clearance but is limited to those who need the information in the conduct of government business. (**NEED-TO-KNOW!**)

ACCESS TO WHAT



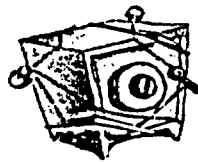
NEED-TO-KNOW



- ◆ Determining another person's need-to-know is a personal responsibility.
- ◆ Does the other person require the information that you have in order to do work on behalf of the government.

STORAGE OF CLASSIFIED


- ◆ When not in use, store it in a security container.
- ◆ Use a Form 702 to record opening and closing.
- ◆ Have a "double check procedure" in place.



STORAGE OF SENSITIVE UNCLASSIFIED

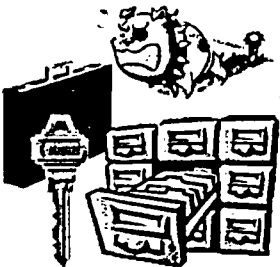
- ◆ **OPENLY** within NRC HQs and Regions if there are:
 - Electronic Controls or
 - Guards

BUT



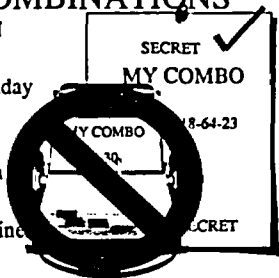
ENHANCED SECURITY

- ◆ More security may be required due to sensitivity
 - Supervisors may specify additional requirements as needed



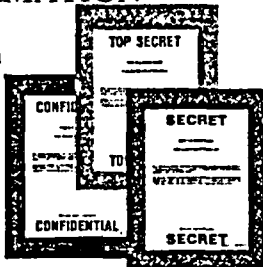
SAFE COMBINATIONS

- ◆ Don't use sequential numbers
- ◆ Don't use your birthday or similar numbers
- ◆ Don't use the same combo on more than one safe,
- ◆ Don't use one contained to build on another

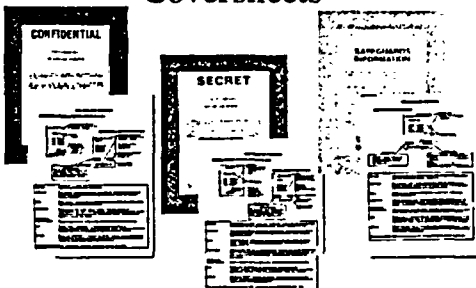


HANDLING OF CLASSIFIED INFORMATION

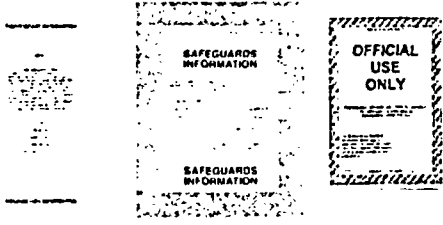
- ◆ When outside of a container, information must remain under your direct control.
- ◆ Always use cover sheets for easy recognition and your own protection.



Coversheets




Cover sheets for Sensitive Unclassified Information



USE of the OOU COVER SHEET

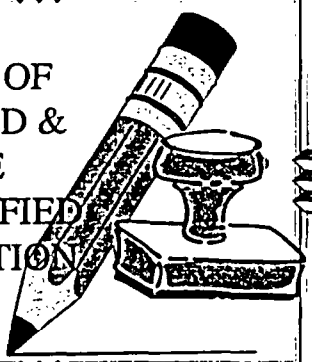
- ◆ Use to alert others that the information may not be publicly releasable
- ◆ Use when marking of documents may not be practical, e.g., in the case of documents subject to "CONDITIONAL RELEASE"



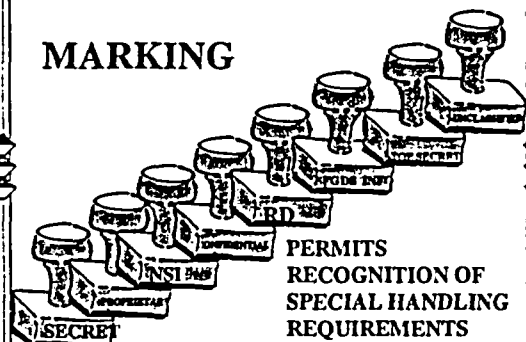
Types of Information Exempt From Public Disclosure

- ◆ Related to internal personnel rules & practices,
- ◆ Authorized to be kept secret, (classified)
- ◆ Records exempted from disclosure by statute
- ◆ Trade secrets, financial or privileged information
- ◆ Correspondence not available to a party in litigation
- ◆ Personnel and medical information involving personal privacy
- ◆ Information compiled for law enforcement purposes

MARKING OF CLASSIFIED & SENSITIVE UNCLASSIFIED INFORMATION



MARKING




PERMITS RECOGNITION OF SPECIAL HANDLING REQUIREMENTS

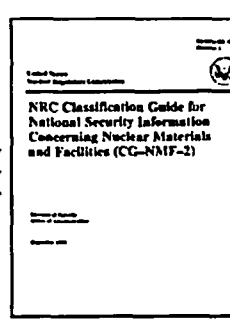
WHEN TO MARK

Proprietary Information
RULE: If you
 1) use information from a document or other source marked as "protected information," e.g., SECRET or Proprietary Information," your new document must be marked to reflect this fact or
 2) believe the information may be withheld from public disclosure.

