

15.99.99.E0.02 Designation and Sharing of Controlled Unclassified Information (CUI)

Approved October 21, 2008

Next Scheduled Review: October 21, 2010

Standard Administrative Procedure Statement

This Standard Administrative Procedure (SAP) authorizes development of the Texas Engineering Experiment Station (TEES) Controlled Unclassified Information (CUI) framework consistent with that of the federal government.

Reason for Standard Administrative Procedure

The SAP's purpose is to standardize practices throughout TEES and to ensure compliance with federal-level guidance on CUI.

Procedures and Responsibilities

1. GENERAL

TEES shall follow the Presidential Memorandum on the Designation and Sharing of Controlled Unclassified Information dated May 7, 2008. It states, in part, that the global nature of the threats facing the United States requires that our Nation's entire network of defenders be able to share information more rapidly so those who must act have the information they need. It also requires that the United States Government protect sensitive information, information privacy, and other legal rights of Americans. The memorandum establishes a uniform, standardized government-wide framework for what was previously known as Sensitive But Unclassified (SBU) information. Accordingly, this document establishes a standardized framework designed to facilitate and enhance the sharing of Controlled Unclassified Information (CUI) within TEES.

2. RESPONSIBILITY

The Manager of Security Programs has the overall responsibility for providing guidance concerning the management, designation, marking, safeguarding, storage, dissemination and destruction of information designated as CUI.

3. TEES CUI FRAMEWORK

- 3.1 The Agency Director is responsible for confirming that the agency complies with the Presidential Memorandum on Designation and Sharing of Controlled Unclassified Information dated May 7, 2008.

- 3.2 The Assistant Agency Director for Risk and Compliance will assist in the implementation of the CUI Framework, consistent with guidelines established by the Federal Government, within 2 years of the date of this SAP.
- 3.3 The Manager of Security Programs is responsible for implementing appropriate procedures, guidance, and standards consistent with the definitions and CUI Framework set forth in the Presidential Memorandum.
- 3.4 Individuals that receive or handle CUI are responsible for ensuring compliance with the guidance set forth in this SAP.
- 3.5 Principal investigators whose projects involve or anticipate involving CUI will be responsible for training and monitoring individuals on their projects in regards to CUI requirements.

Related Statutes, Policies, or Requirements

Presidential Memorandum on the Designation and Sharing of Controlled Unclassified Information dated May 7, 2008

<http://www.whitehouse.gov/news/releases/2008/05/20080509-6.html>

or

<http://www.fas.org/sgp/bush/cui.html>

Definitions

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by the Presidential Memorandum dated May 7, 2008.

Contact Office

Office of Security Programs
(979) 862-1965