Marking

CONTROLLED
UNCLASSIFIED
INFORMATION

Version 1.1 – December 6, 2016

As required by Executive Order 13556, Controlled Unclassified Information, November 4, 2010, and 32 CFR Part 2002, Controlled Unclassified Information, effective November 14, 2016.

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Introduction

The CUI Program standardizes the way the Executive branch handles unclassified information that does not meet the criteria required for classification under E.O. 13526, "Classified National Security Information," December 29, 2009, or the Atomic Energy Act but must be protected based on law, regulation, or Government-wide policy. That protection involves the safeguards employed while being stored or handled by the Executive branch departments or agencies (hereafter referred to as agencies), as well as the controls involving how the information is disseminated.

Prior to implementation of the CUI Program, agencies employed ad hoc, agency-specific policies, procedures, and markings to safeguard and control this information, such as information that involves privacy, security, proprietary business interests, and law enforcement investigations. This inefficient, confusing patchwork resulted in inconsistent marking and safeguarding of documents, led to unclear or unnecessarily restrictive dissemination policies, and created impediments to authorized information sharing.

This handbook was developed to assist authorized holders by providing examples of correctly marked Controlled Unclassified Information (CUI). Markings alert holders to the presence of CUI and, when portion markings are used, identify the exact information or portion that needs protection. Markings can alert holders to any CUI dissemination and safeguarding controls. While every marking situation is not reflected, this handbook provides basic marking guidelines for CUI, regardless of form.

Employees must review their agency's CUI policy prior to marking any CUI. The handling of CUI must be in accordance with E.O. 13556, "Controlled Unclassified Information," November 4, 2010, (hereafter referred to as the Order), 32 CFR Part 2002, supplemental guidance published by the CUI Executive Agent (EA), and all applicable EA-approved agency policy. This handbook contains guidance on what each marking is, where and how to apply it, and which items are mandatory or optional (based on internal agency policy).

All markings used are for illustration purposes only. This booklet does not contain CUI and may be reproduced without permission.

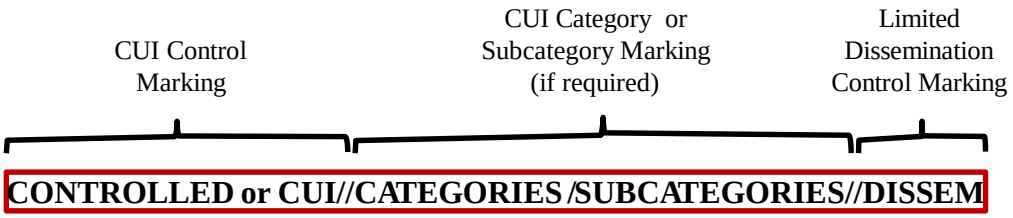
PART ONE:
CUI MARKINGS IN AN UNCLASSIFIED ENVIRONMENT

The CUI Banner Marking

The CUI Banner Marking:

- The primary marking for all CUI is the CUI Banner Marking. This is the main marking that appears at the top of each page of any document that contains CUI.
- This marking is MANDATORY for all documents containing CUI.
  - The content of the CUI Banner Marking must be inclusive of all CUI within the document and must be the same on each page.
  - The Banner Marking should appear as bold capitalized black text and be centered when feasible.
- The CUI Banner Marking may include up to three elements:
  - The CUI Control Marking (mandatory) may consist of either the word "CONTROLLED" or the acronym "CUI."
  - CUI Category or Subcategory Markings (mandatory for CUI Specified). These are separated from the CUI Control Marking by a double forward slash (//). When including multiple categories or subcategories in a Banner Marking, they must be alphabetized and are separated by a single forward slash (/).
  - Limited Dissemination Control Markings. These are preceded by a double forward slash (//) to separate them from the rest of the CUI Banner Marking.

- Here is a sample of the CUI Banner Marking:



NOTE: The above example uses the words "CATEGORIES" and "SUBCATEGORIES" as substitutes for CUI Category or Subcategory Markings and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual CUI markings.

CUI Banner Markings (CUI Control Marking)

The CUI Control Marking is mandatory for all CUI and may consist of either the word "CONTROLLED" or the acronym "CUI" (at the designator's discretion).

As an optional best practice, the CUI Banner Marking may be placed at the bottom of the document as well.

Below are two examples showing the options for the CUI Banner Marking.

MANDATORY:
CUI Banner Markings must appear on the top portion of the page.

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Elliott Alderson, Chief
Robotics Division

Subject: Examples

We support President Walken by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CONTROLLED

CUI

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Tyrell Wellick
Office of the CTO

Subject: Examples

We support President Walken by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CUI

Optional Best Practice: Also Placed Centered at Bottom

CUI Categories and Subcategories

A Bit About CUI Categories and Subcategories:

The CUI Program is founded on the prerequisite that only information requiring protection based in a law, Federal regulation, or government-wide policy can qualify as CUI.

CUI Categories and Subcategories are essentially the different "flavors" of CUI. Each Category and Subcategory is based in at least one (and sometimes many) of these laws, regulations, or government-wide policies – also referred to as Authorities – that require a certain type of information to be protected or restricted in dissemination.

There are two types of CUI Categories and Subcategories: CUI Basic and CUI Specified.

CUI Basic is, as the name implies, the standard "flavor" of CUI.

All of the rules of CUI apply to CUI Basic Categories and Subcategories, making the handling and marking of CUI Basic the simplest.

CUI Specified is different, since the requirements for how users must treat each type of information vary with each Category or Subcategory. This is because some Authorities have VERY specific requirements for how to handle the type of information they pertain to – requirements that simply would not make sense for the rest of CUI.

CUI Specified is NOT a "higher level" of CUI, it is *simply different*. And because the things that make it different are dictated in laws, Federal regulations, and government-wide policies, they are not things that can legally be ignored or overlooked. As such, a document containing multiple CUI Specified Categories and Subcategories must include ALL of them in the CUI Banner Marking.

There is one additional issue with CUI Specified, in that some CUI Categories and Subcategories are only CUI Specified ***sometimes***.

The reason for this is, as stated above, often there are many different laws or regulations that pertain to the same information type, but only *some* of them may include additional or alternate handling requirements from CUI Basic. Therefore, only CUI created under those Authorities would be CUI Specified.

Essentially it comes down to this: If the law, regulation, or Government-wide policy that pertains to your agency is listed in the CUI Registry as a Specified Authority, then you must mark the CUI based in that Authority as CUI Specified and include that marking in the CUI Banner.

Banner Markings (Category or Subcategory Marking)

CUI Category or Subcategory Markings are separated by a double forward slash (//) from the CUI Control Marking. When including multiple CUI Category or Subcategory Markings in the CUI Banner Marking they must be separated by a single forward slash (/).

When a document contains CUI Specified, all CUI Specified Category or Subcategory Markings must be included in the CUI Banner Marking .

Agency heads may approve the use of CUI Basic Category or Subcategory Markings through agency CUI policy. When such agency policy exists, all CUI Basic Category or Subcategory Markings must be included in the CUI Banner Marking.

