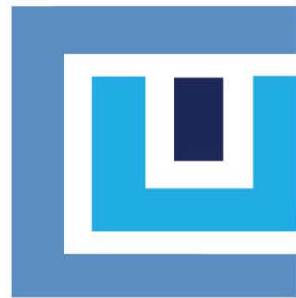


Controlled Unclassified Information

Executive Order 13556

Shared • Standardized • Transparent



CONTROLLED
UNCLASSIFIED
INFORMATION

Information Security Oversight Office (ISOO)

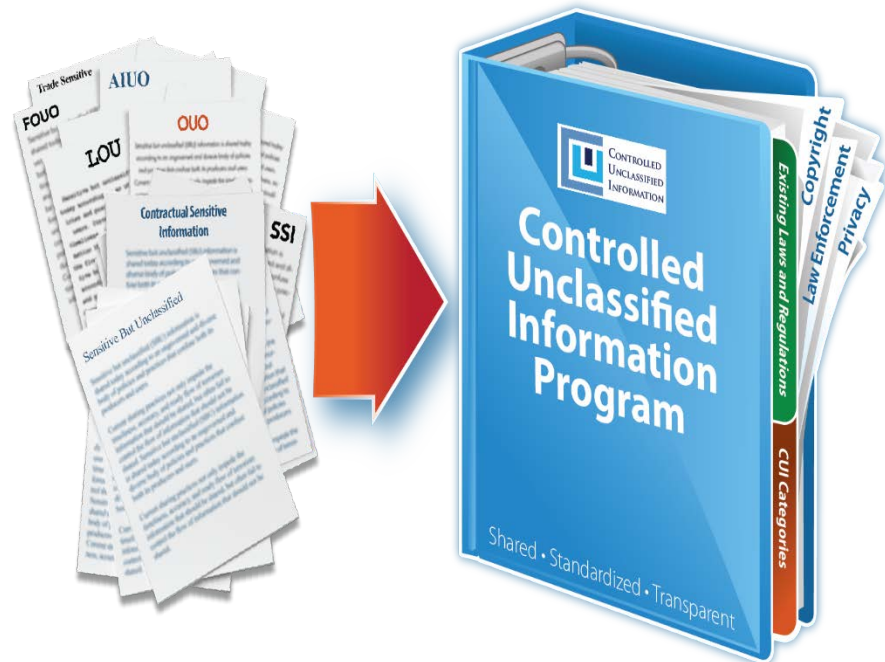


An Introduction to Marking CUI

- Why We Mark
- Designation Indicator
- Mandatory CUI Banner Marking
- CUI Specified vs. CUI Basic
- CUI Category/ Subcategory Markings
- Limited Dissemination Markings
- Portion Marking
- Marking Multiple Pages
- Supplemental Administrative Indicators

Why We Mark

- The loss or improper safeguarding of CUI could be expected to have a **serious adverse effect** on organizational operations, organizational assets, or individuals.
 - significant degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, the effectiveness of the functions is significantly reduced;
 - significant damage to organizational assets;
 - significant financial loss; or
 - significant harm to individuals that does not involve loss of life or serious life threatening injuries
- The loss or improper safeguarding of CUI has a **direct impact on national security**



Designation Indicator

- All documents containing CUI **MUST** indicate the agency of designation.
 - This may come in several forms, including a letterhead, signature block, or “controlled by line”
- A best practice is also to include the contact information of the designating agency, and identify a point of contact or division within the organization

