

Controlled Unclassified Information

The Program, Implementation, and Features

Shared • Standardized • Transparent



Information Security Oversight Office (ISOO)

What is Controlled Unclassified Information (CUI)?

- **CUI is information that needs protection.** Laws, Regulations, or Government wide policies call for this information to be protected.
 - The **CUI Registry** provides information on the specific categories of information that the Executive branch protects. The CUI Registry can be found at:

<https://www.archives.gov/cui>

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



Why protect CUI?

- The loss or improper safeguarding of CUI could be expected to have a **serious adverse effect** on organizational operations, organizational assets, or individuals.
 - degradation in mission capability;
 - damage to organizational assets;
 - financial loss; or
 - harm to individuals

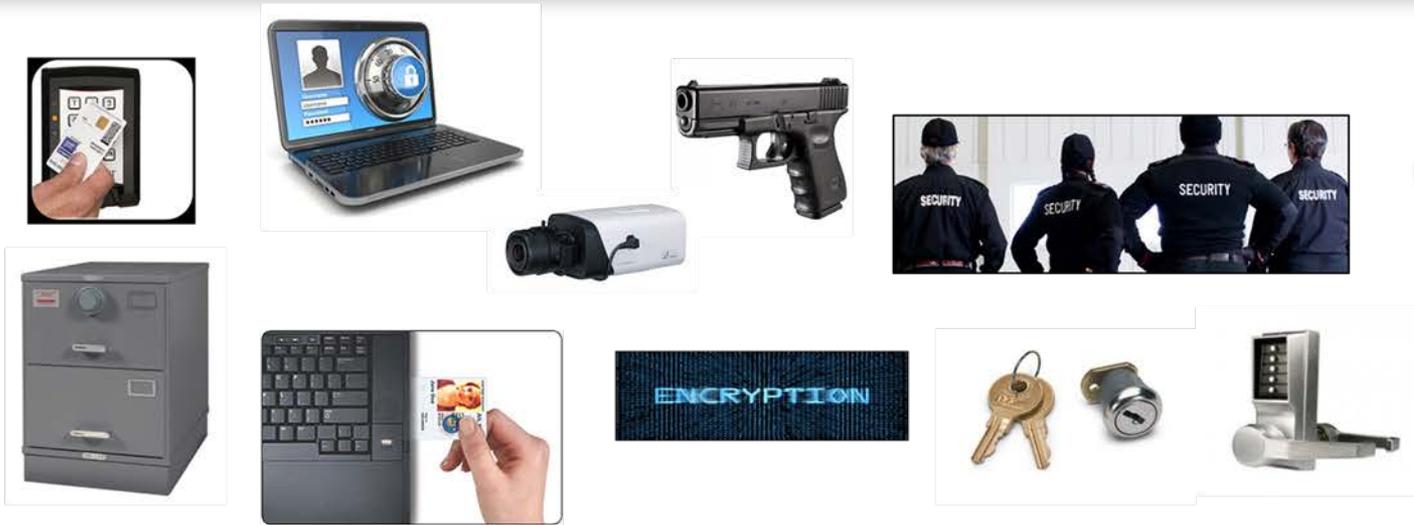
LRGWP

- **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**

Oversight programs prevent:

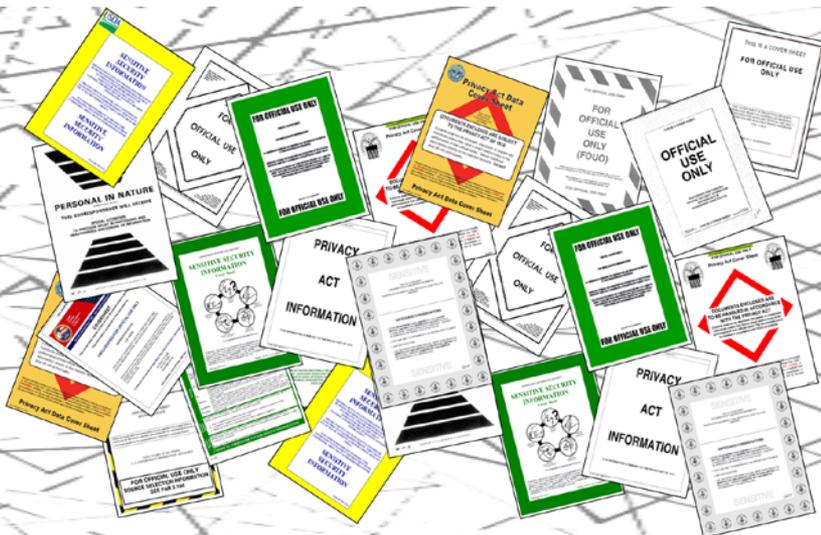
- **Limited** information sharing
- **Inefficient** patchwork information programs
- **Inconsistent** marking and safeguarding of documents
- **Restrictive** dissemination policies

