

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20108-0001  
[www.archives.gov/isoo](http://www.archives.gov/isoo)



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](mailto:cui@nara.gov).

Any questions may be submitted Mark Riddle, Principal for CUI Program Oversight, at (202) 357-6864, [mark.riddle@nara.gov](mailto: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**

<b>PART A: Identifying Information</b>	
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.
<b>PART B: Change</b>	
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: