



# DOE Marking Handbook

How to Mark Documents/Material Containing Classified Information and Unclassified Controlled Information

OUO



# **DOE Marking Handbook**

## **How to Mark Matter Containing Classified Information and Unclassified Controlled Information**

September 29, 2006

Prepared for  
U.S. Department of Energy  
Office of Security and Safety Performance Assurance  
Office of Policy  
Information and Operations Security

# FOREWARD

A strong and cohesive information security program is integral to national security. The U.S. Government requires certain information to be maintained in confidence to protect our citizens, democratic institutions, and activities within the international security community.

Marking assists holders of information in knowing the protection requirements for that information. Markings and designations serve two primary purposes:

- Alert holders to the presence of classified information, unclassified controlled information (UCI), and technical information with restrictions on its dissemination.
- Warn holders of special access or safeguarding requirements.

The DOE Marking Handbook was developed to assist Federal and contractor employees by providing examples of correctly marked matter containing classified or UCI information. Guidance for recognizing and handling older historical documents is included, although it does not attempt to address all historical markings.

DOE directives take precedence over the examples in this Handbook if there are any contradictions at any time.

## How to Use This Handbook

Marking examples provide markings for matter containing classified information and UCI. Each example is referenced/linked to relevant sections of DOE directives.

The examples exhibit markings that achieve minimum national and departmental requirements but are for example purposes only. Facilities may have procedures and practices for marking that vary from this handbook: e.g., use of alternate stamps that include all required information. If you have questions, consult your site's Classification or Security Office.

This handbook is not a substitute for training in DOE document and data control. If your job requires you to originally classify information, derivatively classify or declassify matter, or make an Unclassified Controlled Nuclear Information (UCNI) determination, then you must attend specialized training and be formally designated to do so.

This handbook contains no classified or unclassified controlled information. The security classification, unclassified controlled markings, declassification instructions, and warning notices are for illustration purposes only.

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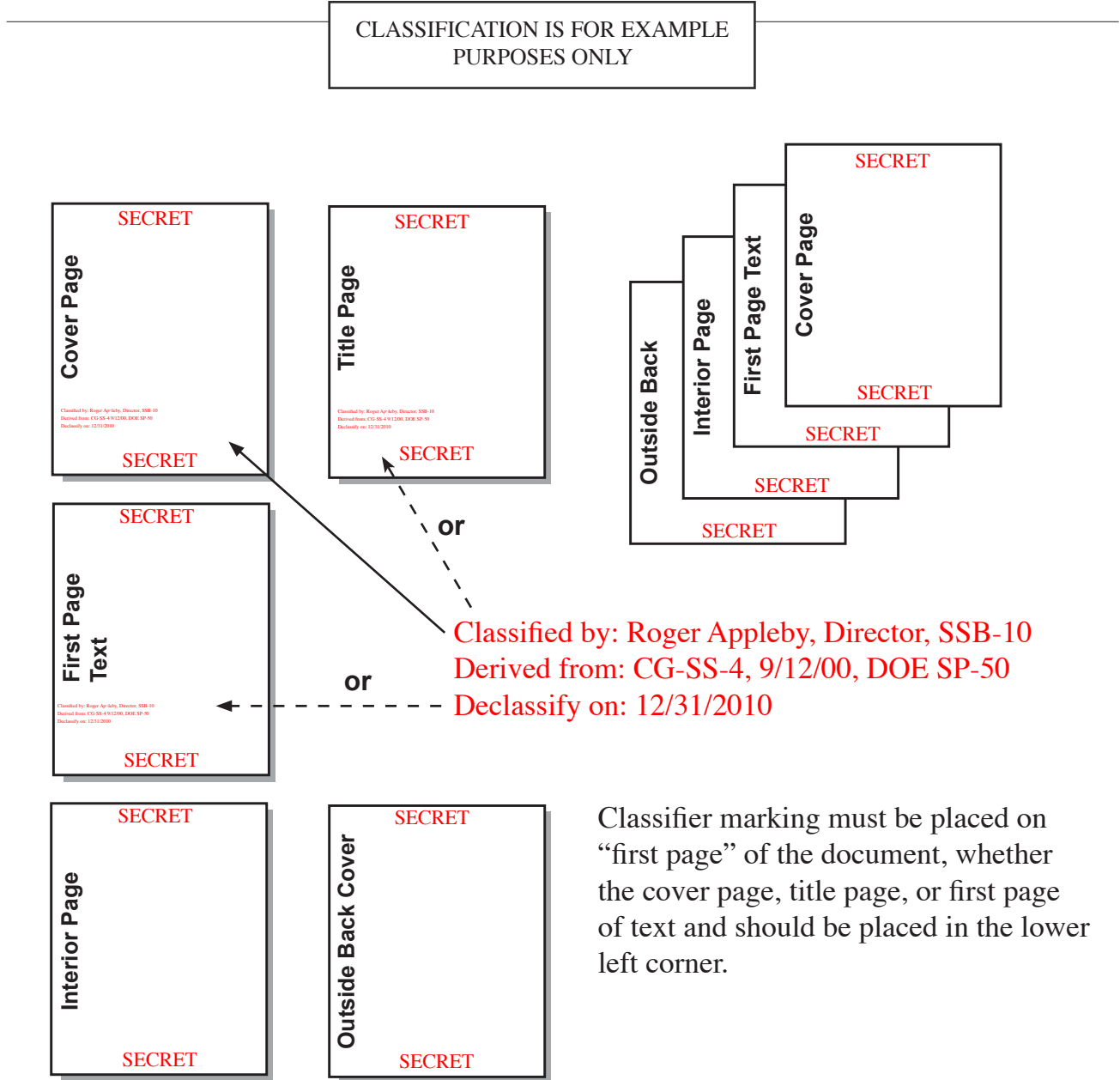
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# MARKING EXAMPLES



Classifier marking must be placed on “first page” of the document, whether the cover page, title page, or first page of text and should be placed in the lower left corner.

## Classification Marking Layout for NSI Documents

Additional required markings on page 2

DOE M 470.4-4, Ch. II, 3.c.  
DOE M 470.4-4, Ch. II, 3.k.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

**Overall Classification Level**

DOE M 470.4-4, Ch II, 3.c.(2)

Originator Information  
(name of organization and address)

Date

DOE M 470.4-4, Ch II, 3.b.

Title/Subject (Classification Level/Caveat)  
*Must be portion marked; Preferably Unclassified; Caveat as applicable.*

DOE M 470.4-4, Ch II, 3.i.

**NSI portion marked**

DOE M 470.4-4, Ch II, 3.h.

(Classification Level) Paragraph 1  
(Classification Level/Caveat) Paragraph 2

DOE M 470.4-4, Ch II, 3.l — Caveat

DOE M 470.4-4, Ch II, 3.k — NSI Classifier Information

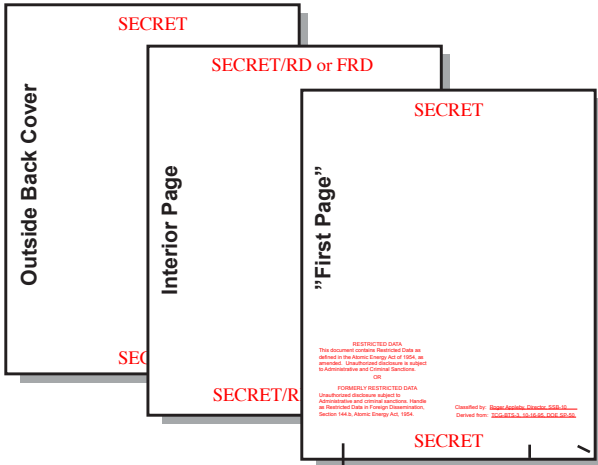
**Overall Classification Level**

DOE M 470.4-4, Ch II, 3.c.(2)

**Required Markings for First Page  
of an NSI Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

**CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY**



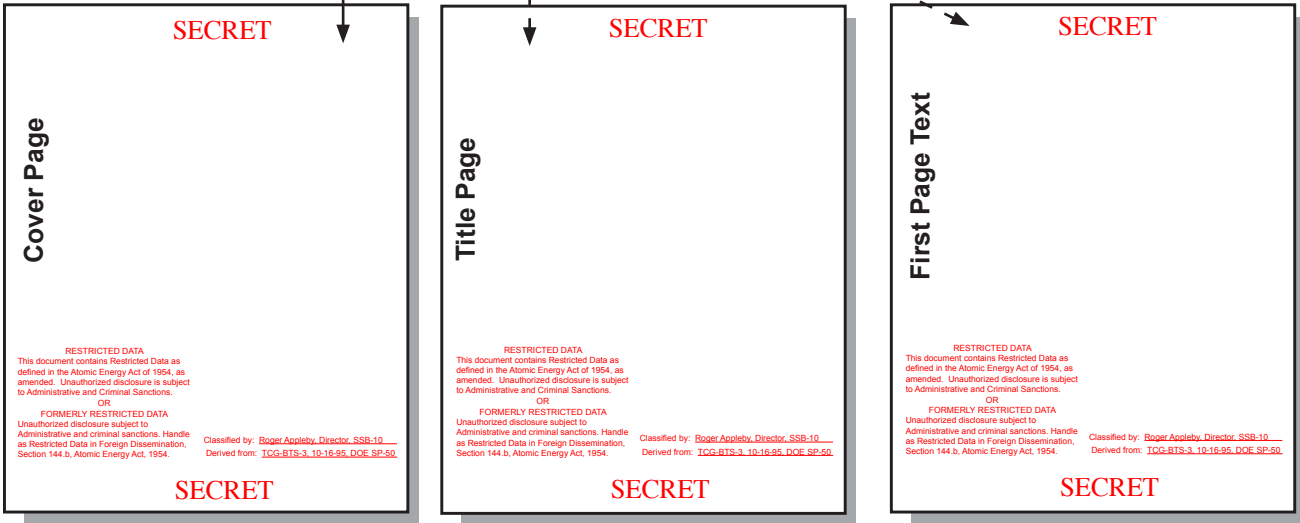
**RESTRICTED DATA**  
This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure is subject to Administrative and Criminal Sanctions.