Proprietary Information



How to Determine What Information to Protect



Use a source document that has been marked to indicate the presence of protected information

Use an approved classification guide or Part 73.21 for Safeguards Information

Ask an original classification authority to review the information

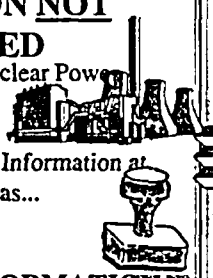
Classified Topics

- Information about Security and Safeguards at CAT- I Facilities
 - Enrichment Facilities (e.g. Paducah and Portsmouth GDPs)
 - Some Fuel Fabrication Facilities (BWXT, NFS, MOX)
- Information about Nuclear Technologies (RD)
 - The Navy Nuclear Program
 - Centrifuge, Gaseous Diffusion, **AVLIS, SILEX**

INFORMATION NOT CLASSIFIED

- Any Information at a Nuclear Power Reactor Site
- Safeguards and Security Information at Reactor Sites is handled as...


SAFEGUARDS INFORMATION



Safeguards Information - Modified Handling (SGI-M)

- ◆ Post 9/11, the Commission determined a need to protect additional information as "Safeguards" under Section 147 of the Atomic Energy Act.
- ◆ Specifically a licensee's or applicant's detailed security measures for the physical protection of *source material or byproduct material* in quantities significant to the public health and safety or the common defense and security.

TREATED BY IRRADIATION
for Freshness and Quality




SGI-M

TREATED BY IRRADIATION
for Freshness and Quality

- ◆ Much was previously protected as 2.790(d) information.


Some reduction in handling requirements is authorized consistent with consequences.

- ◆ BUT: Civil and criminal penalties applicable to Safeguards Information now apply to unauthorized disclosures of SGI-M




Safeguard Information - Modified Handling for Licensees

- ◆ Access to SGI-M requires both need-to-know and a determination concerning the trustworthiness of individuals having access (*No fingerprint check*).
- ◆ Stored in a locked file drawer or container (*Security Container Not Required*)



Safeguard Information - Modified Handling for Licensees


- ◆ Processed or produced on ADP system requiring use of entry code/password; saved to removable media stored in locked file drawer or cabinet (*No requirement for standalone computer*)
- ◆ Specific files containing SGI-M must be password protected to preclude unauthorized access
- ◆ If SGI-M is produced on a typewriter, the ribbon must be removed and stored in the same manner as other SGI-M information
- ◆ SGI-M files may be transmitted over a network if the file is encrypted using Federal Information Processing Standards (FIPS) 140



NOTE

TREATED BY IRRADIATION
for Freshness and Quality

- ◆ Until further notice...At NRC, SGI-M will be handled exactly like regular Safeguards Information



A. Choose the Right Guide

B. SCOPE

This guide provides for the classification of information concerning (1) reactor and research facilities that have unirradiated fissionable quantities of SSNM, 2) shipment activities...and 3) fuel cycle facilities authorized to possess or use non-self protection fissionable quantities of SSNM.

You must determine which classification guide is appropriate to use for the information in question.

Information regarding security systems used to protect classified information or special nuclear material is classified if it reveals a vulnerability or method to bypass or negate the effectiveness of the security system.

You will also find a general discussion of the reason that certain types of information are considered for Classification or is deemed to be unclassified.

Information obtainable by casual visual observation from uncontrolled areas is unclassified.

Table of Contents CG-PGD-5*

INTRODUCTION

- 1.0 Barrier
- 2.0 Compressor Shaft Seals
- 3.0 Cascade Operations
- 4.0 Uranium Material and Flows
- 5.0 Cascade Equip. and Materials
- 6.0 Analytical Methods and Data
- 7.0 Process Development
- 8.0 Coets
- 9.0 Cascade Improvement & Uprating
- 10.0 Safeguards and Security

*Joint NRC/DOE Classification Guide For Uranium Isotope Separation by the Gaseous Diffusion Process

You can easily determine what part of a classification guide is applicable to the information that you are dealing with through the Table of Contents.

