

# **SANDIA REPORT**

SAND2009-6620

Unlimited Release

Printed October 2009

Supersedes SAND2008-5912 dated February 2008,  
SAND2005-7959 dated December 2005, SAND2007-0969  
dated March 2007, SAND2007-5912 dated September 2007

Guide to Preparing SAND Reports and Other Communication Products

## **Quick Reference Guide**

### **Sandia Creative Group**

Prepared by  
Sandia National Laboratories  
Albuquerque, New Mexico 87185 and Livermore, California 94550

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

Approved for public release; further dissemination unlimited.



**Sandia National Laboratories**

Issued by Sandia National Laboratories, operated for the United States Department of Energy by Sandia Corporation.

**NOTICE:** This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government, nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, make any warranty, express or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represent that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government, any agency thereof, or any of their contractors or subcontractors. The views and opinions expressed herein do not necessarily state or reflect those of the United States Government, any agency thereof, or any of their contractors.

Printed in the United States of America. This report has been reproduced directly from the best available copy.

Available to DOE and DOE contractors from

U.S. Department of Energy  
Office of Scientific and Technical Information  
P.O. Box 62  
Oak Ridge, TN 37831

Telephone: (865)576-8401  
Facsimile: (865)576-5728  
E-Mail: [reports@adonis.osti.gov](mailto:reports@adonis.osti.gov)  
Online ordering: <http://www.osti.gov/bridge>

Available to the public from

U.S. Department of Commerce  
National Technical Information Service  
5285 Port Royal Rd  
Springfield, VA 22161

Telephone: (800)553-6847  
Facsimile: (703)605-6900  
E-Mail: [orders@ntis.fedworld.gov](mailto:orders@ntis.fedworld.gov)  
Online order: <http://www.ntis.gov/help/ordermethods.asp?loc=7-4-0#online>



SAND2009-6620  
Unlimited Release  
Printed October 2009

## Guide to Preparing SAND Reports and Other Communication Products

# Quick Reference Guide

Sandia Creative Group  
Sandia National Laboratories  
PO Box 5800  
Albuquerque, New Mexico 87185-0619

### Abstract

This *Quick Reference Guide* supplements the more complete *Guide to Preparing SAND Reports and Other Communication Products*. It provides limited guidance on how to prepare SAND Reports at Sandia National Laboratories. Users are directed to the in-depth guide for explanations of processes.



# CONTENTS

<b>1. Introduction</b>	7
1.1. SAND Reports and Communication Products	8
1.2. Why SAND Reports?	9
1.3. Copyright	9
<b>2. Preparing a SAND Report</b>	11
2.1. Unclassified Checklist	13
2.2. Classified Checklist	15
<b>3. Preferred Specifications / Common Look and Feel</b>	17
3.1. Preferred Specifications	17
3.2. Common Look and Feel	19
<b>4. Preferred Structure</b>	21
4.1. Front Cover and Disclaimer Page	21
4.2. Title Page	23
4.3. Acknowledgments	26
4.4. Contents	26
4.5. Preface or Foreword	26
4.6. Executive Summary	26
4.7. Acronyms and Abbreviations	26
4.8. Body of the Report	27
4.9. References and Bibliography	27
4.10. Back Matter	29
4.11. Distribution List	29
<b>5. Review and Approval</b>	31
5.1. Electronic Submission of Unclassified Unlimited Release and Unclassified Limited Release	32
5.2. Hardcopy Routing (Unclassified Unlimited and Limited Release)	34
5.3. Classified Hardcopy Routing	34
<b>Appendix. Markings and Legends</b>	39
Unclassified Unlimited Release Documents	39
Unclassified Controlled Information (UCI)	40
OUO Information	<b>Error! Bookmark not defined.</b>
Classified Documents	49
Special Categories of Access	57

## Figures

Figure 1. Flowchart for Creating Unclassified SAND Reports Using Electronic Review and Approval .....	12
Figure 2. Layout of SAND Report Cover.....	22
Figure 3. Inside Front Cover. ....	22
Figure 4. Unclassified Title Page. ....	24
Figure 5. Classified Title Page. ....	24
Figure 6. Multiple Authors on Title Page.....	25
Figure 7. Acceptable Reference Formats .....	28
Figure 8. Distribution List “Housekeeping” Copies.....	30

## TABLES

Table 1. Useful SNL Contacts.....	7
Table 2. Directory of Web Resources .....	8
Table 3. Types of SAND Communication Products.....	9

# 1. Introduction

This *Quick Reference Guide* is an abbreviated version of topics covered more fully in *Guide to Preparing SAND Reports and Other Communication Products*.

All the Sandia organizations involved in the Review and Approval (R&A) and publications process are available to assist you if you need help. Table 1 lists some of these contacts. The Sandia Creative Group (NM site) or the Public Relations and Strategic Communications group (CA site) are good sources of authoritative information and assistance for your publications concerns. Table 2 lists some key web resources.

**Table 1. Useful SNL Contacts**

Department	Phone	Mail Stop
<b>New Mexico (505)</b>		
Classification and Export Control	844-5574	0175
Classified Matter Protection and Control	844-0827	0166
Sandia Creative Group*	844-6416	0619
Legal Technology Transfer Center	845-9536	0601
Print Shop*	844-6416	0617
Review and Approval Desk	845-8220	0612
Technical Library Imaging Services	844-2377	0899
Technical Library Reference Services	845-8324	0899
Video Services*	844-7167	0650
* Laboratory Communications <a href="#">LabComm</a>		
<b>California (925)</b>		
Security Operations (Classification Office)	294-2202	9021
Legal Technology Transfer	294-3573	9031
Communications Help Line	294-4555	9131
Public Relations & Strategic Communications <a href="#">PRSC</a>	294-4555	9131
Technical Library Reference Services	294-1029	

**Table 2. Directory of Web Resources**

<b>Sandia/DOE Resources</b>	
Presentation Templates	<a href="#">Sandia Creative Group/Resources</a>
Covers, forms	<a href="#">Corporate Forms: All Forms</a>
Acronyms, Initialisms, and Abbreviations	<a href="http://infoserve.sandia.gov/electronic/sandsearch.html">http://infoserve.sandia.gov/electronic/sandsearch.html</a>
Logos, corporate signature, and insignia	<a href="#">Sandia Creative Group/Resources</a>
Review and Approval General Information	<a href="#">Review and Approval</a>
Print Shop	<a href="#">Sandia Creative Group/Print Shop</a>
Electronic Review and Approval Application	<a href="#">R&amp;A Electronic Application</a>
External Web Publishing Review and Approval	<a href="#">Sandia Web Publishing Guidelines</a>
Library Submissions	<ol style="list-style-type: none"><li>1. Place in the Public Drop Zone folder under: SANDDOCS</li><li>2. By email to: <a href="mailto:SANDDOCS@SANDIA.GOV">SANDDOCS@SANDIA.GOV</a></li><li>3. Send the Web FileShare URL to: <a href="mailto:SANDDOCS@SANDIA.GOV">SANDDOCS@SANDIA.GOV</a></li></ol>
Common Look and Feel Examples	<a href="#">Sandia Creative Group/Portfolio</a>
DOE Portion Marking	<a href="http://www-irn.sandia.gov/security/dept/classification/doemarkinghb2006.swf">http://www-irn.sandia.gov/security/dept/classification/doemarkinghb2006.swf</a>

## 1.1. SAND Reports and Communication Products

SAND numbers (e.g., SAND2005-1234) are used to track official releases of Sandia information. Official releases are information that reflects or represents policies, operations, and activities. SAND numbers consist of the year, the sequential number of the document, and, when appropriate, a suffix for the type of communication product. SAND numbers for the years 2000 and beyond use four digits for the year.

In the electronic applications, SAND numbers are issued and emailed to the author after the changes required as a result of R&A have been made. Table 3 lists the types of communications products and an example of the appropriately suffixed SAND number for each.



**Table 3. Types of SAND Communication Products**

Document Type	Suffix	Example
Abstract (brief or extended)	A	SAND2005-1112A
Conference Paper /Conference Presentation	C	SAND2005-1112C
Electronic Posting/Web Site	W	SAND2005-1112W
Journal Article	J	SAND2005-1112J
SAND Report	None	SAND98-1112
Other reports, Viewgraph/Presentation, Brochure/ Newsletter/Fact Sheet, Exhibit/Poster/Display, Video/DVD, Book/Book Chapter	P	SAND2000-1112P

## 1.2. Why SAND Reports?

SAND Reports are considered *official work product* published under Sandia's DOE contracts. The "P" designation is often used when a custom or nonstandard format is used that does not meet the requirements of an official SAND Report. Although a "P" designation allows more flexibility in design and layout, it may not satisfy the customer's contractual requirement. The SAND Report format is very flexible once the requirements of the cover, title page, and distribution list are met.

## 1.3. Copyright

The *Guide to Preparing SAND Reports* has detailed copyright guidance. If you need help with a copyright issue, it is best to ask an expert. When submitting an article for publication, you will likely receive a copyright transfer or license form from the publisher. Prior to signature and submission, these forms must be sent to Legal Technology Transfer (Madelynne Farber) for review and verification of compliance with Sandia's prime contract. Unclassified electronic documents may be emailed to [mjfarbe@sandia.gov](mailto:mjfarbe@sandia.gov).

## 1.4 Sandia Corporate Policies

Sandia has many corporate policies and procedures that provide guidance for producing, marking, and releasing documentation. Many of these are referenced in this document, or you can search the corporate guidance for those that apply to a specific issue.



## 2. Preparing a SAND Report

To write and prepare a SAND Report document (Figure 1), the following steps are suggested:

1. Select either the SAND Report sample or the OUO SAND Report sample from the Sandia Creative Group web site (select Resources and then Templates for the kind of document that you are creating. [Sandia Creative Group/Resources](#)

### NOTE

*Because adding a cover to your Word file later on might cause changes in the document format, it is wise to begin your document with the cover already included. Cover templates (front, back of front, and back) are available at (Table 2). [Corporate Forms: All Forms](#)*

2. Use the formatting in the sample document selected, or modify it using the Preferred Specifications.
3. Discuss with your Derivative Classifier any classification or sensitivity issues that might affect the handling of the material.
4. Input your text and illustrations. Section 4, Preferred Structure, shows you how to organize your material. You should also incorporate required Common Look and Feel elements (Section 3.2) in promotional material. If copyrighted material is used, the author is responsible for obtaining permission to use the material. This includes pictures and text found on the Web.