Protection today



Information Security Reform

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



What we protect and How we protect it

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 practices.

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 holders (both inside and outside the agency) can request a designated agency representative for CUI.

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

(14) Agencies may use only those limited dissemination controls listed in the CUI Registry to ensure they treat the information in accord with the CUI.

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KELLEY DEMPSEY
Computer Security Division
of Standards and Technology

PATRICK VBCUBO
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Senior Security Oversight Officer
and Records Administration

GARY GOSSANE
Assistant for Defense Activities
of the Department of Defense

Available free of charge from:
dx.doi.org/10.1185/1547-7171.121

December 2016

DEPARTMENT OF COMMERCE
UNITED STATES OF AMERICA

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

63330 Federal Register

List of Subjects in this Part: Administrative procedures, Archives, Controlled Unclassified Information, Freedom of information, the Statistic Act, reference, National security, National Open government.

For the reasons in this preamble, NARA is promulgating Chapter XX by adding the following:

PART 2002—CONTROLLED UNCLASSIFIED INFORMATION

Subpart A—General

Sec. 2002.1 Purpose and scope.

2002.2 Interpretation.

2002.3 Definitions.

2002.6 CUI EAO.

2002.9 Rules and regulations.

Subpart B—Key Elements

2002.10 The CUI in this part.

2002.11 Subcategories.

2002.12 Accounting.

2002.13 Declassification.

2002.20 Marking.

2002.22 Limited dissemination agency CUI policies.

2002.24 Agency use.

Subpart C—CUI Program

2002.30 Information.

2002.32 CUI cover.

2002.33 Transmittal.

2002.36 Legacy systems.

2002.38 Waiver.

2002.44 CUI and declassification.

2002.45 CUI and the Statistic Act.

2002.46 CUI and the Freedom Act.

2002.50 Challenges.

2002.52 Dispute resolution.

2002.54 Misuse of CUI.

2002.56 Sanctions.

Appendix A to Part 2002—Authority: E.O. 13526 and Comp. sup. 801.

Subpart A—General

§ 2002.1 Purpose and scope.

(a) This part describes the Controlled Unclassified Information (CUI) Program and establishes designating, handling, and disseminating information that is CUI.

(b) The CUI Program is the mechanism by which information that requires protection under laws, regulations, or Government-wide policies, but that does not qualify as classified under Executive Order 13526, is designated as CUI.

(c) NARA incorporates certain material by reference into this part with the approval of the Director of the Federal Register under 5 U.S.C. 552(a).

§ 2002.4 Definitions.

As used in this part: List Agency later Federal agency, executive agency, executive branch

32 CFR 2002

Federal Acquisition Regulation (FY19)

“This FAR rule is necessary to ensure uniform implementation of the requirements of the CUI program in **contracts across the government**, thereby avoiding potentially inconsistent agency-level action.” –Unified Agenda



Oversight Approach

Certification = **Asserting** compliance

Documentation = **Describing** compliance

Validation = **Verifying** compliance

Implementation

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



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:

