



October 3, 2023

Memorandum for: Senior Agency Officials Designated Under Section 32 CFR Part 2002 “Controlled Unclassified Information,” Section 2002.8(b)(2)

From: William P. Fischer, Acting Director *William Fischer*

Subject: Fiscal Year (FY) 2023 Requirements for Annual Agency Reporting on Controlled Unclassified Information (CUI)

ISOO will once again use the Qualtrics platform to collect agency CUI annual oversight reporting. As a reminder, no license is needed for responding agencies and the Qualtrics platform is FedRAMP compliant, secure, and fully accredited for all information requested in the data collection questionnaire.

To begin the FY 2023 reporting process, I requested that each agency’s CUI Senior Agency Official (SAO) designate an individual by name to enter all agency data requested in the ISOO data collection questionnaire. Upon appointment this person should email Mr. Timothy Daly, Senior Program Analyst, at timothy.daly@nara.gov to report as their agency’s designated individual, including the name and title of the Senior Agency Official(s) who authorized their appointments. No additional formal designation documentation is needed.

Completed responses to the FY 2023 ISOO data collection effort must be submitted using the Qualtrics platform by **Friday November 3, 2023**. Please contact Mr. Timothy Daly, Senior Program Analyst, at timothy.daly@nara.gov, with any questions you may have.