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For Open Publication**

Nov 04, 2020

Department of Defense  
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

# Controlled Unclassified Information Markings

*Updated March 17, 2022*

**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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***Summary of Changes (January 3, 2022):***

***Page 3 - updated chart***

***Page 11 - updated CUI warning statement on classified documents***

***Page 16 - updated Limited Dissemination Controls to include RELIDO, remove Deliberative Process***

***Page 17 - updated Export Warning statement with correct references***

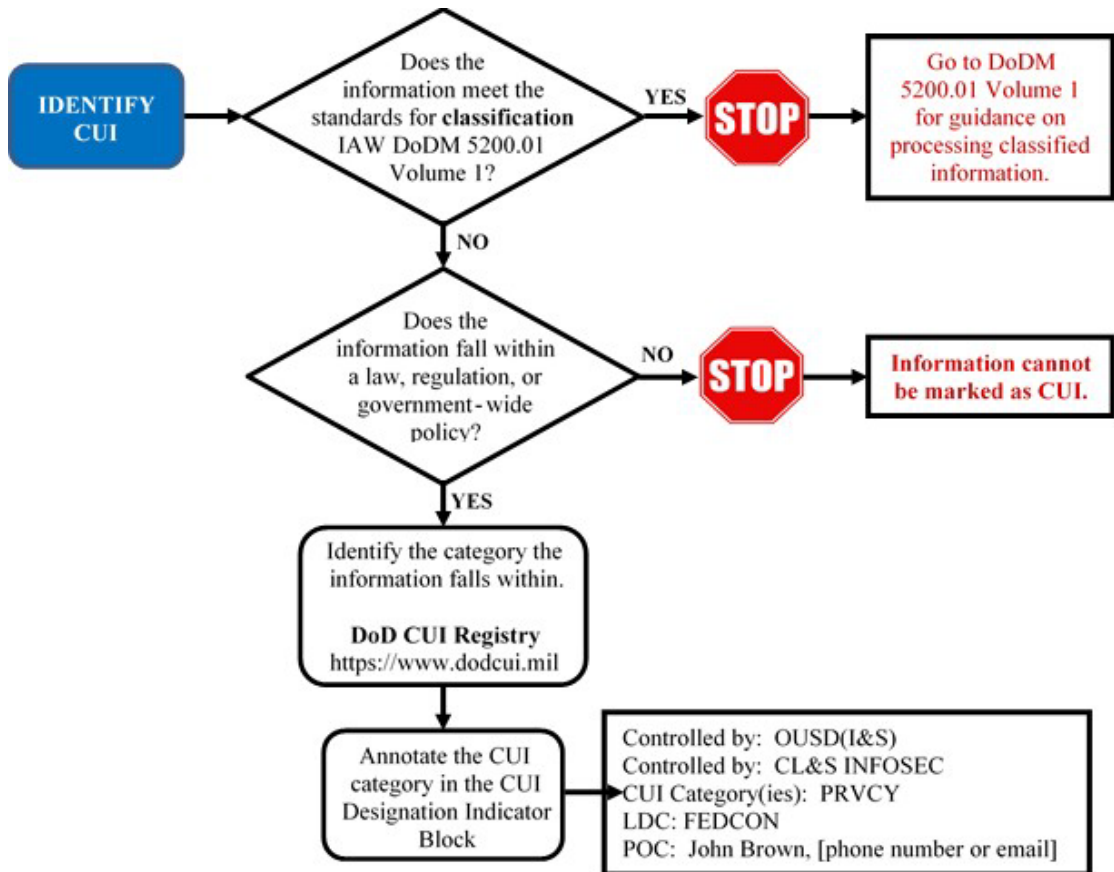
***Pages 18-19 - removed requirement to place NOFORN and REL TO in the banner line***

***Throughout document - changed "Minimum markings" to "Required markings"***

***Summary of Changes (March 17, 2022):***

***Page 4 - changed "broad category" to "category"***

## Process for CUI Determination



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## ***Marking Guidelines for Unclassified Documents Containing CUI***

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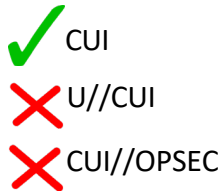
To determine if unclassified information in your document is CUI, check the information against the CUI Registry. Does it potentially fit within a category of CUI? Examples of some common categories would be Privacy, Legal, Budget.