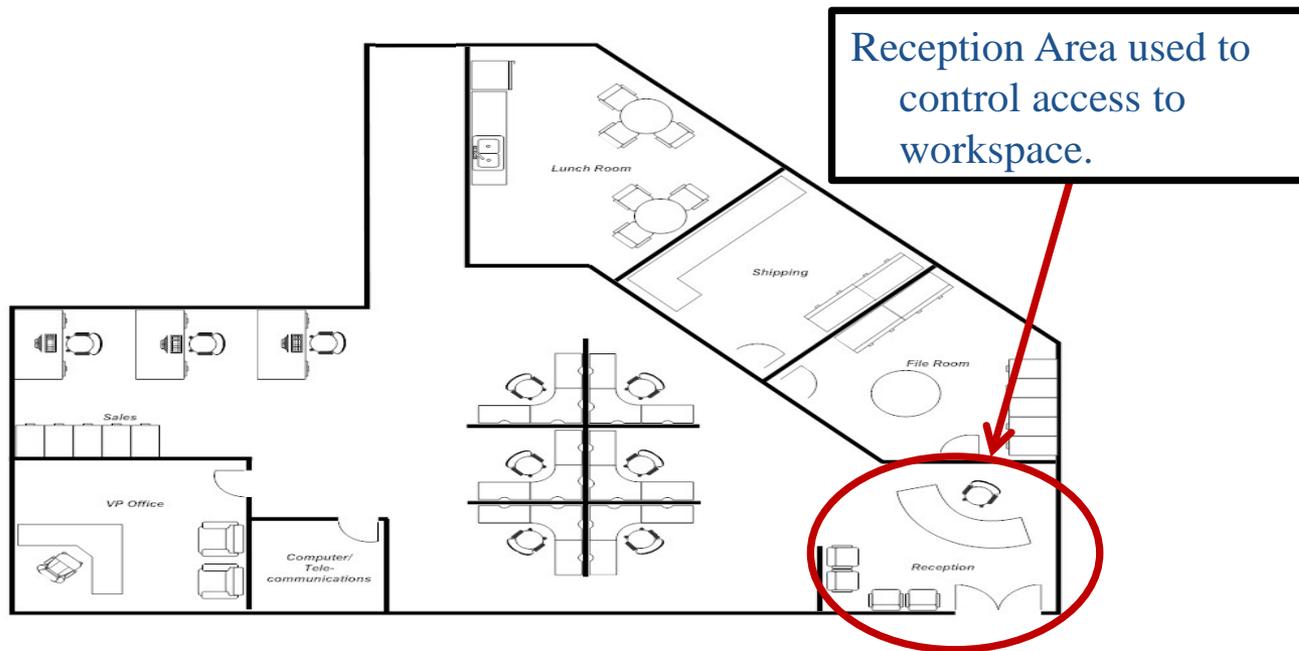
- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information

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.