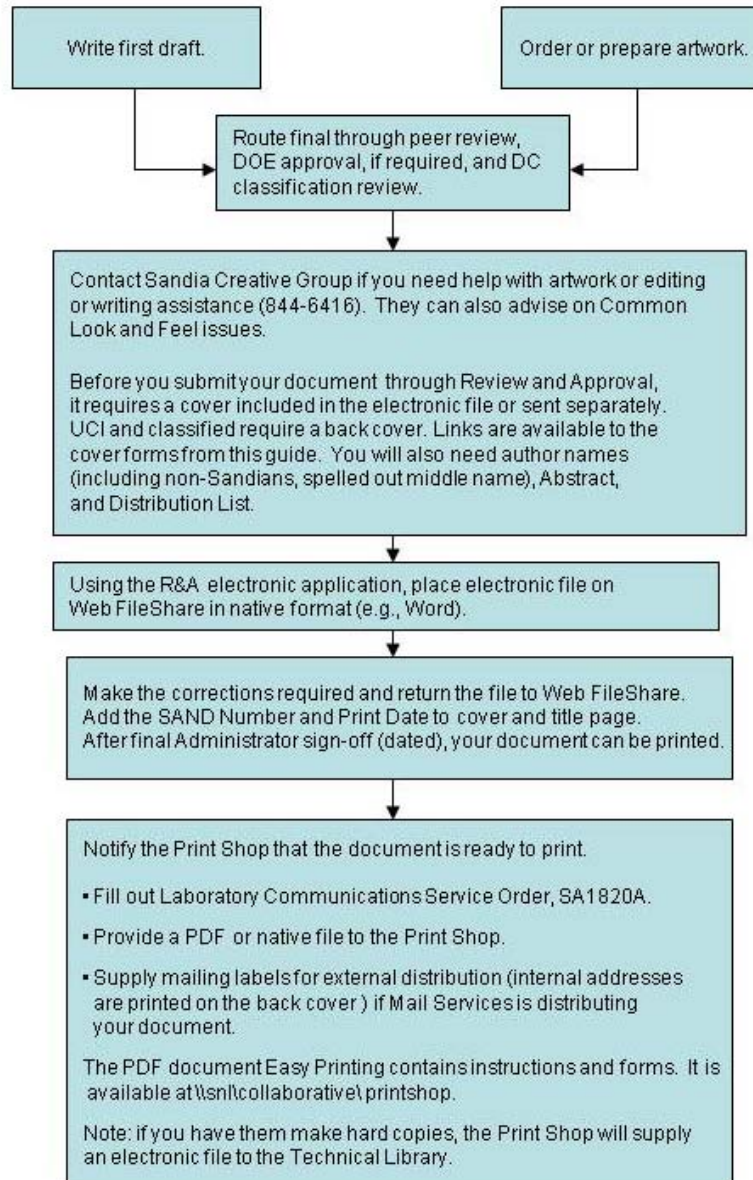
When submitting an article or other material for external publication, you will likely receive a copyright transfer or license form from the publisher. Prior to signature and submission, these forms must be sent to Legal (Madelynne Farber) for review and verification of compliance with Sandia's prime contract. Electronic documents may be emailed to [mjfarbe@sandia.gov](mailto:mjfarbe@sandia.gov).

### NOTE

*You may wish to use the services of a technical writer in creating the text. A graphic artist may be needed to create illustrations. Word processing assistance or a designer could help with the layout of the SAND Report. Contact the Sandia Creative Group (844-6416) for assistance obtaining any of these services.*

5. When your report is complete, including a cover, you may wish to have it reviewed by a technical editor. You can do this even if you did not use a technical writer earlier. Your report will need a cover before going through Review and Approval. If you have not already created one, you can generate one from available templates ([Corporate Forms: All Forms](#)) or contact the Sandia Creative Group if you need help with your cover.
7. Determine the recipients of the report and set up a Distribution List at the end of the report. Be sure to include the Housekeeping Copies (see Figure 8).

8. Use the classified or unclassified document checklists to be sure that the report is complete before and after Review and Approval. Refer to the *Guide for Preparing SAND Reports*. You may not enter a classified document into the R&A electronic application.
9. Be sure that all required reviews are completed before submitting the report to Review and Approval. Mark the report according to its sensitivity requirements as determined by your Derivative Classifier. Refer to Appendix for marking instructions.



**Figure 1. Flowchart for Creating Unclassified SAND Reports Using Electronic Review and Approval**

## 2.1. Unclassified Checklist

### **Cover**

Is all information on the cover correct? Cover should be in the file or included separately.

Top Block: SAND report number, sensitivity information, and print date.

A page number does not appear on page 1 (front cover).

Legends – Does cover include all legends as indicated on R&A form?

Does cover have “Prepared by . . .” statement and DOE Funding Statement?

OUO markings/Classified by box, if applicable?

Check that the following cover items agree with the title page:

Top Block: SAND report number, sensitivity information, and print date.

Full title of report

Author(s), full first name, middle initial or name spelled out (preferred), and last name of each; check spelling carefully. Authors may decide how first and middle names are presented (e.g., initials, etc.), but full first and middle names are preferred.

Sandia and/or contractor addresses

### **Legal Notice (Disclaimer)**

Does legal notice appear on page 2?

Have you checked with Legal Technology Transfer if there are copyright issues?

### **Title Page**

Does the title page have the following information?

Top Block: SAND report number, sensitivity information, and print date.

Full title of report

Author(s), full first name, middle initial or name spelled out (preferred), and last name of each (including non-Sandians); check spelling carefully. Spelling out middle names is encouraged.

Name of author(s)’ organization(s), but not the organization number(s)

Sandia name and address, including ZIP code (87185-#### for Sandia/NM). Insert author’s Mail Stop in ZIP.

Abstract (about 150 words)

OUO dissemination statement, if applicable

The title page is numbered page 3.

### **Body of Report**

Is page numbering correct? Check for the following:

- Page numbers in proper location (Bottom Center preferred)
- No skips in sequence

Are the title page, Contents, and the first page of body of report (the page with Introduction, Background, or similar headings) on right-hand pages?

Do Contents listings (including figures and tables) agree with the text, and are page numbers listed correctly?

Are graphics of good, reproducible quality?

Have you received permission to use copyrighted material (including web photos)?

### **Distribution**

Are names, organizations, and mail stops up to date?

Are housekeeping copies correct?

List one electronic copy to be sent to the Technical Library.

Distribution list: Authors should include a Distribution list with their report that contains at least the “housekeeping” copies. **OUO sent outside Sandia electronically has restrictions; see your CAS for requirements.**

For PDSH, do you have the permission letter for the Tech Library?

#### **R&A**

Your R&A is not complete until the R&A Desk dates the sign-off.

Have you made the changes required by R&A?

<b>REVISIONS</b>
The word <i>Revised</i> appears after SAND# on cover and title page <i>unless</i> a new SAND# is used. The supersession statement, with a blank line above it, appears below the Printed (date) line on cover and title page. The statement reads the same whether it is for SANDxxxx-xxxx Revised or a new SAND#. It is:  “Supersedes SANDxxxx-xxxx dated (month & year).”
<b>REPRINTS</b>
On cover, the reprint date replaces the previous print date. On title page, <i>the previous print date is retained</i> and the reprint date is added below it. On Distribution page, the original distribution is retained, followed by a blank line or two, then “Second (etc.) Printing, (date):” which is followed by another blank line and the new distribution. No housekeeping copies required unless there is a limitation or classification change.

## 2.2. Classified Checklist

### **Cover**

Is all the information on the cover correct?

Is the “Classified by” box complete?

Is the cover numbered page 1, with appropriately marked header and footer?

Does cover include all legends indicated on R&A form?

Does cover have “Prepared by . . .” statement and DOE Funding Statement?

Check that the following cover items agree with the title page:

Report number(s)

Nuclear Weapon Data & Sigma # or other limitations

Print date

Report title with classification in parentheses

Author(s), preferably first name, middle initial or name spelled out (preferred), and last name of each; check spelling carefully. Authors may decide how first and middle names are presented (e.g., initials, etc.), but full first and middle names are preferred.

### **Legal Notice (Disclaimer)**

Does legal notice appear on page number 2?

Have you checked with Legal Technology Transfer if there are copyright issues?

### **Title Page**

Does the title page (page 3) have the following information?

SAND Report number

Limitation statement(s) as marked on the R&A form (such as Nuclear Weapon Data – Sigma)

Print date (month and year without comma)

Full title of report followed by classification [e.g., (U) or (SRD)]

Author(s), preferably first name, middle initial or name spelled out (preferred), and last name of each; check spelling carefully

Name of author(s)’ organization(s), but not the organization number(s)

Company name and address, including ZIP code (87185-#### for Sandia/NM)

Does classification [e.g., (U) or (SRD)] follow the word Abstract?

Are all classification markings and legends included?

Do Classified by box and dissemination statement appear?

### **Body of Report**

Is portion marking required for this document?

Is page numbering correct? Check for the following:

- Page numbers in proper location
- No skips in sequence
- If Secret or Confidential, no double page numbers, and all blank pages state This page Intentionally Left Blank
- Is the last page of report (which should be a blank left-hand page) numbered and does it say *This Page Intentionally Left Blank*?
- Has the back of the last page been marked properly?

Have you received permission to use copyrighted material (including web photos)?

Are the title page and the pages with the Introduction, Contents, Executive Summary, and similar headings on right-hand pages?

Do Contents listings (including figures and tables) agree with the text, and are page numbers listed correctly?

Are graphics of good, reproducible quality?

Are classified references properly marked (Section 6.3 of *Guide to Preparing SAND Reports*)?

Classified documents require the following:

- Page Numbers
- Subject/Title Marking
- Abstract Marking
- Classification Level
- Classification Category
- Classifier Information
- Sigmas (if applicable)
- Caveats (if applicable)
- Portion Markings (NSI only)

### ***Distribution***

Are names, organizations, and **classified mail channels** current?

These must be verified.

Do all external recipients have a current classified mail channel?

Are external recipients listed by increasing mail channel numbers?

Are housekeeping copies correct?

Is the Distribution page numbered?

### ***R&A***

Does Review & Approval (R&A) Form include all approvals?

## **REVISIONS**

The word *Revised* appears after SAND# on cover and title page *unless* a new SAND# is used.

The supersession statement, with a blank line above it, appears below the Printed (date) line on cover and title page. The statement reads the same whether it is for SANDxxxx-xxxx Revised or a new SAND#. It is:

“Supersedes SANDxxxx-xxxx dated (month & year).”

## **REPRINTS**

On cover, the reprint date replaces the previous print date.

On title page, *the previous print date is retained* and the reprint date is added below it.

On Distribution page, the original distribution is retained, followed by a blank line or two, then “Second (etc.) Printing, (date):” which is followed by another blank line and the new distribution.

No housekeeping copies required unless there is a limitation or classification change.



### 3. Preferred Specifications / Common Look and Feel

The sample documents on the Sandia Creative Group web site are modifiable and may be a useful guide on how to set up your SAND Report, including the cover:

[Sandia Creative Group/Resources](#)

The SAND format allows a great deal of flexibility in how you lay out your document, so you can use what works best for your material.

#### 3.1. Preferred Specifications

*Title and Headings:* Sections may be numbered, or the heading style may be varied depending upon the particular needs of the document.

