

EDO Principal Correspondence Control

FROM: DUE: 11/30/01 EDO CONTROL: G20010520
DOC DT: 10/25/01
FINAL REPLY:

Laura L.S. Kimberly
National Archives and Records Administration

TO:

Norry, DEDM

FOR SIGNATURE OF : ** GRN ** CRC NO:

Springer, ADM

DESC: ROUTING:

Standard Form 311, "Agency Security Classification
Management Program Data"

Travers
Paperiello
Kane
Norry
Craig
Burns/Cyr

DATE: 11/19/01

ASSIGNED TO: CONTACT:
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:

Template: EDO-001

E-RIDS: EDO-001



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, DC 20408



October 25, 2001

Mrs. Patricia G. Norry
Deputy Executive Director for
Management Services
OWFN-17G21
Nuclear Regulatory Commission
11555 Rockville Pike
Rockville, MD 20852

Dear Mrs. Norry:

Subject: Reminder: Standard Form 311, "Agency Security Classification Management Program Data" Due to the Information Security Oversight Office (ISOO) November 30, 2001

Executive Order 12958, "Classified National Security Information" and its implementing directive, Information Security Oversight Office (ISOO) Directive No. 1, require executive branch agencies to report to ISOO statistics related to their security classification programs. For Fiscal Year 2001, the completed SF 311 is due to ISOO by November 30, 2001. In completing the SF 311, agencies may wish to expand on certain aspects of their programs in item 10. In particular, agencies affected by section 3.4 of E.O. 12958 should indicate the status of implementation of this section as well as that of E.O. 13142, "Amendment to Executive Order 12958, 'Classified National Security Information'." We enclose a copy of the SF 311. You may also access it electronically through the General Services Administration's web site. As you complete the SF 311, please make sure you review the instructions on the back of the SF 311 and keep in mind the following:

- In item 6, when counting the number of original and derivative classification decisions for the fiscal year, count only those items that are finished products for dissemination or retention regardless of medium. With e-mail, unless you expect to treat it as a "finished documentary product," it should not be included in the statistical count. Do not count reproductions or copies.

Rec'd Off. EDO

Date

11/19/01

Time

11:30 a.m.

EDO --G20010520

- If your agency uses a sampling method, please make sure the correct multiplier is used. For example, if the method requires a one week sample each quarter for a total of four weeks in the year, the sum of the classification decisions for the four weeks should be multiplied by 13 (13 because there are 13 four-week periods in a year) to arrive at the total for each particular category in item 6 of SF 311.
- For item 7, "Mandatory Review Requests," if the number in the column (a) has changed from the previous fiscal year reporting in column (c) of the previous fiscal year, please note that and the reasons in item 10.

ISOO continues to be concerned about how the agencies account for classification decisions contained in electronic systems. During fiscal year 2002, ISOO will be undertaking a review of the data collection process for the SF 311, focusing on the electronic environment. In preparation for this review, we ask that in your fiscal year 2001 SF 311 submission you answer the following questions:

1. Does your agency create or receive classified information on electronic systems?
2. If the answer is yes, what type of system, word processing, e-mail, cabling and messaging or database? Please list all that applies.

We expect to follow up on the information provided by contacting individual agencies and components.

We very much appreciate your cooperation in completing the SF 311 fully and accurately. Please call your ISOO Liaison on 202-219-5250, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura L.S. Kimberly". The signature is fluid and cursive, with a large, stylized "L" and "K".

Laura L.S. Kimberly
Associate Director for Policy

Enclosure

INSTRUCTIONS

I. GENERAL

This reporting requirement applies to each department, independent agency or establishment in the executive branch that creates, handles, and/or stores classified national security information. The reporting period is on a fiscal year basis. Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activities for possible ISOO review.

II. SPECIFIC

Item 5. Enter the number of Top Secret, Secret and Confidential original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with Top Secret authority in boxes A and D, only; Secret authorities in boxes B and D, only; and Confidential authorities in boxes C and D, only.

Item 6. Enter the actual number of original classification decisions made during the reporting period, breaking these down by classification level and the type of declassification instructions assigned. Enter the actual count of derivative classification decisions by classification level. A classification decision, original or derivative, is a finished product for dissemination or retention, regardless of the media. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 7. Each agency should report numbers only for those cases, including pages, for which it is responsible for the final decision. Enter the number of mandatory review requests and appeals cases carried over from the previous reporting period (column (a)); new ones received (column (b)); and the number of cases carried over to the next reporting period (column (c)). If a case is dropped from consideration for any reason, e.g., requester withdrew the request, please indicate the number and reason in Item 10, Explanatory Comments. Case means an individual mandatory review request or appeal, regardless of the number of requester cited in the request or the number of documents or pages to be reviewed as a result of the request. For Declassification Decisions (column (d) through (f)), enter the number of pages acted on under each category: Granted in Full; Granted in Part; and Denied. Page means one side or face of recorded information.

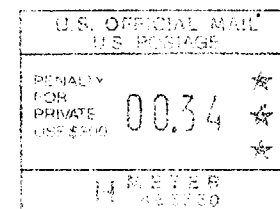
Item 8. Enter the aggregate number of pages declassified under the Automatic Declassification program [section 3.4 of E.O. 12958] and the Systematic Review program [section 3.5 of E.O. 12958]. Agencies can include the number of pages reviewed under these respective programs in Item 10, Explanatory Comments.

Item 9. For purposes of this report, an inspection, survey, or program means any internal review and evaluation of any aspect of the agency's security classification program.

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and Records Administration
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Washington, DC 20408-0001

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