CUI Specified Category Marking

CONTROLLED//SP-SPECIFIED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Gary Walsh
Chief, Cargo Division

Subject: Examples

We support President Meyer by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CUI Basic Category Marking (if authorized in agency policy)

CUI//BASIC

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Robert Loblaw, Esq
Office of the General Counsel

Subject: Examples

We support Congressman Love by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

NOTE: The above examples use the words “SP-SPECIFIED” and “BASIC” as substitutes for CUI Category and Subcategory Markings. Consult the CUI Registry for actual CUI markings.

Marking CUI Specified

Since CUI Specified Categories and Subcategories are different – both from CUI Basic and also from each other – CUI Specified MUST always be included in the CUI Banner.

This is done to ensure that every authorized holder and end user who receives a document containing CUI Specified knows that the document must be treated in a manner that differs from CUI Basic.

We accomplish this marking in two ways:

1. All CUI Specified documents must include the Category or Subcategory marking for all of the CUI Specified contained in that document in the CUI Banner Marking. This ensures that the first thing a user in receipt of that document sees is the CUI Banner letting them know they have something other than just CUI Basic and will have to meet any additional or alternative requirements for the CUI Specified they hold.
2. To make sure that it is obvious that a Category or Subcategory is Specified, the marking has "SP-" added to the beginning of it.

"SP-" added to beginning of Category markings from CUI Registry

MANDATORY: CUI Specified Markings must appear in CUI Banner

ED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Elliott Alderson, Chief
Robotics Division

Subject: Examples

We support President Walken by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CUI/SP-SPECIFIED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Tyrell Wellick
Office of the CTO

Subject: Examples

We support President Walken by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

NOTE: The above examples use the word "SPECIFIED" as a substitute for CUI Category and Subcategory Markings. Consult the CUI Registry for actual CUI markings.

Banner Markings
(Multiple Category or Subcategory Marking)

CUI Specified Markings MUST precede CUI Basic Markings (where authorized for use by the agency head) in the CUI Banner. Consult your agency CUI policy for guidance on use of CUI Basic Category or Subcategory Markings.

CUI Category and Subcategory Markings MUST be alphabetized within CUI type (Basic or Specified).

Alphabetized Specified CUI categories and subcategories MUST precede alphabetized Basic CUI categories and subcategories.

Below are examples of CUI Banner Markings used in a document that contains both CUI Specified and CUI Basic

CUI Specified Categories Precede CUI Basic Categories

All Categories are Alphabetized by Type Specified vs. Basic (where use of Basic is authorized)

CUI Specified | **Alphabetized CUI Basic**

CUI// SP-SPECIFIED-C/AAAA/BBBB//DISSEM

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Joshua Lyman
Deputy Chief of Staff, Division 5

Subject: Examples

We support President Bartlett by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

Alphabetized CUI Specified | **CUI Basic**

CUI// SP-SPECIFIED-A/SP-SPECIFIED-B/AAAA//DISSEM

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Dr. Jack Shephard, MD
Chief Health Officer

Subject: Examples

We support President Bartlett by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

NOTE: The above examples use “AAAA” and “BBBB” as substitutes for CUI Basic Category and Subcategory Markings, “SP-SPECIFIED-X” as a substitute for a CUI Specified Category and Subcategory Markings, and “DISSEM” as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual CUI markings.

Banner Markings (Limited Dissemination Controls)

Only Limited Dissemination Control Markings found in the CUI Registry are authorized for use with CUI.

Limited Dissemination Control Markings are separated from preceding sections of the CUI Banner Marking by a double forward slash (//).

When a document contains multiple Limited Dissemination Control Markings, those Limited Dissemination Control Markings MUST be alphabetized and separated from each other with a single forward slash (/).

Below are examples that show the proper use of Limited Dissemination Control Markings in the CUI Banner Marking in a letter-type document and a slide presentation.

Limited Dissemination Control Markings

CUI//DISSEM-A/DISSEM-C

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: William Bailey
Office of the Vice President

Subject: Examples

We support President Santos by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CONTROLLED//DISSEM-B

Department of Good Works
Washington, D.C. 20006

Marking PowerPoint Slides

HOW TO MARK POWERPOINT SLIDES THAT CONTAIN CUI

CONTROLLED//DISSEM-B

NOTE: The above example uses "DISSEM-X" as a substitute for Limited Dissemination Control Markings. Consult the CUI Registry for actual CUI markings.

Designation Indicator

All documents containing CUI MUST indicate the designator's agency.

This may be accomplished through the use of letterhead, a signature block with agency, or the use of a "Controlled by" line.

Every effort should be made to identify a point of contact, branch, or division within an organization, and to include contact information.

Below are examples of Designation Indicators in a slide presentation and a letter-type document.

Designating Agency Identification

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Department of Good Works
Washington, D.C. 20006

Marking PowerPoint Slides

HOW TO MARK POWERPOINT SLIDES THAT CONTAIN CUI

All questions regarding this presentation can be directed to the Security and Inspection Division, 202-555-4567.

CONTROLLED

CUI

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Dr. Gaius Baltar
Chief Science and Technology Advisor

Subject: Examples

We support President Roslin by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

"Controlled by:" Line

Controlled by: Department of Good Works, Security and Inspection Division, 202-555-4567.

Contact info

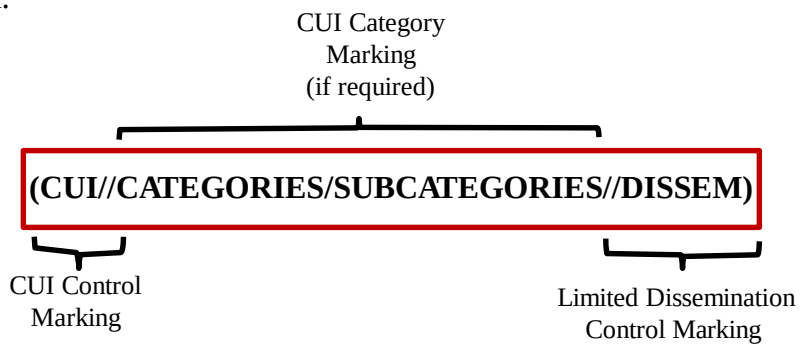
Portion Marking

CUI Portion Marking:

Portion marking of CUI is optional in a fully unclassified document, but is permitted and encouraged to facilitate information sharing and proper handling of the information. Agency heads may approve the required use of CUI Portion marking on all CUI generated within their agency. As such, users should consult their agency CUI policy when creating CUI documents.

When CUI Portion Marking is used, these rules must be followed:

- ❖CUI Portion Markings are placed at the beginning of the portion to which they apply and must be used throughout the entire document.
- ❖CUI Portion Markings are contained within parentheses and may include up to three elements:
  1. The CUI Control Marking: This is mandatory when portion marking and must be the acronym "CUI" (the word "Controlled" will not be used in portion marking).
  2. CUI Category or Subcategory Markings: These can be found in the CUI Registry.
     a. When used, CUI Category or Subcategory Markings are separated from the CUI Control Marking by a double forward slash (//).
     b. When including multiple categories or subcategories in a portion, CUI Category or Subcategory Markings are separated from each other by a single forward slash (/).
  3. Limited Dissemination Control Markings: These can be found in the CUI Registry and are separated from preceding CUI markings by a double forward slash (//). When including multiple Limited Dissemination Control Markings, they must be alphabetized and separated from each other by a single forward slash (/).
- ❖When CUI Portion Markings are used and a portion does not contain CUI, a "U" is placed in parentheses to indicate that the portion contains Uncontrolled Unclassified Information.