This is also an excellent way to familiarize yourself with what general topic areas may be classified.

Table of Contents CG-SILEX-1*

- Chapter 1 Introduction
- Chapter 2 General SILEX Process
- Chapter 3 SILEX Process Technology
- Chapter 4 SILEX Enrichment Plant
- Chapter 5 Safeguards and Security

Appendices

- Appendix 1 Definitions
- Appendix 2 Abbreviations and Acronyms
- Appendix 3 Unclassified Description of SILEX Process
- Appendix 4 Classified SILEX Equipment and Process Design
- Appendix 5 References

Index

*Joint Australian-United States Classification Guide for Enrichment of Uranium by the SILEX (Separation of Isotopes Laser Excitation)

Specific Topic Areas

- 2.1 General
- 2.2 Fact of the use of Widgets on Converters
 - 2.2.1 Use of Widgets anywhere else of PGD
 - 2.2.2 Specifications of Widgets commercially produced
- 2.3 Any indication that widgets are pointed to decrease their visibility to widget sabotage

"Fact of" statements are the most all inclusive statements in a classification guide.

This column tells a classifier what level the information should be classified, the reason why it's classified, and how long it will remain classified.

CRD U CND (1,5f,X2)

This is an NSI topic relating to information which points out a Security vulnerability or limitation

PORTION MARKING

SECRET

XXXXX
 SUBJECT: XXXXXXXXXXXX(O)
 (C-RD) XXXXXXXXXXXX.XXXX
 XXXX. XXXXXXXX. XXX
 (SGD) XXXXXXXX. XXXXXXXX.
 XXXXXXXX.XXXXXXXXXXXXXX
 (L) XXXX. XXXXXXXX. XXXXX
 (S-NSI) XXXX.XXXX.XXXXXX.

Stamp Identifying the source of classification, the classifier, and in some cases the amount of time that the document remains classified

Restricted Data
SECRET

The Stamp for NSI

Derived From: CG-PGD-5 dtd 09/09/99
 Reason: 1.5(f)*
 Declassify On: X-2
 A. Lynn Silvius
 2249 and Classifier's #

Derivative NSI

Reasons for Classification

- a) Military plans, weapons or operations.
- b) Foreign government information.
- c) Intelligence activities..., cryptology.
- d) Foreign relations...confidential sources.
- e) Scientific, technological, or economic matters.
- f) US government programs for safeguarding nuclear materials or facilities.
- g) Vulnerabilities or capabilities of systems, installations...relating to Nat'l security.

The Stamp For RD

Derived From: CG-PGD-5

A. Lynn Silvious
2249
Name and Classifier's #

OVERALL DOCUMENT MARKING

OUTSIDE BACK COVER

EACH PAGE

1st TEXT PAGE

TITLE PAGE

FRONT COVER

TRANSMITTAL DOCUMENTS

Proprietary Information

Proprietary Information

"Document transmitted herewith contains sensitive unclassified information. When separated from enclosures this document is decontrolled"

RECORD CLASSIFICATION ACTION SYSTEM

Classifier Name: [] Date of Document: []

Document Title: []

Reasons for Classification

<input type="checkbox"/> Military Plans	<input type="checkbox"/> Foreign Gov't Info	<input type="checkbox"/> Scientific, Technology	<input type="checkbox"/> Administrative
<input type="checkbox"/> Intelligence Activities	<input type="checkbox"/> Foreign Relations	<input type="checkbox"/> US Govt Programs	<input type="checkbox"/> Vulnerabilities

Classification Level

<input type="checkbox"/> TS-1	<input type="checkbox"/> TS-2	<input type="checkbox"/> TS-3	<input type="checkbox"/> TS-4
<input type="checkbox"/> TS-5	<input type="checkbox"/> TS-6	<input type="checkbox"/> TS-7	<input type="checkbox"/> TS-8

Declassification Instruction

<input type="checkbox"/> Date	<input type="checkbox"/> 5-Year Exempt	<input type="checkbox"/> 25-Year Exempt	<input type="checkbox"/> GADR Source
<input type="checkbox"/> No Future Action (NFA)	<input type="checkbox"/> No Future Action (NFA)	<input type="checkbox"/> No Future Action (NFA)	<input type="checkbox"/> No Future Action (NFA)

Date of Classification: [] Date of Declassification or Review Date: []

Short: []

[OK] [Cancel] [Help] [Print]

TRANSMISSION OF CLASSIFIED AND SENSITIVE UNCLASSIFIED

USA

TRANSMISSION of Confidential & Secret

FEDERAL REGULATORY COMMISSION

- ◆ U.S. Mail including Registered, Certified or Express Mail depending on the level of classification
- ◆ Hand-carrying, if so authorized
 - Note that hand-carrying classified is the least desirable method of transportation.

