

Official Use Only (OUO) Information is certain unclassified information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552) and has the potential to damage governmental, commercial, or private interests if disseminated to persons who do not need to know the information to perform their jobs or other DOE authorized activities. Department of Energy review is required before public release. Listed below are the requirements for the protection and control of OUO Information. By accepting this information, you agree to comply with these requirements.

Access to Information

Access to OUO information is provided to individuals who require the information to perform their jobs or other DOE-authorized activities.

Physical Protection Requirements

- Protection in Use: While OUO is in use, maintain positive control of the information to prevent unauthorized access, removal or copying. (Do not read OUO documents in a public place, such as a cafeteria, or public transportation, etc.).
- Protection in Storage: OUO information may be stored in unlocked filing cabinets, desks, or in bookcases in areas where there is internal building security after hours. In area where internal building security is not provided, store OUO information in a locked room, filing cabinet, desk, bookcase or briefcase.
- Destruction: OUO information may be destroyed by using a strip-cut shredder (i.e., 0.25 inches wide or by any other means that provides a similar level of destruction). Destruction must occur prior to offsite recycling processes.
- Transmission: OUO information transmitted outside a facility must be accompanied by the appropriate OUO coversheet, placed in a sealed, opaque envelope or wrapped with the recipient's name and address, a return address, and the words "To Be Opened by Addressee Only." OUO information transmitted within a facility must be placed inside a sealed, opaque envelope with the recipient's name and address and the words, "To Be Opened by Addressee Only". OUO information is transmitted by First Class, Express, Certified, or Registered Mail. OUO information transmitted by email must be protected by an approved encryption method. When encryption is not available, OUO information may be transmitted in an attachment protected by a password or an alternate form of encryption. If protected by a password, the password must be transmitted through a different communications method than the password protected file. When sending OUO information over an unencrypted facsimile machine (fax), the fax shall be preceded by a telephone call to the intended recipient so that he/she can control the document upon receipt.
No OUO will be posted on the World Wide Web unless access controls (e.g., user id and password) and encryption are implemented to protect it.

Export Controlled Information (ECI):

- All ECI is OUO.
- Access to Information: Access to this information is granted to **citizens** of the United States who require access to this information to perform their jobs or other DOE authorized activities.

Physical Protection Requirements of ECI:

- Protection Use: While OUO/ECI is in use, maintain positive control of the information to prevent unauthorized access, removal or copying. (Do not read OUO documents in a Public place, such as a cafeteria, restaurant, or public transportation, etc.).
- Protection in Storage: Where internal buildings security is provided after hours, OUO/ECI information may be stored in unlocked filing cabinets, desks, or bookcases. If no internal security is provided after working hours, OUO/ECI must be stored in locked filing cabinets, locked desks, and locked offices. Do not post OUO/ECI in locations available to casual viewing by unauthorized personnel. Do not store electronic OUO/ECI files on portable and or removable media (laptops, thumb drives, etc.)
- Reproduction: OUO/ECI may be reproduced to accomplish the purpose identified above. Limit the number of copies to that necessary to carry out official activities. Copies must be marked and protected as the originals. Copy machine malfunctions must be cleared and all paper paths checked.
- Destruction: OUO/ECI may be destroyed using a strip-cut paper shredder that that produces a strip no wider than .25 inches or an equivalent level of destruction. Destruction must occur in prior to offsite recycling process.