

DOE/ORO CONTROL FORM - DOE FINAL DIRECTIVE GUIDE

PART A (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

TO: DIRECTOR, DIVISION OF PRIMARY INTEREST: P. S. Garcia, Director, Office of Safeguards and Security, OS-20

NUMBER, TITLE, AND DATE OF DIRECTIVE: **DOE G 471.3-1, GUIDE TO IDENTIFYING OFFICIAL USE ONLY INFORMATION, of 04/09/2003**

The attached guide, which is within your area of functional responsibility, is forwarded for review. Complete Part B and forward this form to AD-440 by **05/12/2003**.

PART B (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

**1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:
(Check Appropriate Boxes)**

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type) Any contractor involved in activities where OOU information and documents will be handled, used, or generated.

Many ORO Contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

2. SUMMARY OF CHANGES AND IMPACT: GUIDANCE ONLY.

Establish a program to identify certain unclassified controlled information as OOU and to identify, mark, and protect documents containing such information.

3. IDENTIFY CONTACT POINT:

Gabe Marciante	576-0754
<u>Linda Eble</u>	<u>576-6963</u>
Name	Telephone

4. APPROVED BY DIRECTOR:

<i>Original Signed By</i>			
<u>P. S. Garcia, Dir., OS-20</u>	<u>04/29/2003</u>	<u>576-1858</u>	
Signature	Date	Telephone	

5. DOE Directives are available on the Internet at <http://www.directives.doe.gov/>. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

PART C (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

<i>Original Signed By</i>	
<u>Jennifer G. Hamilton, AD-440</u>	<u>05/01/2003</u>
Name	Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.
(REVISED 01/10/2003)

NNSA/YSO DIRECTIVES CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**DIRECTIVE NUMBER, TITLE, AND DATE:****DOE G 471.3-1, GUIDE TO IDENTIFYING OFFICIAL USE ONLY INFORMATION, 04/09/2003****PURPOSE OF TRANSMITTAL:** New Directive Revised Directive**DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?** Yes No**If "Yes,"** list what action (cancel/replace or extend) and list the directive(s), including the number(s), title(s), and date(s):The attached directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **05/13/2003**.**PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):****CONTRACTOR APPLICABILITY:****Does this directive affect the work performed by BWXT Y-12, L.L.C.?** Yes No**Does this directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?** Yes No**If "Yes,"** list the subcontractors:*Many contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.***SIGNIFICANT PROVISIONS:** Are there any significant changes or impact? Yes NoList summary of directive changes and, **if "Yes"** above, describe the significant changes or impact:**New Guide.****IMPLEMENTATION:** Does the directive contain special implementation requirements and/or dates? Yes No**If "Yes,"** describe:**It's a Guide.****FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?**Is a new or revised supplemental directive required? Yes No**If "Yes,"** target date for submission of draft supplemental directive is _____.**IDENTIFY CONTACT POINT:** Mary H. Hitson 576-9856
Name Telephone**APPROVED BY COR FOR DIRECTIVES:** Diane McCarten, COR for Dir. 05/08/2003 576-9330
Signature Date Telephone**PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):***DOE Directives are available on the DOE Directives, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.
ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm.
Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.***APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**Wayne H. Albaugh, AD-440 05/12/2003
Original Signed By Name Date**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 01/10/2003)