Controlled Unclassified Information

MARKING JOB AID

Version 1.0

WHAT IS CUI?

Controlled Unclassified Information (CUI) is unclassified information that requires safeguarding or dissemination controls pursuant to and consistent with applicable laws, regulations, and government-wide policies.

CUI SHOULD *NOT* BE USED TO:

- Conceal violations of the law, inefficiency, or administrative errors
- Prevent embarrassment to a person, organization, or agency
- Prevent open competition
- Control information that does not require protection under a law or regulation

Controlled Unclassified Information is similar to For Official Use Only (FOUO) as it is handled, stored, transmitted, and destroyed in basically the same manner as the legacy FOUO program.

- All media that contains CUI must be marked as CUI in order to alert the user to the presence of CUI. When the option is available, CUI should be processed on Government Furnished Equipment (GFE)

- CUI must be encrypted if sent via email

- Access to CUI should be limited to those with a lawful government purpose

- CUI should be destroyed by means approved for destroying classified or in a manner making it unreadable, indecipherable, and irrecoverable.

- After working hours, CUI may be stored in unlocked containers, desks, or cabinets if the facility provides security for continuous monitoring of access. Otherwise, the information must be stored in locked desks, file cabinets, bookcases, locked rooms, or similarly secured areas.

- CUI will be formally reviewed in accordance with DoDI 5230.09, Clearance of DoD Information for Public Release, before being decontrolled or released to the public.

COVERSHEET AND CUI MEDIA LABELS

- Coversheets are optional except when required by agency policy, but can replace banner markings.

- A CUI coversheet can also include categories/dissemination controls or list/originator designation

- Sample coversheets can be found in the CUI Registry at: www.archives.gov/cui/additional-tools and can be printed in black and white.

- Every page does not have to be marked if you are using a coversheet.
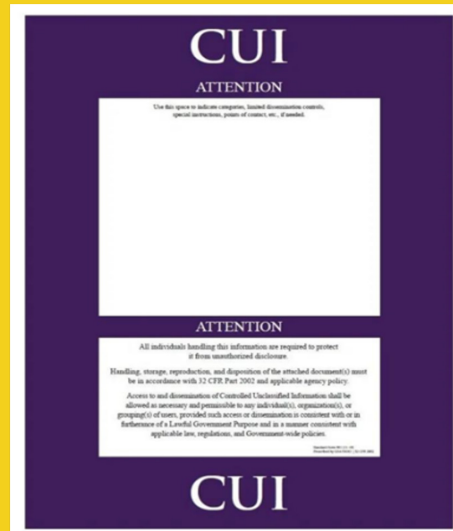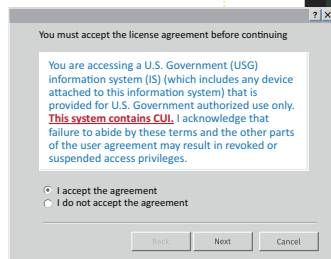

SF 901, CUI Cover Sheet

SF 902, CUI Label

ALTERNATE MARKING METHODS

CONTAINS
CONTROLLED
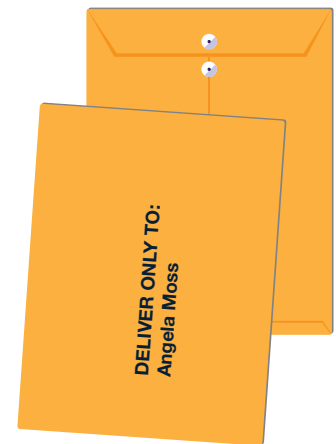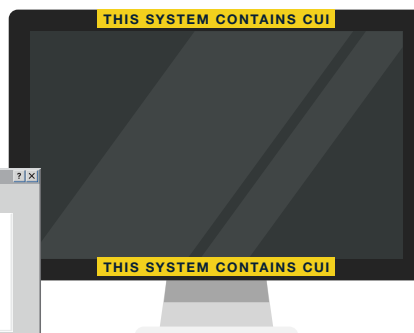UNCLASSIFIED
INFORMATION

Storing CUI
Authorized holders should mark the container to indicate that it contains CUI.

Systems marking or identifying CUI in databases
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.