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.



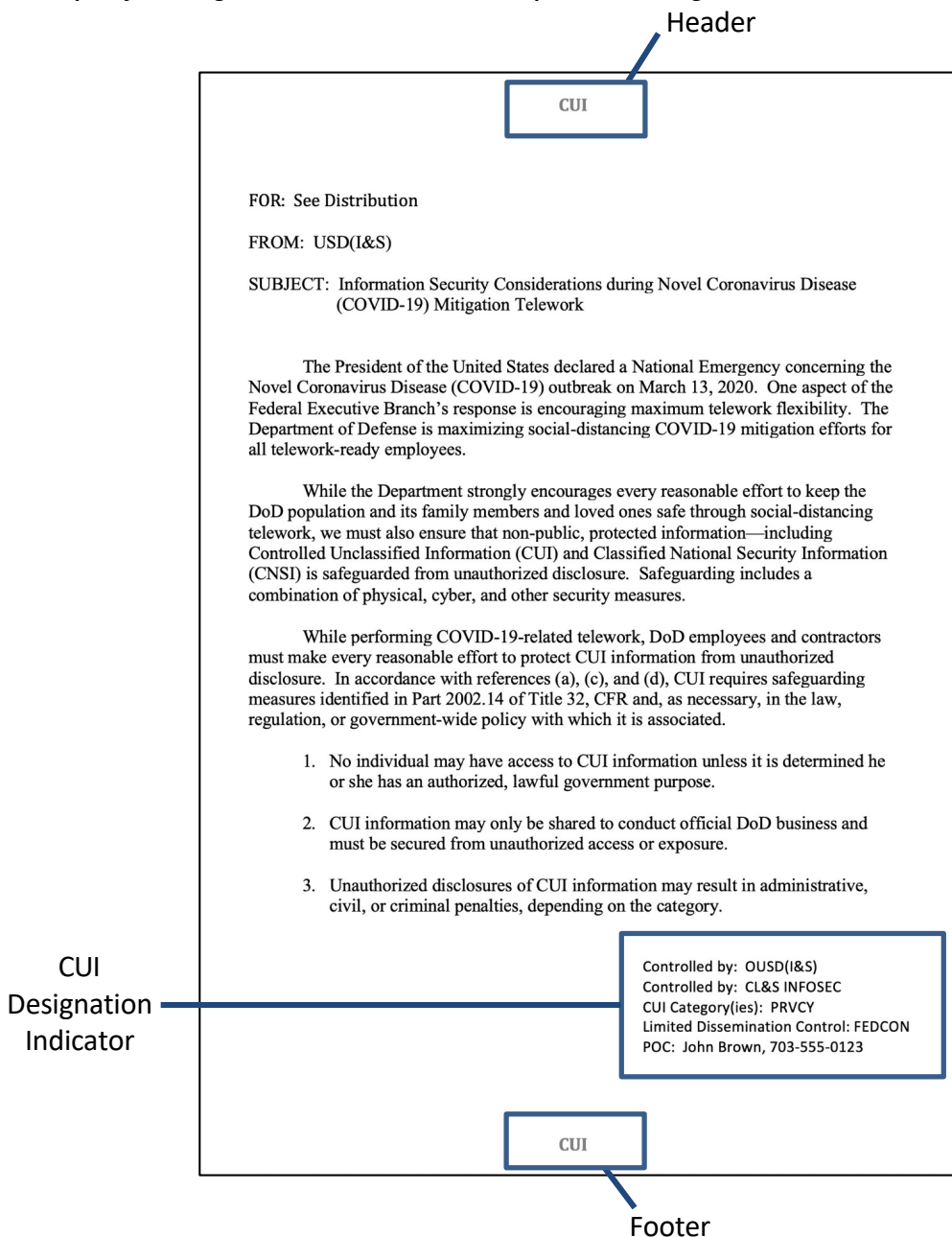
Portion markings are optional on unclassified documents. However, if annotated, they must be applied to all portions, to include subjects, titles, paragraphs, subparagraphs, bullet points, figures, charts, tables, etc. Do not apply portion markings to the CUI designation indicator.

