

# Controlled Unclassified Information

## *The Program, Implementation, and Features*

Shared • Standardized • Transparent



Information Security Oversight Office (ISOO)

# Outline

**Part 1: Intro to CUI**

**Part 2: CUI Notice 2017-01**

**Part 3: Elements of the CUI program**

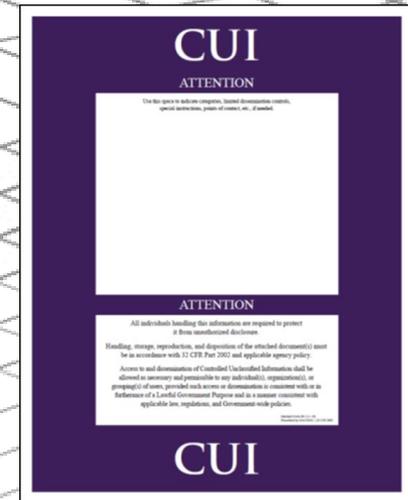
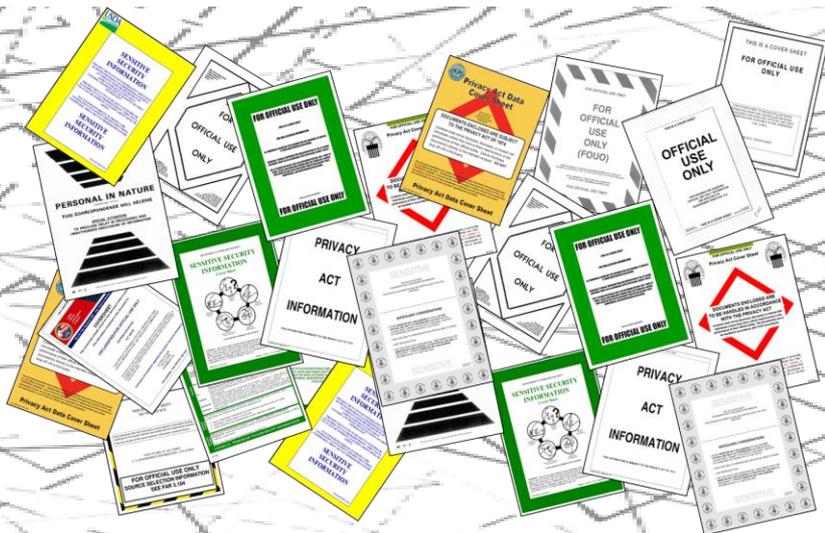
# CUI includes, but is not limited to:

- Privacy (including Health)
- Tax
- Law Enforcement
- Critical Infrastructure
- Export Control
- Financial
- Intelligence
- Privilege
- Unclassified Nuclear
- Procurement and Acquisition



# Information Security Reform

- Clarifies what to protect
- Defines safeguarding
- Reinforces existing LRGWP
- Promotes authorized information sharing



# LRGWP

- **Laws, Regulations, and Government-wide policies (LRGWP) identified what to protect but failed to say how.**
- Agencies took steps to define protection through the issuance of policy and procedure
- **Lack of oversight over sensitive information programs**

# What we protect and How we protect it

[www.archives.gov/cui](http://www.archives.gov/cui)

**Controlled Unclassified Information (CUI)**

Home > CUI

Established by Executive Order 13526, the Controlled Unclassified Information (CUI) program standardizes the way the Executive branch handles unclassified information that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Government-wide policies. [Learn About CUI](#)

**Registry**

The CUI Registry is the authoritative source for guidance regarding CUI policies and procedures.

Search the Registry:

Access Registry by

- Category-Subcategory
- Executive Order 13526
- 32 CFR Part 2002 (Implementing Regulation)
- CUI Notices
- Limited Dissemination
- Additional Information
- CUI Glossary

**Training**

Learn about training developed by the Executive Agent for CUI users

- CUI Training Modules

**Oversight**

Learn about CUI oversight requirements and tools

- CUI Reports

**News and Notices**

- September 14, 2016 - 32 CFR Part 2002 has been published.
- September 14, 2016 - CUI Notice 2016-01: Implementation Guidance has been issued.

**Under Development - Registry**

- Marking Handbook
- Markings
- Limited Dissemination
- Decentral

**CUI Registry**

NIST Special Publication 800-171  
Revision 1

**Protecting Controlled Unclassified Information in Federal Systems and Organizations**

63340 Federal Register / Vol. 81, No. 178 / Wednesday, September 14, 2016 / Rules and Regulations

(12) Establishes a mechanism by which authorized leaders (both inside and outside the agency) can create a designated agency representative for each CUI category and subcategory approved by the CUI RIA and published in the CUI Registry to designate information as CUI.

(13) Agencies may use only those categories or subcategories approved by the CUI RIA and published in the CUI Registry to designate information as CUI.

Specified standards and may apply limited dissemination controls listed in the CUI Registry to ensure they meet the information in accord with the CUI.

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Available free of charge from:  
NIST SP 800-171-1

December 2016

DEPARTMENT OF COMMERCE  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
UNITED STATES OF AMERICA

Department of Commerce  
Pritzker, Secretary  
Standards and Technology  
Technology and Director

63330 Federal Register / Vol. 81, No. 178 / Wednesday, September 14, 2016 / Rules and Regulations

List of Subjects in this Issue: Administrative procedures, Archives, Controlled information, Freedom of information, the Statistic Act, intelligence, national security, National Open government.

For the reasons in Executive Order 13526, Chapter XX, by and as follows:

**PART 2002—COMMERCE**  
**UNCLASSIFIED INFORMATION**

**Subpart A—General**

Sec. 2002.1 Purpose and scope.  
2002.2 Definitions.  
2002.3 CUI elements.  
2002.4 Rules and regulations.

**Subpart B—Key Elements**

2002.10 The CUI list.  
2002.11 CUI categories.  
2002.12 Subcategories.  
2002.13 Assessing information.  
2002.14 Determining information.  
2002.15 Marking information.  
2002.16 Limited dissemination.  
2002.17 Agency CUI policies.  
2002.18 Agency CUI procedures.

**Subpart C—CUI Program**

2002.19 Information.  
2002.20 CUI control.  
2002.21 Training.  
2002.22 Legacy systems.  
2002.23 Information.  
2002.24 CUI and information.  
2002.25 CUI and the President Act.  
2002.26 Challenges.  
2002.27 Information.  
2002.28 Information.  
2002.29 Information.

**Appendix A to Part 2002**

Authority: E.O. 13526, 60 FR 67122 (1995), 61 FR 6470 (1996), 61 FR 6471 (1996), 61 FR 6472 (1996), 61 FR 6473 (1996), 61 FR 6474 (1996), 61 FR 6475 (1996), 61 FR 6476 (1996), 61 FR 6477 (1996), 61 FR 6478 (1996), 61 FR 6479 (1996), 61 FR 6480 (1996), 61 FR 6481 (1996), 61 FR 6482 (1996), 61 FR 6483 (1996), 61 FR 6484 (1996), 61 FR 6485 (1996), 61 FR 6486 (1996), 61 FR 6487 (1996), 61 FR 6488 (1996), 61 FR 6489 (1996), 61 FR 6490 (1996), 61 FR 6491 (1996), 61 FR 6492 (1996), 61 FR 6493 (1996), 61 FR 6494 (1996), 61 FR 6495 (1996), 61 FR 6496 (1996), 61 FR 6497 (1996), 61 FR 6498 (1996), 61 FR 6499 (1996), 61 FR 6500 (1996), 61 FR 6501 (1996), 61 FR 6502 (1996), 61 FR 6503 (1996), 61 FR 6504 (1996), 61 FR 6505 (1996), 61 FR 6506 (1996), 61 FR 6507 (1996), 61 FR 6508 (1996), 61 FR 6509 (1996), 61 FR 6510 (1996), 61 FR 6511 (1996), 61 FR 6512 (1996), 61 FR 6513 (1996), 61 FR 6514 (1996), 61 FR 6515 (1996), 61 FR 6516 (1996), 61 FR 6517 (1996), 61 FR 6518 (1996), 61 FR 6519 (1996), 61 FR 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FR 6993 (1996), 61 FR 6994 (1996), 61 FR 6995 (1996), 61 FR 6996 (1996), 61 FR 6997 (1996), 61 FR 6998 (1996), 61 FR 6999 (1996), 61 FR 7000 (1996).

**32 CFR 2002**

# Implementation

- Implementation has begun
  - Program officials, resources, policy, training, systems, contracts, oversight
- **CUI practices and Legacy practices will exist at the same time.**



# First Steps

- Selecting a Program Office
- Selecting a Senior Agency Official (SAO) and Program Manager (PM)
- Form a Working group
- Where are we now? (Data Call)
  - Identify existing policies and practices
- Where do we need to be? (Plan)
  - Conduct a crosswalk between existing policies and practices and the ones proposed by the CUI program.

# A CUI Policy

- The tallest hurdle for most agencies at the moment.
- We have a draft/template policy that can be shared and we are happy to work with agencies by reviewing or commenting on planned policies.
- Make the right choices for your agency, be precise, allow for flexibility when possible through a process.

Do not forget to plan for changes to other affected policies.



# Features

- Basic and Specified CUI
- Safeguarding
  - physical
  - electronic
- Marking
- Dissemination Controls
- Destruction
- Products to Assist
  - Coversheet
  - Marking Book
  - Training videos

# CUI Basic and CUI Specified

**CUI Specified**  
**(Requires unique markings)**

Laws, Regulations, or Government-wide policies require specific protections. For example:

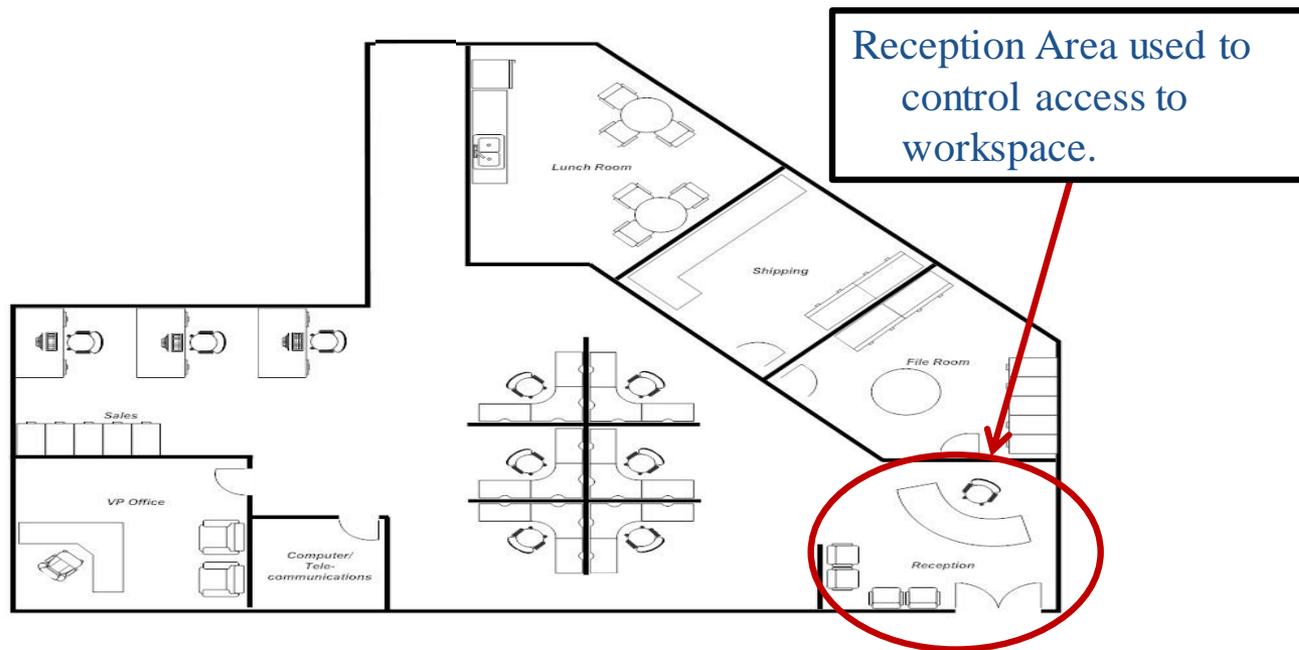
- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information

**CUI Basic**

Laws, Regulations, or Government-wide policies **DO NOT** require specific protections.

# Controlled Environments

- Controlled environment is any area or space an authorized holder deems to have adequate physical or procedural controls (e.g., barriers and managed access controls) for protecting CUI from unauthorized access or disclosure.

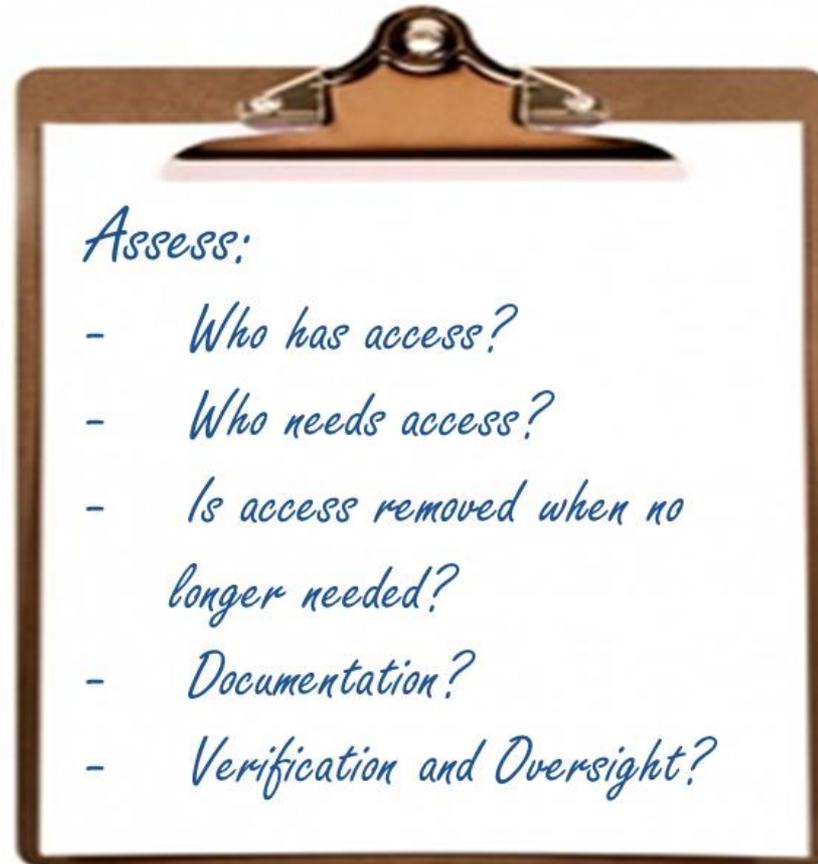


# Assessing physical environments

- **Going beyond gates, guns, and guards: Internal security**
  - Who works in the space?
  - Who has access to the space during and after business hours?
  - Do individual workspaces (cubes & offices) have adequate safeguards to prevent access (locking cabinets, drawers, or overhead bins)?
  - Suitable for sensitive discussions?

# Assessing electronic Environments

Limit and control access to CUI within the workforce by establishing electronic barriers.





# Marking CUI

- Purpose is to inform or alert recipients/users that CUI is present and of any limited dissemination controls.
- Agencies must uniformly and conspicuously apply CUI markings to all CUI prior to disseminating it.
- The CUI banner marking must appear, at a minimum, at the top center of each page containing CUI.

**CUI//CATEGORY//DISSEMINATION**

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
[www.archives.gov/isoo](http://www.archives.gov/isoo)



**CUINotice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This notice provides clarifying guidance on the purpose of CUI Marking, Dissemination Control Markings, as established by the 28, Code of Federal Regulations, Part 2008.10(a)(4) (28 CFR 2008.10(a)(4)).

**Background and Authority**

28 CFR 2008, "Controlled Unclassified Information," Executive Order 13526, implements the CUI Program requirements for the marking, categorizing, disseminating, marking, declassifying, and declassifying of CUI. This notice includes a sample marking element of the program, marking and disseminating CUI, and the marking element for CUI Marking, dissemination control markings, and marking of CUI.

**Definitions**

**CUI Mark** is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set an explicit marking or dissemination control. Agencies handle CUI Marks according to the uniform set of controls set forth in 28 CFR 2008 and the CUI Marking, Sec 2008.10(a).