S
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Wrapping and Mailing Classified Information

Use: Two opaque envelopes;
classification level;
Intended Recipient;
Wrap to make tamper detection easy.

USNRC SECRET

CLASSIFIED MAILING ADDRESS

ATTN: INTENDED RECIPIENT
SECRET


Outer envelope shall have no classification markings!

USNRC

CLASSIFIED MAILING ADDRESS

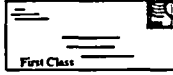
Sensitive Unclassified Information*

INSIDE NRC



SINGLE OPAQUE ENVELOPE


OUTSIDE NRC



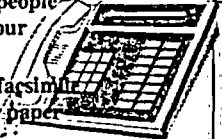
SINGLE OPAQUE ENVELOPE

◆ EXCEPT FOR SAFEGUARDS INFORMATION

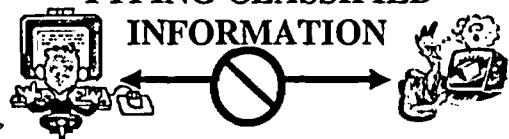
TRANSMISSION via TELEPHONE & FAX



- ◆ Use only STU-III or other authorized secure communications equipment
- ◆ Ensure that other people cannot overhear your conversations
- ◆ Mark and control facsimile copies as any other paper copies

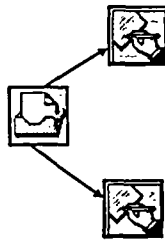


TYPING CLASSIFIED INFORMATION



- ◆ All PC's used for classified processing must have an approved security plan, and are usually "stand-alone" systems.
- ◆ NRC LAN connected PC's *are not* approved for classified processing, but may be used, in some instances, for sensitive unclassified processing with appropriate safeguards.

ADAMS




- ◆ Some Sensitive Unclassified Processing will be Permitted
- ◆ DO NOT USE ADAMS for SGI or Classified

ADAMS


- ◆ **Official Use Only**
You may Type, Process, Store and Transmit using Adams within the LAN
- ◆ **Proprietary Information**
You may Type, Process Store and Transmit using Adams within the LAN
- ◆ **Safeguards Information**
You may not Process or Store within ADAMS but may Transmit using the LAN*
- ◆ **Classified Information**
You may not Process, Store or Transmit using ADAMS or the LAN

DESTRUCTION


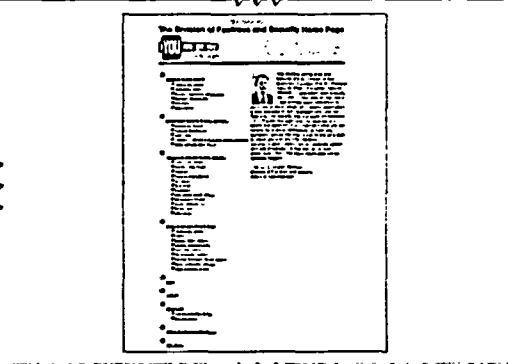
- ◆ Classified and Sensitive Unclassified Information should be destroyed when no longer needed, *unless it meets the criteria for retention as a permanent agency record.*
- ◆ Destruction can be accomplished in a variety of ways: tearing into small pieces, shredding, burning, placing in special disposal boxes located at NRC. 

FOREIGN INTELLIGENCE THREAT

- ◆ The world has changed, but the threat remains.
- ◆ The techniques remain the same.
- ◆ Economic Espionage by "friendly" adversaries is the fastest growing area of the spy game.

SECURITY TOOLS

Foreign Travel

For Your Safety - Read This Information Before You Travel

CLASSIFIED INFORMATION

DECLASSIFICATION

TRAVEL ADVISORY

Other Useful Travel Links Outside NRC

- U.S. State Department
- Travel Advisory and Security Information
- Travel Safety Site


Minimum Requirements for Handling Classified and Sensitive Unclassified Information

U.S. Nuclear Regulatory Commission

Information Category	Personnel		Facilities	Equipment	Materials	Records	Transportation	Disposal
	Access	Control						
Top Secret	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Secret	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Confidential	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Controlled Unclassified Information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Who to Contact at Region III

- ◆ Security Advisor
 - Gail Christoffer
- ◆ Authorized Classifier
 - Jim Creed & Pat Hiland
- ◆ Secure Communications
 - Jim Belanger



QUESTIONS OR HELP

IF YOU NEED ASSISTANCE AT ANYTIME, PLEASE CALL INFOSEC (301) 415-2212 OR E-MAIL US

UNITED STATES NUCLEAR REGULATORY COMMISSION