Designating Agency Indicator



CONTROLLED

Department of Good Works
Washington, D.C. 20006

June 27, 2013

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

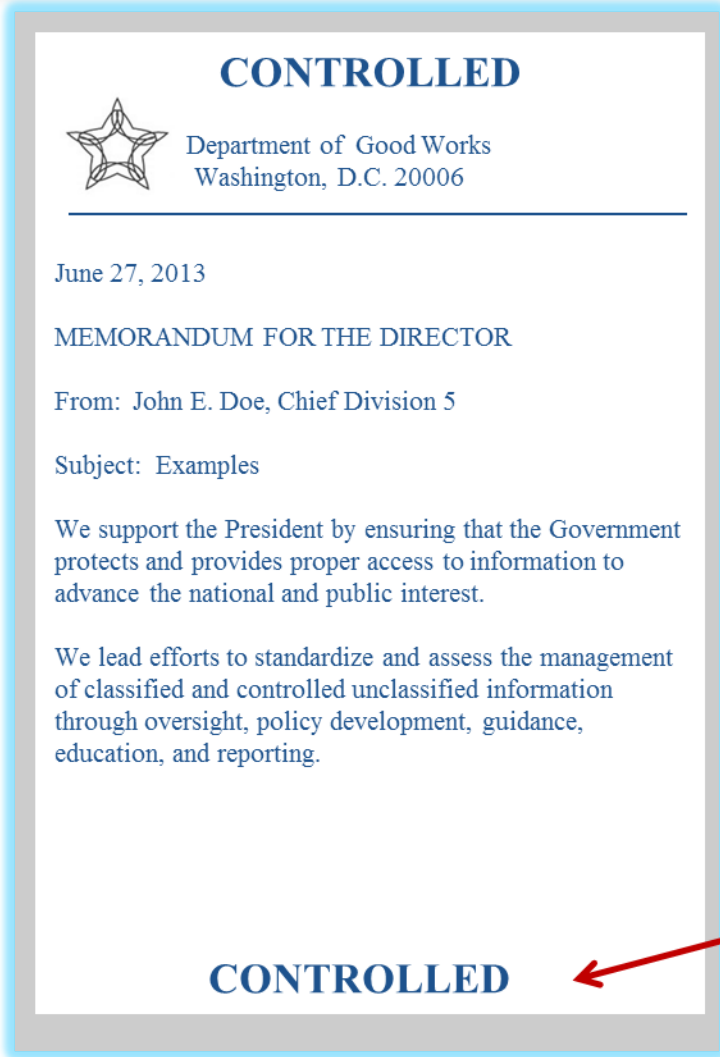
We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Contact Info

All questions can be directed to the Security and Inspection Division, 123-456-7890

CONTROLLED

Mandatory CUI Banner Marking



- It is **mandatory** to include a banner marking at the top of the page denoting Controlled Unclassified Information
- Optional best practice is to include on bottom as well

Footer markings are optional

CUI Category/ Subcategory marking

- CUI Category or Subcategory marking are separated by a double forward slash (//) from the CUI Control Marking.
 - If there are multiple CUI Category or Subcategory markings in the banner they must be separated by a single forward slash (/)

- Note that in the example provided:
 - The mandatory **CONTROLLED** marking is present
 - The category, critical infrastructure (**CRIT**), falls after two forward slashes (//)
 - The sub-category of critical infrastructure, water (**WATER**), falls after a single slash

CONTROLLED//CRIT/WATER



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CUI Basic vs. CUI Specified

- **CUI Basic** = LRGWP identifies an information type and says protect it.

Examples include: Agriculture, Ammonium Nitrate, Water Assessments, Emergency Management, Bank Secrecy, Budget, Comptroller General, Geodetic Product Information, Asylee, Visas, Information Systems Vulnerabilities, Terrorist Screening, Informant, Privilege, Victim, Death Records

- **CUI Specified** = LRGWP identifies an information type and says to protect it, and also includes one or more specific handling standards for that information.

Examples include: Sensitive Security Information, Student Records, Personnel, Source Selection, Nuclear, Safeguards Information, NATO Restricted, NATO Unclassified, Federal Grand Jury, Witness Protection, DNA, Criminal History Records, Financial Records, Export Control, Protected Critical Infrastructure Information, Controlled Technical Information