*Headers and Footers:* Optional. May not include the Sandia logo, departmental logos, or the words “Sandia National Laboratories.”

#### **Body Text**

*Type Size and Font:* 11- or 12-point Times New Roman or other serif type.

*Line Length:*

Double Column – 3 ¼ inches for each column, gutter 1/4 to 1/3 inch between columns.

Single Column – 6 inches or 6 ½ inches. Use with 10 to 12 point type.

*Line Spacing:* Single line spacing is preferred except for reports with equations (1.5 or double line spacing may be used).

#### **Paragraph Style**

*Paragraph Indents, Spacing, and Numbering:* Block or initially indented paragraphs are acceptable. Leave one or two blank lines between paragraphs. Paragraph numbering is optional.

*Ragged Right Margin or Justified Right Margin:* Either is acceptable. Text with a ragged right margin has been shown to be faster to read. Right-justified text may have uneven spacing that needs to be corrected.

#### **Page Layout**

*Paging:* Print on both sides (back to back) of the page. Headers, footers, page numbers, and margins need to alternate appropriately, depending on how you have set up the document. Centered page numbers are preferred. New sections, chapters, and appendices usually begin on an odd-numbered (right-hand) page in documents over 15 pages or in documents with many short sections. See Page Numbers below.

*Page Numbers:* One-half inch from bottom of page and ½ inch below last text line, centered or flush with outside margin (centered page numbers are preferred). Begin counting with the cover so that the

title page is page 3. Use only Arabic numbers on SAND Reports. Unclassified documents may be numbered sequentially or by chapter or section.

For a classified report, the page number 1 shows on the front cover, and 2 appears on the back of the front cover. A page number does not appear on the front cover of an unlimited release or UCI document. Classified and UCI reports require a back cover (front and back of page); back covers are not numbered. (The Print Shop supplies an unnumbered back cover for unlimited release reports.) Classified and UCI reports that end on a right-hand (odd-numbered) page have a following blank, even-numbered page, with a page number and proper marking. Classified documents are required to have page numbers sequentially numbered (for variations, check classification guides for current practice).

Mark blank pages about halfway down the page with **This Page Intentionally Left Blank** only in classified documents.

*Page Margins:* One inch, on top, bottom, and sides. The left margin may be set at 1.25 inches. If different margins are used, the widest is the binding-side margin. Even right and left margins are preferred.

## **Figures and Tables**

*Orientation of Figures and Tables:* Graphics may be presented in portrait (vertical) or landscape (horizontal) orientation, which requires the page to be turned 90 degrees counter-clockwise (to the left) to be read. Use of landscape figures is discouraged unless they are required for legibility. The caption must also be landscaped, but the page number orientation and position remains the same as for portrait pages.

*Placement of Figures and Tables:* Figures and tables should appear as soon as possible after they are called out in text and always within the same major section or chapter in longer documents.

## **Captions for Figures and Tables**

*Figure Captions:* Should be short and end with a period, 1 to 1 ½ lines **under** the illustration. Use a font different from that of the text (e.g., 11-point Arial bold). Descriptive text after the period should be in the same font but not bolded. Block the caption under the figure unless it is very narrow, but do not run it across the page. Short captions may be centered.

*Table Titles:* Place 1 to 1 ½ lines **above** the column headings. They should be in the same font used for captions, ending in a period. Descriptive text after the period should be in the same font but not bolded.

*Callouts:* The preferred minimum type size for callouts is 10 points, although 9-point bold may be legible.

*Source Lines on Figures:* If a graphic is taken from another work, that information must be included with the graphic. If the graphic is taken from a non-Sandia source, obtain written permission from the previous publisher. Cite the source in the caption, or above the caption such that the source information will travel with the graphic if used elsewhere. Changing the graphic slightly does not relieve the author of the obligation to use a source line. Examples:

“Reprinted with permission from...” if unchanged.

“Adapted with permission from...” if slightly modified.

“Redrawn with permission after...” if redrawn in substantially the same manner.

*Oversize Figures:* Oversize figures may require special handling in printing or copying. Be sure that the Print Shop is aware of your needs and can accommodate them.

## **Trademarks**

*The Chicago Manual of Style* (15<sup>th</sup> edition, section 8.162) offers the following advice, “Although the symbols ® and ™ often accompany trademark names on product packaging and in promotional material, there is no legal requirement to use these symbols, and they should be omitted wherever possible.” Including them on first use would be a recommended courtesy. Trademarks for Sandia products and those of its partners might be used more extensively.

## **Classified Markings**

You should consult a Derivative Classifier early in the process to ensure that your drafts are properly marked and protected. Classification and Export Control will review your document as part of the R&A process.

## **3.2. Common Look and Feel**

This effort, managed by the Public Relations & Communications Center, is to convey a consistent professional image and unified corporate look on all Sandia’s communications intended for public release. Communications products are created to attract business, promote capabilities, convey general corporate information, report on technical work, or generate good will.

Communication products include SAND Reports, which convey scientific and technical information, external project-level and program-level presentations and reports, Web-based materials, fact sheets, fliers, brochures, displays/exhibits, video, and presentations. They are also subject to formal Review and Approval.

Before committing funds for product design, confer with one of the following to develop a design that is consistent with Common Look and Feel guidelines (they also later approve design concepts in the Formal R&A process):

Linda Lovato-Montoya (NM), MS0619, 505-844-0268

Devon Powers (CA), MS9131, 925-294-1470

Approval of Common Look and Feel elements are required for all communications and are provided for through the electronic R&A application. Contact the Sandia Creative Group (NM) or the Communications Help Line (CA) with questions about these reviews.

Employees shall not authorize third party use of the Sandia logo, thunderbird logo, any Sandia or DOE trademark without prior Legal Technology Transfer Center review.

Common Look and Feel elements and guidelines are available at:

[Sandia Creative Group/Resources](#)



## 4. Preferred Structure

SAND Reports follow a standard sequence, although deviations may be made when necessary. Not all the elements appear in every document. A SAND Report **must have** a properly marked cover pages with the required statements, a disclaimer page (page 2), a title page with an abstract, and a distribution list with the housekeeping copies listed.

- ❑ Front Cover (page 1, number is not shown on unclassified report)
- ❑ Disclaimer Page (inside front cover, page 2, number shows)
- ❑ Title Page (page 3); this number appears on all reports.
- ❑ Acknowledgments (optional, page 4; this page may be left blank, but is numbered)
- ❑ Contents (page 5, or odd-numbered page)
- ❑ Preface or Foreword (optional, next blank page after Contents)
- ❑ Executive Summary (optional, odd-numbered page)
- ❑ Acronyms or Abbreviations
- ❑ Body of the Report (begins on odd-numbered page)
- ❑ References and Bibliography
- ❑ Back Matter
  - ❑ Glossary
  - ❑ Appendices
  - ❑ Index
- ❑ Distribution (odd or even page)
- ❑ Back Cover (UCI and Classified)

### 4.1. Covers and Disclaimer Page

The author is responsible for providing a front and/or back cover with the document.

**Note:** The corporate form site provides the cover, the back of the cover, and the back cover. If you use a cover template from the corporate forms site, you will have the required elements on your cover and meet the minimum Common Look and Feel requirements for SAND Reports as well as the required statements and markings:

[Corporate Forms: All Forms](#)

After Review and Approval (R&A), the author inserts the SAND Number, the sensitivity or distribution limitation, and the expected print date. UCI and classified reports require a back cover (which is not page numbered). UCI and Classified reports require additional markings.

For documents whose covers do not contain the required elements, the SAND number assigned in R&A may be suffixed with a “P.” Covers are printed on preprinted Sandia stock, and the text is laid out as shown in Figures 2 and 3. In unlimited release or UCI SAND Reports, front covers carry no page number. In classified SAND Reports, front covers are numbered page 1. The back of the front cover (page 2) includes a disclaimer. UCI and classified do not have DOE OSTI or NTIS availability information on this page.

## SANDIA REPORT

SAND2002-####  
Unlimited Release  
Printed August 2002

# The Velocity Interferometer System for Any Reflector

## Mod B, Push-Pull with Double-Delay-Leg and Dual VISAR Modes

Oren B. Crump, Jr., Paul L. Stanton

Prepared by  
Sandia National Laboratories  
Albuquerque, New Mexico 87185 and Livermore, California 94550

Sandia is a multiprogram laboratory operated by Sandia Corporation,  
a Lockheed Martin Company, for the United States Department of Energy's  
National Nuclear Security Administration under Contract DE-AC04-94AL85000.

Approved for public release; further dissemination unlimited.



Issued by Sandia National Laboratories, operated for the United States Department of Energy by Sandia Corporation.

**NOTICE:** This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government, nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, make any warranty, express or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represent that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government, any agency thereof, or any of their contractors or subcontractors. The views and opinions expressed herein do not necessarily state or reflect those of the United States Government, any agency thereof, or any of their contractors.

Printed in the United States of America. This report has been reproduced directly from the best available copy.

Available to DOE and DOE contractors from  
U.S. Department of Energy  
Office of Scientific and Technical Information  
P.O. Box 62  
Oak Ridge, TN 37831

Telephone: (865)576-8401  
Facsimile: (865)576-5728  
E-Mail: [reports@adonis.osti.gov](mailto:reports@adonis.osti.gov)  
Online ordering: <http://www.osti.gov/bridge>

Available to the public from  
U.S. Department of Commerce  
National Technical Information Service  
5285 Port Royal Rd  
Springfield, VA 22161

Telephone: (800)553-6847  
Facsimile: (703)605-6900  
E-Mail: [orders@ntis.fedworld.gov](mailto:orders@ntis.fedworld.gov)  
Online order: <http://www.ntis.gov/help/ordermethods.asp?loc=7-4-0#online>



**Figure 2. Layout of SAND Report Cover (unlimited release).**  
<http://www-irm.sandia.gov/corpdata/corpfoms/sandreportforms.htm>

**Figure 3. Inside Front Cover (unlimited release).**

## 4.2. Title Page

### ***Unclassified Title Page (Figure 4)***

The Title Page is numbered page 3. The information for the top block should match that on the cover. The title page may carry UCI or classified markings and legends. An Abstract is required that is approximately 150 words. Authors may decide how first and middle names are presented (e.g., initials, etc.), but full first and middle names are preferred. The names on the cover should match those on the title page.

An unclassified title page includes the following:

Top block

SAND Report Number (obtained during R&A)

Sensitivity or Distribution Limitation (Unlimited Release, OUO/Export Controlled Information, etc.)

Print Date

Supersession Statement (if the report is a revision)

Title of Report

Authors (use middle names if available; give organization *names*).

Sandia Address

Contract or purchase order number if work was done with non-DOE funds or if report is authored by a non-Sandian on contract.

