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For Open Publication
Nov 04, 2020
Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

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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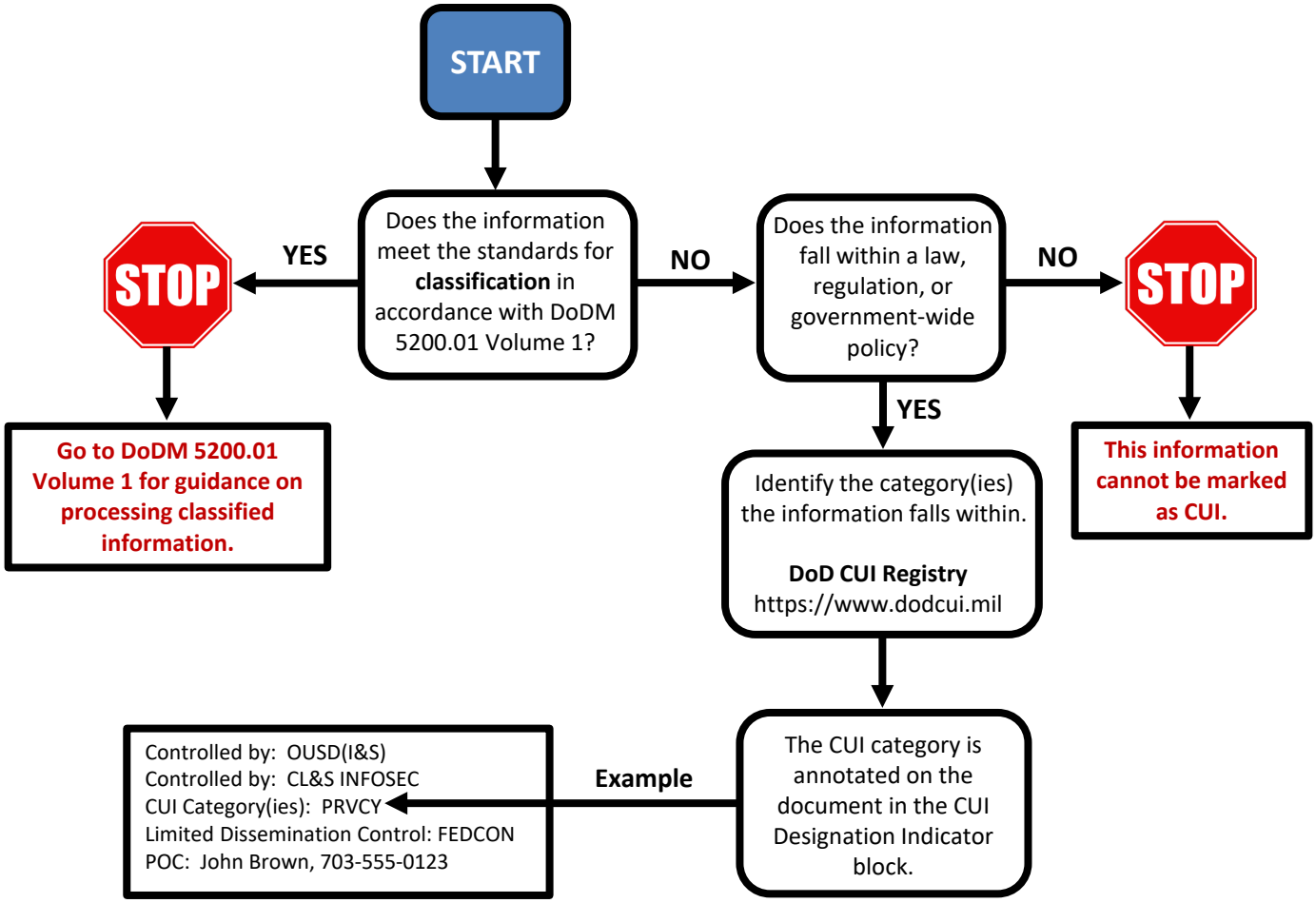
Process for CUI Determination



Marking Guidelines for Unclassified Documents Containing CUI

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.

