Controlled Unclassified Information Markings

October 23, 2020

https://www.dodcui.mil

Markings are for training purposes only

OUSD(I&S)/DDI(CL&S)
Information Security

21-S-0209
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**Process for CUI Determination**

1. **START**

2. **STOP**
   - **YES**
     - Go to DoDM 5200.01 Volume 1 for guidance on processing classified information.
   - **NO**
     - Does the information meet the standards for classification in accordance with DoDM 5200.01 Volume 1?

3. **STOP**
   - **YES**
     - Identify the category(ies) the information falls within.
     - DoD CUI Registry
     - https://www.dodcui.mil
     - The CUI category is annotated on the document in the CUI Designation Indicator block.
   - **NO**
     - Does the information fall within a law, regulation, or government-wide policy?
     - **YES**
       - This information cannot be marked as CUI.
     - **NO**
       - Controlled by: OUSD(I&S)
       - Controlled by: CL&S INFOSEC
       - CUI Category(ies): PRVCY
       - Limited Dissemination Control: FEDCON
       - POC: John Brown, 703-555-0123

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*Markings are for training purposes only*
To determine if unclassified information in your document is CUI, check the information against the CUI Registry. Does it potentially fit within a broad category of CUI? Examples of some common categories would be Privacy, Legal, Budget.

Mandatory CUI markings for unclassified documents include:

- The acronym “CUI” at the top and bottom of each page
- The CUI designation indicator.

Do not add “UNCLASSIFIED” before “CUI.”

Do not add the CUI category to the top and bottom of the page. The category is listed in the CUI designation indicator block.

- ✔ CUI
- ✗ U/CUI
- ✗ CUI/OPSEC

Portion markings are optional on unclassified documents. However, if annotated, they must be applied to all portions, to include subjects, titles, paragraphs, subparagraphs, bullet points, figures, charts, tables, etc. Do not apply portion markings to the CUI designation indicator.

The CUI designation indicator must be annotated on the first page or cover of all documents containing CUI.

- Line 1: the name of the DoD Component (not required if identified in the letterhead)
- Line 2: identification of the office creating the document
- Line 3: identification of the categories contained in the document
- Line 4: applicable distribution statement or limited dissemination control (LDC)
- Line 5: name and phone number or email of POC

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
The President of the United States declared a National Emergency concerning the Novel Coronavirus Disease (COVID-19) outbreak on March 13, 2020. One aspect of the Federal Executive Branch’s response is encouraging maximum telework flexibility. The Department of Defense is maximizing social-distancing COVID-19 mitigation efforts for all telework-ready employees.

While the Department strongly encourages every reasonable effort to keep the DoD population and its family members and loved ones safe through social-distancing telework, we must also ensure that non-public, protected information—including Controlled Unclassified Information (CUI) and Classified National Security Information (CNSI) is safeguarded from unauthorized disclosure. Safeguarding includes a combination of physical, cyber, and other security measures.

While performing COVID-19-related telework, DoD employees and contractors must make every reasonable effort to protect CUI information from unauthorized disclosure. In accordance with references (a), (c), and (d), CUI requires safeguarding measures identified in Part 2002.14 of Title 32, CFR and, as necessary, in the law, regulation, or government-wide policy with which it is associated.

1. No individual may have access to CUI information unless it is determined he or she has an authorized, lawful government purpose.

2. CUI information may only be shared to conduct official DoD business and must be secured from unauthorized access or exposure.

3. Unauthorized disclosures of CUI information may result in administrative, civil, or criminal penalties, depending on the category.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
If all the sub-paragraphs or sub-bullet points carry the same classification as the main paragraph or bullet point, portion marking is not required for the sub-paragraphs or sub-bullet points.

However, if any of the sub-paragraphs or sub-bullet points carry different classifications from the main paragraph or bullet point, portion marking is required for all the sub-paragraphs or sub-bullet points as demonstrated here.

Portions include subjects, titles, paragraphs and sub-paragraphs, bullet points and sub-bullet points, headings, pictures, graphs, charts, maps, reference list, etc.

The CUI designation indicator block does not require a portion mark.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
Markings are for training purposes only

**CUI Markings for Unclassified Documents**

Example of markings on a CUI slide presentation without portion markings.

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**PowerPoint Presentation Tips**

Controlled by: OUSD(I&S)
Controlled by: CL&S INFOSEC
CUI Category(ies): PRVCY
Limited Dissemination Control: FEDCON
POC: John Brown, 703-555-0123

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What should be considered when creating presentations:

- First impressions matter!
- There’s no point doing work if others don’t know about it or can’t understand what you did.
- Good practice for any career!

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Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
CUI Markings for Unclassified Documents

Example of markings on a CUI slide presentation with portion markings.

