OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE & SECURITY

Director for Defense Intelligence (Counterintelligence, Law Enforcement, and Security)

dInformation and Acquisition Protection Division

Controlled Unclassified Information Markings

December 2024

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Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

https://www.dodcui.mil

Contact us at: osd.pentagon.rsrcmgmt.list.ousd-intel-infosec-mbx@mail.mil

Markings are for training purposes only

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Marking Guidelines for Unclassified Documents Containing CUI

To determine if unclassified information in your document is CUI, check the information against the DoD CUI Registry. Does it potentially fit within a category of CUI?

Mandatory CUI markings for unclassified documents include:

- The acronym "CUI" at the top and bottom of each page
- The CUI designation indicator block.

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, but recommended, on unclassified documents. 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.

Contractors are authorized to create and mark CUI documents and can be listed as the POC in the CUI designation indicator block.

CUI Designation Indicator Block

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) and identification of the office creating the document

Line 2: identification of the categories contained in the document

Line 3: applicable limited dissemination control (LDC) or distribution statement.

Line 4: name and phone number or email of POC. Organizational emails can be used.

Examples

Controlled by: DDI(CL&S)/IAP

CUI Category: NNPI

Limited Dissemination Control: NOFORN

POC: John Brown, 703-555-0123

Controlled by: DDI(CL&S)/IAP CUI Category: BUDG, PSI

Limited Dissemination Control: FEDCON

POC: osd.pentagon.rsrcmgmt.list.ousd-intel-infosec-mbx@mail.mil

Controlled by: OUSD(I&S)/DDI(CL&S)/IAP

Category: CTI

Distribution Statement: C

POC: John Brown, 703-555-0123

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

Note: The absence of an LDC on a

document means anyone with an

authorized lawful government purpose is permitted access to the information but does not imply or

authorize public release.

Limited Dissemination Controls

LDCs are CUI Executive Agent-approved controls that agencies may use to limit or specify CUI dissemination. LDCs cannot be used to unnecessarily restrict CUI access. Access to CUI should be encouraged and permitted to the extent that it:

- · 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.

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 (SFDRA) to make further sharing decisions for uncaveated 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 LDC 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. See list of approved country codes.
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.

FED ONLY and FEDCON restrict dissemination outside of the Executive Branch.

REL TO Markings

Formatting for "REL TO" LDC:

USA is always listed first followed by trigraphs in alphabetical order, then tetragraphs in alphabetical order.

Example: REL TO USA, EST, ISR, FVEY, NATO

A full list of trigraph country codes is available on the DoD CUI website.



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

SEP 2 7 2023

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Use of Digital Signatures on Standard Form 312

References: (a) Executive Order 13526, "Classified National Security Information," January 5, 2010

(b) 32 Code of Federal Regulations, Part 2001, June 28, 2010

(c) ISOO Notice 2022-01: "Digital Signatures on Standard Form (SF) 312, Classified Information Nondisclosure Agreement," May 9, 2022

(d) DoD Manual 5200.01, Volume 1, "DoD Information Security Program:
 Overview, Classification, and Declassification," February 24, 2012, as amended.

The Information Security Oversight Office, as Executive Agent for references (a) and (b), issued updated guidance to Departments and Agencies on the use of digital signatures on Standard Form (SF) 312, "Classified Information Non-Disclosure Agreement" at reference (c). Based upon that guidance and in the interest of information security reform, Department of Defense (DoD) Components are authorized to accept digital signatures on all SF 312s as described in this memorandum.

DoD military, civilian, and contractor personnel may now sign SF 312s using a DoD-issued credential that is: (1) based on public key infrastructure (PKI) and (2) includes a reliable certificate authority (CA). This includes the common access card, DoD-approved derived credentials (e.g., Purebrod), personal identity verification (PIV), or DoD-approved PIV-Interoperable (PIV-1) cards. In addition, DoD personnel may use digital signatures from DoD-sponsored External Certificate Authority PKIs, which are listed at https://eyber.mil/pki-pke/interoperability/

PKIs include certain federal personal PIV and industry PIV-I PKI

CUI



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

SEP 2 7 2023

Controlled by: Mark Brown, Analyst CUI Category: BODG LDC: REL TO USA, FVEY POC. 703 FFF 0051

cui

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Distribution Statement B: Distribution authorized to U.S. Government agencies only [fill in reason and date of determination]. REL TO USA, FVEY.