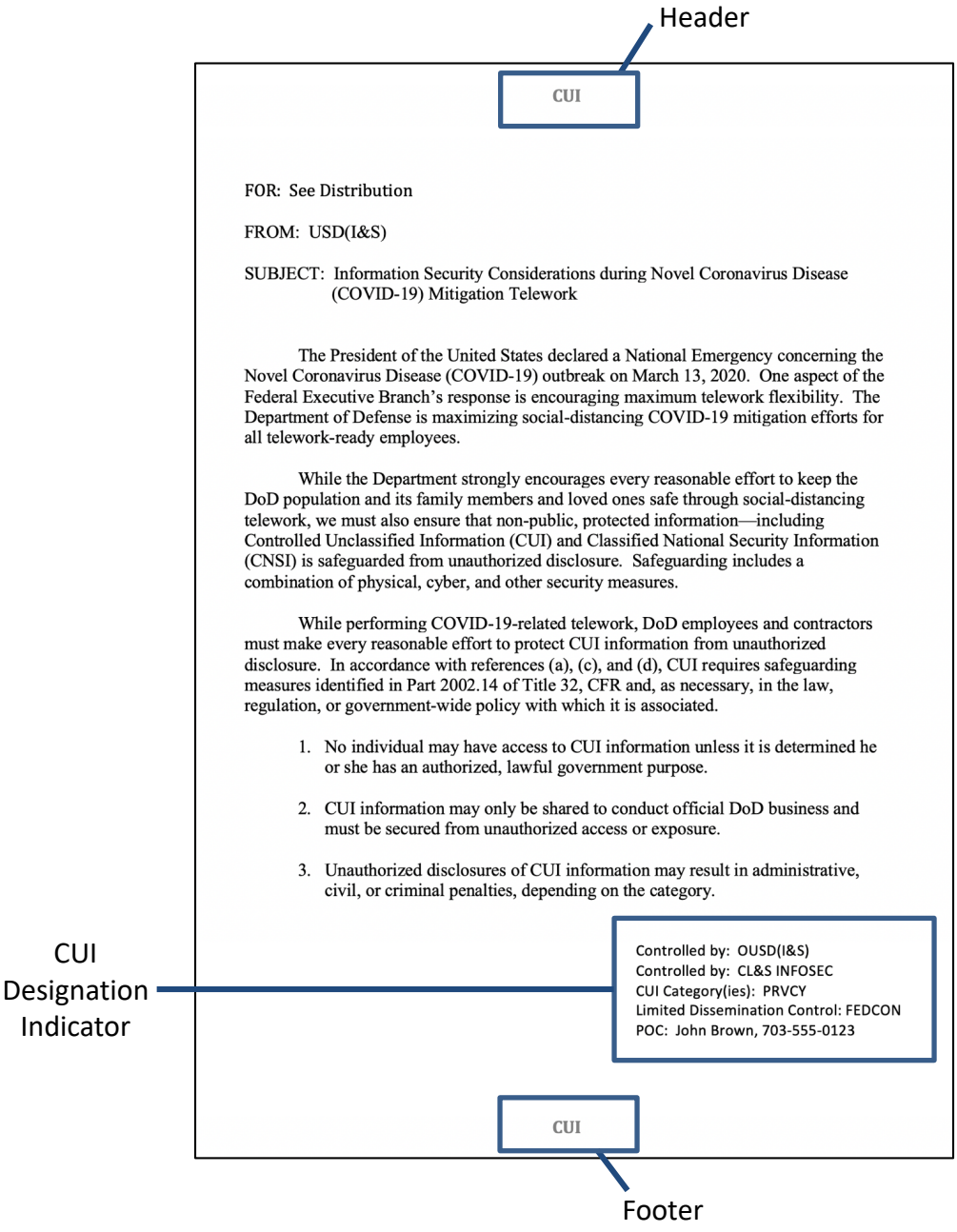
The CUI designation indicator must be annotated on the first page or cover of all documents containing CUI.

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

CUI Markings for Unclassified Documents

Example of markings on a CUI document without portion markings.



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

CUI Markings for Unclassified Documents

Example of markings on a CUI document with portion markings.

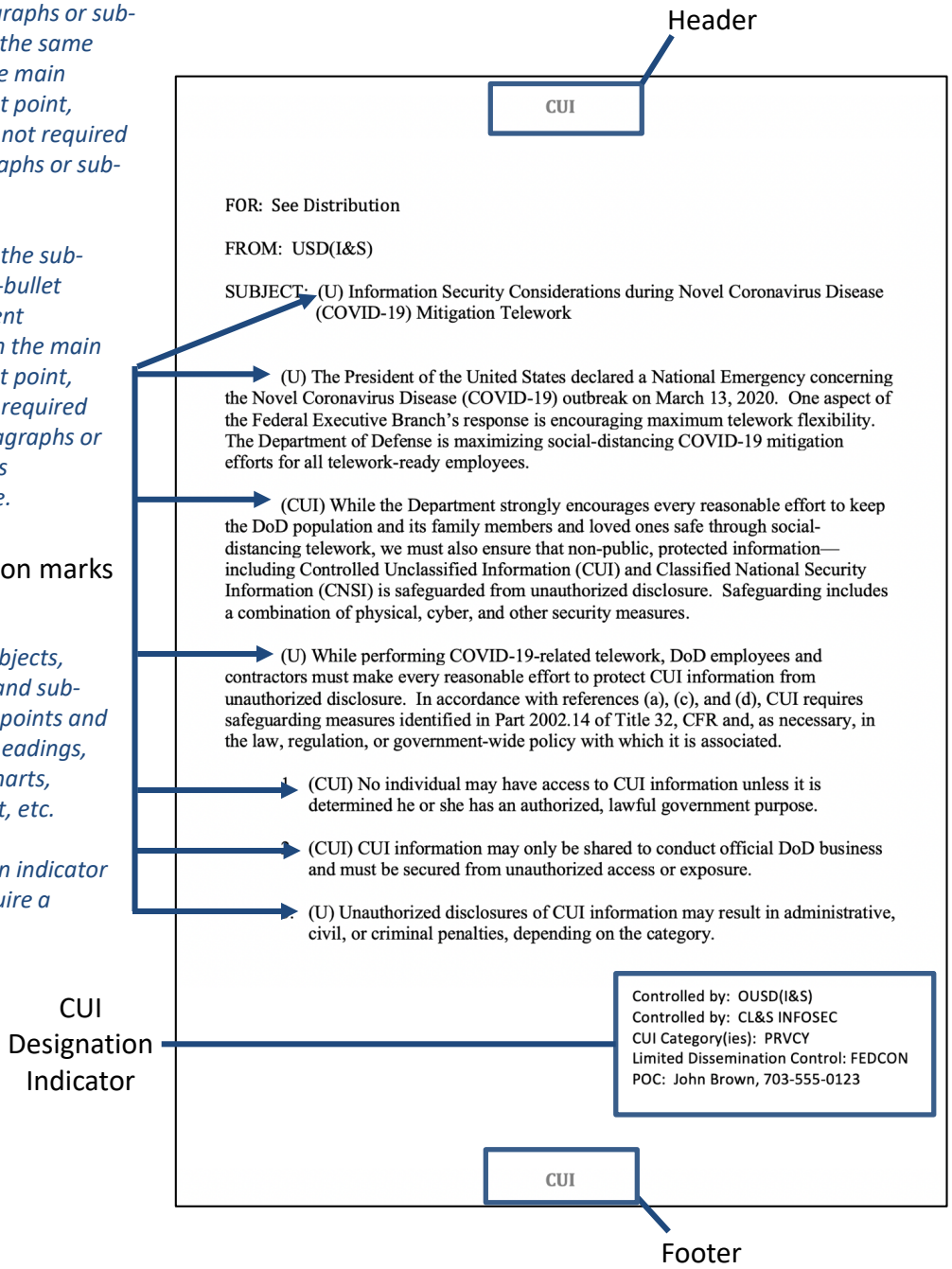
If all the sub-paragraphs or sub-bullet points carry the same classification as the main paragraph or bullet point, portion marking is not required for the sub-paragraphs or sub-bullet points.

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.

Portion marks

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

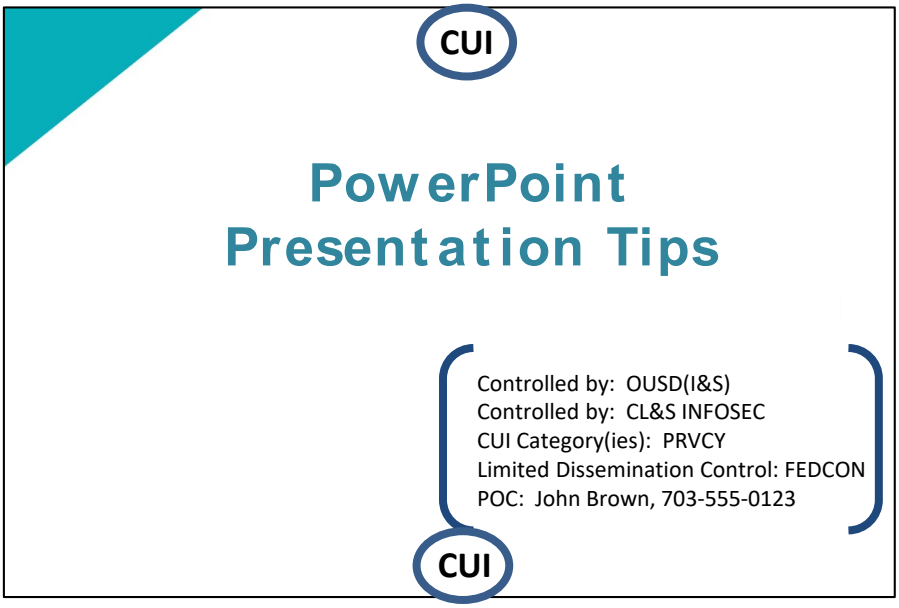
The CUI designation indicator block does not require a portion mark.