• (U) First impressions matter!
• (CUI) There’s no point doing work if others don’t know about it or can’t understand what you did.
• (U) Good practice for any career!
Mandatory markings

1. At a minimum, unclassified emails containing CUI must include a banner marking above the email text and the CUI designation indicator.

2. Portion markings are optional.

Controlled by: OUSD(I&S)
Controlled by: DDI(CL&S) INFOSEC
CUI Category: PRVCY
Distribution/Dissemination Controls: FEDCON
POC: John Brown, 703-555-0123

Portion markings included

1. (CUI) At a minimum, unclassified emails containing CUI must include a banner marking above the email text and the CUI designation indicator.

2. (U) Portion markings are optional.

Controlled by: OUSD(I&S)
Controlled by: DDI(CL&S) INFOSEC
CUI Category: PRVCY
Distribution/Dissemination Controls: FEDCON
POC: John Brown, 703-555-0123
CUI Markings for Unclassified Documents

The CUI designation indicator block does not need to be placed on an unclassified e-mail that serves as a transmittal document for a CUI document. As an option, the banner and footer lines can read: CUI (with attachment)

Mandatory markings

Portion markings included

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
Documents containing classified information will be marked in accordance with DoDM 5200.01, Volume 2. All documents will be portion marked, contain the overall classification, and include the classification authority block.

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 marking will reflect the highest classification level in the portion.

“CUI” will not appear in the banner line.

Classified documents containing CUI will include both the CUI designation indicator and the classification authority block.

A warning statement will be placed at the bottom of the first page of multi-page documents alerting readers to the presence of CUI in a classified DoD document:

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. [Add a point of contact when needed.]

If all the sub-paragraphs or sub-bullet points carry the same classification as the main paragraph or bullet point, portion marking is not required for the sub-paragraphs or sub-bullet points.

However, if any of the sub-paragraphs or sub-bullet points carry different classifications from the main paragraph or bullet point, portion marking is required for the sub-paragraphs or sub-bullet points.

**Process**

Check the unclassified information in your document against the CUI Registry. Does it fit within a broad category of CUI? Examples of some common categories would be Privacy, Legal, Budget.

Apply portion marks to entire document.

Add overall classification to top and bottom of the document. The overall classification is determined by the portion markings. Do not include CUI in the overall classification.

Add the classification authority block.

Add the CUI designation indicator.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
CUI Markings for Classified Documents

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: (U) Information Security Oversight Office Fiscal Year 2019 Report to the President

(CUJ) The Information Security Oversight Office (ISOO) issued its annual report to be President on June 22, 2010. The report contains ISOO’s judgements on, and analysis of, a range of information security issues. The Department of Defense (DoD) reviewed the report and I wanted to share my comments.

(S) I am proud of the Department’s efforts to align itself with the Controlled Unclassified Information (CUI) Program, in accordance with Executive Order (E.O.) 13556 and 32 Code of Federal Regulations (C.F.R.) part 2002, and hope that DoD Instruction 5200.48, “Controlled Unclassified Information,” is model for our interagency partners as they prepare their CUI policies. DoD is committed to continued engagement with both ISOO and our partners to facilitate UNCLASSIFIED information sharing, while also ensuring proper safeguarding. We agree that the CUI Program is new and complex, and welcome future simplification and reform efforts, particularly as our training and early implementation efforts become better informed by experience with the program.

(U) The report focuses attention on leveraging advanced technologies to mitigate “antiquated” information security practices. Specifically, ISOO notes the growing volume of digitized information. The DoD, as the largest creator and user of classified and CUI welcomes innovation and efficiency efforts and commits to assisting ISOO to identify assistive technology standards and tools to support the Classified National Security Information Program. We use the adjective “assistive” because enforcing “need to know” access requirements and preventing unauthorized disclosures currently demands trained security professionals review our records, verify applicable classification and control guidance, and make reasoned security recommendations. We view technology as an efficiency aid in the classification and declassification processes.

This content is classified at the SECRET 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 information; refer instead to [the specific reference, where possible, or state the applicable classification guidance(s)]. It must be reviewed for both Classified National Security Information (CNSI) and CUI in accordance with DoDM 5230.09 prior to public release.

Classified By: Scott Smith, Program Analyst
Derived From: DGW Memo, dt June 5, 2015,
same subject
Moderately Clear: N:37660

Controlled by: DDI(FLS)
CUI Category(tag): PRVCY
Limited Dissemination Control: FIDCON
DO: John Stevens, N:37660

References: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
DoDM 5200.01, Volume 2, DoD Information Security Program: Marking of Information, Enclosure 3
Markings are for training purposes only

CUI Markings for Classified Documents

Example of markings on a classified slide presentation including CUI.

(U) First impressions matter!

(CUI) There’s no point doing work if others don’t know about it or can’t understand what you did.

(U) Good practice for any career!

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4
**Markings are for training purposes only**

## CUI Markings for Classified Documents

**Step 1:** Apply portion marks.

**Step 2:** Add overall classification to top and bottom of the document. The overall classification is determined by the portion markings. Do not include CUI in the overall classification.

**Step 3:** Add CUI warning statement.

**Step 4:** Add the classification authority block.

**Step 5:** Add the CUI designation indicator.
CUI Designation Indicator

The CUI designation indicator must be readily apparent and shall appear only on the first page or cover. It is placed at the bottom right side of all documents containing CUI, including classified documents.

The CUI designation indicator is comparable to the classification authority block used for classified documents. However, it is not carried over from a source document to a newly created document. The CUI designation indicator will be individualized for each document containing CUI.

**Controlled by:** insert the name of the DoD component if not otherwise identified in the letterhead  
**Controlled by:** insert the name of the office creating the document and making the CUI determination  
**CUI Category:** identify all types of CUI contained in the document  
**Distribution/Limited Dissemination Control:** insert applicable distribution statement or LDC  
**POC:** include the name and phone number or office mailbox for the originating DoD component or authorized CUI holder

- For unclassified documents containing CUI, only those dissemination controls specified and required by law, regulation, or government-wide policy will be annotated in the banner line.
- Use only DoD-approved abbreviations for the CUI categories. Do not spell them out.

**Controlled by:** OUSD(I&S)  
**Controlled by:** CL&S INFOSEC  
**CUI Category(ies):** NNPI  
**Limited Dissemination Control:** NOFORN  
**POC:** John Brown, 703-555-0123

**Controlled by:** OUSD(I&S)  
**Controlled by:** CL&S INFOSEC  
**CUI Category(ies):** PRVCY, OPSEC  
**Limited Dissemination Control:** FEDCON  
**POC:** John Brown, 703-555-0123

**Controlled by:** OUSD(I&S)  
**Controlled by:** CL&S INFOSEC  
**CUI Category(ies):** PRVCY, OPSEC  
**Distribution Statement:** C  
**POC:** John Brown, 703-555-0123

**Reference:** DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4(f)
Limited Dissemination Controls

LDCs are CUI executive agent-approved controls agencies may use to limit or specify CUI dissemination.

Access to CUI should be encouraged and permitted to the extent that access or determination:

- Abides by the laws, regulations, or Government-wide policies that established the information as CUI.
- Furthers a lawful government purpose.
- Is not restricted by an authorized limited dissemination control established by the CUI executive agent.
- Is not otherwise prohibited by law.

Agencies may place limits on disseminating CUI for a lawful government purpose only using the dissemination controls listed in Table 2 of DoDI 5200.48 or methods authorized by a specific law, regulation, or government-wide policy.

LDCs or distribution statements cannot unnecessarily restrict CUI access.

<table>
<thead>
<tr>
<th>Control</th>
<th>Marking</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>No Foreign Dissemination</td>
<td>NOFORN</td>
<td>Information may not be disseminated in any form to foreign governments, foreign nationals, foreign or international organizations, or non-U.S. citizens.</td>
</tr>
<tr>
<td>Federal Employees Only</td>
<td>FED ONLY</td>
<td>Dissemination authorized only to employees of the U.S. Government executive branch agencies or armed forces personal of the U.S. or Active Guard and Reserve.</td>
</tr>
<tr>
<td>Federal Employees and Contractors Only</td>
<td>FEDCON</td>
<td>Includes individuals or employers 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 dissemination is in furtherance of the contractual purpose.</td>
</tr>
<tr>
<td>No Dissemination to Contractors</td>
<td>NOCON</td>
<td>Intended for use when dissemination is not permitted to federal contractors, but permits dissemination to state, local, or tribal employees.</td>
</tr>
<tr>
<td>Dissemination List Controlled</td>
<td>DL Only</td>
<td>Dissemination authorized only to those individuals, organizations, or entities included on an accompanying dissemination list.</td>
</tr>
<tr>
<td>Authorized for Release to Certain Foreign Nationals Only</td>
<td>REL TO USA, [LIST]</td>
<td>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.</td>
</tr>
<tr>
<td>Display Only</td>
<td>DISPLAY ONLY</td>
<td>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.</td>
</tr>
<tr>
<td>Attorney Client</td>
<td>ATTORNEY-CLIENT</td>
<td>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.</td>
</tr>
<tr>
<td>Attorney Work Product</td>
<td>ATTORNEY-WP</td>
<td>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.</td>
</tr>
<tr>
<td>Deliberative Process</td>
<td>DELIBERATIVE</td>
<td>Dissemination of information beyond the department, agency, or U.S. Government decision maker who is part of the policy deliberation can result in the loss of the privilege and is prohibited, unless the executive decision makers at the agency decide to disclose the information outside the bounds of its protection.</td>
</tr>
</tbody>
</table>

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 4.2
Distribution statements will be used with:
- CUI export-controlled information
- Other scientific, technical, and engineering information
- Controlled technical information

Export controlled information must also be marked with an export control warning as directed in DoDI 5230.24, DoDD 5230.25, and Part 250 of Title 32, CFR.

