INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
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ISOO Notice 2027-01: Procedures for Notification of an Appointment or Update to Controlled Unclassified Information Senior Agency Officials or Program Managers

November 4, 2026

Purpose

1. This memorandum describes the process for notifying the Information Security Oversight Office in the event of an appointment or update to your agency's Controlled Unclassified Information (CUI) Senior Agency Official (SAO) or Program Manager (PM), positions required by 32 CFR 2002, the CUI program implementing regulation.

2. This ISOO Notice rescinds and replaces CUI Memo 2018-10-16: CUI Senior Agency Official/Program Manager Change Form.

Background

3. Pursuant to 32 CFR 2002.8(b), agency heads must designate a CUI SAO responsible for oversight of the agency's CUI Program implementation, compliance, and management, and include the official in agency contact listings.

4. Pursuant to 32 CFR 2002.8(c), the CUI SAO designates a CUI PM.

Guidance

5. In accordance with 32 CFR 2002 and ISOO Notice 2026-07:

    - The CUI SAO must be a federal employee, designated by the agency head, in writing, at the Senior Executive Service level or equivalent, and responsible to that agency head for implementation of the CUI Program within that agency. The CUI SAO is the primary point of contact for official correspondence, accountability reporting, and other matters of record between the agency and the CUI Executive Agent. (32 CFR 2002.4(q))

    - The CUI PM must be a federal employee, designated by the agency CUI SAO or agency head, in writing, to serve as the official representative to the CUI Executive Agent on the agency's day-to-day CUI Program operations, both within the agency and in interagency contexts. (32 CFR 2002.4(o))

6. Agencies must complete and submit the attached CUI SAO / PM Change Form whenever there is an appointment or update to your agency's SAO or PM. Electronic submissions of the CUI SAO / PM change form should be sent to: cui@nara.gov.

MICHAEL D. THOMAS
Director



Enclosure: CUI Senior Agency Official (SAO) / Program Manager (PM) Change Form