

WHAT IS UCNI?

Unclassified **C**ontrolled **N**uclear **I**nformation is certain unclassified Government information whose unauthorized dissemination is prohibited under section 148 of the Atomic Energy Act. Such information may concern details about the design of nuclear production or utilization facilities; security measures for protecting such facilities, nuclear materials contained in such facilities, or nuclear material in transit; or the design, manufacture, or utilization of nuclear weapons or components that were once classified as Restricted Data.

Examples of information that could be UCNI:

- Design of facilities that produce or use special nuclear material – e.g., nuclear material manufacturing process details or critical processing equipment specifications
- Unclassified security measures for protecting such facilities and nuclear material contained within those facilities – e.g., alarm systems, physical barriers, or guard force procedures

- Unclassified security measures for protecting nuclear material in transit – e.g., transportation routes or escort vehicle procedures

WHO DETERMINES WHETHER A DOCUMENT CONTAINS UCNI?

If an employee, Federal or contractor, thinks that an unclassified document he or she originates or possesses might contain UCNI, then the employee must forward the document to an individual formally designated as a Reviewing Official to determine whether the document actually does contain UCNI. This review must be conducted before the document is finalized, sent outside of the organization, or filed.

HOW DOES A REVIEWING OFFICIAL DETERMINE IF A DOCUMENT CONTAINS UCNI?

The Reviewing Official determines whether the document contains UCNI by consulting UCNI guidance approved by the Director, Office of Classification.

IF A DOCUMENT CONTAINS UCNI, HOW IS IT MARKED?

The Reviewing Official ensures that the words “Unclassified Controlled Nuclear Information” (or “UCNI” if space is limited) are placed on the bottom of the front of the document and on the bottom of each interior page or, if more convenient, on the bottom of just those pages containing UCNI.

In addition, the following marking must appear on the front of the document:

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION

Unauthorized dissemination subject to civil and criminal sanctions under section 148 of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2168).

Reviewing Official: Jane Smith, HS-91
Name/Organization

Date: 3/8/10

Guidance Used: CG-SS-4
(List all UCNI guidance used)

WHO CAN HAVE ACCESS TO A DOCUMENT MARKED AS CONTAINING UCNI?

Since UCNI is unclassified, no access authorization (i.e., security clearance) is needed. However, to be eligible for routine access, a person must need to know the specific UCNI to perform his or her official duties or other DOE-authorized activities and, in general, work as an employee or contractor employee for the Federal Government. UCNI may also be shared with individuals outside of the Federal Government, such as members of Congress or of State, local, or tribal government.

MAY NON-U.S. CITIZENS HAVE ACCESS TO UCNI?

Non-U.S. citizens may have access to UCNI *provided* they have a need to know the UCNI and are a Federal Government employee, an employee of a Federal Government contractor or subcontractor, or

a member of an entity that has entered into a formal agreement with the Government, such as a Cooperative Research and Development Agreement or similar arrangement, to name a few examples. For more complete information on access to UCNI, see 10 CFR Part 1017, *Identification and Protection of Unclassified Controlled Nuclear Information*, Subpart D.

HOW ARE UCNI DOCUMENTS AND MATERIAL PROTECTED?

In use – Physical control must be maintained over UCNI documents and material while in use to prevent access by individuals who are not authorized access.

Storage – When not in use, documents or material containing UCNI must be stored in locked receptacles (e.g., file cabinet, desk drawer), or if in secured areas or facilities, in a manner that would prevent inadvertent access by an unauthorized individual.

Reproduction – UCNI documents may be reproduced to the minimum extent necessary, ensuring that all copies are marked and protected as required.

Destruction – UCNI documents may be destroyed by using a cross cut shredder that produces strips no more than ¼ inch wide or any other locally approved method.

Transmission by mail – The document must be packaged to conceal the presence of the UCNI from someone who is not authorized access. A single, opaque envelope or wrapping is sufficient for this purpose. The address of the recipient and the sender must be indicated on the outside of the envelope or wrapping along with the words

“TO BE OPENED BY ADDRESSEE ONLY.” For transmission within a facility, internal mail services may be used. For transmission outside a facility, U.S. First Class, Express, Certified, or Registered Mail may be used.

Transmission by fax or e-mail – Encryption methods (e.g., Entrust) must be used.

Transmission by hand-carry – An Authorized Individual may hand-carry UCNI documents as long as physical control of the package is maintained.

For more information on identifying, marking, or protecting UCNI, see:

- Title 10 Code of Federal Regulations Part 1017, *Identification and Protection of Unclassified Controlled Nuclear Information*, effective date December 8, 2008
- DOE Order 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*, dated March 1, 2010
- Office of Classification website at <http://www.hss.doe.gov/classification>

For questions concerning the **identification** of UCNI or the **protection** of UCNI documents or material, contact the Office of Classification at **(301) 903-9048**.

Revised: July 2010

UNDERSTANDING

U NCLASSIFIED
C ONTROLLED
N UCLEAR
I NFORMATION



U. S. Department of Energy
Office of Classification
Office of Health, Safety and Security