THIS SYSTEM CONTAINS CUI

THIS SYSTEM CONTAINS CUI

You must accept the license agreement before continuing

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only. **This system contains CUI.** I acknowledge that failure to abide by these terms and the other parts of the user agreement may result in revoked or suspended access privileges.

◉ I accept the agreement
○ I do not accept the agreement

Back   Next   Cancel

DELIVER ONLY TO:
Angela Moss

Shipping/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 for mailing/shipping.

Remember to track the package.

CUI CONTROL MARKING
CUI Handbook – NARA

MANDATORY CUI BANNER MARKING

It is mandatory to include a banner marking at the top of each page denoting Controlled Unclassified Information.
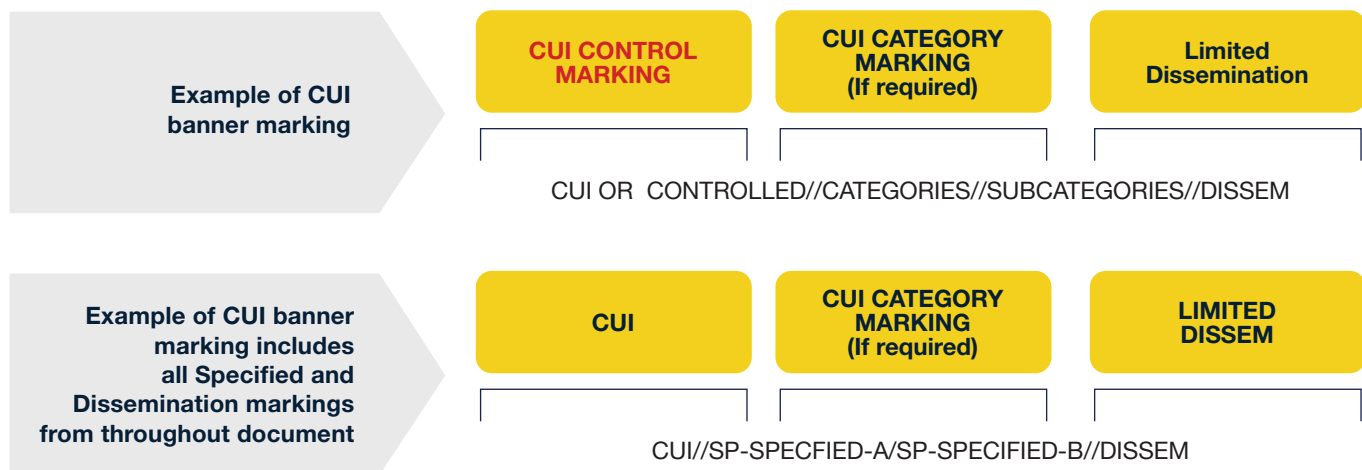
It is optional, but a best practice to include the banner marking on the bottom in addition to the top.

The content of the CUI banner marking must be inclusive of all CUI within the document and must be the same on each page.

There are two kinds of CUI: Basic and Specified. If the laws or regulations, or Government-wide policy that pertains to your information is listed in the CUI Registry as a Specified Authority, then you must mark the CUI based in that authority as "CUI Specified" on the banner. Information marked as "CUI Basic" does not require specific protection.

The CUI banner marking may include up to three elements:

1. **The CUI Control Marking** (mandatory) may consist of either the word "CONTROLLED" or the acronym "CUI."

2. **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 (/).

3. **Limited Dissemination Control Markings.** These are preceded by a double forward slash (//) to separate them from the rest of the CUI banner marking. 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 (/).

Example of CUI banner marking

CUI CONTROL MARKING	CUI CATEGORY MARKING (If required)	Limited Dissemination

CUI OR CONTROLLED//CATEGORIES//SUBCATEGORIES//DISSEM

Example of CUI banner marking includes all Specified and Dissemination markings from throughout document

CUI	CUI CATEGORY MARKING (If required)	LIMITED DISSEM

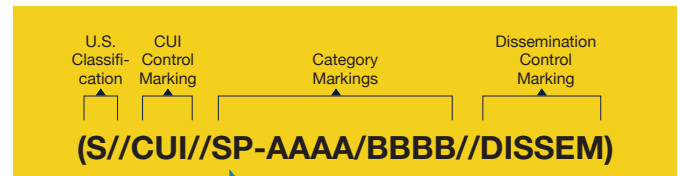CUI//SP-SPECFIED-A/SP-SPECIFIED-B//DISSEM

THE DOD CUI REGISTRY

The DoD CUI Registry provides an official list of the Indexes and Categories used to identify the various types of CUI used within DoD. Contractors performing on DOD classified contracts with CUI requirements should consult the DOD Registry.