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

## CUI Markings for Unclassified Documents

Example of markings on a CUI document without portion markings.



## CUI Markings for Unclassified Documents

Example of markings on a CUI document with portion markings.

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.

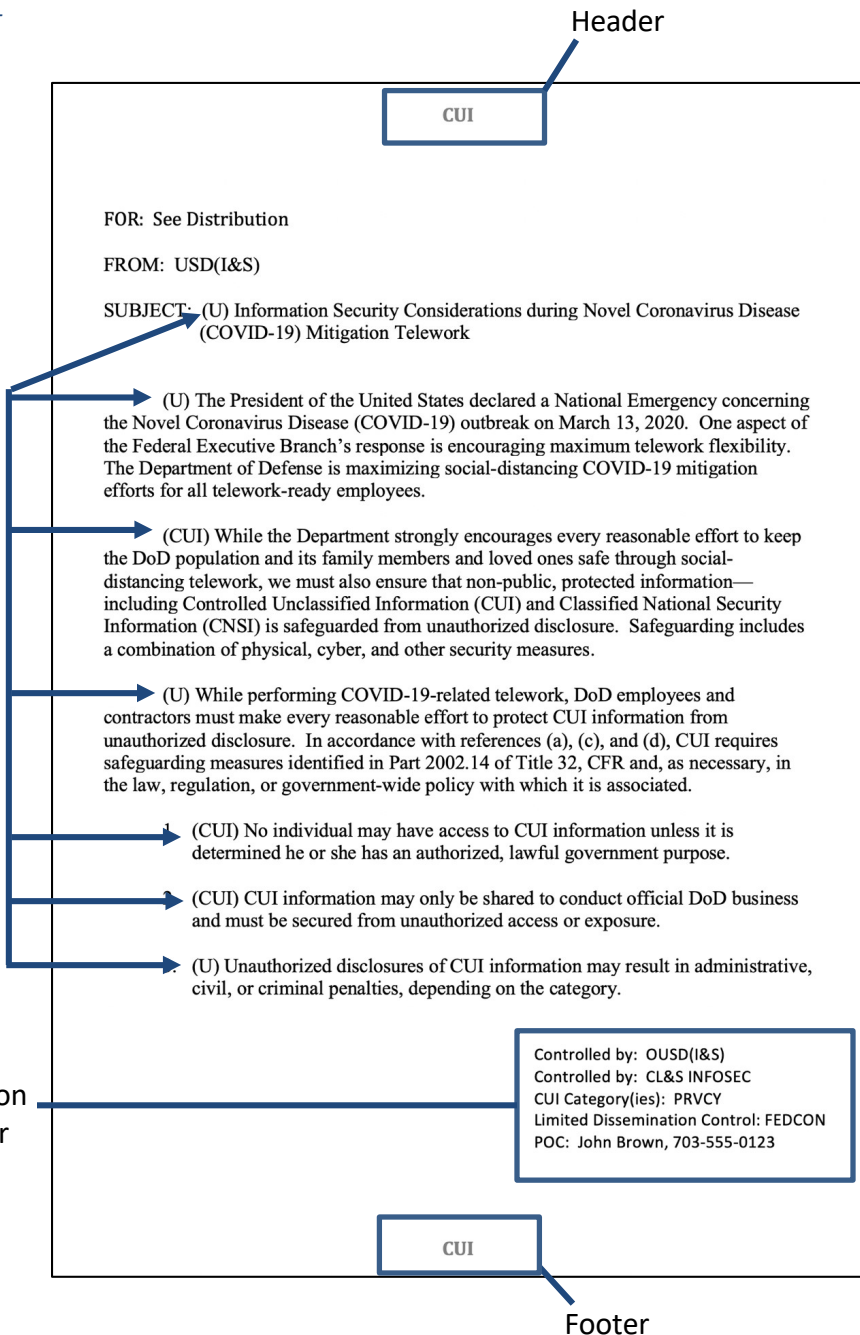
However, if any of the sub-paragraphs or sub-bullet points carry different classifications from the main paragraph or bullet point, portion marking is required for all the sub-paragraphs or sub-bullet points as demonstrated here.