**OR**

**FORMERLY RESTRICTED DATA**  
Unauthorized disclosure subject to Administrative and criminal sanctions. Handle as Restricted Data in Foreign Dissemination, Section 144.b, Atomic Energy Act, 1954.

If the Document is RD or FRD, the appropriate admonishment information must be marked on the first page of the document, whether cover page, title page, or first page of text and should appear in the lower left corner. The classifier marking should be in the lower right corner.

Classified by: Roger Appleby, Director, SSB-10  
Derived from: TCG-BTS-3, 10-16-95, DOE SP-50

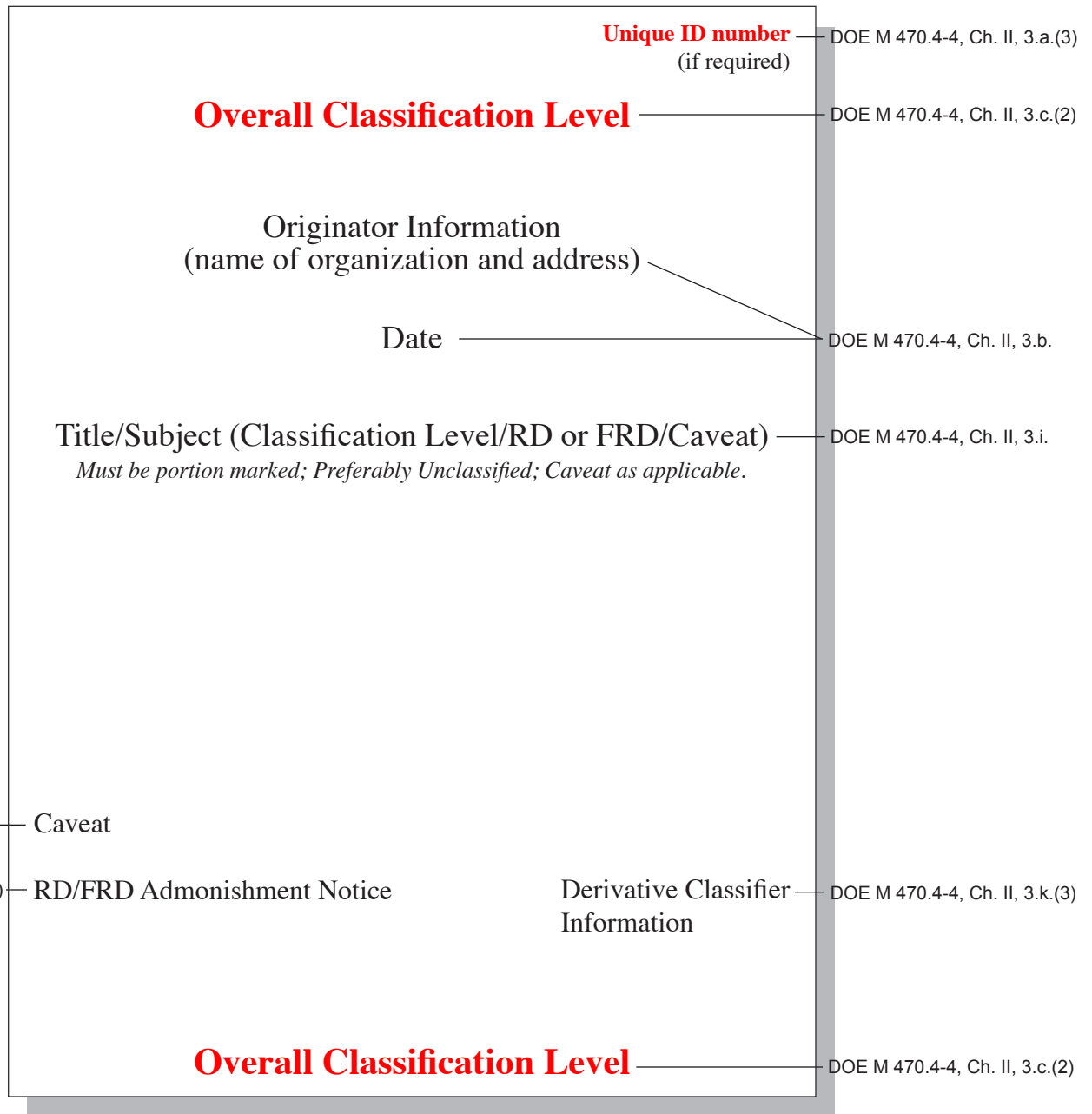


**Classification Marking Layout for RD/FRD Documents**  
Additional required markings on page 4

DOE M 470.4-4, Ch. II, 3.d.  
DOE M 470.4-4, Ch. II, 3.k.

<https://www.directives.doe.gov/pdfs/doetext/restrict/neword/470/m4704-4.pdf>





**Required Markings for First Page  
of an RD/FRD Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

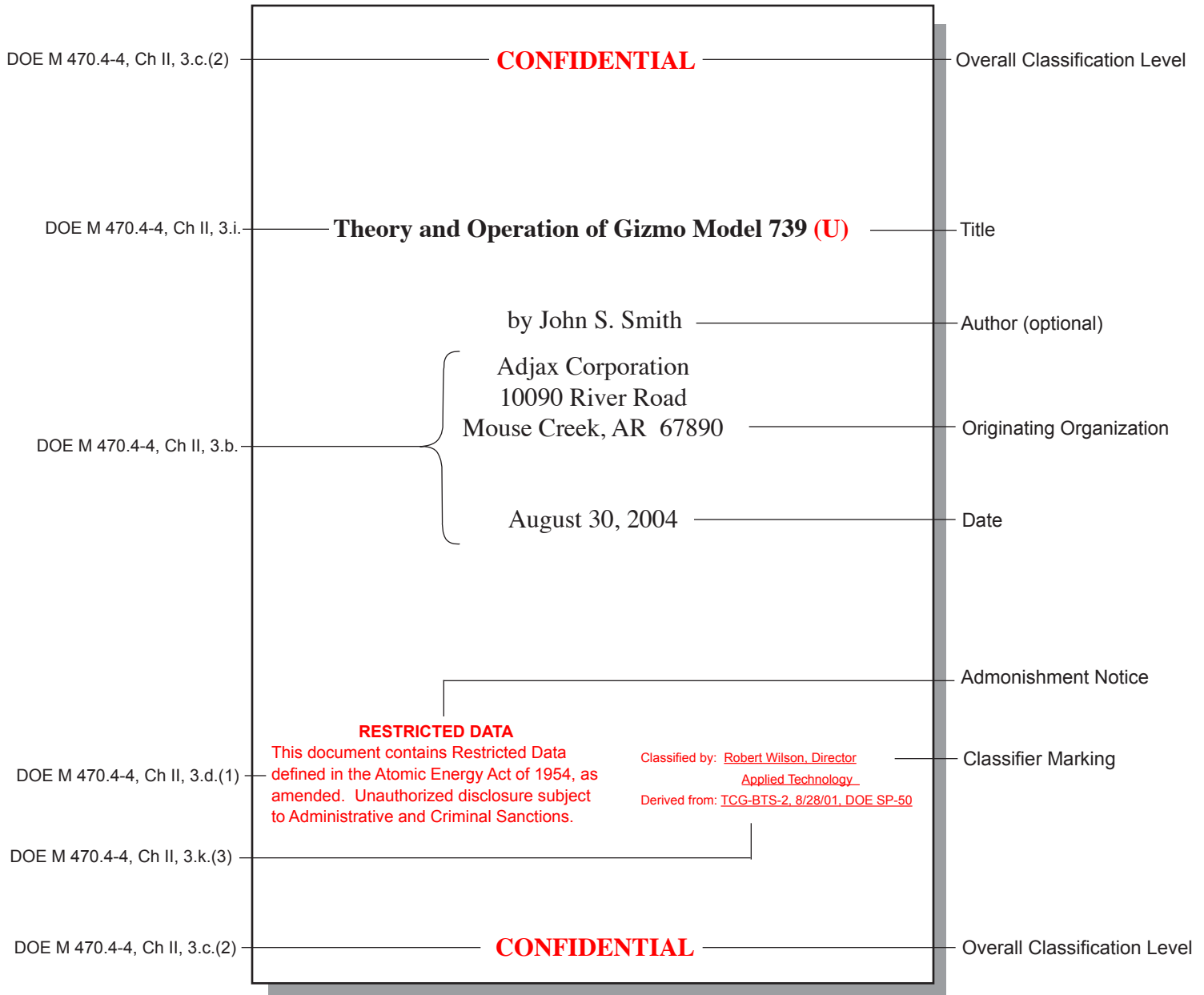
CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

Unique ID Number	ABC 8910	DOE M 470.4-4, Ch II, 3.a.(3)
Overall Classification Level	<b>TOP SECRET</b>	DOE M 470.4-4, Ch II, 3.c.(2)
Originating Organization	Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585	DOE M 470.4-4, Ch II, 3.b.
Date	August 30, 2004	
Title/Subject	MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division  FROM: John Jones, Director Administrative Support Services  SUBJECT: Funding for Project YZX (U)	DOE M 470.4-4, Ch II, 3.i.
Portion Marked Text	<b>TEXT OF MEMO</b>  (U) Paragraph 1 (C) Paragraph 2 (TS/ORCON) Paragraph 3	DOE M 470.4-4, Ch II, 3.h.
Caveat	Originator Controlled (ORCON)	DOE M 470.4-4, Ch II, 3.i.
Classifier Marking	Classified by: Ronald McKenny, Team Lead, DOE SP-32 Derived from: CG-NEM-1, 8/9/01, DOE SP-50 Declassify on: 8/20/2014	DOE M 470.4-4, Ch II, 3.k.(1) or (2)
Overall Classification Level	<b>TOP SECRET</b>	DOE M 470.4-4, Ch II, 3.c.(2)

**Top Secret NSI Document  
with Intelligence Information**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**Confidential RD Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

**UNCLASSIFIED**

Chapter 3  
Portion Marking (U)

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

**UNCLASSIFIED**  
Page 42

**OFFICIAL USE ONLY**

3. (U) This is paragraph 3 and contains unclassified information.
4. (OUO) This is paragraph 4 and contains information that may be exempt from public release under the FOIA. It is Official Use Only and is marked “OUO” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information.

