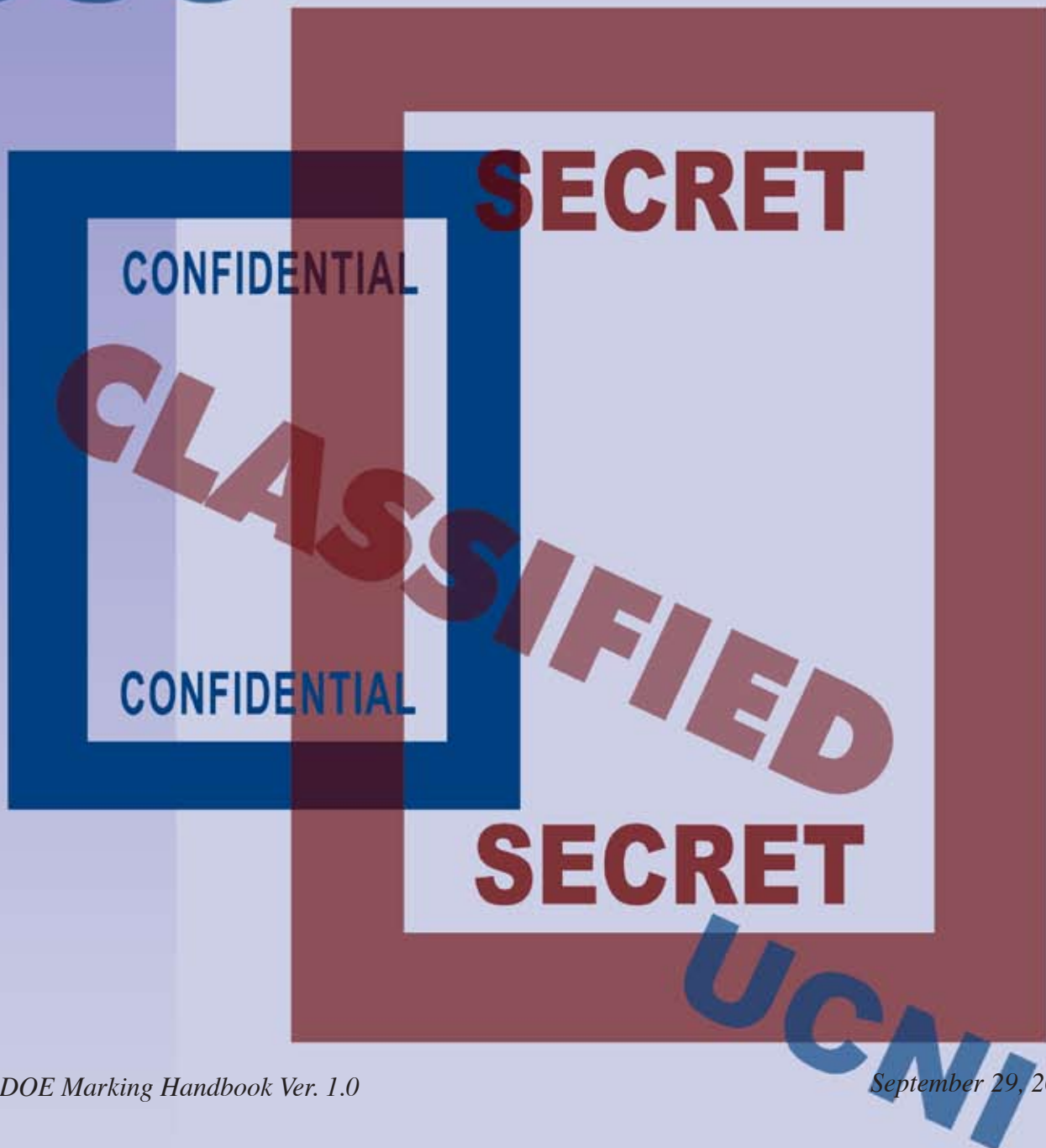




DOE Marking Handbook

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 Guidance for recognizing and handling older historical documents is included, although it does not attempt to address all historical markings.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.

TABLE OF CONTENTS

MARKING EXAMPLES

Classified Information

Basic Marking Examples

Classification Marking Layout for National Security Information (NSI) Documents.....	1
Required Markings for First Page of an NSI Document	2
Classification Marking Layout for Restricted Data/Formerly Restricted Data (RD/FRD) Documents.....	3
Required Markings for First Page of an RD/FRD Document	4
Top Secret NSI Document with Intelligence Information.....	5
Confidential (C) RD Document.....	6
Portion Marking Interior Pages of an NSI Document	7
Portion Marking a Bibliography in a Secret (S)/NSI Document.....	8

Classification/Declassification Markings

Originally Classified NSI Document	9
Classification by Compilation	10
Classification by Extension	11
NSI Derivative Classification from Originating Agency's Determination Required (OADR) Source.....	12
S/NSI Derivative Classification from Multiple Sources.....	13
S/RD Document with Mixed Levels and Categories Marking Matrix	14
Document Upgraded from C/NSI to S/NSI.....	15
Document Downgrade Based on Change Notice	16
Declassified NSI Document.....	17

Caveats and Special Control Markings

Foreign Government Information (FGI).....	18
S/RD Nuclear Weapon Data Sigma 1	19
S/RD Nuclear Weapon Data Sigmas 14 and 15.....	20

