

**Yellow Announcement:** YA-03-0037

**Date:** May 20, 2003

To: All NRC Employees

SUBJECT: INADVERTENT RELEASE OF CLASSIFIED OR SENSITIVE UNCLASSIFIED INFORMATION

All NRC employees are reminded that if classified or sensitive unclassified information is inadvertently released, the Division of Facilities and Security (DFS) must be promptly notified, in accordance with Management Directive 12.1, "NRC Facility Security Program," so that an investigation may be initiated. Sensitive unclassified information includes Official Use Only, Proprietary, and Safeguards Information.

Additionally, the Executive Director for Operations (EDO) and the Inspector General (IG) must also be notified of the occurrence promptly in writing by the appropriate Office Director in accordance with Management Directive 3.4, "Release of Information to the Public." Any resulting corrective action resulting from the infraction must be communicated back to the EDO, DFS, and the IG.

Employees are encouraged to review the handling, protection, and transmission of classified or sensitive unclassified information in the Management Directives, NUREG/BR-0268, "Sensitive Unclassified Information," and in the recently updated yellow card, "Minimum Requirements for Handling Classified and Sensitive Unclassified Information," which is available at the NRC Supply Store.

The Information Security Section in the Office of Nuclear Security and Incident Response provides general security education on a monthly basis concerning the protection and handling of classified and sensitive unclassified information. For additional information or to schedule training, please contact Rhonda Bethea on (301) 415-2254 or [rcc3@nrc.gov](mailto:rcc3@nrc.gov).

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Roy P. Zimmerman, Director  
Office of Nuclear Security  
and Incident Response

NSIR/DNS R/F

NSIR/DNS/ISS R/F

ADAMS: **Yes**

**Publicly Available**

**Non-Sensitive**

Initials RCB

ADAMS NO.: ML031250089

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\*see previous concurrence

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| <b>OFC:</b>  | DNS/ISS   |  | DNS/ISS:C   |  | DFS:D     |  | OCIO      |  | OIG                   |  |
| <b>NAME:</b> | RCBethea* |  | ALSilvious* |  | TOMartin* |  | TESmith*  |  | SDingbaum* via e-mail |  |
| <b>DATE:</b> | 05/ 06/03 |  | 05/06/03    |  | 05/ 01/03 |  | 04/ 30/03 |  | 05/01/03              |  |
| <b>OFC:</b>  | D:DNS     |  | D:NSIR      |  |           |  |           |  |                       |  |
| <b>NAME:</b> | GMTracy*  |  | RPZimmerman |  |           |  |           |  |                       |  |
| <b>DATE:</b> | 05/06/03  |  | 05 /20/03   |  |           |  |           |  |                       |  |

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