



DCMA Manual 4201-19

Foreign Visits and Assignments

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64 and DCMA Instruction 4201, "Civilian Personnel," assigns responsibility and establishes the processes for the approval, preparation, and conduct of visits and assignments to DCMA organizations by representatives of foreign governments or international organizations in accordance with DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," and other applicable policies.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all DCMA organizational elements; however, it does not apply to:

- a. The employment of foreign nationals by DoD Components.
- b. Non DoD-sponsored visits conducted at DoD cleared contractor facilities that involve access to only unclassified information, provided such information is authorized for release pursuant to the Department of State's International Traffic in Arms Regulations or the Department of Commerce's Export Administration Regulations.
- c. Visits by foreign national employees of U.S. contractors owned by foreign interests; such visits are processed in accordance with DoD 5220.22-M, "National Industrial Security Program Operating Manual."
- d. Visits for activities that are open to the public.

1.2. POLICY. It is DCMA policy to:

- a. Process, support and conduct visits and assignments to DCMA organizations by foreign nationals (hereafter referred to as a "foreign visits") in accordance with the provisions of DoD Directive (DoDD) 5230.20.
- b. Safeguard classified military information (CMI), controlled unclassified information (CUI), controlled technologies and technical data, and/or defense related articles and/or services from unauthorized disclosure to foreign nationals, foreign governments, international organizations, or other associated personnel pursuant to the requirements of DoDD 5230.20; DoDD 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations;" DoD Manual (DoDM) 5200.01, Volume 3, "DoD Information Security Program: Protection of Classified Information;" DoDM 5200.01, Volume 4, "DoD Information Security Program: Controlled Unclassified Information (CUI);" the International Traffic in Arms Regulation (ITAR); and other applicable statutes and policies.
- c. Ensure DCMA organizations and personnel avoid any action that could create a false impression that the U.S. Government is willing to enter into an arrangement that will involve the eventual disclosure of CMI, CUI or other protected information, materials and/or services when interacting with foreign nationals or other representatives of foreign governments or international organizations.
- d. Process official requests for visits (RFV) from foreign governments or international organizations to DCMA organizations and controlled facilities/spaces consistent with the requirements of DoDD 5230.20 and the guidance contained herein. RFVs pertaining to other DoD organizations or contractor plants will be processed by the responsible organization(s) in accordance with their associated policies, to include requirements of the National Industrial Security Program.

e. Transfers of CMI, CUI and other protected information and/or materials will only be conducted through official Government-to-Government channels in accordance with applicable statutes, regulations and/or agreements.

f. Executes this manual in a safe, efficient, effective and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA, will establish and resource an effective foreign visits and assignments program in accordance with applicable statutes and higher level DoD policy.

2.2. EXECUTIVE DIRECTOR, CORPORATE OPERATIONS. The Executive Director, Corporate Operations will, in addition to the requirements of paragraph 2.5., provide executive level support and oversight in executing the DCMA Foreign Visit and Assignment Program.

2.3. COMMANDER, INTERNATIONAL DIRECTORATE. The Commander, International Directorate will, in addition to the requirements of paragraph 2.5., serve as the approving authority for all DCMA foreign travel, to include attendance at conferences and meetings sponsored by foreign organizations or persons outside the continental United States (OCONUS).

2.4. DIRECTOR OF SECURITY AND COUNTERINTELLIGENCE (CI). The Director of Security and CI will:

- a. Serve as the Agency-level Foreign Visit Officer (FVO) delegating execution responsibilities as deemed appropriate.
- b. Identify and report resource requirements necessary to maintain a viable agency-level foreign visit and assignment program.
- c. Publish and maintain Agency-level policy, tools, training and other guidance.
- d. Establish and maintain an appropriate number of Security Policy Automation Network (SPAN) accounts to facilitate the processing of RFVs from foreign governments and international organizations to DCMA organizations.
- e. Receive, review, coordinate, process and issue guidance on RFVs to DCMA organizations and personnel.
- f. Conduct security reviews of presentations, papers or other materials intended for public release and/or disclosure during official foreign visits.
- g. Review, coordinate, and process any foreign disclosure requests relative to CMI and/or CUI owned by or created for DCMA internal operations.

2.5. COMPONENT HEADS AND CONTRACT MANAGEMENT OFFICE (CMO) AND CENTER COMMANDERS/DIRECTORS. The Component Heads and CMO and Center Commanders/Directors will:

- a. Promptly notify the Headquarters Security Division (DCMA-DCS) of any visit request received from a foreign national serving as a representative of a foreign government or international organization.

b. Establish local processes to ensure foreign visits are conducted in accordance with the guidance contained in DoDD 5230.20 and this manual.

c. Establish local processes that prevent the unlawful and unauthorized disclosure and/or transfer of CMI, CUI, controlled technologies and technical data, and/or defense-related articles and/or services under their control.

d. Promptly refer all requests received for the disclosure or transfer of CMI, CUI, controlled technologies and technical data, and/or defense-related articles and/or services owned by or created for non-DCMA organizations to the information/material owner for disclosure decisions and/or other actions.

e. Submit presentations, papers and other materials intended for foreign and/or public disclosure to the DCMA Public Affairs Office and DCMA-DCS for requisite security and public affairs reviews.

f. Submit requests for personnel to attend and/or participate in meetings, conferences, and/or symposiums held OCONUS to the Commander, International Directorate and DCMA-DCS.

2.6. DIRECTOR OF CONGRESSIONAL AND PUBLIC AFFAIRS. The Director of Congressional and Public Affairs will

a. Provide protocol advice and assistance in support of foreign visits.

b. Conduct reviews and approve DCMA information, materials and products intended for release to the public.

2.7. DCMA PERSONNEL. DCMA personnel will:

a. Prevent the unlawful and unauthorized disclosure and/or transfer of CMI, CUI, controlled technologies and technical data, and/or defense-related articles and/or services under their control.

b. Maintain familiarization with this manual and other applicable statutes, policies, and guidance when performing associated functions.

c. Report to management RFVs received from foreign nationals.

SECTION 3: PROCEDURES

3.1. OVERVIEW.

a. Hosting visits by foreign nationals or assigning such personnel to DCMA organizations as Foreign Liaison Officers (FLO), exchange personnel, or cooperative program personnel may be necessary to establish or support bilateral or multinational agreements and programs.

b. DoDD 5230.20 establishes the guidelines by which visits and assignments to DoD organizations by foreign nationals are conducted. As such, all official international visits or assignments to DCMA organizations will comply with the cited policy and with the guidance contained herein.

c. An official foreign visit is a visit to a DCMA organization by a foreign national who is sponsored by his or her foreign government or international organization to perform official duties approved by the government or organization. Therefore, it is important that such visits are processed, planned and conducted in a professional, respectful and policy compliant manner. DCMA personnel must be careful not to make or insinuate the making of a commitment to disclose or transfer CMI, CUI, controlled technology or technical data, or defense-related articles and/or services unless they have been granted such authority (in writing) by an appropriately authorized official.

d. CMI, CUI, controlled technology or technical data, or defense-related articles and/or services is not to be disclosed to a foreign visitor (including liaison officers and exchange personnel) unless the appropriate Principle Disclosure Authority (PDA) or Designated Disclosure Authority (DDA) has authorized the disclosure and has received security assurance from the visitor's foreign government. CMI, CUI, controlled technology or technical data, or defense-related articles and/or services may only be transferred via Government-to-Government channels and only when the visit request, or terms of certification for FLOs, specifically states the individual may assume custody on behalf of the foreign government and the visitor has the necessary courier documentation. A receipt must be obtained for all materials provided to a foreign representative, regardless of classification level.

e. Unless exempted under the provisions of DoDD 5230.20, RFVs to DCMA organizations in the continental United States (CONUS) by foreign nationals representing a foreign government or international organization will be processed through the DoD Foreign Visit System (FVS), a component of the SPAN. The DCMA-DCS, serving as the Agency's FVO, will review, coordinate, and process proposed RFVs to DCMA organizations.

f. Unless specifically stated in the visit authorization, foreign nationals are not authorized to request documentary information (CMI, CUI or other protected information) directly from the visit host. Requests for documentary information must be submitted through the visitor's embassy and transferred via Government-to-Government channels.

3.2. TYPES OF FOREIGN VISITS.

a. **Official Visits.** An official foreign visit occurs when a foreign national is sponsored by his or her government or by an international organization and visits a DoD Component or cleared contractor facility to perform official business approved by the government or the organization. Listed below are the types of official visits.

(1) **One-time Visits.** “One-time” visits are single, short-term visits to a single DCMA facility for a specific purpose. A one-time visit will not normally exceed 30 days and normally requires at least 21 workdays for processing by the Defense Visit Office.

(2) **Emergency Visits.** Emergency visits are one-time, short notice visits and are identified as such in the RFV. Emergency visit requests are limited to situations in which failure to conduct the visit will jeopardize an official government project, program, or contract.

(a) The requestor should coordinate the emergency visit in advance with the person to be visited and ensure the complete name, grade or position, address and telephone number of the person and a knowledgeable foreign government point of contact (POC) are provided in the visit request. In addition, the RFV will identify the applicable contract, agreement, or program and a justification for submission of the emergency request. Emergency RFVs will not be accepted less than one full working day prior to the requested visit.

(b) Emergency visit requests will not be submitted in order to circumvent routine visit approval procedures. If circumvention is suspected, report the situation to the DCMA-DCS so appropriate action can be taken to preclude such submissions in the future.

(3) **Recurring Visits.** A recurring visit constitutes multiple visits to a single DCMA office on an intermittent basis in support of on-going international agreements, contracts, programs or export authorizations when the information/material to be released has been defined and approved for release by the applicable government disclosure authority. A recurring visit will not exceed one year's duration. Generally, with the exception of emergency visits, the pertinent foreign office or visitor(s) should give the host activity a reasonable amount of notice of the date and time of any proposed visit. DCMA organizations may refuse a visit if the visitor arrives without appropriate advance notice.

(4) **Extended Visits.** An extended visit is a long-term visit to a single DCMA office/facility on an extended basis in support of on-going international agreements, contracts, or programs. Such visits are normally used to certify national representatives and other FLOs stationed at their embassies who are authorized to conduct business with DoD components. These visits also document foreign assignments to DoD Components under the terms of relevant international agreements. Extended visit authorizations are designed for use when a foreign representative is required to be in continuous contact with a DoD Component in support of government contracts, joint programs or other international agreements.

b. **Unofficial Visits.** An unofficial visit is any occasion when a foreign national who is not sponsored by his or her government or by an international organization visits for unofficial purposes or to conduct business which will entail access to information in the public domain. Examples of unofficial visits include courtesy calls, public tours, commercial-related

transactions, and/or routine coordination visits OCONUS where the disclosure of CMI or CUI will not take place. Access to DCMA organizations by such persons will be reviewed on a case-by-case basis and if approved, managed the same as visits by U.S. citizens without a security clearance.

c. Invitational Visits.

(1) Visit invitations extended by DCMA to foreign representatives of an official nature will comply with the requirements of DoDD 5230.20, this Manual, and other applicable statutes and policies.

(2) Commanders/Directors will notify the DCMA FVO of planned invitational visits in order to ensure appropriate security protocols are established and to ensure documentation in the DoD FVS in accordance with DoDD 5230.20, paragraph 4.8.

(3) Unless otherwise approved in writing by the Director, DCMA and the responsible PDA/DDA, invitational visits will not involve the disclosure of CMI, CUI, or other protected information.

(4) Invitational visits of an unofficial nature will be handled in accordance with paragraph 3.2.b.

d. Visit Amendments. The requesting embassy may amend an official RFV. Amendments are limited to the date(s) of the visit and/or the names of the visitors. If any other element of the RFV requires an amendment, a new visit request must be submitted. Emergency visits may not be amended.

3.3. PROCESSING REQUESTS FOR VISIT.

a. Official visits by a representative(s) of a foreign government or international organization to DoD organizations will be processed in accordance with DoDD 5230.20.

b. Upon receipt of the RFV, the DCMA FVO (or designated representative) will coordinate the request with the knowledgeable DCMA point of contact (identified in the RFV), the responsible DCMA Commander/Director (or designated representative), and the Director, Congressional and Public Affairs Division.

(1) At a minimum, the FVO will provide the following information (from the RFV) during the coordination process:

(a) Dates, times and exact location of the proposed visit.

(b) Country submitting the request.

(c) Names of foreign representatives to participate in the visit.

- (d) Stated purpose of the visit.
- (e) Classification level of the RFV.
- (f) Classification level of the requested visit.
- (g) Any requested disclosure of CMI, CUI or other protected information.

(2) RFV coordination is conducted at the classification level of the RFV. Historically, most RFVs to DCMA are designated “Unclassified//For Official Use Only” (U//FOUO) and are coordinated via encrypted email.

c. Upon notification of an RFV, the responsible Commander/Director (or designated representative POC) will accomplish the following:

- (1) Review the contents of the RFV.
- (2) Determine if the purpose of the requested visit is valid.
- (3) Determine if the foreign visitor(s) have a valid need to know and are cleared for the information to be discussed or disclosed.
- (4) Determine if the information being discussed or requested for disclosure in the RFV is CMI or other protected information, if so, refer the request to the responsible disclosure or release authority for consideration and/or action.
- (5) Determine if appropriate security protocols can be implemented that will ensure the safeguarding of the information being discussed.
- (6) If the visit is to occur in a DCMA office at a contractor facility, coordinate the visit with the host to ensure compliance with DoD 5220.22-M and other applicable requirements.

d. After accomplishing the requirements in paragraph 3.3.c, the responsible Commander/Director (or designated representative) will submit a recommended position (approval or disapproval) via encrypted email to the FVO (or designated representative) as to whether or not to authorize the visit.

(1) Approval recommendations must include the name and contact information of the DCMA official responsible for coordinating and hosting the visit.

(2) Disapproval recommendations will include a justification for the disapproval and a knowledgeable organizational POC to address questions that might arise by the requesting foreign entity.

e. Upon receipt of the command’s recommendation, the DCMA FVO (or designated representative) will review the recommendation, any relevant information (to include foreign

disclosure considerations), and then render the agency's official recommendation through the DoD FVS. If the visit is approved, the FVO (or designated representative) will issue the responsible DCMA office hosting the visit guidance via memorandum. DCMA personnel will ensure the contents of the visit memorandum issued by the FVO are not disclosed or released to the foreign visitor(s) or any foreign entity(s).

f. When foreign visits are approved, the hosting organization's point of contact will coordinate all details associated with the visit with the foreign visitor. During the coordination process, any proposed change to the visit by the foreign visitor will be reported to the DCMA Security Division.

3.4. PREPARING FOR AN OFFICIAL FOREIGN VISIT.

a. In preparation for an approved foreign visit, the individual hosting or conducting the visit must:

(1) Ensure all personnel participating in the visit review and understand the contents of the Foreign Visit Presentation provided as part of the visit memorandum issued by the FVO.

(2) Ensure all personnel assigned to the DCMA office where the visit will occur understand their responsibilities to safeguard sensitive information and materials from observation (detailed or casual) by visitors.

(3) Designate an appropriate number of escorts, based on the size of the visiting contingent, to escort the foreign visitor(s) during the visit.

(4) Identify appropriate security measures to implement during the visit to safeguard protected information or materials. If assistance is required in identifying or implementing appropriate safeguards, contact the DCMA Counterintelligence Program Manager.

b. Prior to the conduct of a visit, all presentations and other products planned for release to the visitor(s) will be forwarded to the DCMA Congressional and Public Affairs Division and DCMA Information Security (INFOSEC) PM for the requisite reviews mandated by DoDD 5230.09, "Clearance of DoD Information for Public Release," DoDD 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure, DoDI 5230.27, "Presentation of DoD-Related Scientific and Technical Papers At Meetings," and DoDI 5230.29, "Security and Policy Review of DoD Information for Public Release." Presentations or products containing information owned by or created for a non-DCMA organization must be coordinated and approved (in writing) for release by the information owner prior to the conduct of the visit.

3.5. CONDUCTING AN OFFICIAL FOREIGN VISIT.

a. Upon arrival of the foreign visitor(s) to the hosting DCMA office, the DCMA visit POC (or designated representative) will validate the visitor(s) identity against the visit memorandum issued by the FVO and accomplish the following:

(1) Ensure visitors are escorted at all times during the event while in DCMA controlled space or at other controlled DoD, Federal or contractor spaces.

(2) Implement safeguards and procedures that preclude foreign visitors from obtaining access (detailed or casual) to protected information/materials unless specially approved in writing by the responsible disclosure or release authority (as applicable). When such access is approved, it will be strictly limited to that information or materials approved.

(3) Unless specifically authorized in the visit authorization, deny any request for documentary information (CMI, CUI or other protected information). Requests for documentary information must be submitted through the visitor's embassy and transferred via Government-to-Government channels.

(4) Ensure foreign visitors are not granted access to DCMA systems or networks unless approved in writing.

b. DCMA personnel participating in the visit will maintain situational awareness regarding the purpose of the visit. Questions by visitors or requests for information that do not relate directly to the purpose of the visit and previously approved for release will be denied.

c. At the conclusion of the visit, the DCMA host will escort the foreign visitor(s) from the DCMA space, ensure any issued security credential(s) is returned, and complete reporting requirements contained in the visit memorandum issued by the FVO.