**CUI Specified** is the subset of CUI for which the marking, law, regulation, or Government-wide policy creates explicit marking controls that require or prohibit agencies to use the latter than those for CUI Marks, Sec 2008.10(a).

**Guidance**

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the uniform set of dissemination controls set forth in 28 CFR 2008.10, which sets the agencies shall disseminate and prohibit access to CUI whenever doing so is not against the law, and 2) follows a lawful Government program.



# Three Elements of the Banner Marking

## CUI Banner Marking

- The **CUI Control Marking** (mandatory) may consist consist of either “CONTROLLED” or “CUI.”
- **CUI Category Markings** (mandatory for CUI Specified). CUI Control Markings and Category Category Markings are separated by two forward slashes (/ /). When including multiple multiple categories they are separated by a single single forward slash (/).
- **Limited Dissemination Control Markings**. Limited Limited Dissemination Control Markings are separated from the rest of the Banner Marking by

**CUI//CATEGORY//DISSEMINATION**

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
[www.archives.gov/isoo](http://www.archives.gov/isoo)



CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

**Purpose**

This notice provides the policy, guidance, and requirements for CUI Marking. It is intended to be used by all agencies and components of the Executive Branch, including the Department of Defense, the Intelligence Community, and the Executive Office of the President.

**Background and Authority**

38 CFR 201.10, “Controlled Unclassified Information,” requires the use of CUI Marking to identify, categorize, and disseminate CUI. This notice provides the policy, guidance, and requirements for CUI Marking. It is intended to be used by all agencies and components of the Executive Branch, including the Department of Defense, the Intelligence Community, and the Executive Office of the President.

**Definitions**

**CUI Mark** is the subset of CUI for which the marking, use, retention, or Government-wide policy does not meet specific marking or dissemination controls. Agencies mark CUI Mark according to the relevant set of controls set forth in 38 CFR 201.10 and the CUI Registry. See § 201.10(g).

**CUI Specified** is the subset of CUI for which the marking, use, retention, or Government-wide policy contains specific marking, controls that require or prohibit agencies to use the data for uses that are not for CUI Mark. See § 201.10(g).

**Guidance**

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the relevant set of marking, controls set forth in 38 CFR 201.10, which requires agencies to mark, disseminate, and protect sensitive CUI whenever doing so is not against the law, and § 201.10(g) defines a lawful Government purpose.

# CUI Specified Category Marking

- The CUI Category Marking is **mandatory** for CUI Specified
- The general form for CUI Specified Category Marking is **SP-SPECIFIED**

**Mandatory CUI Control Marking**

**CUI//SP-PRVCY**

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
www.archives.gov/isoo



**CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This notice provides clarity on the purpose of CUI Marking, the CUI Marking Control Marking, as established by Title 28, Code of Federal Regulations, Part 2012.104(a) (28 CFR 2012.104(a)).

**Background and Authority**

28 CFR 2012, "Controlled Unclassified Information," September 10, 2016, implements the CUI Program requirements for identifying, categorizing, controlling, marking, disseminating, and disposing of CUI. This notice includes a number on the subject of the program, management, dissemination, and the control of the law CUI Marking, dissemination, and marking, any involved with CUI.

**Definitions**

**CUI Mark** is the extent of CUI for which the following law, regulation, or Government-wide policy does not contain specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 28 CFR 2012.10 and the CUI Registry. See § 2012.10.

**CUI Specified** is the extent of CUI for which the following law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Mark. See § 2012.10.

**Guidance**

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the minimum set of dissemination controls set forth in 28 CFR 2012.10, which requires agencies should disseminate and permit access to CUI whenever doing so is not against the law, and § 2012.10 defines a lawful Government program.

**Mandatory CUI Specified Category Marking**

## CUI Registry:

<https://www.archives.gov/cui/registry/category-marking-list>

# Multiple Categories

- All CUI Specified **must** precede all CUI Basic Markings
- The different categories are alphabetized within their type of CUI and separated by a single forward slash (/)

**Mandatory CUI Control Marking**

**Alphabetized CUI Specified Category Markings**

**Alphabetized CUI Basic Category Markings**

**CUI/SP-HLTH/SP-PRVCY/DREC/STUD**

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
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www.archives.gov/isoo



**CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This memorandum clarifies guidance on the purpose of CUI (Controlled Unclassified Information) Markings, as established by the 2013 Executive Order, Part 2013.10.10 (50 CFR 2013.10.10).

**Background and Authority**

50 CFR 2013.10.10, "Controlled Unclassified Information," September 16, 2013, implements the CUI Program requirements for identifying, categorizing, marking, disseminating, and declassifying CUI. This guidance includes a review of the program, marking and declassifying CUI, and the relationship between CUI and other information control programs.

**Definitions**

**CUI Basic** is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Basic according to the minimum set of controls set forth in 50 CFR 2013.10 and the CUI Registry. See § 2013.10.10.

**CUI Specified** is the subset of CUI for which the marking, law, regulation, or Government-wide policy contains specific handling, controls that it requires or prescribes agencies to use that differ from those for CUI Basic. See § 2013.10.10.

**Guidance**

All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the minimum set of dissemination controls set forth in 50 CFR 2013.10, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law, and is for a lawful Government purpose.

# Limited Dissemination Controls

- Limited Dissemination Controls can be applied to limit sharing or to convey convey requirements in LRGWP
- They are separated from the rest of the Banner Marking by a double forward slash (//)

**CUI//SP-EXPT//NOFORN**

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
www.archives.gov/isoo



**CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This notice provides clarifying guidance on the proper use of markings, as authorized by Title 28, Code of Federal Regulations, 2012.1024(c).

**Background and Authority**

28 CFR 2012, "Controlled Unclassified Information," implements the designating, safeguarding, disseminating, and other requirements for CUI. The regulation includes a section on a key element of the CUI marking: how CUI limited dissemination controls are applied.

**Definitions**

**CUI Basic** is the subset of CUI for which the marking policy does not set out specific handling or dissemination requirements, but is subject to the general set of controls set forth in 28 CFR 2012.4(c).

**CUI Specified** is the subset of CUI for which the marking policy contains specific handling or dissemination requirements that differ from those for CUI Basic. See § 2012.4(c).

**Guidance**

All CUI is either CUI Basic or CUI Specified. CUI Basic is subject to the general set of controls set forth in 28 CFR 2012.4(c) and should disseminate and permit access to CUI unless further a lawful Government purpose.

**Limited Dissemination Control Marking**

**CUI//DL ONLY**

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NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
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**CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This notice provides clarifying guidance on the proper use of CUI markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.1024(c) (28 CFR 2012.1024(c)).

**Dissemination List:**

Office of Intelligence and Analysis, Department of Homeland Security  
Counterterrorism Division, Federal Bureau of Investigation

# Marking Multiple Pages

- The CUI Banner Marking reflects the categories of CUI that are in the entire document and is consistent throughout even if not all categories of CUI are on all pages

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

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NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001  
www.archives.gov/isoo



**CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample**

June 20, 2018

**Purpose**

This notice provides the policy and procedures for the marking of CUI. It includes the marking of CUI, as defined by 32 CFR 200.101, in accordance with the marking of CUI, as defined by 32 CFR 200.101, in accordance with the marking of CUI, as defined by 32 CFR 200.101.

**Background and Authority**

32 CFR 200.101, "Controlled Unclassified Information," September 14, 2010, implements the CUI Program requirements for identifying, classifying, declassifying, marking, declassifying, and marking of CUI. This regulation includes a number of key elements of the program, including the marking of CUI, and the information law CUI. It also includes the information law CUI.

**Definitions**

**CUI Mark** is the subset of CUI for which the marking law, regulation, or Government-wide policy does not contain specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 32 CFR 200.101 and the CUI Marking Law (32 CFR 200.101).

**CUI Specified** is the subset of CUI for which the marking law, regulation, or Government-wide policy contains specific handling controls that it requires or prescribes agencies to use that differ from those for CUI Mark. See (32 CFR 200.101).

**Guidance**

All CUI is either CUI Mark or CUI Specified. CUI Mark is determined according to the minimum set of handling controls set forth in 32 CFR 200.101, which says that agencies should disseminate and provide access to CUI whenever doing so (1) is not against the law, and (2) further a lawful Government purpose.

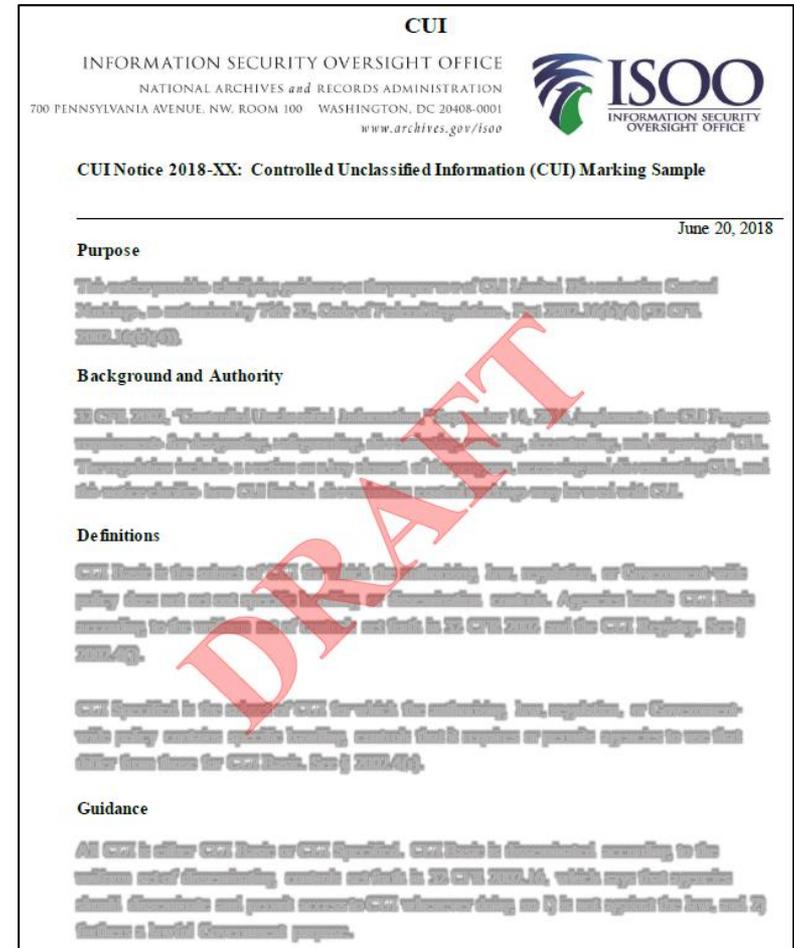
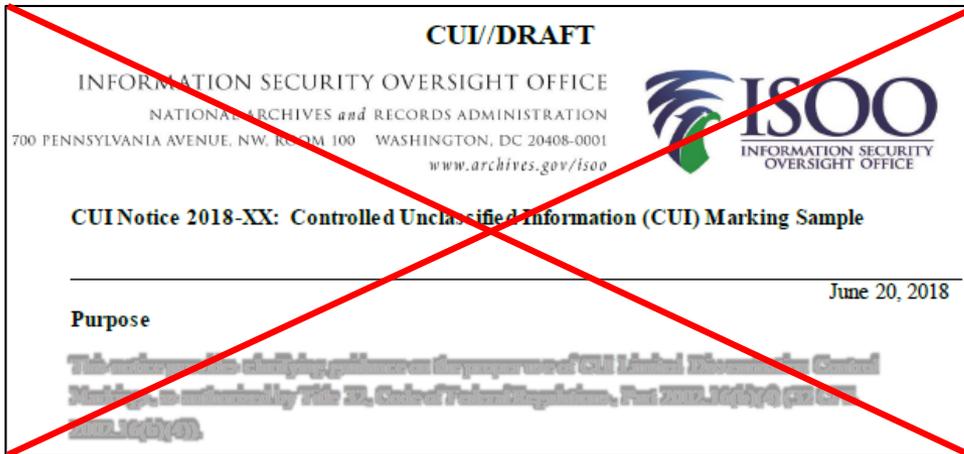
1

