Guide to Marking Safeguards Information

U.S. Nuclear Regulatory Commission

Office of Nuclear Security
and Incident Response

April 2009

Guide to Marking Safeguards Information

ISSUED AND APPROVED FOR USE:

/RA/

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

April 14, 2009
Date

U.S. Nuclear Regulatory Commission

Office of Nuclear Security
and Incident Response

April 2009

United States Nuclear Regulatory Commission
Office of Nuclear Security and Incident Response
Washington, DC 20555

Marking Guide for Safeguards Information

Change Notice Posting Official	Date Posted
_____	_____
_____	_____
_____	_____
_____	_____

FOREWORD

This Safeguards Information (SGI) Marking Guide (MG) is issued under the authority of the Nuclear Regulatory Commission (NRC) and is intended to provide guidance to NRC employees. This Guide may also be used as guidance for any person who handles SGI. The Atomic Energy Act of 1954, as amended (AEA), authorizes NRC to prescribe requirements by regulation or order to prohibit the unauthorized disclosure of SGI. This Guide is intended to describe SGI marking requirements and illustrate the proper placement of required markings and warning notices. This Guide should be used by authorized SGI designators. The Guide does not address electronic safekeeping and storage of SGI, nor does it serve as a substitute for the SGI designator training that NRC employees must take prior to serving as an SGI designator. This guide proceeds on the basis that personnel involved with marking documents and materials have both access to and knowledge of the safekeeping and storage prerequisites needed to avoid inadvertent and unauthorized disclosures. This Guide illustrates where SGI designation would be applicable. It does not, however, override the portion marking requirement set forth in Title 10 of the *Code of Federal Regulations* (10 CFR) Section 73.22 (d) and 10 CFR 73.23 (d), nor does it supersede any subsequent SGI marking guidance that may be issued by NRC after the publication of this Guide. This Guide contains no sensitive information; documents marked as controlled items are for illustration purposes only. Consult your Office SGI Designator or NRC Information Security Branch if you have questions on SGI marking requirements.

SGI is a special category of sensitive, unclassified information required by Section 147 of the AEA to be protected. Although SGI is sensitive, unclassified information, it is marked and protected in many aspects similar to Confidential National Security Information. All persons with access to SGI have a continuing obligation to protect the information from inadvertent release or unauthorized disclosure. Instances where an unauthorized disclosure of SGI occurs, or when SGI is disclosed or obtained in an unauthorized manner, must be reported to the appropriate authority for follow-up and corrective action. SGI possessors are reminded that:

- Only authorized persons may designate documents etc. as SGI. Within NRC, staff personnel must be trained and authorized to designate SGI. (Management Directive (MD) 12.7 "NRC Safeguards Information Security Program" Handbook)
- Access to SGI is contingent upon a completed fingerprint-based Federal Bureau of Investigation (FBI) identification and criminal history record check, a need-to-know and a trustworthiness and reliability determination.
- Authorized SGI designators must ensure that SGI material is appropriately marked.
- Individuals who believe that information in their possession is not appropriately marked or is inappropriately designated SGI are expected to bring their concerns to the attention of an SGI designator.
- SGI must not be disclosed over non-secure telephones.

Proper marking of SGI material(s) serves several purposes. It alerts holders to the presence of SGI, identifying the exact information or portion that needs protection, identifies the name, title and organization of the person(s) that designated the material, specifies the date material was designated and warns the holder that a violation of the protection requirements could lead to civil and criminal penalties. Normally, a composite document (one with multiple or distinctive sections) would be considered a single document for protection purposes. For ease of use, it may be practical or appropriate to segregate sensitive information into appendices or attachments that can be disaggregated from the overall document.

TABLE OF CONTENTS

Forward..... 4

Table of Contents..... 5

Security Reminder..... 6

Marking Documents..... 7

Portion Marking and Overall Designation/Classification..... 8

SGI Determination and Basis 9

Document Overall Marking..... 10

One Page Transmittal Document..... 11

Multi-Page Transmittal Document..... 12

Safeguards Information Designation (Multiple Sources)..... 15

Working Papers..... 16

Safeguards Information Designation by Compilation..... 17

Chart, Maps, Drawings and Photographs..... 18

Electronic Media..... 19

Slides and Transparencies..... 20

Mailing SGI..... 21

SECURITY REMINDER

A. Safeguards Information is sensitive unclassified information. Examples include information that has intrinsic security value involving equipment, procedures, communications, analyses, design basis, or response plans used by a licensee or applicant to protect certain special nuclear material, byproduct material, source material, or facilities.

B. Safeguards Information is a designation, not a classification.

C. In the context of documents that are designated "Safeguards Information," the parenthetical "U" stands for UNCONTROLLED.

D. Any individual that is authorized to determine that a document contains SGI may remove the marking whenever the information no longer meets the requirements for protection as SGI, provided he/she coordinates with the originator, or a representative of the document's originator. (NRC staff personnel should refer to NRC MD 12.7 for additional guidance.)

E. Access to Safeguards Information is limited to those with a need-to-know, who have been deemed trustworthy and reliable (based upon a background check) and who have undergone a favorably-adjudicated fingerprint-based criminal history records check.

F. Safeguards Information designators are responsible for assuring that SGI is properly marked. Proper markings include the identification of the basis for the designation. See the Designation Guide for Safeguards Information, Criteria and Guidance.

G. Individuals who believe that information in their possession is inappropriately designated SGI or lacking the needed SGI designation are expected to bring their concerns to the attention of an SGI designator or the Information Security Branch.

H. Safeguards Information shall not be discussed or read in public places. It should not be left unattended (unless on official travel and all safekeeping precautions associated with traveling with SGI have been taken) even for a short time in automobiles, hotel rooms, private residences or public lockers. Only approved security containers are authorized for storage.

I. Safeguards Information shall not be discussed on non-secure telephones. Transmissions must take place over protected telecommunications circuits. "Talking around" SGI is a practice dangerous to security and must be avoided.

J. When using a mail delivery company that provides nationwide overnight service, with computer tracing capability, the "waiver of signature or indemnity" block on the mail label may not be executed.

MARKING DOCUMENTS

SAFEGUARDS INFORMATION → 2. a (1)

UNITED STATES NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

MEMORANDUM FOR Ms. LYNN SILVIOUS

SUBJECT: SGI Document Markings (U) → 2. a

1. (U) This is an example of a general document that contains Safeguards Information. Standard markings are required for all SGI documents including:

   a. Correspondence to and from NRC, NRC contractors, and NRC licensees;

   b. Documents pertaining to information identified in 10 CFR 73.22 (a) 73.23 (a).

2. Standard markings for documents referenced above include:

   a. (SGI) Portion marking(s) for each section of a document to reflect the designation of the sensitive information contained within that particular section. When subsections are not marked as shown below, the information is protected at the level shown by the overall section.

      (1). Overall markings that are conspicuously placed at the top and bottom of the Document (can be accomplished by making font larger than text of the document).

      (2). Warning statement to inform the holder that a violation of the protection requirements are subject to Civil and Criminal penalties.

      (3). Subject lines and Titles should always be written as not to include sensitive information.

WARNING: Violation of Section 147of the Atomic Energy Act, "Safeguards Information" is subject to CIVIL and CRIMINAL Penalties. → 2. a(2)

Safeguards Information determination made by:
Name/Title: John Q. Public / InfoSec Specialist
Organization: NRC/DSO Date: 2 Jan 08
Basis: DS-SGI-1 (100) Program Management
Signature: *John Q. Public*

SAFEGUARDS INFORMATION 2. a(1)

Note: A line followed by a reference number, throughout this pamphlet, cites the paragraph number found on the same page

PORTION MARKINGS AND OVERALL DESIGNATION/CLASSIFICATION

1 OF 2

SAFEGUARDS INFORMATION

1. (U) When a document contains several categories of sensitive uncontrolled information, portion marking is required to distinguish SGI portions from other portions (See Handbook 12.7, Part II). Mark each page with the overall designation (top and bottom) or with the highest designation of information contained on that page. The first page will always reflect the overall designation.

2. (SGI) This is paragraph #2. If it were to contain "Safeguards Information," this paragraph would be marked with the designation "SGI" in parentheses.

SAFEGUARDS INFORMATION

2 OF 2

SAFEGUARDS INFORMATION

3. (OUO-SRI) Overall markings do not always dictate the designation of each paragraph. When extracts of a document are used to create a new document, ensure that the extract(s) from the source document is marked to reflect the actual designation of the extract. (When the source document contains sensitive information).

4. (U) This is paragraph #4. If it were to contain "Uncontrolled Information" or "Non-Sensitive Information, this portion would be marked with the designation "U" in parentheses.

SAFEGUARDS INFORMATION

1 OF 2 **SECRET**

1. (SGI) This is paragraph #1. It is an SGI inclusive paragraph and is therefore marked "SGI" in parentheses as other portions on this page are classified. Should this paragraph be used to create another document, the information taken from this paragraph would remain Safeguards Information and continue to warrant the "SGI" portion marking.

2. (S) If this paragraph contained "Secret" information, this paragraph would be marked with the designation "S" as indicated at the beginning of the paragraph. The overall classification on this page is "Secret" despite the fact that the page also contains Safeguards

SECRET

2 OF 2 **SECRET**

(S) Information. (See MD 12.7 Handbook Part II (A)(3)) <u>When a classified, sensitive but unclassified or uncontrolled paragraph is too long and must be carried over to another page, the classification or designation marking MUST be carried forward as well.</u>

3. (OUO-PROPIN) This is paragraph #3. If the highest level of information in this paragraph was "Official Use Only-Proprietary Information, the paragraph would be marked with the designation "OUO-PROPIN" in parentheses.