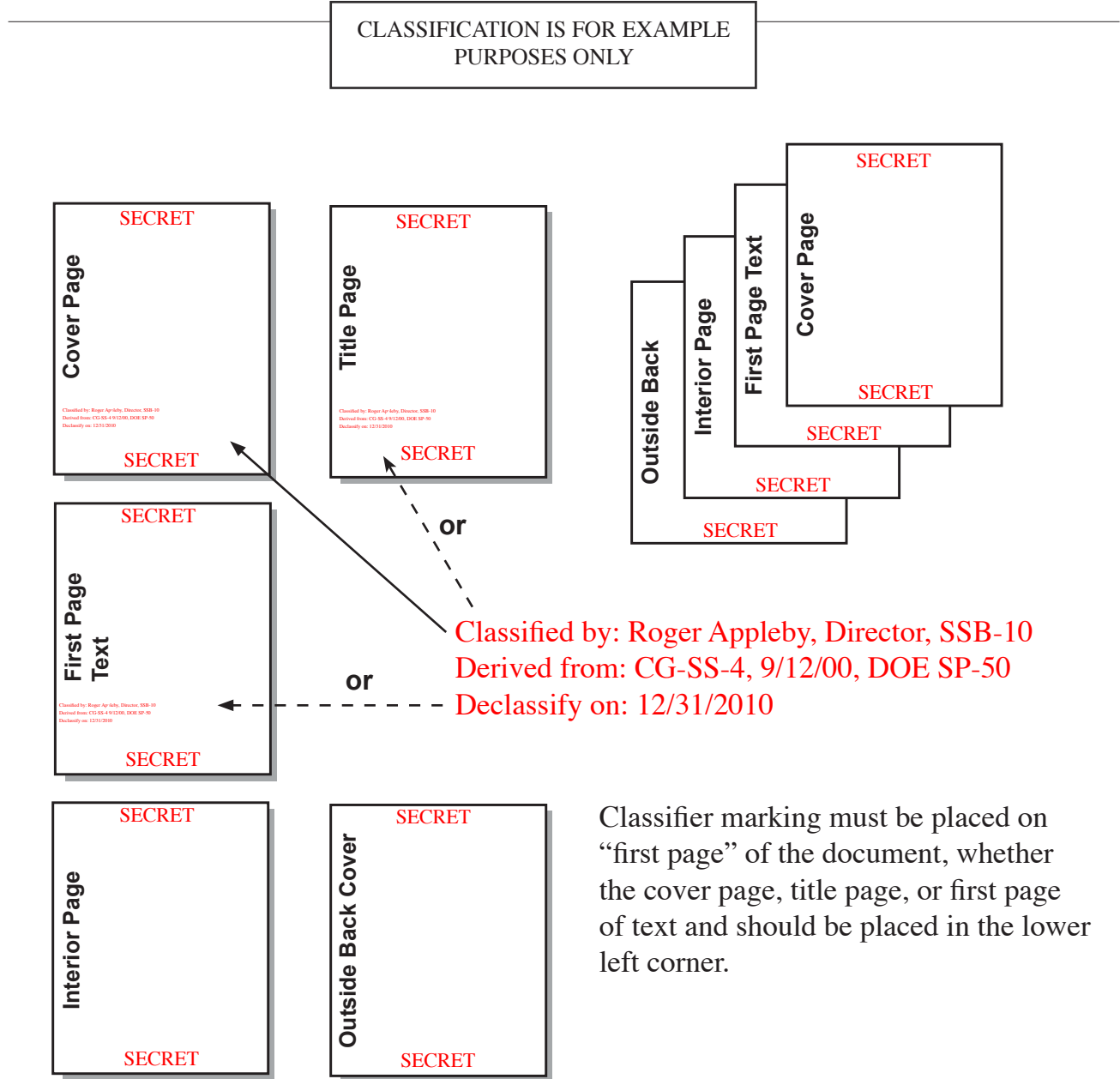
Marking Special Types of Documents

Classified Transmittal Memo for Classified Attachment	21
Re-marking a Transmittal Memorandum	22
C/NSI Transmittal for Unclassified Controlled Nuclear Information (UCNI) Attachment	23
Draft/Working Paper within an Activity/Office.....	24
Unclassified E-mail Transmitting a Confidential Attachment	25
Unclassified E-mail Transmitting a Working Paper within an Activity/Office on a System-High S/RD Network.....	26
Markings for Classified File Folders	27

Contents (continued)

Marking of Container for Classified Media.....	28
Marking Classified Removable Electronic Media (CREM).....	29
Marking a Removable Hard Drive	30
Standard Form Labels.....	31
Marking Charts and Graphs.....	32
Microfiche Markings	33
Microfilm Reel Markings	34
Photographs	35
Marking of Transparencies and Slides.....	36
 <i>Marking Parts/Equipment</i>	
Classified Equipment Marking	37
 Unclassified Controlled Information (UCI)	
<i>Official Use Only (OUO)</i>	
OUO Document with Protected Cooperative Research and Development Agreement (CRADA) Information	38
OUO Document with Export Controlled Information (ECI).....	39
Declassified Document Maintaining UCI Markings; and Document with no UCI.....	40
UCI Transmittal for S/RD Attachment; Re-marked Transmittal When Separated from Attachment	41
Unclassified Transmittal for OUO Attachment	42
OUO E-mail.....	43
Unclassified (Non-OUO) E-mail Transmitting an OUO Attachment.....	44
 <i>Unclassified Controlled Nuclear Information</i>	
UCNI Markings	45
UCNI Document with Dissemination Controlled Caveat	46
Document No Longer Containing UCNI.....	47
Notification to Change Unmarked Document to UCNI	48
UCNI Transmittal for UCNI Attachment	49
 <i>Special Format Documents</i>	
Marking of a Diskette Containing UCNI	50
 APPENDIX A. NSI Historical Document Review Markings	51

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

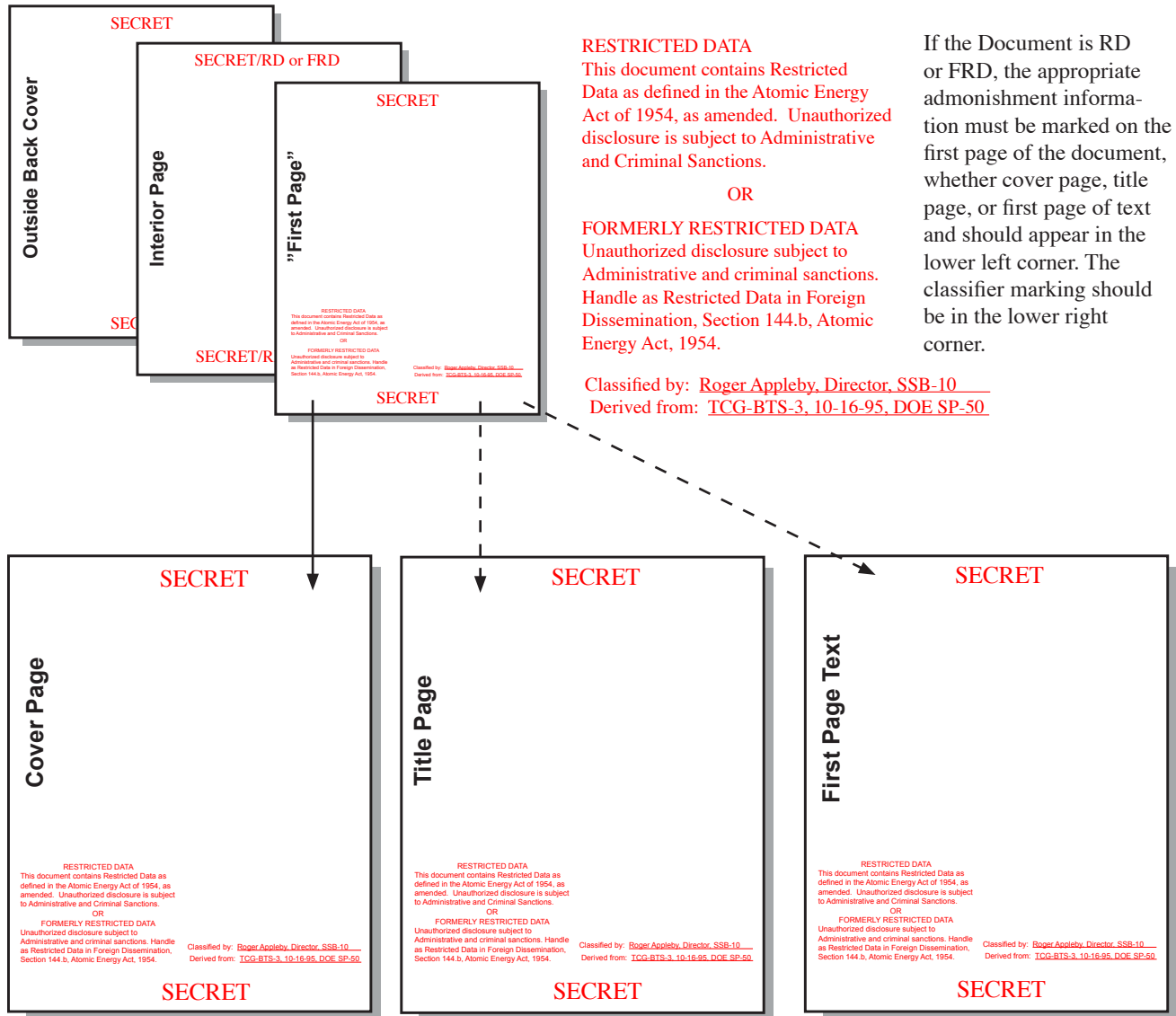
Overall Classification Level

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
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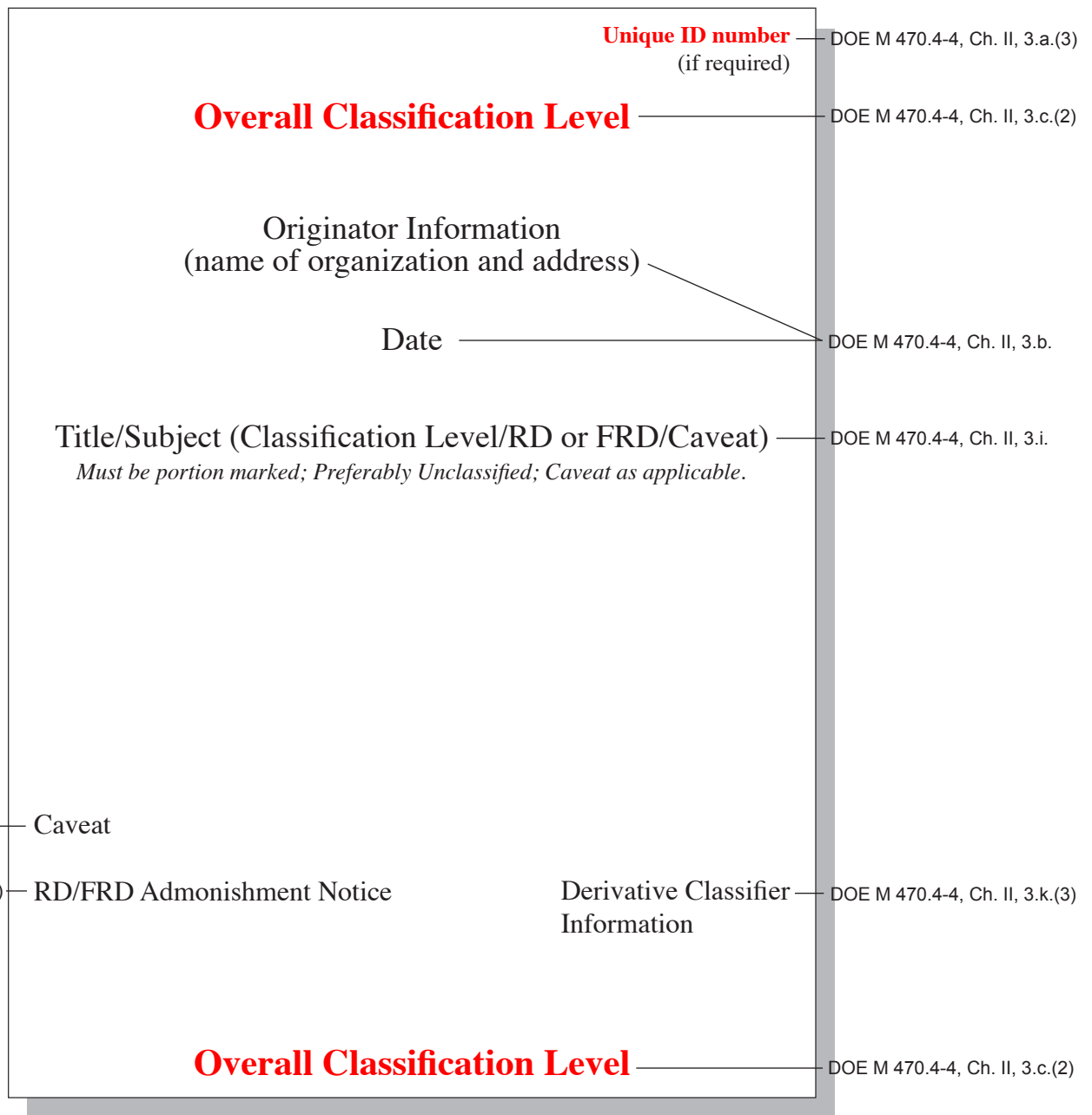


Classification Marking Layout for RD/FRD Documents

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/doe/doetext/restrict/neword/470/m4704-4.pdf>



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

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CLASSIFICATION IS FOR EXAMPLE
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Unique ID Number	ABC 8910	DOE M 470.4-4, Ch II, 3.a.(3)
Overall Classification Level	TOP SECRET	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	TEXT OF MEMO (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	TOP SECRET	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

DOE M 470.4-4, Ch II, 3.c.(2)	CONFIDENTIAL	Overall Classification Level
DOE M 470.4-4, Ch II, 3.i.	Theory and Operation of Gizmo Model 739 (U)	Title
	by John S. Smith	Author (optional)
DOE M 470.4-4, Ch II, 3.b.	Adjax Corporation 10090 River Road Mouse Creek, AR 67890	Originating Organization
	August 30, 2004	Date
		Admonishment Notice
DOE M 470.4-4, Ch II, 3.d.(1)	RESTRICTED DATA This document contains Restricted Data defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure subject to Administrative and Criminal Sanctions.	Classifier Marking
DOE M 470.4-4, Ch II, 3.k.(3)		
DOE M 470.4-4, Ch II, 3.c.(2)	CONFIDENTIAL	Overall Classification Level

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)

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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
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	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 October 12, 2004		DOE M 470.4-4, Ch. II, 3.b.
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: <u>William H. Smith, Director, Office of Security</u>		DOE M 470.4-4, Ch. II, 3.k.(1)
Reason: <u>1.4 (e) (f)</u>		
Declassify on: <u>October 12, 2014</u>		
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

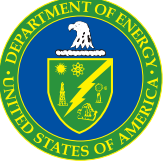
	CONFIDENTIAL	DOE M 470.4-4, Ch. II, 3.c.(2)
	Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585	DOE M 470.4-4, Ch. II, 3.b.
	August 30, 2004	
	MEMORANDUM FOR: Kenneth Steinberg, Director Office of Administration	
FROM:	Catherine Kazanski, OPSEC Programs	
SUBJECT:	Report of Activities (U)	DOE M 470.4-4, Ch. II, 3.i.
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.		DOE M 470.4-4, Ch. II, 3.h.(8)
Classified by: <u>Thomas Roe, Analyst, DOE SP-32</u>		DOE M 470.4-4, Ch. II, 3.k.
Reason: <u>1.4 (f)</u>		
Declassify on: <u>August 30, 2014</u>		
CONFIDENTIAL		DOE M 470.4-4, Ch. II, 3.c.(2)

Classification by Compilation

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

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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.
December 31, 2000			
MEMORANDUM FOR:	Jane J. Smith, Director Security Division		
FROM:	John Jones, Director Administrative Services		
SUBJECT:	Investigation Results (U)		DOE M 470.4-4, Ch. II, 3.i.
Text of Memo			
(S) Paragraph 1		}	DOE M 470.4-4, Ch. II, 3.h.
(C) Paragraph 2			
(U) Paragraph 3			
Classified by:	<u>John Doe, Classification Analyst, DOE SP-32</u>		DOE M 470.4-4, Ch. II, 3.k.(2)
Derived from:	<u>CG-SS-4, 9/12/00, DOE SP-50</u>		
Declassify on:	<u>12/31/2004</u>		
<div style="border: 1px solid red; padding: 5px; width: fit-content;">CLASSIFICATION EXTENDED on 12/31/2004 until 12/31/2014 by John Doe</div>			DOE M 475.1-1A, Ch. IV, Part C, 1.f.(6)(d)
SECRET			DOE M 470.4-4, Ch. II, 3.c.(2)

