






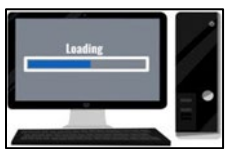
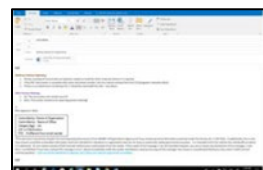


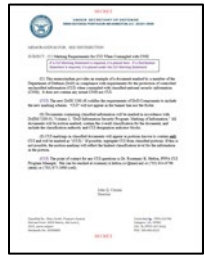

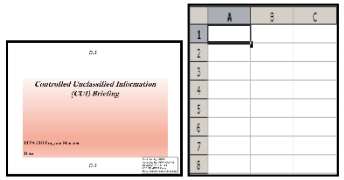



CUI Quick Marking Tips

Content in this Job Aid is a combination of Policy and or Best Practices
For additional Guidance please refer to the DOD CUI Program Website www.dodcui.mil

Click the links below to jump to each topic

<u>Banner & CUI Designation Indicator</u>	<u>LDC – DISTRO</u>	<u>PORTION Marking</u>
		
<u>Administrative Markings</u>	<u>Coversheets & Labels</u>	<u>Waivers - Legacy</u>
		
<u>Decontrol</u>	<u>IT Systems</u>	<u>Email</u>
		
<u>Shipping/Mailing</u>	<u>Transmittal Documents</u>	<u>Co-mingled</u>
		
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CUI Banner & CUI Designation Indicator Markings

The mandatory marking for all DOD CI is the **CUI Banner/Footer** with the **CUI Designation Indicator**. This is the main marking which appears at the top and bottom of all documents containing CUI. The Banner/Footer markings must appear as *bold capitalized text and be centered at the top and bottom of every page*. Even if there is CUI only on one page, the entire document must be marked as CUI. Pages not containing CUI may be marked as “UNCLASSIFIED” or “CUI” at the discretion of the authorized holder or originator.



CUI Designation Indicator Required Elements

Controlled by: [Name of Organization] (Only if not on letterhead)

Controlled by: [Name of Office]

CUI Category: (List of CUI category or categories)

Limited Dissemination Control or Distribution Statement:

POC: [Phone or email address]

All documents containing CUI must have a **CUI Designation Indicator** to notify the recipient about information related to who originated the document. This may be accomplished through the use of letterhead and the four additional lines. If no letterhead is used, then a fifth line is required. The CUI DI Block is placed in the lower right hand corner or footer of the first page only. Best practice is to also include contact information such as a group email address or central phone number.

The CUI markings are explained in more detail with examples in the DOD CUI Marking Job Aid found at www.dodcui.mil.

CUI “SPECIFIED”

DOD IS NOT implementing the distinction between “CUI Basic” and “CUI Specified”, however, other members of the Executive Branch of the Federal Government may choose to do so. Here is some general information related to it;

The letters **CUI** plus **2 slashes**, plus **SP-** followed by the CUI Category abbreviation shall be used on every page of a CUI **Specified** document. If more than one category applies, the category abbreviations will be in alphabetical order separated by a single slash.

Sample of **Designation Indicator** with contact information

NOTE:

- To understand the difference between CUI Basic and CUI Specified, please refer to ISOO's CUI Registry and Marking Guide at www.archives.gov/cui
- Executive Branch agencies can use either CUI or CONTROLLED for the banner marking with or without a footer. Therefore, information received from an outside agency with CONTROLLED as the banner marking is also CUI.
- The Banner Marking for CUI Basic may also include the category abbreviation if desired for clarification. For example, CUI//CRIT (*there is no "SP-"since CRIT is a Basic Category*).

LDCS & Distribution Statement Markings/Warnings

Limited Dissemination Control (LDC) Markings can prevent a document from being shared with certain parties or notify others only certain parties should view it. They should only be used to further an authorized, lawful government purpose or when required by CUI authorities.

For example, the LDC “NOFORN” prevents the information from being shared with non-US citizens and governments while “REL TO USA, (list)” allows sharing with specific foreign partners. The following lists the LDC markings authorized for CUI:

CUI Limited Dissemination Controls

Control	Marking	Description
Federal Employees Only	FED ONLY	Dissemination authorized only to employees of the U.S. Government executive branch agencies or armed forces personnel of the U.S. or Active Guard and Reserve.
Federal Employees and Contractors Only	FEDCON	Includes individuals or employees who enter into a contract with the U.S. to perform a specific job, supply labor and materials, or for the sale of products and services, so long as dissemination is in furtherance of the contractual purpose.
No Dissemination to Contractors	NOCON	Intended for use when dissemination is not permitted to federal contractors, but permits dissemination to state, local, or tribal employees.
Dissemination List Controlled *	DL ONLY	Dissemination authorized only to those individuals, organizations, or entities included on an accompanying dissemination list.
Releasable by Information Disclosure Official	RELIDO	A permissive foreign disclosure and release marking used to indicate that the originator has authorized a Senior Foreign Disclosure and Release Authority (SFDR) to make further sharing decisions for unclassified intelligence material (intelligence with no restrictive dissemination controls) in accordance with existing procedures, guidelines, and implementation guidance. Note: Only agencies that are eligible to use RELIDO in the intelligence community (IC) classified information context may use this LDCM on CUI. It is defined and applied in the same manner as in the IC context.
No Foreign Dissemination	NOFORN	Information may not be disseminated in any form to foreign governments, foreign nationals, foreign or international organizations, or non-U.S. citizens.
Authorized for Release to Certain Foreign Nationals Only	REL TO USA, (LIST)	Information has been predetermined by the designating agency to be releasable only to the foreign country(ies) or international organization(s) indicated, through established foreign disclosure procedures and channels. It is NOFORN to all foreign countries/international organizations not indicated in the REL TO marking. see list of approved country codes .
Display Only	DISPLAY ONLY	Information is authorized for disclosure to a foreign recipient, but without providing them a physical copy for retention to the foreign country(ies) or international organization(s) indicated, through established foreign disclosure procedures and channels.
Attorney Client	ATTORNEY-CLIENT	Dissemination of information beyond the attorney, the attorney's agents, or the client is prohibited, unless the agency's executive decision makers decide to disclose the information outside the bounds of its protection.
Attorney Work Product	ATTORNEY-WP	Dissemination of information beyond the attorney, the attorney's agents, or the client is prohibited, unless specifically permitted by the overseeing attorney who originated the work product or their successor.

* DL ONLY is used when you have a specific organization or list of individuals authorized to receive the document and none of the other LDCs apply. The list must be on or attached to the document, or a link to the list annotated on the document.

Updated December 28, 2021

***DL ONLY** is used when you have a specific organization or list of individuals authorized to receive the document and none of the other LDCs apply. The list must be on or attached in the document, or a link to list annotated on the document.

*Download the CUI Limited Dissemination Controls Job Aid at the DOD CUI Program website www.dodcui.mil.

It is recommended to use the “DL” option and identify specifically who will be authorized access to the CUI. The first step is to add the letters “DL” after the LDC followed by “See next Page” or “See Last Page” where a listing of with whom it can be shared is found. If this is chosen, then a separate page is to be added either immediately after the first page or as the last page of the document. Using this option is valuable when having to share CUI with non-Executive Branch members, such as specific congressional entities, GAO, State, Local, Tribal, etc.

- a) The format for the LDC when applying the DL is as follows: LDC: DL (See Next Page) – or – LDC: DL (See Last Page).
- b) The format for the page is simply a title of “DISSEMINATION LIST” followed by a listing of the authorized shared groups.

Dissemination List General Marking Requirements

DISSEMINATION LIST:

Origination Organization HQs
Origination Organization Office
Individual or Group 1
Individual or Group 2
Individual or Group 3

No further dissemination authorized unless prior approval is given by the document originator or authorized holder.

The second option is to simply add the single organization. Here are some examples:

- (1) LDC: DL (Your Agency Only) this denotes the information is only authorized to be shared with all members of your agency.
- (2) LDC: DL (Your Agency LEO Only) this means that information is only authorized to be shared with law enforcement officers of your agency.
- (3) LDC: DL (Your Agency FED Only) this means the information is only authorized to be shared with civilian and military members of your agency.
- (4) LDC: DL (Your Agency WHS Only) this means the information is only authorized to be shared with members of your agency and WHS only.
- (5) LDC: DL (Your Agency USD (I&S) ISOO Only). This means the information is only authorized to be shared with your Agency USD (I&S) ISOO only.