NOTE: The above example uses the words "CATEGORIES" and "SUBCATEGORIES" as substitutes for CUI Category or Subcategory Markings and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual CUI markings.

Portion Marking CUI

CUI Portion Markings are placed at the beginning of the portion to which they apply and must be used throughout the entire document. They are presented in all capital letters and separated as indicated in this handbook and the CUI Registry.

The presence of EVEN ONE item of CUI in a document requires CUI marking of that document. Because of this, CUI Portion Markings can be of great assistance in determining if a document contains CUI and therefore must be marked as such.

Remember: When portion markings are used and any portion does not contain CUI, a "(U)" is placed in front of that portion to indicate that it contains Uncontrolled - or non-CUI - Unclassified Information.

CUI Portion Markings

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Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Sydney Wade
Chief, Environmental Protection Division

Subject: (CUI) Traffic Patterns of Dupont Circle

(U) We support President Shepard by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI) For training purposes this paragraph contrails CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: Det. Jonathon McLane
NYPD Liaison Officer

Subject: (U) Examples

(U) We support President Shepard by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI) For training purposes this paragraph contrails CUI specified. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) Markings informational only, not carried to CUI Banner

Portion Markings (with Category only)

This example shows how to portion mark a document using the CUI Control Marking and CUI Category or Subcategory Markings.

When a document contains CUI Specified, all CUI Specified Category or Subcategory Markings must be included in the CUI Banner Marking. Consult your agency CUI policy for guidance on use of CUI Basic Category or Subcategory Markings.

Remember: When CUI Portion Markings are used and a portion does not contain CUI, a "U" is placed in parentheses to indicate that the portion contains Uncontrolled Unclassified Information.

CUI Portion Markings

CONTROLLED//BASIC

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (CUI) This subject line is CUI for training purposes.

Carry category

(U) We support the Presid
Gov ment protects and
informatio to advance th

(CUI//BASIC) For train
CUI. W efforts to st
of classified and controlled
oversight, policy develop
reporting.

CONTROLLED//SP-SPECIFIED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

Carry category marking to Banner

g that the
er access to
public interest.

-

poses this paragraph
to standardize and
d controlled unclassified
velopment, guidance,

(U) Markings informational only, not carried to CUI Banner

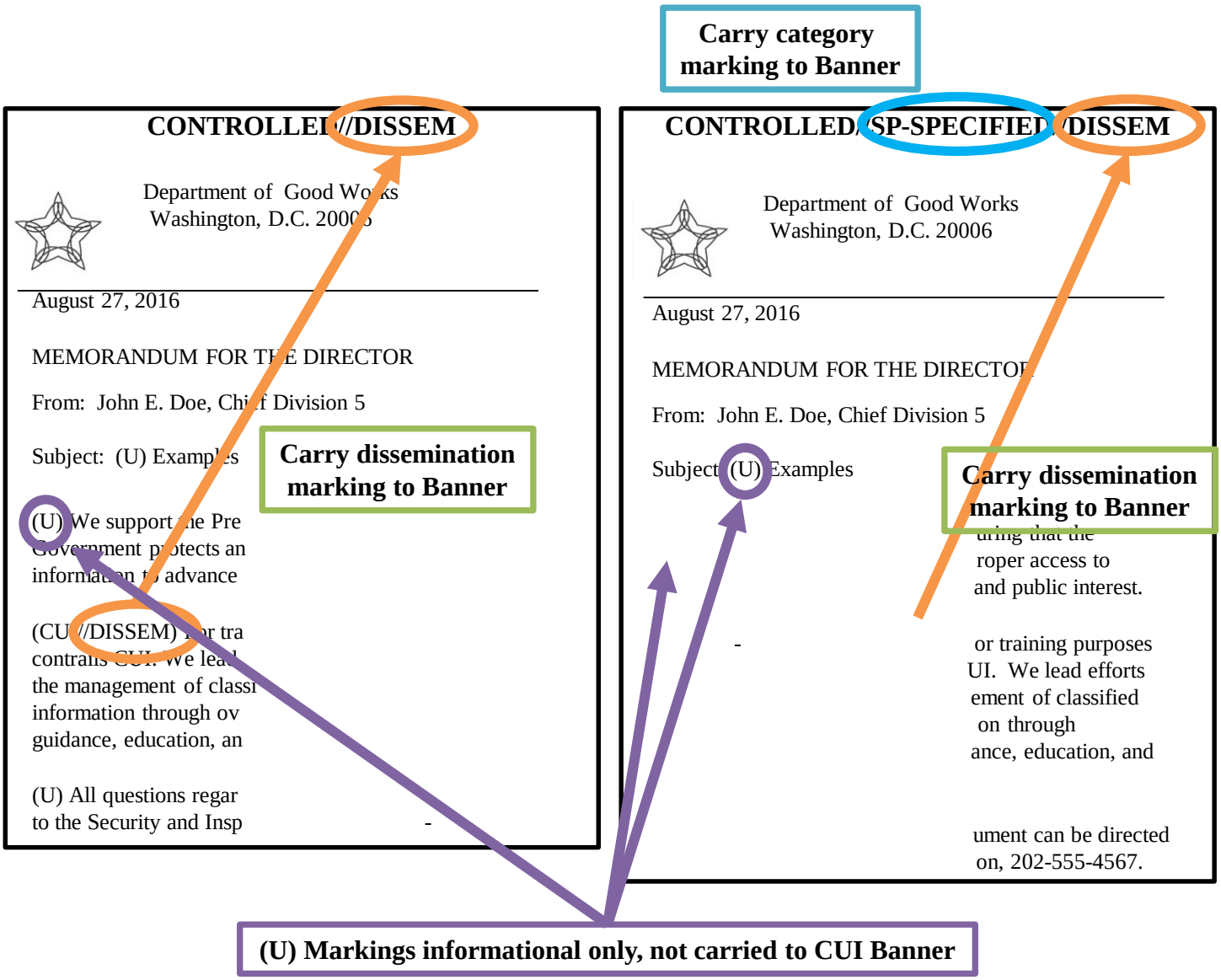
NOTE: The above example uses "BASIC" and "SPECIFIED" as substitutes for CUI Category or Subcategory Markings. Consult the CUI Registry for actual CUI markings.

Portion Markings (with Category and Dissemination)

This example shows how to portion mark a document using all three components of the CUI Banner Marking.

When a document contains CUI Specified, CUI Specified Category or Subcategory Markings must be included in the CUI Banner Marking. Consult your agency CUI policy for guidance on use of CUI Basic Category or Subcategory Markings.

Remember: When CUI Portion Markings are used and a portion does not contain CUI, a "U" is placed in parentheses to indicate that the portion contains Uncontrolled Unclassified Information.



NOTE: The above example uses "SP-SPECIFIED" as a substitute for a CUI Category or Subcategory Marking and "DISSEM" as a substitute for Limited Dissemination Control Markings. Consult the CUI Registry for actual CUI markings.

