

**ADAMS Document Submission Form, NRC Form 665, Instructions, and Cheat Sheet**  
**for MD 3.4 Codes and Security Access Levels and Rights**  
**ML15313A310**

**June 2016**

NRC Form 665 is to be used for single and multiple documents that are to be processed as standalone documents or packaged into ADAMS. Follow the instructions below in completing the Form 665.

**Note: Document Owner is solely responsible for setting the Availability, Document Sensitivity, and Document Security Access Level.**

<b>NRC Form 665 Properties</b>	<b>Instructions</b>
Document Owner	Enter the name of the NRC staff who owns the document.
Originated by	Enter the name of the NRC staff person preparing the form.
Telephone	Enter the 9-digit telephone number of the NRC staff person preparing the form.
Mail Stop	Enter the mail stop of the NRC staff person preparing the form.
LAN ID	Enter the LAN ID of the NRC staff person preparing the form.
Date	Enter the date that the form was prepared.
Document No.	Enter a unique number (example, NUREG 0910, etc.) used to identify the document, if applicable.
Document Title or Accession No.  (Note: If documents are to be put into a package and have the same release properties, list the Document Titles or Accession Numbers in the order they should appear. Documents with different release properties should be listed on additional forms in the order they should appear.)	Enter a brief description of the contents or subject of the document or the ADAMS Accession Number of the document(s).
Is this a brief title that can be changed by DPC according to template instruction?	Check the box if the title provided can be changed by the DPC; otherwise, leave box unchecked.
SUNSI Review has been completed (for Publicly Available Documents)	Indicate if SUNSI Review has been completed for Publicly Available documents; include initials of SUNSI reviewer.

<p>Document Availability</p> <p>(Note: Only the publicly available documents, that are contained in document packages that have a mix of publicly and non-publicly available documents, will be released on the date specified by the staff)</p>	<p>Indicate if the document is to be made Publicly Available or Non-Publicly Available.</p> <p>If document is designated as Publicly Available, indicate the type of release with a check mark in the “Immediate Release,” “Normal Release,” or “Delay Release Until” boxes. For the Delay Release Until, include the actual release date needed.</p> <p>If document is designated as Non-Publicly Available, select one of the six MD 3.4 Non-Public Item Codes (A.3, A.4, A.5, A.6, A.7, and B.1) applicable to the document. (<b>See cheat sheet for MD 3.4 Item Codes.</b>)</p>
<p>Document Sensitivity</p>	<p>Indicate one of the eight Document Sensitivity values:</p> <ul style="list-style-type: none"> <li>• <b>Sensitive Internal Info - Periodic Review Required (all other sensitive internal info)</b></li> <li>• <b>Sensitive Internal Info - No Periodic Review (attorney work product &amp; client privilege, and pre-decisional enforcement)</b></li> <li>• <b>Sensitive - Fed, State, Foreign Gov’t, International Agency Controlled Info</b></li> <li>• <b>Sensitive-PA/PII (includes Personally Identifiable Information (PII))</b></li> <li>• <b>Sensitive – Proprietary</b></li> <li>• <b>Sensitive-Security Related – Periodic Review Required</b></li> <li>• <b>Non-Sensitive</b></li> <li>• <b>Non-Sensitive-Copyright</b></li> </ul>
<p>Document Security Access Level</p> <p>(Note: The vast majority of non-publicly available documents are made available to the entire NRC staff. However, there are instances where more restricted access is required. Therefore, staff are required to indicate either the group “NRC Users” = Viewers, or to identify specific User(s) or ADAMS Groups that should be provided viewer access by the DPC contractor.)</p>	<p>Indicate the security access that is to be used for the document. Documents to be processed by the Document Processing Center must have Owner rights given to the Document Processing Center. Publicly available documents are by definition available to anyone. Therefore the Document Security Access levels must be set to “viewer” for all “NRC Users.”</p>
<p>Package Accession No.</p>	<p>Enter the ADAMS Accession Number for the “package” if multiple documents are to be packaged. (Mixed packages require a method to tie the paper documents to the electronic package that has been created in ADAMS).</p>

