

EDO Principal Correspondence Control

FROM: DUE: 11/08/00 EDO CONTROL: G20000408  
DOC DT: 08/17/00  
FINAL REPLY:

Steven Garfinkel  
National Archives and Records Administration

TO:

Norry, DEDM

FOR SIGNATURE OF : \*\* GRN \*\* CRC NO:

Springer, ADM

DESC: ROUTING:

Agency Security Classification Management Program  
Data

Travers  
Paperiello  
Miraglia  
Norry  
Craig  
Burns  
Cyr, OGC

DATE: 08/23/00

ASSIGNED TO: CONTACT:  
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:

Ref. G19990493.



# Information Security Oversight Office

National Archives and Records Administration



700 Pennsylvania Avenue, NW

Washington, DC 20408

August 17, 2000

Mrs. Patricia G. Norry  
Deputy Executive Director for  
Management Services, OWFN-17G21  
Nuclear Regulatory Commission  
11555 Rockville Pike  
Rockville, MD 20852

Dear Mrs. Norry:

Subject: Submission of Standard Form 311, "Agency Security  
Classification Management Program Data"

Executive Order 12958, "Classified National Security Information" and its implementing directive, ISOO Directive No. 1, require executive branch agencies to report to the Information Security Oversight Office (ISOO) statistics related to their security classification programs. For Fiscal Year 2000 data, the completed SF 311 is due to ISOO by November 15, 2000. In completing the SF 311, agencies may wish to expand on certain aspects of their programs in item 10. In particular, agencies affected by section 3.4 of E.O. 12958 should indicate the status of implementation of this section as well as that of E.O. 13142, "Amendment to Executive Order 12958, 'Classified National Security Information'." We enclose a copy of the SF 311. You may also access it electronically through the General Services Administration's web site. As you complete the SF 311, please make sure you review the instructions on the back of the SF 311 and keep in mind the following:

- In item 6, when counting the number of original and derivative classification decisions for the fiscal year, count only those items that are finished products for dissemination or retention regardless of medium. With an e-mail, unless you expect to treat it as a "finished documentary product," it should not be included in the statistical count. Do not count reproductions or copies.
- If your agency uses a sampling method, please make sure the correct multiplier is used. For example, if the method requires a one week sample each quarter for a total of four weeks in the year, the sum of the classification

decisions for the four weeks should be multiplied by 13 (13 because there are 13 four-week periods in a year) to arrive at the total for each particular category in item 6 of the SF 311.

- For item 7, "Mandatory Review Requests," if the number in column (a) has changed from the previous fiscal year reporting in column (c) of the previous fiscal year, please note that and the reasons in item 10.

We very much appreciate your cooperation in completing the SF 311 fully and accurately. Please call Laura Kimberly or your ISOO liaison on 202-219-5250, if you have any questions.

Sincerely,



Steven Garfinkel  
Director

Enclosure

(IMPORTANT - Read instructions on reverse before completing this form)

INTERAGENCY REPORT  
CONTROL NUMBER  
0230-NAR-AN

AGENCY SECURITY CLASSIFICATION  
MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)

4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
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6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET			
B. SECRET			
C. CONFIDENTIAL			

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS						
B. APPEALS						

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

9. INTERNAL AGENCY OVERSIGHT  
Number of Formal Inspections, Surveys, or Program Reviews

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

**National Archives**  
*and Records Administration*

**ISO0**  
700 Pennsylvania Avenue NW  
Washington, DC 20408-0001

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MRS PATRICIA G NORRY  
DEPUTY EXECUTIVE DIRECTOR FOR  
MANAGEMENT SERVICES OWFN-17G21  
NUCLEAR REGULATORY COMMISSION  
11555 ROCKVILLE PIKE  
ROCKVILLE MD 20852

20852-2738 13

