

## **INSTRUCTIONS FOR USE:**

Printed Version: If you need to print out a completed copy of NF 1686, fill out the PRINT VERSION of the form. For this form to be accepted, make sure you print it on **yellow** paper.

**When printing this version, choose "pages from 2 to 2" in the print window.**

**\*\*\***

Electronic Version: If you need an electronic copy of the completed NF 1686, fill out the ELECTRONIC VERSION of the form which has a yellow background. *Do NOT try to print the ELECTRONIC VERSION. The **yellow** background will deplete much of your yellow print cartridge.*

**When electing this version, choose "print from 3 to 3" in the print window, change the printer name to PDF Creator, and print to file. Name and save your document so that you can attach it to an email.**



National Aeronautics and Space Administration

# SENSITIVE BUT UNCLASSIFIED (SBU)

S  
B  
U

THIS INFORMATION MAY BE EXEMPTED FROM DISCLOSURE BY STATUTE, INCLUDING INFORMATION EXEMPT FROM DISCLOSURE BY THE FREEDOM OF INFORMATION ACT EXEMPTION CRITERIA

**DEGREE OF PROTECTION:** When not under the continuing control and supervision of a person authorized access to such material, it must be, at a minimum, maintained under locked conditions. Handling, storage, and reproduction must be in accordance with applicable Executive Orders, statutes, and agency implementing regulations. Keep access and reproduction to the absolute minimum required for mission accomplishment.

**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, admonition, reprimand, suspension without pay, forfeiture of pay, removal or discharge.

### DECONTROL IN ACCORDANCE WITH NPR 1600.1

Check appropriate boxes (refer to Section 5.24 of NPR 1600.1):

<input type="checkbox"/> Arms Export Control Act	<input type="checkbox"/> Investigative Records
<input type="checkbox"/> Business/Company Confidential	<input type="checkbox"/> NASA Information Technology/ Internal Systems Data
<input type="checkbox"/> Developing or Current Technology Information	<input type="checkbox"/> NASA Sensitive
<input type="checkbox"/> Emergency Contingency/Continuity of Operations Information	<input type="checkbox"/> Patent Information
<input type="checkbox"/> Export Administration Act	<input type="checkbox"/> Personnel, Medical and Similar Files
<input type="checkbox"/> Financial Institution Information	<input type="checkbox"/> Privileged/Proprietary Commercial or Financial Information
<input type="checkbox"/> Geological/Geophysical Information	<input type="checkbox"/> Space Act (Sec. 303b)
<input type="checkbox"/> Infrastructure or Security Vulnerabilities Information	<input type="checkbox"/> Subject to Trade Secrets Act
<input type="checkbox"/> Inter or Intra-Agency Memoranda or Letters	<input type="checkbox"/> Systems Security Data Information
<input type="checkbox"/> Internal Personnel Rules/Practices	<input type="checkbox"/> Other (Specify)
	_____
	_____
	_____

SBU Designation Applied By: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Agencies external to NASA shall handle this document as

----- FOR OFFICIAL USE ONLY -----



National Aeronautics and Space Administration

# SENSITIVE BUT UNCLASSIFIED (SBU)

S  
B  
U

THIS INFORMATION MAY BE EXEMPTED FROM DISCLOSURE BY STATUTE, INCLUDING INFORMATION EXEMPT FROM DISCLOSURE BY THE FREEDOM OF INFORMATION ACT EXEMPTION CRITERIA

**DEGREE OF PROTECTION:** When not under the continuing control and supervision of a person authorized access to such material, it must be, at a minimum, maintained under locked conditions. Handling, storage, and reproduction must be in accordance with applicable Executive Orders, statutes, and agency implementing regulations. Keep access and reproduction to the absolute minimum required for mission accomplishment.

**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, admonition, reprimand, suspension without pay, forfeiture of pay, removal or discharge.

### DECONTROL IN ACCORDANCE WITH NPR 1600.1

Check appropriate boxes (refer to Section 5.24 of NPR 1600.1):

<input type="checkbox"/> Arms Export Control Act	<input type="checkbox"/> Investigative Records
<input type="checkbox"/> Business/Company Confidential	<input type="checkbox"/> NASA Information Technology/Internal Systems Data
<input type="checkbox"/> Developing or Current Technology Information	<input type="checkbox"/> NASA Sensitive
<input type="checkbox"/> Emergency Contingency/Continuity of Operations Information	<input type="checkbox"/> Patent Information
<input type="checkbox"/> Export Administration Act	<input type="checkbox"/> Personnel, Medical and Similar Files
<input type="checkbox"/> Financial Institution Information	<input type="checkbox"/> Privileged/Proprietary Commercial or Financial Information
<input type="checkbox"/> Geological/Geophysical Information	<input type="checkbox"/> Space Act (Sec. 303b)
<input type="checkbox"/> Infrastructure or Security Vulnerabilities Information	<input type="checkbox"/> Subject to Trade Secrets Act
<input type="checkbox"/> Inter or Intra-Agency Memoranda or Letters	<input type="checkbox"/> Systems Security Data Information
<input type="checkbox"/> Internal Personnel Rules/Practices	<input type="checkbox"/> Other (Specify)
	_____
	_____
	_____

SBU Designation Applied By: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Agencies external to NASA shall handle this document as

----- FOR OFFICIAL USE ONLY -----