SECRET

DETERMINATION AND BASIS

SAFEGUARDS INFORMATION

UNITED STATES NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

MEMORANDUM FOR NSIR/DSO/DDSP April 22, 2008

SUBJECT: "SGI Designated by" Line (U)

1. (SGI) The identification of the designation authority and the placement of the obligatory warning statement are marking requirements that must not be over-looked. The designation authority declaration is accomplished by placing the statement "Safeguards Information determination made by:" on the bottom (right side) of the document. The warning statement is placed at the bottom, left side, of the document. The "SGI determination made by" line must include the name of the actual SGI designator and their Title. For clarity and ease of document review by others, it is **recommended** that the SGI designator also identify the basis for making the SGI determination. The Designation Guide for Safeguards Information (DG-SGI-1) is an excellent reference tool for making the "basis" determination.

2. The SGI designation must be applied to all information that warrants protection as described in 10 CFR 73.21. Safeguards Information can be categorized as belonging to one or more distinctive Functional Series (as identified in DG-SGI-1). The applicable Functional Series are listed below.

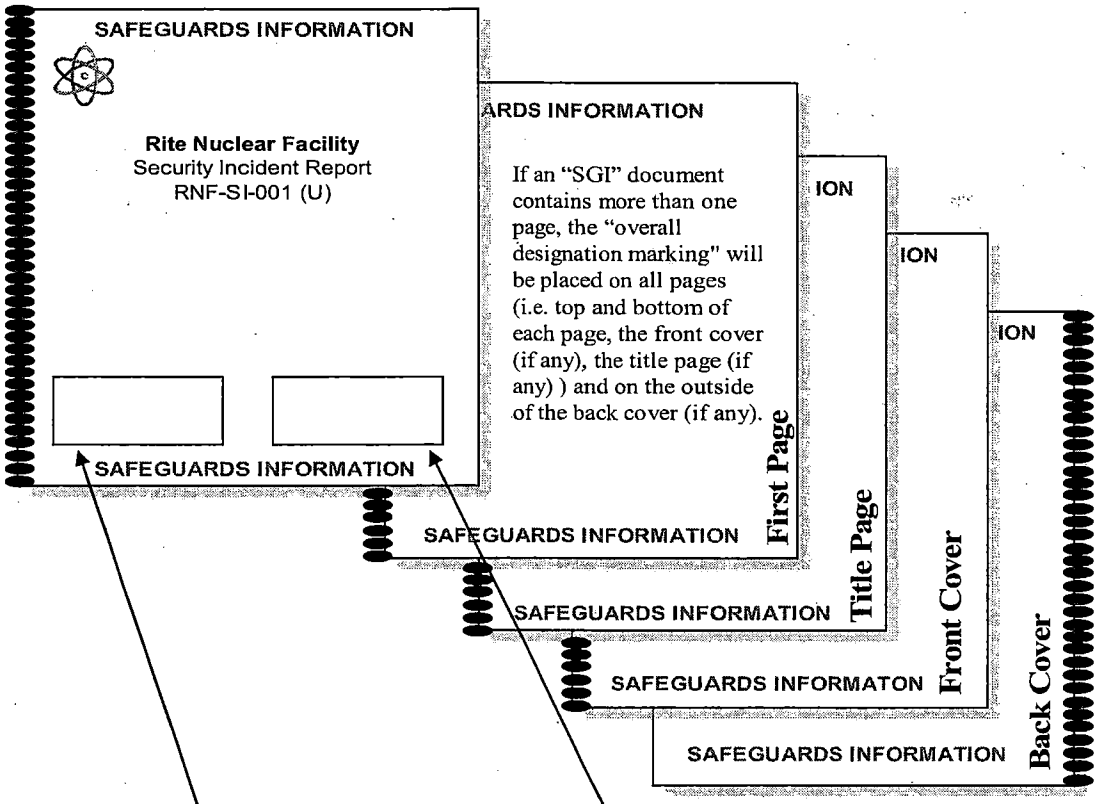
a. (U) Program Management
b. (U) Research and Development
c. (U) Physical Protection Program
d. (U) Consequences, Threats, and Scenarios.
e. (U) Incidents and Security Concern
f. (U) Plant Operations and Emergency Planning.
g. (U) Cyber Security
h. (U) Other

WARNING: Violation of Section 147 of the Atomic Energy Act, "SAFEGUARDS INFORMATION" is subject Civil and CRIMINAL Penalties.

Safeguards Information determination made by:
Name/Title: John Public / InfoSec. Specialist
Organization: NRC/DSO Date: 3 Jan 07
Basis: DG-SGI-1 (100) Program Management
Signature: *John Public*

SAFEGUARDS INFORMATION

DOCUMENT OVERALL MARKING



WARNING: Violation of Section 147 of the Atomic Energy Act "Safeguards Information" is subject to Civil and CRIMINAL Penalties.

Safeguards Information determination made by:
Name/Title: John Public /Security Mgr.
Organization: Rite Nuclear Facility
Basis: DG-SGI-1 (500) Incident of Security Noncompliance
Signature: *John Public* Date: 2 Jan 09

ONE PAGE TRANSMITTAL DOCUMENT

SAFEGUARDS INFORMATION → 1.a.

