# CUI Safeguard Part 2 & Sharing Workplace Reference

Reference the Short to help you create your own CUI workplace reference for safeguarding and sharing CUI.

## CUI Component Program Manager

| **Ask yourself** | **Your response** |
| --- | --- |
| Who is your DOD CUI Component Program Manager (CPM)? |  |
| What is their contact information? |  |

## Handling

| **Ask yourself** | **Your response** |
| --- | --- |
| What are your agency’s specific requirements for handling CUI in the workplace? |  |
| What methods are you using to protect CUI from unauthorized access when you are handling CUI during the workday when you are at your desk? When you are away from your desk? |  |

## Storing

| **Ask yourself** | **Your response** |
| --- | --- |
| Where can you safely store CUI in the office when it is not in your possession? |  |
| Where can you appropriately store CUI in the office during non-working hours? |  |
| Are the IT systems you use authorized for storing and processing CUI? |  |

## Sharing

| **Ask yourself** | **Your response** |
| --- | --- |
| What do you need to consider before allowing access via sharing CUI in your possession? |  |
| What methods do you use at your agency to protect CUI when emailing it?* Encrypting via the system
* DOD SAFE
* Other
 |  |
| What Limited Dissemination Controls or LDCs do you need to review or consider before sending out CUI? |  |
| What do you need to consider before sharing Legacy CUI? |  |
| How is your agency protecting CUI that is mailed? |  |
| When traveling with CUI or transporting it (e.g., meeting, etc.) how are you required to protect it? |  |

## Telework Considerations

| **Ask yourself** | **Your response** |
| --- | --- |
| Does your agency have a specific telework policy that applies to protecting CUI throughout its life cycle in addition to the DODI 5200.48? |  |
| How do you keep your phone communications secure when teleworking? |  |
| When teleworking, what considerations do you need to make before reproducing CUI? |  |