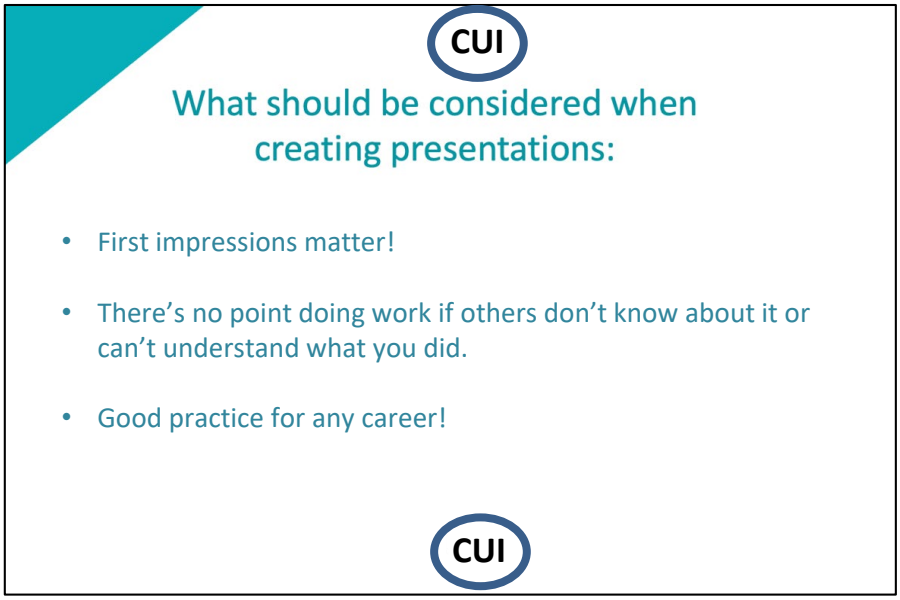


Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4

CUI Markings for Unclassified Documents

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

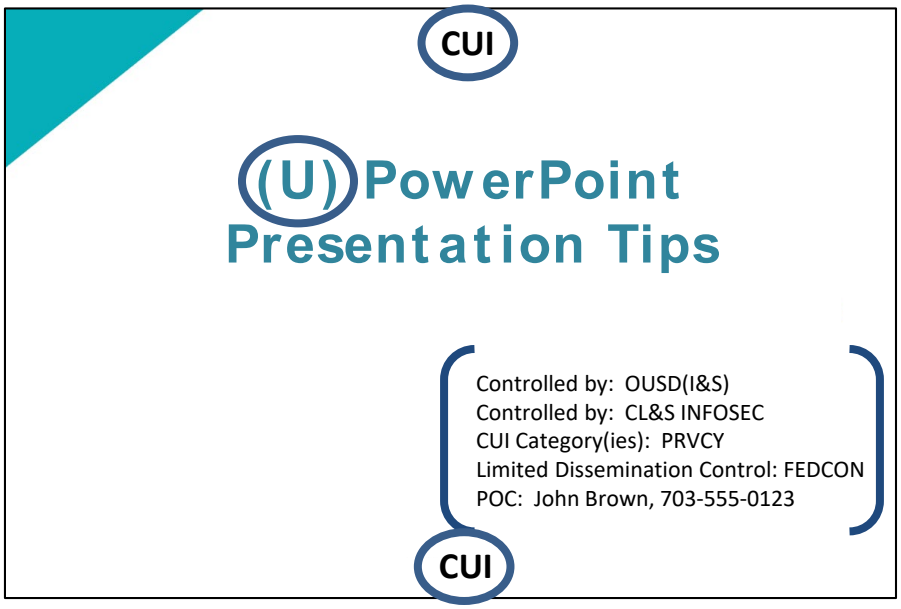


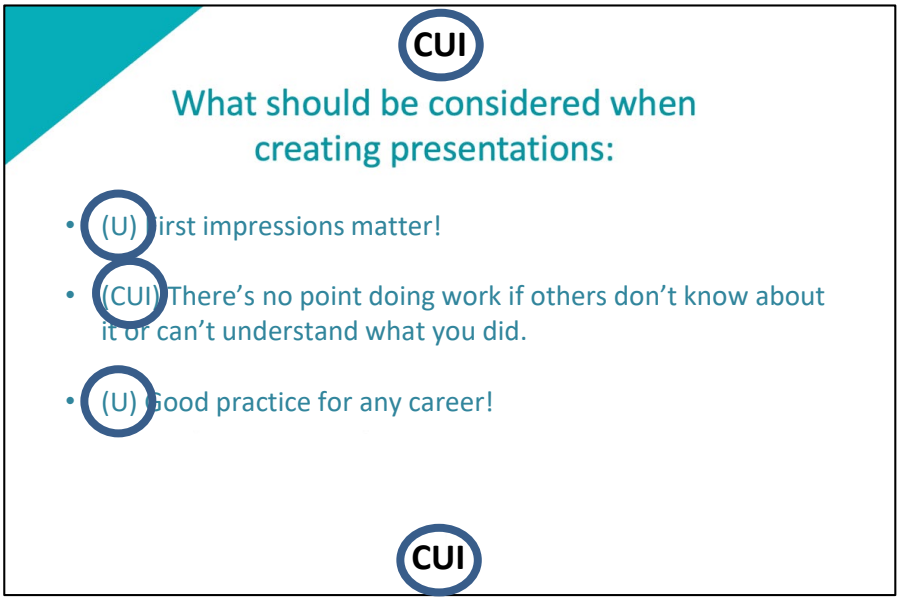


Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4

CUI Markings for Unclassified Documents

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

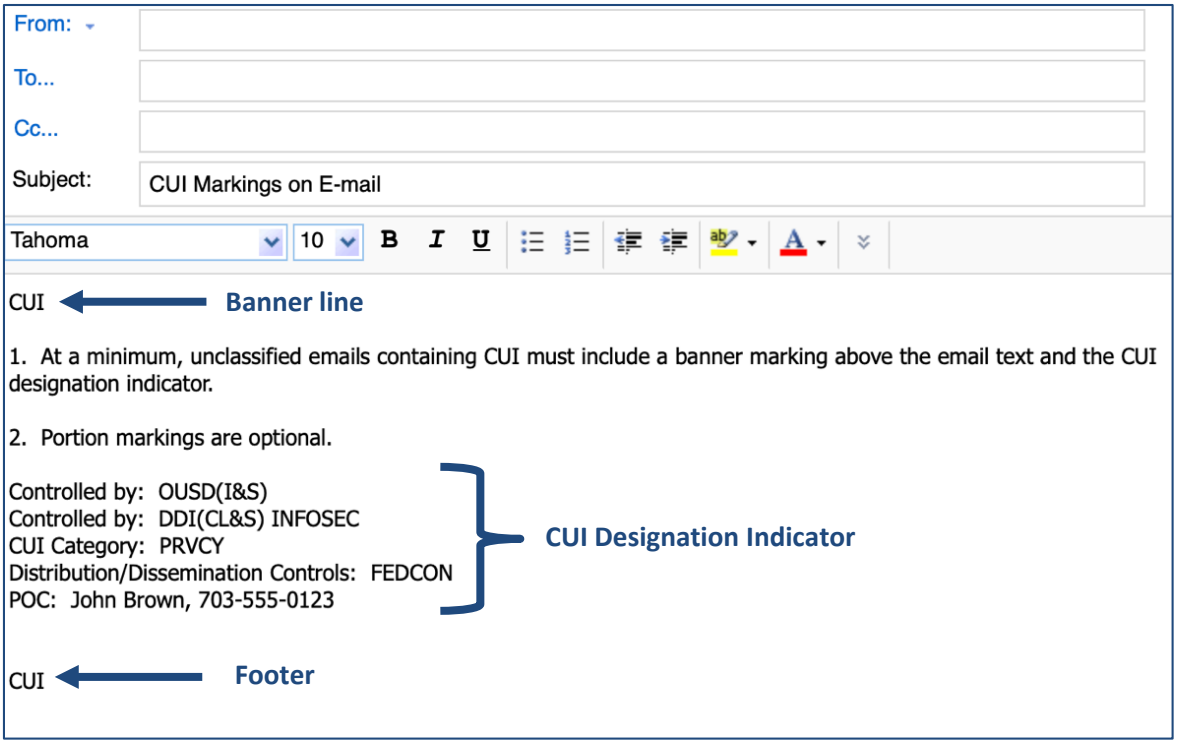




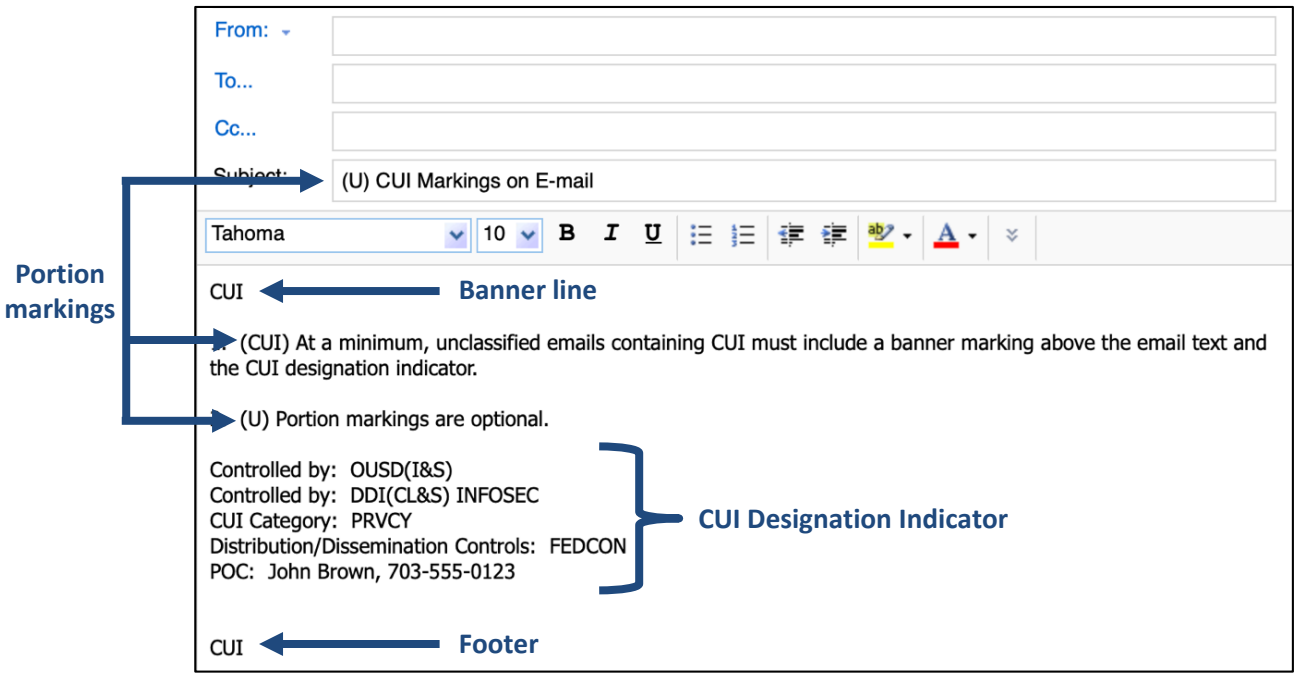
Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4

CUI Markings for Unclassified Documents

Mandatory markings



Portion markings included

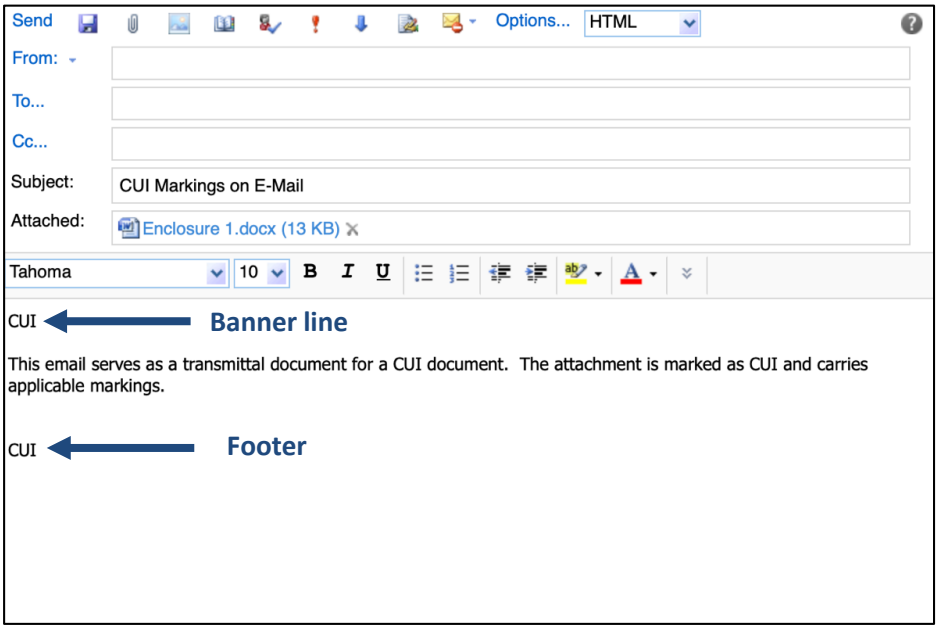


Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.4

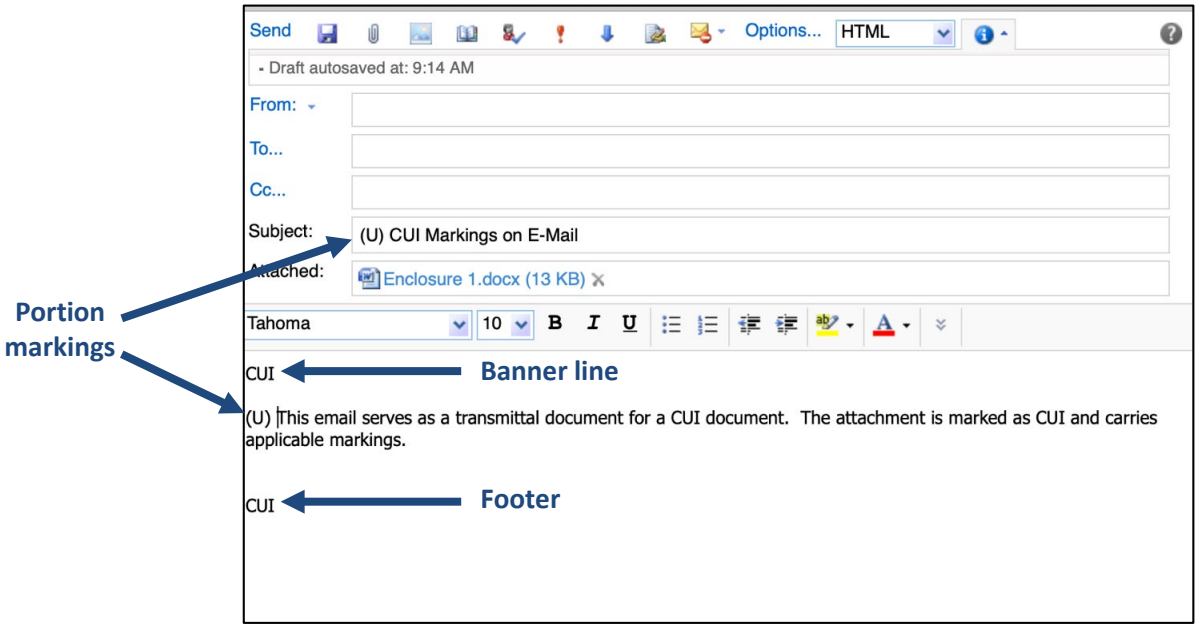
CUI Markings for Unclassified Documents

*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

Marking Guidelines for Classified Documents Containing CUI

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.