Classification by Extension

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

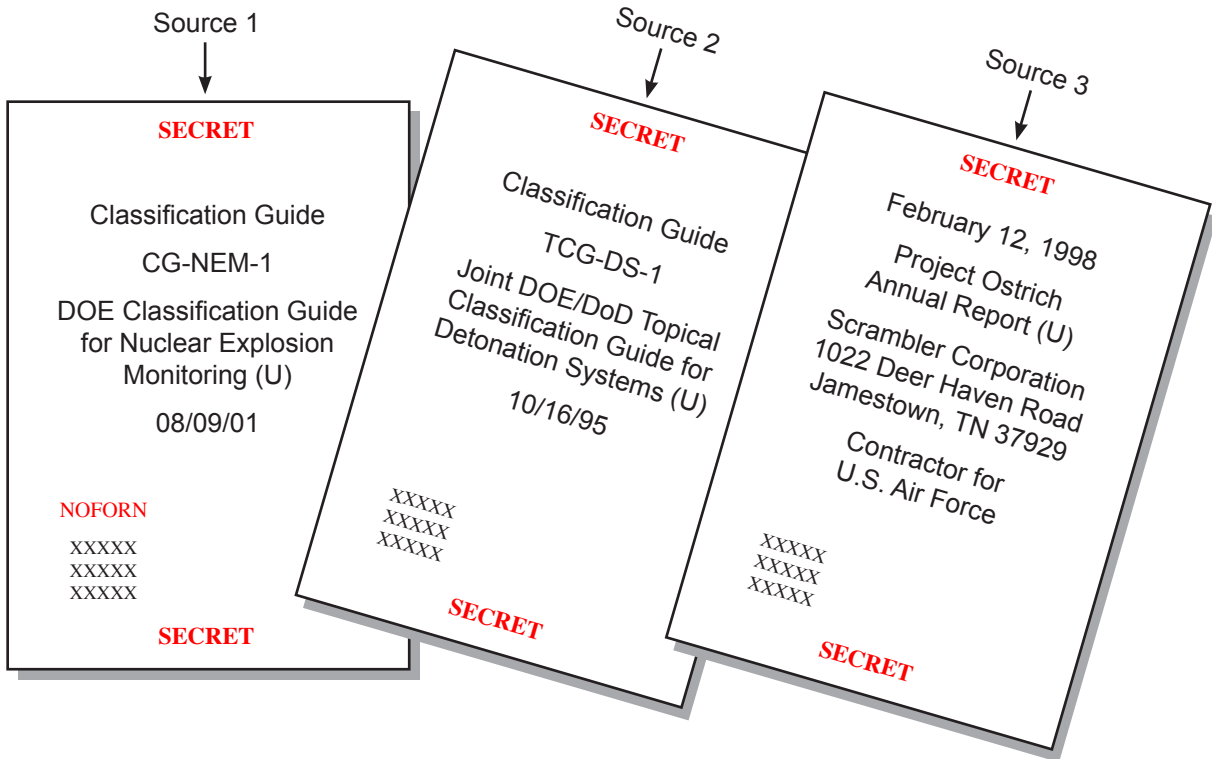
CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

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

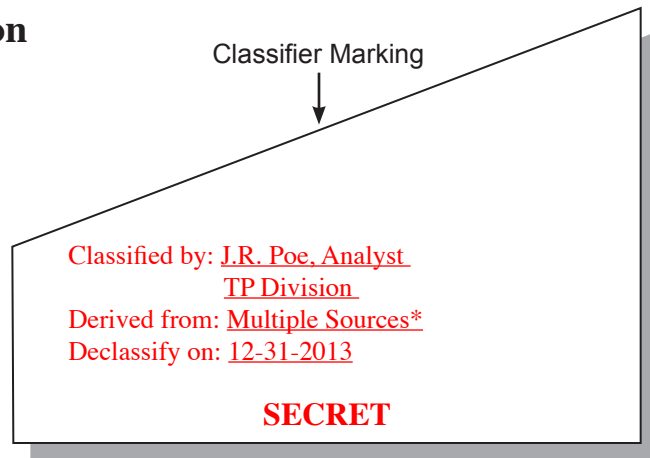
CONFIDENTIAL

**NSI Derivative Classification
from OADR Source**

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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>

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	SECRET	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.
	July 11, 2004	
	MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division	
FROM: Thomas Reed, Director Intelligence Office		
SUBJECT: Status Report (U)		DOE M 470.4-4, Ch. II, 3.i.
Text of Memo		
		DOE M 470.4-4, Ch. II, 3.d.(1)
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 <u>Confidential level</u> Formerly Restricted Data at the <u>Secret level</u> National Security Information at the <u>Secret level</u> Classified by: <u>Bill Larson, Analyst, STT-10</u>	DOE M 470.4-4, Ch. II, 3.e.
	Classified by: <u>Jerry Ranier, Director</u> <u>Security Division</u> Derived from: <u>CG-RER-1, 7/8/02, DOE SP-50</u>	DOE M 470.4-4, Ch. II, 3.k.(3)
SECRET		DOE M 470.4-4, Ch. II, 3.c.(2)

S/RD Document with Mixed Levels and Categories Marking Matrix

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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~~

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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

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~~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~~

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~~

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.

Document Downgrade Based on Change Notice

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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

October 31, 1999

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

~~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)


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

Declassified NSI Document

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PURPOSES ONLY

		SECRET	DOE M 470.4-4, Ch. II, 3.c.(2)
Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585		}	DOE M 470.4-4, Ch. II, 3.b.
August 30, 2004			
MEMORANDUM FOR: Jane J. Brown, Director International Affairs			
FROM:	James Jones, Director Operations Management		
SUBJECT:	Funding for Project YZX (U)		DOE M 470.4-4, Ch. II, 3.i.
Text of Memo			
(U.K.-C) Paragraph 1		}	DOE M 470.4-4, Ch. II, 3.h.
(U) Paragraph 2			
(U.K.-C) Paragraph 3			
(U.K.-S) Paragraph 4			
Classified by:	<u>Signer</u>		DOE M 470.4-4, Ch. II, 3.k.(2)
Derived from:	<u>U.K. memo title project YZX</u> <u>Funding 7/25/2003</u>		
Declassify on:	<u>25X6, when officially released</u> <u>by foreign government</u>		
This document contains <u>United Kingdom</u> information			DOE M 470.4-4, Ch. II, 9.c.2.(b)
SECRET			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

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

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

Nuclear Weapon Data, Sigma 1,
CNWDI

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

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

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.

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

Classified by: Joe Johnson, Manager
Applied Technology

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

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

SECRET

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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SECRET	DOE M 470.4-4, Ch. II, 3.c.(2)
ACC-04-653	DOE M 470.4-4, Ch. II, 3.a.(3)
Design of Use Control Systems (U)	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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Nuclear Weapon Data, Sigma 14 & 15,	DOE O 5610.2, 7.b. DOE M 470.4-4, Ch. II, 3.l.(4)
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.	DOE M 470.4-4, Ch. II, 3.d.(1)
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Derived from: <u>TCG-UC-3, 9/23/02, DOE SP-50</u>	
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S/RD Nuclear Weapon Data Sigmas 14 and 15

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S/RD Attachment	Transmittal Memo
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See page 22 for a C/NSI transmittal for an S/RD attachment and the re-marked transmittal.


SECRET	
<p>Widget Analysis (U)</p> <p>by Jordan Kylie</p> <p>Jerico Corporation 2244 Riverside Drive Painted Rock, WV 12345</p> <p>August 30, 2004</p> <p>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.</p> <p>SECRET</p>	<p>DOE M 470.4-4, Ch. II, 3.c.(2)</p> <p>DOE M 470.4-4, Ch. II, 3.i.</p> <p>DOE M 470.4-4, Ch. II, 3.b.</p> <p>All required markings on transmitted document</p> <p>DOE M 470.4-4, Ch. II, 3.d.(1)</p> <p>DOE M 470.4-4, Ch. II, 3.k.(3)</p> <p>DOE M 470.4-4, Ch. II, 3.c.(2)</p>

“First Page” of S/RD Attachment


Classified Transmittal Memo For Classified Attachment

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 <p>SECRET</p> <p>Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2004</p> <p>MEMORANDUM FOR: Bill Brown, Director Office of Administration Services</p> <p>FROM: Bruce Black, Director Office of Nuclear Energy</p> <p>SUBJECT: Special Nuclear Materials Inventory (U)</p> <p>Text of Memo</p> <p>(U) Paragraph 1 (C) Paragraph 2 (U) Paragraph 3 (C) Paragraph 4</p> <p>Document transmitted herewith contains SECRET RESTRICTED DATA</p> <p>Classified by: <u>Signer</u> Derived from: <u>CG-SS-4, 9/12/00, DOE SP-50</u> Declassify on: <u>10/12/2014</u></p> <p>SECRET</p>		DOE M 470.4-4, Ch. II, 3.r.
		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.r.(2)
		DOE M 470.4-4, Ch. II, 3.k.
		DOE M 470.4-4, Ch. II, 3.r.