DOD exceptions to use of NOFORN: DOD allows the following types of non-intelligence information (classified and unclassified) to be marked as NOFORN:

- a. Naval Nuclear Propulsion Information (NNPI)
- b. Unclassified Controlled Nuclear Information (UCNI)
- c. National Disclosure Policy (NDP-1)
- d. Cover and cover support information
- e. Controlled unclassified intelligence information
- f. Can be applied to unclassified information properly categorized as CUI having a licensing or export control requirement

The other method required for sharing CTI, export controlled CUI, and scientific, technical, and engineering information is the application of Distribution Statements (DISTRO) as codified in the DoDI 5230.24 and several DFARS clauses. For these types of documents, the Export Control Warning must be applied.

<i>Distribution Statements</i>
Distribution Statement A: Approved for public release. Distribution is unlimited.
Distribution Statement B: Distribution authorized to U.S. Government agencies only [fill in reason and date of determination]. Other requests for this document shall be referred to [insert controlling DOD office].
Distribution Statement C: Distribution authorized to U.S. Government agencies and their contractors [fill in reason and date of determination]. Other requests for this document shall be referred to [insert controlling DOD office].
Distribution Statement D: Distribution authorized to Department of Defense and U.S. DOD contractors only [insert reason and date of determination]. Other requests for this document shall be referred to [insert controlling DOD office].
Distribution Statement E: Distribution authorized to DOD Components only [fill in reason and date of determination]. Other requests shall be referred to [insert controlling DOD office].
Distribution Statement F: Further dissemination only as directed by [insert controlling DOD office and date of determination] or higher DOD authority.

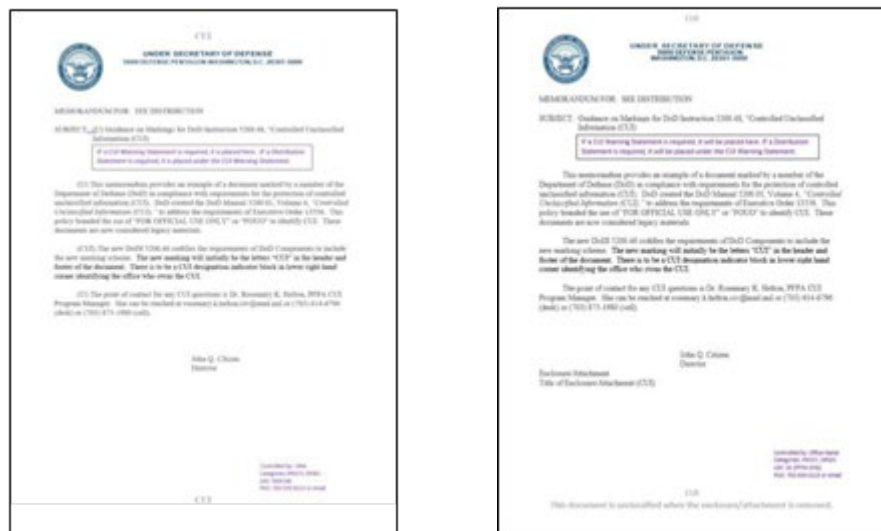
Portion Marking

Portion marking of CUI is *optional* in a fully unclassified document, but is permitted to facilitate information sharing and proper handling of the CUI. For information on co-mingling CUI with classified material, see the DOD CUI Marking Job Aid found on the DOD CUI Program Website, www.dodcui.mil.

If portion markings are applied, then all portions must be marked just as done with classified documents. Portions include subjects, titles, paragraphs and sub-paragraphs, bullet points and sub-bullet points, headings, pictures, graphs, charts, maps, reference list, etc. Do not apply portion marks to the CUI DI. When CUI portion marking is used, these rules must be followed:

- CUI portion markings are placed at the beginning of the paragraph to which they apply and must be used throughout the entire document.
- CUI portion markings are contained within parentheses and may include these elements:

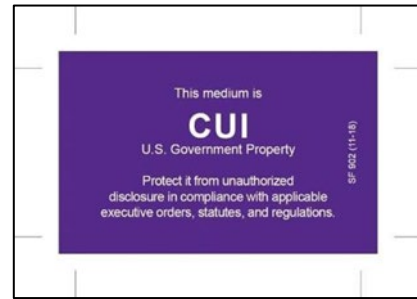
- When CUI portion markings are used and a portion does not contain CUI, a “U” is placed in parentheses to indicate the portion contains uncontrolled unclassified information. If the CUI paragraphs are removed, the document will be decontrolled and no longer treated as CUI. It still must be reviewed before being publicly released.
- The document’s banner/footer markings must be shown on each page even if portion marking is used – if not all pages contain CUI, they can be marked as “UNCLASSIFIED”.
- As a best practice, keep the CUI and uncontrolled information in separate portions to the greatest extent possible to allow for maximum information sharing.
- As a best practice, there is the option to add a line at the bottom of the document to state when certain pages or attachments are removed, the document is no longer CUI.