2

3

# Supplemental Administrative Markings

- Supplemental Administrative Markings **may not** be incorporated into the Banner Marking or mixed with CUI Markings



# Coversheet

**CUI**

**ATTENTION**

Use this space to indicate categories, limited dissemination controls, special instructions, points of contact, etc., if needed.

**ATTENTION**

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

**CUI**

**Standard Form 901:**  
Detailed Coversheet  
(categories, special instructions,  
points of contact)

- Coversheets are optional, but can replace Banner Markings
- Download from the CUI Registry at: [www.archives.gov/cui/additional-tools](http://www.archives.gov/cui/additional-tools)

# Marking Forms

- Forms that, when filled in, contain CUI, **must** be marked accordingly
- You may use a coversheet if there is not room at the top of the form

**Mandatory  
CUI  
Control  
Marking**

**CONTROLLED//SP-PERS  
when filled in**

**PERFORMANCE APPRAISAL – Associate (Employee) Self-Assessment Summary**

**PART I. ADMINISTRATIVE DATA**

EMPLOYEE NAME (Last, First, Middle Initial)	OFFICE SYMBOL, DATE	PERFORMANCE PERIOD (MM/DD/YYYY) FROM	TO
---	---------------------	---	----

**PART II. INSTRUCTIONS**

**GENERAL GUIDELINES:** Employees should complete and submit this form to their rating official for consideration in completing the annual performance appraisal. The summary should represent accomplishments as related to the outcomes and expectations from the date the performance plan was communicated/signed to the end of the performance-rating period. Base the summary on accomplishments during the performance period. Summarize each outcome and expectation separately and write the summary as a past tense of the outcomes and expectations.

**SPECIFIC GUIDELINES:** List major accomplishments in bullet form as they relate to each critical element and the expectations detailed in your performance plan. You may also list training and developmental accomplishments, including seminars and/or conferences; any recognition you received, recommended areas for future development, and specific training requests, if desired.

**PART III. ACCOMPLISHMENTS**

**MAJOR ACCOMPLISHMENTS:** In bullet format, identify the most important accomplishments achieved during this performance period that apply directly to your position. (Attach additional pages as necessary)

**OTHER ACCOMPLISHMENTS:** Identify other accomplishments achieved during this performance period. (Attach additional pages as necessary)

**TRAINING AND DEVELOPMENTAL NEEDS:** Identify any training or developmental needs or opportunities for the coming year. (Attach additional pages as necessary)

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GENERAL SERVICES ADMINISTRATION GSA 3683 (REV. 1/2018)

Released 6/29/00.  
Application for Federal Employment - SF 171

Form Approved  
OMB No. 5010-0045

**GENERAL INFORMATION**

1 What kind of  
2 Social Security  
4 Birth date (MM/DD/YYYY)  
6 Name (Last, First, Middle Initial)  
Mailing address  
City  
7 Other names  
8 Home Phone Area Code  
10 Were you on active duty in the military?  
 Temporarily  
What is your  
Dates of military service  
**AVAILABILITY**  
11 When can you start?  
13 In what geographic area?  
14 Are you willing to accept assignment to any of the following?  
A. 40  
B. 25  
C. 13  
D. 16  
E. All  
F. Willing  
15 Are you willing to accept assignment to any of the following?  
A. 5  
B. 11  
C. 14  
16 Are you willing to accept assignment to any of the following?  
A. 1  
B. 8  
C. 15  
**MILITARY SERVICE**  
17 Have you ever been on active duty in the military?  
18 If so, what was your rank or grade?  
THE FEDERAL GOVERNMENT  
PREVIOUS EDITIONS  
Page 1

**CUI**  
ATTENTION

The this space to indicate categories, based discussions controls, special instructions, points of contact, etc., if needed.