COMMON MISTAKES
(Category or Subcategory Markings NOT in Banner Marking)

Remember: Category and Subcategory Markings for CUI Specified MUST always be included in the Banner Marking and those for CUI Basic may be required by agency CUI policy.

Accordingly, when CUI Portion Markings are used and include CUI Category or Subcategory Markings, those markings MUST be included in the CUI Banner Marking.

In this example CUI Specified Category or Subcategory Markings are included in the portion marking but not in the Banner Marking. THIS IS NOT AUTHORIZED.

CONTROLLED

Department of Goo
Washington, D.C

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

(U) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI/**SP-SPECIFIED**/DISSEM) For training purposes this paragraph contains specified CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

Should be HERE

CUI Specified in a Portion

NOTE: The above example uses "SP-SPECIFIED" as a substitute for a CUI Specified Category or Subcategory Marking and "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual CUI markings.

Marking Multiple Pages

The makeup of the CUI Banner Marking for a multi-page document is essentially the sum of all of the CUI markings in the document. If any portion of the document contains CUI Specified or a Limited Dissemination Control Marking then the CUI Banner Marking must reflect that.
Below is an example of one multi-page document with CUI Portion Marking.

CUI//SP-SPECIFIED-A/SP-SPECIFIED-B//DISSEM

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division

Subject: (U) Examples

(CUI) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

1

CUI//SP-SPECIFIED-A/SP-SPECIFIED-B//DISSEM

(CUI/SP-SPECIFIED-A/DISSEM) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202- 555-4567.

(CUI) This bullet contains CUI Basic.

(CUI/SP-SPECIFIED-B) This paragraph contains certain facts.

2

CUI//SP-SPECIFIED-A/SP-SPECIFIED-B//DISSEM

(U) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(CUI/SP-SPECIFIED-A) Certain items are here that related to a Specified category.

(CUI/DISSEM) Only certain audiences could receive this CUI, as demonstrated by the marking.

3

CUI Banner Marking includes all Specified and Dissem. Markings from throughout document.

CUI//SP-SPECIFIED-A/SP-SPECIFIED-B//DISSEM

(CUI/DISSEM) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(CUI/SP-SPECIFIED-B) This bullet includes the conclusion and recommended actions.

4

NOTE: The overall CUI Banner Marking for the document must appear on all pages of the document.

Required Indicators per Authorities

Required indicators – including, informational, warning, or dissemination statements – may be mandated by the law, Federal regulation, or Government-wide policythat makes a specific item of information CUI.

These indicators shall not be included in the CUI Banner or portion markings, but must appear in a manner readily apparent to authorized personnel and consistent with the requirements of the governing document.

Sample Required Indicators

CONTROLLED//SP-SPECIFIED

MARKING REQUIRED PER AUTHORITY

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

WARNING: These are words required by the authority. This text is stand in text only, please see the CUI Registry and the applicable law regulation or government-wide policy for exact requirements. These are words required by the authority.

NOTE: The above example uses "SPECIFIED" as a substitute for a CUI Specified Category or Subcategory Marking. Consult the CUI Registry for actual CUI markings.

Reference: 32 CFR 2002.20 (b)(2)(iii)

Supplemental Administrative Markings

Agencies may use supplemental administrative markings (e.g., Draft, Deliberative, Pre- decisional, Provisional) along with CUI to inform recipients of the non-final status of documents ONLY when such markings are created and defined in agency policy.

Supplemental administrative markings may not be used to control CUI and may not be commingled with or incorporated into the CUI Banner Marking or Portion Markings. Supplemental administrative markings may not duplicate any marking in the CUI Registry.

Below are two examples of ways to properly use supplemental administrative markings .

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

DRAFT

CUI

PROVISIONAL – IN WORK

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR
From: John E. Doe, Chief Division 5
Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Sample Supplemental Administrative Indicators

Reference 32 CFR 2002.20(l)

COMMON MISTAKES
(Supplemental Administrative Markings)

Remember: Supplemental administrative markings may not be used to control CUI and must not be incorporated into CUI Banner Markings or CUI Portion Markings, or duplicate any marking in the CUI Registry.

Below are two examples of ways **NOT** to use administrative markings.

In this example DRAFT is used as part of the CUI Banner Marking THIS IS NOT AUTHORIZED.

In this example CUI is included as a part of the administrative indicator. THIS IS NOT AUTHORIZED.

CONTROLLED//DRAFT

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

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We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

CUI-DRAFT

Reference: 32 CFR 2002.20(l)

Marking Electronic Media Storing or Processing CUI

Media such as USB sticks, hard drives, and CD ROMs must be marked to alert holders to the presence of CUI stored on the device.

Due to space limitations it may not be possible to include CUI Category, Subcategory, or Limited Dissemination Control Markings. At a minimum, mark media with the CUI Control Marking ("CONTROLLED" or "CUI") and the designating agency.

Removable Hard drive

Equipment can be marked or labeled to indicate that CUI is stored on the device.

NOTE: DOGW is an acronym for Department of Good Works.

Marking Forms with CUI

Forms that contain CUI must be marked accordingly when filled in. If space on the form is limited, cover sheets can be used for this purpose.

As forms are updated during agency implementation of the CUI Program, they should be modified to include a statement that indicates the form is CUI when filled in.

CUI Control Marking

CONTROLLED
when filled in

Standard Form 86
Revised December 2010
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

Form approved:
OMB No. 3206 0005

PERSONS COMPLETING THIS FORM SHOULD BEGIN WITH THE QUESTIONS BELOW AFTER CAREFULLY READING THE PRECEDING INSTRUCTIONS.

I have read the instructions and I understand that if I withhold, misrepresent, or falsify information on this form, I am subject to the penalties for inaccurate or false statement (per U. S. Criminal Code, Title 18, section 1001), denial or revocation of a security clearance, and/or removal and debarment from Federal Service. ☐ YES ☐ NO

Section 1 - Full Name

Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix.

Last name	First name	Middle name	Suffix
BAUER	JACK	ALLEN	Sr

Section 2 - Date of Birth

Provide your date of birth. *(Month/Day/Year)*

06/25/1969

Section 3 - Place of Birth

Provide your place of birth.

City	County	State	Country *(Required)*
ANYWHERE	THIS COUNTY	AK	United States

Section 4 - Social Security Number

Provide your U.S. Social Security Number.

123-45-6789 ☐ Not applicable

Section 5 - Other Names Used

Have you used any other names? ☐ YES ☒ NO *(If NO, proceed to Section 6)*

Complete the following if you have responded "Yes" to having used other names.

Provide your other name(s) used and the period of time you used it/them [for example: your maiden name(s), name(s) by a former marriage, former name(s), alias(es), or nickname(es)]. If you have only initials in your name(s), provide them and indicate "Initial only." If you do not have a middle name (s), indicate "No Middle Name" (NMN). If you are a "Jr.," "Sr.," etc. enter this under Suffix.