CUI

Controlled by: Mark Brown, Analyse CUI Category: CTI
Distribution Statement: B

POC: 703-555-9654

You can add a REL TO marking to a distribution statement when a distribution statement is required in place of an LDC.

Distribution Statements

In accordance with DoDI 5230.24, "Distribution Statements on DoD Technical Information," distribution statements can be applied to newly created, revised, or previously unmarked classified and unclassified technical information. Technical information is defined as technical data or computer software that can be used or adapted for use in the design, production, manufacture, assembly, repair, overhaul processing, engineering, development, operation, maintenance, adapting, testing, or reconstructing of goods or materiel or any technology that advances the state of the art in an area of significant military applicability in the U.S. Examples: blueprints, engineering drawings, specifications, computer software. See DoDI 5230.24 for the complete definition and examples.

Two CUI categories require a distribution statement:

- Export-controlled information
- Controlled technical information

A distribution statement on a document does not automatically mean the document contains CUI. Distribution statements may be used on documents that do not contain CUI.

For guidance on how to indicate a distribution statement in the CUI designation indicator block, see the example on page 4.

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 must 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 must 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 must 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 must 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.

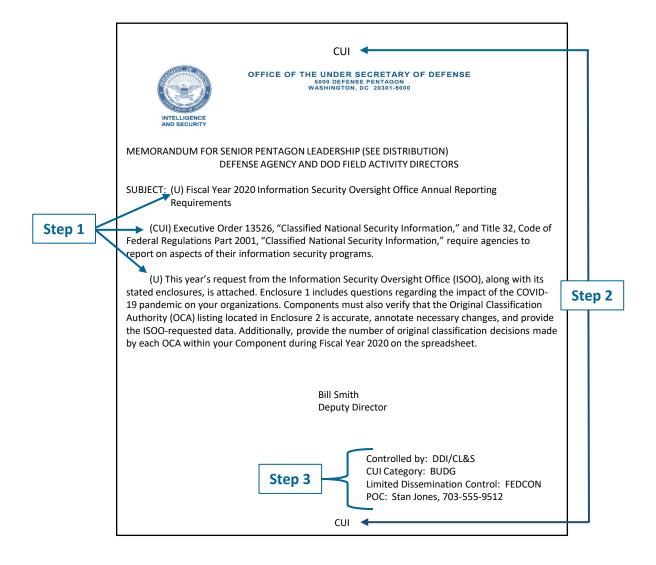
CUI Markings (text documents)

Step 1: apply portion marks (title, subject, paragraphs, sub-paragraphs, bullet points, sub-bullet points, graphs, etc.). Do not portion the signature block or CUI designation indicator block.

NOTE: Portion marking is optional, but strongly recommended, in unclassified documents.

Step 2: place "CUI" at the top and bottom of each page.

Step 3: place the CUI designation indicator block at the bottom of the first page or cover page.



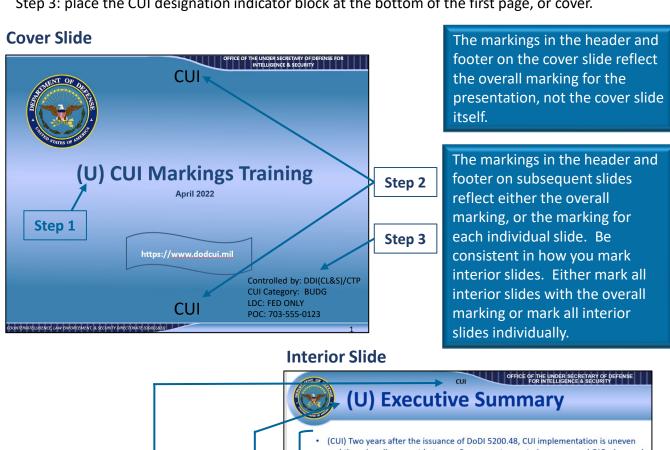
CUI Markings (slide presentations)

Step 1: apply portion marks (title, subject, paragraphs, sub-paragraphs, bullet points, sub-bullet points, graphs, etc.). Do not portion mark the signature block or CUI designation indicator block.

NOTE: Portion marking is optional, but strongly recommended, in unclassified documents.

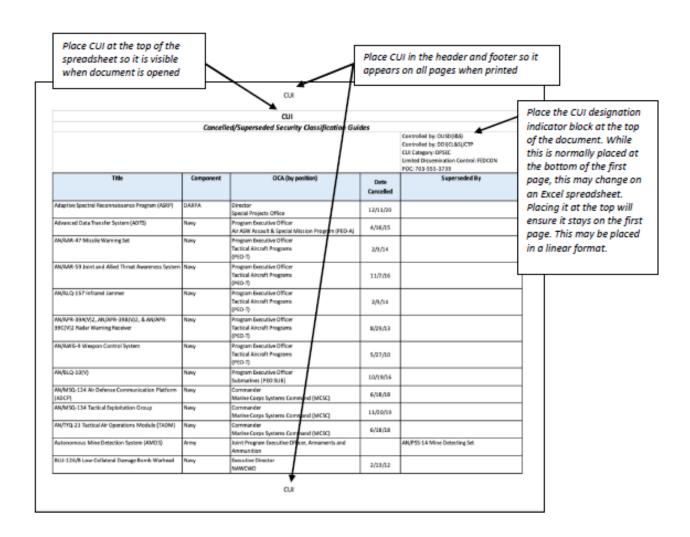
Step 2: place "CUI" at the top and bottom of each page.

Step 3: place the CUI designation indicator block at the bottom of the first page, or cover.



and there is a disconnect between Component-reported progress and OIG-observed results. In part, this reflects the difference in complexity between FOUO and CUI. • (U) Some Components approach training and awareness with high levels of energy, Step 2 but the outcomes of that energy are currently unclear. (U) The OPSEC Campaign allowed CL&S to capitalize on SecDef-level direction with Step 1 quick wins but some important objectives are outstanding. (CUI) Observed marking errors are uncomfortably high, but the requirements are relatively new compared to CNSI, where the same challenges exist. (CUI) Proficiency in marking is necessary but not sufficient. To achieve meaningful and effective results, control decisions must drive physical, information systems, and other safeguarding requirements—including encryption in transit. **Back to TOC** CTP DIRECTORATE, DDI (CL&S)

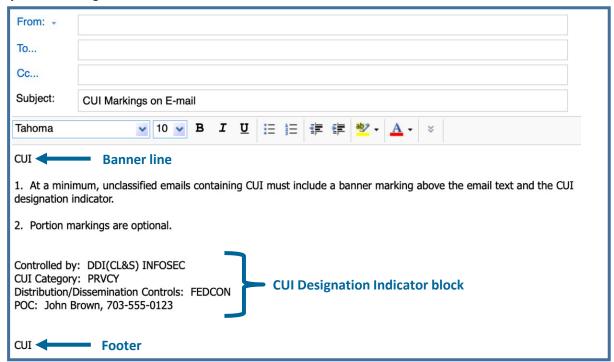
CUI Markings (spreadsheets)



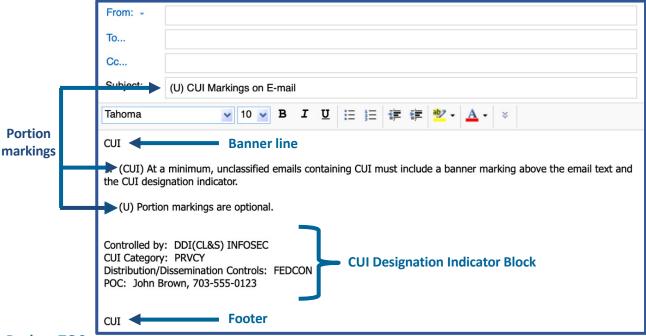
CUI Markings for Emails Containing CUI

Whenever technically feasible, DoD users must encrypt emails that contain CUI. Reference: May 21, 2014 USD(I&S) memorandum, "Amplifying Guidance for Marking and Protecting DoD Information"

Required markings



Portion markings included

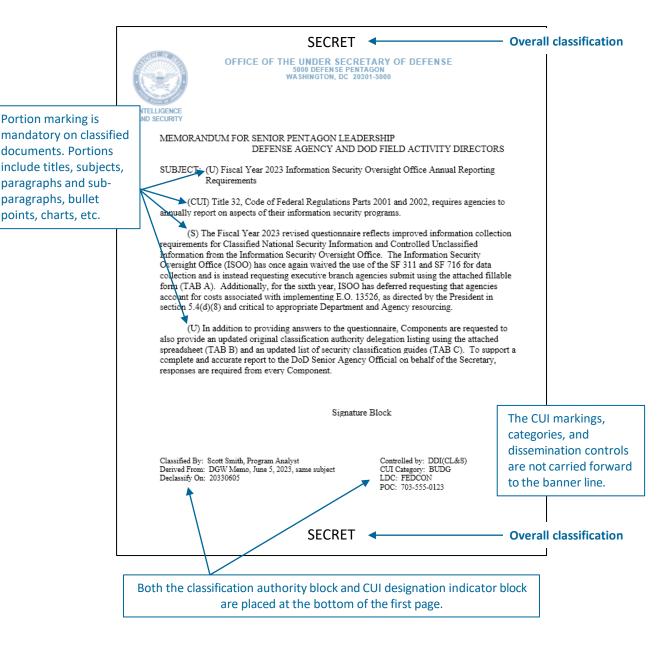


CUI Markings for Emails as a Transmittal Document

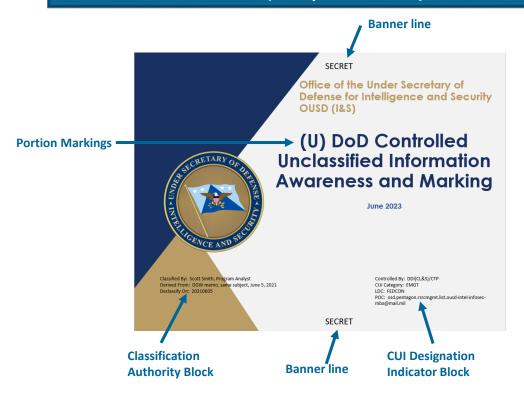
The CUI designation indicator block does not need to be placed on an unclassified email that serves as a transmittal document for a CUI attachment. However, it still requires "CUI" as the first and last lines of the email. Add the statement "This email is unclassified when CUI Document is Removed."

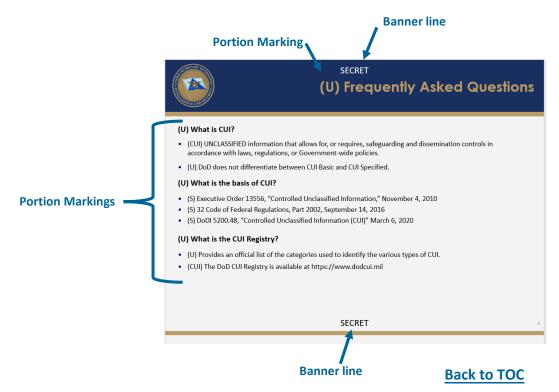


Marking Guidelines for Classified Documents Containing CUI (text documents)



Marking Guidelines for Classified Documents Containing CUI (slide presentations)





DoD Web Page

https://www.dodcui.mil