**ATTENTION**

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

**CUI**

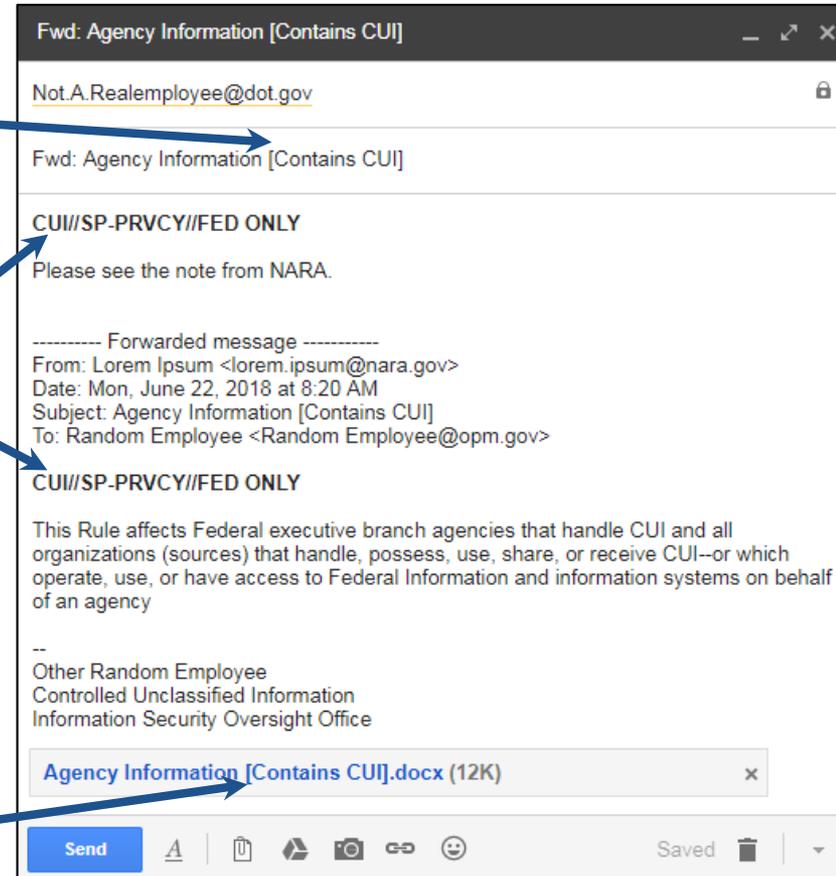
# Marking Emails

- When marking emails it is **mandatory** to include a **Banner Marking** to indicate that the email contains CUI
- It is best practice to include an Indicator Marking in the subject line
- If the 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

Optional  
Subject  
Line  
Indicator  
Marking

**Mandatory  
Banner  
Marking**

Optional  
Attachment  
Indicator  
Marking



# Marking Transmittal Documents

- If a transmittal document accompanies CUI, it **must** indicate that CUI is attached and include
  - “When enclosure is removed, this document is Uncontrolled Unclassified Information” or
  - “When enclosure is removed, this document is (CUI Category); upon removal, this document does not contain CUI”

**Mandatory Transmittal Message**

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

INFORMATION SECURITY OVERSIGHT OFFICE  
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**ISOO**  
INFORMATION SECURITY OVERSIGHT OFFICE

**F A X**

Information Security Oversight Office  
National Archives and Records Administration  
700 Pennsylvania Ave, NW.  
(202) 357-6870

**CONTROLLED**  
When enclosure is removed, this document is Uncontrolled Unclassified Information

Marking Sample  
June 20, 2018

To: Other Random Employee  
Fax number: (202) 357-6871/6872

From: Lorem Ipsum  
Fax number: (202) 357-6871/6872

Date: 06.22.2018

Regarding:  
Agency Information [Contains CUI]

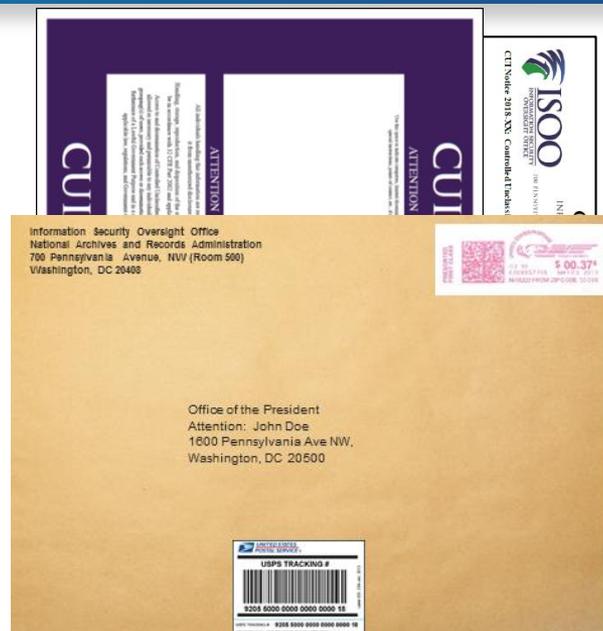
Phone number for follow-up:  
(202)357-6870

Comments:  
The attachment contains CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN.

**Mandatory Message that CUI is Present**

# Shipping and Mailing

- CUI may be shipped
  - Best practice is to track the package



**DO NOT** Place Markings on Packages/Envelopes



# Decontrol and Marking

- Follow your agency's policy to **remove or strike markings** on decontrolled CUI on the
  - Cover page
  - First page
  - First page of any attachment
- Decontrolled CUI is still subject to the agency's release procedures

~~CUI/POST/SERV~~

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OVERSIGHT OFFICE

~~CUI/POST/SERV~~

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INFORMATION SECURITY  
OVERSIGHT OFFICE

**DECONTROLLED**

CUI Notice 013-AX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

**Purpose**

This notice provides clarifying guidance on the proper use of CUI Limited Dissemination Control Markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.102(a) (28 CFR 2012.102(a)).

**Background and Authority**

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, safeguarding, disseminating, marking, declassifying, and disposing of CUI. The regulation includes a section on a key element of the program, marking and disseminating CUI, and this notice clarifies how CUI limited dissemination control markings may be used with CUI.