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.

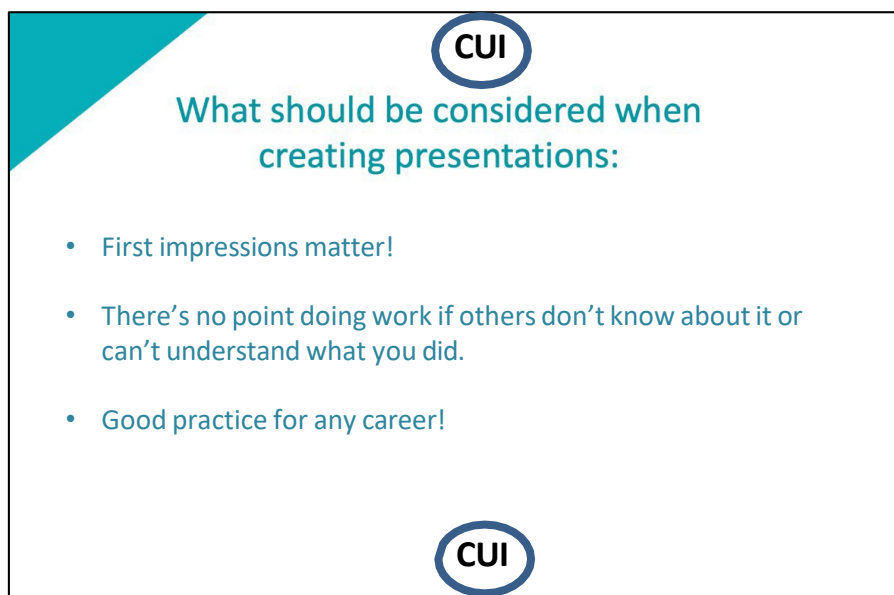
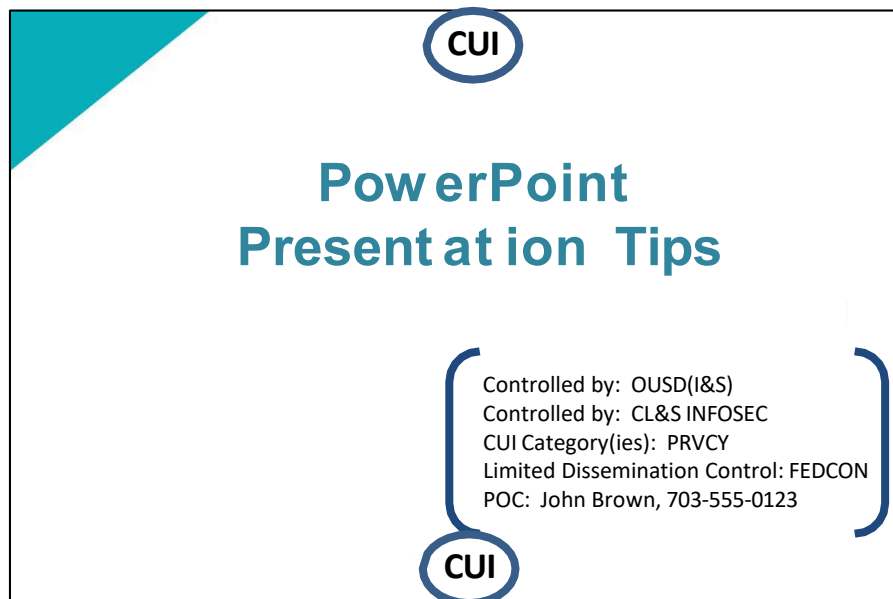
Portion marks

CUI Designation Indicator



## CUI Markings for Unclassified Documents

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



Interior slides can be marked with the overall marking, or each slide can be marked individually.

## CUI Markings for Unclassified Documents

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

The slide features a teal triangle in the top-left corner. At the top center is a circular CUI marking. The title '(U) PowerPoint Presentation Tips' is centered, with '(U)' in a circle. A text box on the right side contains the following information: 'Controlled by: OUSD(I&S)', 'Controlled by: CL&S INFOSEC', 'CUI Category(ies): PRVCY', 'Limited Dissemination Control: FEDCON', and 'POC: John Brown, 703-555-0123'. A circular CUI marking is positioned at the bottom center of the slide.

The slide features a teal triangle in the top-left corner. At the top center is a circular CUI marking. The title 'What should be considered when creating presentations:' is centered. Below the title is a bulleted list with three items, each starting with a circled marking: '(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.', and '(U) Good practice for any career!'. A circular CUI marking is positioned at the bottom center of the slide.

Interior slides can be marked with the overall marking, or each slide can be marked individually.



## CUI Markings for Unclassified Documents

### Required markings

From:

To...

Cc...

Subject: CUI Markings on E-mail

Tahoma 10 B I U [List] [List] [List] [List] ab A

CUI ← **Banner line**

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

} **CUI Designation Indicator**

CUI ← **Footer**

### Portion markings included

From:

To...

Cc...

Subject: (U) CUI Markings on E-mail

Tahoma 10 B I U [List] [List] [List] [List] ab A

CUI ← **Banner line**

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

} **CUI Designation Indicator**

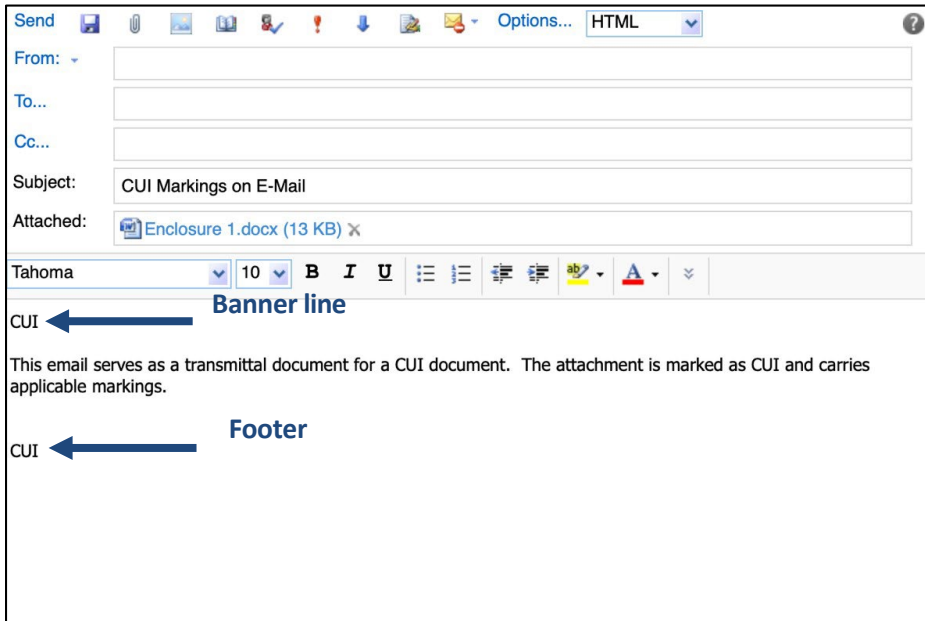
CUI ← **Footer**

Portion markings

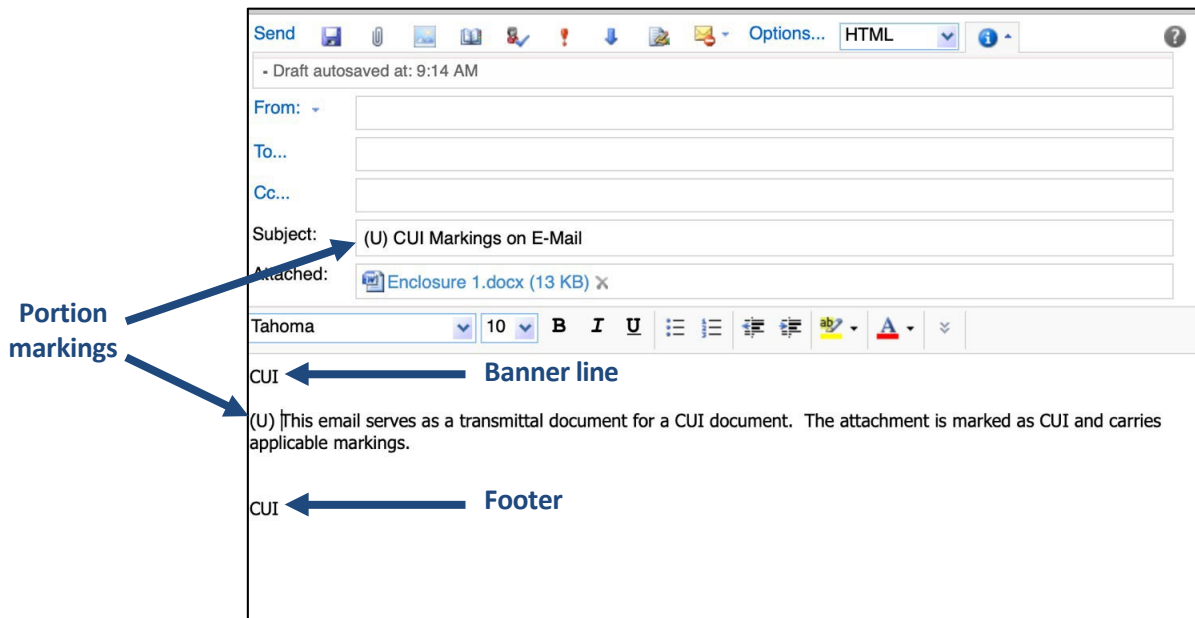
## CUI Markings for Unclassified Documents

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)

### Required markings



### Portion markings included



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## Marking Guidelines for Classified Documents Containing CUI

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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. 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 category of CUI? Examples of some common categories would be Privacy, Legal, Budget.

Apply portion marks to entire document.

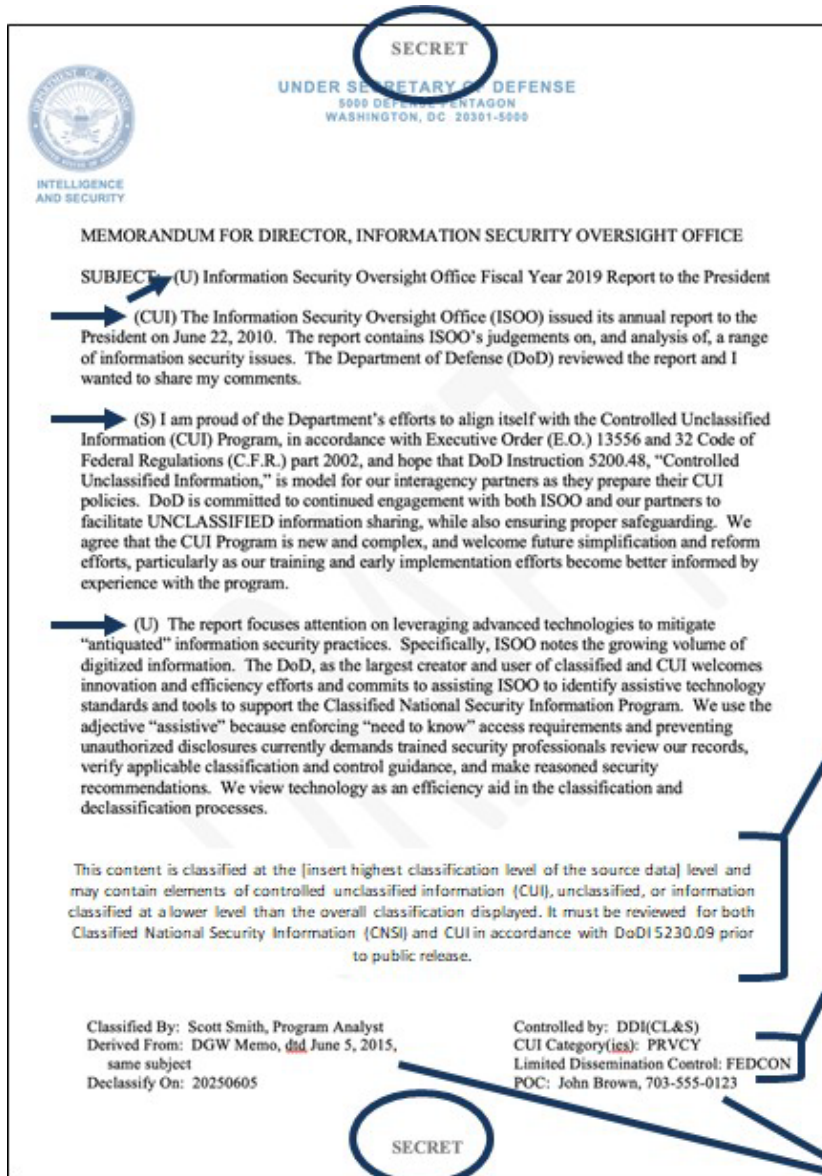
Add overall classification to top and bottom of the document. The overall classification is determined by the portion markings. Do not include CUI in the overall classification.

