




CUI Memo 2021-10-07

October 7, 2021

Memorandum for: Heads of Executive Departments and Agencies

From: Mark A. Bradley 
Director

Subject: Annual Report on Agency Implementation of the Controlled Unclassified Information (CUI) Program for FY 2021

Purpose:

In accordance with Executive Order 13556 and 32 CFR Part 2002.8, this memorandum requests that you report on your current and projected efforts to implement the Controlled Unclassified Information (CUI) Program within your agency. The CUI Executive Agent (EA) will use your agency's report to plan implementation and oversight activities as well as to inform our Annual Report to the President on agency implementation of the CUI Program.

Implementation Deadlines

Based on FY 2017, 2018, 2019, and 2020 agency CUI annual reports to ISOO, agencies across the executive branch have made significant progress in implementing the CUI Program and meeting the previously outlined implementation phases. ISOO attributes much of this progress to the leadership, initiative, and resourcefulness of senior program officials within agencies and their staffs. In order to facilitate the next steps in the executive branch's coordinated transition to the CUI Program, we established the deadlines described in CUI Notice 2020-01, CUI Program Implementation Deadlines (May 14, 2020). The deadlines in that Notice are based on agency projections provided in agency CUI annual report submissions.

Report:

Agencies must submit reports using the attached enclosure no later than December 17, 2021. Reports must be endorsed by the agency Senior Agency Official prior to being sent to the CUI EA. Agencies that anticipate delays in implementing any of the deadlines described in CUI Notice 2020-01 that are longer than six months must include a narrative in their annual report submission that describes the issue giving rise to the delay and when they expect to implement the delayed program element. They must also include a copy of their implementation plan or strategy.

Reports must be made by emailing them to CUI@nara.gov.

Any extension requests to the reporting deadline should be submitted no later than December 3, 2021 to CUI@nara.gov. Agencies may request up to a 30 day extension to the reporting deadline.

Enclosure: Controlled Unclassified Information (CUI) Program Annual Report Form and Instructions