Abstract (unless report is being done for an agency with different requirements, e.g., NRC)

Any required notices and markings that limit distribution

### ***Classified Title Page (Figure 5)***

A classified title page includes the same elements as does an unclassified title page except for the following differences:

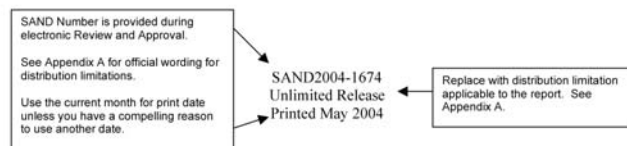
Any special limitation such as NWD and Sigma Number

Title followed by its classification in parentheses (e.g., U or SRD)

The word Abstract with its classification in parentheses

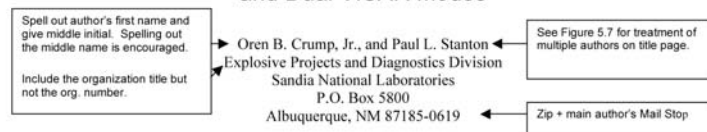
Any required notices (such as the Restricted Data notice)

Figure 6 shows how to arrange multiple authors on a page.



## The Velocity Interferometer System for Any Reflector

### MOD B, the Push-Pull with Double-Delay-Leg and Dual VISAR Modes



An abstract is required on all SAND Reports. The Executive Summary does not fulfill this requirement. Length is approximately 150 words.

In this example:  
Text is 12 pt. Times New Roman  
Title is 24 pt. Arial  
Subtitle is 18 pt. Arial

#### Abstract

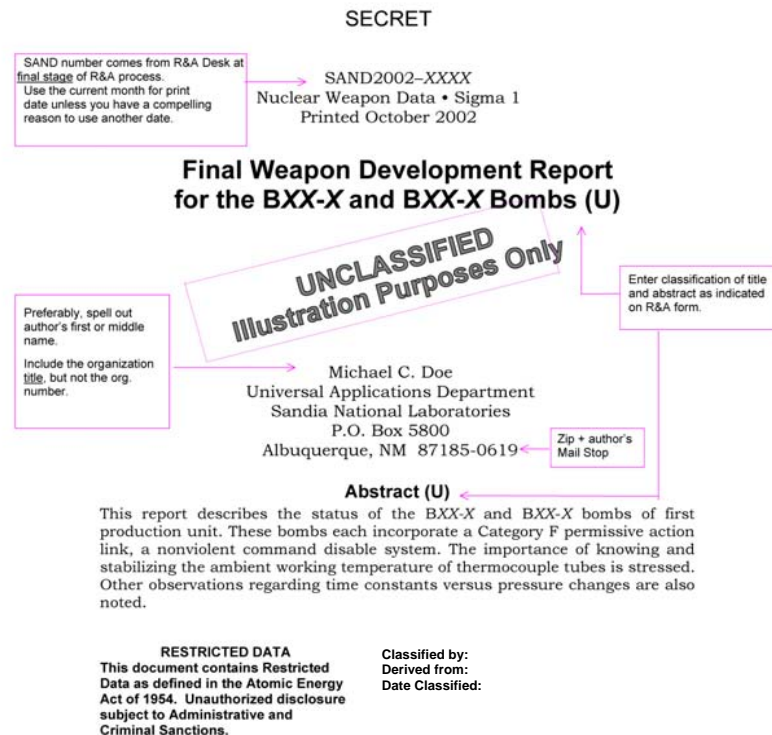
The Velocity Interferometer System for Any Reflector (VISAR) is the modern standard for measurement of shock phenomena. This report describes the original VISAR and its evolution into the current Mod B version built for Sandia's Explosive Projects and Diagnostics Division 2514. The Mod B system incorporates the push-pull signal processing introduced in Mod A to reduce sensitivity to target self-light and simplify data reduction, and it introduces the use of two push-pull VISARs to obtain two modes of operation.

For some UCI, a legend is included here. See Appendix A.

3

Begin internal page numbering from page 3. The cover and its back are pages 1 and 2.

Figure 4. Unclassified Title Page.



Dissemination and Reproduction Limitation – No further reproduction and/or dissemination of this document is permitted without the consent of the originator.

3

SECRET

Figure 5. Classified Title Page.



<b>Multiple authors:</b>	Frank Biggs, Marion P. Apodaca, and Clarence R. Mehl Test Planning and Diagnostics Department Sandia National Laboratories P.O. Box 5800 Albuquerque, NM 87185-3415
<b>Two or more departments:</b>	J. William Rogers, Jr., and Stephen J. Ward Initiating and Pyrotechnic Components Department  Ronald A. Guidotti Exploratory Batteries Department  Sandia National Laboratories P.O. Box 5800 Albuquerque, NM 87185-2356
<b>Sandia and an outside company:</b>	Randall R. Nason and August E. Binder Project Engineering Department Sandia National Laboratories P.O. Box 5800 Albuquerque, NM 87185-0156  John L. Darby Science and Engineering Associates, Inc. Albuquerque, NM 87190
<b>Editor:</b>	Randall R. Nason, Editor Project Engineering Department Sandia National Laboratories P.O. Box 5800 Albuquerque, NM 87185-9824
<b>Authors and editor:</b>	Frank Biggs and Marion P. Apodaca Test Planning and Diagnostics Department  Edited by  Stephen J. Ward Initiating and Pyrotechnic Components Department Sandia National Laboratories P.O. Box 5800 Albuquerque, NM 87185

**Figure 6. Multiple Authors on Title Page.**

### **4.3. Acknowledgments**

Acknowledgments credit substantial contributors to the work who are not authors. Contributions that are part of a person's normal job responsibilities need not be acknowledged. The acknowledgments statement usually appears on the back of the title page and is numbered page 4.

### **4.4. Contents**

The Contents begins on an odd-numbered page, usually page 5. It should list chapters and sections by number and title, including headings in the body text through the third order (include heading numbers, if any). Back matter should be listed by number (if any) and title. It is not necessary to list the headings within the appendices (Figure 5-9). Do not list the Distribution List. A Contents section is desirable if the report has 25 pages or more.

If the document has more than two figures or tables, the figures and tables are listed separately by number and title. For expanded captions, give the text through the first period. Omit material in parentheses unless needed to identify the figure or table.

### **4.5. Preface or Foreword**

The Preface or Foreword is optional. It commonly begins on the next blank page after the Contents, or it may precede the Contents. It can be placed on the back of the title page if it is less than a page. The Preface includes information that is of interest to the audience but is not essential to a clear understanding of the text. A Foreword (never Forward) is written by a person other than the author after the document is written and carries that person's name at the end. It consists of comments about the value, background, author's expertise, or other information that might add value to the report.

### **4.6. Executive Summary**

The Executive Summary (or Summary) is optional. It begins on a right-hand (odd-numbered) page. It may also be in the body of the report as the first section, or it may precede the Contents. It must follow the title page. The Executive Summary is a self-contained, concise restatement of the major points in the body of the report. It includes information on how the work was done, the nature and purpose of the investigation, equipment and processes used, the results, and primary conclusions or recommendations. It does not replace the need for an Abstract.

### **4.7. Acronyms and Abbreviations**

An Acronyms and Abbreviations list may be included if it is useful to the reader. It precedes the body of the report. The list begins on a right-hand (odd-numbered) page unless it is only one page long. A blank page follows it if it ends on an odd page (so that the body text may begin on an odd-numbered page).

Words that are not capitalized in their expanded form should not be capitalized when given in the list (e.g., IC – integrated circuit).

**NOTE**

*Unless the list is short, words that are defined rather than expanded from the shortened form may be placed in a glossary in the back matter.*

## **4.8. Body of the Report**

The body of the report begins on a right-hand (odd-numbered) page. It may consist of chapters (shorter documents are usually divided into sections, not chapters) or sections. Numbered headings may be used, but it is desirable to limit them to two decimal places (e.g., 1.3.4). Major sections may be run together in a smaller report (fewer than 50 pages), but sections must begin on a right-hand (odd-numbered) page in longer reports. The report typically begins with an introduction and ends with a summary, conclusions, or recommendations section.

## **4.9. References and Bibliography**

The References or Bibliography section follows the body of the report. References do not include items from the Appendices, which should have their own references or bibliography sections, if needed. A references section includes listings for materials quoted or referred to in the text. References are tied to particular passages in the body of the text. A bibliography may include materials consulted but not cited. A document might have either, both, or neither. Figure 7 shows two reference styles used at Sandia.

References in the text can be by number [1] for sequential references or by author/date (Hansen 1989) for author-date references. Other styles may be required depending on customer requirements.

## SEQUENTIAL

1. F. L. Oetting, M. H. Rand, and R. J. Ackerman, in *The Chemical Thermodynamics of Actinide Elements and Compounds, Part I: The Actinide Elements*. International Atomic Energy Agency, Vienna, Austria, 1989.
2. M. Hansen, *Constitution of Binary Alloys*. New Book Co., New York, NY, 1990.
3. F. A. Shunk, *Constitution of Binary Alloys, Second Supplement*. McGraw-Hill Book Co., New York, 1991.
4. A. N. Vol'skii and Y. M. Sterlin, *The Metallurgy of Plutonium*, Translated From Russian. Jerusalem, Israel, Program for Scientific Translations; available from the U.S. Dept. of Commerce, Clearinghouse for Federal Scientific and Technical Information, Springfield, VA, 1995.
5. W. G. Moffatt, *The Index to Binary Phase Collections*. General Electric Co., Schenectady, NY, 1989.
6. J. G. Parr and A. Hanson, *An Introduction to Stainless Steel*. American Society for Metals, Akron, OH, 1995.
7. D. F. Bowersox and J. A. Leary, The Solubilities of Selected Elements in Liquid Pu. II. Titanium, Vanadium, Chromium, Manganese, Zirconium, Niobium, Molybdenum and Thulium, in *J Nuc Mat* Vol. 27, No. 2, pp. 181-86, February 1996.

## AUTHOR-DATE

- Hansen, M., 1989, *Constitution of Binary Alloys*. New Book Co., New York, NY.
- Moffatt, W. G., 1994, *The Index to Binary Phase Collections*. General Electric Co., Schenectady, NY.
- Nevada Department of Conservation and Mineral Resources, 1991a, *Regulations for Drilling Water Wells*. Carson City, NV, 36 p.
- Nevada Department of Conservation and Mineral Resources, 1991b, *Regulations and Rules of Practice for Drilling Oil and Gas Wells*. Carson City, NV, 26 p.
- Oetting, F. L., M. H. Rand, and R. J. Ackerman, 1989, *The Chemical Thermodynamics of Actinide Elements and Compounds, Part I: The Actinide Elements*. International Atomic Energy Agency, Vienna, Austria.
- Parr, J. G., and A. Hanson, 1995, *An Introduction to Stainless Steel*. American Society for Metals, Akron, OH.
- Shunk, F. A., 1990, *Constitution of Binary Alloys, Second Supplement*. McGraw-Hill Book Co., New York.
- Vol'skii, A. N., and Y. M. Sterlin, 1995, *The Metallurgy of Plutonium, Translated From Russian*. Jerusalem, Israel, Program for Scientific Translations; available from the U.S. Dept. of Commerce, Clearing-house for Federal Scientific and Technical Information, Springfield, VA.

