



# Controlled Unclassified Information

Executive Order 13556

Shared • Standardized • Transparent



CONTROLLED  
UNCLASSIFIED  
INFORMATION

Information Security Oversight Office (ISOO)



# Agenda- Marking Nontraditional CUI

- Forms
- Coversheets
- Transmittal documents
- Electronic media
- Containers & Rooms
- Shipping & Mailing

# Marking Forms

**CONTROLLED  
when filled in**  
QUESTIONNAIRE FOR  
NON-SENSITIVE POSITIONS

**CUI Control  
Marking**

- Forms which will contain CUI upon being filled in (i.e., SSN) should be marked accordingly.
- If space is limited, consider cover sheet.

Standard Form 85 (EG)  
Revised September 1985  
U.S. Office of Personnel Management  
5 CFR Parts 731 and 736

OMB No. 3206-0006  
NSN 7540-00-634-4035  
85-111

Agency Use Only (Complete items A through K using instructions provided by USOPM)

**A** Type of Investigation  
**B** Extent Coverage  
**C** Nature of Action Code  
**D** Date of Action  
**E** Geographic Location  
**F** Position Title  
**G** SON  
**H** SOL  
**I** OPAC-ALC Number  
**J** Accounting Data and/or Agency Case Number  
**K** Requesting Official Name and Title Signature Telephone Number Date

Persons completing this form should begin with the questions below.

**1 FULL NAME** \* If you have only initials in your name, use them and state (IC).  
\* If you have no middle name, enter "NMN".  
- If you are a "Jr.," "Sr.," "III," etc., enter this in the box after your middle name.

**2 DATE OF BIRTH**

**3 PLACE OF BIRTH** - Use the two letter code for the State.  
City County State Country (if not in the United States)

**4 SOCIAL SECURITY**

**5 OTHER NAMES USED**  
Give other names you used and the period of time you used them (for example: your maiden name, name(s) by a former marriage, former name(s), aliases, or nicknames(s)). If the other name is your maiden name, put "M" in front of it.

**#1** Name Month/Year To Month/Year  
**#3** Name Month/Year To Month/Year

**#2** Name Month/Year To Month/Year  
**#4** Name Month/Year To Month/Year

**6 SEX** (Mark one box)  
Female  Male

**7 CITIZENSHIP**  
Mark the box at the right that reflects your current citizenship status, and follow its instructions.  
I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. (Answer items b and d)  
I am a U.S. citizen, but I was NOT born in the U.S. (Answer items b, c and d)  
I am not a U.S. citizen. (Answer items b and e)

**8** Your Mother's Maiden Name

**9 UNITED STATES CITIZENSHIP?** If you are a U.S. citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship.  
Naturalization Certificate (Where were you naturalized?)  
Court City State Certificate Number Month/Day/Year Issued  
Citizenship Certificate (Where was the certificate issued?)  
City State Certificate Number Month/Day/Year Issued  
State Department Form 240 - Report of Birth Abroad of a Citizen of the United States  
Give the date the form was prepared and give an explanation if needed  
Month/Day/Year Explanation  
U.S. Passport  
This may be either a current or previous U.S. Passport. Passport Number Month/Day/Year Issued

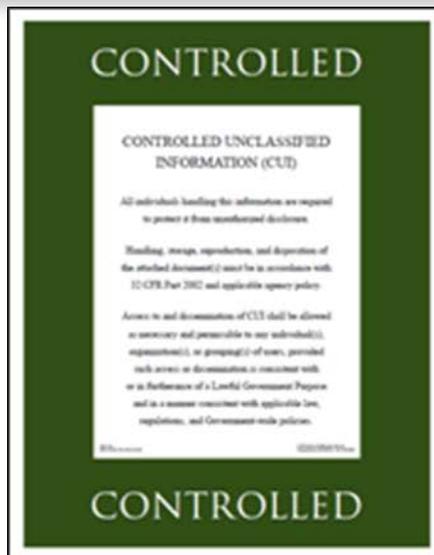
**10 DUAL CITIZENSHIP** If you are (or were) a dual citizen of the United States and another country, provide the name of that country in the space to the right. Country

**11 ALIEN** If you are an alien, provide the following information:  
Place You Entered the United States: City State Date You Entered U.S. Month Day Year Alien Registration Number Country(ies) of Citizenship

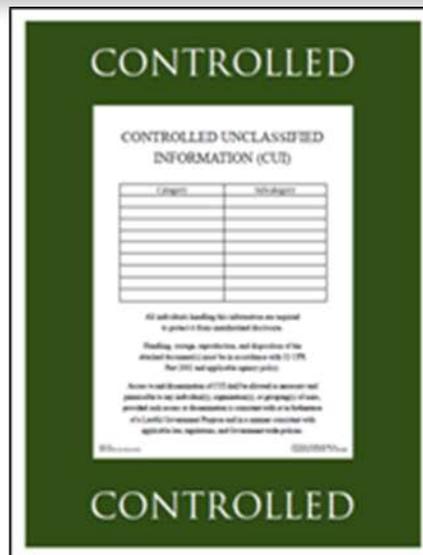
Exception to SF 85, SF 85P, SF 85F, SF 86, and SF 86A approved by GSA September, 1986.  
Designed using PreForm-Pro, WMS DICK, Sep 85

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# Marking Coversheets



**Optional Form 901:**  
Basic CUI Coversheet



**Optional Form 902:**  
Category/ Subcategory  
Coversheet



**Optional Form 903:** Detailed  
Coversheet, Conveys Specific  
Categories/ Subcategories

- The use of CUI coversheets is optional unless required by agency policy
- Agencies may find and download coversheets from the CUI registry.

# Transmittal Documents

<b>CONTROLLED</b>	
<b>Fax</b>	When enclosure is removed, this document is uncontrolled unclassified information
Name: John Doe	
Phone: (123) 456-7891	
Fax: (123) 456-7891	
Address: 1600 Pennsylvania Ave, NW, Washington, DC	
To: Jane Smith	
Fax #: (123) 987-6543	
# of pages: 2 (including this one)	
Messages:	
This attachment contains CUI	

Works  
006

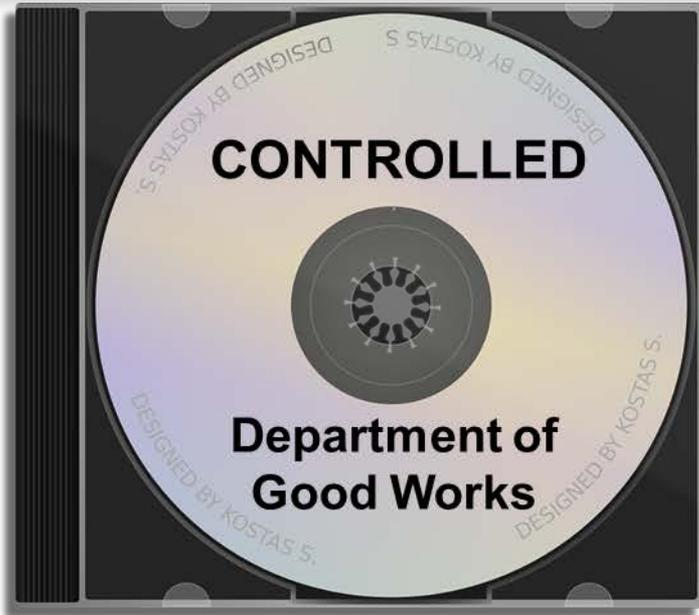
ECTOR  
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- When a transmittal document contains CUI, the transmittal document must indicate that CUI is enclosed or attached.
- The notice on the transmittal document must be conspicuous, on its face, with the following or similar message:
  - “When enclosure is removed, this document becomes Uncontrolled Unclassified Information”.

# Electronic Media

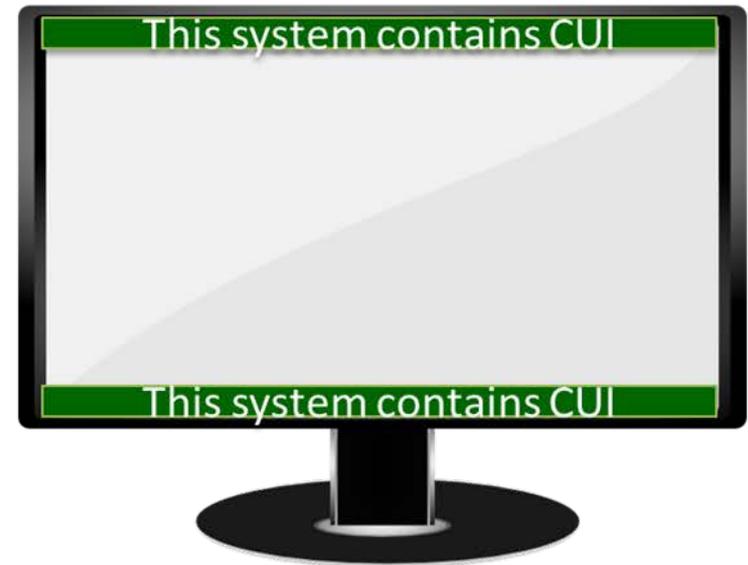


- Media (like USB sticks, hard drives, and CD-ROMS) must be marked to alert holders to the presence of CUI on the device.
- Due to space limitations it may not be possible to include category, subcategory, etc. At a minimum, include the CUI Control Marking and the designating agency.



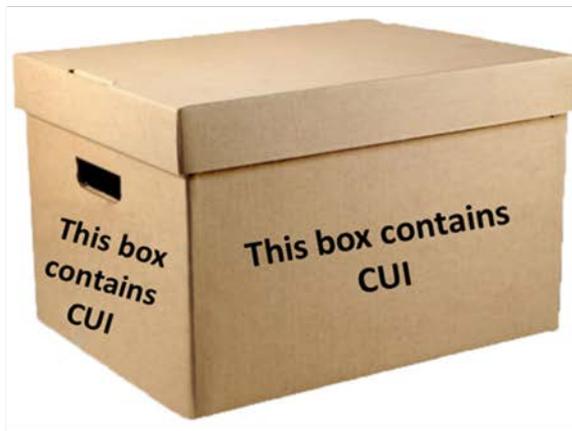
# IT System Marking

- Agencies may authorize or require the use of alternate CUI indicators on IT systems, websites, browsers, or databases through agency CUI policy. These may be used to alert users of the presence of CUI where use of markings has been waived by the agency head.
  - The uses of splash-screens, access banner, or request are suggested for IT systems.



# Containers and Rooms

- When an agency is storing CUI, authorized holders should mark the container to indicate that it contains CUI
- If bulk material fall under the same CUI marking, the material may be marked in the aggregate under the “CUI” or “Control” label in bulk packaging.



# Shipping and Mailing

- When shipping or mailing 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
  - Use in-transit automated tracking and accountability tools where possible
- Agency heads must make sure mailroom staff are properly trained to handle CUI





Information Security Oversight Office  
Attn: CUI Program  
National Archives and Records Administration  
700 Pennsylvania Avenue, N.W., Room 100  
Washington, DC 20408-0001



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(202) 357-6870 (voice)  
(202) 357-6871/6872 (fax)  
[archives.gov/cui](https://www.archives.gov/cui)