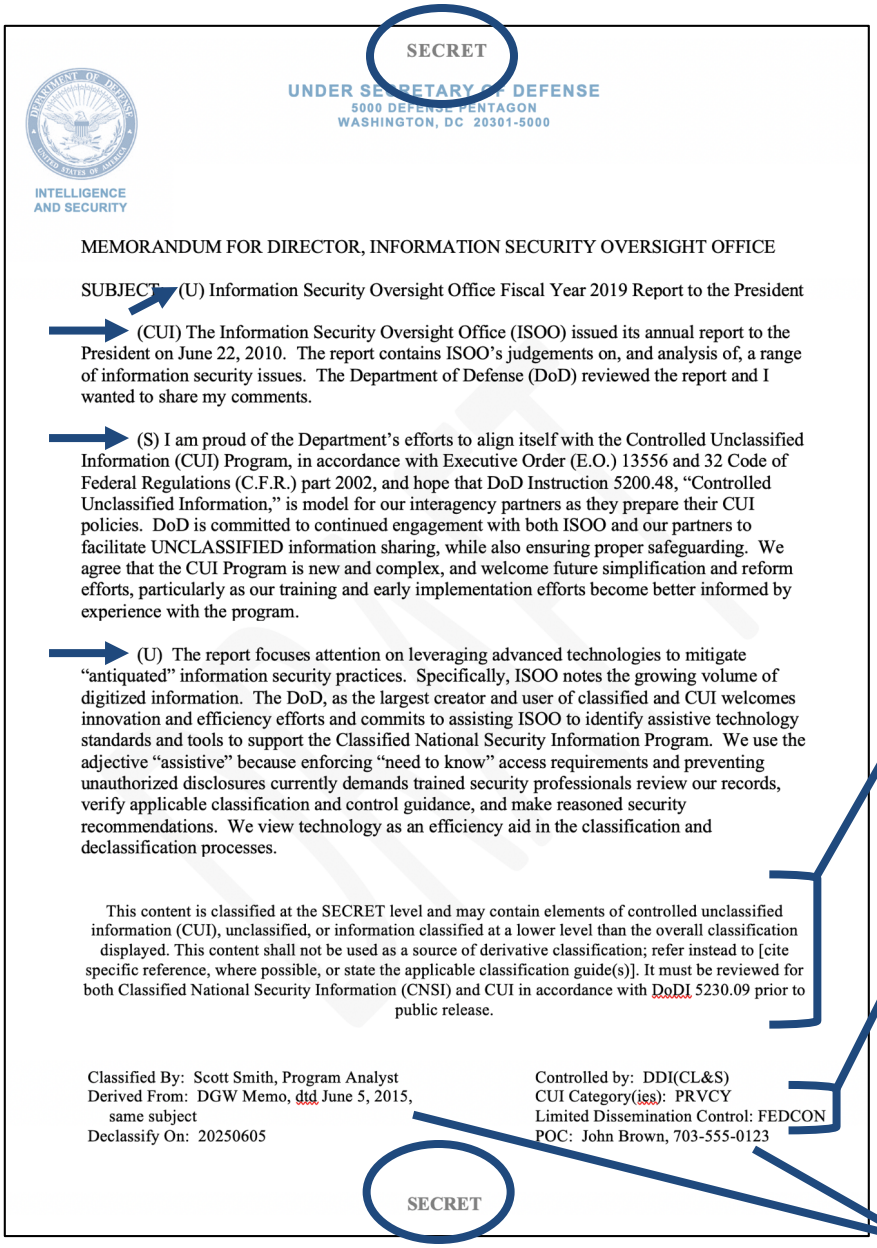
Add overall classification to top and bottom of the document. The overall classification is determined by the portion markings. Do not include CUI in the overall classification.

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



SECRET

UNDER SECRETARY OF DEFENSE
5000 DEFENSE PENTAGON
WASHINGTON, DC 20301-5000

INTELLIGENCE
AND SECURITY

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

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

(CUI) The Information Security Oversight Office (ISOO) issued its annual report to the 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 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.

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

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

SECRET

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

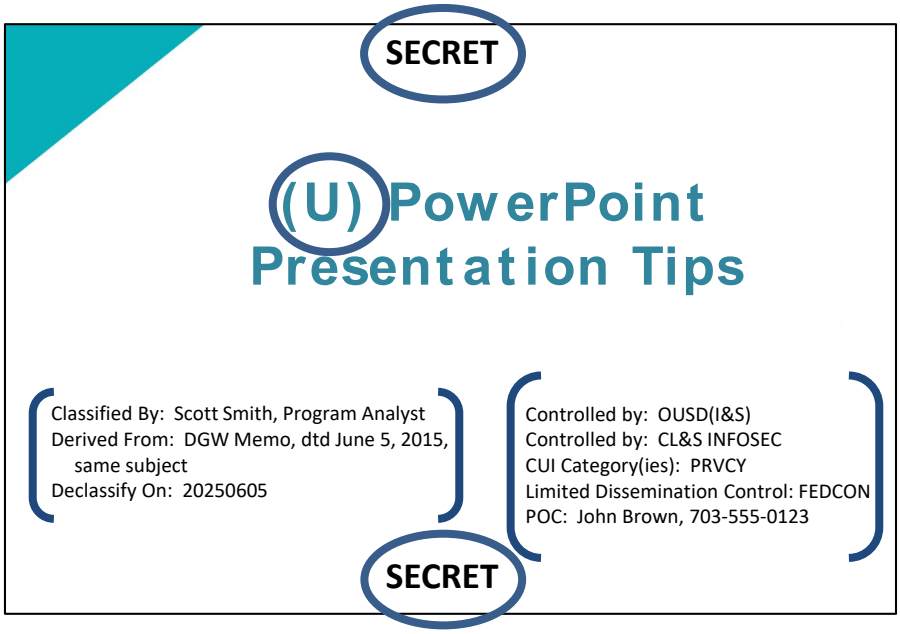
The categories and dissemination controls are not carried forward to the banner line.

