

NOTE: this guide is not intended to replace either the [CUI Marking Handbook](#) or the [DoD Instruction 5200.48 Controlled Unclassified Information \(CUI\)](#). For more thorough guidance on how to mark documents subject to either manual, please consult the manuals directly.

Quick Reference for Marking Research Documents/Presentations and Ensuring Appropriate Access

When creating documents, reports, and presentations using controlled unclassified and proprietary information, utilize the following guidelines:

	Question	Action if YES	Action if NO
1.	Does the document, report, or presentation include any controlled or proprietary information?	Identify what type of controlled and/or proprietary information it includes, including what the relevant sources are and go to Question 2.	No Marking Necessary. <i>Best Practice: to avoid confusion in the future: identify on the cover page that this document does not include any controlled or proprietary information.</i>
2.	Does the document, report or presentation include any proprietary and non-public information provided by an external party? [1]	Ensure that the cover page is marked with the inclusion of such information and consider Question 4.	No Action Required.
3.	Does the document, report or presentation include any research results subject to a publication or dissemination restriction? [2]	Consider Question 4.	No Marking Necessary. <i>Best Practice: to avoid confusion in the future: identify on the cover page that this document does not include any controlled or proprietary information.</i>
4.	Considering the type of controlled information identified by questions 2 and 3, is the controlled information technical information subject to the US export control regulations? [3]	If yes, mark the cover page with the Export Control disclaimer. [4] <i>Best Practice: consider including in the portion markers in the relevant sections of the document</i>	

		<i>the classification and jurisdiction of the technology or technical data. (ITAR Cat II or ECCN EAR99). Consider Question 5.</i>	
5.	Considering the type of controlled information identified in earlier questions, is there any Controlled Unclassified Information included?	<p>Mark in accordance with CUI Marking Handbook</p> <p>At a minimum, ensure that the Cover page is marked Controlled or CUI and that each page in the document includes a Banner marking of Controlled or CUI.</p> <p>If CUI specified, you must include the specific authority in the banner marking. (E.g. Export Controlled Research should be marked as CUI//SP-EXPTR)</p> <p><i>Best Practice: if the document includes both controlled and publicly releasable information, consider portion marking. [5]</i></p>	No additional action required.
6.	Considering the type of controlled information identified in earlier questions, is there any Covered Defense Information included?	Mark in accordance with the DoD Instruction 5200.48 Controlled Unclassified Information (CUI)	No additional action required.

1. Ensure that the external party has allowed the information to be included by reviewing any relevant confidentiality terms in applicable non-disclosure agreements, material transfer agreements and/or project agreements and consult with the other parties' relevant points of contact.
2. An example of such a restriction is the [DFAR 252.204-7000 Disclosure of Information](#) clause.
3. Consider the definitions of [Technology](#), under the EAR and [Technical Data](#) under the ITAR.

4. Export Control Disclaimer - ***WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App. 2401 et seq.). Violations of these export laws are subject to severe criminal penalties.***
5. Portion marking for CUI would be (CUI) or (CUI/relevant category) and portion marking for uncontrolled information is (U).