

Controlled Unclassified Information (CUI) Program Implementation Assessment

1. Have you received any awareness training on the handling, protection, and/or sharing of Controlled Unclassified Information?

- Yes (**branch question, see below**)
- No

1.a. When did you receive this training?

- Within the last 6 months
- Within the last 12 months
- Within the last 18 months
- Within the last 24 months

1.b. Which of the following options best describes the frequency with which personnel are required to participate in your organization's training or awareness program on how to properly handle and protect sensitive information? Select all that apply.

- Once Every Two Years
- Annually
- Every 6 Months
- Quarterly
- Monthly
- Upon Hire
- I Don't Know
- Other (Please Specify)

1.c. Select the topics that were addressed in your training (select all that apply):

- My individual responsibilities related to protecting CUI;
- The categories routinely handled by agency personnel and any special handling requirements for CUI Specified;
- The CUI Registry and its purpose, structure, and location (i.e., <http://www.archives.gov/cui/>);
- The differences between CUI Basic and CUI Specified;
- The CUI marking requirements, as described by agency policy;
- Who has oversight responsibilities for the CUI Program;
- The required physical safeguards and methods for protecting CUI, as described by agency policy;
- The destruction requirements and methods, as described by agency policy;
- The incident reporting procedures, as described by agency policy;
- The methods and practices for properly sharing or disseminating CUI within the agency and with external entities inside and outside of the executive branch; and
- The methods and practices for properly decontrolling CUI, as described by agency policy.

1.d. Which of the following options best describes your organization's formal training program on how to properly handle and protect Controlled Unclassified Information? Select all that apply.

- Computer or Web-Based Training
- Instructor-Led Classroom or Instructor-Led Virtual Training
- Informal On-The-Job Training (OJT)
- Hard Copy Bulletins, Information Sheets, Job Aids, or Other Reference Materials
- Electronic Bulletins, Information Sheets, Job Aids, or Other Reference Materials
- Website
- Other (Please Specify)

2. My agency (office, bureau, directorate) has given me adequate training and provided the resources I need to protect CUI.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

3. My agency has a CUI Policy?

- Yes (**branch question, see below**)
- No
- I Don't Know

3.a. Which of the following option(s) best describes your organization's policies or procedures for how to properly handle and protect CUI? Select all that apply.

- Government-wide Policies
- Agency Policies
- Local Policies or Standard Operating Procedures
- Internal Memorandums
- No Written Policies or Procedures
- Other (Please Specify)

4. My agency has established controls to ensure that CUI is used, stored, protected, transmitted, or destroyed under conditions that would prevent unauthorized access.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

5. I am confident that when I share CUI **within** my agency that information will be protected and shared appropriately.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

6. I know where and when to report a CUI incident.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

7. My coworkers who work with CUI are aware of their responsibilities for reporting loss, suspected compromise, and unauthorized handling.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

8. My organization has a system in place to investigate and mitigate incidents involving CUI?

- Yes (**branch question, see below**)
- No
- I Don't Know

8.a. How satisfied are you with the way your organization handles incidents involving CUI?

- Very Satisfied
- Satisfied
- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Very Dissatisfied

9. My workspace routinely handles (processes, discusses, stores) CUI?

- Yes (**branch question, see below**)
- No

9.a. I observe unescorted individuals who do not have a lawful government purpose or access to CUI in my workspace.

- Frequently
- Occasionally
- Rarely
- Never

9.b. I have a place (or designated area) to discuss or have meetings that include CUI without being overheard and where CUI is not visible to anyone not involved in the meeting.

- Yes
- No

10. Approved destruction equipment and methods are easy to find and use.

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

11. My organization conducts periodic reviews (i.e., inspections or assessments) to ensure the proper handling and protection of CUI?

- Yes (**branch question, see below**)
- No
- I Don't Know

11.a. Who in your organization conducts reviews (i.e., inspections or assessments) to ensure the proper handling and protection of CUI? Select all that apply.

- Designated individuals who are within my chain of command.
- Designated individuals who are outside of my chain of command.
- Unknown
- Other (Please Specify)

11.b. How satisfied are you with your organization's periodic reviews (i.e., inspections or assessments) to ensure the proper handling and protection of CUI?

- Very Satisfied
- Satisfied
- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Very Dissatisfied

11.c. Which of the following options best describes the frequency with which your organization conducts periodic reviews (i.e., inspections or assessments) to ensure the proper handling and protection of CUI? Select all that apply.

- Once Every Two Years
- Annually
- Every 6 Months
- Quarterly
- Monthly
- Weekly
- Daily
- I Don't Know
- Other (Please Specify)

12. When marking CUI at my agency I am required to (select all that apply):

- Include "CUI" or "CONTROLLED" at or near the top of every page of the document, including in emails;
- Include "CUI" or "CONTROLLED" at or near the bottom of every page of the document;
- Include "SP-" before any specified category marking;
- Include portion markings throughout a document;
- Include a designation indicator for all CUI documents;
- Include a SF 901 Coversheet;
- Include the word "DRAFT" in the CUI banner marking if the document is not final; and
- Include applicable limited dissemination control markings.

13. Select the correct banner marking, appearing at the top of the page, for CUI BASIC information:

- CUI
- BASIC
- No marking necessary

14. Select the correct banner marking, appearing at the top of the page, for a Specified Category:

- CUI//SP-PRVCY
- SP-PRVCY
- SPECIFIED
- No marking necessary

15. I am allowed to telework with CUI.

- Yes (**branch question, see below**)
- No

15.a. Are you permitted to print CUI at home when teleworking?

- Yes (**branch question, see below**)
- No

15.a.1. I store CUI at my telework site.

- Yes (**branch question, see below**)
- No

15.a.2. Do you have a way to secure CUI at your telework site.

- Yes (**branch question, see below**)
- No

15.b. I telework with CUI at locations other than my approved telework site.

- Yes
- No

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