



August 9, 2022

Memorandum for: Senior Agency Officials Designated Under 32 CFR Part 2002 “Controlled Unclassified Information,” Section 2002.8(b)(2)

From: Mark A. Bradley, Director

Subject: Fiscal Year (FY) 2022 Requirements for Annual Agency Reporting on Controlled Unclassified Information (CUI)

During FY 2018, ISOO began a multiyear effort to reform its Classified National Security Information (CNSI) data reporting requirements, with the intent of developing a more effective and efficient process to measure and assess the health of agency CNSI programs. In accordance with the Administration’s digital government initiatives, ISOO also sought to conduct the data collection using fully electronic means.

At the same time, in my role as the CUI Executive Agent under Executive Order 13556, ISOO’s CUI staff worked with agencies to collect necessary data for ISOO oversight of the CUI program. However, unlike ISOO’s CNSI data collection last year, ISOO’s CUI data collection was conducted by having agencies complete a fillable PDF questionnaire and return it via email.

I have determined, after receiving and evaluating the results of our FY 2021 CNSI data collection effort, that moving forward, ISOO will use the same digital approach for agency CUI reporting to ISOO. This data collection effort currently uses the Qualtrics platform, and no license is needed for responding agencies. The Qualtrics platform is FedRamp compliant, secure, and fully accredited for all information requested in the data collection questionnaire.

To begin the FY 2022 reporting process, I request that each agency’s CUI Senior Agency Official (SAO) designate an individual by name to enter all agency data requested in the ISOO CUI data collection questionnaire. Upon appointment, this person should email Mr. Timothy Daly, Senior Program Analyst, at timothy.daly@nara.gov to report as their agency’s designated individual, including the name and title of the Senior Agency Official(s) who authorized their appointment.

Since agencies may not begin their reporting until they receive the link, it is critically important for the designee to inform ISOO as soon as they have been selected, but no later than **Friday August 26, 2022**.

Completed responses to the FY 2022 ISOO CUI data collection must be submitted using the Qualtrics platform by **Thursday November 10, 2022**. Please contact Mr. Timothy Daly, Senior Program Analyst, at timothy.daly@nara.gov, with any questions you may have.