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

 <p>SECRET CONFIDENTIAL</p> <p>Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585</p> <p>October 12, 2004</p> <p>MEMORANDUM FOR: Bill Brown, Director Office of Administration Services</p> <p>FROM: Bruce Black, Director Office of Nuclear Energy</p> <p>SUBJECT: Special Nuclear Materials Inventory (U)</p> <p>Text of Memo</p> <p>(U) Paragraph 1 (C) Paragraph 2 (U) Paragraph 3 (C) Paragraph 4</p> <p>Document transmitted herewith contains SECRET RESTRICTED DATA</p> <p>Classified by: <u>Signer</u> Derived from: <u>CG-SS-4, 9/12/00, DOE SP-50</u> Declassify on: <u>10/12/2014</u></p> <p>CONFIDENTIAL SECRET</p>		DOE M 470.4-4, Ch. II, 3.r.
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		DOE M 470.4-4, Ch. II, 3.r.(2)
		DOE M 470.4-4, Ch. II, 3.k.(2)
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**Re-marked Transmittal When
Separated from Attachment**

Re-Marking a Transmittal Memorandum

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

April 5, 2005

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

FROM: Gerald Reber, Manager
Operations Security Division

SUBJECT: OPSEC Survey (U)

Text of Memo

(U) Paragraph 1

(C) Paragraph 2

(U) Paragraph 3

(C) Paragraph 4

Document Transmitted Herewith Contains
Unclassified Controlled Nuclear Information

Classified by: Martha Medley, Analyst, Security Division
Derived from: CG-SS-4, 9/12/00, DOE SP-50
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DOE M 470.4-4, Ch. II, 3.h.

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

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

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SECRET
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

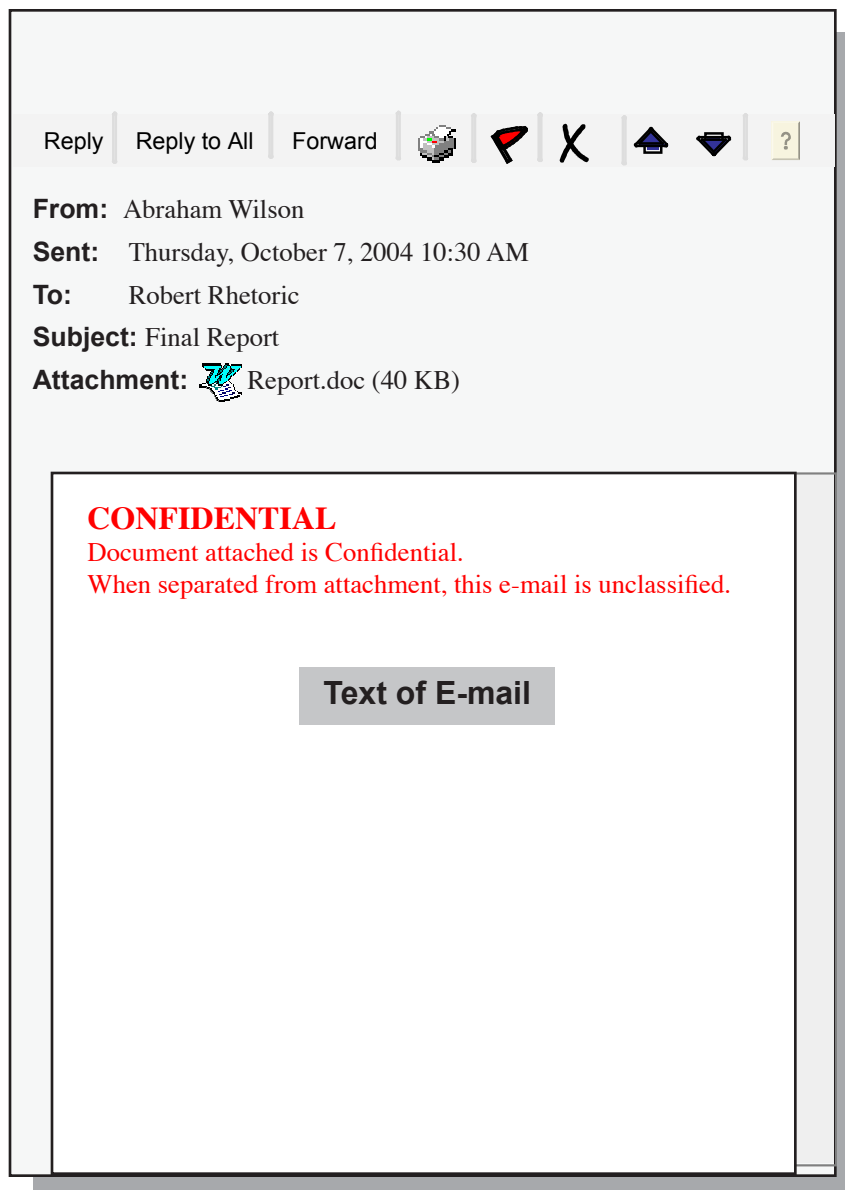
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DOE M 470.4-4, Ch. II, 3.i.

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

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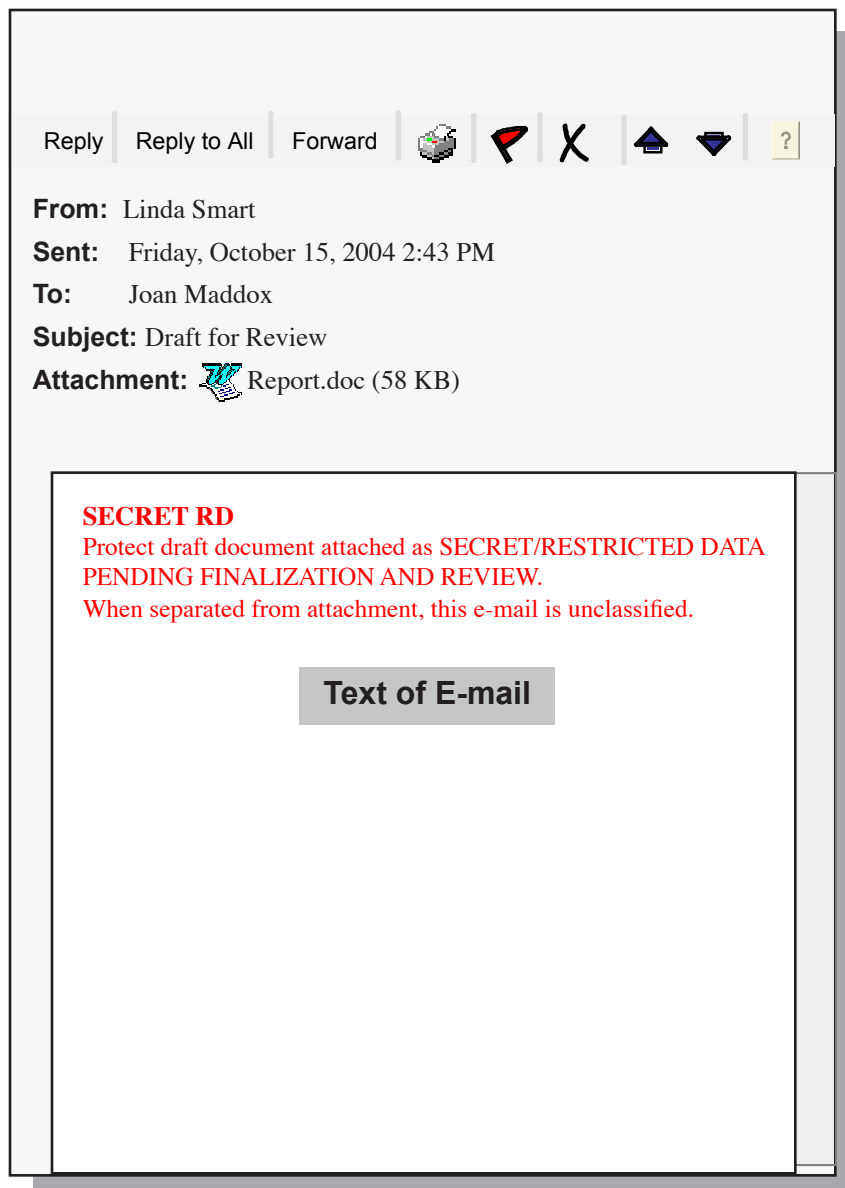