Figure 7. Acceptable Reference Formats

## 4.10. Back Matter

Back Matter should be numbered or lettered in sequence following the last page of the body of the report. If chapters and sections have previously begun on right-hand (odd-numbered) pages, so should the glossary, appendices, and index.

### ***Glossary***

A Glossary is optional. The glossary defines terms that are used in the text that might be unfamiliar to some of the readers.

### ***Appendices***

Appendices are optional. Appendices support the text, but are treated separately. References in an appendix are placed in the references list for that particular appendix. They should begin on an odd-numbered page.

If an appendix is itself a publication, it may have all the components of a report, including its own contents list and page numbering. It may be necessary to reduce the pages to include the SAND Report page numbers and markings. In using previously published documents, the author is cautioned to observe copyright and sensitivity and distribution limitations.

### ***Index***

An index is optional. An index may be set up to update automatically when page numbers change. Otherwise, it must be constructed when the final paging of the document has been determined.

## 4.11. Distribution List

The last item in the report is the distribution list. Some access limitations may require a different heading for the list (check Appendix). The distribution list may begin on an odd- or even-numbered page, but lists with multiple pages should begin on an odd-numbered page. Do not list this section in the Table of Contents. External addresses are listed first (with any foreign addresses last. External recipients of a classified document are arranged by increasing classified mail channels. All recipients' authorization to receive classified mail must be verified. Then Sandia addresses are listed by increasing mail stops. Figure 8 shows the required housekeeping copies.

**Note: The Print Shop will send the housekeeping copies to the libraries if you have hard copies printed through them. If you do not have hard copies printed through the Print Shop, you may email unclassified print files to TechLib SAND Doc Imaging, referencing file type and SAND number. See Section 6 for other delivery options and guidelines.**

<i>Use Mail Stop and Org. Number. Mail sent without Mail Stops will be delayed.</i>		
<b>UNCLASSIFIED Documents:</b>		
<b>Unlimited Release, Limited Release.</b>		
<b>The following “housekeeping” copy should appear at the end of each SAND Report distribution list.</b>		
1	MS 0899	Technical Library, 9536 (electronic copy)
<b>Sandia/NM CLASSIFIED Documents:</b>		
<b>Put Central Technical Files at end of external distribution and Technical Library at end of internal distribution.</b>		
1	M2497	Central Technical Files, 8944 (1 paper copy)
2	MS 0899	Technical Library, 9536 (1 electronic and 1 paper copy)
<b>Sandia/CA CLASSIFIED Documents:</b>		
<b>Put Central Technical Files at end of internal distribution and Technical Library at end of external distribution.</b>		
1	MS 9018	Central Technical Files, 8944 (1 paper copy)
2	M0501	Technical Library, 9536 (1 electronic and 1 paper copy)

For particular kinds of publications, add on the following as appropriate (in CA, use Classified Mail Channel number for classified mail to Sandia/NM orgs.):

If the document has a “Patent Caution” or “Patent Interest,” add the following to the END of the housekeeping copies:

**1 MS 0161 Legal Intellectual Property, 11500**

For CRADA documents, add the following to the END of the housekeeping copies:

**1 MS 0115 OFA/NFE Agreements, 10112**

For LDRD documents, add the following to the END of the housekeeping copies:

**1 MS 0123 D. Chavez, LDRD Office, 1011**

**OUO sent outside Sandia electronically has restrictions; see your CAS for requirements.**

Example of Sandia/NM Classified:

6 M0701 U.S. Department of Energy  
Attn: Maj. Gen. W. Hoover  
Washington, DC 20545

3 M0830 Lawrence Livermore National Laboratory  
Attn: R. F. Catham, L125 (2)  
A.B. Palmen, L394  
P.O. Box 808  
Livermore, CA 94550

1 M2497 Central Technical Files, 8944 (1 paper copy)

1 M0800 J.S. Kendall, 8417 [Use Mail Channel for CA listings]

1 M0800 P.R. Walker, 8417

5 MS 0314 L.G. Grant, 9811

8 MS027 J.R.Dallas, 1502

2 MS 0899 Technical Library, 9536 (1 electronic and 1 paper copy)

**Figure 8. Distribution List “Housekeeping” Copies.**

## 5. Review and Approval

Every communication product going outside Sandia, as well as internal communications with widespread distribution, is considered an official Sandia information product and requires appropriate review and approval. Even if only one Sandia employee co-authors a report with contractors, the report is considered a Sandia Report. A contractor report documents work done under a Sandia purchase order by an external entity such as a consultant or a company and is authored by that entity. The Review and Approval (R&A) Process is administered by Records Management to ensure that information released is professional, reviewed for classification, and marked appropriately.

### NOTE

*SAND numbers are issued after corrections identified in R&A have been approved by the manager. A document will not be printed until it has been signed off in R&A. See the [Choosing a Review Process](#) Web page for detailed Review and Approval instructions.)*

The two Review and Approval processes used at Sandia are the following:

**Formal Review and Approval** – Information released outside Sandia is assigned unique SAND numbers and must be reviewed. The R&A process and the assignment of SAND numbers are coordinated through the Recorded Information Management Department. (At Sandia/CA, Security Operations, Classifications Office, coordinates these functions.) The approval process is documented using the R&A electronic application: [R&A Electronic Application](#)

**Programmatic/Organizational Review and Approval** – Less formal external releases are not assigned SAND numbers and may be processed using the Programmatic/Organizational Review. These releases must be approved by the organizational management and a cognizant Derivative Classifier (DC). Before the information is released, it is recommended that the originating organization consult with the Legal Intellectual Property Center if the release is scientific and/or technical in nature and the Classification and Export Control Department if it is a potentially sensitive subject area. Documentation of the approval is also recommended using the Record of Organizational or Programmatic Review for Information Release: <http://www-irm.sandia.gov/corpdata/corpforms/1008rao.doc>

CLASSIFIED information **MUST NOT** be uploaded into unclassified Web FileShare. The “hardcopy” routing option is used for classified requests. The submitter should fill in all the necessary information and then write the tracking number on the information release. . It is also permissible when all restrictions are met to send the copies via classified email to recipients with access to classified networks. **Be sure that the materials are appropriately classified for the classified network to be used and coordinate the transfer with the recipient.**

**Warning: Do not put a classified report into the Electronic R&A System. If you are not sure about the classification level of the document, consult a Derivative Classifier or a Classification Analyst. Do not upload a classified document into unclassified Web FileShare.**

Figure 9 depicts the electronic R&A process.

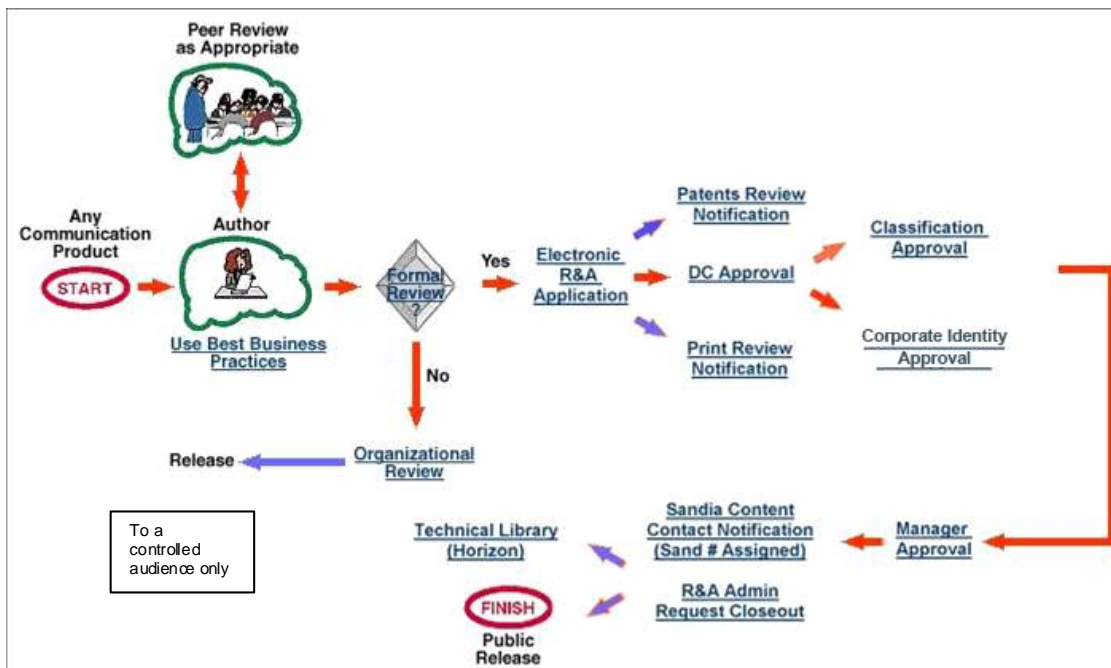


Figure 9. Flow Chart of Electronic R&A Process.

## 5.1. Electronic Submission of Unclassified Unlimited Release and Unclassified Limited Release

1. The author ensures that peer reviews and corrections are incorporated into the document. The document should be as complete and final as possible, including a cover:
2. To ensure that the communication product is handled properly before initiation of R&A, it should be reviewed as soon as possible by a Derivative Classifier (DC) if there are any classification concerns.
3. The author obtains all necessary DOE/agency pre-approvals.

### NOTE

*It is recommended that the requestor or the SNL content contact fill out the Pre-Flight Checklist prior to submitting the electronic R&A. <https://cfwebprod.sandia.gov/cfdocs/RAA/templates/>*

4. The author or requestor (the requestor may be someone else other than the author) uses the electronic application to initiate the R&A process: R&A Electronic Application
5. The requestor uses the electronic application to submit the R&A request and to upload the native file (e.g., Word) to Web FileShare. The complete names of all authors (including non-Sandians) and co-authors should be included.



Promotional communications—those that promote Sandia capabilities—will be reviewed for adherence to Common Look and Feel guidelines by the Sandia Creative Group (NM) or Communications Help Line (CA).

- **IF** the communication product is a SAND Report (typically, a document officially released by Sandia), a cover, a title page, table of contents, and a distribution list (including housekeeping copies) are required prior to final review by the R&A Administrator (NM or CA).
  - **IF** there is disagreement about the assigned classification sensitivity, the classification analyst will work with the DC and the author to reach an agreed-upon classification.
  - **IF** the communication product needs revision, the reviewers will note that in the Comments field, and the author is responsible for making the changes.
6. The requestor replaces the file in Web FileShare via the electronic application if changes were made to the document.
  7. Once all changes required have been agreed to by the manager, the R&A system emails the SAND number to the requestor.
  8. The requestor adds the SAND number to the cover and title page and replaces the file in Web FileShare.
  9. The R&A Administrator indicates approval/closes out R&A. The electronic form is not closed until the Administrator block is *signed* and *dated*.
- **IF** the communication product is to be printed, the author contacts the Print Shop (844-6416) to send unclassified unlimited release files to the Print Shop collaborative space folder
    - \\snl\collaborative\printshop (PC users)
    - smb://ds09snlnt/printshop (Mac users).