UNITED STATES NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

MEMORANDUM TO: Mr. Bern Stapleton, Sr. Program Manager (SFGDS)
Information Security Branch
Division of Security Operations
Office of Nuclear Security and Incident Response

FROM: John Q. Public
Reactor Security Oversight Branch
Division of Security Operations
Office of Nuclear Security and Incident Response

SUBJECT: Memorandum of Transmittal (U)

1. Information in transmittal letters are marked on the basis of content. It is not uncommon for transmittal letters to have attachments that contain Safeguards Information. When the attachment does contain Safeguards Information, the overall marking on the transmittal letter must reflect the designation of its attachment(s). See 10 CFR 73.22(d)(2) and MD 12.7 Part II (3).

2. Conspicuously mark the transmittal document with the **SAFEGUARDS INFORMATION** designation to indicate that subsequent pages contain sensitive information that warrant protection. The transmittal letter itself need not contain Safeguards Information to warrant the placement of the **SAFEGUARDS INFORMATION** designation. Also, mark the transmittal document with an appropriate instruction indicating that it is not a Safeguards Information document when separated from the attachment or enclosure. See 10 CFR 73.22(d)(3) and MD 12.7 Part II (3).

Attachment:
Attack Scenario Analyses

CONTACT: John Q. Public, Division of Security Operations
(301) 415-1234

Document transmitted herewith contains SGI. When separated from enclosures(s), this document is decontrolled.

SAFEGUARDS INFORMATION → 1.a.

MULTIPLE PAGE TRANSMITTAL DOCUMENT

SAFEGUARDS INFORMATION → 1.

UNITED STATES NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

Mr. John F. Public
Sr. Vice President, Energy
Detroit Public Service Inc.
Detroit, MI 45451-4111

January 1, 2009

SUBJECT: Letters of Transmittal (U)

1. Information in transmittal letters are marked on the basis of content. It is not uncommon for transmittal letters to have enclosures that contain Safeguards Information. When the attachment does contain Safeguards Information, the overall marking on the transmittal letter must reflect the designation of its enclosure(s).

2. Conspicuously mark the letter with the **SAFEGUARDS INFORMATION** designation to indicate that subsequent pages contain sensitive information that warrants protection. The letter itself need not contain Safeguards Information to warrant the placement of the **SAFEGUARDS INFORMATION** designation. Also, mark the transmittal document with an appropriate instruction indicating that it is not a Safeguards Information document when separated from the enclosure.

3. When the letter consists of multiple pages and the letter does not otherwise contain sensitive information, the designation and the instructional guidance need only appear on the first page.

4. When questions arise as to the appropriate markings for a transmittal letter, consult with your office SGI Designator for guidance. Your office SGI Designator should serve as your initial point of contact for questions related to SGI markings. If for some reason, your office SGI point of contact is unavailable, and you've exhausted all avenues for assistance within your organization, contact NRC Information Security Branch, NSIR.

Document transmitted herewith contains SGI. When separated from enclosures(s), this document is decontrolled.

SAFEGUARDS INFORMATION → 1.a.

5. For all questions concerning SGI designation or marking, contact the NRC Safeguards Information Program Manager.

C. Montgomery Burns
Information Management Analyst
Nuclear Regulatory Commission

Attachment:
Attack Scenario Analyses

Rite Nuclear Facility
Incident Report (U)

Source Document and Portion Markings (U)

1. (SGI) Derivatively designating a document SGI is the act of incorporating, paraphrasing, restating, or generating in new form, information that is already designated SGI and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of an SGI document or documents, or the SGI designation guide issued by the Division of Nuclear Security, Office of Nuclear Security and Incident Response. **This paragraph contains "Safeguards Information"** that was taken from the second paragraph of the source document; a paragraph marked "SGI." Therefore, this paragraph is marked "SGI."

2. When using a source document as the basis for designation, the markings on the source document influence the markings to be applied to the derivative document.

(a) As with any source document containing SGI, each derivative document containing SGI must have portion markings and contain overall designation markings.

(b) SGI documents will always have the obligatory warning statement and identification of the person who made the SGI determination. When creating an SGI document through the use of an SGI source document, portion markings are carried over to the new document, but the identification of the person making the SGI determination for the source document does not carry over. The newly created document, though derivative in nature, is considered a "new" document and as such must identify the name and title of the SGI designator.

See paragraph # 1

SAFEGUARDS INFORMATION

April 1, 2008

Security Incident Report–RNF-001 (U)

1. This paragraph contains "Unclassified" information. This portion will therefore be marked with the designation "U" in parentheses.

2. (SGI) This paragraph contains "Safeguards Information." This portion will therefore be marked with the designation "SGI" in parentheses.