**OFFICIAL USE ONLY**  
Page 43

**SECRET**

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information

**SECRET**  
Page 44

**SECRET**

- (S) contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion of the next page. However, this is not mandatory.
8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

**SECRET**  
Page 45

**Portion Marking Interior Pages of an NSI Document**

DOE M 470.4-4, Ch. II, 3.c.(3)  
DOE M 470.4-4, Ch. II, 3.h.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

DOE M 470.4-4, Ch. II, 3.c.(2) — **SECRET**

DOE M 470.4-4, Ch. II, 3.i. — **Bibliography (U)**

DOE M 470.4-4, Ch. II, 3.h. —


1. (U) Brown, John. "Widget Tests and Performance (U)"  
DOE Laboratory report #CDF-234A, August 30,  
2004, 152 pages. (SRD document)
2. (U) Kilgore, George A. "Widget Development (U)"  
Ajax Corporation, Madison, WI, #AC-9400133,  
July 23, 1994, 92 pages. (SRD document)
3. (C) Mayes, Albert. "Carbon Alloys for Widgets (C)"  
Ajax Corporation, Madison, WI, #AC-  
9600024, March 6, 1995, 68 pages. (C document)

DOE M 470.4-4, Ch. II, 3.c.(2) — **SECRET**

**Portion Marking a Bibliography in a S/NSI Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**CONFIDENTIAL** ———— DOE M 470.4-4, Ch. II, 3.c.(2)

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585 } ———— DOE M 470.4-4, Ch. II, 3.b.

October 12, 2004

MEMORANDUM FOR: Distribution

FROM: Document Author

SUBJECT: Original Classification (U) ———— DOE M 470.4-4, Ch. II, 3.i.

**Body of Text**

(C) Paragraph 1 ————

(U) Paragraph 2 ———— DOE M 470.4-4, Ch. II, 3.h.

(C) Paragraph 3 ————

Classified by: William H. Smith, Director, Office of Security ———— DOE M 470.4-4, Ch. II, 3.k.(1)

Reason: 1.4 (e) (f)


Declassify on: October 12, 2014

**CONFIDENTIAL** ———— DOE M 470.4-4, Ch. II, 3.c.(2)

**Originally Classified NSI Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**CONFIDENTIAL**

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Kenneth Steinberg, Director  
Office of Administration

FROM: Catherine Kazanski, OPSEC Programs

SUBJECT: Report of Activities (U)

**Text of Memo**

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

This document has been classified under the compilation concept and shall not be used as the source for a derivative classification decision.

Classified by: Thomas Roe, Analyst, DOE SP-32

Reason: 1.4 (f)

Declassify on: August 30, 2014

**CONFIDENTIAL**

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.h.(8)

DOE M 470.4-4, Ch. II, 3.k.

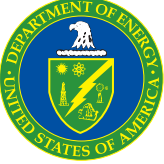
DOE M 470.4-4, Ch. II, 3.c.(2)

### Classification by Compilation

Note: A document classified by compilation is not required to be portion marked. — DOE M 470.4-4, Ch. II, 3.h.(8)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/newword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**SECRET**

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

December 31, 2000

MEMORANDUM FOR: Jane J. Smith, Director  
Security Division

FROM: John Jones, Director  
Administrative Services

SUBJECT: Investigation Results (U)

**Text of Memo**

(S) Paragraph 1

(C) Paragraph 2

(U) Paragraph 3

Classified by: John Doe, Classification Analyst, DOE SP-32  
Derived from: CG-SS-4, 9/12/00, DOE SP-50  
Declassify on: ~~12/31/2004~~

**CLASSIFICATION EXTENDED**  
on 12/31/2004 until 12/31/2014  
by John Doe

**SECRET**

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.k.(2)

DOE M 475.1-1A, Ch. IV, Part C, 1.f.(6)(d)

DOE M 470.4-4, Ch. II, 3.c.(2)

**Classification by Extension**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>  
<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/475/m4751-1a.pdf>



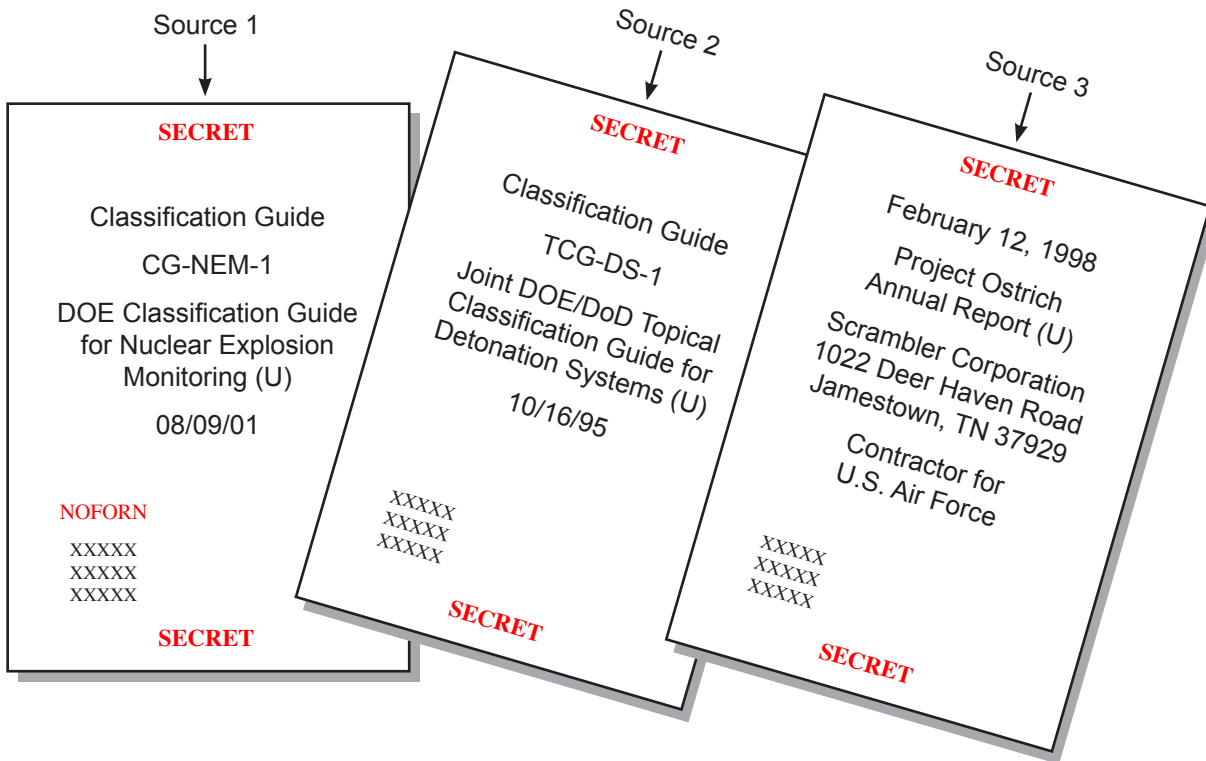
CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

Classified by: James Roberts, Team Lead, SP-12  
Derived from: DHS Directive #88, 3/6/84  
Declassify on: Source marked OADR

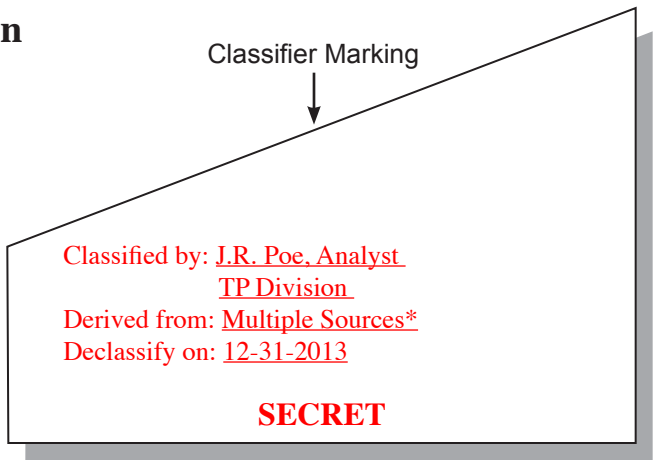
**CONFIDENTIAL**

**NSI Derivative Classification  
from OADR Source**

CLASSIFICATION IS FOR EXAMPLE PURPOSES ONLY



### S/NSI Derivative Classification from Multiple Sources




\* When multiple sources are used, the identification of each source must be maintained with the record copy of the document.