(A controlled-access UCI folder also exists in the collaborative space folder.)

Refer to the Easy Printing PDF file for forms and information \\snl collaborative\printshop (PC). The author should carefully review all file formats that are sent to the Print Shop.

<\\snl\collaborative\printshop>

11. If the document is printed through them, the Print Shop provides the housekeeping copies to the libraries. The Technical Library holds the record copy of all formal SAND Reports. If you do not have hard copies printed through the Print Shop, you may email unclassified electronic files to [SANDDOCS@SANDIA.GOV](mailto:SANDDOCS@SANDIA.GOV), referencing file type and SAND number.

## 5.2. Hardcopy Routing (Unclassified Unlimited and Limited Release)

### NOTE

*Do not use this procedure for classified material. For classified R&A, see Section 2.5, Classified Hardcopy Routing.*

- **IF** the communication product is complex video, sophisticated PowerPoint presentations with embedded video or large amounts of graphics and pictures, prepared CDs and DVDs with multiple files, or any other format not supported by Sandia's Common Operating Environment, choose "hardcopy routing" from the R&A electronic application. (The electronic application is used for tracking certain information regarding hardcopy submission of communication products.) Use the routing details page to create a routing list and record the document/tracking number on the cover of the document.
- **IF** the communication product does not fit in a folder (e.g., videos, displays), the author includes any relevant documentation (Web site map, scripts, layouts, pictures of displays, etc.) in the folder and sends the item with the folder. If that is not practical, contact the Classification and Export Control Department to determine how the item can be reviewed.

## 5.3 Classified Hardcopy Routing

Classified material can currently be submitted for R&A using only the hardcopy routing procedure below.

1. The requestor ensures that peer reviews are completed and corrections are incorporated into document. The Derivative Classifier should have provided an initial classification. The document should be as complete and final as possible, including a cover.
2. The requestor marks the material with appropriate classification and access restrictions. To ensure proper physical protection, appropriate markings and legends should be placed on the draft copy as soon as possible.
3. The requestor obtains all necessary DOE/agency pre-approvals.
4. The requestor obtains all necessary contractual or outside agency approvals.
5. It is recommended that the requestor fill out the Pre-Flight Checklist available via the electronic R&A application prior to initiating the electronic R&A. (The electronic application is used for tracking certain information regarding hardcopy submission of communication products.)
6. The requestor uses the electronic R&A application to initiate R&A. The requestor selects "hardcopy" for hardcopy routing. If the title is classified, enter "classified title" in the title field. The requestor provides the complete names of authors (including non-Sandians) and all co-authors, with their complete middle names, if available.

7. Requestor should consult the department's Classified Administrative Specialist for logging out and handling and wrapping of classified hardcopies and/or Accountable Removable Electronic Media (ACREM).

**NOTE**

*Use properly marked front and back cover sheets on each hard-copy of the draft document and on the master. For Secret, use Form SF 704 for the front cover and Form SF 2900-HE or -EA for the back cover; for Confidential, use Form SF 705 for the front cover and Form SA 2900-HEA for the back cover.*

8. Put the material, with the appropriate cover sheets, in a classified folder or envelope. Staple the folder together at the top and right side to secure the contents or use strong rubber bands around the folder in both directions. Place bulky documents in an envelope.

**NOTE**

*The requestor must hand carry the classified document package to each of the reviewers obtained through the R&A electronic application. It is also permissible to send the copies via classified email to recipients with access to classified networks. Be sure that the materials are appropriately classified for the classified network to be used and coordinate the transfer with the recipient.*

**Do not put a classified report into the Electronic R&A System. If you are not sure about the classification level of the document, consult a Derivative Classifier or a Classification Analyst. Do not upload a classified document into unclassified Web FileShare.**

9. Attach the routing slip from the electronic application and hand carry to the Derivative Classifier, Classification and Export Control (NM), the Common Look and Feel Approver, the approving Manager, and the R&A Administrator. The reviewers approve via the electronic R&A.
  - **IF** there is disagreement about the assigned classification, the classification analyst will work with the DC and the author to arrive at an appropriate classification.
  - **IF** the communication product is a promotional communication (those that promote Sandia capabilities), it must be reviewed for adherence to Common Look and Feel guidelines by the Sandia Creative Group (NM) or Public Relations & Strategic Communications (CA).
10. The requestor accesses the reviewer comments through the electronic R&A or on the hardcopy. The author makes any necessary revisions, including adding the SAND number to the title page and cover.
11. The R&A Administrator (NM) closes out the R&A processes. The R&A is not closed out until the R&A Administrator block is signed and dated. After close-out, contact the Print Shop (NM) to make printing arrangements. The requestor supplies the native files and a PDF to the Print Shop.

If the document is printed through them, the Print Shop provides the housekeeping copies to the libraries. Otherwise, the author is responsible to provide the housekeeping copies. The Technical Library holds the record copy of all formal SAND reports.

## 6. Printing and Distribution

All final printed or copied documents **must** be published through the Print Shop (NM) and Public Relations & Strategic Communications (CA). Printing or copying in color no longer requires DOE approval. Promotional materials require review for adherence to Common Look and Feel guidelines. Copies marked DRAFT in the header and footer may be copied on convenience copiers.

Once a SAND Report has been signed off through R&A, it can be printed by the Print Shop. They prefer to receive native files and PDFs created to their specifications (see Easy Printing at <\\snl\collaborative\printshop>).

### NOTE

*Refer to the Easy Printing PDF file, at <\\snl\collaborative\printshop> for forms and information on creating the PDFs for printing. The author should carefully check all PDFs sent to the Print Shop. The Print Shop site at <\\snl\collaborative\printshop\UCI-OUO> contains a folder in which UCI can be placed. (Access this site from Run on a PC.) Once you place UCI in that file, you cannot access it again. **Classified material cannot be sent electronically to the Print Shop.***

The Print Shop can help you arrange distribution of copies listed in the Distribution List. They will not print more copies than are included on the Distribution List.

Make self-adhesive labels for all internal and external addressees receiving classified reports and for all internal addressees receiving Confidential or Secret reports. If the report is Secret, also prepare Receipts for Classified Information (RCIs) in accordance with Classified Matter Protection and Control guidance. For unclassified reports, the customer must supply mailing labels for external addressees. The Print Shop can print address information on the back cover of SAND Reports for unclassified internal distribution. Send the forms and labels to Document Processing.

The Technical Library is responsible for the record copy of all SAND documents. After a SAND document has been signed off through the electronic R&A application, the Print Shop automatically submits an electronic copy (unclassified) to the Technical Library (see Figure 8). Electronic access to SAND documents is made available through various services, depending on classification and limitations, including the Technical Library's online catalog, Sandia's search capability, and Web FileShare.

Abstracts remain on line after publication of the complete document, so updated abstracts should be sent to the Technical Library. Conference papers should also be updated if changed. Substantially changed abstracts and conference papers are subject to additional R&A. A conference paper should also include the title and date of the conference publication as well as the page numbers of the conference paper within the proceedings, if available. **Whenever a Patent Caution is removed from a conference paper or journal article, check with Classification and Export Control regarding R&A. Be sure to notify the Technical Library when the Patent Caution is removed so that they can make the material available.**

If the no copies were made in the Print Shop, the author must send the file to the Technical Library (SAND Doc Imaging, 844-9230). The Technical Library prefers to receive completed, printed files as PDFs. It will also accept PC-compatible electronic files in Adobe Acrobat PDF, MS Word WordPerfect, PowerPoint, Rich-Text Format, or other formats supported by the common operating environment for Sandia computers. Files for unclassified unlimited release material may be submitted to: Technical Library Reports Receivable at MS0899 on floppy, Jaz, CD-ROM, or Zip disks. PDF print files may be sent electronically to TechLib SAND Doc Imaging.

Be sure to reference the SAND number and file type on all submittals.



## Appendix. Markings and Legends

All SAND documents require a special marking or legend or both. This table lists the markings and legends to be used with various types of documents. To ensure proper physical protection, the appropriate markings and legends should be placed on the draft copy as soon as possible.

### Unclassified Unlimited Release Documents

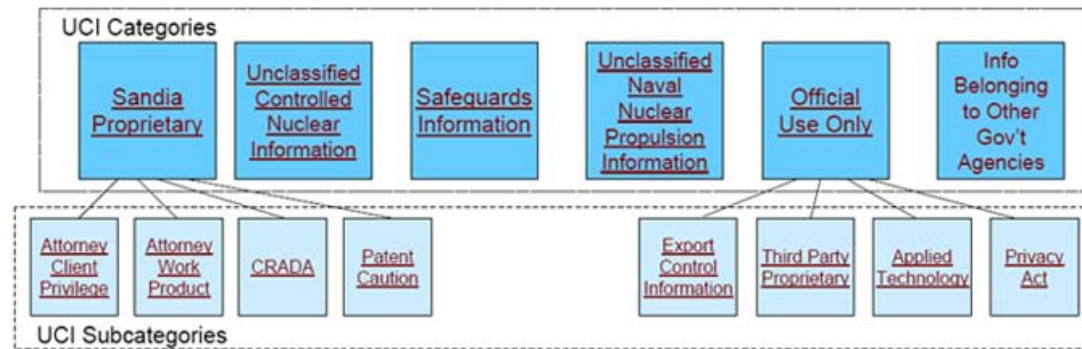
Name of Notice	Instructions	Sample
<b>Unclassified Unlimited Release</b>	Cover/title page – top block under SAND No.	<b>Unlimited Release</b>
	Bottom of cover	<b>Approved for public release; further dissemination unlimited.</b>

## QUICK REFERENCE GUIDE

### Unclassified Controlled Information (UCI)

In addition to the markings specified here, check the linked sites for other marking and protection control requirements, including special cover pages envelopes. The table entries are referenced to Classification Handbook for Derivative Classifiers at SNL or to various Sandia CPRs giving guidance on OUO:

- Classification and Export Control Department Web site, Classification Handbook for Derivative Classifiers at SNL: [4225 Classification](#)
- New Doe Order Web site (has sample covers): <http://sns.sandia.gov/resource/newdoeorder/>



Refer to the following for marking of Sandia Proprietary Information (Legal, Procurement, Human Relations, Lockheed Martin, and Protected CRADA) as shown above.