Add the classification authority block.

Add the CUI designation indicator.

## CUI Markings for Classified Documents

Portion marking is mandatory on classified documents. Portions include titles, subjects, paragraphs and sub-paragraphs, bullet points, charts, etc.



"CUI" is not placed in banner line.

All portions, including the CUI portions, are marked.

Warning statement: placed on the first page of multi-page classified documents containing CUI

The categories and dissemination controls are not carried forward to the banner line.

Both the classification authority block and CUI designation indicator are placed at the bottom of the first page.

## CUI Markings for Classified Documents

Example of markings on a classified slide presentation including CUI.

**SECRET**

**(U) PowerPoint Presentation Tips**

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 email and attachment must be reviewed for both CNSI and CUI in accordance with DoDI 5230.09 prior to public release.

Classified By: Scott Smith, Program Analyst  
Derived From: DGW Memo, dtd June 5, 2015, same subject  
Declassify On: 20250605

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

**SECRET**

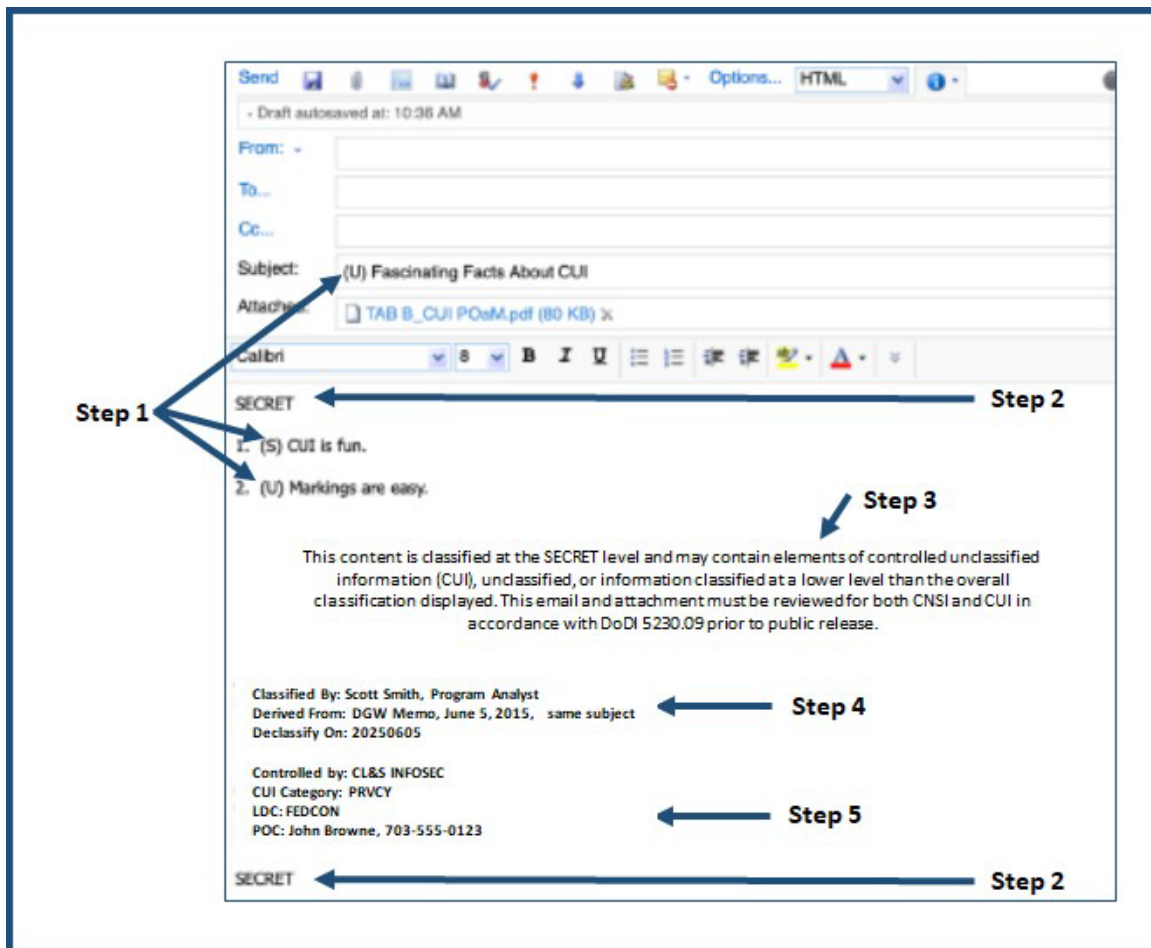
**CUI**

**What should be considered when creating presentations:**

- **(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!

**CUI**

## 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.

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## *CUI Designation Indicator*

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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*

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

*Note: The distribution statement will be spelled out in full on the first page of the document as well as being annotated in the designation indicator block.*

## Limited Dissemination Controls

LDCs are CUI executive agent-approved controls agencies may use to limit or specify CUI dissemination, but cannot be used to unnecessarily restrict CUI access. 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.

**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 (SFDRRA) 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. <a href="#">See list of approved country codes.</a>
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



## Distribution Statements

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.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Control Reform Act of 2018 (Title 50, U.S.C., Chapter 58, Sec. 4801-4852). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

The distribution statement will be reflected in the CUI designation indicator and will be annotated in full on the first page or cover of the document.

Controlled by: OUSD(I&S)/DDI(CL&S)  
CUI Category: CTI  
Distribution Statement B  
POC: James Smith, 703-555-0123