DOE M 475.1-1A, Ch. VI, Part A, 1.b.  
DOE M 475.1-1A, Ch. VI, Part A, 3.b.(5)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/475/m4751-1a.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**SECRET**

Department of Energy  
Office of Security  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

July 11, 2004

MEMORANDUM FOR: Jane J. Smith, Director  
Safeguards and Security Division

FROM: Thomas Reed, Director  
Intelligence Office

SUBJECT: Status Report (U)

**Text of Memo**

**RESTRICTED DATA**  
This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

This document contains:  
Restricted Data at the Confidential level  
Formerly Restricted Data at the Secret level  
National Security Information at the Secret level  
Classified by: Bill Larson, Analyst, STT-10

Classified by: Jerry Ranier, Director Security Division  
Derived from: CG-RER-1, 7/8/02, DOE SP-50

**SECRET**

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.e.

DOE M 470.4-4, Ch. II, 3.k.(3)

DOE M 470.4-4, Ch. II, 3.c.(2)

**S/RD Document with Mixed Levels and Categories  
Marking Matrix**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**SECRET**

~~CONFIDENTIAL~~

Department of Energy  
Georgia Site Office  
20039 Peachtree Street  
Atlanta, Georgia 56789

July 20, 2003

MEMORANDUM FOR: Joseph Bishop  
Office of Administration

FROM: Abby Thomas  
Office of Technology Transfer

SUBJECT: Work for Others Projects (U)

**Text of Memo**

(U) Paragraph 1

(U) Paragraph 2

(U) Paragraph 3

(S) ~~(C)~~ Paragraph 4

Classification Upgraded: 8/8/2005

Classified by: Susan Poe, Analyst, Technology  
Transfer, DOE SP-32

Derived from: CG-SS-4, 9/12/00, DOE SP-50

Declassify on: 7/20/2013

~~Classified by: Signer~~

~~Derived from: CG-SS-4, 9/12/00, DOE SP-50~~

~~Declassify on: 7/20/2013~~

~~CONFIDENTIAL~~

**SECRET**

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.m.(4)

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.c.(2)

**Document Upgraded from C/NSI to S/NSI**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

~~SECRET~~  
**CONFIDENTIAL**

**Radiation Hardening of Gizmo Model 549 (U)**

by Jack Davis

Adjax Corporation  
100090 River Road  
Mouse Creek, AR 67890

February 25, 1986

FORMERLY RESTRICTED DATA  
Unauthorized disclosure subject to  
Administrative and Criminal Sanctions.  
Handle as Restricted Data in Foreign  
Dissemination, Section 144.b, Atomic  
Energy Act 1954, as amended.

~~RESTRICTED DATA~~  
~~This document contains Restricted~~  
~~Data as defined in the Atomic Energy~~  
~~Act of 1954, as amended.~~  
~~Unauthorized disclosure subject to~~  
~~Administrative and Criminal Sanctions.~~

**CONFIDENTIAL**  
~~SECRET~~

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.m.(5)

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.m.

Classification Downgraded: 4/15/03  
Downgrade Authority: OSTI Notice #5, 4/8/03

~~Classified by: Joan Freemont, Director~~  
~~Materials Division~~

~~Derived from: TCG-NAS-1, DOE SP-50~~

### Document Downgrade Based on Change Notice

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

~~SECRET~~

DOE M 470.4-4, Ch. II, 3.m.

**UNCLASSIFIED**

DOE M 470.4-4, Ch. II, 3.m.(6)

**Metallurgy of Uranium Alloys (U)**

Sylvester Smalling  
Gregory Spinett

Metals Corporation  
1111 Main Road  
Columbus, Ohio 54321

DOE M 470.4-4, Ch. II, 3.b.

October 31, 1999

~~Classified by: Wolfgang Sterling~~  
~~Derived from: CG-SS-2, 10/16/95~~  
~~Declassify on: 11/1/05~~

Declassified by: Chris Clark, Analyst, Security Division  
Declassified by: Shane Rule, Sr. Analyst, Security Division  
Derived from: CG-NMP-2, 9/11/00, DOE SP-50  
Declassified on: 11/3/01

DOE M 470.4-4, Ch. II, 3.m.(6)

**UNCLASSIFIED**

DOE M 470.4-4, Ch. II, 3.m.(6)


~~SECRET~~

DOE M 470.4-4, Ch. II, 3.m.

**Declassified NSI Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY



**SECRET**

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Jane J. Brown, Director  
International Affairs

FROM: James Jones, Director  
Operations Management

SUBJECT: Funding for Project YZX (U)

**Text of Memo**

(U.K.-C) Paragraph 1

(U) Paragraph 2

(U.K.-C) Paragraph 3

(U.K.-S) Paragraph 4

Classified by: Signer

Derived from: U.K. memo title project YZX  
Funding 7/25/2003

Declassify on: 25X6, when officially released  
by foreign government

This document contains United Kingdom information

**SECRET**

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.k.(2)

DOE M 470.4-4, Ch. II, 9.c.2.(b)

DOE M 470.4-4, Ch. II, 3.c.(2)

**Foreign Government Information (FGI)**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE  
PURPOSES ONLY

**SECRET**

**Widget Analysis (U)**

by Jordan Kylie

Jerico Corporation  
2244 Riverside Drive  
Painted Rock, WV 12345

August 30, 2004

Nuclear Weapon Data, Sigma 1,  
CNWDI

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Derived from: TCG-NAS-2, 3/17/97, DOE SP-50

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DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.b.

DOE O 5610.2, 7.b., 7.c., & 7.e.(3)

DOE M 470.4-4, Ch. II, 3.l.(4)

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.k.(3)

DOE M 470.4-4, Ch. II, 3.c.(2)

### S/RD Nuclear Weapon Data Sigma 1

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>  
<https://www.directives.doe.gov/pdfs/doe/doetext/oldord/5610/o56102c1.pdf>



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<b>SECRET</b>	DOE M 470.4-4, Ch. II, 3.c.(2)
ACC-04-653	DOE M 470.4-4, Ch. II, 3.a.(3)
<b>Design of Use Control Systems (U)</b>	DOE M 470.4-4, Ch. II, 3.i.
by Jose Whales	
Jerico Corporation 2244 Riverside Drive Painted Rock, WV 12345	DOE M 470.4-4, Ch. II, 3.b.
June 4, 2004	
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## S/RD Nuclear Weapon Data Sigmas 14 and 15

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

<https://www.directives.doe.gov/pdfs/doe/doetext/neword/452/m4524-1a.pdf>

<https://www.directives.doe.gov/pdfs/doe/doetext/oldord/5610/o56102c1.pdf>

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**S/RD Attachment**

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**Widget Analysis (U)** ———— DOE M 470.4-4, Ch. II, 3.i.

by Jordan Kylie

Jerico Corporation  
2244 Riverside Drive  
Painted Rock, WV 12345 } ———— DOE M 470.4-4, Ch. II, 3.b.

August 30, 2004

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“First Page” of S/RD Attachment

**Classified Transmittal Memo For Classified Attachment**

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**SECRET** ———— DOE M 470.4-4, Ch. II, 3.r.



Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585 } ———— DOE M 470.4-4, Ch. II, 3.b.

October 12, 2004

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: Special Nuclear Materials Inventory (U) ———— DOE M 470.4-4, Ch. II, 3.i.

**Text of Memo**

- (U) Paragraph 1
- (C) Paragraph 2
- (U) Paragraph 3
- (C) Paragraph 4

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**C/NSI Transmittal Memo for S/RD Attachment**

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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585 } ———— DOE M 470.4-4, Ch. II, 3.b.

October 12, 2004

MEMORANDUM FOR: Bill Brown, Director  
Office of Administration Services

FROM: Bruce Black, Director  
Office of Nuclear Energy

SUBJECT: Special Nuclear Materials Inventory (U) ———— DOE M 470.4-4, Ch. II, 3.i.

**Text of Memo**

- (U) Paragraph 1
- (C) Paragraph 2
- (U) Paragraph 3
- (C) Paragraph 4

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**Re-Marking a Transmittal Memorandum**

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DOE M 470.4-4, Ch. II, 3.r.

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

DOE M 470.4-4, Ch. II, 3.b.

April 5, 2005

MEMORANDUM FOR: Abraham Cross, Security Specialist  
Safeguards and Security Division

FROM: Gerald Reber, Manager  
Operations Security Division

SUBJECT: OPSEC Survey (U)

DOE M 470.4-4, Ch. II, 3.i.

**Text of Memo**

(U) Paragraph 1

(C) Paragraph 2

DOE M 470.4-4, Ch. II, 3.h.

(U) Paragraph 3

(C) Paragraph 4

Document Transmitted Herewith Contains  
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DOE M 470.4-4, Ch. II, 3.r.(2)

Classified by: Martha Medley, Analyst, Security Division

DOE M 470.4-4, Ch. II, 3.k.(2)

Derived from: CG-SS-4, 9/12/00, DOE SP-50

Declassify on: 4/5/2015

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DOE M 470.4-4, Ch. II, 3.r.

