CUI MEMO 2018-10-16: 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.

## INFORMATION SECURITY OVERSIGHT OFFICE

NATIONAL ARCHIVES and RECORDS ADMINISTRATION 700 PENNSYLVANIA AVENUE, NW. ROOM 100 WASHINGTON. DC 20108-0001 www.archives.gov/isoo



October 16, 2018

Memorandum for: Heads of Executive Departments and Agencies

From: Mark A. Bradley Mark A. Bradley

Director

**Subject:** Changes in the Appointments of Senior Agency Official and Program

Manager for the Controlled Unclassified Information (CUI) Program

## **Purpose**

This memorandum describes the process for notifying the Information Security Oversight Office when there is a change to your agency's Senior Agency Official (SAO) or Program Manager (PM).

## **Notice of Change**

Submit the enclosed form whenever there is a change to your agency's SAO or PM.

Submit the form to:

National Archives and Records Administration Information Security Oversight Office Attention: CUI Oversight Team 700 Pennsylvania Avenue, NW, Room 500 Washington, DC 20408

Electronic submissions are acceptable and may be sent to cui@nara.gov.

Any questions may be submitted Mark Riddle, Principal for CUI Program Oversight, at (202) 357-6864, mark.riddle@nara.gov.

Enclosures: 1. Controlled Unclassified Information (CUI) Senior Agency Official (SAO)/Program Manager (PM) Notice of Change

## Controlled Unclassified Information (CUI) Senior Agency Official (SAO)/Program Manager (PM) Notice of Change

PART A: Identifying Information	
1. Date.	1.
2. Department or Agency.	2.
3. Senior Agency Official contact information.	3.
4. Program Manager contact information.	4.
5. Provide contact information (email address or website) for your agency's CUI Program.	5.
PART B: Change	
1. Has your agency designated a new SAO?	1. Yes No
2. Has your agency designated a new PM?	2. Yes No
3a.How have you notified your SAO of their appointment?  Formal letter  Verbal communication  Email  Other:	3b.How have you notified your PM of their appointment?  Formal letter Verbal communication Email Other: