**POSITION DESCRIPTION**

CUI NOTICE 2019-02a: This guidance document does not have the force and effect of law and is not meant to bind the public, except as authorized by law or regulation or as incorporated into a contract. Accordingly, with regard to the public, this document only provides clarity regarding existing requirements under the law or agency policies. This guidance document is binding on agency actions as authorized under applicable statute, executive order, regulation, or similar authority.

**CUI PROGRAM MANAGER, GS- [14 or 15]**

**[Agency]**

**[Agency]**

**[Sub-Agency]**

**[Office]**

**[Sub-Office]**

1. **INTRODUCTION**

**These/This position/s** are located in the **[description of the sub-office and its location in the agency]**. The incumbent serves as Program Manager with responsibility for managing program activities, developing and implementing policies and monitoring the Agency’s compliance with specific Executive Orders and other responsibilities as mandated by law.

**[This office]** serves as the primary point of contact and principal adviser to the Agency on all matters concerning the management of information as a critical **[Agency]** resource as it relates to the handling and protections of Controlled Unclassified Information (CUI) **[and other information managed by this office]**.

**[Further description of office’s duties]**

The incumbent serves as the program manager and primary point of contact and responsible for the agency’s implementation of and compliance with E.O. 13556– Controlled Unclassified Information (CUI) and 32 CFR §2002 - Controlled Unclassified Information, which establishes an executive branch-wide program to manage all unclassified information in the Executive Branch that requires safeguarding or dissemination control pursuant to and consistent with applicable laws, regulations, and government-wide policies. This position serves to support the CUI Senior Agency Official (SAO) in meeting their requirements set out in 32 CFR §2002.8(c)(4-13).

**[Other duties not part of the CUI program]**

1. **MAJOR DUTIES AND RESPONSIBILITIES**

\* **Program Planning and Management 60%**

Serves as technical advisor in the Agency on the requirements of E.O. 13556 and 32 CFR §2002 related to the management of Controlled Unclassified Information (CUI). Advises the SAO on all E.O. 13556 policy and implementation matters. Provides management and oversight in addressing CUI implementing guidance. Develops agency-wide implementation plans, and works with agency Program Officers to identify CUI categories and their associated markings, safeguards, dissemination and decontrol procedures. Develops comprehensive plans designed to establish, implement, and ultimately evaluate the Agency’s overall compliance with E.O. 13556 and 32 CFR §2002 to ensure integration of CUI policies and procedures with effective management of the Program. Recommends substantive changes to current program operational methods as necessary, prepares background and briefing papers, and briefs top Agency management. Serves as the initial contact and manages the interactions with the CUI Executive Agent – the Information Security Oversight Office (ISOO) at the National Archives and Records Administration (NARA) - who is charged with developing implementing guidance, approving new CUI categories, developing the CUI Registry and making it public, and reporting to the President on agency compliance across the Federal Executive Branch Agencies. Oversee the dissemination and assignment of actions consistent with office responsibilities and access policies. Oversee the design and development of standards, procedures, and training for all aspects of the program in order to support operational requirements and to meet the mandates of all governing statutes, Executive Orders, and regulations.

Represents the Agency at interagency meetings as the appointed CUI program manager and in dealings with high-level officials within the Agency, other governmental entities, foreign governments, and legal counsel. Ensures that Agency responsibilities and requirements for the swift, secure, accurate, and systematic collection of information are met. Serves as a liaison with agency offices, posts and organizations to ensure awareness of the requirements of E.O. 13556 related to Controlled Unclassified Information, CUI categories and associated markings, safeguarding, dissemination and decontrol procedures, and agency reporting requirements. Provides liaison duties and alternate representative duties, if required, to inter-agency meetings hosted by the Executive Agent at the National Archives and Records Administration (NARA); the Office of Management and Budget (OMB), the National Security Council staff; the IC CIO’s Information Management Committee, as well as a variety of CUI working and advisory groups.