WARNING: Violation of Section 147 of the Atomic Energy Act "Safeguards Information" is Subject to Civil and Criminal Penalties

Safeguards Information determination made by:
Name/Title: John Public, Sec. Mgr.
Date: 2 Jan 2007
Basis: (500) Incidents of Security Noncompliance

SAFEGUARDS INFORMATION

Source Document

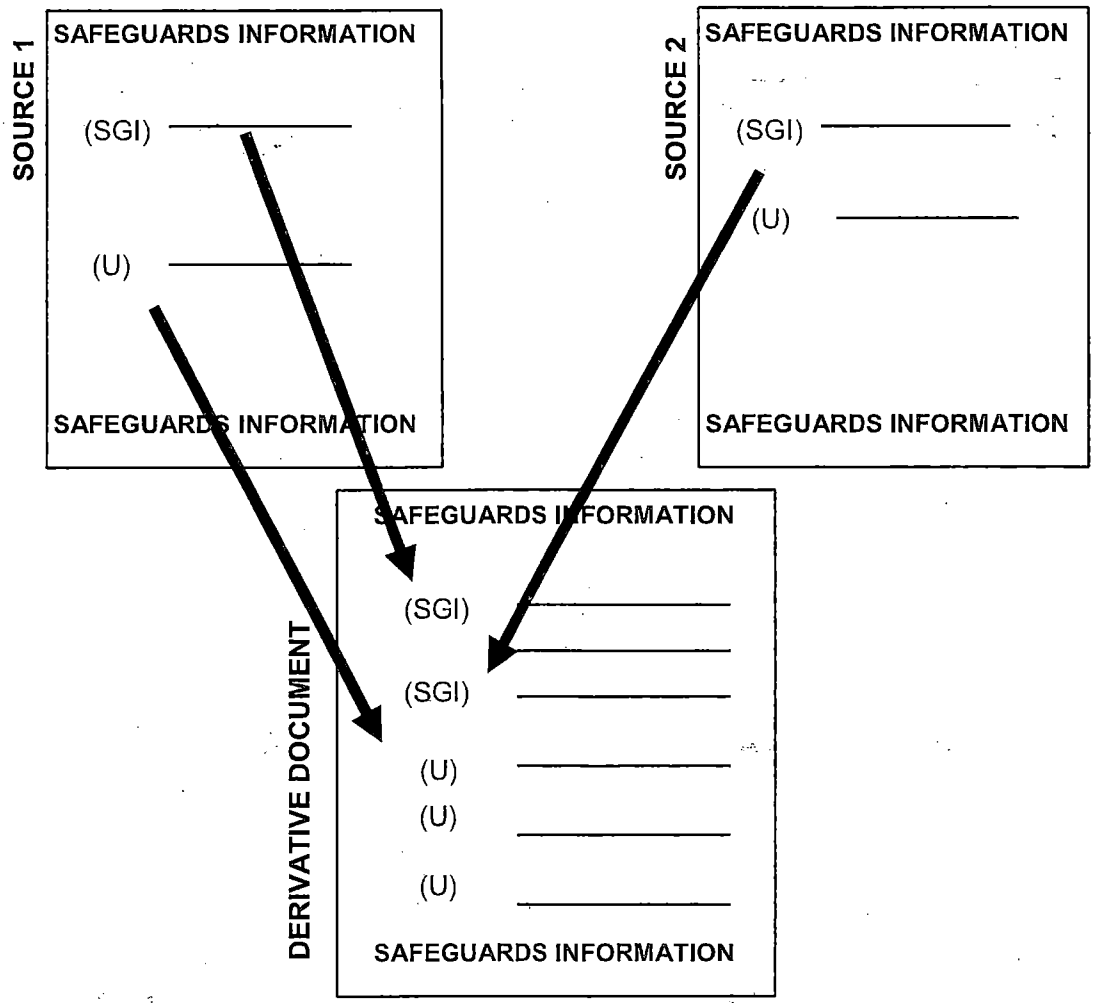
Safeguards Information determination made by:
Name, Title: Mary A. Doe / Security Analyst
Organization: DHS/IPD Date: 07 Jan 07
Basis: DG-SGI-1 (500) Incidents of Security Noncompliance

WARNING: Violation of Section 147 of the Atomic Energy Act "Safeguards Information" is subject to CIVIL and CRIMINAL Penalties.

SAFEGUARDS INFORMATION DESIGNATION FROM MULTIPLE SOURCES

Portion Marking

When using more than one source document to create a derivative document, portion mark the sensitive information that is incorporated into the derivative document with the designation indicated on the source documents. In the example shown below, paragraph one of the derivative document incorporates "Safeguards Information" from paragraphs one and two from Sources 1 and two respectively. Paragraph three incorporates "Uncontrolled" from paragraph two of Source 1.



Working Papers

Working papers are documents accumulated or created in the preparation of a finished document. Working papers that contain Safeguards Information must be protected from unauthorized disclosure and appropriately marked "Safeguards Information," at both the top and bottom and contain the obligatory warning notice. Working papers that contain Safeguards Information do not have a time limit for the application of all associated marking. Associated markings (portion markings, SGI determination declaration, organization, date, basis, signature) are applied when the SGI working paper becomes a finished document or is transferred out of the office. SGI working papers will always contain the obligatory warning notice to inform the reader that violations of protection requirements are subject to civil and criminal penalties.

