

INFORMATION SECURITY OVERSIGHT OFFICE

NATIONAL ARCHIVES and RECORDS ADMINISTRATION

700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001

[www.archives.gov/isoo](http://www.archives.gov/isoo)



APR 11 2013

**Memorandum for:** Heads of Executive Departments and Agencies

**From:** John P. Fitzpatrick  
Director

**Subject:** Appointments of Senior Agency Official and Program Manager for the Controlled Unclassified Information (CUI) Program Implementation

**Reference:** Memorandum entitled "Designation of Senior Agency Official for Controlled Unclassified Information," dated November 5, 2010

This memorandum requests that you affirm or update the initial designation of a Senior Agency Official responsible for the implementation of Executive Order 13556, "Controlled Unclassified Information" (the Order), made pursuant to the reference memorandum. Additionally, it requests that you now also designate as Program Manager an official to serve as your agency's primary interface with this Office in its role as the CUI Executive Agent.

As CUI Executive Agent, the Information Security Oversight Office (ISOO) will solicit interagency input on aspects of implementation planning for the government-wide CUI Program. This will require contributions from department and agency experts in multiple disciplines beyond the current concentration on policy development. It is anticipated that these inputs will include aspects of governance, policy, training, technology, and resource management. As the government-wide implementation plan is developed, consultation with the Office of Management and Budget is anticipated. Likewise, as directed by the Order, agency commitments for phased implementation deadlines are also expected. Given the significant developments and needed achievements within the program, we therefore request that you affirm or update the designation of your Senior Agency Official and make a new designation of a Program Manager to serve as your department or agency's primary interface with ISOO on CUI.

Senior Agency Officials should be at an adequate level within your agency so as to ensure overall CUI program success, including resource acquisition and approval authorities for policy, training and self-inspection practices.

Program Managers will, on behalf of the Senior Agency Official, interact directly and officially with ISOO on matters related to the day-to-day operations of your department or agency's CUI program, including policy development, training efforts, agency self-inspection programs, information technology changes and the like.

Please provide your appointments via official correspondence identifying the designees by name and title. Also, include all pertinent contact information. Your response is requested, no later than May 15, 2013 to:

National Archives and Records Administration  
Information Security Oversight Office  
700 Pennsylvania Avenue, NW, Room 100  
Washington, DC 20408

You may also provide it via Fax to (202) 357-6871 or by email to [cui@nara.gov](mailto:cui@nara.gov).

We look forward to working with your department or agency to ensure the efficient and successful implementation of the President's direction. If you have any questions, please contact Patrick Viscuso, Associate Director at (202) 357-5313 or [patrick.viscuso@nara.gov](mailto:patrick.viscuso@nara.gov).