Distribution statements will be reflected in the CUI designation indicator and will be annotated in full on the first page or cover of the document.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.7.c.(1)
Markings are for training purposes only

Use of NOFORN Marking with CUI

Not Releasable to Foreign Nationals (NOFORN) is an explicit foreign release marking used to indicate intelligence information that may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-U.S. citizens. It can also be applied to controlled unclassified intelligence information properly characterized as CUI.

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

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

NOFORN is always carried forward to the banner line.

Mandatory markings

- Portion markings.
  - Portion markings are optional. However, if portion markings are annotated, they must be applied to all portions, to include subjects, titles, headings, paragraphs, subparagraphs, bullet points, etc.
  - Portions containing CUI NOFORN information will be annotated “(CUI//NF).”

- Banner line.
  - At a minimum, CUI markings for unclassified documents will include the acronym “CUI” at the top and bottom of each page.
  - If there is NOFORN information in the document, this will be reflected in the banner line as shown in this example.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4.d.
Use of REL TO Markings with CUI

Authorized For Release To (REL TO) markings:

- An explicit foreign disclosure and release marking to indicate the information has been predetermined by the originator to be releasable to foreign countries or international organizations through established foreign disclosure procedures and channels. Consult your Foreign Disclosure Office for specifics on CUI.
- Can only be applied, when warranted and consistent with relevant law, regulation, government-wide policy, or DoD policy, to information properly categorized as CUI with an export control or licensing requirement with a foreign disclosure agreement in place.
- Export-controlled CUI transfers to foreign persons must be in accordance with the Arms Export Control Act, International Traffic in Arms Regulations, Export Control Reform Act, Export Administration Regulations, and DoDI 2040.02. In accordance with DoDDs 5230.11 and 5230.20, a positive foreign disclosure decision must be made before CUI is released to a foreign entity.
- DoD operational CUI not related to intelligence may be marked as REL TO.

Note: “REL TO” will be carried forward to the banner line with the following exceptions:

- If there are portions marked NF and portions marked REL TO in the same document, NOFORN takes precedence and will be annotated in the banner line.
- If there are portions marked “CUI” and portions marked “CUI//REL TO”, NOFORN will be annotated in the banner line.

Mandatory markings

Portion markings included

(CUI//REL TO) Portion markings are optional. However, if portion markings are annotated, they must be applied to all portions, to include subjects, titles, headings, subparagraphs, bullet points, etc.
- Portions containing CUI REL TO information will be annotated “(CUI//REL TO).”

(U) Portion markings.
- (CUI//REL TO) Portion markings are optional. However, if portion markings are annotated, they must be applied to all portions, to include subjects, titles, headings, paragraphs, subparagraphs, bullet points, etc.
- Portions containing CUI REL TO information will be annotated “(CUI//REL TO).”

(U) Banner line.
- (CUI) At a minimum, CUI markings for unclassified documents will include the acronym “CUI” at the top and bottom of each page.
- (CUI//REL TO) If there is REL TO information in the document, this will be reflected in the banner line as shown in this example.

Controlled by: OUSD(I&S)
Controlled by: CL&S INFOSEC
CUI Category(ies): NNPI
Limited Dissemination Control: REL TO USA, FVEY
POC: John Brown, 703-555-0123

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4.d.(3)
Cover Sheet and Label

Markings are for training purposes only

SF 901, CUI Cover Sheet

SF 902, CUI Label

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.3.d
**Decontrol**

There are no timelines to decontrol CUI unless specifically required in a law, regulation, or government-wide policy.

Decontrol will occur when the CUI no longer requires safeguarding.

Agencies must decontrol CUI, unless doing so conflicts with the related law, regulation, or government-wide policy.

Decontrolling CUI through the public release process relieves authorized holders from requirements.

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**CUI Registry**

The DoD CUI Registry:

- Provides an official list of the Indexes and Categories used to identify the various types of CUI used in DoD.

- Mirrors the National CUI Registry [www.archives.gov/cui](http://www.archives.gov/cui)

- The registry is located on the NIPRNet Intellink Sharepoint site at: [https://intelshare.intelink.gov/sites/ousdi/hcis/sec/icdirect/information/CUI/Forms/AllItems.aspx](https://intelshare.intelink.gov/sites/ousdi/hcis/sec/icdirect/information/CUI/Forms/AllItems.aspx)

- The DoD CUI Registry is located at [https://www.dodcui.mil](https://www.dodcui.mil)

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.3.d