

April 2, 2003

MEMORANDUM TO: Cynthia T. Marcy, Chief
Administrative Service Center
Division of Administrative Services
Office of Administration

FROM: A. Lynn Silvious, Chief **/RA/**
Information Security Section
Division of Nuclear Security
Office of Nuclear Security and Incident Response

SUBJECT: REQUEST FOR THE MODIFICATION OF STANDARD FORMS 703,
704, AND 705

I request modification of all Standard Forms 703, 704, and 705 with the attached sample pages to be printed on the back sides of the forms as indicated. It will be necessary to accomplish modifications on all of these forms currently stocked in the Supply Store and all forms procured in the future before they are made available to Supply Store customers.

We desire to modify these forms in order to provide clear guidance to NRC employees on the proper marking and handling of classified information as recommended by the Office of Inspector General in audit report OIG-03-A-01. The Information Security Oversight Office has approved these modifications for NRC use.

Thank you in advance for your support as we strive to improve operations within the NRC.

Attachments: SF 703 with Overprint Sample and NRC Form 20
SF 704 with Overprint Sample and NRC Form 20
SF 705 with Overprint Sample and NRC Form 20

CONTACT: Mark Van Winkle
301-415-2212

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NAME	MVan Winkle	ALSilvious	
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