\* **Program Policy and Implementation 40%**

As the principal advisor to senior management on all matters related to E.O. 13556 and 32 CFR §2002, utilizes expert knowledge of all governing statues, Executive Orders, regulations and Agency information resources/systems to establish CUI policies, plans, goals and course of action to ensure that the operational and informational needs of the Agency are met and that all statutory, regulatory, and government-wide requirements are met. Establishes an internal oversight mechanism to promote consistent CUI practices. Develops and implements CUI training for agency personnel. Prepares comments on Federal CUI Implementing Guidance, develops/defends agency submissions for the Federal CUI Registry, and prepares agency compliance reports to the Executive Agent for ultimate submission to the President. Develops agency-specific policies and procedures related to Controlled Unclassified Information and ensures they are properly codified in the Code of Federal Regulations (CFR).

1. **CLASSIFICATION FACTORS**

**Factor 1 – Knowledge Required by the Position**

Mastery of a wide range of qualitative and quantitative methods for assessing and improving the effectiveness of Controlled Unclassified Information programs. Expert knowledge of a variety of information access laws (FOIA, Privacy Act, E.O 13526 – Classified National Security Information, Atomic Energy Act and their impact on information and records in the Agency. Comprehensive knowledge required to act as expert analyst in improving complex management processes and systems through recognizing significant issues and processes not being applied, and instituting necessary reforms to put the Agency in compliance with applicable laws. In-depth knowledge of agency program goals and objectives to develop advanced methods and techniques to identify and mark controlled unclassified information in the Agency. Substantial knowledge of Agency’s records systems and agency records holdings. Significant knowledge required to develop methods for evaluating the value of programs through the development of sampling procedures and analyses. Knowledge of relationship of overall information life-cycle management, information access and classified national security information/Controlled Unclassified Information programs to make appropriate improvements and determinations.

Knowledge required to design and conduct comprehensive management studies where there are significant technical and legal issues to be resolved, and where it is difficult to determine the parameters of the studies in advance. In-depth knowledge of program areas to conduct additional studies of historical initiatives related to Controlled Unclassified Information, and to develop policy and training programs where such activities are marked by their breadth and importance to the Agency.

Knowledge required to evaluate the content of new or modified legislation and regulations pertaining to Controlled Unclassified Information program requirements, and the knowledge required to explain to the Division Chief, high-level Agency officials, oversight agencies and committees and interagency groups the projected impact of such changes on agency programs and resources. Knowledge and skill required to negotiate effectively with top management in agency on program recommendations developed by the positions, where the employees' proposals may involve substantial agency resources and require extensive changes in established procedures. Knowledge of electronic information issues and the relationship with the requirements of the CUI program. Skill and ability to develop long-range plans and guidance for implementation of the respective programs, with particular reference to eliminating program deficiencies and improving operations/compliance in adherence to policy and legal requirements including a plan to reduce the long term cost of the program with appropriate initial investment.

**Factor 2 - Supervisory Controls**

As the Program Manager and recognized authority in the analysis and evaluation of the major issues in Controlled Unclassified Information program areas, the employee reports to the **[position]**, and is subject only to administrative and policy direction concerning their overall project priorities and objectives. At this level, the employee is delegated complete responsibility and authority to plan, schedule and carry out all major studies and projects in their assigned program areas, and to ensure work of the assigned team members is complete, accurate and timely.

Employee is expected to exercise full discretion and judgment to broaden or narrow the scope of such major studies and projects such as identifying/marking/sharing of controlled unclassified information. The review and modification of **[agency or agency]** regulations in all program areas is in turn reviewed by management officials for their potential influence on broad agency policy objectives and program goals. Findings and recommendations made by the employee at this level are normally accepted without significant change.

**Factor 3 – Guidelines**

Guidelines utilized by the positions include the Executive Order 13356, 32 CFR §2002, Executive Order 13256, FOIA, the Privacy Act, Federal Records Act, Atomic Energy Act, as well as departmental regulations and regulations of the National Archives and Records Administration, the Information Security Oversight Office (ISSO), the Agency of Justice (DOJ), and the Office of Management and Budget (OMB), legislative histories, court decisions and departmental policy initiatives. The employee uses the necessary judgment and discretion in determining the intent of these guidelines for the Agency, and revises the existing policy and regulatory guidance in these areas for the use of others throughout the Agency of State and in some case other Agencies and agencies. In cases where no guidance exists, the employee is expected to develop it and obtain the necessary coordination and approvals prior to execution.

The employee revises policy and regulatory guidance in those program areas which change the basic character of agency programs, and programs used by other agencies for their information access/sharing programs. On an overall basis, the employee is recognized in the Agency and the Federal community as an expert in the development and interpretation of guidance on all policy and program issues as related to Controlled Unclassified Information (CUI).

**Factor 4 – Complexity**

As the Program Manager, the employee’s work consists of projects and studies which require the analysis and evaluation of interrelated issues where determinations affect the Agency’s implementation of its CUI program, and where management of the program in turn significantly affects the identification, marking and access/sharing of sensitive information agency-wide, as well as with other agencies. Decisions about how to proceed in planning, organizing and conducting the respective programs are complicated by conflicting program goals and objectives which derive from changes in the Executive Order requirements, regulations and/or policies. In another example, decisions on safeguarding, access or dissemination controls of Controlled Unclassified Information may create impediments to authorized information sharing at the national/international level.

Assignments are further complicated by the implementation of Government-wide requirements that have significant impact on Agency systems and resources. New criteria must therefore be developed by the position to identify and measure program accomplishments in a realistic fashion, to improve the effectiveness with which the programs are administered, and to ensure agency compliance with statutes and other legal mandates.

**Factor 5 – Scope and Effect**

The purpose of the work of the position is to analyze and evaluate major substantive, mission-oriented programs in the Agency which originate in the statutes or in Executive Orders. Such work involves developing long-range program plans, goals and objectives for the programs, and evaluating the effectiveness with which the Agency’s **[mission areas]** carry out their responsibilities for contributing to and participating in the assigned programs. Regulations and implementing guidelines must also be developed for the conduct of program operations, and new criteria are developed for measuring program accomplishments.

Position papers are prepared in the program areas which contain findings and recommendations which are of major significance to top Agency management, and such products substantially affect the programs and services which are made available within the agency, to other agencies, the President/Congress, courts and the public. Complete staff packages prepared also significantly change major aspects of the information access and information life-cycle management programs.

**Factor 6 – Personal Contacts**

The position has regular and recurring contacts within the Agency with high ranking officials and with numerous Office and Division Heads, Office of the Legal Advisor, Office of the Inspector General, as well as senior officials in regional and functional areas.

Outside the Agency, there are frequent contacts with officials at such representative agencies as the National Archives and Records Administration (NARA) and the Information Security Oversight Office (ISOO) at the GS-14 to SES levels, with the CIA at the GS-14 and GS-1S levels, and Department of Justice (DOJ), OMB, Government Accountability Office (GAO) and/or other foreign affairs/intelligence agencies at the GS-14 and GS-15 levels. Additional contacts may take place with staff members of the Congress and Commissions, foreign government representatives, special interest groups, attorneys, journalists, academia, as well as the public.

**Factor 7 – Purpose of Contacts**

The purpose of contacts is to persuade program managers and other decision-making officials, with widely differing goals and interests, to follow a recommended course of action consistent with established security policies, objectives, and regulations. This level is exemplified by contacts with managers, often in an advisory relationship, for the purpose of briefing them on program plans and levels of spending or to change program plans so that security systems may be applied to greater advantage.

At this level, persuasion and negotiation are necessary due to the presence of conflicting security, budgetary, and program objectives which must be resolved. Some employees present, explain, and defend controversial security policies and regulations at meetings and conferences with officials at higher levels of security program responsibility, and/or with officials from other agencies and private companies.

Employee may be called upon to present, justify, and defend, before policy and organizational approving authorities, far-reaching security recommendations and actions such as: proposed legislation; plans to combine, consolidate, or modify major security programs; or the redistribution of security program responsibilities among different departments and agencies.

**Factor 8 – Physical Demands**

The work is primarily sedentary in nature.

**Factor 9 – Work Environment**

The work is generally performed in an office setting with adequate environmental controls.