

**Announcement No. 034**

**Date: May 12, 2003**

**TO: All NRC Employees**  
**SUBJECT: Modification of Cover Sheets for Classified and Safeguards Information**

The cover sheets used by the NRC to protect Classified and Safeguards Information (SGI) now include instructions to help employees properly handle documents containing these types of information.

The new TOP SECRET cover sheet (orange Standard Form 703), SECRET cover sheet (red Standard Form 704), and CONFIDENTIAL cover sheet (blue Standard Form 705) now provide instructions on the reverse side of the forms on the correct marking, storage, handling, and transmission of classified information. The new -style forms are available at the NRC Supply Store. Non-modified (old-style) Standard Forms may be used until supplies are exhausted through attrition.

The cover sheet for SGI also has been modified. The border color and labeling on the front of this sheet is now purple instead of green. The color change was made to distinguish the SGI cover sheet from the Official Use Only (OUO; NRC Form 190B) cover sheet, which is currently green and white. The SGI cover sheet has instructions on the reverse side, detailing the correct marking, storage, handling, and transmission of SGI, similar to the aforementioned forms used for classified information. The new (purple) version of the SGI cover sheet is currently available at the NRC Supply Store. Effective May 15, 2003, personnel should cease using the green version of the SGI cover sheet. A new cover sheet for OUO will also be available in the near future.

NRC employees should contact the Information Security Section at (301) 415-2212 if they have questions.

/RA/

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

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Roy P. Zimmerman, Director  
Office of Nuclear Security  
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