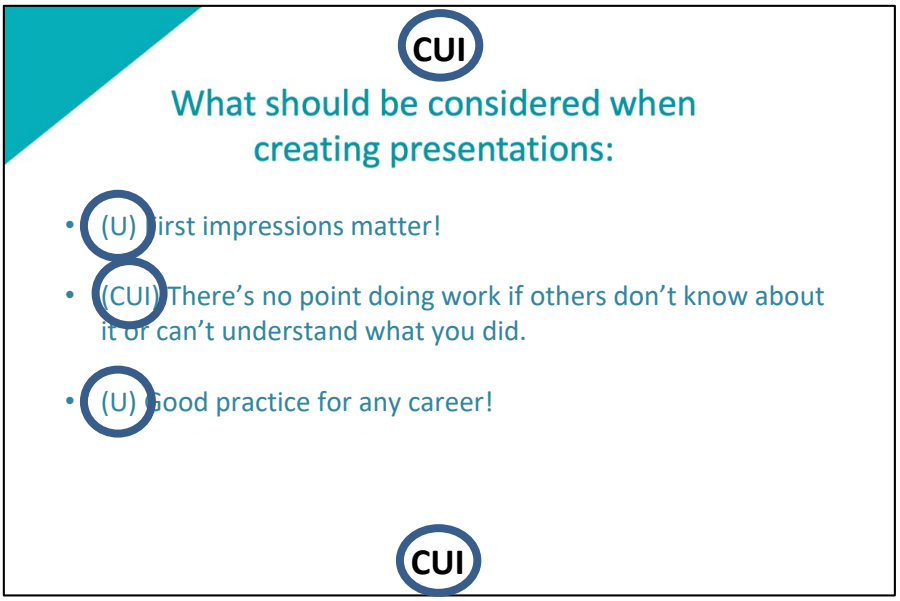
Both the classification authority block and CUI designation indicator are placed at the bottom of the first page.

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

CUI Markings for Classified Documents

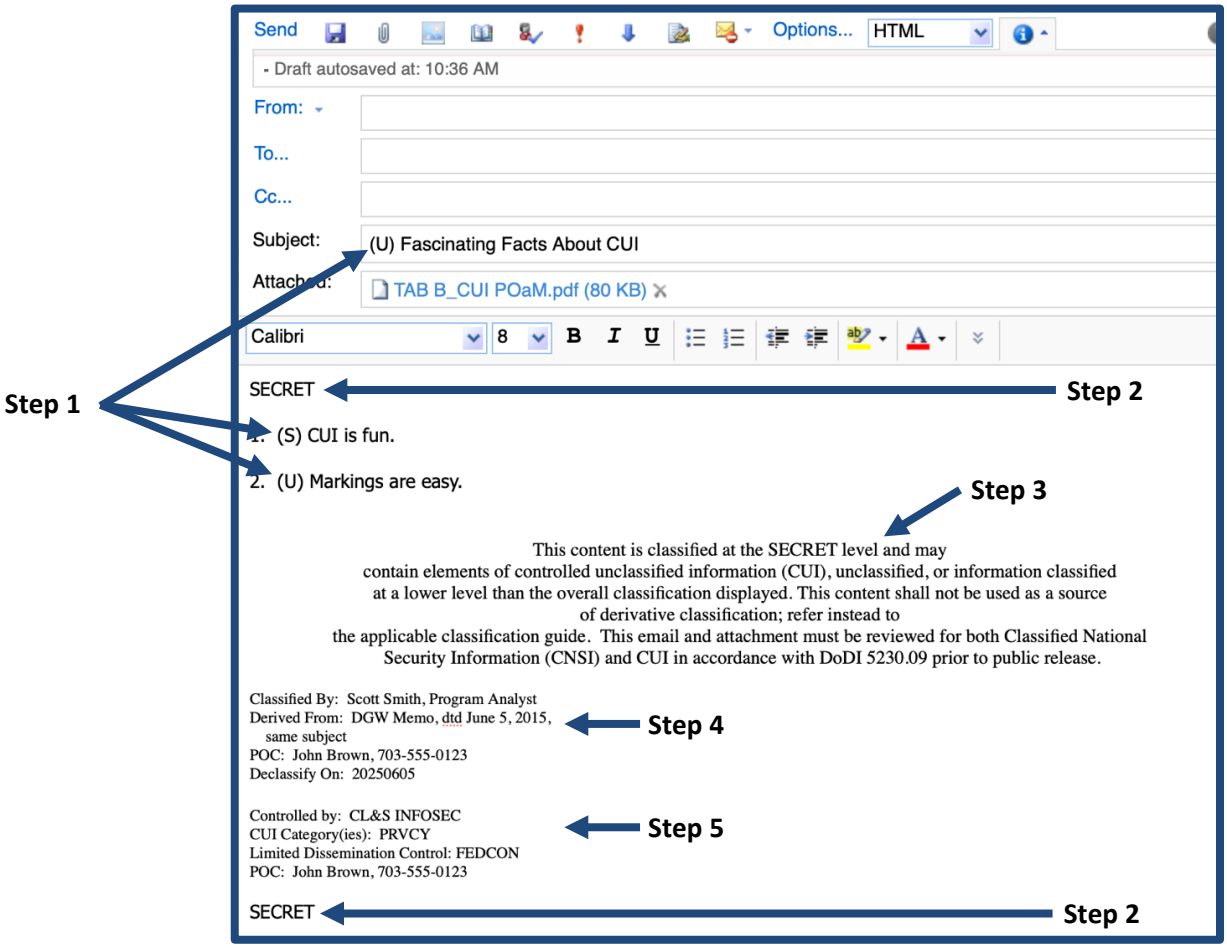
Example of markings on a classified slide presentation including CUI.





