

Greetings all, I have seen a decrease in proper markings of OOU when creating documents or delivering the documents via email.

Here are a couple of points to remember.

Anytime you send out OOU via email, you need to assure the following.....

- Place "OOU" in the Subject Line, add to the line at the beginning.
- Add the words "Official Use Only or if you have OOU attachments add "Attachments Contain OOU" to the top of the body of your email message
- Lastly if you email outside the SNL domain you need to encrypt the message.



## Official Use Only (OOU) Markings

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- **The individual ensures appropriate markings are applied.**
- **OOU:**
  - **Order requirement**
    - Mark BOTTOM of the front of the matter and each interior page.
  - **SNL good business practice**
    - Mark TOP and BOTTOM of the front of the matter, as well as all pages.
  - **Acceptable OPTION: Mark front of the matter and just pages with OOU information.**





## Official Use Only (OUO) Markings (cont.)

- **Must also appear on front:**

<b>OFFICIAL USE ONLY</b>	
May be exempt from public release under the Freedom of Information Act (5 U. S. C. 552), exemption number and Category: _____	
Department of Energy review required before public release	
Name/Org: _____	Date: _____
Guidance (if applicable) _____	

- **Individual completes:**

- Applicable FOIA exemption # and category name.
- Name of person identifying it as OUO, organization, and current date. Signature not required.
- ID guidance, if applicable.



## Official Use Only (OUO) Markings (cont.)

- **E-mail messages:**

- Denote OUO on subject line.
- First line of e-mail with OUO information must contain abbreviation "OUO" before beginning of text.
- If attachment contains the only OUO, the message should indicate this. "Attachment Contains OUO"
- Attachment must have all the required OUO markings.
- Use Entrust whenever possible
- Do not label Outlook folders as "OUO"



Reginald F. Tibbetts Jr. (Reggie)  
**Manager, Information Security, 4234**  
 CMPC, OPSEC-OUO, Facility Approvals (FOCI-FARA-CMC)  
 Sandia National Laboratories  
 Albuquerque NM, 87185-0852  
 505 844-5244 Office - 505 284-1883 Fax  
[rftibbe@sandia.gov](mailto:rftibbe@sandia.gov)

"Our Business is to Ensure the Adversary doesn't know Yours!"