IM100.2.5 Identify and Protect Unclassified Information



## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<b>Naval Nuclear Propulsion Information</b>	<p>Cover/title page – top block under SAND No.</p> <p>Cover and title page</p> <p>Top and bottom of each page</p> <p>Distribution is very limited.</p> <p><u>Note:</u> NNPI may also apply to classified information.</p>	<p style="text-align: center;">(These instructions are for U-NNPI)</p> <p style="text-align: center;"><b>Naval Nuclear Propulsion Information</b></p> <p><b>NOFORN: This document is subject to special export controls and each transmittal to foreign governments or foreign nationals may be made only with prior approval of the Naval Sea Systems Command.</b></p> <p style="text-align: center;"><b>No Foreign Dissemination</b> or <b>NOFORN</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Unclassified Controlled Nuclear Information (UCNI)</b></p> <p><i>Cover sheet: SF-1008-UCN is optional.</i></p>	<p>Cover/title page – top block under SAND No.</p> <p>Cover (UCNI legend)</p> <p>Add dissemination statement on cover and title pages.</p> <p>Cover, title page, and all internal pages top and bottom.</p> <p>Marking on interior pages may be limited to those pages containing UCNI if more convenient.</p>	<p style="text-align: center;"><b>Unclassified Controlled Nuclear Information</b></p> <p style="text-align: center;">•</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION NOT FOR PUBLIC DISSEMINATION Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic energy Act of 1954 as amended (42 USC 2168)</p> <p>Review Official: <u>Name and Organization</u> Date: _____</p> <p>Guidance: (List all UCNI Guidance)</p> </div> <p style="text-align: center;"><b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION</b></p> <p style="text-align: center;"><b>NOT FOR PUBLIC DISSEMINATION</b></p> <p style="text-align: center;"><b>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)</b></p> <p style="text-align: center;"><b>UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION</b> or <b>UCNI</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Official Use Only (OUO)</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p> <p><b>OUO sent outside Sandia electronically has restrictions; see your CAS for requirements.</b></p>	<p>Cover/title page – top block under SAND No.</p> <p>Cover (for documents to be excluded from Freedom of Information Act requests)</p> <p>Note: Use the organization name in the OUO box and the complete category exemption and number.</p> <p>Cover and title pages include the DOE dissemination statement.</p> <p>Place at top and bottom of each page. Bottom marking required; the top marking is a Best Business Practice.</p>	<p style="text-align: center;"><b>Official Use Only / Exemption name or subcategory (e.g., Official Use Only / Circumvention of Statute / Export Controlled Information)</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p> <p>May be exempt from public release under the Freedom of Information Act (5 U.S.C. 522), exemption number and category: Department of Energy review required before public release.</p> <p>Name/Org: _____ Date: _____ Guidance: _____</p> </div> <p>Exemption number is required.</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2. Circumvention of Statute</li> <li>3. Statutory Exemption (Requires a subcategory)</li> <li>4. Commercial/Proprietary (Requires a subcategory)</li> <li>5. Privileged Information</li> <li>6. Personal Privacy</li> <li>7. Law Enforcement</li> <li>8. Financial Institutions</li> <li>9. Wells</li> </ol> <p><b>Further dissemination authorized to the Department of Energy and DOE contractors only; other requests shall be approved by the originating facility or higher DOE programmatic authority.</b></p> <p style="text-align: center;"><b>OFFICIAL USE ONLY or OUO</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Applied Technology</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p><b>Include all OUO markings</b></p> <p>Cover/title page – top block under SAND No.</p> <p>Cover</p> <p>Mark top and bottom of each page.</p>	<p>OUO Exemption 5, Privileged Information</p> <p style="text-align: center;"><b>Official Use Only / Applied Technology</b></p> <p style="text-align: center;"><b>APPLIED TECHNOLOGY</b></p> <p>Any further distribution by any holder of this product or data therein to third parties representing foreign interests, foreign governments, foreign companies, and foreign subsidiaries or foreign divisions of U.S. companies shall be approved by the _____ [insert appropriate NE Program Office officials], U.S. Department of Energy. Further, foreign party release may require DOE approval pursuant to 10 CFR 810, and/or may be subject to Section 127 of the Atomic Energy Act.</p> <p>Further dissemination only as authorized by the originating facility or higher DOE programmatic authority; requester must possess appropriate security clearance, need-to-know, and facility approval for receipt and storage of classified documents by the DOE Office of Security Affairs.</p> <ol style="list-style-type: none"> <li>1. Associate Deputy Assistant Secretary for Reactor Systems, Development, and Technology</li> <li>2. Associate Deputy Assistant Secretary for Reactor Deployment</li> <li>3. Deputy Assistant Secretary for Space and Defense Power Systems</li> <li>4. Deputy Assistant Secretary for Naval Reactors</li> </ol> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<b>Export Controlled Information (ECI)</b>  Cover template under Sand Report Covers:  <a href="#">Corporate Forms: All Forms</a>	<b>Include all OUO markings</b>  Cover/title page – top block under SAND No.  Add dissemination statement on cover and title pages.  An appropriate legend must be used on cover page:  ITAR – International Traffic and Arms Regulation  EAR – Export Administration Regulations  DOE – Department of Energy  NRC – Nuclear Regulatory Commission  Mark top and bottom of each page.	OUO Exemption 3, Statutory Exemption  <p style="text-align: center;"><b>Official Use Only / Export Controlled Information</b></p> <p><b>Further dissemination authorized to Department of Energy and DOE contractors only; other requests shall be approved by the originating facility or higher DOE programmatic authority.</b></p> <p><b>Export Controlled Information:</b> plus one of the following statements:</p> <p><b>Treat this material per Department of State (DOS) International Traffic in Arms Regulations, 22 CFR 120-130. Information contained in this document is also subject to controls defined by the Department of Defense Directive 5230.25.</b></p> <p><b>Treat this material per Department of Commerce Export Administration Regulations, 15 CFR 730-774.</b></p> <p><b>Treat this material per Department of Energy Assistance to Foreign Atomic Energy Activity Regulations, 10 CFR 810.1.</b></p> <p><b>Treat this material per the Nuclear Regulatory Commission's Export and Import of Nuclear Equipment and Material Regulation, 10 CFR 110.</b></p> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Protected Battery Information</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p><b>Include all OUO markings</b></p> <p>Cover/title page – top block under SAND No.</p> <p>Cover only</p> <p>Add dissemination statement on cover and title pages.</p> <p><i>Note: The abstract should not include Protected Battery Information.</i></p> <p>Mark top and bottom of each page.</p>	<p>OUO Exemption 3, Statutory Exemption</p> <p style="text-align: center;"><b>Official Use Only / Protected Battery Information</b></p> <p style="text-align: center;"><b>PROTECTED BATTERY INFORMATION</b></p> <p>This product contains Protected Battery Information that was produced under Contract/CRADA No. _____ and is not to be further disclosed for a period of up to five years after the completion of the individual project, or not prior to <u>(date)</u>.</p> <p><b>Further dissemination authorized to the Department of Energy only; other requests shall be approved by the originating facility or higher DOE programmatic authority.</b></p> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<b>Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR)</b>	<p><b>Include all OUO markings</b></p> <p>Cover/title page/back cover top and bottom; top block under SAND No.</p> <p>Add dissemination statement on cover and title pages.</p> <p>Mark top and bottom of each page.</p>	<p>OUO Exemption 3, Statutory Exemption</p> <p style="text-align: center;"><b>OFFICIAL USE ONLY / SBIR PROPRIETARY INFORMATION</b> OR <b>OFFICIAL USE ONLY / SMALL BUSINESS TECHNOLOGY TRANSFER</b></p> <p><b>Further dissemination authorized to U.S. Government agencies only; other requests shall be approved by the originating facility or higher DOE programmatic authority.</b></p> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p>

## QUICK REFERENCE GUIDE

<b>Third Party Proprietary</b>	<p><b>Include all OUO markings</b></p> <p>Cover/title page/back cover top and bottom; top block under SAND No.</p> <p>Add dissemination statement on cover and title pages.</p> <p>Mark top and bottom of each page.</p>	<p>OUO Exemption 4, Commercial Proprietary</p> <p>Official Use Only/Third Party Proprietary Information</p> <p>This technical data contains (fill in non-Sandia Co. name) Proprietary Information furnished under contract or agreement (number XXX) between Sandia National Laboratories and (Fill in non-Sandia company name) for the controlled release of the information. Disclosure outside the Government is not allowed without prior approval of the originator, or in accordance with provisions 48 CFR 952.227 and U.S.C. 552.</p> <p>Further dissemination authorized to U.S. Government agencies only; other requests shall be approved by the originating facility or higher DOE programmatic authority.</p> <p><b>OFFICIAL USE ONLY</b></p>
--------------------------------	--	--



## Classified Documents

Classified documents have levels of classification: TOP SECRET (TS), SECRET (S), or CONFIDENTIAL (C). They also have categories: RD, FRD, or NSI. They can also have caveats or access restrictions such as NWD, Sigma numbers, CNWDI, and NOFORN. These levels, categories, and access restrictions may be used in various combinations. Detailed guidance on handling classified documents, as well as cover sheets and envelopes, can be found in the reference publications:

S&S Marking Guide (S&S-MAN-021)

Classified Work Station (CWS) Manual (S&S-MAN-013)

DOE Marking Handbook (September 2006):

<http://www-irn.sandia.gov/security/dept/classification/doemarkinghb2006.swf>

The classified checklist includes some other requirements for classified reports.

## QUICK REFERENCE GUIDE

### Levels

All classified documents must be marked with the classification level. Refer to CPR 400.3.12.1 (section entitled Preparing Classified SAND Reports) for guidance.

Name of Notice	Instructions	Sample
<p><b>Top Secret</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p>Place at top and bottom on front of each page in bold letters at least one eighth-inch high. RD and FRD internal pages (including title page) are marked with <b>level and category</b>. The back of the last page is marked top and bottom with level and category.</p> <p>Cover and title page:</p> <p>If you have a Top Secret document, contact Classification and Export Control Dept. (NM) or Classification Office (CA) for marking requirements.</p>	<p style="text-align: center;"><b>TOP SECRET</b></p> <p>For Distributions to locations outside the DOE Complex, the following is included on the title page and cover :</p> <p><b>Dissemination and Reproduction Limitation – No further reproduction and/or dissemination of this document is permitted without the consent of the originator. *</b></p> <p><small>*Exact wording may vary depending on classification circumstances. Contact Classification and Export Control Department.</small></p>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Secret</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p>Place at the top and bottom on front of each page in bold letters at least one-eighth-inch high. RD and FRD internal pages (including title page) are marked with <b>level and category</b>. The back of the last page is marked top and bottom with level and category.</p> <p>Cover and title page:</p>	<p style="text-align: center;"><b>SECRET</b></p> <p>For Distributions to locations outside the DOE Complex, the following is included on the title page and cover:</p> <p><b>Dissemination and Reproduction Limitation – No further reproduction and/or dissemination of this document is permitted without the consent of the originator.*</b></p> <p><small>*Exact wording may vary depending on classification circumstances. Contact Classification and Export Control Department.</small></p>

## QUICK REFERENCE GUIDE

<p><b>Confidential</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p>Place at the top and bottom on front of each page in bold letters at least one-eighth-inch high. RD and FRD internal pages (including title page) are marked with <b>level and category</b>. The back of the last page is marked top and bottom with level and category.</p> <p>Cover and title page:</p>	<p><b>CONFIDENTIAL</b></p> <p>For distributions to locations outside the DOE Complex:</p> <p><b>Dissemination and Reproduction Limitation – No further reproduction and/or dissemination of this document is permitted without the consent of the originator.*</b></p> <p>*Exact wording may vary depending on classification circumstances. Contact Classification and Export Control Department.</p>
--	--	--

## QUICK REFERENCE GUIDE

### Categories

In addition, various categories are required.

