

January 21, 2003

MEMORANDUM TO: Region III Resident Inspectors

FROM: James R. Creed */RA/*  
Safeguards Program Manager  
Division of Reactor Safety

SUBJECT: MANAGEMENT DIRECTIVE 12.1, STORAGE OF CLASSIFIED  
INFORMATION

Attached is guidance from Management Directive 12.1 regarding the locking and monitoring of safes containing classified information. This Directive requires that the names, addresses, and home telephone numbers of custodians having knowledge of the combination and the date of the last combination change be posted on the inside of the control drawer of the safe. This required information is included on Part I of SF 700, "Security Container Information" (attached). You need to complete Part 1 and tape it to the inside control drawer of your safe. Part 2A of SF 700 is for writing down the combination of your safe. After you write down your combination, place it in the inside storage envelope of Part 2. You need to mark the outside of this envelope as "SECRET."

You will then need to mail the Part 2 Storage envelope with the enclosed combination to Region III as a classified document. You will need to enclose it in two opaque envelopes. The inner envelope should be marked "Secret" at the top and bottom on the front and back, adequately sealed, and addressed to:

U.S. Nuclear Regulatory Commission  
ATTN: James R. Creed  
801 Warrenville Road  
Lisle Illinois 60532

The outer envelope must be adequately sealed and addressed to:

U.S. Nuclear Regulatory Commission  
801 Warrenville Road  
Lisle, IL 60532

You can send it by U.S. Postal Service registered mail or U.S. Postal Service Express, or Federal Express.

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DOCUMENT NAME: G:DRS\ML030220497.wpd

To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy

OFFICE	RIII	RIII				
NAME	JBelanger:sd	JCreed				
DATE	1/21/03	1/21/03				

**OFFICIAL RECORD COPY**

I have also attached a copy of SF 702, "Security Container Check Sheet," which you should post on the outside of your safe. The SF 702 should be initialed whenever someone opens a security container and again initialed whenever someone closes a container, and then doubled checked by a second person. If a second person is not available, it should be checked twice and initialed by the person closing the container. If a person works in the office on a particular day but does not open the security container, he/she should check the container before departing and initial the SF 700 in the Checked By block. Obviously, if no one is in the office on a particular day, the container cannot be checked.

If you have questions, please call me at (630) 829-9857 or any member of the safeguards staff.

Attachments: As Stated