

**From:** [O'Reilly, Patrick D. \(Fed\)](#)  
**To:** [Moody, Dustin \(Fed\)](#); [Liu, Yi-Kai \(Fed\)](#)  
**Cc:** [Chen, Lily \(Fed\)](#)  
**Subject:** FW: 2017 ITL Cybersecurity Program Annual Report - Post Quantum Cryptography  
**Date:** Monday, October 23, 2017 12:01:59 PM  
**Attachments:** [Annual Report Instruction Sheet FY17.docx](#)  
[Post Quantum 2017-Annual-Report.docx](#)

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Good Morning Lily, Dustin, and Yi-Kai,  
(as a side note – I will be adding a friendly reminder on everyone’s calendar on Oct. 31 that write-ups are due for Annual Report COB – the reminder will appear only at top of your calendar & I will put in a 1 day advanced reminder)

I am reaching out because you have been identified by your group manager, Lily Chen; as the SME/POC for your program that should be responsible for providing content for our FY2017 NIST ITL cybersecurity program Annual Report. The annual report is often used as a great marketing tool to showcase all the great work CSD & also includes all ITL cybersecurity programs has done during a particular year.

Attached you will find an example template of what should be included in an ideal write-up for the report. I’m also attaching a 2<sup>nd</sup> file of the 2016 write-up that your team submitted – please use only as a guide & refrain from just reusing same text from word to word from last year’s write-up.

**I am hoping that you can return draft write-ups to me by COB Tuesday, October 31<sup>st</sup>.** If this is not possible for you, please let me know via email so I can let my team know.

A few things to keep in mind for the write-ups:

- The reports should primarily contain highlights and FY 2017 accomplishments for your program/project – it is not a history report.
- A short overview of the purpose and background of your project/program is good to include. The last part of your write-up may contain proposed plans for FY2018 for your program/project.
- We’re trying to keep all write-ups relatively short; we’re trying to keep content to 1 – 1.5 pages (single spaced MS Word document), if possible.
- All write-ups should be written in a non-technical manner. Feel free to share URLs to NIST websites containing more technical information if you feel it is necessary (instead of including a lot of technical details in the write-up).
- **Please include at least one graphic** (logos, pictures from events, graphics, charts, etc.) to make the content more visually appealing. If you can send me the original graphic file (and include a placeholder in the write-up where you want the graphic to appear), that would be great. AND if you do use a figure/image/graphic, etc. PLEASE provide a short explanation in write-up what the figure/graphic/image, etc is trying to show – see the example write-up file that is attached to this email.

After write-up (after the Contact: part at end) – if any of the 2 bullets below applies to your project/program – please list them in a bullet list for I will be adding these items to 2 Appendices at end of Annual Report (1) ITL Sponsored/Hosted Cybersecurity Events and (2) Honors/Awards section

- If your write-up includes NIST-sponsored events, please include the name of the event, date it was held, location city, and state.
- Please let me know if anyone on your team received honors or awards that should be recognized (e.g., DOC gold/silver/bronze medals, Fed 100, NIST Fellow, IEEE Hall of Fame, etc.). I will follow up later to get a profile photo and write-up for the award recipient.

Please let me know if you have questions. And thank you in advance!

Last but not least – please add this activity to your Performance Plan (and EOY accomplishments).

Thanks,

Patrick O'Reilly

Editor of ITL Cybersecurity Program Annual Report (formerly titled CSD Annual Report)