**C/NSI Transmittal for UCNI Attachment**

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**DRAFT**

**Draft Security Plan for Project ZYX (U)\***

by John S. Smith

Adjax Corporation  
10090 River Road  
Mouse Creek, AR 67890

August 30, 2004

**DRAFT**  
**SECRET**

**Draft/Working Paper within an Activity/Office**

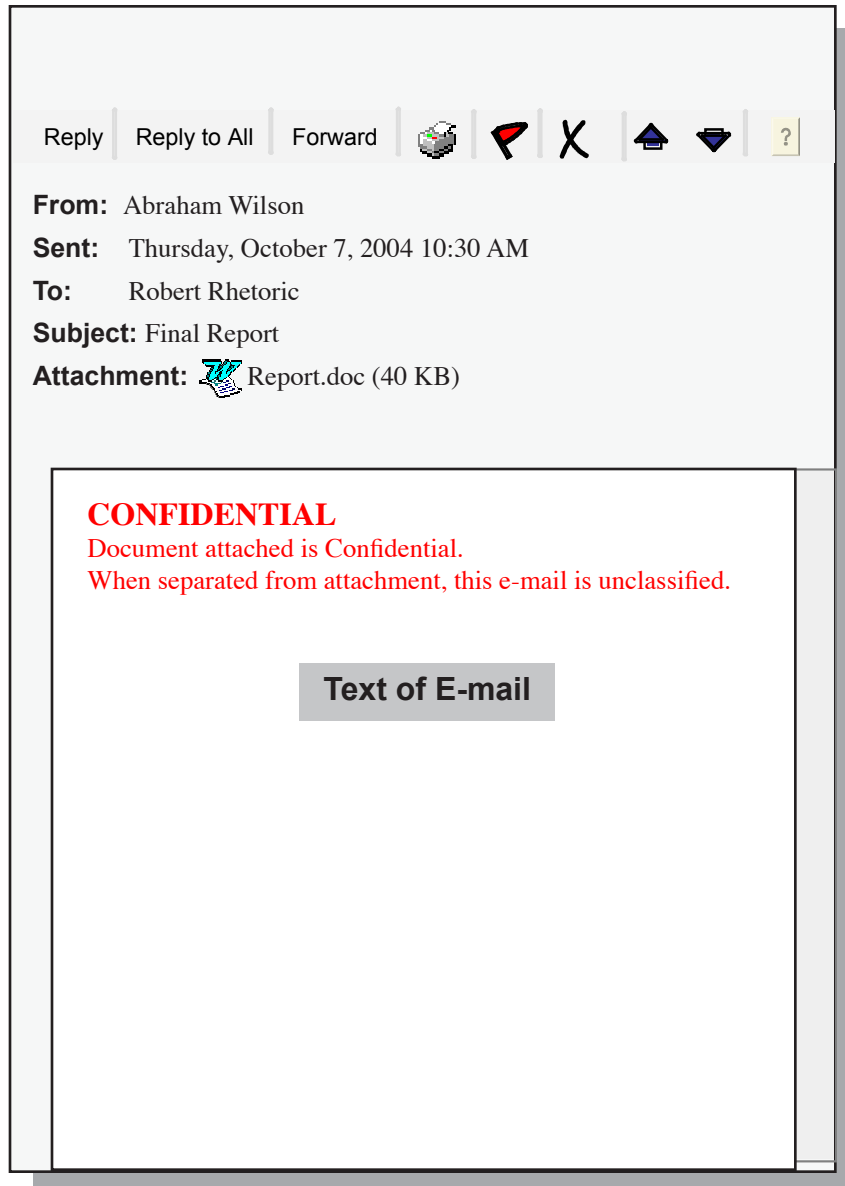
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DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.s.

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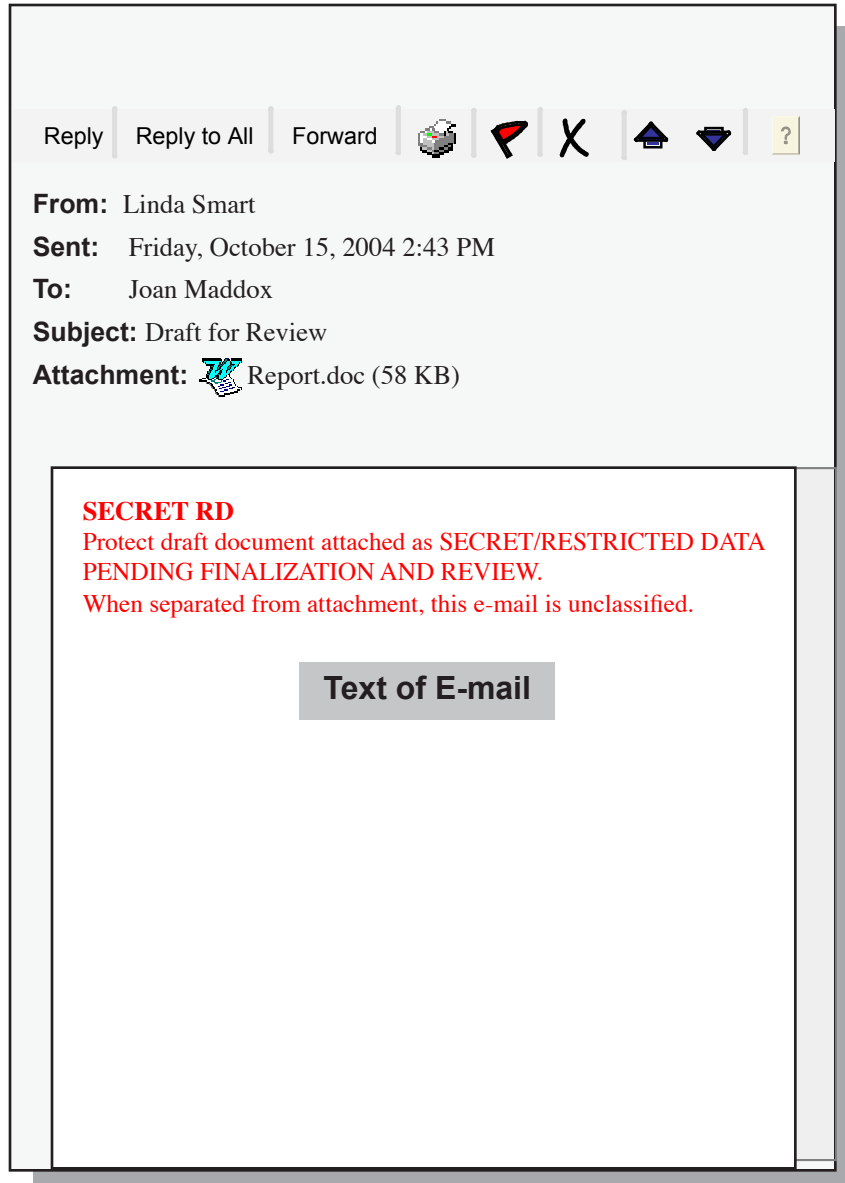


### Unclassified E-mail Transmitting a Confidential Attachment

DOE M 470.4-4, Ch. II, 3.p.(3)(d)2

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## Unclassified E-mail Transmitting a Working Paper within an Activity/Office on a System-High S/RD Network

DOE M 470.4-4, Ch. II, 3.p.(3)(b)

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*Front*



*Back*

### **Markings for Classified File Folders**

DOE M 470.4-4, Ch. II, 3.q.

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**Classification level marked at top and bottom,  
front and back of container**

DOE M 470.4-4, Ch. II, 3.q.(2)

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**Container front and  
back marking:  
Classification level at  
top and bottom**

*Pre-printed labels with  
level/category may be  
used if desired.*

**CD and Case**



**ESM front and back  
marking:  
Classification level,  
category (if RD/  
FRD), and unique  
ID# (if applicable)**

**Diskette**

## **Marking CREM**

DOE M 470.4-4, Ch. II, 3.a.(3)  
DOE M 470.4-4, Ch. II, 3.p.(11)  
DOE M 470.4-4, Ch. II, 3.q.(2)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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**Removable hard drive  
case\*: Classification level**



**Actual hard drive:  
Classification level,  
category (if RD/  
FRD), and unique  
ID# (if applicable)**

Note: Removable and non-removable hard drives (or similar ESM) must be marked with level, category (if RD/FRD), and unique ID# (if applicable).

\* Removable hard drive case is considered a container.

## Marking a Removable Hard Drive

DOE M 470.4-4, Ch. II, 3.a.(3)  
DOE M 470.4-4, Ch. II, 3.p.(11)  
DOE M 470.4-4, Ch. II, 3.q.(2)

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SF 708 (1-87)



SF 710 (1-87)



SF 706 (1-87)



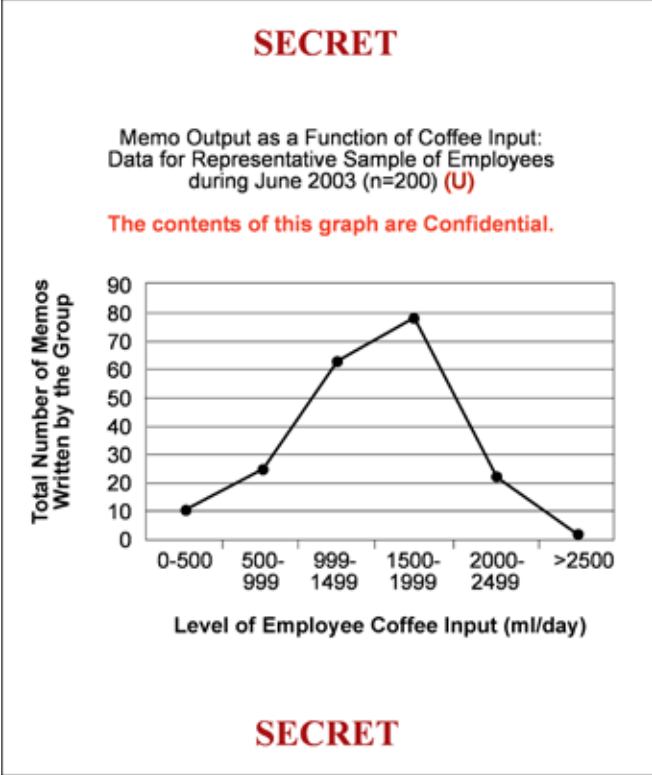
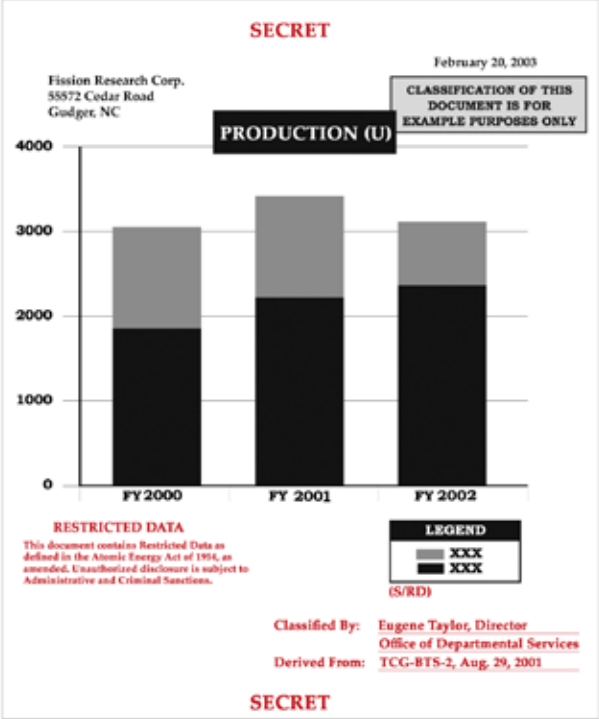
SF 707 (1-87)