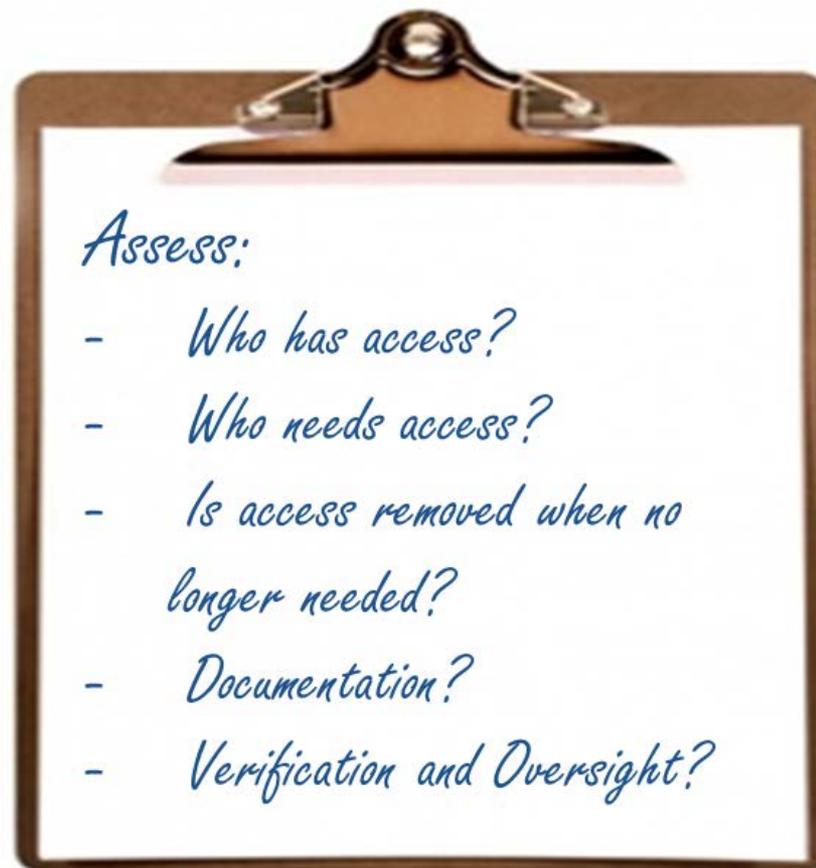


Assessing physical environments

- **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.



Designation Indicator

Designation Indicators show which agency made the document CUI and are **mandatory**

- It is best practice to include **contact information**

CUI

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www.archives.gov/isoo


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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 purposes of CUI Limited Distribution Control Markings, as outlined by Title 28, Code of Federal Regulations, Part 2012.102400 (28 CFR 2012.102400).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2014, implements the CUI Program requirements for designating, safeguarding, disseminating, marking, decontrolling, and disposing of CUI. The regulation includes a section on a key element of the program, creating and disseminating CUI, and this notice clarifies how CUI limited distribution control markings may be used with CUI.

Definitions

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

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 Basic. See § 2012.4(g).

Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the uniform set of disseminating controls set forth in 28 CFR 2012.16, 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.

Andy NotRealEmployee
Andy.NotRealEmployee@agency.gov
202-555-1234

Mandatory Designating Agency Indicator

Optional Contact Information

Three Elements of the Banner Marking

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

CUI Banner Marking

CUI//CATEGORY//DISSEMINATION

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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 purpose of CUI Marking, the minimum Control Marking, as established by Title 28, Code of Federal Regulations, Part 201.10(a)(4) (28 CFR 201.10(a)(4)).

Background and Authority

28 CFR 201.10, “Controlled Unclassified Information,” September 14, 2011, implements the CUI Program requirement for identifying, categorizing, disseminating, marking, declassifying, and deprotecting of CUI. This guidance includes a review on the use of the program, categorizing, disseminating CUI, and the interrelationships between CUI Marking, dissemination, and declassification with CUI.

Definitions

CUI Mark is the subset of CUI provided 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 201.10 and the CUI Marking. See § 201.10.

CUI Specified is the subset of CUI provided the following: law, regulation, or Government-wide policy contains specific handling, controls that require or prohibit agencies to use that data other than those for CUI Mark. See § 201.10.

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 201.10, which requires agencies should disseminate and protect according to CUI whenever doing so is not against the law, and § 201.10 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

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

June 20, 2018

Purpose

This notice provides clarity, guidance on the purpose of CUI Marked Information Control Marking, as established by Title 28, Code of Federal Regulations, Part 2012.104(b)(4) (28 CFR 2012.104(b)(4)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for identifying, categorizing, controlling, marking, disseminating, and declassifying CUI. This regulation includes a number of key elements of the program, including disseminating CUI, and this notice details the new CUI Marked Information control marking requirements for CUI.

Definitions

CUI Mark is the subset of CUI for which the originating law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.43.

CUI Specified is the subset of CUI for which the originating 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 § 2012.43.

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the minimum set of disseminating controls set forth in 28 CFR 2012.44, which requires agencies shall disseminate and permit access to CUI whenever doing so is not against the law, and § 2012.45 unless a lawful Government purpose.

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

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

June 20, 2018

Purpose

This notice provides the following guidance on the purpose of CUI (Controlled Unclassified Information) Marking, as established by Title 28, Code of Federal Regulations, Part 2012.10(d)(4) (28 CFR 2012.10(d)(4)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for developing, categorizing, declassifying, marking, disseminating, and disposing of CUI. This notice includes a review of the key elements of the program, management of controlled CUI, and the relationship to the CUI Marking, declassification, and marking requirements for CUI.

Definitions

CUI Basic is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Basic according to the minimum set of controls set forth in 28 CFR 2012.10 and the CUI Marking. See § 2012.10(d).

