

U.S. DEPARTMENT OF ENERGY  
**REPORTING UNACCOUNTED FOR DOCUMENTS**

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 24.3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD-244 - GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

The following information is furnished to the Director of Safeguards and Security, in accordance with DOE F 5639.1 and in follow-up to the oral report made by

\_\_\_\_\_  
(Name)

to \_\_\_\_\_ on \_\_\_\_\_  
(Name of Security Representative) (Date)

\_\_\_\_\_  
(Signature of Office Director or Division Head)

\_\_\_\_\_  
(Date)

(If possible avoid including information that would necessitate classification of this form)

**1. DOCUMENT IDENTIFICATION**

(a) Document number	(b) Copy number _____ of _____ copies, series _____ Number of pages _____
(c) Date of document	(d) Classification Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/> (e) Nature of Information Formerly Restricted Data <input type="checkbox"/> Restricted Data <input type="checkbox"/> National Security Information <input type="checkbox"/>
(f) Title or subject	
(g) Originator	(h) Intended Recipient
(i) Type of document (size, color, memorandum, signed original, carbon copy, photostat, etc.)	

**2. OFFICE ACCOUNTABILITY**

(a) Date document entered office accountability	
(b) Personnel in office who have had access to existing copies as well as unaccounted for copy (or copies)	(c) Personnel outside office who have had access to existing copies as well as unaccounted for copy (or copies)

**3. UNACCOUNTABILITY**

(a) Time and date document was first determined unaccounted for
(b) Full statement regarding unaccountability. Use blank portion on reverse side or attach extra sheet to include the following:  (1) Reason why document is believed to be misfiled or definitive statement of destruction without record, OR (2) Indication or allegation that the document(s) have been either stolen, concealed, misappropriated, or lost under circumstances indicating violation of Federal statute, AND (3) Whether or not document is considered to be of great importance to the DOE program and reasons therefore, AND (4) If appropriate, statement of improper possession by unauthorized persons.



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#### 4. OFFICE ACTION

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(a) Person responsible for this security infraction. \_\_\_\_\_

(b) Corrective action taken with person responsible for this security infraction. \_\_\_\_\_

(c) Corrective action taken to prevent recurrence of similar incident in the future. \_\_\_\_\_

(d) Result of search to account for document(s), including statement that all files in division or office have been checked. \_\_\_\_\_

(e) Attach signed statement by person responsible for security infraction and signed statements by all other persons involved in the unaccountability of the document(s) \_\_\_\_\_

This space is to be used for completion of item 3 or other items, if necessary. Extra sheets shall be attached in order to complete this report.

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