Marking CUI Specified

CONTROLLED//SP-PRVCY



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Washington, D.C. 20006

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Subject: Examples

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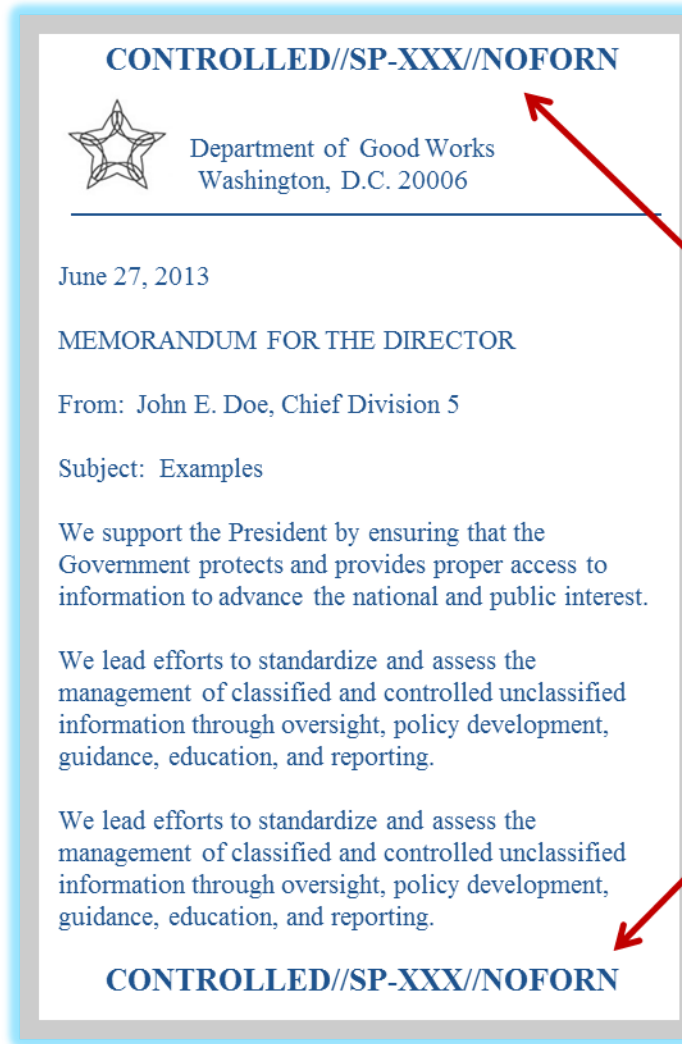
We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

SP-PRVCY denotes Privacy Information- specified CUI that is handled with unique controls

- Since CUI Specified can call for different controls and protection than CUI Basic, it is mandatory to label it in a banner (SP-)
- All categories or subcategories relating to specified information **MUST** have SP- precede the category or subcategory marking

Limited Dissemination Controls cont.


- Limited Dissemination Controls are not mandatory
- Limited Dissemination Control Markings are separated from other elements of the banner by two forward slashes (//)
- When a document contains multiple Limited Dissemination Control Markings, those Limited Dissemination Control Markings separated by a single slash (/)



In this example, the specified category is indicated by SP-XXX, and the “No Foreign dissemination” control is used.

Portion Markings

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 Department of Good Works
Washington, D.C. 20006

June 27, 2013

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

(U) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Portion Markings

- Though not required, portion marking is a highly encouraged practice by ISOO.
- CUI Portion Markings are placed at the beginning of the portion to which they apply and must be used throughout the entire document.
- When marking CUI, if a portion of the document does not contain CUI it can be denoted as Uncontrolled (U).

Portion Markings cont.

CONTROLLED//NOFORN



Department of Good Works
Washington, D.C. 20006

June 27, 2013

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

(U) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI/NF) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

Portion Markings

- Portion marking can be used to indicate categories or subcategories as well as limited dissemination controls.

- Notice that Controlled Unclassified Information and Uncontrolled Unclassified Information are distinguished
- Notice that NF (No Foreign) is distinguished in the portion markings

Marking Multiple Pages

- The make up of the CUI Banner for a multi-page document is essentially the sum of all of the CUI markings in the document; include all specified category or subcategory markings and any limited dissemination control markings used throughout the document in the banner.