## Standard Form Labels

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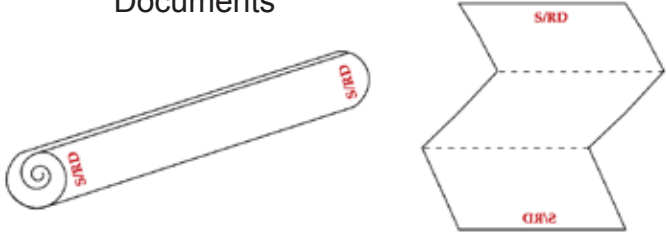
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**Confidential Graph in a Secret Document**

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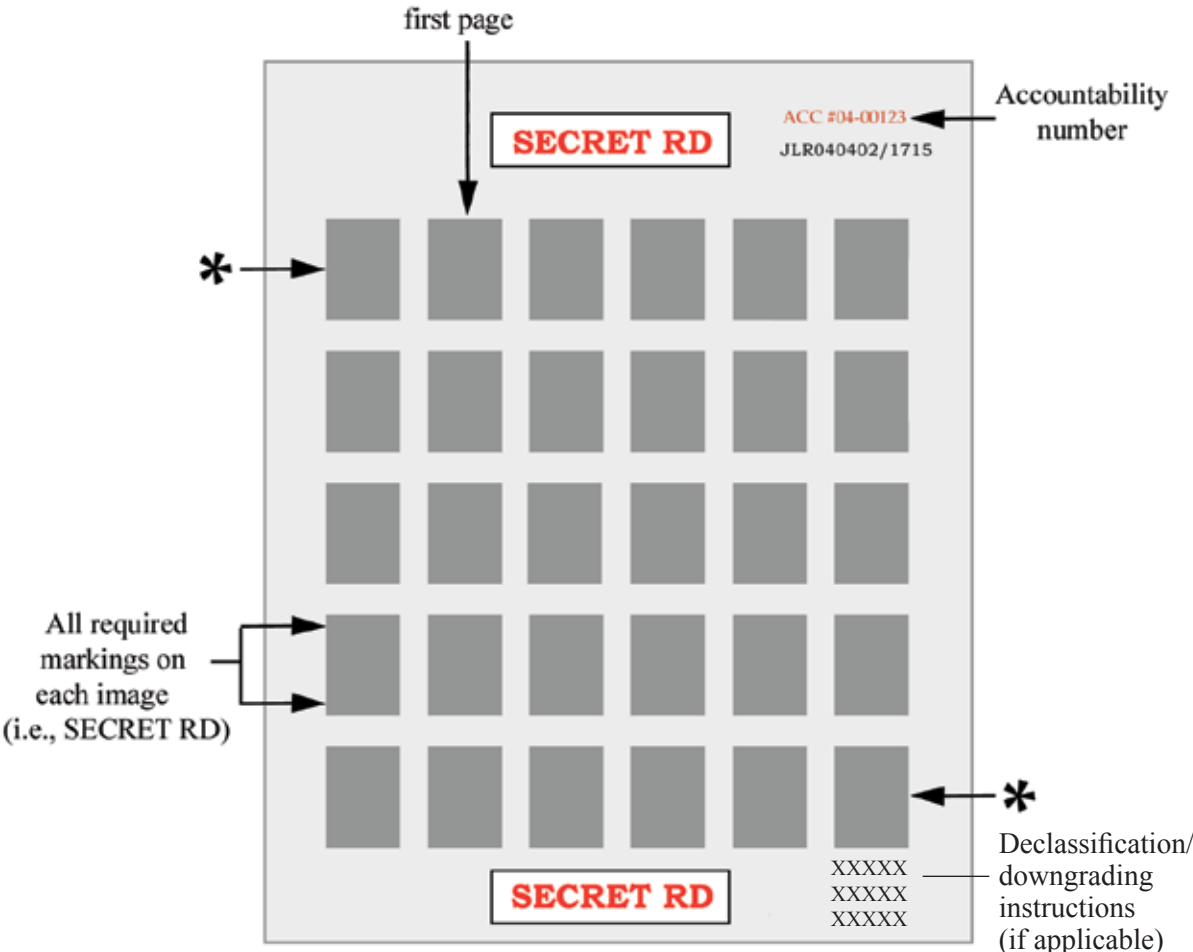
## Marking Charts and Graphs

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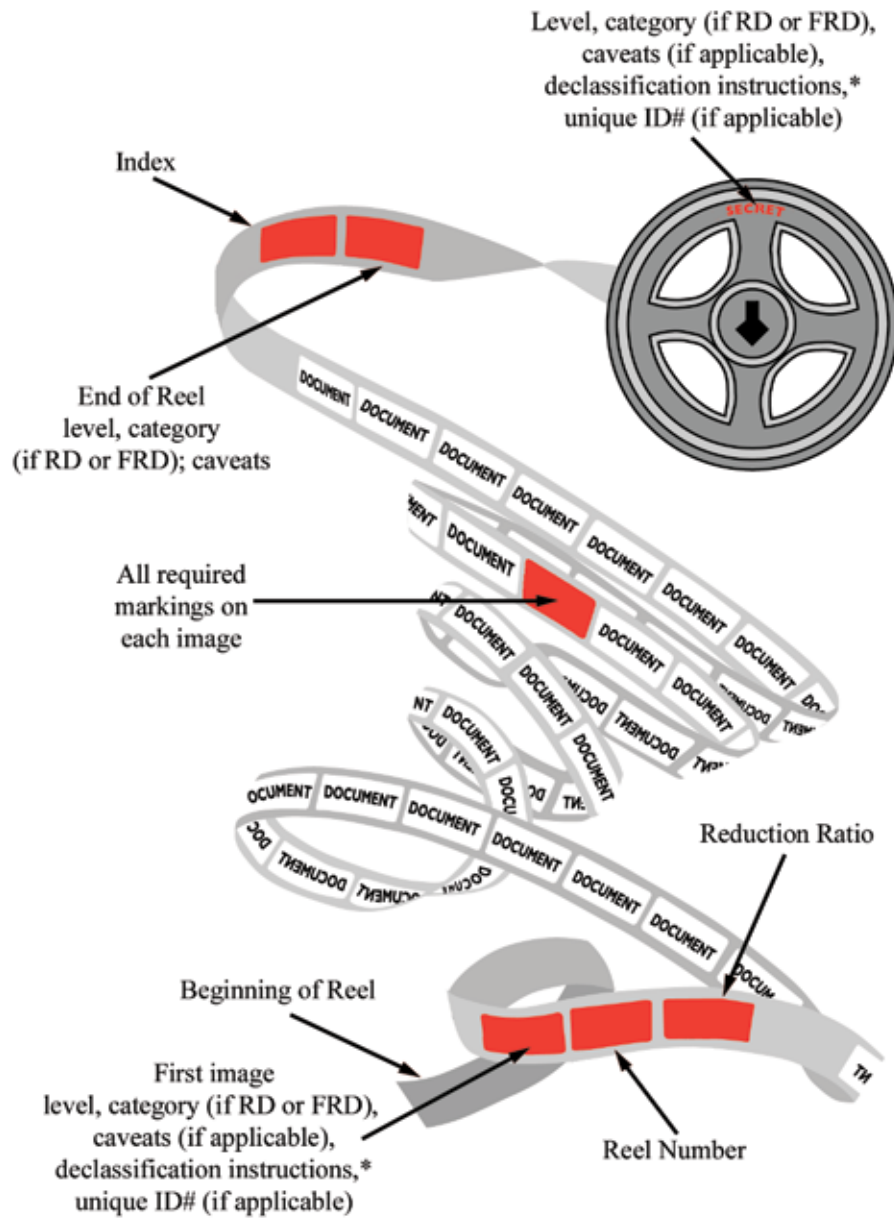
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DOE M 470.4-4, Ch. II, 3.p.(5)(b)

