



DEPARTMENT OF THE ARMY

DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CD

28 JAN 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Guidelines on Safeguarding and Storage of Hard Copy Controlled Unclassified Information

1. References:

a. Memorandum, Deputy Chief of Staff, G-2, 27 August 2020, subject: Implementing Guidance for Department of Defense Instruction 5200.48, Controlled Unclassified Information (enclosed).

b. Department of Defense Instruction 5200.48 (Controlled Unclassified Information), 6 March 2020.

2. Department of Army personnel have a responsibility to protect sensitive information at all times and in all places. This memorandum revises paragraph 8.c. of reference 1.a. and provides clarification on standards for handling and storage of hard copy controlled unclassified information (CUI) outside of a U.S. government facility. The decision to allow transport and storage of CUI outside a government facility (e.g. workplace office) rests with the Commander and the organization responsible for the command's security program. The Commander, in conjunction with the security manager, will ensure handling and storage of hard copy CUI outside the office is kept to a minimum and will establish sufficient oversight and accountability processes for the control and safeguarding of CUI both inside and outside of US government facilities.

3. Persons handling, traveling with, or storing CUI documents will comply with the following measures:

a. Notify the appropriate security manager when removing CUI documents from the US government facility or office. Properly mark and protect the CUI documents with at least one physical barrier (e.g. place the documents in a folder, opaque envelope, or brief case) to avoid detection while transporting them.

b. Keep the CUI documents protected and do not view CUI in public, including while using public transportation, to minimize the risk of unauthorized disclosure.

c. Temporarily store CUI documents outside of government facilities (to include personal residences) in a locked desk, file cabinet, or similar secure area where only the authorized holder has access.

4. There is no requirement to have a courier document to transport CUI information.

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5. Security managers will ensure personnel complete CUI training with emphasis placed on handling and storage of CUI and in accordance with reference 1.a and 1.b above.

6. My point of contact for this memorandum is Ms. Lisa Desmond, 703-695-2645 or lisa.m.desmond.civ@mail.mil.

Encl



LAURA A. POTTER
Lieutenant General, GS
Deputy Chief of Staff, G-2

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