CONTROLLED//SP-XXX/ SP-CCC//NOFORN

Washington, D.C. 20006
June 27, 2013

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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CONTROLLED//SP-XXX/ SP-CCC//NOFORN

(SP-CCC) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI/NF) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

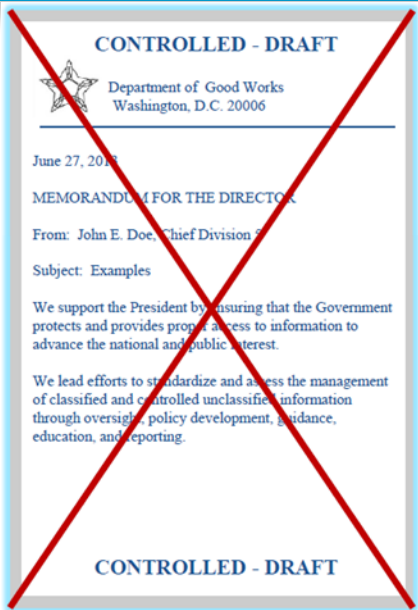
(U) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(SP-XXX) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

(CUI/NF) We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

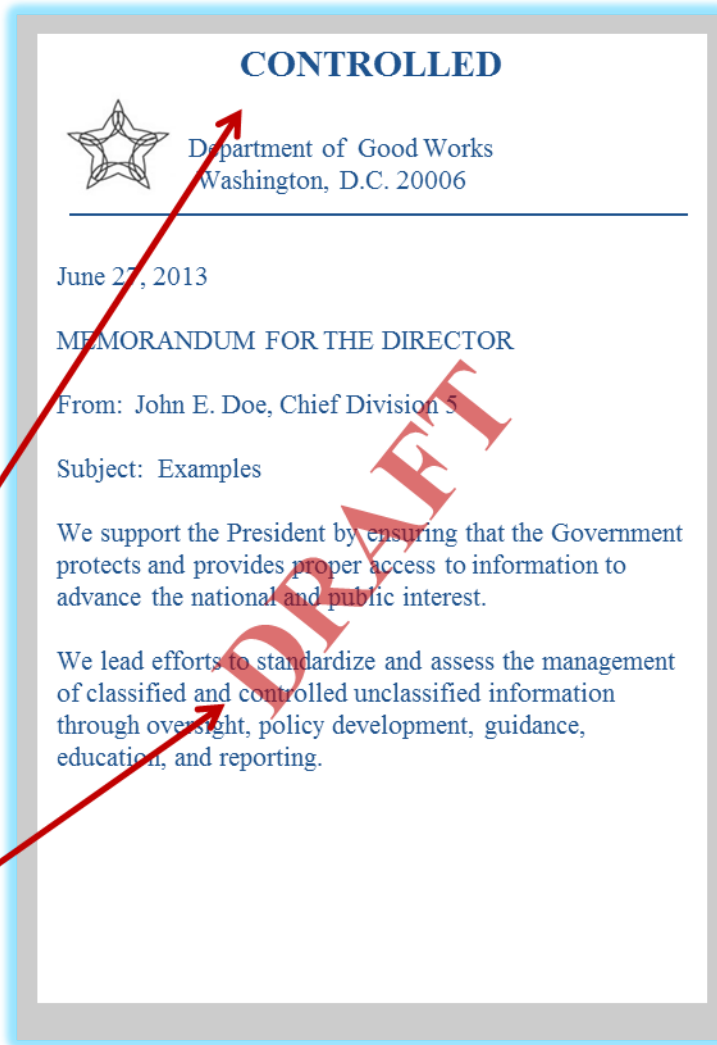
(U) We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

Supplemental Administrative Marking



**CUI
Banner
Marking**

**Administrative
Indicator**



- Supplemental Agency Markings can be used to denote non-final status of a document.
- Cannot be used to control CUI and cannot be commingled into the CUI Banner Marking.



Information Security Oversight Office
Attn: CUI Program
National Archives and Records Administration
700 Pennsylvania Avenue, N.W., Room 100
Washington, DC 20408-0001



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INFORMATION

(202) 357-6870 (voice)
(202) 357-6871/6872 (fax)
[archives.gov/cui](https://www.archives.gov/cui)