### Distribution Statements

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.

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## Use of NOFORN Marking with CUI

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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 cover support information.

### Required markings

CUI

Marking Requirements for CUI

1. 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.
2. The banner line will contain "CUI" at the top and bottom of all pages.

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

CUI

## 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.

### Required markings

CUI

Marking Requirements for CUI

1. 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.
2. The banner line will contain "CUI" at the top and bottom of all pages.

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

CUI

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## Cover Sheet and Label

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### SF 901, CUI Cover Sheet



The image shows a purple cover sheet template for Controlled Unclassified Information (CUI). At the top, the word "CUI" is written in large white letters, followed by "ATTENTION" in smaller white letters. Below this is a white rectangular area containing instructions: "Use this space to indicate categories, limited dissemination controls, special instructions, points of contact, etc., if needed." In the bottom right corner of this white area, there are fields for "Controlled by: Name of Office", "CUI Category: List Category(ies)", "LDC or Distribution Statement:", and "POC: 703-555-0123". Below the white area, the word "ATTENTION" is written again in white. Underneath is another white rectangular area with the following text: "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." At the bottom right of this white area, there is a small reference to "Revised Form 901 (1-1-09) Provided by OIA-1000 (1) 32 CFR 2002". At the very bottom of the purple sheet, the word "CUI" is written in large white letters.

### SF 902, CUI Label



The image shows a purple rectangular label template. At the top, it says "This medium is" in white. Below that, the word "CUI" is written in large white letters, followed by "U.S. Government Property" in smaller white letters. At the bottom, it says "Protect it from unauthorized disclosure in compliance with applicable executive orders, statutes, and regulations." in white. On the right side of the label, there is a vertical white line with the text "SF 902 (1-1-09)" written vertically in purple.

## *Decontrol*

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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*

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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)
- Is located at <https://www.dodcui.mil>