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DOE M 470.4-4, Ch. II, 3.p.(3)(d)2

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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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Marking of Container for Classified Media

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

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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)

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CLASSIFICATION IS FOR EXAMPLE
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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

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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)



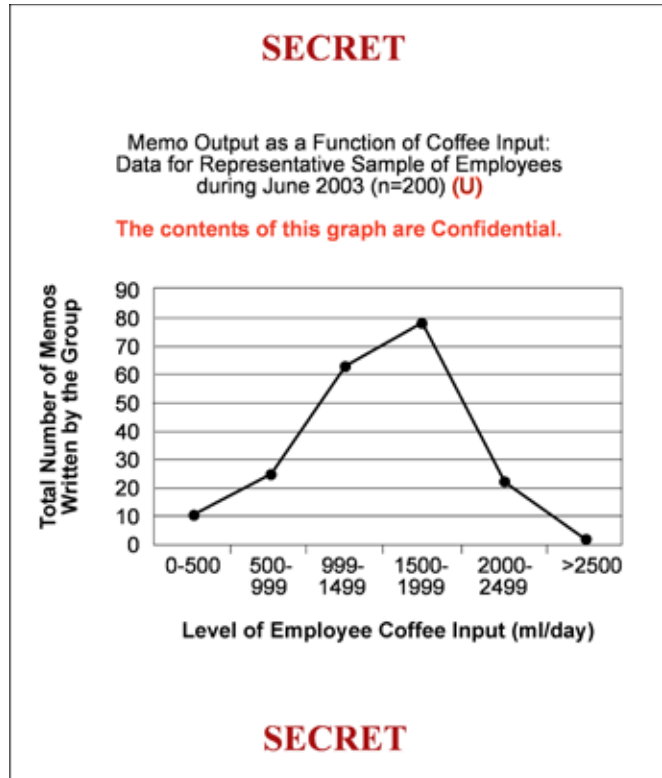
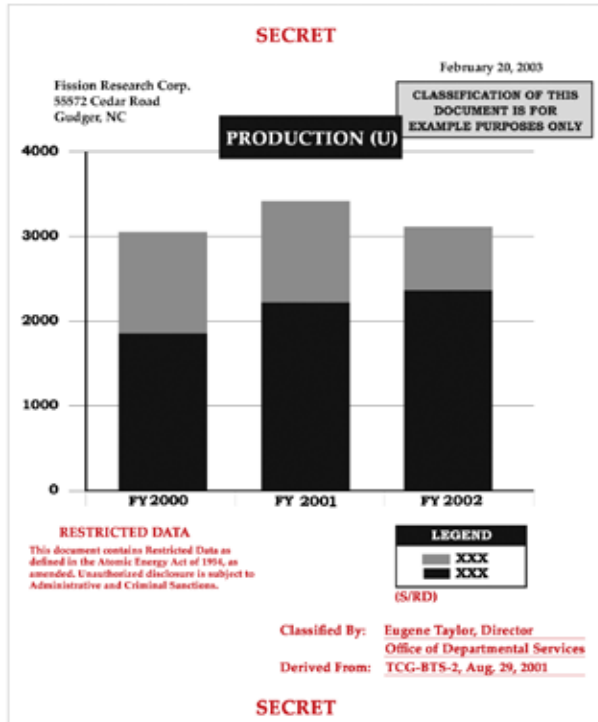
SF 707 (1-87)

Standard Form Labels

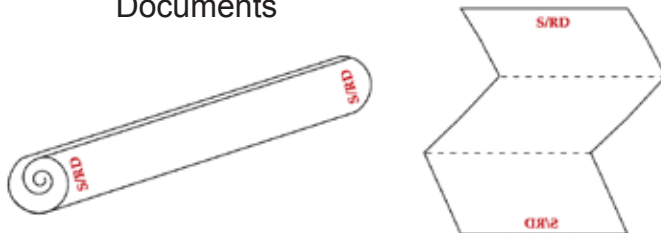
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Documents



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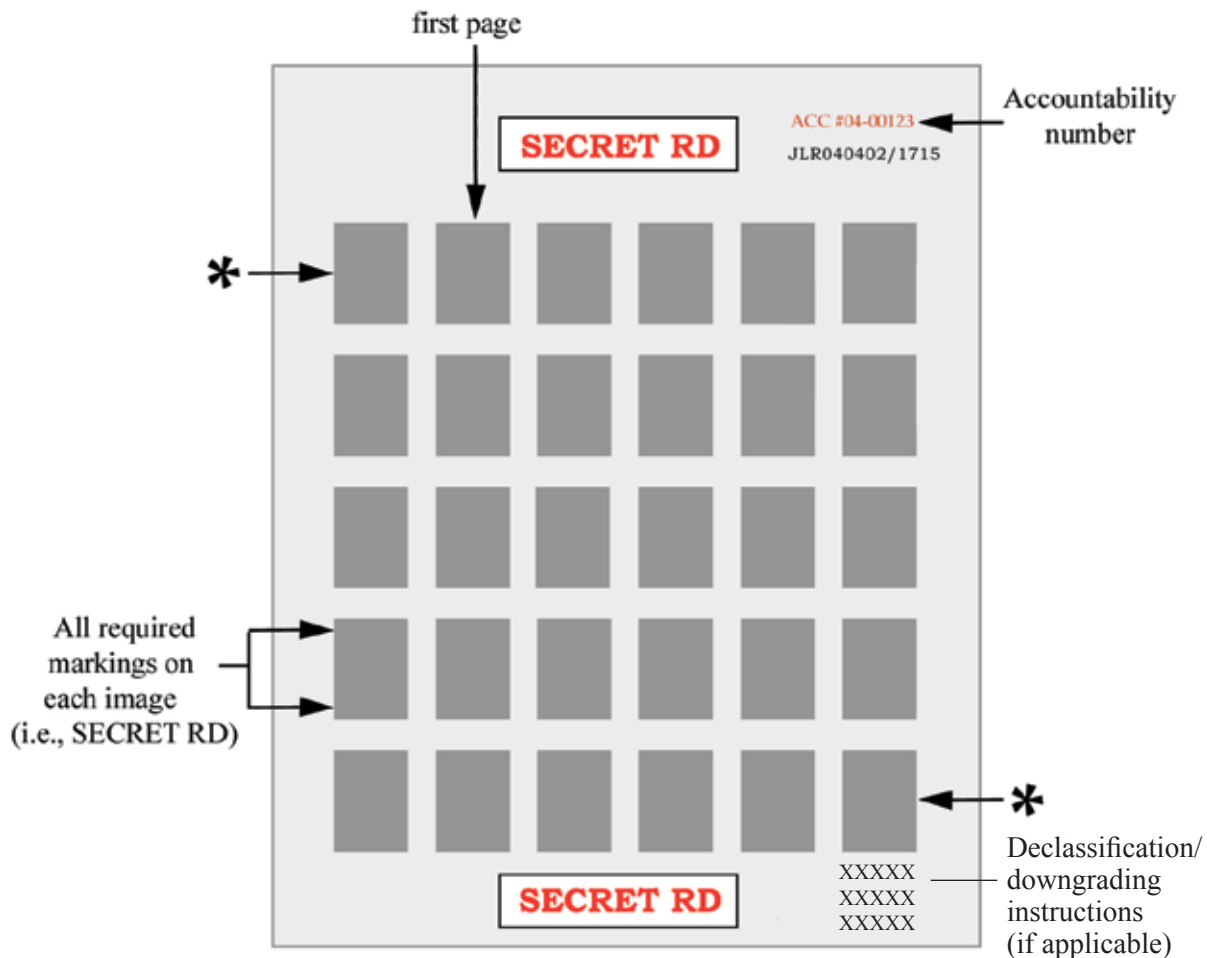
Marking Charts and Graphs

