



October 16, 2018

Memorandum for: Heads of Executive Departments and Agencies

From:

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. <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has your agency designated a new PM?	2. <input type="checkbox"/> Yes <input type="checkbox"/> No
3a. How have you notified your SAO of their appointment? <input type="checkbox"/> Formal letter <input type="checkbox"/> Verbal communication <input type="checkbox"/> Email <input type="checkbox"/> Other:	3b. How have you notified your PM of their appointment? <input type="checkbox"/> Formal letter <input type="checkbox"/> Verbal communication <input type="checkbox"/> Email <input type="checkbox"/> Other: