

*From the Desk of Denise Spiller, Director*

## *Office of Research Security*

The Office of Research Security has updated protocols for Controlled Meetings on UAH's Campus.

A *controlled meeting* is a meeting where Export Control, Controlled Unclassified Information (CUI), and/or classified information is discussed.

ORS must be notified as far as in advance as possible by submitting a "Request for Controlled Meeting" form to [varemail@uah.edu](mailto:varemail@uah.edu). For up to twelve attendees, the form must be submitted seven days prior to the day of the meeting. If there are thirteen or more attendees, the form must be submitted fifteen to thirty days in advance of the meeting (dependent upon the number of attendees).

We will then start the process by making contact with the UAH Principle Investigator/Department hosting the controlled meeting.

The level of classified information discussed in any meeting on the UAH campus shall not exceed SECRET level.

For additional information visit the ORS website: <https://www.uah.edu/ors/controlled-meetings>

If you have any questions, please email [denise.spiller@uah.edu](mailto:denise.spiller@uah.edu) or call 256-824-6444.

# JUST A LITTLE *Reminder*

## **ORS Required Trainings:**

We are quickly coming to the end of 2022. Be sure to complete all ORS Annual required trainings no later than December 31, 2022.

The trainings include:

- 2022 Annual Security Refresher Training
- Insider Threat Training
- Export Control Training

Please contact ORS if you aren't sure if you have completed these trainings.

## **Customer Required Training:**

Along with completing ORS required annual trainings (CITI Export Control, Insider Threat and 2022 Annual Security Refresher Training), customer required trainings will need to be completed as well. These trainings can be found in the Statement of Work (SOW). Once training for the customer has been completed, send a copy of your certificate earned to [april.mcmeans@uah.edu](mailto:april.mcmeans@uah.edu). All training certificates will be maintained in your security file.



**ORS “Welcome Back” meet and greet has been scheduled for  
September 28, 2022, 11:00am – 2:00pm**

## CONTROLLED UNCLASSIFIED INFORMATION QUICK REFERENCE GUIDE

*Office of Prepublication and Security Review | U.S. Department of Defense | April 1, 2021*

Controlled Unclassified Information is similar to FOUO as it is handled, stored, transmitted, and destroyed in basically the same manner as the legacy FOUO program: When the option is available, should be processed on Government Furnished Equipment (GFE), must be encrypted if sent via NIPRNet, limit access to those with a lawful government purpose, and destroyed by means approved for destroying classified or in a manner making it unreadable, indecipherable, and irrecoverable.

For information to be considered CUI it must fall within a category, such as:

- Critical Infrastructure
- Defense
- Export Control

To read the full article use link below:

[https://www.dodcui.mil/Portals/109/Documents/Desktop%20Aid%20Docs/21-S-0587%20cleared%20CUI%20Quick%20Reference%20Guide%20Dec%202020\\_2.pdf?ver=8ySYfIJ20CACfasLIIPb-w%3D%3D](https://www.dodcui.mil/Portals/109/Documents/Desktop%20Aid%20Docs/21-S-0587%20cleared%20CUI%20Quick%20Reference%20Guide%20Dec%202020_2.pdf?ver=8ySYfIJ20CACfasLIIPb-w%3D%3D)



### OFFICE OF RESEARCH SECURITY STAFF

**DENISE SPILLER**  
Security Administrator  
824-6444, denise.spiller@uah.edu

**JANINE WILSON**  
Associate Security Administrator  
824-3025, janine.wilson@uah.edu

**APRIL MCMEANS**  
Assistant Security Administrator  
824-6048, april.mcmeans@uah.edu

**CAITLYN SCHOENIG**  
Program Coordinator  
824-4717, caitlyn.schoenig@uah.edu

**RYAN WILKINSON**  
Student Specialist II  
824-4818, ryan.wilkinson@uah.edu

**MADILYN GOLEMBECK**  
Student Specialist II  
824-4818, meg0025@uah.edu