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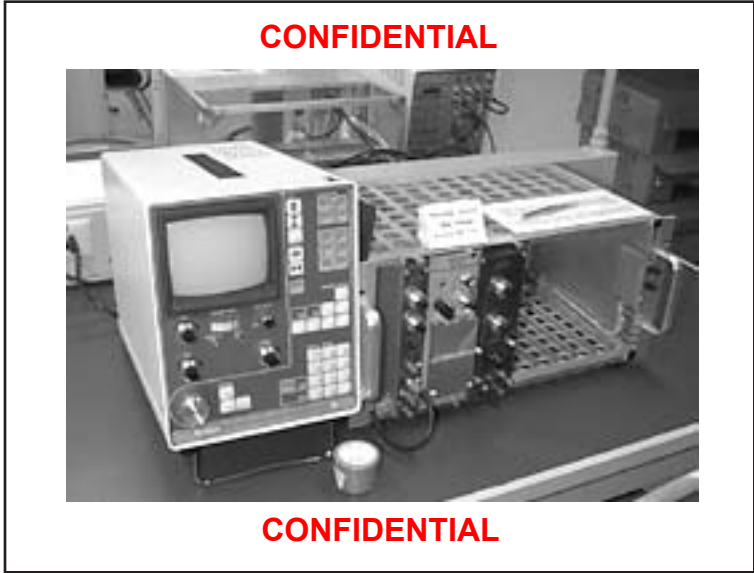
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Wind River, WY 67890  
July 10, 2002

Equipment Photo (U)

Classified by: Anthony Chavez, Director  
Office of Departmental Services

Derived from: CG-SS-4, 9/12/2000, DOE SP-50  
Declassify on: 7/10/2012

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## Photographs

DOE M 470.4-4, Ch. II, 3.p.(7)

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@ Circle Corporation  
1022 Pine Road  
Little Rock, AK

22 May 03

## *Slides and Viewgraphs (U)*

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Derived from: CG-SS-4, 9/12/2000, DOE SP-50  
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### **PowerPoint Presentation, slide 1**

**SECRET**

## *Intelligence Collection Systems (U)*



### **Operational Goals (U)**

- (U) This contains operational goals information
- (U) This section contains additional information about the goals

### **Contribution to Operation**

- (U) This statement discusses how this contributes to the operation
- (S) This discusses additional contributions.

**SECRET**

### **PowerPoint Presentation, slide 2**

## **Marking of Transparencies and Slides**

DOE M 470.4-4, Ch. II, 3.p.(9)

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**Ceramic Materials Developed for Ultra-High  
Temperature Applications**

Ceramics Development Concepts Corporation  
1022 Oceanside Drive  
Charleston, SC 56789

June 21, 2004

**PROTECTED CRADA INFORMATION**

This product contains Protected CRADA Information which was produced on 6-21-04 under CRADA No. 4567 and is not to be further disclosed for a period of 5 years from the date it was produced except as expressly provided for in the CRADA.

DOE M 483.1-1, Appendix B, Article VII, E&F

DOE M 483.1-1, Appendix B, Article VII, E&F

DOE G 241.1-1A, Attach. 4, 2.

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DOE M 471.3-1, Ch. I, 3.a.

Name/Org: Raymond Miller Date: June 21, 2004

Guidance (if applicable): \_\_\_\_\_

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**Cold Trap Technology for Uranium Hexafluoride**

by Jesse Hitower  
Adjax Corporation  
10090 River Road  
Mouse Creek, Arkansas 67890

November 1, 2003

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\_\_\_\_ Jesse Hitower \_\_\_\_\_ Date: 11/1/03  
Reviewer (signature)

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Name/Org: Raymond Miller Date: June 21, 2004  
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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

November 1, 1998

MEMORANDUM FOR: Jane J. Smith, Director  
Safeguards and Security Division

FROM: Preston Judge  
OPSEC Manager

SUBJECT: Security Survey Report (X)

**Text of Memo**

(O) Paragraph 1  
(X) Paragraph 2  
(X) Paragraph 3  
(X) Paragraph 4


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Name/Org: E. Winger, SS-1 Date: 6/3/2004  
Guidance (if applicable):

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~~Derived from: CG-SS-1, 9/12/00, DOE SP-50~~      Declassified by: R. Roe, Sr. Analyst, Security Team  
~~Declassify on: November 1, 2002~~      Derived from: CG-NMP-2, 9/11/00, DOE SP-50  
Declassified on: 11/1/03

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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

November 1, 1998

MEMORANDUM FOR: Jane J. Smith, Director  
Safeguards and Security Division

FROM: Preston Judge  
OPSEC Manager

SUBJECT: Security Survey Report (X)

**Text of Memo**

(O) Paragraph 1  
(X) Paragraph 2  
(X) Paragraph 3  
(X) Paragraph 4

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Name/Org: E. Winger, SS-1 Date: 6/3/2004  
Guidance (if applicable):


~~Classified by: Signer~~      Declassified by: K. Keys, Analyst, Security Team  
~~Derived from: CG-SS-1, 9/12/00, DOE SP-50~~      Declassified by: R. Roe, Sr. Analyst, Security Team  
~~Declassify on: November 1, 2002~~      Derived from: CG-NMP-2, 9/11/00, DOE SP-50

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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

May 23, 2005

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: Inventory Differences

**Text of Memo**

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exemption number and category 3, Statutory Exemption  
Department of Energy review required before  
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Name/Org: Raymond Miller Date: June 21, 2004  
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**UCI Transmittal for  
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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

May 23, 2005

MEMORANDUM FOR: Aretha Horte, Analyst  
Materials Accountability Division

FROM: Matthew Prince, Accountant  
Finance Division

SUBJECT: Inventory Differences

**Text of Memo**

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Freedom of Information Act (5 U.S.C. 552),  
exemption number and category 3, Statutory Exemption  
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Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

August 3, 2004

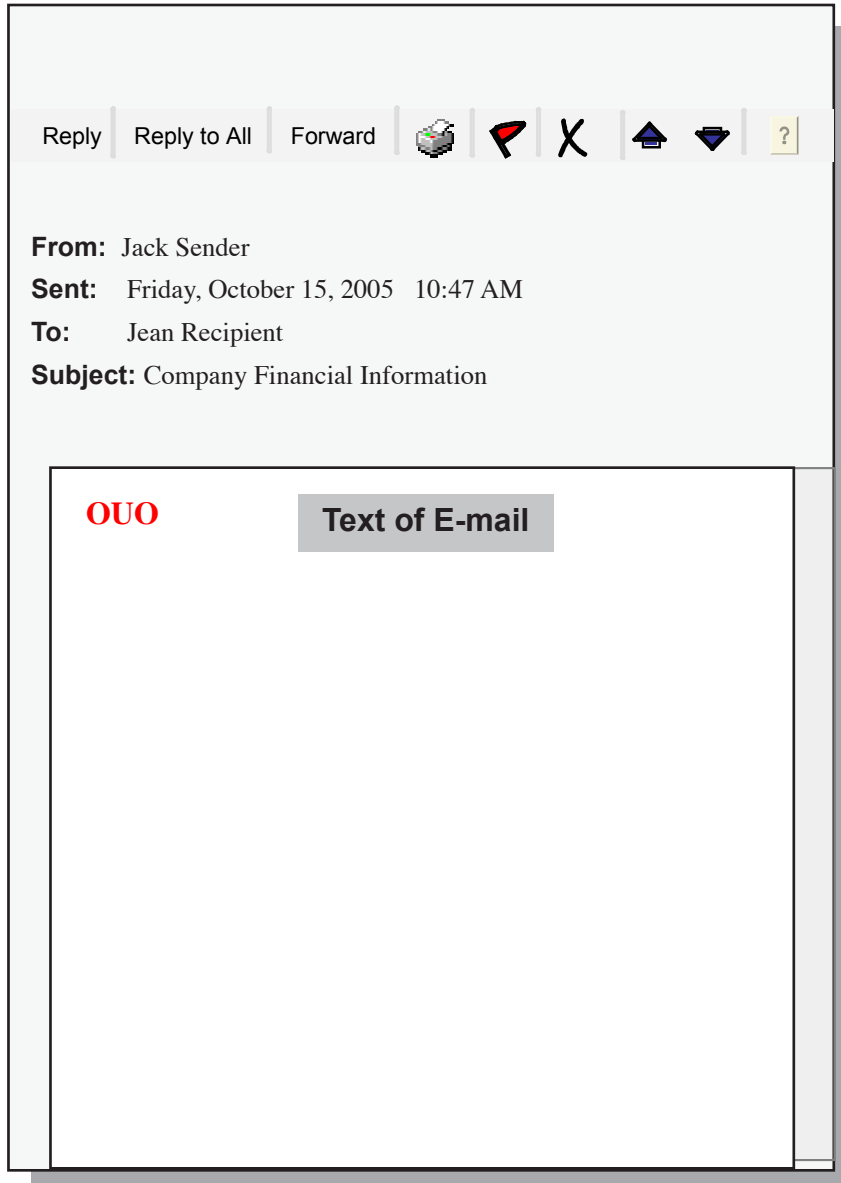
MEMORANDUM FOR: Jane Roe, Director  
Personnel Division  
FROM: James Adams, Director  
Oversight Office  
SUBJECT: Investigation Summary

**Text of Memo**

Document transmitted  
contains OOU information

**Unclassified Transmittal for OOU Attachment**

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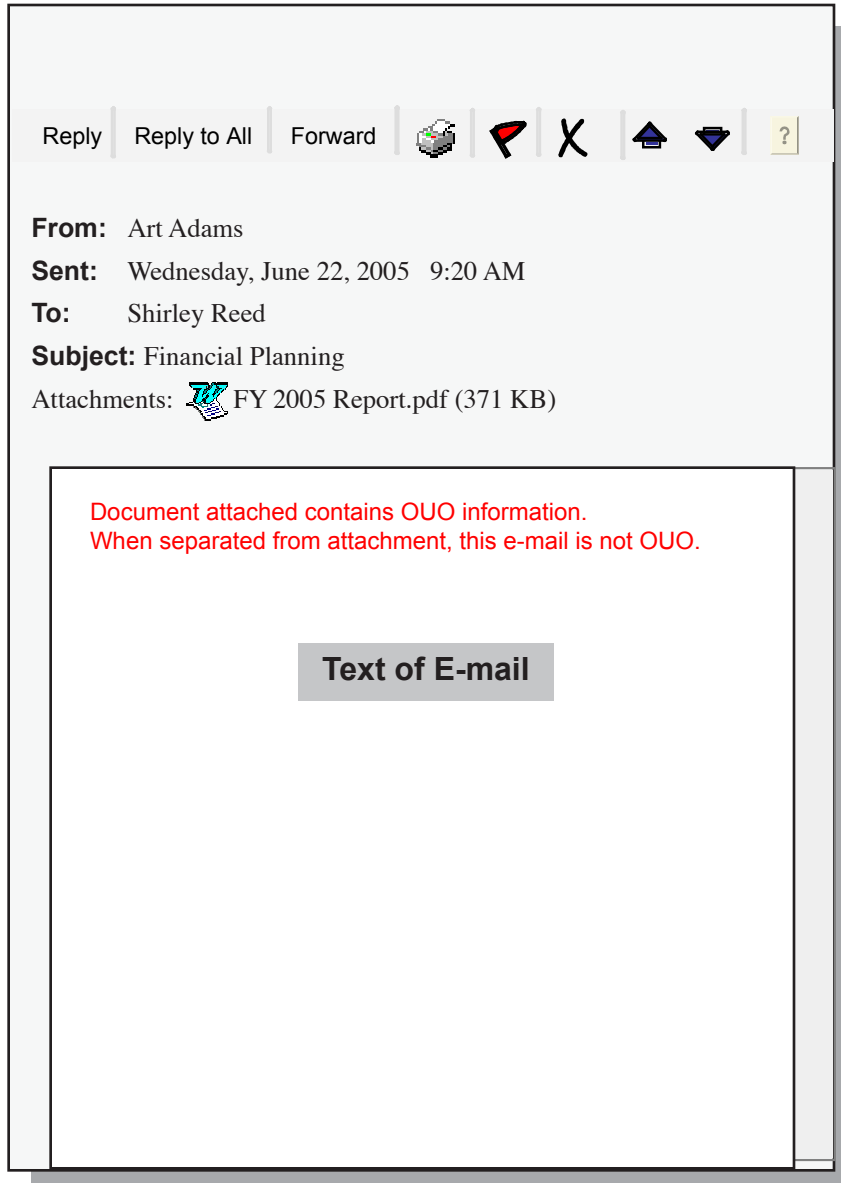
## OUO E-mail

DOE M 471.3-1, Ch. I, 3.c.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4713-1.pdf>



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DOE M 471.3-1, Ch. I, 3.c.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4713-1.pdf>

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NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

**Plutonium Chemistry**

by John S. Smith

Adjax Corporation  
10090 River Road  
Mouse Creek, Arkansas 67890

August 30, 2004

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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.a.

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: Cathey Overhauser, Research Division  
(name/organization)

Date: 8/30/04

Guidance Used: TG-PUP-1 (7/97)

**UNCLASSIFIED CONTROLLED  
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DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

**UCNI Markings**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4711-1c1.pdf>

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DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

April 5, 2005

MEMORANDUM FOR: Jane Smith, Director  
Office of Technology

FROM: John Clark, Analyst  
Nuclear Nonproliferation

SUBJECT: Criticality Safety

**Text of Memo**

**DISSEMINATION CONTROLLED**

Distribution authorized to DOE and DOE contractors only.  
Other requests shall be approved by the cognizant DOE  
program office, which is     NNSA    , before  
release.

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 4.

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sanctions under Section 148 of the Atomic Energy Act of  
1954, as amended (42 U.S.C. 2168).

Reviewing Official: John Clark, NN-99  
(name/organization)

Date: 4/05/05

Guidance Used: TG-PUP-1 (7/97)

**UNCLASSIFIED CONTROLLED  
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DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

**UCNI Document With Dissemination  
Controlled Caveat**

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~~NUCLEAR INFORMATION~~

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

July 30, 2001

MEMORANDUM FOR: Amy Hatmaker, Director  
Office of Technology

FROM: Gary Lee, Director  
Nuclear Nonproliferation

SUBJECT: Fuel Cycle Studies

**Text of Memo**

**DOES NOT CONTAIN UNCLASSIFIED  
CONTROLLED NUCLEAR INFORMATION**

Reviewing Official: Kathleen Whittaker, ONN  
(name/organization)

Date: 10/14/04

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~~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: Clint Parker, NNP  
(name/organization)~~

~~Date: 7/30/01~~

~~Guidance Used: TC NNP-1 8/04~~

~~UNCLASSIFIED CONTROLLED~~  
~~NUCLEAR INFORMATION~~

**Document No Longer Containing UCNI**

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**UNCLASSIFIED CONTROLLED  
NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

Department of Energy  
Utah Area Office  
4224 Tyrone Boulevard  
Bluff City, Utah 21435

February 17, 2004

MEMORANDUM FOR: Paul Baker, Director  
Security Officer  
USECD Corporation

FROM: Joe Hunt, Director  
Office of Safeguards and Security

SUBJECT: Document Change

The memo sent to your attention dated December 12, 2003, entitled "Security Assessment," from Bryan Bozo of this office should be marked and protected as Unclassified Controlled Nuclear Information. This memo was inadvertently sent unmarked.

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION  
NOT FOR PUBLIC DISSEMINATION

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.a.

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: Joe Hunt, USECD  
(name/organization)

Date: 2/17/04

Guidance Used: CG-SS-4 9/12/00

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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

**Notification to Change Unmarked  
Document to UCNI**

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 9.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4711-1c1.pdf>

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NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

Department of Energy  
1000 Independence Avenue S. W.  
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Jane J. Smith, Director  
Safeguards and Security Division

FROM: George Clark, Director  
Procurement Division

SUBJECT: Intrusion Detection Systems

**Text of Memo**

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NOT FOR PUBLIC DISSEMINATION

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.a.

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: G. Clark, Procurement  
(name/organization)

Date: 8/30/04

Guidance Used: TG-PUP-1 7/97

Document transmitted contains Unclassified  
Controlled Nuclear Information.

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 6.

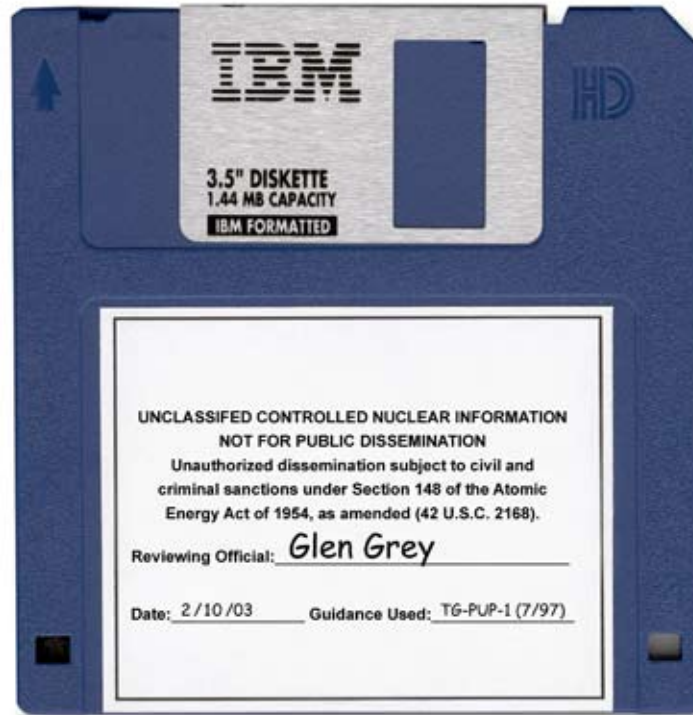
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NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

**UCNI Transmittal for UCNI Attachment**

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## Marking of a Diskette Containing UCNI

DOE M 471.1-1, Part C, 5.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4711-1c1.pdf>

## APPENDIX A

<b>National Security Information Historical Document Review Markings</b>	
<p><u>CLASSIFICATION RETAINED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, EXEMPTION/RETENTION BY CG-HR-1 TOPICS: BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE or other agency NSI classified document that contains DOE classified information exempt from automatic declassification.</p>
<p><u>CLASSIFICATION CANCELED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE NSI classified document that no longer contains DOE or other agency classified information.</p>
<p><u>CONTAINS NO DOE CLASSIFIED INFO</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing another agency document that the review confirmed contained no DOE classified information.</p>
<p><u>CONTAINS NO DOE CLASSIFIED INFO</u> COORDINATE WITH: DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATON):</p>	<p>This stamp would be used when reviewing a DOE NSI classified document that no longer contains agency classified information but may contain other agency classified information. The agency's name would be entered on the "coordinate with" line.</p>
<p><u>CONFIRMED TO BE UNCLASSIFIED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE purportedly unclassified document that is confirmed to contain no currently classified information.</p>
<p><u>WITH ATTACHMENTS/ENCL</u></p>	<p>This stamp would be used when reviewing a document that had attachments or enclosures to confirm that the attachments or enclosures were also reviewed. It would be placed just above or below the review stamp to emphasize that the review applies to the attachments/enclosures.</p>
<p><u>WITHOUT ATTACHMENTS/ENCL</u></p>	<p>This stamp would be used when reviewing a document that indicated it had attachments or enclosures but the attachments or enclosures were not reviewed. It would be placed just above or below the review stamp to emphasize that the review did not apply to the attachments/enclosures.</p>
<p><u>THIS PAGE ONLY</u></p>	<p>This stamp would be used to indicate that the review was only conducted on a single page (e.g., one page separated from a multi-page document).</p>