U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Insert Name of Program Office]

Instruction & Template

[DATE]

Controlled Unclassified Information (CUI)

HUD Form 682 9/2020

BACKGROUND:

Controlled Unclassified Information (CUI) is information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act, as amended.

Executive Order 13556 "Controlled Unclassified Information" (the Order), establishes a program for managing CUI across the Executive branch and designates the National Archives and Records Administration (NARA) as Executive Agent (EA) (CUI EA) to implement the Order and oversee agency actions to ensure compliance. The Archivist of the United States delegated these responsibilities to the Information Security Oversight Office (ISSO).

32 CFR Part 2002" Controlled Unclassified Information" was issued by the ISOO to establish policy for agencies on designating, safeguarding, disseminating, marking, decontrolling, and disposing of CUI, self-inspection and oversight requirements, and other facets of the Program. The rule affects Federal executive branch agencies that handle CUI and all organizations (sources) that handle, possess, use, share, or receive CUI- or which operate, use, or have access to Federal information and information systems on behalf of an agency.

PURPOSE:

The purpose and intent of this preliminary assessment questionnaire is to assist the Information and Records Management Branch, responsible for reporting to NARA and the ISOO office annually, on the status of the agency overall CUI program. The questionnaire should be completed by Program Offices Records Management Liaison Officers and returned to the Records Management Office via email upon completion.

Many of the Department RMLO's are familiar with CUI through the Record Inventory process aligned with HUD form 67 (Record Inventory Worksheet). However, the CUI program will require more awareness and training on the executive order and how we as an agency should proceed in standardizing and simplifying the way HUD as an Executive branch handles controlled unclassified information.

One of the key CUI program management responsibilities is to support and conduct an on-ongoing agency CUI self-inspection assessment. The self-inspection must include annual review and assessment of HUD's CUI program and self-inspection methods, reviews, and assessments that serve to evaluate program effectiveness, measure the level of compliance and monitors the progress of CUI implementation.

SUMMARY:

To Implement the Governmentwide CUI Rule, the Records Management CUI program team has created a self-questionnaire to complete. A follow-up meeting will be coordinated with your program office after review and assessment of the responses and to determine next steps after a collaborative discussion to move forward in the execution properly adhering to CUI implementation and safeguards. A final CUI Assessment template will issue for distribution to be completed and will serve as the CUI assessment for your program area.

Upon completing this form, please send to the RMLO in your program area for review and signature. If you are the RMLO completing this form, please sign and send forward to the Records Management Branch (CUI) team to the attention of:

Donna Robinson-Staton, CUI Team Lead – donna.robinson.staton@hud.gov

Marcus Smallwood, Director of ERMD – Marcus.R.Smallwood@hud.gov

CONTROLLED UNCLASSIFIED INFORMATION

QUESTIONNAIRE

	Question	Response		
1.	Are you the Program Records Manager Liaison Officer (RMLO) responsible for CUI in your organization?	Yes	No	
2.	How familiar are you with what CUI is?	Yes	No	
3.	Have you completed the HUD Inventory Form 67 that includes request for information on CUI and do you understand why and what the question is asking for?	Yes	No	
4.	How familiar are you with the CUI federal mandates and policies?	Very	Very little	Not familiar
5.	Do you understand the difference between Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI).	Yes	No	
6.	Are you aware of and/or have you taken and completed any CUI training currently available on-line by the National Archives Records Administration (NARA)?	Yes	No	
7.	Have you read the most recent mandates and policy on the Federal government transition to electronic records?	Yes	No	
8.	Are there any documents required for annual submission that include questions to be completed on CUI?	Yes	No	
9.	How often do you meet with your program office to discuss CUI and PII as it pertains to records management inventory?	Weekly	Bi-weekly	Randomly
10.	Do you currently serve in the role as the Information System Security Officer (ISSO) and/or Privacy Liaison Officer (PLO)?	Yes	No	
11.	How soon would your program office be willing to meet with the Records Management CUI program to discuss CUI and next steps for review, inspection of CUI and implementation requirements?	3 months	6 months	9 months

Thank you for taking out the time to complete the first CUI brief assessment questionnaire. Attached for your review is the CUI One Pager information guide that will help and answer basic questions about CUI. Upon receipt of this general assessment questionnaire, the CUI program team will meet with your program to further discuss with your representatives how to proceed with CUI implementation.

A follow-up CUI Assessment template will be disseminated that will entail more detail information to capture more information required as it relates to the CUI categories and the handling of CUI records management in accordance with CUI policy requirements.

Any questions pertaining to this preliminary questionnaire and the CUI one pager, please feel free to contact Donna Robinson-Staton at 202.402.8073.

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