

<b>Office of Compensation Analysis and Support</b>	Document Number: OCAS-PR-011
	Effective Date: 1/22/2009
Department of Energy Classification Review of Documents	Revision No. 0
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**RECORD OF ISSUE/REVISIONS**

<b>ISSUE AUTHORIZATION DATE</b>	<b>EFFECTIVE DATE</b>	<b>REV. NO.</b>	<b>DESCRIPTION</b>
1/22/2009	1/22/2009	0	Initial version of procedure describing the Department of Energy review of OCAS documents.

## **1.0 PURPOSE**

The purpose of this procedure is to outline the steps required to coordinate the review of documents by a Department of Energy classification office.

## **2.0 SCOPE**

This procedure applies to all documents directly associated with the Department of Energy Facilities and Atomic Weapons Employers associated with the Energy Employees Occupational Illness Compensation Act program. A complete list of these facilities can be found on the Department of Energy Office of Health, Safety and Security Website:

(<http://www.hss.energy.gov/HealthSafety/FWSP/Advocacy/faclist/findfacility.cfm>)

Examples of such documents include but are not limited to:

- Technical basis documents
- Site Profiles
- Special Exposure Cohort Evaluation Reports
- Meeting minutes
- Personal interviews (excluding Computer Assisted Telephone Interviews)
- Any documented evaluations of the reports listed above which could receive electronic distribution

This procedure applies to NIOSH personnel including special government employees (i.e. the Advisory Board on Radiation and Worker Health (ABRWH)) and all NIOSH contractors and subcontractors, including those working for the ABRWH.

## **3.0 REFERENCES**

None

## **4.0 GENERAL**

The documents that are the subject of this procedure have been generated from assumed unclassified documents, or generated from Official Use Only (OUO), or Unclassified Controlled Nuclear Information (UCNI) source material. The reason for the classification office reviews is to ensure that the assembly of one document from several source documents does not result in production or inclusion of sensitive information.

The flow path of this procedure is illustrated in Appendix B, Document Review Flow Path.

In the rare occasion that a document is created on a DOE site, directly from classified source material, that document must be reviewed and marked prior to leaving that DOE site.

## **5.0 PROCEDURE**

### **5.1. Review of documents created from classified source documents**

This scenario should only occur when an appropriately cleared individual or team is working in a secure environment, typically at the Department of Energy Facility or secure records repository.

- 5.1.1.** Any source documents, or documents generated from classified source documents, must be reviewed by the site classification office prior to removal from that site. Documentation of such a review must be provided by the site classification office.
- 5.1.2.** Any subsequent documents developed from these documents will be reviewed as described in sections 5.2 and 5.3.

### **5.2. Review of documents**

- 5.2.1.** The initial draft documents must be developed from source documents assumed to be either unclassified information, or documents marked as Official Use Only (OUO) or as Unclassified Controlled Nuclear Information (UCNI).
- 5.2.2.** The draft documents will have limited distribution among the team creating the document.
- 5.2.3.** The draft documents must be forwarded to the applicable DOE Site Office via hard copy or electronic copy on compact disk prior to review outside of the team generating the document. A hard copy and/or an electronic copy on compact disk with a DOE Document Review Request Form (OCAS-FORM-006) should be forwarded to the appropriate DOE site contact. This must be done by hand delivery or by Federal Express. For inactive sites where there is no site contact, this review will be performed by DOE Headquarters (HQ).

**Note: There shall be no transmission of these documents via e-mail prior to review and clearance by the appropriate DOE Site office.**

**5.2.4.** The generator must inform OCAS that the document has been transmitted to DOE.

**5.2.5.** DOE will inform OCAS of completion of the review.

**5.2.5.1.** If DOE requires revisions due to the presence of sensitive information, this will be conveyed to appropriately cleared individuals in the generating organization. The resulting revised document will have to be reviewed again as outlined in step 5.2 prior to further distribution.

**5.2.5.2.** Upon receipt of written documentation from the DOE site office that the document is not classified and does not contain UCNI, the document can be distributed electronically for more extensive internal technical review and comment.

**5.2.5.3.** If, during the course of the technical review cycle, significant changes are made requiring additional information from source documents, the revised draft document must be forwarded to the applicable DOE site office per step 5.2.

### **5.3. Review of documents that have had a DOE Site office or HQ review**

This section applies to documents that have been reviewed according to section 5.2.

**5.3.1.** These documents can be electronically distributed for technical review and approval.

**5.3.2.** After final approval but prior to posting on the OCAS Website, OCAS will forward a hard copy and/or an electronic copy on compact disk with a DOE Document Review Request Form (OCAS-FORM-006) to the appropriate DOE Headquarters contact.

**5.3.2.1.** If DOE requires revisions due to the presence of sensitive information, this will be conveyed to appropriately cleared individuals in the generating organization. The resulting revised document will have to be reviewed again as outlined in step 5.2 prior to further distribution.

**5.3.2.2.** Upon receipt of written documentation from DOE that the document is not classified, does not contain UCNI and can be publically released, the document can be posted on the OCAS Website.

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## **6.0 RECORDS**

The following records are generated as applicable.

- 6.1.** Document clearance as determined by DOE.

## **7.0 APPLICABLE DOCUMENTS**

- 7.1.** OCAS-FORM-006, "DOE Document Review Request Form."

### Appendix B. Document Review Flow Path

