**OFFICIAL USE ONLY FRONT MARKING**

The front marking is placed on the front page of unclassified documents that contain Official Use Only information. The following sample may be copied and pasted to your electronic file to indicate the document contains OUO information.

The marking below is a fillable form. The instructions are as follows:

* Exemption: When you click in the area for the exemption number, a drop down box will appear with the exemptions and names. Click on the appropriate exemption. If you need to include additional exemptions, you must enter the others manually (the font is Times New Roman, 8pt, and underlined).
* Name/Org: Click in the area to enter text and enter your name and organization. You may abbreviate your organization (e.g., HS-90).
* Date: When you click in the area, you may either type the date or choose the date from a drop down calendar.
* Guidance: If a classification guide or program-specific OUO guidance is used to make the determination, click in the area to enter the short name of the guide (e.g., CG-SS-4). Otherwise, we recommend the person making the determination indicate guidance was not used by writing N/A on the guidance line.

 **OFFICIAL USE ONLY**

May be exempt from public release under the Freedom of Information Act

(5 U.S.C. 552), exemption number and category: Choose an item.

Department of Energy Review required before public release

Name/Org: Click here to enter text. Date: Click here to enter a date.

Guidance (if applicable): Click here to enter text.

For unclassified documents, in addition to the front marking, all pages, or just the pages containing OUO, must be marked with “Official Use Only” at the bottom of the page.

You can find additional information on identifying, marking, and protecting documents containing OUO and applying the OUO exemptions on the Office of Classification’s website at: <http://www.hss.doe.gov/classification/QualityMgt/ouo.html>

If you have questions, please contact the outreach hotline at (301) 903-7567 or outreach@hq.doe.gov.