#1 Last name | First name | Middle name | Suffix

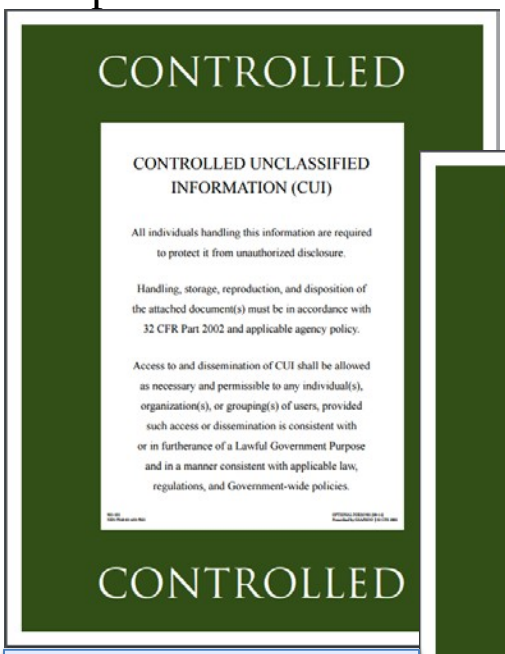
From *(Month/Year)* | To *(Month/Year)* ☐ Present | Maiden name? | Provide the reason(s) why the name changed

CUI Coversheets

The use of CUI coversheets is optional except when required by agency policy.

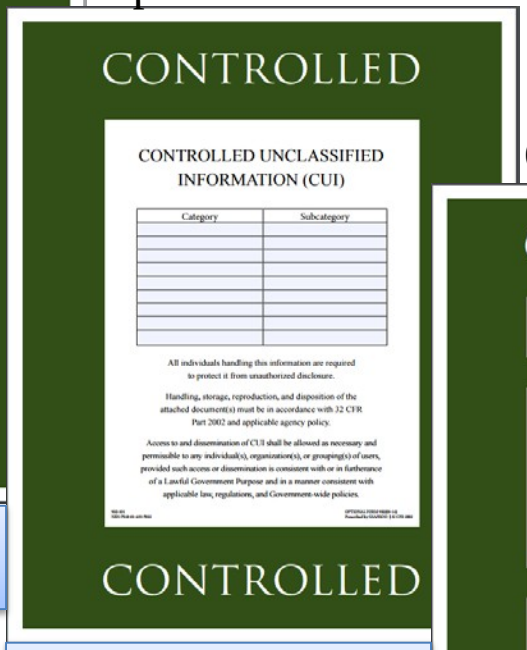
Agencies may download coversheets from the CUI Registry or obtain printed copies through General Services Administration (GSA) Global Supply Centers or the GSA Advantage on-line service.

Optional Form 901



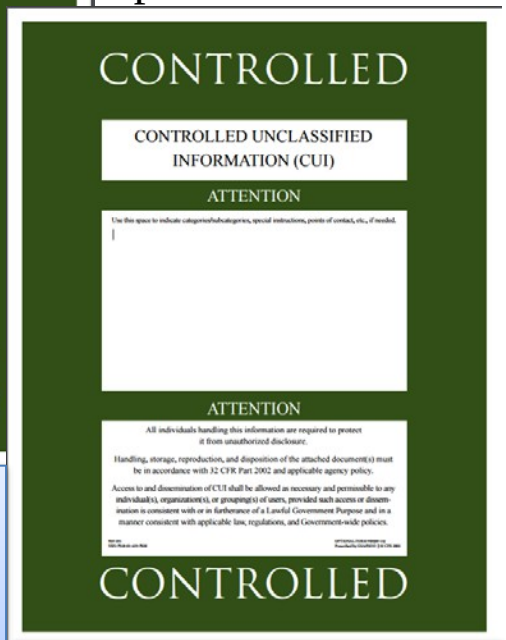
CUI Coversheet.
NSN-7540-01-633-7021

Optional Form 902



Category/Subcategory CUI Coversheet. Categories or subcategories can be identified in the spaces provided.
NSN-7540-01-633-7022

Optional Form 903

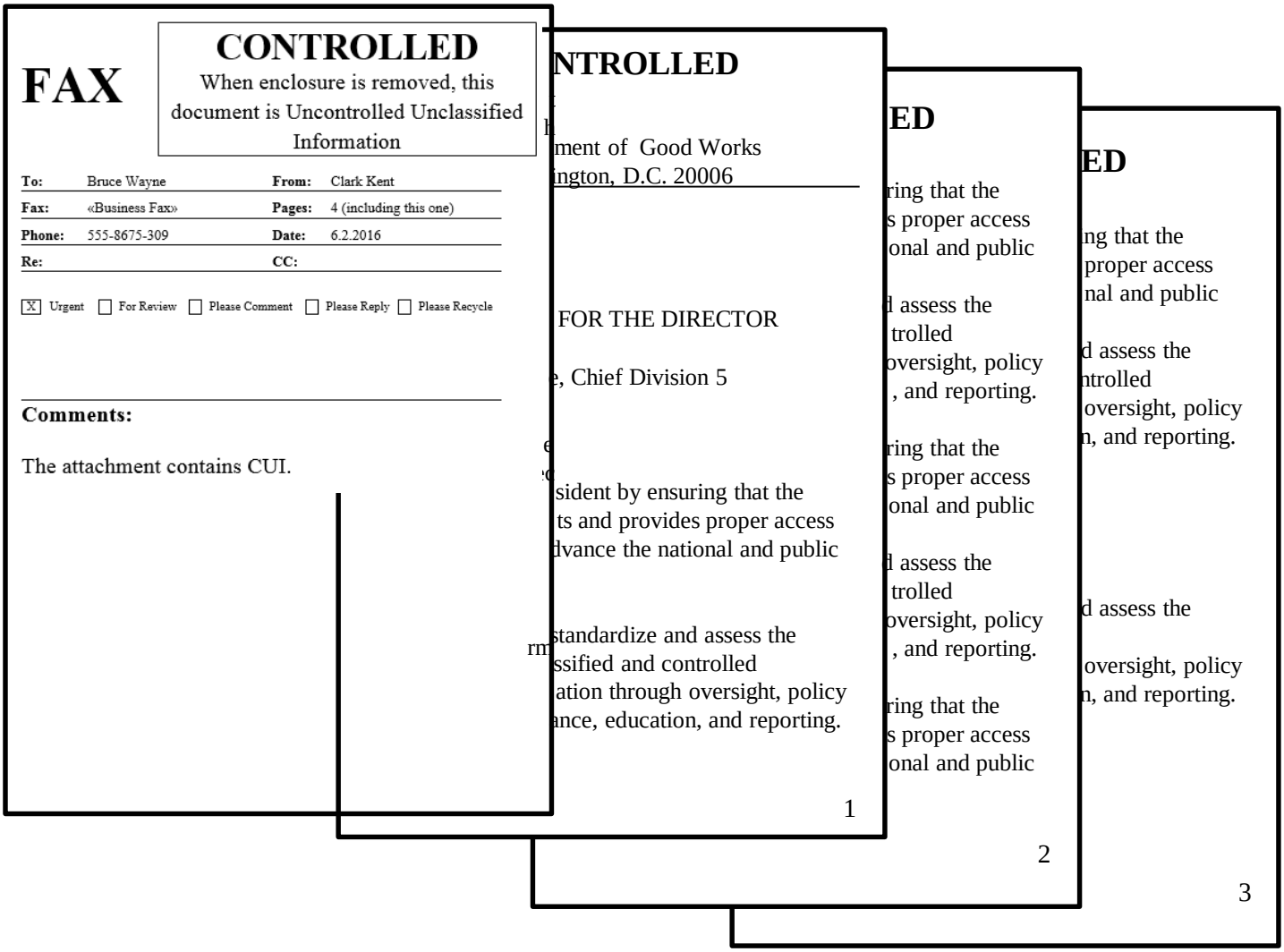


Detailed CUI Coversheet. The space indicated can be used to convey specific categories or subcategories used, special instructions, or relevant points of contact.
NSN-7540-01-633-7020

Marking Transmittal Documents

Transmittal document marking requirements:

- When a transmittal document accompanies CUI, the transmittal document must indicate that CUI is attached or enclosed.
- The transmittal document must also include, conspicuously on its face, the following or similar instructions, as appropriate:
  - "When enclosure is removed, this document is Uncontrolled Unclassified Information"; or
  - "When enclosure is removed, this document is (CUI Control Level); upon removal, this document does not contain CUI."



