

SENSITIVE BUT UNCLASSIFIED (SBU)



- Sensitive But Unclassified (SBU) is official information and material, of a ***sensitive*** but unclassified nature, which does not contain national security information (and therefore cannot be classified, nonetheless, should still be protected against inappropriate disclosure. (See NPR 1600.1 section 5.24)
- Previously designated “FOR OFFICIAL USE ONLY, and ACI” now termed SBU within NASA and across multiple federal agencies.
- When information is received from agencies/departments outside NASA that may already have individual, officially designated identification, protection, or management requirements (e.g., FAR, FOR OFFICIAL USE ONLY (FOUO), Export Control, FOIA, STI), and/or established markings on the page, will be controlled in accordance with their respective requirements. However, for the purpose of uniformity and consistency, physical protection and disclosure requirements established for the broader spectrum of SBU will still apply.

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- **Sensitive Information/Material – Unclassified information or material determined to have special protection requirements to preclude unauthorized disclosure to avoid compromises, risks to facilities, projects and programs, threat to the security and/or safety of the source of information, or to meet access restrictions established by laws, directives, or regulations:**
 - **ITAR – International Traffic in Arms Regulations**
 - **EAR – Export Administration Regulations**
 - **MCTL – Military Critical Technologies List**
 - **FAR – Federal Acquisition Regulations**
 - **Privacy Act**
 - **FOIA – Freedom of Information Act**
 - **UCNI – Unclassified Controlled Nuclear Information**

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- **The failure to sufficiently identify material that requires protection from disclosure may result in damage to official relationships, monetary or other loss to individuals or firms, embarrassment to NASA, or criminal prosecution.**
- **The originator should review material for possible designation as SBU prior to use. The criteria of at least one of the following must be met:**
 - a. Protected by Statute - Export Administration Act; Arms Export Control Act; Space Act (Section 303b)**
 - b. Information the originator determines to be unusually sensitive.**

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Exempt from FOIA –

- (1) Internal Personnel Rules/Practices**
- (2) Trade Secrets / Commercial / Financial**
- (3) Inter/Intra-Agency Memos & Letters**
- (4) Limited Rights Data**
- (5) Restricted Computer Software**
- (6) Source Selection and Bid and Proposal Information**
- (7) Personnel and Medical Files**
- (8) Investigative Records**
- (9) Financial Institution Information**
- (10) Geological/Geophysical**
- (11) Maps/Documents of underground utilities**
- (12) Drawings/Specifications for MEI or other assets**
- (13) Mission Specific Security Plans**
- (14) Emergency Contingency Plans**

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- Those who designate information as SBU shall be responsible for continued review and removal/decontrol of the information when the necessity no longer exists.
- **MARKING** – Information designated SBU shall be marked at the top and bottom of the front cover, first page, title page, back cover and each page containing SBU information with the caveat “**SENSITIVE BUT UNCLASSIFIED (SBU).**”
- For those documents that already have cover sheets and marking for protection purposes (FAR, FOUO, Export Control, FOIA), SBU marking is not required: however they will be protected in accordance with SBU guidelines.

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- **PROTECTING SBU**

- Attended when in use
- Access limited to those with “need to know”
- Limit number of hard copies
- Stored under lock and key when unattended
- SBU cover sheet (NF 1686) when transmitted (optional for FAR, FOUO, Export Control, FOIA that already has an official cover sheet from another government agency)
- No further dissemination of SBU without approval
- Stored on secure server with appropriate markings
- Encrypted e-mail transmission (**apply for PKI at:**
http://ird.jsc.nasa.gov/comp_serv/pki/index.html)
- Transmitted by secure fax or person to person tracking
- Destroy by shredding, burning, removing from IT systems

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- ***VIOLATIONS AND SANCTIONS***

- Individuals may be subject to administrative sanctions if they disclose information designated SBU.
- Sanctions include, but are not limited to, a warning notice, admonishment, reprimand, suspension without pay, forfeiture of pay, removal or discharge.

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