



[MM/DD/YYYY]

Memorandum

To: [First Name and Last Name]
[Title of Current Position]
[Bureau/Office]

FROM: [First Name and Last Name]
[Title of Current Position]
[Bureau/Office]

SUBJECT: Classified National Security Information Self-Review from [Bureau Name]

This memorandum provides the results of the CNSI Self-Review conducted on [MM/DD/YYYY] at the [Bureau and Office Name] by [First Name and Last Name], [title]. Listed below is a summary of the results from our joint review:

[Listed below are some suggested Self-Review comments - use only if applicable/appropriate:]

Areas Reviewed:

- Classified National Security Information (CNSI), Controlled Unclassified Information (CUI), Communications Security (COMSEC), Secret Internet Protocol Router Network (SIPRNET), Physical Security for Accredited Classified Spaces

Observations:

- **Observation 1:** SF 700s were not properly marked with the appropriate level of classification.
 - **Corrective Action(s)/Mitigation Measures:** The Bureau Security Specialist has corrected the SF 700s ensuring that they are marked with the highest level of classification protected in their respective subordinate containers.
- **Observation 2:** During the review it was found that much of the facility's CUI is not

sufficiently marked.

- **Corrective Action(s)/Mitigation Measures:** The Bureau Security Specialist will provide CUI training to employees within 90 days of the review.
- **Observation 3:** When inspecting the Open Storage SIPRNET room, it was found that there was no local Standard Operating Procedure (SOP) in place for the room.
 - **Corrective Action(s)/Mitigation Measures:** The Bureau Security Specialist has provided the office with a template SOP for the SIPRNet room.

Comments/Commendable Areas:

- The Bureau Security Specialist will confirm that all observations with a need for corrective actions or mitigative measures have been corrected within 90 days of this review.
- The Bureau leadership has done an excellent job in promoting security awareness and establishing a great work environment. Pamphlets, posters, and brochures on CNSI/CUI were prominently displayed throughout the facility.

The attached CNSI Self-Review checklist goes into further detail referencing the specific points in this memo.

CC: **[First and Last Name]**, Security Director, **[Bureau]**
[First and Last Name], Assistant Director, Information Security Division

Attachment (1)
Department Classified National Security Information Self-Review Checklist