FAX

CONTROLLED
When enclosure is removed, this document is Uncontrolled Unclassified Information

To:	Bruce Wayne	From:	Clark Kent
Fax:	«Business Fax»	Pages:	4 (including this one)
Phone:	555-8675-309	Date:	6.2.2016
Re:		CC:	

[X] Urgent [ ] For Review [ ] Please Comment [ ] Please Reply [ ] Please Recycle

Comments:

The attachment contains CUI.

NTROLLED

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FOR THE DIRECTOR

e, Chief Division 5

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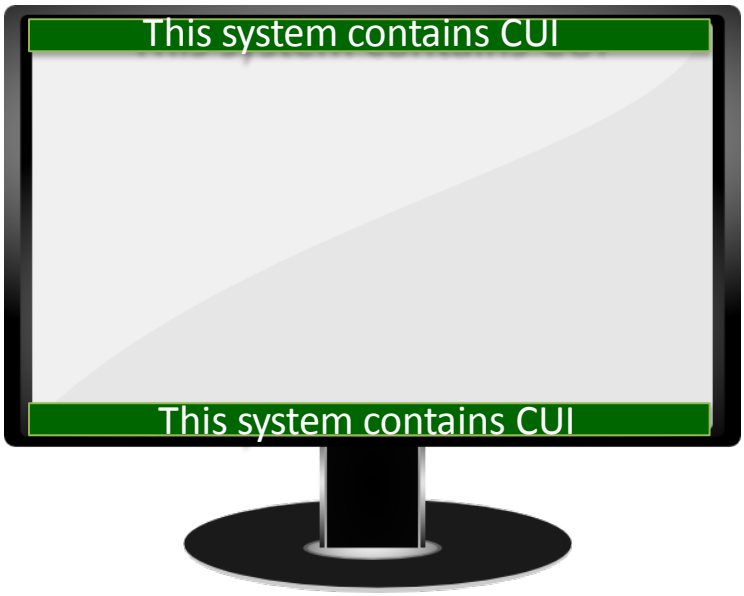
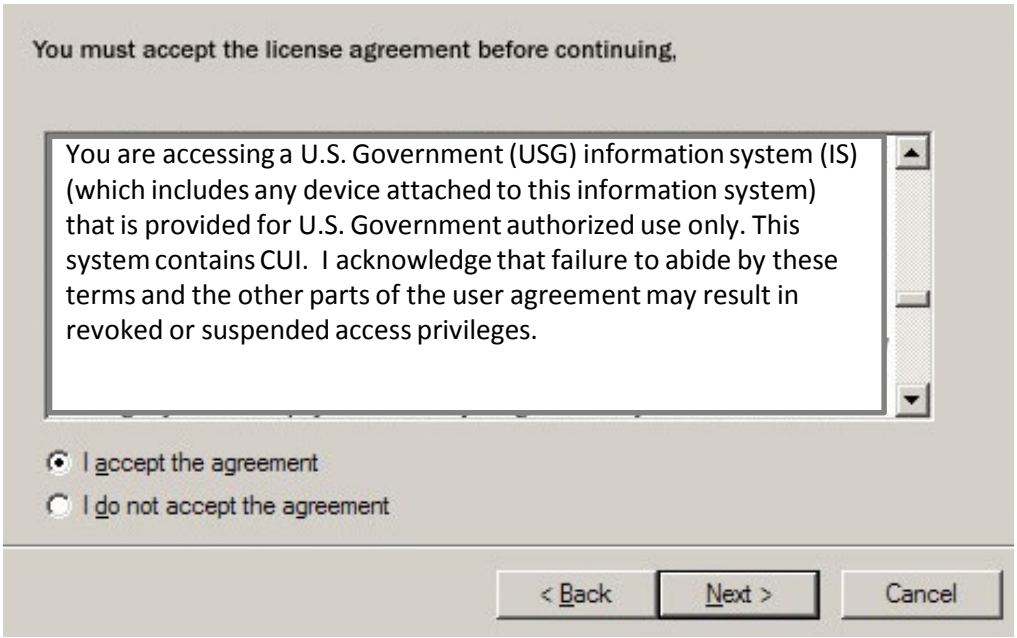
Alternate Marking Methods

Agency heads may authorize the use of alternate marking methods on IT systems, websites, browsers, or databases through agency CUI policy.

These may be used to alert users to the presence of CUI where the agency head has issued a limited CUI marking waiver for CUI designated within the agency.

These warnings may take multiple forms, including the examples on this page. Consult your agency CUI policy for specifics.





Reference: 32 CFR 2002.20

Room or Area Markings

In areas containing CUI, it may be necessary to alert personnel who are not authorized to access it. This may be accomplished via any means approved by the agency head and detailed in agency CUI policy.

Below is a sample of a sign that indicates CUI is present.

Reference: 32 CFR 2002.20

Container Markings

When an agency is storing CUI, authorized holders should mark the container to indicate that it contains CUI.

Below are some simple applications of this.

Shipping and Mailing

When shipping CUI:

- Address packages that contain CUI for delivery only to a specific recipient.
- DO NOT put CUI markings on the outside of an envelope or package for mailing/shipping.
- Use in-transit automated tracking and accountability tools where possible.

Agency heads must make sure mail room staff are trained on how to handle CUI, to include reporting any misuse.

Re-Marking Legacy Information

Legacy information is unclassified information that was marked as restricted from access or dissemination in some way, or otherwise controlled, prior to the CUI Program.

All legacy information is not automatically CUI. Agencies must examine and determine what legacy information qualifies as CUI and mark it accordingly.

In cases of excessive burden, agency heads may issue a "Legacy Marking Waiver," as described in 32 CFR 2002.38(b) of the CUI Rule. When such a waiver is granted by the agency head, legacy material that qualifies need not be remarked as CUI until and unless it is to be "re-used" in a new document.

The process for evaluating legacy material for remarking is contained on the next page.

LEGACY MARKING

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

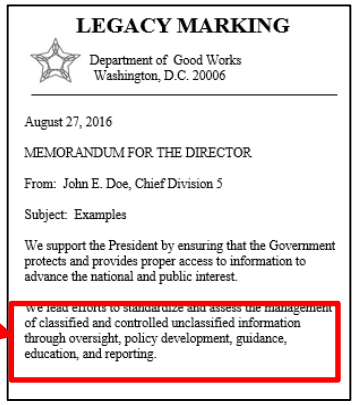
We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

NOTE: "LEGACY MARKING" is used as a substitute for any ad hoc, agency markings used to label unclassified information prior to the creation of the CUI Program.

