



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

OPERATING PROCEDURE

Subject: POSTING OF PUBLIC CALENDAR AND OUTSIDE ENTITY BRIEFING MATERIALS ON THE INTERNET

Number: OP 11.2-1

Approved: 8/10/2016

Review: 8/10/2019

Certified:

Responsible Office: Office of the General Manager

1. **PURPOSE.** To define the requirements, responsibilities, and procedures for posting the Defense Nuclear Facilities Safety Board's (Board) public calendar and for posting briefing materials¹ provided by outside entities to the Board on the Board's public website.²
2. **CANCELLATION.** None.
3. **APPLICABILITY.** This Operating Procedure applies to all Board employees.
4. **EXEMPTIONS.** None.
5. **REQUIREMENTS.**
 - A. The Board's public calendar, including Board Member travel and briefings from outside entities (e.g. the Department of Energy [DOE], DOE contractors, and public interest organizations) conducted at Board Headquarters or off-site, and in which a quorum of Board Members is expected to be present, shall be posted on the public website. The calendar shall include the current month and the following month's Board activities related to travel and engagement with outside entities.
 - B. Materials used by outside entities to brief a quorum of the Board shall be posted to the Board's public website unless those entities affirmatively mark or otherwise indicate the portions of the material not available for public release. The following information is protected from public disclosure, and thus will always be withheld from the posted briefing materials in accordance with applicable law: (1) Unclassified Controlled Nuclear Information (UCNI), Official Use Only (OUO) Information, and Vulnerability Information; and (2) privileged or otherwise

¹ Briefing materials include the briefing agenda, presentation materials, and names of attendees (attendee point of contact information such as phone numbers and e-mail addresses shall not be included).

² As directed by Board Action 2016-300-012, approved on June 14, 2016.

legally protected information. Documents provided to the Board in response to a request during the briefing will not be considered briefing materials and will not be publicly posted pursuant to this Operating Procedure.

These requirements do not apply to materials containing potentially classified information, which must not be stored on the Board's computer network or posted on its public website.

Internet posting requirements identified above apply only to briefings at which a quorum of the Board is present.

6. **CALENDAR INTERNET POSTING PROCEDURES.**

A. Executive Secretary. Within two days of the Board's approval of Board member travel or the Board's approval of the addition of a brief from an outside organization to the Board calendar for which a quorum of the Board is expected to be present, the Executive Secretary shall update the public calendar and submit the public calendar for posting to the public website using the automated *Public Web Site Change Request* feature.

7. **EXTERNAL BRIEFING MATERIALS INTERNET POSTING PROCEDURES.**

A. Cognizant Office. Within two business days of the Board's approval of a request for an outside entity to brief the Board, the Cognizant Office—Office of the Technical Director (OTD), Office of the General Manager (OGM), or Office of the General Counsel (OGC)—shall inform the outside entity via electronic mail or otherwise in writing of the Board requirement to post materials provided by the outside entity on the Board's public website, consistent with requirements and restrictions identified in Section 5.

i. The Cognizant Office shall advise DOE and DOE contractors to obtain appropriate classification and release reviews from DOE prior to briefing the Board to allow public release of briefing materials or to appropriately mark briefing materials to prevent DNFSB routine release. DNFSB will defer to all DOE document markings and refer any request, including Freedom of Information Act (FOIA) requests, regarding non-public documents to DOE for processing.

ii. The Cognizant Office shall advise non-DOE outside entities to provide a copy of all briefing materials to the Cognizant Office before the briefing (preferably at least three business days). The Cognizant Office shall further advise non-DOE outside entities that any materials to be withheld should be clearly marked and include a corresponding justification. The Cognizant Office shall coordinate with the Board's Headquarters Security Office (HSO) to obtain appropriate DOE classification and release review

of the outside entity's briefing materials, if necessary, and with the Board's OGC to obtain review of any claims of privilege, if necessary.

- iii. For briefing materials that do not require review for public release, the Cognizant Office shall provide an electronic copy of the briefing to the Executive Secretary for posting to the public website. The briefing materials being posted should be the same as the materials provided for the briefing and should not include any additional information in annotations or attachments.
- iv. For briefing materials identified to contain UCNI, OOU Information, or Vulnerability Information, the Cognizant Office shall work with the HSO to produce a redacted briefing. The Cognizant Office shall provide an electronic copy of the redacted briefing to the Executive Secretary for posting to the public website.

B. Headquarters Security Office. Within three business days of receiving the materials from the Cognizant Office, the HSO shall determine if further security review is required, and if so, submit the materials to DOE for review for UCNI, OOU Information, and Vulnerability Information.

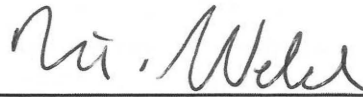
- i. If DOE determines that the materials do not contain UCNI, OOU Information, or Vulnerability Information, the HSO shall submit the materials to the Executive Secretary for posting to the public website.
- ii. If DOE determines that the materials contain UCNI, OOU Information, or Vulnerability Information, the HSO shall work with DOE and the Cognizant Office to produce a redacted copy of the materials.

C. Executive Secretary. Within two business days of receipt, the Executive Secretary shall submit briefing materials provided by the Cognizant Office or the HSO for posting to the public website using the automated *Public Web Site Change Request* feature.

8. **RESPONSIBILITIES**. Responsibilities are included as part of Section 6 and 7, Procedures.

9. **REFERENCE**. Board AD 301-1, *DNFSB Procedures for Handling Classified Information*.

10. **CONTACT.** Address questions concerning this Operating Procedure to the Office of the General Manager.



Mark T. Welch
General Manager