



UNITED STATES
NUCLEAR REGULATORY COMMISSION

Announcement No. 079

Date: September 26, 2003

To: All NRC Employees

SUBJECT: INTERIM GUIDANCE FOR OFFICIAL USE ONLY INFORMATION

A revised Management Directive 12.6, "NRC Sensitive Unclassified Information Security Program," is scheduled for publication in December 2003. The revision will include, among other things, policy changes for the use, marking, and handling of "Official Use Only" (OUO) information. In the interest of implementing key changes as soon as possible, the Office of Nuclear Security and Incident Response (NSIR) is providing the following interim guidance to ensure proper handling and marking of OUO information:

- **Residential and telecommuting use of OUO information.** NRC employees are prohibited from routinely using, handling, or storing OUO information at their residences. Occasional residential and telecommuting use may be permissible with management approval.
- **Marking requirements for OUO information.** OUO documents should be marked with the name and organization of the person designating the information as OUO (section chief or above), along with the Freedom of Information Act (FOIA) exemption number(s) under which the information is qualified as OUO. This marking should appear on the lower right corner of the first page of the document and should contain the information shown in the following example:

Example: OFFICIAL USE ONLY

May be exempt from public release under the
Freedom of Information Act (5 U.S.C. 552)

Exemption Number

(s): _____

Name and Organization of the person
making

determination: _____

Date of

Determination: _____

OUO information received from outside the NRC and marked accordingly does not need to be marked with the name and organization of the person designating the information as OUO.

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• **OUO coversheet.** An OUO cover sheet should be placed on top of OUO documents. The OUO cover sheet has been changed to make it more useful as a security tool. Specifically, the modified OUO cover sheet has a solid green border and markings to make it consistent in style with other cover sheets used for various types of agency information. In addition, the back side of the OUO cover sheet provides instructions and a list of FOIA exemptions to help employees accurately identify and mark information as OUO.

NRC employees who have questions regarding OUO information should contact the NSIR Division of Nuclear Security, Information Security Section, at 301-415-2212.

/RA/
Roy P. Zimmerman, Director
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and Incident Response

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