3.6. ASSIGNMENTS OF FOREIGN REPRESENTATIVES.

a. Only foreign representatives meeting the policy requirements cited in this paragraph and in an "official visit" status may be assigned to DCMA organizations.

b. Assignments of foreign representatives to a DoD component requires the negotiation of an international agreement pursuant to the requirements of DoDD 5530.3, "International Agreements." The agreement establishes the terms of the assignment and the responsibilities and liabilities of each government and the assignee.

c. Authorization requirements and procedures for the assignment of FLOs and foreign personnel participating in the Defense Personnel Exchange and Cooperative Programs must comply with the requirements of DoDD 5230.20, DoDD 5530.3, and the International Programs Security Handbook, Chapter 7.

GLOSSARY

G.1. DEFINITIONS.

Assignment. The placement of a military or civilian official of a foreign defense establishment on the premises of a DoD Component or a cleared contractor facility.

Classified Military Information (CMI). Information originated by or for the Department of Defense or its Agencies or is under their jurisdiction or control that requires protection in the interests of national security. It is designated TOP SECRET, SECRET, or CONFIDENTIAL. Classified military information may be in oral, visual, or material form and has been subdivided further into the eight categories identified and defined in DoD Directive 5230.11, Enclosure 2.

Controlled Unclassified Information (CUI). The term used to collectively describe any unclassified information to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of the originating country. It is U.S. information that is determined to be exempt from public disclosure in accordance with DoD Directive 5230.09, including critical technology subject to export control pursuant to DoD Directive 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure" and DoD Instruction 5230.24, "Distribution Statements on Technical Documents".

Disclosure. Conveying classified information, in any manner, to an authorized representative of a foreign government.

Foreign National. A person who is not a citizen of the United States.

Foreign Visit. A foreign national enters or proposes to enter a DoD component or cleared contractor facility or to meet with employees or representatives of the facility.

Foreign Visit System (FVS). The automated system that provides staffing and database support for processing RFVs by representatives of foreign governments and/or international organizations to DoD component activities and defense contractors. The FVS is a controlled access system, which is accessed through the Secure Internet Protocol Router Network (SIPRNet).

International Organization. An entity established by recognized governments pursuant to an international agreement which, by charter or otherwise, is able to acquire and transfer property, make contracts and agreements, obligate its members, and pursue legal remedies.

Meeting. A conference, seminar, symposium, exhibit, convention, training course, or other gathering during which classified information or controlled unclassified information is disclosed.

Release. To convey information in material form to a representative of a foreign government or international organization.

Request for Visit Authority. The formatted information sent by a government that proposes a date and place of visit, its purpose, and identifies the proposed visitor(s).

Security Policy Automation Network (SPAN). An automated system that assists DoD decision-makers and analysts in reviewing, coordinating, reaching decisions, and maintaining records on proposals to release classified information and technology to other nations and international organizations. The SPAN is a controlled accessed network, which is accessed through the Secure Internet Protocol Router Network (SIPRNet).

GLOSSARY

G.2. ACRONYMS.

CMI	Classified Military Information
CMO	Contract Management Office
CONUS	Continental United States
CUI	Controlled Unclassified Information
DDA	Designated Disclosure Authority
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DVO	Defense Visit Office
FLO	Foreign Liaison Officer
FVO	Foreign Visit Officer
FVS	Foreign Visit System
OCONUS	Outside the Continental United States
PAO	Public Affairs Officer
PDA	Principal Disclosure Authority
POC	Point of Contact
RFV	Request for Visit
SPAN	Security Policy Automation Network

REFERENCES

- Code of Federal Regulations, Title 22, Parts 120-130
- DCMA Instruction 313, "International Requests for Contract Administration Services,"
November 23, 2013
- DCMA Instruction 553, "Foreign Liaison Security Program," August 2004 (hereby canceled)
- DCMA Instruction 501, "Policy Publications Program," May 12, 2014
- DCMA Instruction 710, "Managers' Internal Control Program," April 21, 2014
- DCMA Instruction 1081, "Travel-OCONUS," February 11, 2014
- DoD 5220.22-M, "National Industrial Security Program Operating Manual," February 28, 2006
- DoD Directive 5105.64, "Defense Contract Management Agency (DCMA),"
January 10, 2013
- DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
- DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments
and International Organizations," June 16, 1992
- DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," June 22, 2005
- DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure,"
November 6, 1984
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Information," February 24, 2012
- DoD Manual 5200.01, Volume 3 "DoD Information Security Program: Protection of Classified
Information," February 24, 2012
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Information (CUI)," February 24, 2012
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