Re-Marking Legacy Information

When legacy information is to be re-used and incorporated into another document of any kind, it must undergo the process described below.

1. **Identify the information that needs to be reused.**


LEGACY MARKING

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

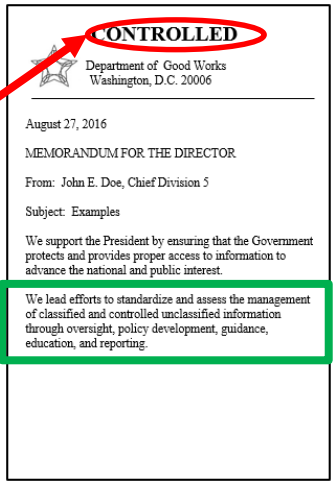
We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

2. **Is the information type listed in the CUI Registry?**

3. **If the Legacy information type IS listed in the CUI Registry…**

…you must mark the new document as CUI.


CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

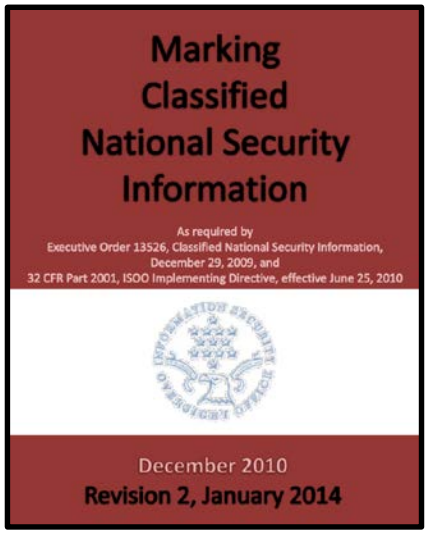
We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Note: When possible contact the originator of the information for guidance in remarking and protecting the legacy information in the CUI Program.

PART TWO:
CUI MARKINGS IN A CLASSIFIED ENVIRONMENT

Marking Commingled Information

- When CUI is included in a document that contains any type of classified information, that document is referred to as "commingled."
- Commingled documents are subject to the requirements of the CUI and Classified National Security Information (CNSI)* Programs.
- As a best practice, keep the CUI and classified information in separate portions to the greatest extent possible to allow for maximum information sharing.
- Mark all portions to ensure that authorized holders can distinguish CUI portions from those containing just CNSI and/or Uncontrolled Unclassified information**.
- The decontrolling provisions for CUI apply only to portions marked as CUI. CNSI portions remain subject to their own declassification requirements.



* Executive Order 13526 – Classified National Security Information.
** Uncontrolled Unclassified information (UUI) is information that neither Executive Order 13556 nor the authorities governing classified information cover as protected. UUI is still subject to agency public release policies.

Commingling – Banner Lines

In the overall marking banner's CUI section, double forward slashes (//) are used to separate major elements and single forward slashes (/) are used to separate sub-elements. The CUI Control Marking ("CUI") appears in the overall banner marking directly before the CUI category and subcategory markings. When there is CUI Specified in the document, CUI Specified category and subcategory marking(s) must appear in the overall banner marking. In accordance with agency policy, if used, the optional CUI Basic category and subcategory markings would appear next. Both CUI Specified and CUI Basic markings are separately alphabetized. The limited dissemination control markings apply to the entire document and the CUI and classified information in it. Placeholders are not used for missing elements or sub-elements.

When used, banner line elements must appear in the following order:

- **U.S. Classification**
- **Non-U.S. Classification**
- **Joint Classification**
- **Sensitive Compartmented Information (SCI) Control System**
- **Special Access Program (SAP)**
- **Atomic Energy Act Information**
- **Foreign Government Information**
- **CUI Control Marking**
- **CUI Category Marking**
- **Dissemination Control Marking**

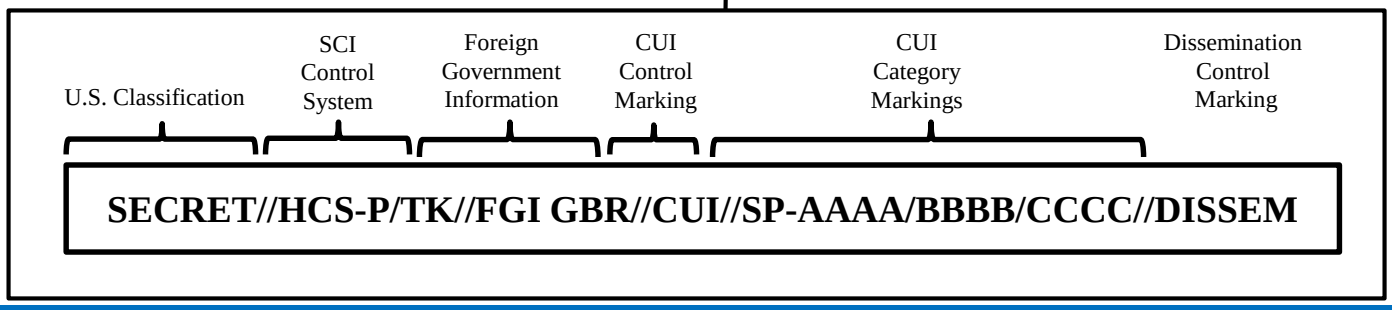
For additional information and specific marking guidance refer to the current versions of:

The Information Security Oversight Office's *Marking Classified National Security Information*

Or

The *Intelligence Community Markings System Register and Manual*

Example shows the use of a U.S. classification marking, CUI category marking, and a dissemination control marking. The example uses "AAAA" as a specified CUI Category or Subcategory Marking, "BBBB" as a basic CUI Category or Subcategory Marking and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual markings.



Reference: 32 CFR 2002.20(g)

Commingling – Portion Markings

Although commingling in the same paragraph is not recommended, where paragraphs contain CUI and CNSI commingled, portion marking elements follow a similar syntax to the banner marking:

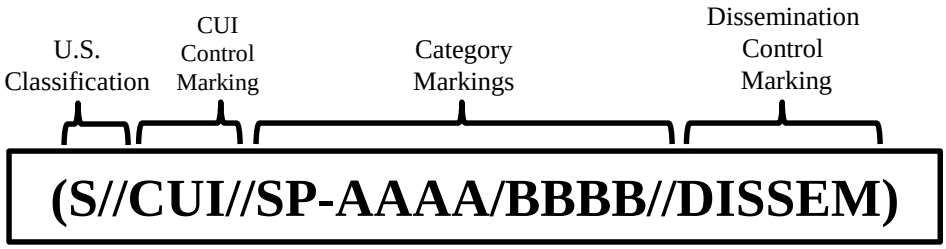
- **U.S. Classification**
- **Non-U.S. Classification**
- **Joint Classification**
- **Sensitive Compartmented Information (SCI) Control System**
- **Special Access Program (SAP)**
- **Atomic Energy Act Information**
- **Foreign Government Information**
- **CUI Control Marking**
- **CUI Category Marking**
- **Dissemination Control Marking**

For additional information and specific marking guidance refer to the current versions of:

The Information Security Oversight Office's *Marking Classified National Security Information*

Or

The Intelligence Community Markings System Register and Manual



Example shows the use of a U.S. classification, CUI category marking, and a dissemination control marking. The above examples uses "AAAA" as a specified CUI Category or Subcategory Marking, "BBBB" as a basic CUI Category or Subcategory Marking and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual markings.

