



National Nuclear Security Administration

Sandia Site Office

P.O. Box 5400

Albuquerque, New Mexico 87185-5400



Arthur L. Hale
Sandia Corporation, Org. 9600, MS0630
Albuquerque, NM 87185

SUBJECT: Encryption of Sensitive Unclassified Information Transmitted Via E-Mail

Dear Mr. Hale,

Effective immediately, the following direction shall be implemented at all Sandia National Laboratories facilities and possessing subcontractor facilities:

1. Any e-mail transmission that contains Sensitive Unclassified Information (SUI), whether in the context of the e-mail message itself or as an attachment to the e-mail, shall be encrypted using a FIPS 140 compliant encryption methodology.
2. This encryption requirement applies to e-mails transmitted to both internal (i.e., sandia.gov) and external e-mail domains.

SUI is defined as unclassified information requiring protection mandated by policy or laws, such as Official Use Only (OUO), Export Control Information (ECI), Unclassified Controlled Nuclear Information (UCNI), Naval Nuclear Power Information (NNPI), Personally Identifiable Information (PII), and other information specifically designated as requiring SUI protection, such as information identified under Cooperative Research and Development Agreements (CRADA).

SSO understands that this direction will impact Sandia operations. Therefore, we are requesting that the Sandia Corporation (Sandia) develop an implementation plan that delineates how Sandia will meet this requirement to encrypt all SUI e-mail. Please provide your implementation plan to SSO no later than August 1, 2007.

If you have any questions, you may contact me at 845-4096.

Sincerely,

JoAnn Wright, Contracting Officer
Contract Administration and Business Management

cc:

P. Wagner, SSO
K. Davis, SSO
M. Wood, CABM, SSO
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