



June 9, 2011

Memorandum for: Senior Agency Officials for Controlled Unclassified Information
From: *William A. Cira*
William A. Cira,
Acting Director
Subject: Publication of “**Controlled Unclassified Information (CUI)
Office Notice 2011-01: Initial Implementation Guidance for
Executive Order 13556**”

On November 4, 2010, the President issued Executive Order 13556, entitled “Controlled Unclassified Information” (the Order). Per section 4(b) of the Order “the Executive Agent, in consultation with affected agencies, shall develop and issue such directives as are necessary to implement this order.” Attached please find the initial guidance, also available for reference at www.nara.gov/cui.

Section 5(a) of the Order requires each agency that originates or handles CUI to provide the Executive Agent with a proposed plan for compliance with the requirements of the Order within 180 days of the issuance of initial policies and procedures. Agencies are requested to submit to the Executive Agent a copy of their compliance plans no later than December 6, 2011. Additional notices and guidance for implementation of the Order, establishing and maintaining agency CUI programs, and recommendations for agency compliance plans, shall be issued by the Executive Agent as needed.

Departments and agencies are reminded that the use of CUI categories and markings will not begin until those phased implementation deadlines are set per section 5(b) of the Order.

Thank you for your contributions regarding the efficient and effective implementation of the President’s direction. If we may offer any assistance, please feel free to contact the CUI Office via cui@nara.gov or (202) 357-6870.