Best Practices Administrative Supplemental Marking

- Extra administrative markings such as Draft or Pre-decisional may be used in documents containing CUI to inform recipients of the non-final status of the documents. However, these words can appear as part of the CUI banner either above or below the CUI banner/footer markings. Another best practice is to have them shown as a watermark behind the text of the document. If that is not possible, they may be shown elsewhere in the document as long as they are separate from the CUI banner/footer markings.
- Certain authorities may require other markings, information, warning, etc. These markings will not be part of the banner/footer markings, but must be included elsewhere on the page to comply with the governing authority. A best practice is to place them after the “SUBJECT LINE” for memorandums to alert the reader of particular limitations to access or sharing the document or material.

CUI Coversheet & Labels



COVERSHEETS

A CUI coversheet may be used instead of markings when it is deemed impractical to individually mark each page due to its quantity, nature, or when a limited CUI marking waiver has been granted. Be sure to include the CUI DI on the coversheet any or requirements called for by underlying, related laws, regulations, or government wide policies.

The CI coversheet (Standard Form 901) is also available at www.archives.gov/cui/additional-tools or through **GSA's Forms Library**.

LABELS

If authorized, electronic media such as USB sticks, hard drives, and CDs 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 or LDC Markings. At a minimum, mark media with the **CUI**.

Labels are available for purchase if desired:

- SF 902 (approximate size 2.125 inches X 1.25 inches) is appropriate for hard drives and is available for purchase from GSA advantage. NSN 7540-01-69-3318.
- SF 903 (approximate size 2.125 inches X .625 inches) is appropriate for USB drives and is available for purchase from GSA advantage. NSN: 7540-02-679-3319.
- See CUI Notice 2019-01 for additional information.

CUI Decontrol

CUI is decontrolled when it no longer requires particular safeguarding and handling measures or the related law, regulation, or government wide policy changes. As a Best Practice when any CUI marked document or material is decontrolled, the authorized holder or originator will line through the “CUI” in the banner/footer.

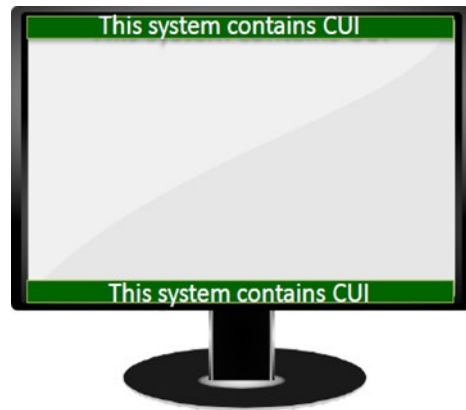
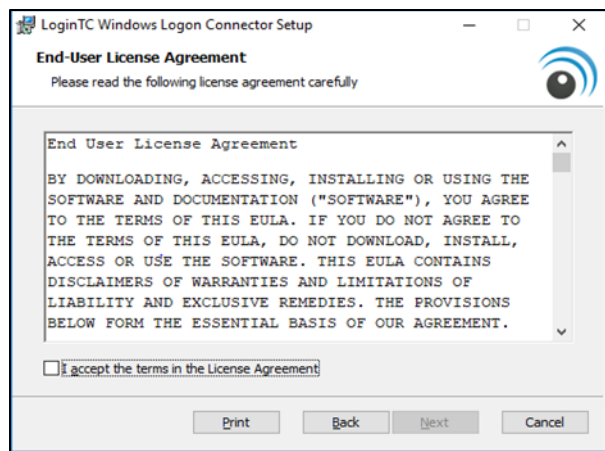
The word “DECONTROLLED” will be added in the banner/footer either above or below the lined through CUI. The CUI DI will be lined through and the individual approved to decontrol it will sign and date it on the line. A similar marking scheme would be applicable for documents and materials contain Distribution Statements: Line through the distribution alphabetic letter “C” and change it to an “A” signifying it has been decontrolled and is public releasable.



- If page and portion markings are used on the document, they will also be cancelled and, where practical, portion marks replaced with “(U)”. Lining through the CUI markings is sufficient to meet this requirement. Excessive burden.
- When a CUI document or other material is identified as decontrolled, it is then considered to be unclassified uncontrolled information and marked with as “UNCLASSIFIED” OR “(U)”. It is still not releasable to the public until a pre-publication review iaw DoDI 5230.09.
- Personnel must clearly indicate CUI is no longer controlled when it is restated, re-used, paraphrased, or released to the public.

IT Systems

Viewers must be made aware of the presence of CUI using a method readily apparent. For IT systems containing CUI, the following standard text for splash screens has been established for DOD systems. IT Systems may have user access agreements and/or banners on each screen IAW DOD CIO information systems policies.



Emailing CUI

When practical, CUI information may be transmitted electronically (e.g., data, website, or e-mail), via approved secure communications systems or systems utilizing other protective measures such as Public Key Infrastructure or transport layer security (e.g., https).

- If the body of the email may contain CUI & it must be encrypted.
- If the CUI is in the attachment(s), it must be identified & encrypted.
- The applicable CUI marking must be included at the top & bottom of each email.
- The email must also have the CUI Designation Indicator after the sender's signature block.
- The name of the attached file may contain a CUI indicator.

Facsimile

CUI transmission via facsimile machine is permitted; however, the sender is responsible for;

Determining whether appropriate protection will be available at the receiving location before transmission (e.g., facsimile machine attended by a person authorized to receive CUI; facsimile machine located in a controlled government environment).

Shipping and Mailing

- CUI information and material may be transmitted via first class mail, parcel post, or, bulk shipments.
- Address packages containing CUI for deliver ONLY to a specific recipient and require a receipt signature.
- DO NOT put CUI markings on the outside of an envelope or package scheduled for mailing/shipping.
- Always use in-transit automated tracking and accountability options to know where a package is at any time, and when it is received.
- Be sure the internal items have the proper CUI markings on them.



CUI Transmittal Documents

- When a transmittal document accompanies CUI, the transmittal document must indicate 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, the document is Uncontrolled Unclassified Information”, or
 - “When the enclosure is attached, this document is CUI (include CUI category markings as applicable); upon removal, this document is uncontrolled unclassified information.”
 - A CUI Coversheet may also be included immediately after the transmittal document.

FAX		CUI	
When enclosure is removed, this document is Uncontrolled Unclassified Information			
To: Bruce Wayne	From: Clark Kent		
Fax: (800) 555-1234	Pages: 4 (including this one)		
Phone: 777-8975-2009	Date: 6/2/2016		
Re: CUI			
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle			
Comments: The attachment contains CUI.			

CUI	
Department of Good Works Washington, D.C. 20006 FOR THE DIRECTOR Chief Division 5 President by ensuring that the ts and provides proper access dvance the national and public	ing that the s proper access onal and public d assess the trolled oversight, policy , and reporting. ing that the s proper access onal and public d assess the trolled oversight, policy , and reporting. ing that the s proper access onal and public

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Comingled CNSI/CUI

Documents containing both CNSI and CUI will be marked with the highest level of classification in the both the banner and footer. Portion marking is required and will be marked in a similar manner – see portion marking section of this document. However, to the greatest extent possible, CNSI and CUI should not be comingled within a single paragraph or portion. The CUI should be a separate portion from the CNSI, if possible. If it is merged in the same paragraph, it will be marked with the appropriate CNSI.

The CUI DI must be aligned with the classification authority block (on the lower left side of the document) on the lower right hand side.

CUI Warning Box for Comingled

This content is classified at the [insert highest classification level of the source data] level and may contain elements of controlled unclassified information (CUI), unclassified, or information classified at a lower level than the overall classification displayed. This content shall not be used as a source of derivative classification; refer instead to [cite specific reference, where possible, or state “the applicable classification guide(s)”]. It must be reviewed for both Classified National Security Information (CNSI) and CUI in accordance with DoDI 5230.09 prior to public release.

SECRET

UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON WASHINGTON, D.C. 20301-3000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: (U) Marking Requirements for CUI When Comingled with CNSI

If a CUI Warning Statement is required, it is placed here. If a Distribution Statement is required, it is placed under the CUI Warning Statement.

(U) This memorandum provides an example of a document marked by a member of the Department of Defense (DoD) in compliance with requirements for the protection of controlled unclassified information (CUI) when comingled with classified national security information (CNSI). It does not contain any actual CNSI nor CUI.