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

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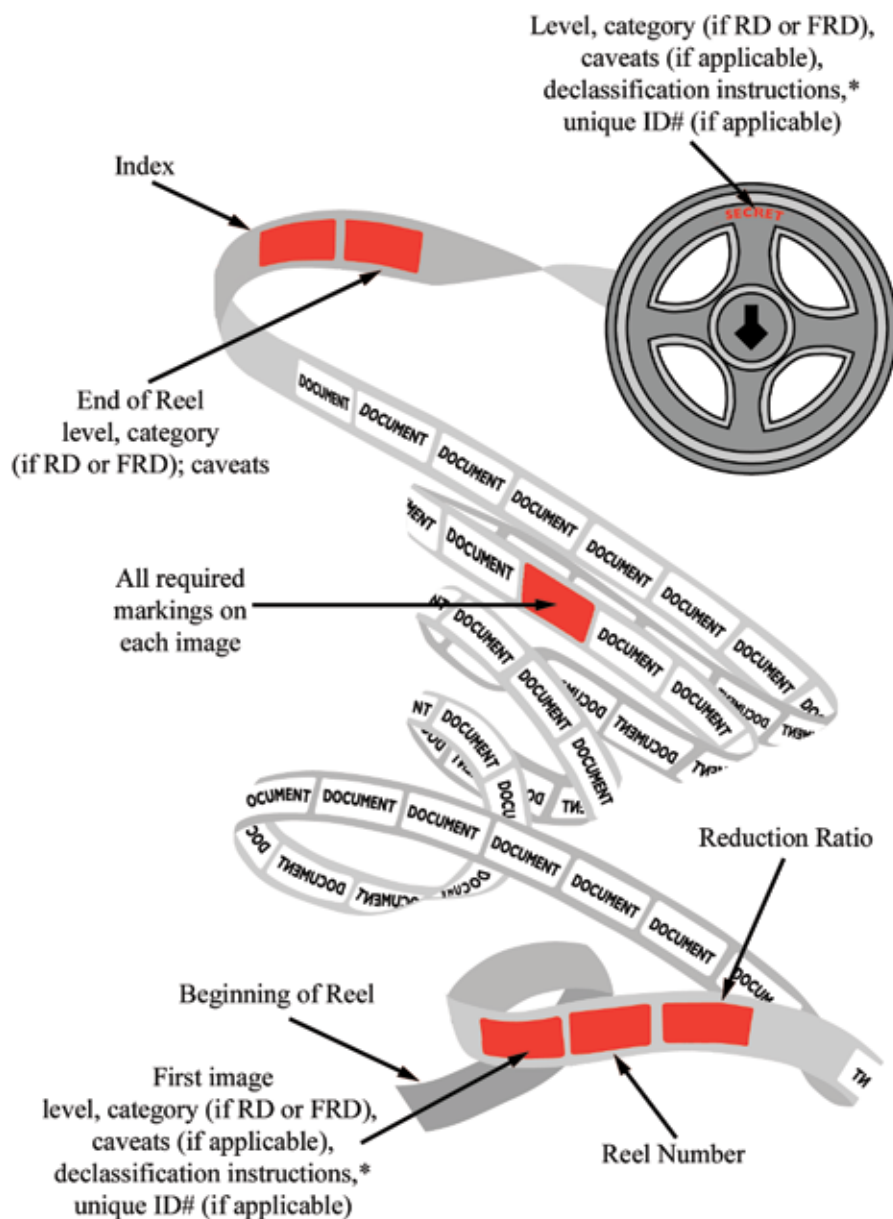
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Jellico Research, Inc.
Wind River, WY 67890
July 10, 2002

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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the photograph) must be
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Photographs

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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

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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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DOE M 470.4-4, Ch. II, 10.a.

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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

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

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<https://www.directives.doe.gov/pdfs/doe/doetext/neword/483/m4831-1.pdf>

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Cold Trap Technology for Uranium Hexafluoride

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

November 1, 2003

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Jessee Hitower Date: 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
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Declassified by: K. Keye, Analyst, Security Team
Declassified by: R. Roe, Sr. Analyst, Security Team
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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

~~Classified by: Signer~~
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~~Declassify on: November 1, 2002~~


Declassified by: K. Keye, Analyst, Security Team
Declassified by: R. Roe, Sr. Analyst, Security Team
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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Name/Org: Raymond Miller Date: June 21, 2004
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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

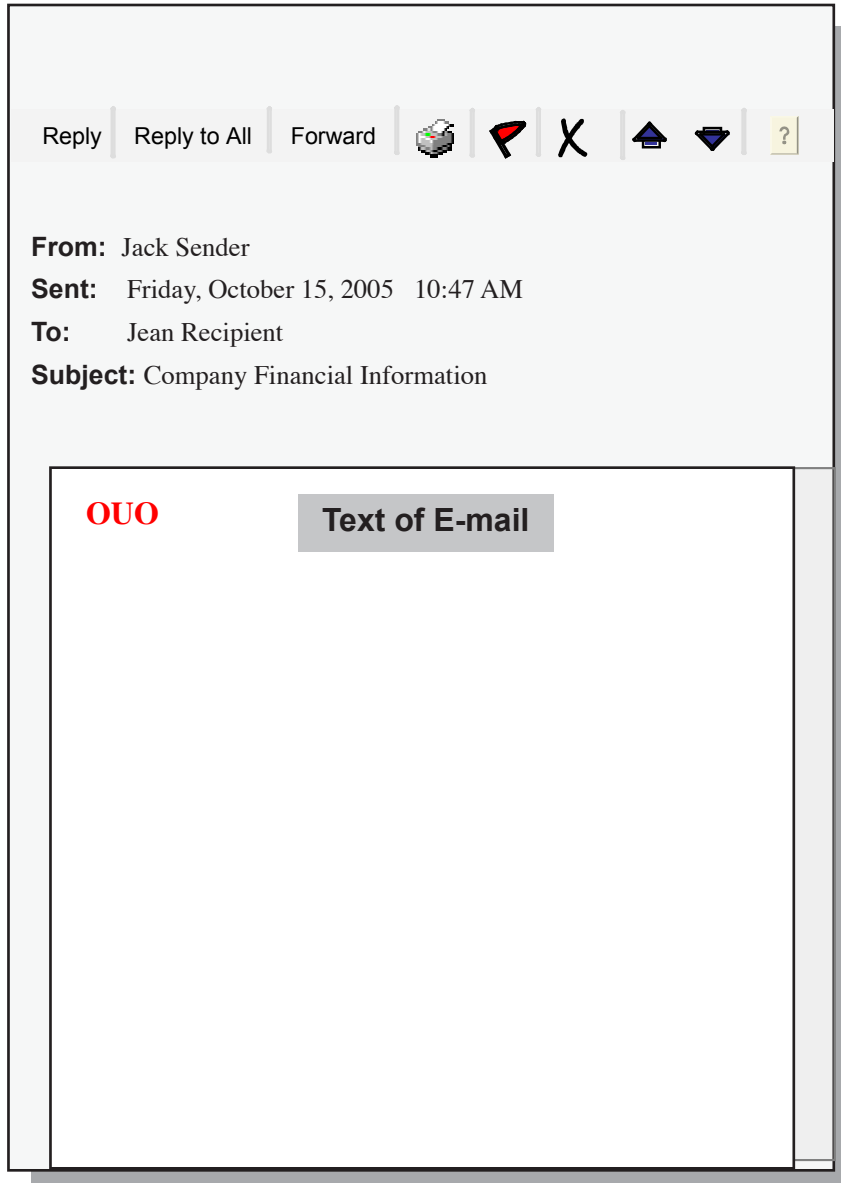
MEMORANDUM FOR: Jane Roe, Director
Personnel Division
FROM: James Adams, Director
Oversight Office
SUBJECT: Investigation Summary

