



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

November 12, 1996

MEMORANDUM TO: Frank J. Miraglia, Acting Director, NRR
Carl J. Paperiello, Director, NMSS
Guy P. Caputo, Director, OI
James Lieberman, Director, OE
Richard L. Bangart, Director, OSP
Dennis K. Rathbun, Director, OCA
William M. Beecher, Director, OPA
Hubert J. Miller, Regional Administrator, RI
Stewart D. Ebnetter, Regional Administrator, RII
A. Bill Beach, Regional Administrator, RIII
L. Joe Callan, Regional Administrator, RIV

FROM: James M. Taylor *JM Taylor*
Executive Director for Operations

SUBJECT: ALLEGATION GUIDANCE MEMORANDUM 96-01 - ADDITIONAL
MEASURES TO PROTECT THE IDENTITY OF ALLEGERS AND
CONFIDENTIAL SOURCES

The purpose of this Allegation Guidance Memorandum (AGM) is to require additional measures for protecting the identity of alleged and confidential sources. There have been a number of recent instances of the staff inadvertently revealing the identity of an alleged. The inadvertent release of alleged's identities can make alleged more vulnerable to discrimination and damages the credibility of the agency and the allegation program. The following requirements are intended to heighten the staff's awareness of allegation material and increase the opportunities to detect potential releases before they occur. Guidance in this AGM supersedes guidance on these topics in Management Directive 8.8 (MD 8.8), "Management of Allegations." This guidance will be included in the next revision of MD 8.8 which is currently scheduled for the Spring of 1997.

Marking and Storage of Files Involving Allegers or Confidential Sources

- 1) Allegation files that contain the identity of a confidential source are to be stored within a secure filing cabinet drawer designated solely for files involving confidential sources and should not be stored with allegation files that do not involve a confidential source;
- 2) Allegation files containing the identity of a confidential source must have a cover sheet attached to the outside of the case file that indicates the file contains the identity of a confidential source and provides handling instructions (Attachment A);
- 3) Correspondence containing the identity of a confidential source that is separated from the file must also have the cover sheet described in 2) above, attached;

4) Correspondence containing the identity of an alleged that is separated from the file must have a cover sheet that indicates the correspondence contains the identity of an alleged and provides handling instructions, (Attachment B).

Acknowledgement, Status, and Closure Letters

To help prevent the inadvertent release of correspondence to an alleged, acknowledgement, status, and closure letters shall have the allegation number clearly typed on the front page of the letter and on the upper right corner of each subsequent page. This action will reduce the possibility of a staff member not recognizing that the letter concerns an allegation and may identify an alleged. Additionally, any letter from an alleged or confidential source shall be clearly stamped on each page, "This document identifies an alleged (or confidential source)" as appropriate.

Training

The allegation coordinators in each region and office are requested to discuss these new requirements with staff members currently working on allegations. In addition, future training sessions should cover the new requirements and emphasize protecting the identity of allegeds and confidential sources.

Revision of Office Letters and Regional Instructions

Office letters and regional instructions should be revised to reflect this guidance. Alternatively, this AGM may be forwarded to the staff as interim guidance pending revision of Management Directive 8.8, "Management of Allegations."

Attachments: As stated

cc: J. Milhoan, DEDR
H. Thompson, DEDS
J. Goldberg, OGC
H. Bell, OIG
P. Bird, OP
K. Cyr, OGC
G. Cranford, IRM
R. Scroggins, OC
P. Norry, ADM
J. Hoyle, SECY
E. Jordan, AEOD
D. Morrison, RES
C. Stoiber, OIP

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~~EBaker~~
10/31/96

DISP:D
FGillespie*
10/31/96

NRR
Miraglia/Thadani*
11/01/95

EDO
JMTaylor
11/12/96

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