**Definitions**

**CUI Trade** is the subset of CUI for which the authorizing law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Trade according to the minimum set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.4(b).

**CUI Specified** is the subset of CUI for which the authorizing law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Trade. See § 2012.4(c).

**Guidance**

All CUI is either CUI Trade or CUI Specified. CUI Trade is disseminated according to the minimum set of disseminating controls set forth in 28 CFR 2012.14, which says that agencies should disseminate and permit access to CUI whenever doing so 1) is not against the law, and 2) furthers a lawful Government purpose.

(U) Marking Sample

June 20, 2018

of Information Control  
2012.102(a) (28 CFR

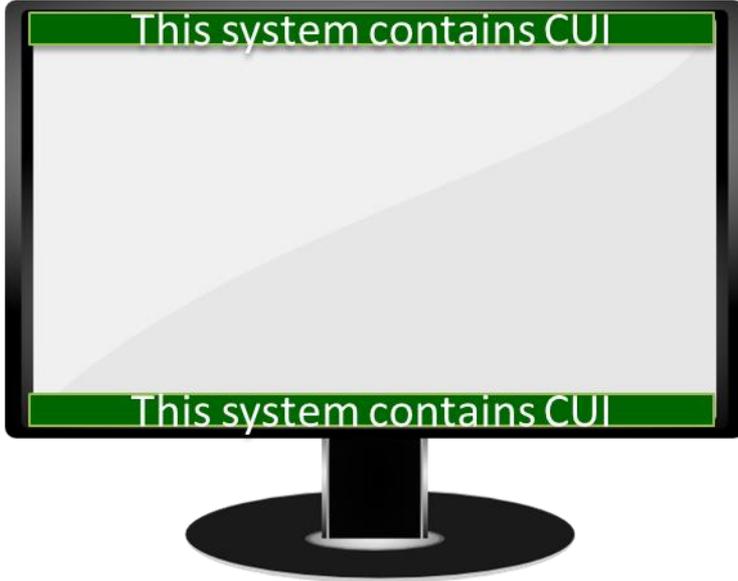
1), implements the CUI Program  
marking, and disposing of CUI.  
ing and disseminating CUI, and  
formed with CUI.

ation, or Government-wide  
Agencies handle CUI Trade  
and the CUI Registry. See §

regulation, or Government-  
agencies to use that

limited according to the  
which says that agencies  
) is not against the law, and 2)

# Bulk & System Markings



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.



# Legacy Information and Markings



**All legacy information is not automatically CUI. Agencies must determine what legacy information qualifies as CUI**



# Destruction

- Unreadable, Indecipherable, and Irrecoverable
- Other methods acceptable with verification and documentation

**NOT APPROVED**



**APPROVED**



# Approved Destruction Methods

- Identify equipment approved for CUI destruction.



This equipment has been approved for the destruction  
of *Controlled Unclassified Information (CUI)*.

Inspected and Approved by:

Quinn Cummings, CUI PM

Date:

7/18/2017

Serial Number:

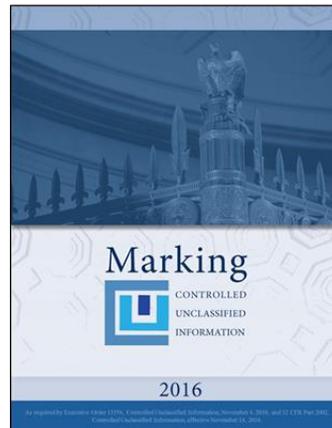
ABCD987654321

Make/Model:

This Shredder/XXX

**Note:** Only equipment which produces particles that are 1 mm x 5 mm (0.04 in. x 0.2 in.) in size (or smaller) may be approved. Please direct any questions to:

# Products to assist



# CUI Overview Video (11 Minutes)

## What to report

CUI incidents include but are not limited to:

- Improper storage of CUI
- Actual or suspected mishandling of CUI
- When unauthorized individuals gain access to CUI (physical or electronic)
- Unauthorized release of CUI (to public facing websites or to unauthorized individuals)
- Suspicious behavior from the workforce (Insider Threats)
  - General disregard for security procedures
  - Seeking access to information outside the scope of current responsibilities
  - Attempting to enter or access to sensitive areas (where CUI is stored, discussed, or processed)

Follow your agency policy and procedures regarding how to report incidents.



## What is CUI?

Information that requires protection.



## Decontrol and Marking

or strike all markings on decontrolled

ed  
used  
ted

gency policy to remove or strike CUI only

page,  
page, or  
page of any attachment.



## How to Send CUI in Packages and Mail

CUI may be shipped through:

- Interagency mail systems
- United States Postal Service
- Commercial Delivery Services
- Automated Tracking is a best practice



**DO NOT** Place Markings on Packages or Envelops!



## CUI Basic and CUI Specified



Laws, Regulations, or Government-wide policies require specific protections. For example:

- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information



Laws, Regulations, or Government-wide policies DO NOT require specific protections.



## Options for approved destruction equipment and methods

- Never use trash cans or recycling bins to dispose of CUI



# CUI Blog



CONTROLLED  
UNCLASSIFIED  
INFORMATION

## THE NATIONAL ARCHIVES CUI PROGRAM BLOG

[Home](#) [About the Blog](#) [About the Bloggers](#) [Comment and Posting Policy](#) [CUI: The High Notes](#)

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Upcoming Events  
No upcoming events

Archives  
 ▾

- Topics
- Common questions
  - CUI Registry
  - Events & reviews
  - FOIA & Privacy Act
  - General updates
  - Marking & examples



# Questions?

