

50-271

SECURITY DEPARTMENT CONTROLLED DOCUMENT TRANSMITTAL FORM

☒ CHANGE ☐ COPY ☐ RESCISSION ☐ CANCELLATION

SECTION I

- ☒ PSP
- ☐ T&Q PLAN
- ☐ COMPUTER MANUAL
- ☐ PROCEDURE MANUAL
- ☐ SSI MANUAL
- ☐ REVISED PROCEDURE FORMS ATTACHED
- ☐ AUTHORIZATION LIST
- ☐ SECURITY POST ORDER

TO: USURC Doc Cont Desk
CONTROLLED COPY NO: 30
CHANGE NO: 31
ISSUE DATE 03/21/01
REV (IF APPLICABLE): 31
CANCELLATION DATE: _____

INSTRUCTIONS: ☒ Attached is the document indicated above.

1. For a change:
 - a. Follow posting instructions in Section III of VYDPF 0852.01. Post page 2 of VYDPF 0852.01 in front of the controlled document.
 - b. Review the revised material, and ensure those who use or have access to the material are aware of the changes.
 - c. If new forms are attached, ensure all obsolete forms are destroyed and new forms are used.
 - d. Destroy all superseded pages. Any pages marked "Safeguards Information" must be destroyed IAW AP 0833, Control of Safeguards Information.
 - e. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA.
2. For a copy:
 - a. The recipient is assuming custody of the document, and is aware of the need to handle Safeguards Information IAW AP 0833.
 - b. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA.
3. For a rescission:
 - a. The assigned holder no longer needs the subject document and has rescinded custody.
 - b. Sign Section II Page 1 of VYDPF 0852.01 and forward along with the rescinded document to the STA. Signature indicates the assigned holder has rescinded custody of the document.
4. For a cancellation:
 - a. The subject document is no longer valid and should be destroyed.
 - b. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA. Signature indicates document has been destroyed.

Transmitted by: Joanne Wojchick Security Technical Coordinator
Name Title

SECTION II I have: ☐ posted the change ☐ assumed custody ☐ rescinded custody ☐ destroyed cancelled document

Signature Date
**ATTACHMENT CONTAINS SAFEGUARDS
INFORMATION. UPON SEPARATION,
HANDLE THIS PAGE AS CONTROLLED**

VYDPF 0852.01
DP 0852 Rev. 6
Page 1 of 2

* IK53
1/4
Rec'd
w/out
letter

SECURITY DEPARTMENT CONTROLLED DOCUMENT TRANSMITTAL FORM (Continued)

SECTION III - ☒ Change Posting Instructions

- ☒ PSP
- ☐ T&Q PLAN
- ☐ COMPUTER MANUAL
- ☐ PROCEDURE MANUAL
- ☐ SSI MANUAL
- ☐ REVISED PROCEDURE FORMS ATTACHED
- ☐ AUTHORIZATION LIST
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TO: USURC Doc Cont Desk
CONTROLLED COPY NO: 3 D
CHANGE NO 201 31
ISSUE DATE: 02/21/01
REV (IF APPLICABLE) 31

☒ Remove and destroy the following pages: ***Entire Physical Security Plan Rev 30***

☐ Remove and destroy the old index.

☒ Insert the following pages: ***Entire Physical Security Plan Rev 31***

☐ Insert the new index.

☒ Annotate the Record of Changes in the front of the document or manual.