

December 3, 2003

MEMORANDUM TO: See attached list

FROM: William D. Travers **/RA/**
Executive Director for Operations

SUBJECT: TASK FORCE TO ADDRESS SENSITIVE UNCLASSIFIED MATERIAL
MANAGEMENT

I am creating a task force to address and resolve sensitive unclassified material management issues. The scope of the task force will also cover the definition, classification, and handling of Sensitive Unclassified Information (SUI) including that which is not currently addressed in Management Directives (MDs). Handling is intended to be broadly interpreted to include such items as their identification through physical markings on documents and cover sheets, transmission, storage, record keeping, and disposition/destruction.

The task force will be chaired by Lynn Scattolini, Office of the Chief Information Officer (OCIO). Ms. Scattolini will be contacting the offices of OGC, EDO, NMSS, NRR, NSIR, OI, OE, ADM, OCIO, and SECY as well as one of the Regional offices will solicit members to participate in the task force.

Through the analysis and recommendations of the task force, I hope to better define SUI, as well as simplify and clarify its classification and handling throughout the agency.

If additional information is needed you may contact Lynn Scattolini, OCIO, at (301)415-8729.

cc: C. Paperiello, DEDMRS
W. Kane, DEDH
P. Norry, DEDM
S. Collins, DEDR
W. Dean, AO/OEDO
M. Markley, OEDO
T. Bergman, OEDO

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: December 3, 2003

SUBJECT: TASK FORCE TO ADDRESS SENSITIVE UNCLASSIFIED MATERIAL
MANAGEMENT

| | <u>Mail Stop</u> |
|--|------------------|
| Annette Vietti-Cook, Secretary of the Commission | O-16 C1 |
| Karen D. Cyr, General Counsel | O-15 D21 |
| Ellis W. Merschoff, Chief Information Officer | T-6 F15 |
| Frank J. Congel, Director, Office of Enforcement | O-14 E1 |
| Guy P. Caputo, Director, Office of Investigations | O-3 F1 |
| Paul E. Bird, Director, Office of Human Resources | T-3 A2 |
| Michael Springer, Director, Office of Administration | T-7 D26 |
| Martin J. Virgilio, Director, Office of Nuclear Material Safety and Safeguards | T-8 A23 |
| Jim Dyer, Director, Office of Nuclear Reactor Regulation | O-5 E7 |
| Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response | T-4 D22a |
| Hubert J. Miller, Regional Administrator, Region I | RGN-I |
| Luis A. Reyes, Regional Administrator, Region II | RGN-II |
| James L. Caldwell, Regional Administrator, Region III | RGN-III |
| Bruce S. Mallett, Regional Administrator, Region IV | RGN-IV |

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Distribution:

EDO R/F
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ADAMS ACCESSION NUMBER: **ML033320043**

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*SEE PREVIOUS CONCURRENCE

| OFFICE | ROPMS | D:OCIO | EDO |
|--------|-------------|--------------|------------|
| NAME | JJolicoeur* | EMerschhoff* | WDTravers |
| DATE | 11/25/2003 | 11/25/2003 | 12/03/2003 |

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