ADAMS Template Number	Indicate the applicable ADAMS template that should be used by the contractor to process the document into ADAMS.
RIDS Code	Indicate if needed, the applicable e-RIDS code that should be used by the contractor to distribute the documents once it is added to ADAMS.
Other Identifiers	Staff may identify unique identifiers/tags, if applicable, that are not clearly indicated in the document, but would assist them in future search and retrieval activities in ADAMS, for example a TAC number, Green Ticket Number or a FOIA number. The DPC staff will include this information in the ADAMS profile.
Special Instructions	Staff may include any internal office instructions
Submitted by  (Note: If information of Submitter is the same as that of the Originator, only the Originator information needs to be completed on top of the form)	Enter the name of the NRC staff submitting the document(s) for processing and who can be contacted regarding clarification or problems with the document(s).
Telephone	Enter the 9-digit telephone number of the NRC staff person submitting the document(s).
Mail Stop	Enter the mail stop of the NRC staff person submitting the document(s).
LAN ID	Enter the LAN ID of the NRC staff person submitting the document(s).
Date submitted to DPC	Enter the date that the document(s) was submitted to the DPC.

### **Cheat sheet for Management Directive 3.4 Non-Public Item Codes**

<b>Document Sensitivity Values in ADAMS</b>	<b>Non-Public Categories</b>	<b>Non-Public Item Codes</b>	<b>Entry Format in Profile Keyword Field</b>
<b>Sensitive- Internal-periodic review required (all other sensitive internal info)</b>	<b>A</b>	<b>A.7</b>	<b>MD 3.4 Non-Public A.7</b>
<b>Sensitive- Internal-no review required (attorney work product &amp; client privilege, and pre-decisional enforcement)</b>	<b>A</b>	<b>A.7</b>	<b>MD 3.4 Non-Public A.7</b>
<b>Sensitive- Federal-, State-, Foreign Government-, and International Agency- Controlled</b>	<b>A</b>	<b>A.6</b>	<b>MD 3.4 Non-Public A.6</b>
<b>Sensitive- Privacy Act (includes Personally Identifiable Information (PII))</b>	<b>A</b>	<b>A.5</b>	<b>MD 3.4 Non-Public A.5</b>
<b>Sensitive- Proprietary</b>	<b>A</b>	<b>A.4</b>	<b>MD 3.4 Non-Public A.4</b>
<b>Sensitive- Security-Related-Periodic review required</b>	<b>A</b>	<b>A.3</b>	<b>MD 3.4 Non-Public A.3</b>
<b>Non-Sensitive (NRC generated documents submitted via DPC Folder or Form 665 - Not SUNSI)</b>	<b>B</b>	<b>B.1</b>	<b>MD 3.4 Non-Public B.1</b>
<b>Non-Sensitive - Copyright (NRC generated documents submitted via DPC Folder or Form 665 - Not SUNSI)</b>	<b>B</b>	<b>B.1</b>	<b>MD 3.4 Non-Public B.1</b>

## ADAMS Document and Package Security Access Levels and Rights

	Document Security Access Levels and Rights				
Security Access Level	Document Security Access Rights				
	Can view and copy?	Can add or remove "unfile" documents?	Can modify properties and security?	Can delete?	Can declare as an Official Agency Record?
Owner	Yes	Yes	Yes	Yes	Yes
Author	Yes	Yes	No	No	No
Viewer/Reader	Yes	No	No	No	No
None/No Access	No	No	No	No	No

## ADAMS Document and Package Security Access Levels and Rights

	Security Access Levels and Rights for ADAMS Packages				
Security Access Level	Security Access Rights				
	Can view and copy?	Can add or remove "unfile" documents?	Can modify properties and security?	Can delete?	Can declare as an Official Agency Record?
Owner	Yes	Yes	Yes	Yes	Yes
Author	Yes	Yes	No	No	No
Viewer/Reader	Yes	No	No	No	No
None/No Access	No	No	No	No	No