

# DOE/ORO CONTROL FORM - DOE FINAL DIRECTIVE

**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 M 471.3-1, MANUAL FOR IDENTIFYING AND PROTECTING OFFICIAL USE ONLY INFORMATION, of 04/09/2003**

The attached directive, which is within your area of functional responsibility, is forwarded for review and necessary action. 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. **IMPLEMENTATION:** Does the directive contain special implementation requirements and/or dates?

No  Yes If yes, describe:

The CRD must be included in site/facility management contracts that involve activities where OOU information and documents will be handled, used, or generated.

3. **SIGNIFICANT PROVISIONS :** Are there any significant changes or impact?  No  Yes If yes, describe.

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

4. **OAK RIDGE OPERATIONS OFFICE DIRECTIVE:** Is a new ORO Directive or revision required?  Yes  No  
If yes, target date for submission of Draft ORO Directive to AD-440 is \_\_\_\_\_.

5. **IDENTIFY CONTACT POINT:**

Gabe Marciante	576-0754
Linda Eble	576-6963
Name	Telephone

6. **APPROVED BY DIRECTOR:**

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

7. *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> Jennifer G. Hamilton, AD-440	05/01/2003
Name	Date

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