Text of Memo

Document transmitted
contains OUO information

Unclassified Transmittal for OUO Attachment

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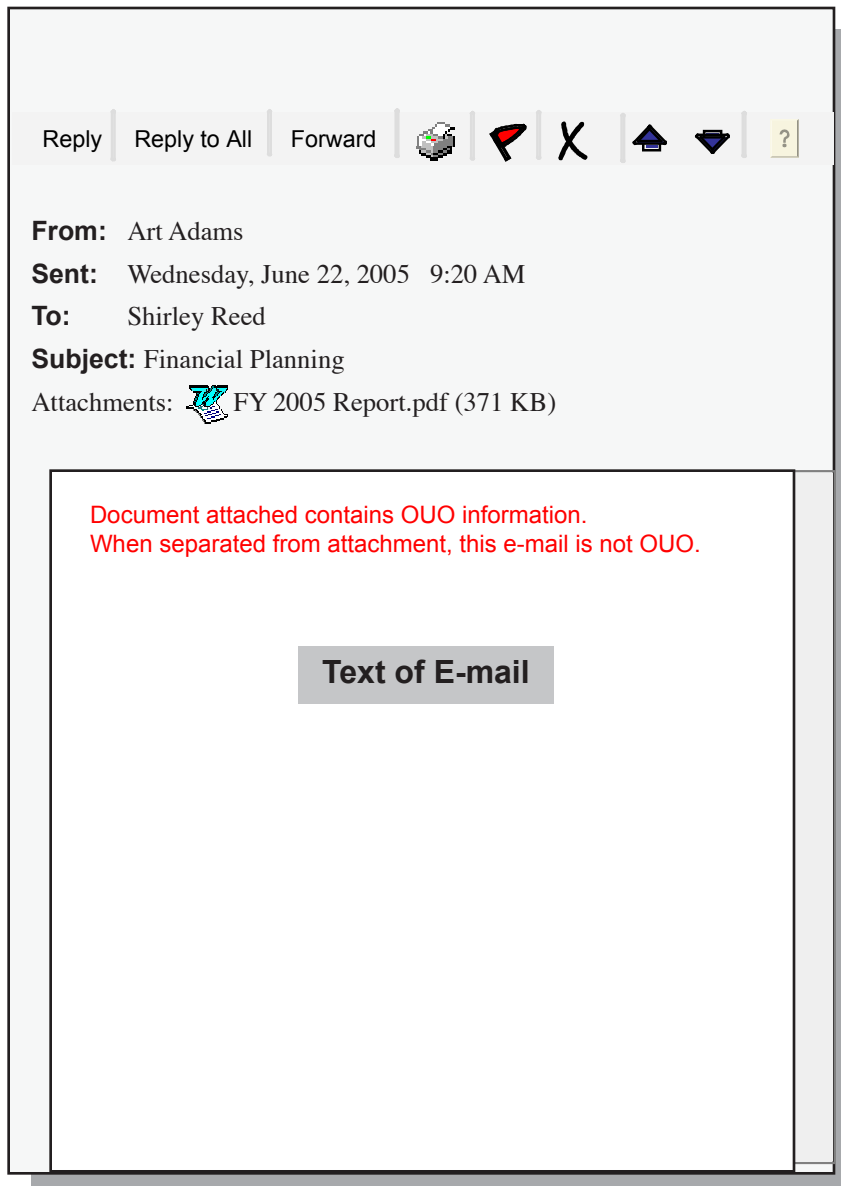


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DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

Plutonium Chemistry

by John S. Smith

Adjax Corporation
10090 River Road
Mouse Creek, Arkansas 67890

August 30, 2004

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Reviewing Official: Cathey Overhauser, Research Division
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**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION**

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.

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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)

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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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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~~

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**UNCLASSIFIED CONTROLLED
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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.

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NOT FOR PUBLIC DISSEMINATION

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Reviewing Official: Joe Hunt, USECD
(name/organization)

Date: 2/17/04

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

**UNCLASSIFIED CONTROLLED
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**Notification to Change Unmarked
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**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION**

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

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

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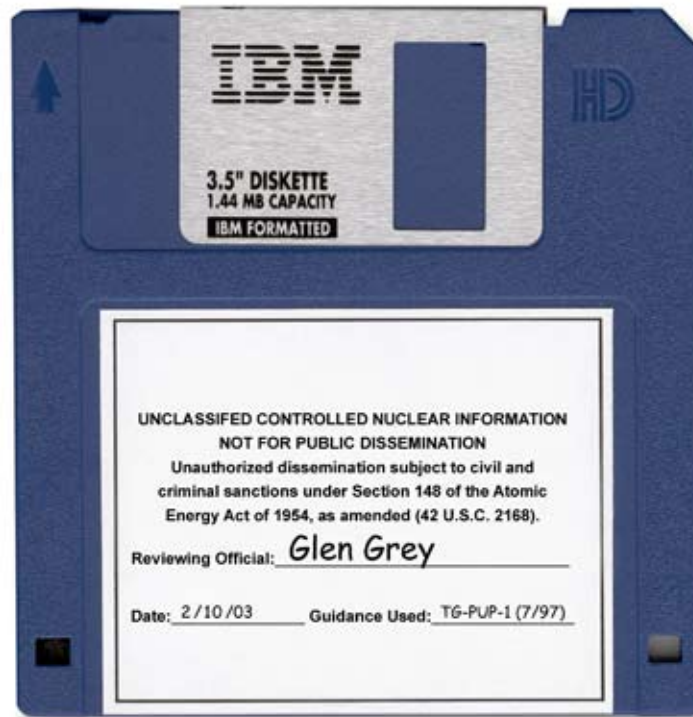
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Marking of a Diskette Containing UCNI

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APPENDIX A

National Security Information Historical Document Review Markings	
<u>CLASSIFICATION RETAINED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, EXEMPTION/RETENTION BY CG-HR-1 TOPICS: BY (NAME/ORGANIZATION):	This stamp would be used when reviewing a DOE or other agency NSI classified document that contains DOE classified information exempt from automatic declassification.
<u>CLASSIFICATION CANCELED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):	This stamp would be used when reviewing a DOE NSI classified document that no longer contains DOE or other agency classified information.
<u>CONTAINS NO DOE CLASSIFIED INFO</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):	This stamp would be used when reviewing another agency document that the review confirmed contained no DOE classified information.
<u>CONTAINS NO DOE CLASSIFIED INFO</u> COORDINATE WITH: DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):	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.
<u>CONFIRMED TO BE UNCLASSIFIED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):	This stamp would be used when reviewing a DOE purportedly unclassified document that is confirmed to contain no currently classified information.
<u>WITH ATTACHMENTS/ENCL</u>	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.
<u>WITHOUT ATTACHMENTS/ENCL</u>	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.
<u>THIS PAGE ONLY</u>	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).