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

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

Note: Because NNPI must be marked NOFORN, any portions containing NNPI will be portion marked (CUI//NF). Because NF is in the portion marking, NOFORN will be placed in the banner line.

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

Note: FEDCON will not be placed in the banner line.

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 not be placed in the banner line.

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.

Control	Marking	Description
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.
Federal Employees Only	FED ONLY	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.
Federal Employees and Contractors Only	FEDCON	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.
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.
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.
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.
Deliberative Process	DELIBERATIVE	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.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 4.2

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.

Reference: DoDI 5200.48, Controlled Unclassified Information (CUI), para. 3.7.c.(1)

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 cover 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

CUI//NOFORN

Marking Requirements for CUI

- Portion markings.
  - Portion markings are optional. However, if porti
    markings are annotated, they must be applied to
    portions, to include subjects, titles, headings, par
    subparagraphs, bullet points, etc.
  - Portions containing CUI NOFORN information wil
    annotated "(CUI//NF)."

- Banner line.
  - At a minimum, CUI markings for unclassified doc
    will include the acronym "CUI" at the top and bo
    each page.
  - If there is NOFORN information in the document
    be reflected in the banner line as shown in this e

Controlled by: OUSD(I&S)
Controlled by: CL&S INFOSEC
CUI Category(ies): NNPI
Limited Dissemination Controls: NO
POC: John Brown, 703-555-0123

CUI//NOFORN

Portion markings included

CUI//NOFORN

(U) Marking Requirements for CUI

- (U) Portion markings.
  - (CUI//NF) 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.
  - (U) Portions containing CUI NOFORN information will be annotated "(CUI//NF)."

- (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//NF) If there is NOFORN 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 Controls: NOFORN
POC: John Brown, 703-555-0123

CUI//NOFORN

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

CUI//REL TO USA, FVEY

Marking Requirements for CUI

- Portion markings.
  - Portion markings are optional. However, if p
  markings are annotated, they must be applie
  portions, to include subjects, titles, headings,
  subparagraphs, bullet points, etc.
  - Portions containing CUI REL TO information
  annotated "(CUI//REL TO)."
- Banner line.
  - At a minimum, CUI markings for unclassified
  will include the acronym "CUI" at the top and
  each page.
  - If there is REL TO information in the docume
  be reflected in the banner line as shown in th

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

CUI//REL TO USA, FVEY

Portion markings included

CUI//REL TO USA, FVEY

(U) Marking Requirements for CUI

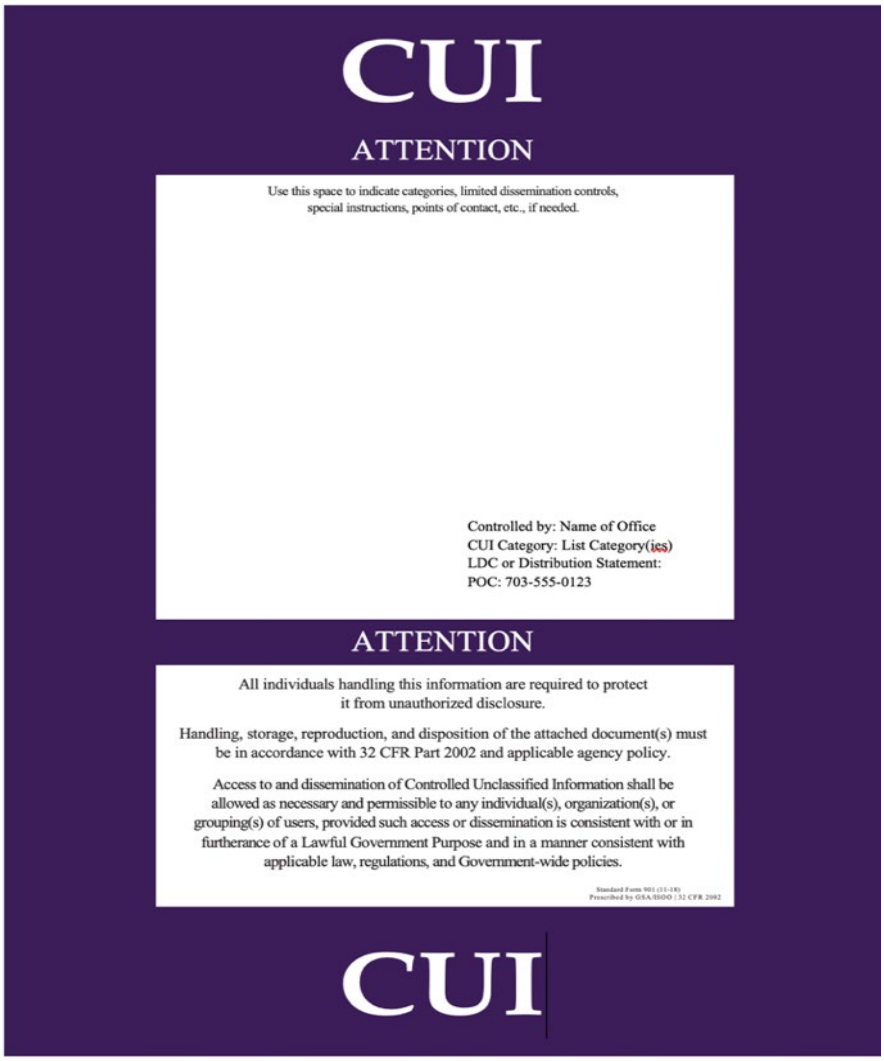
- (U) Portion markings.
  - (CUI//REL TO) Portion markings are optional. However, if portion markings are annotated, they must be applied to all portions, to include subjects, titles, headings, paragraphs, subparagraphs, bullet points, etc.
  - (U) Portions containing CUI REL TO information will be annotated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

CUI//REL TO USA, FVEY

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

Cover Sheet and Label



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.

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
- The registry is located on the NIPRNet Intelink Sharepoint site at: 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

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