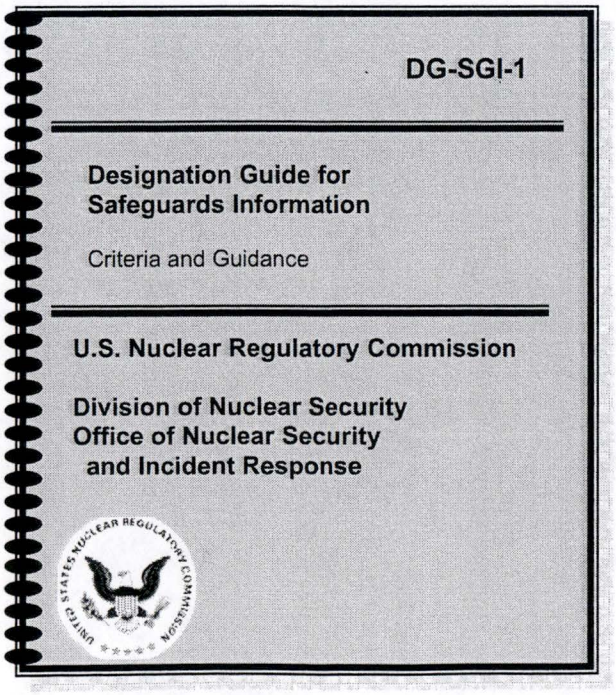
Overall Designation Marking

The overall markings of an SGI document (assuming that SGI is the highest level of information contained therein) must always be conspicuously marked at the TOP and BOTTOM of the document. Documents containing SGI that consist of multiple pages, must have each page conspicuously marked "Safeguards Information" at the TOP and BOTTOM of the document. **NOTE**: Overall markings must always be conspicuous (i.e. text that is larger than the text used in the body of the document or a color different from the text of the document etc).

SGI Designation from an SGI Designation Guide

The Designation Guide for Safeguards Information is an NRC issued document that provides guidance and describes or identifies instances when an SGI designation is appropriate for a particular subject matter. Information that warrants the SGI designation retains that designation until the information or subject matter no longer qualifies for protection as described by 10 CFR Part 73. The Guide is available both in hard copy or may be viewed on NRC intranet website.

SGI Designation Guide



SAFEGUARDS INFORMATION BY COMPILATION

SAFEGUARDS INFORMATION

UNITED STATES NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

February 14, 2009

MEMORANDUM FOR NSIR/DSO

SUBJECT: SGI Designation By Compilation (U)

1. When a document consisting of individually non-sensitive items of information is designated SGI by compilation, the overall designation must be marked conspicuously at the top and bottom of each page and the outside of the front and back covers (if any). On very rare occasions, properly marked sensitive and/or non-sensitive unclassified information may, when viewed in its totality, reveal information that warrants SGI designation and more stringent control measures. An explanation of the basis for SGI designation by compilation must be placed on the face of the document or included in the body of the document. NOTE: If the inclusion of the basis for the SGI designation disrupts or interferes with the message of the document, include the basis information as an attachment to the document.

2. If portions, standing alone, are non-sensitive information, but the document is SGI by compilation, mark the document and pages "Safeguards Information" at the top and bottom. If individual portions are designated sensitive unclassified information (i.e. SSI, OUO-SRI etc.), but the compilation warrants SGI designation, mark each portion with its original designation, and mark the document and pages "Safeguards Information" as dictated by the compilation of information rule. Always include the basis for the SGI designation when that SGI designation is predicated on the compilation of information rule.

Johnny T. Public
Sr. Informed Analyst
Nuclear Regulatory Commission

WARNING: Violation of Section 147 of the Atomic Energy Act, "Safeguards Information" is subject to Civil and Criminal Penalties

Basis: DG-SGI-1; This compilation of non-sensitive scenario focused information is sufficient to aid in the defeat of elements of the security system that protect radioactive material processing facilities. SDG-SGI-1; #453 requires that this information be designated SGI.