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 § 2012.10(d).

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 28 CFR 2012.10, which says that agencies should disseminate and provide access to CUI whenever doing so is not against the law, and it fulfills a lawful Government purpose.

Limited Dissemination Controls

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

CUI//SP-EXPT//NOFORN

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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 established by Title 28, Code of Federal Regulations, 2002.104119.

Background and Authority

28 CFR 2002, "Controlled Unclassified Information," sets requirements for designating, safeguarding, disseminating, and declassifying CUI. The regulation includes a section on a key element of the CUI policy: how CUI limited dissemination controls are applied.

Definitions

CUI Basic is the subset of CUI for which the national policy does not set out specific handling or dissemination controls according to the uniform set of controls set forth in 28 CFR 2002.104119.

CUI Specified is the subset of CUI for which the national policy contains specific handling controls that differ from those for CUI Basic. See § 2002.104119.

Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is the subset of CUI for which the national policy does not set out specific handling or dissemination controls according to the uniform set of controls set forth in 28 CFR 2002.104119.

Limited Dissemination Control Marking

CUI//DL ONLY

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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 established by Title 28, Code of Federal Regulations, Part 2002.104119 (28 CFR 2002.104119).

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

June 20, 2018

Purpose

This enterprise-wide policy is the purpose of CUI Marking. The information contained herein, is intended to be used by the IS, in order to ensure compliance with 38 CFR 101.116(a) (3) and 38 CFR 101.116(b).

Background and Authority

38 CFR 101.116, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, categorizing, declassifying, marking, declassifying, and declassifying of CUI. This guidance includes a section on the design of the program, marking and declassifying CUI, and the enterprise-wide CUI Marking. The information contained herein is intended to be used by the IS.

Definitions

CUI Mark is the status of CUI for which the marking, IS, requires, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 38 CFR 101.116 and the CUI Marking. See § 101.116(a).

CUI Specified is the status of CUI for which the marking, IS, requires, or Government-wide policy contains specific handling, controls that requires or permits agencies to use that differ from those for CUI Mark. See § 101.116(b).

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 38 CFR 101.116, which sets the agencies shall determine and provide accurate CUI whenever doing so is in the interest of the IS, and § 101.116(b) set forth a limited Government purpose.

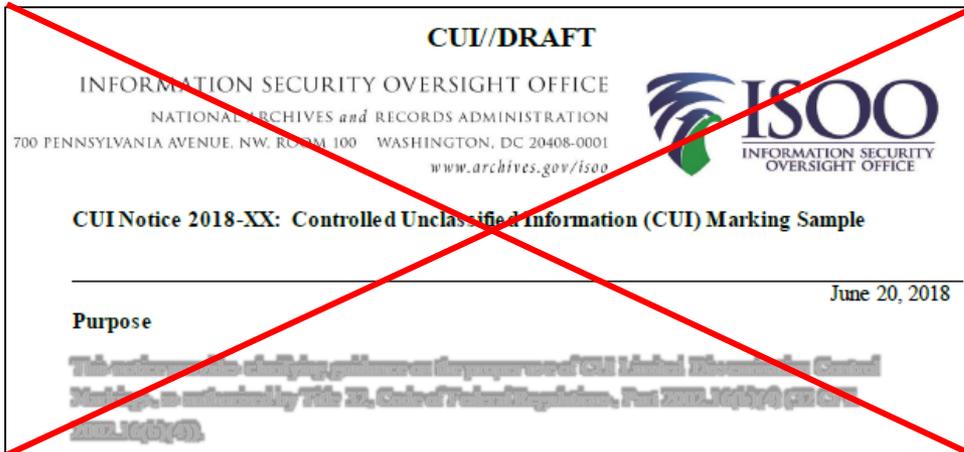
1

2

3

Supplemental Administrative Markings

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



CUI

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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 purposes of CUI Marked Information Control Markings, as authorized by Title 28, Code of Federal Regulations, Part 2002.10(d)(1) (28 CFR 2002.10(d)(1)).

Background and Authority

28 CFR 2002.10, "Controlled Unclassified Information," under 10, 2002.10(d) implements the CUI Program requirements for developing, implementing, disseminating, maintaining, and disposing of CUI. This regulation includes a section on the marking of CUI, as well as the marking of CUI, and the marking of the new CUI Marked Information Control Markings, as authorized by CUI.

Definitions

CUI Mark is the extent of CUI that is the underlying law, regulation, or Government-wide policy does not and not apply to CUI or Government contracts. Agencies mark CUI Mark according to the within text of 28 CFR 2002.10 and the CUI Marking, Sec 2002.10(d).

CUI Specified is the extent of CUI that is the underlying law, regulation, or Government-wide policy contains specific marking, contains that it requires or permits agencies to use that differ from those for CUI Mark. Sec 2002.10(d).

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the within text of disseminating, contains marking in 28 CFR 2002.10, which says that agencies shall disseminate and permit access to CUI whenever doing so is not against the law, and 2) further a lawful Government purpose.

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 group(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

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 format 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

Read the Instructions

GENERAL INFORMATION

1 What kind of position is this?
2 Social Security Number
4 Birth date (MM/DD/YYYY)
6 Name (Last, First, Middle Initial)
Mailing address
City
7 Other names
8 Home Phone Number (Area Code and Number)
10 Were you at this position full time?
 Temporarily
What is your current position?
Dates at this position
AVAILABILITY
11 When can you start?
(Month and Year)
13 In what geographic area?
14 Are you currently employed?
A. Yes
B. No
C. I am not sure
E. A
F. W
15 Are you currently employed?
A. Yes
B. No
C. I am not sure
16 Are you currently employed?
A. Yes
B. No
C. I am not sure
MILITARY SERVICE
17 Have you ever served in the military?
Answer "NO" if you are a Lieutenant Colonel or below.
THE FEDERAL GOVERNMENT
PREVIOUS EDITIONS
Page 1

CUI

ATTENTION

This box 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

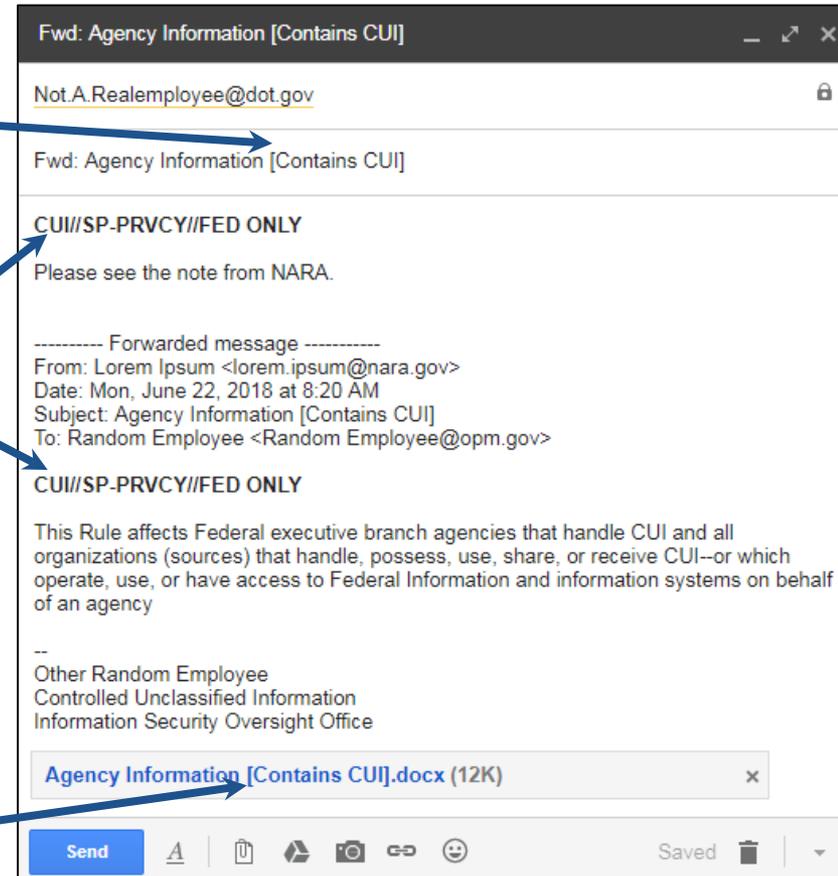
Marking Emails

- 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

Mandatory Message that CUI is Present

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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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