- Mirrors the National CUI Registry www.archives.gov/cui.
- The DoD CUI Registry is located at https://www.dodcui.mil.
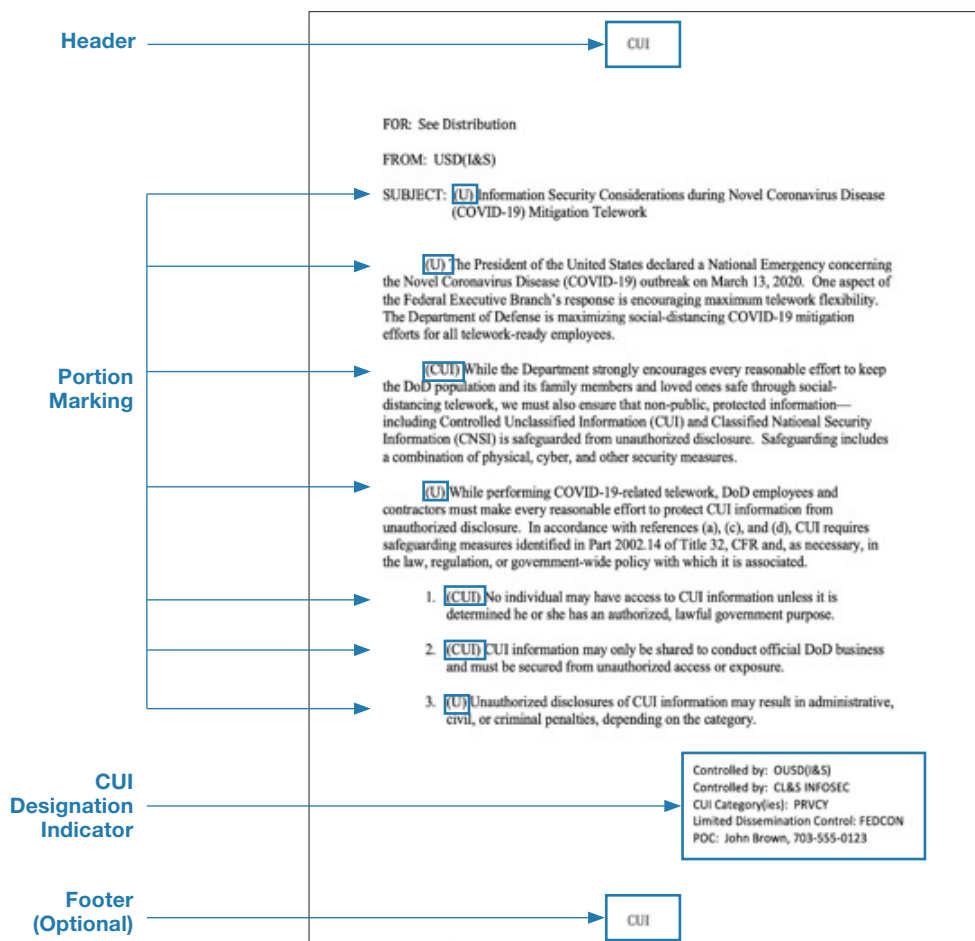
COMMINGLING PORTION MARKING

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. Keep the CUI and classified portions separate to the greatest extent possible to allow for maximum information-sharing.

| U.S. Classifi-cation | CUI Control Marking | Category Markings | Dissemination Control Marking |

(S//CUI//SP-AAAA/BBBB//DISSEM)

All categories relating to specified information MUST have "SP-" precede the category marking

DESIGNATION INDICATOR

- All documents containing CUI must indicate the agency of designation (a letterhead, signature block, or "Controlled By" line) on the first page or cover of all documents containing CUI.

- Include the contact information of the designating agency, and identify a point of contact or division within the organization.

Header → CUI

FOR: See Distribution

FROM: USD(I&S)

SUBJECT: (U) Information Security Considerations during Novel Coronavirus Disease (COVID-19) Mitigation Telework

(U) 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.