SAFEGUARDS INFORMATION

CHARTS, MAPS, DRAWINGS AND PHOTOGRAPHS

SAFEGUARDS INFORMATION

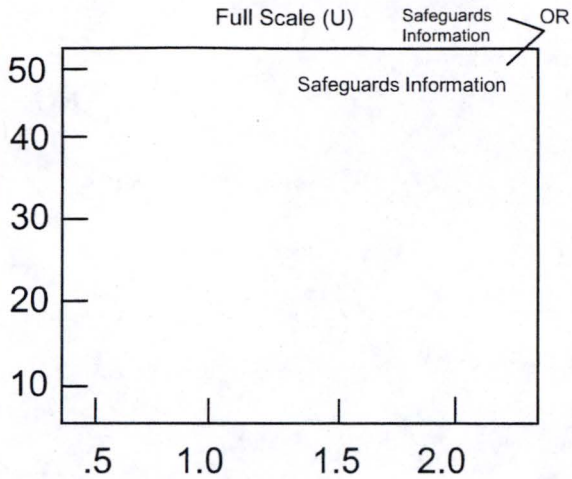
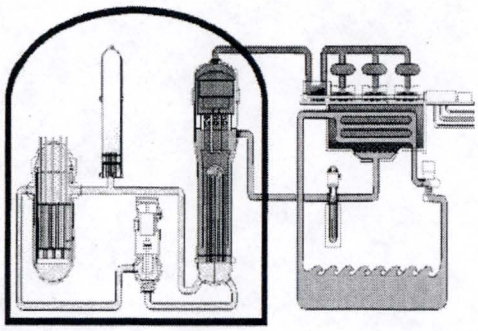


Figure 1: (SGI) Charts may have the portion marking inside or outside the chart area. Mark to eliminate doubt as to what the designation of the portion may be.

SAFEGUARDS INFORMATION

SAFEGUARDS INFORMATION

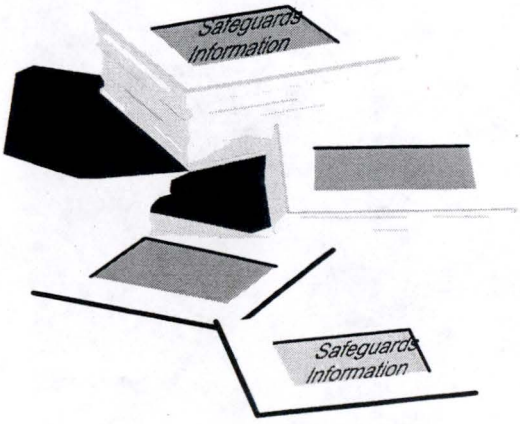


Safeguards Information

(U) Pictures, photos and drawings may have the portion marking inside or outside the object border area. Mark to eliminate doubt as to what the designation of the portion may be.

SAFEGUARDS INFORMATION

If these pages are part of a SGI designated document, mark as indicated above. When charts and pictures are single page documents, include the warning notice and identification (name and title) of the person making the SGI determination. When maps, blueprints etc. (things that will be rolled up for storage) are used, aside from the markings on the face of the item, the backside of the rolled item must also be marked. Wrapping an SGI Coversheet around the rolled item is an acceptable means of alerting others to the presence of Safeguards Information.



Electronic Media

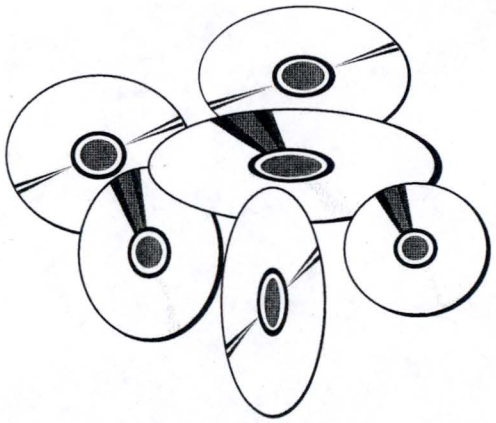
With the exception of the warning notice and identification of the person making the Safeguards Information determination, basic document marking rules apply to computer media. As shown below, a computer disk must be labeled to reflect its SGI content. When labeling computer disks, use NRC Form 461A or labels that are called for in local governing directives.

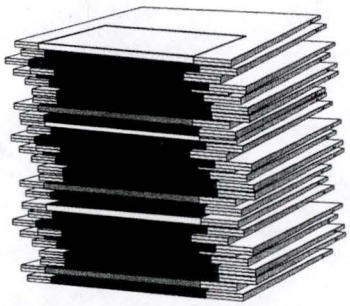
This medium is sensitive unclassified

SAFEGUARDS INFORMATION

Protect it from unauthorized disclosure
In compliance with 10 CFR 73.21 and
local governing directives

FORM 461A





No prescribed NRC Form exists that can be applied directly to a Compact Disc (CD) or a Digital Video Disc (DVD) that contains Safeguards Information. The NRC Form 461A, or label that is called for by local governing directives, may be used to mark the CD or DVD case. Many CD and DVD labeling products exist and CD or DVD users are encouraged to use CD or DVD labeling products when they are available. When using a CD or DVD labeling product, keep in mind that the text used to make the caption "Safeguards Information" must be conspicuous and unobstructed by any other markings or text on the CD or DVD label. If text, other than the "Safeguards Information" caption is used on the CD or DVD label, NO SAFEGUARDS INFORMATION SHOULD BE PLACED ON THE CD OR DVD LABEL. NRC approved thumb drives, containing SGI, must be color coded as prescribed by NUREG/BR-0168, Revision 4 and be conspicuously marked with the words "Safeguards Information."

In the event that CD or DVD labels aren't readily available or local directives forbid their usage, use of a permanent marker is permissible. The text used to create the "Safeguards Information" caption, when written with a permanent marker, must be conspicuous and unobstructed by other markings or text that may be placed on the CD or DVD.