Commingling Examples (1)

In cases where CUI is commingled with classified information, the following applies:

- In banners, the CUI Control Marking is used only in its abbreviated form ("CUI"). The longer form ("CONTROLLED") is not used.
- Either the classification marking, CUI control marking ("CUI"), or the Uncontrolled Unclassified Marking ("U") must be used in every portion.
  - ✓ **<u>As a best practice, CUI and CNSI should be placed in separate portions.</u>**
- Limited Dissemination Control Markings must appear in the banner line and in all portions to which they apply.

SECRET//CUI//SP-AAAA/SP-BBBB//DISSEM

Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (S) Paragraph 1 contains "Secret" national security information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

2. (CUI) Paragraph 2 contains CUI Basic. Therefore, this portion will be marked with the designation "CUI" in parentheses preceding the portion.

3. (CUI//SP-AAAA) Paragraph 2 contains "AAAA" information. Therefore, this portion will be marked with the designation "CUI//SP-AAAA" in parentheses preceding the portion.

4. (CUI//SP-BBBB //DISSEM) Paragraph 2 contains "BBBB" information. Therefore, this portion will be marked with the designation "CUI//SP-BBBB" in parentheses preceding the portion.

SECRET//CUI//SP-AAAA/SP-BBBB//DISSEM

Note that in this example the CUI Control Marking is used in the banner

This portion shows the use of a U.S. Classification Marking

This portion shows the use of the CUI Control Marking with CUI Basic

This portion shows the use of the CUI Control Marking with CUI Specified

This portion shows the use of the CUI Control Marking with CUI Specified And a CUI Dissemination Control Marking

NOTE: The above examples uses "SP-AAAA" or "SP-BBBB" as CUI Specified Category or Subcategory Markings and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual markings.

Commingling Examples (2)

These examples shows the various ways CUI may be identified in a document.

SECRET//CUI

(U) Example of Slide Markings

• (CUI) This bullet contains "Controlled Unc
Information." Therefore, this portion will be
with the designation "CUI" in parentheses pr
the portion.
• (S) This bullet contains "Secret" informati
Therefore this portion will be marked with t
designation "S" in parentheses preceding the

SECRET//CUI

SECRET//CUI//SP-AAAA/SP-BBBB//DISSEM

Department of Good Works
Washington, D.C. 20006

February 15, 2004

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

1. (S) Paragraph 1 contains "Secret" national security information. Therefore, this portion will be marked with the designation "S" in parentheses preceding the portion.

2. **(**CUI//SP-AAAA) Paragraph 2 contains "AAAA" information. Therefore, this portion will be marked with the designation "CUI//SP-AAAA" in parentheses preceding the portion.

3. (CUI//SP-BBBB//DISSEM) Paragraph 2 contains "BBBB" information. Therefore, this portion will be marked with the designation "CUI//SP-BBBB" in parentheses preceding the portion.

SECRET//CUI//SP-AAAA/SP-BBBB//DISSEM

NOTE: The above examples uses "SP-AAAA" or "SP-BBBB" as CUI Specified Category or Subcategory Markings and the word "DISSEM" as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual markings.

Commingling Examples (3)

Remember: As a best practice, **keep the CUI and classified information in separate portions to the greatest extent possible t**o allow for maximum information sharing.

Below are two samples of CUI commingled with classified information, specifically with Classified National Security Information (CNSI).

The sample on the left has the CUI and CNSI broken into separate paragraphs allowing for easier future separation when needed to accommodate differing access requirements. The sample on the right has CUI and CNSI in the same paragraph.

Recommended Best Practice – Separate CUI and Classified for easier separation when disseminating

SECRET//CUI//SP-AAAA

Department of Good Works
Washington, D.C. 20006

Subject: (CUI) This subject line is CUI for training purposes.

(S) For training purposes this paragraph contains CNSI. We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

Authorized to combine but requires additional work to separate for dissemination

SECRET//CUI//SP-AAAA

Department of Good Works
Washington, D.C. 20006

Subject: (CUI) This subject line is CUI for training purposes.

(S) For training purposes this paragraph contains CNSI. We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(S//CUI//SP-AAAA) For training purposes this paragraph contains CNSI and CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

Classified By: John E. Doe, Chief Division 5
Reason: 1.4(a)
Declassify on: 20160601

SECRET//CUI//SP-AAAA

NOTE: The above examples use the word "SP-AAAA" as a substitute for a CUI Specified Category or Subcategory Marking. Consult the CUI Registry for actual markings.

Commingling Portion Marking

In a commingled document, when a portion contains both CUI and classified information, the portion marking for the classified information must precede the CUI Portion Marking.

Remember: When commingling CUI with classified information, the user should keep the CUI and classified portions separate to the greatest extent possible to allow for maximum information sharing. Many of the complex markings seen below can be avoided by following this simple practice.

Below are some examples of how to mark portions containing CUI:

Portion Marking	Contents of Portions Marked Section – CUI ONLY IN PORTION
(CUI)	This section contains CUI Basic.
(CUI//AAAA)	This section contains CUI Basic (with optional category marking).
(CUI//SP-BBBB)	This section contains CUI Specified.
(CUI//SP-BBBB/SP-CCCC)	This section contains two CUI Specified Categories in alphabetical order.
(CUI//DISSEM)	This section contains CUI Basic with a Limited Dissemination Control Marking.
(CUI//AAAA//DISSEM)	This section contains CUI Basic with a Limited Dissemination Control Marking.
(CUI//SP-BBBB//DISSEM)	This section contains CUI Specified with a Limited Dissemination Control Marking.
Portion Marking	**Contents of Portions Marked Section – WITH COMMINGLED PORTIONS (NOT RECOMMENDED)**
(S//CUI)	This section contains Secret information and CUI Basic.
(S//CUI//AAAA)	This section contains Secret information and CUI Basic (with optional category marking).
(S//CUI//SP-BBBB)	This section contains Secret information and CUI Specified.
(S//CUI//SP-BBBB/SP-CCCC)	This section contains Secret information and contains two CUI Specified Categories in alphabetical order.
(S//CUI//SP-BBBB//DISSEM)	This section contains Secret information and CUI Specified with a Limited Dissemination Control Marking.

NOTE: The above examples use “AAAA” as a substitute for a basic CUI Category or Subcategory Marking and “BBBB” or “CCCC” as specified CUI Category or Subcategory Markings and the word “DISSEM” as a substitute for a Limited Dissemination Control Marking. Consult the CUI Registry for actual markings.

Reference: 32 CFR 2002.20(g)

Information Security Oversight Office
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

Phone: 202-357-5250
Fax: 202-357-5907
E-mail: cui@nara.gov
Web page: *www.archives.gov/cui*

NATIONAL
ARCHIVES