(CUI) 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.

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

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

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

Portion Marking

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

Footer (Optional) → CUI

Example of markings on a CUI document with portion markings

MARK OR IDENTIFY CUI IN SPREADSHEETS & FORMS

- If working in a spreadsheet, the header and/or footer should clearly be marked.

- Forms that contain CUI, must be marked accordingly, when filled in.

Mandatory CUI control marking

MARKING EMAILS

- It is mandatory to include banner markings to indicate that an email contains CUI.

- If an email is forwarded, the banner marking must be carried forward.

- If sending an attachment that contains CUI, the name of the file can contain a CUI indicator.

- If an attachment is removed, and the email no longer contains CUI, add the following statement below the banner marking "Uncontrolled Unclassified Information."

- Emails that contain CUI must be encrypted.

Note: Once you begin marking a document, every page in the document must also be marked.

Optional subject line Indicator marking

Mandatory banner marking

Optional attachment indicator marking

Example of email markings
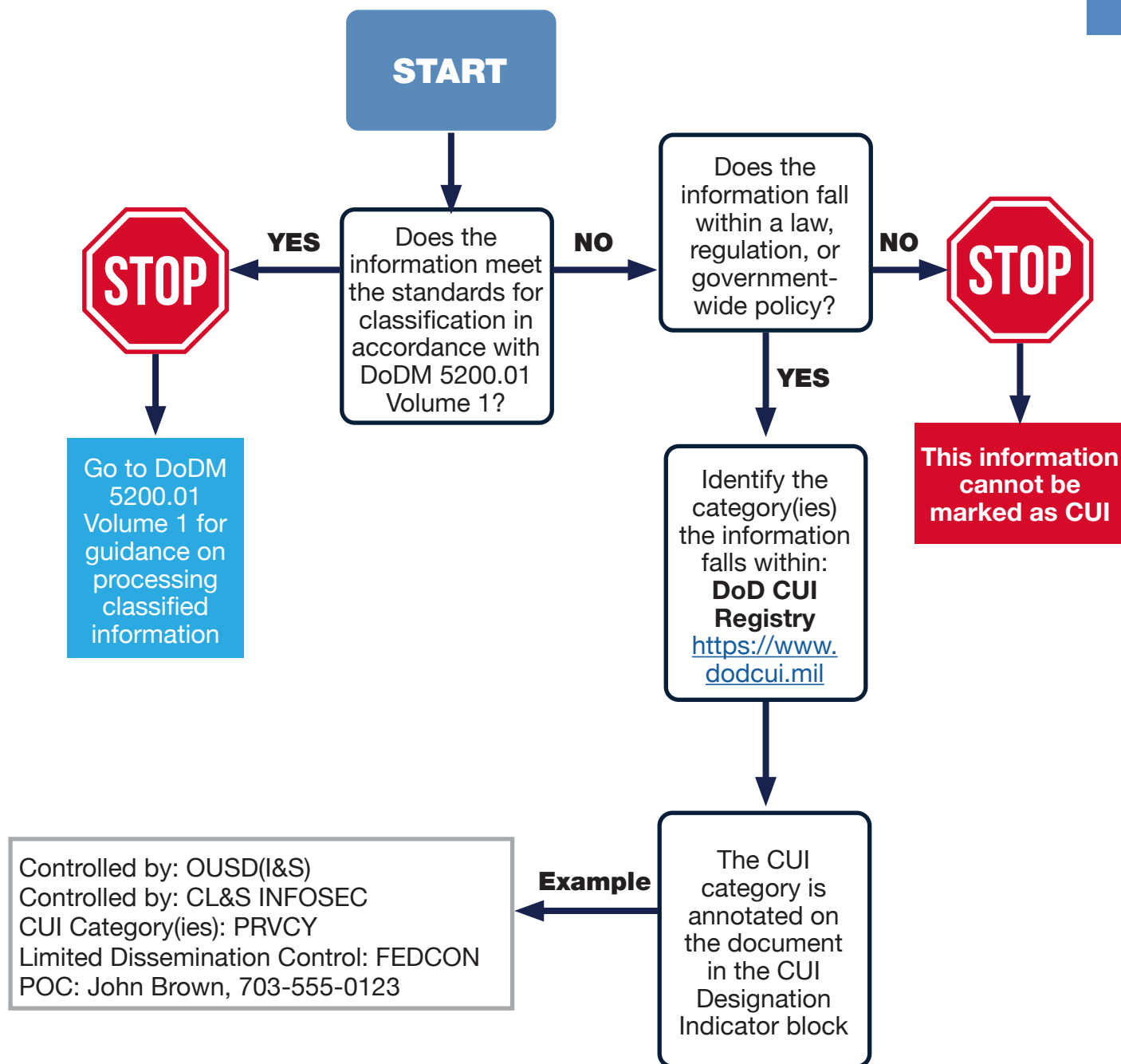
CUI LIMITED DISSEMINATION CONTROL (LDC)

- LDC markings are used to limit and/or control who can or cannot access CUI based on a specific law, regulation, or policy.

- LDC markings cannot unnecessarily restrict CUI access. (e.g., do not mark a document as "No Dissemination to Contractors" or "NOCON" unless there is a law, regulation, or policy that prohibits dissemination to a contractor).

- Individuals must have a lawful government purpose to access and disseminate CUI.

- Personnel who receive CUI from another Executive branch agency must comply with the LCD markings annotated on their document.

- All legacy information is not automatically CUI. Legacy material that is being re-used and incorporated into another document of any kind needs to be marked CUI.

- When a document contains multiple LDC markings, those LDC markings are separated by a single slash (/).

- For a complete list LDC markings visit https://www.dodcui.mil.

LD CONTROL	MARKING
No Foreign Dissemination	NOFORN
Federal Employees Only	FED ONLY
Federal Employees and Contractors Only	FEDCON
No Dissemination to Contractors	NOCON
*Dissemination List Controlled	DL ONLY
** Authorized for release to	REL TO [USA], LIST
Display Only	DISPLAY ONLY

*The dissemination list limits access to the specified individuals, groups, or agencies and must accompany the document.

** For a complete a list of approved Tri-graph Country Codes, go to https://www.dod.dodcui.mil.

FLOWCHART FOR CUI DETERMINATION

START

Does the information meet the standards for classification in accordance with DoDM 5200.01 Volume 1?

YES → STOP → Go to DoDM 5200.01 Volume 1 for guidance on processing classified information

NO → Does the information fall within a law, regulation, or government-wide policy?

NO → STOP → This information cannot be marked as CUI

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

Example →

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

CATEGORIES OF CUI

For information to be considered CUI, it must fall within a category, such as:

- Critical Infrastructure
- Defense
- Export Control
- Financial and Tax
- Immigration
- Intelligence
- International Agreements
- Law Enforcement
- Legal
- Natural and Cultural Resources
- NATO
- Nuclear
- Patent
- Privacy
- Procurement and Acquisition
- Proprietary Business Information
- Provisional (for DHS use only)
- Statistical
- Transportation

EXAMPLE OF DISTRIBUTION STATEMENT:

Controlled by: Insert the name of the Government Contracting Activity (not required if identified in the letterhead).

Controlled by: Insert the name of the office creating the document.

CUI Category: Identify all types of CUI contained in the document.

Distribution/Limited Dissemination Control: Insert applicable distribution statement or LDC.

Distribution Statement C: Used for distribution authorized to U.S. Government agencies and their contractors: "Document created using [insert SCG name] in coordination with Contract #123 for [name of USG]. Other requests for this document shall be referred to [insert controlling DoD office]."

POC: Include the name and phone number or office mailbox for the originating DoD (GCA/IO) component or authorized holder of CUI.

Note on the POC: DoDI 5200.48 Section 3.4(f).5 states that the fifth line must contain the phone number or office mailbox (email address) for the originating DoD Component or Authorized CUI Holder. Minimally, you may be able to add the Authorized Holder's name and number and/or IDA Document control number.

EXAMPLE OF DESIGNATION INDICATOR:

Controlled by: Insert the name of the Government Contracting Activity (not required if identified in the letterhead).

Controlled by: Insert the name of the office creating the document.

CUI Category: Identify all types of CUI contained in the document (you may reference an additional sheet when dealing with multiple categories).

Distribution/Limited Dissemination Control: Insert applicable distribution statement or LDC.

POC: Include the name and phone number or office mailbox (email address) for the originating DoD component or authorized CUI designated Holder.