



Title: Safeguarding Controlled Unclassified Information – Desk Reference (1 page)

Number: OGC-039a; Revision: 0; Effective Date: 07/31/2022

Purpose

The purpose of this document is to provide a summary of key MTS guidelines for complying with the requirements for Safeguarding Controlled Unclassified Information (CUI). Users should reference a copy of the full policy for steps to take beyond this initial guidance regarding what to do when CUI is encountered.

The full policy regarding the management of CUI is located at: MTS Intranet site: MTS Policies/Procedures/Legal/OGC-039 Safeguarding Controlled Unclassified Information

Scope

The MTS CUI policy applies to US Government contracts and subcontracts, or other similar agreements and related solicitations that include any information marked as CUI.

Policy Summary

It is MTS' policy to properly secure and protect CUI that MTS receives or generates in connection with contract performance. To do so, it is the responsibility of all MTS employees, agents, subcontractors and suppliers to comply with all applicable requirements related to handling of CUI.

Procedure Summary

What to do if CUI is received (or suspected to have been received):

- Treat CUI as confidential (for example, like it is your Social Security Number)
- Stop and ask these questions:
 - Does the information received require SPECIAL TREATMENT?
 - Do I know what kind of SPECIAL TREATMENT is required?
 - Who do I ask if I have a question or do not know?

If CUI is received and direction isn't clear or none has been given, **STOP!** and see the Project Engineer in charge of the project, your supervisor and/or the Legal/Contracts team for further directions.

Procedures are specific and are identified on a project-by-project basis. CUI users must receive training and awareness briefings at a minimum at on-boarding to gain access to CUI and on an annual basis.