Name of Notice	Instructions	Sample
<b>Restricted Data (RD)</b>  Cover template under Sand Report Covers:  <a href="#">Corporate Forms: All Forms</a>	Cover/title page – top block under SAND No.  Place on title page and cover, lower right corner.  Level only on cover. Internal pages (including title page) carry <b>level and category</b> . Back of last page marked top and bottom with level and category.	<div> <b>Restricted Data</b>   <p style="text-align: center;"><b>RESTRICTED DATA</b></p> <p><b>This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.</b></p> <p><u>Note:</u> Be sure to add the dissemination and reproduction statement associated with the level</p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><b>Classified By:</b> <u>Name of Derivative Classifier, and Title, and Organization</u>  <b>Derived From:</b> <u>Guidance, and Guidance Date, and Agency and where available Office of Origin</u>  <b>Date Classified:</b> (optional)</p> </div> <div style="margin-top: 20px;"> <ul style="list-style-type: none"> <li>• On the Classified by line: DC's Name and Title</li> <li>• On the "Derived From" line:               <ul style="list-style-type: none"> <li>○ For DOE-approved guidance, the short title, issuance date of the guide, and "DOE OC" (e.g., CG-SS-4, 9/2000, DOE OC)</li> <li>○ For other-Agency guidance, the short title, issuance date of the guide, Agency, and where available, the office issuing the classification guidance (e.g., CG No. 1, 7/2005, Dept. of Good Works, Office of Administration)</li> <li>○ If more than one guide was used to classify the document, enter "Multiple Sources" on this line and include a list identifying each guide with the record copy of the document.</li> </ul> </li> </ul> </div>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>Formerly Restricted Data (FRD)</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p>Cover/title page – top block under SAND No.</p> <p>Place on title page and cover, lower left corner.</p> <p>Level only on cover. Internal pages (including title page) carry <b>level and category</b>. Back of last page marked top and bottom with level and category.</p>	<p><b>Formerly Restricted Data</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>FORMERLY RESTRICTED DATA</b></p> <p><b>Unauthorized disclosure subject to Administrative and Criminal Sanctions. Handle as Restricted Data in Foreign Dissemination, Section 144.b, Atomic Energy Act of 1954.</b></p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Classified By:</b> <u>Name of Derivative Classifier, and Title, and Organization</u></p> <p><b>Derived From:</b> <u>Guidance, and Guidance Date, and Agency and where available Office of Origin</u></p> <p><b>Date Classified:</b> (optional)</p> </div> <p><u>Note:</u> Be sure to add the dissemination and reproduction statement associated with the level.</p> <ul style="list-style-type: none"> <li>• On the Classified by line: DC's Name and Title</li> <li>• On the "Derived From" line: <ul style="list-style-type: none"> <li>○ For DOE-approved guidance, the short title, issuance date of the guide, and "DOE OC" (e.g., CG-SS-4, 9/2000, DOE OC)</li> <li>○ For other-Agency guidance, the short title, issuance date of the guide, Agency, and where available, the office issuing the classification guidance (e.g., CG No. 1, 7/2005, Dept. of Good Works, Office of Administration)</li> <li>○ If more than one guide was used to classify the document, enter "Multiple Sources" on this line and include a list identifying each guide with the record copy of the document.</li> </ul> </li> </ul>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<p><b>National Security Information (NSI)</b></p> <p>Cover template under Sand Report Covers:</p> <p><a href="#">Corporate Forms: All Forms</a></p>	<p>Cover/title page top block under SAND no.</p> <p>Cover page</p> <p>NSI documents dated after 4/1/97 are portion marked.</p> <p>Documents prior to that are portion marked only when sent outside SNL.</p>	<p><b>National Security Information</b></p> <p>Place on lower left side:</p> <p><b>DERIVATIVE DECLASSIFIER REVIEW REQUIRED PRIOR TO DECLASSIFICATION</b></p> <p><b>Classified By:</b> <u>Name of Derivative Classifier, Title and Organization</u>  <b>Derived From:</b> <u>Guidance, Guidance Date, Agency, and where available, Office of Origin</u>  <b>Declassify On:</b> <u>Date, Event or Exemption and Date or Exemption and Event</u>  <b>Date Classified:</b> _____ (optional)</p> <p><b>Note:</b> Be sure to add the dissemination and reproduction statement associated with the level.</p> <p>National Security Information (NSI) documents:</p> <ul style="list-style-type: none"> <li>• Do not contain full category legend on the first page.</li> <li>• Do not contain category marking on interior pages.</li> <li>• Do not include category marking on back of last page and back sheet.</li> <li>• Do require caveat markings as applicable.</li> </ul>

## QUICK REFERENCE GUIDE

Name of Notice	Instructions	Sample
<b>Naval Nuclear Propulsion Information</b>	May be classified or unclassified.	



## QUICK REFERENCE GUIDE

## Special Categories of Access

C/UC*	Marking	Instruction	
C	<p><b>Critical Nuclear Weapon Design Information (CNWDI)</b></p> <p>CNWDI is a DoD marking designating Top Secret or S/RD.</p>	<p>Cover and title page, top block under SAND no. and NWD line</p> <p>When the document is to be (or may be) distributed to DoD, the above limitation should be placed under the NWD line.</p> <p>Cover and title page</p>	<p><b>Critical Nuclear Weapon Design Information</b></p> <p><b>CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</b></p> <p><b>DoD DIRECTIVE 5210.2 APPLIES</b></p>
C	<p><b>FURTHER DISSEMINATION ONLY AS AUTHORIZED BY (GOVERNMENT AGENCY)</b></p>	<p>This notation applies to documents whose further dissemination within the receiving contractor facility is restricted to persons authorized by the addressee. Dissemination outside the facility is prohibited without the approval of the contracting activity.</p>	

## QUICK REFERENCE GUIDE

C/UC*	Marking	Instruction	
<b>C</b>	<b>Nuclear Weapon Data (NWD)</b>	<p>Cover/title page – top block under SAND No.</p> <p>Note: A Sigma number must appear on all NWD reports.</p> <p>Cover and title page of Sigma 14 or 15:</p> <p>Cover and title page of Sigma 14 (not on Sigma 15); place above other legends:</p> <p>Put Sigma 15 over the category legend.</p> <p>Check that all recipients are on the Sigma 14/15 access list maintained by Use Control Systems &amp; Stockpile Support Dept. (NM) or International Security Dept. (CA). Applies to a minimum classification of Secret.</p>	<p><b>Nuclear Weapon Data • Sigma ____</b></p> <p><b>SIGMA 14 (or 15) Sensitive Use Control Information Access Restricted</b></p> <p><b>This document may not be reproduced or disseminated beyond original distribution without approval of the originator, originating agency's Use Control Site Coordinator, or the NNSA HQ Use Control Site Coordinator.</b></p>
<b>C</b>	<b>REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR</b>	<p>This notation applies to documents that may not be reproduced without the specific, written approval of the originator.</p>	

## QUICK REFERENCE GUIDE

C/UC*	Marking	Instruction	
C/UCI	<b>PROGRAM DESIGNATED SPECIAL HANDLING</b>  The Sandia Program manager must receive permission to use PDSH from the DOE Program Manager prior to publishing the document (DC Handbook). Requester must provide a letter of justification addressed to DOE OSTI from the agency or the Sandia/DOE Project Office that requires the distribution to be limited. The Technical Library will hold a copy of the letter for future inquiries or requests.	Cover/title page – top block under SAND No. (for UCI)  Cover and title page  Distribution list begins:	<b>Official Use Only / Program Designated Special Handling</b>  <b>OFFICIAL USE ONLY / (Exemption Name) / PROGRAM DESIGNATED SPECIAL HANDLING</b>  <b>In accordance with Program requirements, originating facility or DOE approval is required prior to further distribution.</b>  <b>PROGRAM DESIGNATED SPECIAL HANDLING:</b>
C	<b>Foreign Government Information (FGI)</b> <a href="http://www-irn.sandia.gov/security/dept/classification/ucicfigi.htm">http://www-irn.sandia.gov/security/dept/classification/ucicfigi.htm</a>	This notice is used on documents to ensure that information of foreign origin is not declassified prematurely or made accessible to nationals of a third country without the consent of the originator. This information is handled as if classified and Confidential, but with modified handling and protection requirements. For Confidential, use C/FGI-Mod cover sheet.	
U	<b>Internal Distribution Only (IDO)</b>	IDO is used for drafts and materials not going outside Sandia, or for corporate records. Insert Internal Distribution Only before the distribution list and on the top line of the cover and title page. IDO documents do not receive a SAND number.	
	<b>NOFORN</b> Cover template under Sand Report Covers: <a href="#">Corporate Forms: All Forms</a>	Authorized only for intelligence information by authority of Director of Central Intelligence Information. May be used for NNPI (see DC Handbook).	

## QUICK REFERENCE GUIDE

C/UC*	Marking	Instruction
<b>SGI</b>	<b>SAFEGUARDS INFORMATION</b>	<p>This sensitive but unclassified information pertains to the Nuclear Regulatory Commission. Mark pages containing SGI or all pages at the top and bottom with SAFEGUARDS INFORMATION</p> <p>If the document has multiple pages, the page marking must be placed at the top and bottom of:</p> <ul style="list-style-type: none"> <li>▪ the outside of the front and back covers, if any</li> <li>▪ the title page, if any</li> <li>▪ the first page of the text, if there is no front cover or title page</li> <li>▪ the outside of the back page, if there is no back cover</li> </ul> <p>NRC Form 461 is a cover sheet for SGI with marking instructions.</p> <p>Add “Violation of protective requirements for Safeguards Information subject to civil and criminal penalties.” to the cover in the lower left corner. Mark front and back covers with the name, signature, title, and organization of the individual authorized to make an SGI determination and who has determined that the document contains SGI, and the date of the SGI determination in the lower right corner. A double-sided cover sheet is required.</p>

\* Classified/Unclassified.

## QUICK REFERENCE GUIDE

### Distribution:

- 10 MS0619 Sandia Creative Group, 3654
- 1 MS0899 Technical Library, 9536 (electronic copy)