



CHARTER FOR THE CONTROLLED UNCLASSIFIED INFORMATION (CUI) ADVISORY COUNCIL

ARTICLE I. NAME AND AUTHORITY

The Controlled Unclassified Information (CUI) Executive Agent establishes the CUI Advisory Council, hereinafter referred to as the Council, to carry out consultative functions directed by Executive Order 13556, dated November 4, 2010.¹

ARTICLE II. PURPOSE

The purpose of the Council is to advise the CUI Executive Agent on the development and issuance of policy and implementation guidance for the CUI program. The CUI Executive Agent is responsible for developing and issuing implementing directives pursuant to E.O. 13556 and 32 CFR 2002, as well as considering and resolving, as appropriate, disputes, complaints, and suggestions about the CUI Program.

ARTICLE III. MEMBERSHIP

1. Council Members. Council members will include the Chair and executive branch agencies.
2. Chair. The Director of ISOO or his/her designee will chair the Council.
3. Executive branch agencies.
 - a. The following departments and agencies will have membership on the Council:
 - (1) Department of Agriculture;
 - (2) Central Intelligence Agency;
 - (3) Department of Commerce;
 - (4) Department of Defense;
 - (5) Department of Education;
 - (6) Department of Energy;
 - (7) Environmental Protection Agency;

¹Executive Order 13556 specifies that “in consultation with affected agencies, the Executive Agent shall...approve categories and subcategories of CUI and associated markings” (4[a]), the “Executive Agent, in consultation with affected agencies, shall develop and issue such directives as are necessary to implement this order” (4[b]), and “In performing its functions under this order, the Executive Agent, in accordance with applicable law, shall consult with representatives of the public and State, local, tribal, and private sector partners on matters related to approving categories and subcategories of CUI and developing implementing directives issued by the Executive Agent pursuant to this order”(4[f]).

- (8) Executive Office of the President;
- (9) Federal Bureau of Investigation;
- (10) General Services Administration;
- (11) Department of Health and Human Services;
- (12) Department of Homeland Security;
- (13) Department of Housing and Urban Development;
- (14) Department of Interior;
- (15) Department of Justice;
- (16) Department of Labor;
- (17) National Aeronautics and Space Administration;
- (18) National Science Foundation;
- (19) Nuclear Regulatory Commission;
- (20) Office of the Director of National Intelligence;
- (21) Office of Management and Budget;
- (22) Office of Personnel Management;
- (23) Social Security Administration;
- (24) Department of State;
- (25) Department of Transportation;
- (26) Department of Treasury;
- (27) United States Agency for International Development; and
- (28) Department of Veterans Affairs.

b. Agency representatives. Each Council member has one agency representative, although additional people may also attend meetings. Agency representatives must be Federal employees.

c. Appointment of agency representatives. Each Council member shall formally designate its representative in writing to the Chair. When the representative is unable to attend (such as while on leave or TDY/travel), an agency-designated alternate may represent the agency. When there is a vacancy in the representation, an agency-designated alternate shall represent the agency pending formal designation of a new member.

ARTICLE IV. MEETINGS

1. General. The Council meets at the call of the Chair, who schedules meetings as necessary for the Council to fulfill its functions in a timely manner.
2. Attendance. Agency representatives may be accompanied at meetings by additional people from the agency. However, at its discretion, the Chair may limit attendance at a

meeting to Federal employees only or open a meeting to non-member attendees, depending upon the topics to be discussed.

3. Workgroups. In addition to meetings of the full Council, the Chair may establish ad hoc workgroups to inform the work of the Council. The Chair may determine agency representation on ad hoc workgroups.
4. Agenda.
 - a. The Chair establishes the agenda for all meetings.
 - b. Any member of the Council may submit potential items for the agenda or requests for meetings to the Chair.
5. Meeting summaries. The Chair shall provide meeting summaries of Council meetings.

ARTICLE V. SUPPORT STAFF

ISOO staff will provide program and administrative support for the Council.

ARTICLE VI. RECORDS

The Chair shall maintain documentary materials that are produced by or presented to the Council in the performance of its functions. Such documentary materials will be maintained in a manner consistent with applicable laws, regulations, and Government-wide policies.

ARTICLE VII. AMENDING THE CHARTER

Amendments to this charter may be proposed by any member of the Council to the Chair. The Chair exercises final authority on Council charter.