(CUI) The new DoDI 5200.02 codifies the requirements of DoD Components to include the new marking scheme. “CUI” will not appear in the banner line nor the footer.

(S) Documents containing classified information will be marked in accordance with DoDM 5200.01, Volume 2, “DoD Information Security Program: Marking of Information.” All documents will be portion marked, contain the overall classification for the document, and include the classification authority and CUI designation indicator blocks.

(S) CUI markings in classified documents will appear in portions known to contain only CUI and will be marked as “(CUI).” If possible, segregate CUI from classified portions. If this is not possible, the portion markings will reflect the highest classification level for the information in the portion.

(CUI) The point of contact for any CUI questions is Dr. Rosemary K. Helton, PPFA CUI Program Manager. She can be reached at rosemary.k.helton.cv@mail.mil or (703) 614-6796 (desk) or (703) 873-1989 (cell).

John Q. Citron
Director

Classified By: Mary Smith, Program Analyst
Derived From: DIRM Memo, dtd June 5,
2013, same subject
Declassify On: 20300805

Controlled By: PPFA CUI PM
Category: 1U, CPAC
LIC: 1U, PPFA LEO (S&P)
ROC: 703-855-0123

SECRET

PPTs & Spreadsheets

See the DOD CUI Marking Job Aid found in the DOD CUI Program www.dodcui.mil or more details and example.

To alert viewers the presentation contains CUI:

- Include the CUI DI Block on the first slide.
- Apply the CUI banner/footer markings to the top & bottom of each slide.
- For side not containing CUI, there is an option to mark them as unclassified.
- Include in the filename the document contains CUI if sending it out.

When a spreadsheet contains CUI it should provide warnings to potential viewers. Some options include:

- Use the CUI banner/footer markings.
- Use CUI DI Block to show the required information about the document.
- Include in the filename it contains CUI.

Policy & Forms with CUI

All new policies and forms containing CUI must be marked IAW DoDI 5200.48. As policy and forms are eligible or requiring updating, all legacy markings (For Official Use Only, FOUO; U//FOUO; etc.) must be removed. The items must be reviewed to determine if they meet the threshold for qualifying as CUI. If so, they need to be revised to include the new CUI marking requirements.

- Forms containing CUI when filled in must be marked accordingly.
- If space on the form is limited, cover sheets could be used for this purpose.
- Include a statement indicating the form is CUI when filled in.

CUI Control Marking

**CUI
when filled in**

Standard Form 86
Revised December 2010
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 734

Form approved:
OMB No. 3205-0005

**QUESTIONNAIRE FOR
NATIONAL SECURITY POSITIONS**

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: BAUER First name: JACK Middle name: ALLEN Suffix: 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: ANYWHERE County: THIS COUNTY State: AK Country (Required): 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(s)). 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

Waivers – Legacy

Contact your Component Senior Agency Official for the Information Security Program (CSAO) in coordination with CUI Program Manager, in reference to waivers.

Reasons a waiver may be needed include:

- Excessive burden. When it is impractical to individually mark CUI due to quantity or nature of the information (e.g., forms, blueprints, books, etc.), if a waiver for excessive burden may be granted. Information still needs to be protected according to CUI requirements and a cover sheet used to notify viewers of the presence of CUI.
- Exigent circumstances. Exigent circumstances exist when following proper procedures would cause an unacceptable delay due to the urgency of the situation. Information still needs to be protected according to CUI requirements.

The waiver request must explain which type of CUI is covered by the waiver, what safeguarding provisions or requirements are being waived for that CUI, and the alternate or compensatory protection methods that will be employed instead to protect that CUI. This information will be included in Components Annual Report to the Executive Agent.

Handling & Storage

To minimize the risk of access by unauthorized personnel, steps will be taken such as;

During working hours

Not reading, discussing, or leaving CUI information unattended where unauthorized personnel are present.

After working hours

- CUI Information will be stored in unlocked containers, desks, or cabinets if the government or government-contract building provides security for continuous monitoring of access.
- If building security is not provided, the information will be stored in locked desks, file cabinets, bookcases, locked rooms, or similarly secured areas.
- The concept of a controlled environment means there is sufficient internal security measures in place to prevent or detect unauthorized access to CUI For DoD, an open storage environment meets these requirements.
- When transporting CUI outside the normal work space, there needs to be at least one layer of protection over the item(s) – This includes when taking it home or to an outside the building meeting.