



UNITED STATES
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December 13, 2004

NOTE TO: NRC Classification Authorities

FROM: A: Lynn Silvious, Chief
Information Security Section
Division of Nuclear Security, NSIR

SUBJECT: REMINDERS ON DOCUMENT MARKING

NRC recently underwent an inspection by our national oversight authority for classified programs, the Information Security Oversight Office (ISOO). They reviewed a sampling of documents that had been generated by NRC classification authorities and have pointed out two areas where we could improve our products. All classifiers are reminded that:

When using a document marked as "Classified By: Multiple Sources" as the classification source for a new document, the "Classified By" line on your new document needs to reflect the specifics of source document (e.g. Letter, Reyes to Ridge dated 10/02/2004), and not the term "Multiple Sources."

When generating slides and charts or other briefing materials, portion marking is required, just as on text documents. As a reminder, NRC considers portions to be titles, paragraphs, topics, graphics or other reasonably identifiable parts.

Thanks to all of you who made time to meet with the ISOO team during their inspection and who work to ensure that our classified products continue to be of high quality.

Please contact the Information Security Section at 301-415-2212 if you have any questions about classification and document marking.

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