SLIDE AND TRANSPARENCY

Slides and Transparencies containing Safeguards Information must have markings on the slide cover and the actual image. The identification of the person making the SGI determination, along with position title, date and warning notice must be placed on the border or frame for the slide or transparency. If multiple slides or transparencies are created and considered one (1) presentation product, mark only the top or first transparency with the SGI associated marking information (i.e. SGI determination official's, title, date, basis and the SGI warning notice).

File folders and binders used to hold slides or transparencies, or any other SGI, must be conspicuously marked "Safeguards Information" on the Top and Bottom, Front and Back when the folder or binder is outside of the security container. Safeguards Information Cover sheets may be used to satisfy this requirement. <u>If binders are stored in a manner that conceals the Safeguards Information marking, the spine of the binder must also be marked to indicate the designation of its content.</u>

SAFEGUARDS INFORMATION

SAFEGUARDS INFORMATION

SGI designation must be shown on the image area and also on the border, frame or holder.

SAFEGUARDS INFORMATION

SAFEGUARDS INFORMATION

WARNING: Violation of Section 147 of the Atomic Energy Act, "Safeguards Information" is subject to Civil and Criminal Penalties.

SGI determination made by:
Name and Title: _____
Organization, Date: _____
Basis: _____
Signature: _____

MAILING

Inner Envelope (Front)

SAFEGUARDS INFORMATION

J. R. Ewing
777 Southfork
Dallas, TX 87871

We - R. Power Inc.
Attn: Lynn Silvious
7277 Generator Lane
Anytown, MD 22822

SAFEGUARDS INFORMATION

Inner Envelope (Back)

SAFEGUARDS INFORMATION

SAFEGUARDS INFORMATION

When mailing Safeguards Information, you must ensure that the inner envelope is properly marked at the Top and Bottom, Front and Back. The inner envelope may be addressed to a specific point of contact or specific intended recipient. The inclusion of a document transfer receipt is not required, but the use of a receipt is indicative of a strong information security program.

Outer Envelope (Front)

J. R. Ewing
777 Southfork
Dallas, TX 87871
Postmaster: Do Not Forward,
Return to Sender

1st CLASS
Registered
Certified
Express

We - R. Power Inc.
Attn: InfoSec. Branch
7277 Generator Lane
Anytown, MD 22822

Outer Envelope (Back)

When mailing Safeguards Information, you must ensure that the outer envelope is properly addressed, (i.e. Organization's general or classified mailing address, POC, [by title, not specific name]), and that the outer envelope is <u>without markings</u> that indicate the sensitivity of its content. See 10 CFR 73.22(f)

Safeguards Information may be mailed by any of the following methods:

1. U.S. Postal Service, First Class Mail
2. U.S. Postal Service, Registered Mail
3. U.S. Postal Service, Express Mail (See Note)
4. U.S. Postal Service, Certified Mail
5. Any commercial delivery company that provides service with computer tracking features

ACRONYMS

AEA	Atomic Energy Act
CD	Compact Disc
CFR	Code of Federal Regulations
DVD	Digital Video Disc
FBI	Federal Bureau of Investigation
MD	Management Directive
NRC	Nuclear Regulatory Commission
OUO-SRI	Official Use Only - Security Related Information
OUO-PROPIN	Official Use Only - Proprietary Information
POC	Point of Contact
S	Secret
SGI	Safeguards Information
SSI	Sensitive Security Information
U	Uncontrolled

NOTE: When using U.S. Postal Service, Express Mail, the waiver of signature or indemnity block on the U.S. Postal Service Express Mail Label may not be executed.

Refer questions about this Safeguards Information Marking Guide to:

U. S. Nuclear Regulatory Commission
Information Security Branch
Washington, DC 20555

Or

Safeguards Information Program Manager, (301) 415-2432
Safeguards Information Sr. Information Security Specialist, (301) 415-2278

NOTE: When using U.S. Postal Service, Express Mail, the waiver of signature or indemnity block on the U.S. Postal Service Express Mail Label may not be executed.

Refer questions about this Safeguards Information Marking Guide to:

U. S. Nuclear Regulatory Commission
Information Security Branch
Washington, DC 20555

Or

Safeguards Information Program Manager, (301) 415-2432
Safeguards Information Sr. Information Security Specialist, (301) 415-2278

DISTRIBUTION:
DSO r/f
DSP r/f
ISB r/f

Accession No. ML082530264 Log No.: 2426

OFFICE	INFOSEC	INFOSEC	INFOSEC	DDSP	DSO
NAME	RNORMAN	BSTAPLETON	LSILVIOUS	RWAY	PHOLAHAN
DATE	03/10/2009	03/10/2009	03/27/2009	04/06/2009	04/06/2009
OFFICE	OGC	NSIR			
NAME	JGOLDBERG	RZIMMERMAN			
DATE	03/10/2009	04/14/2009			