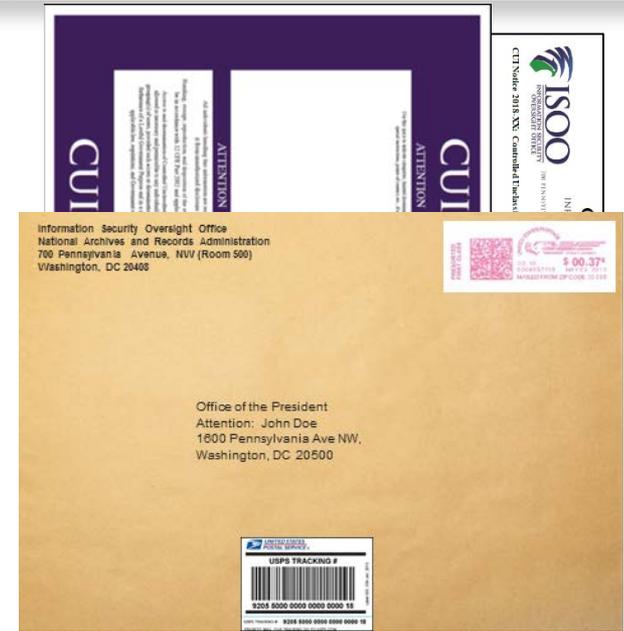
Regarding:
Agency Information [Contains CUI]

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

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

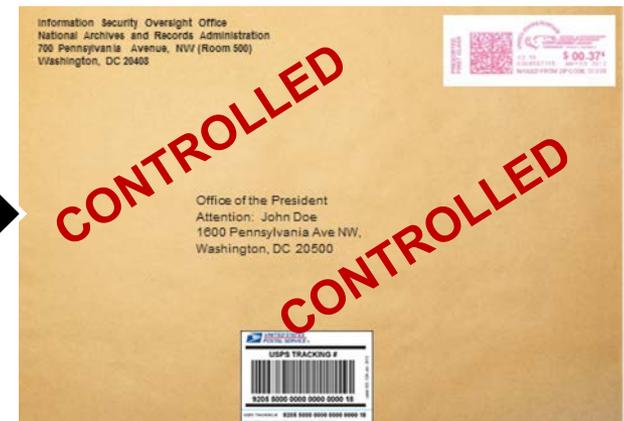
Shipping and Mailing

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

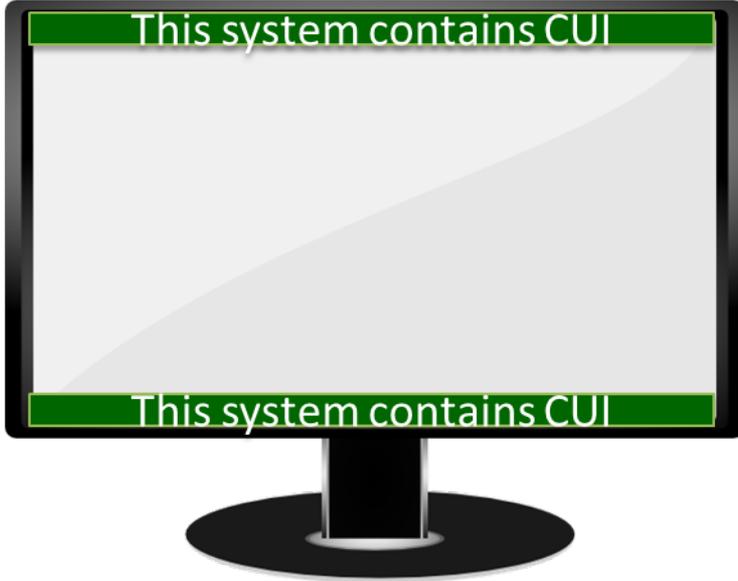


DO NOT

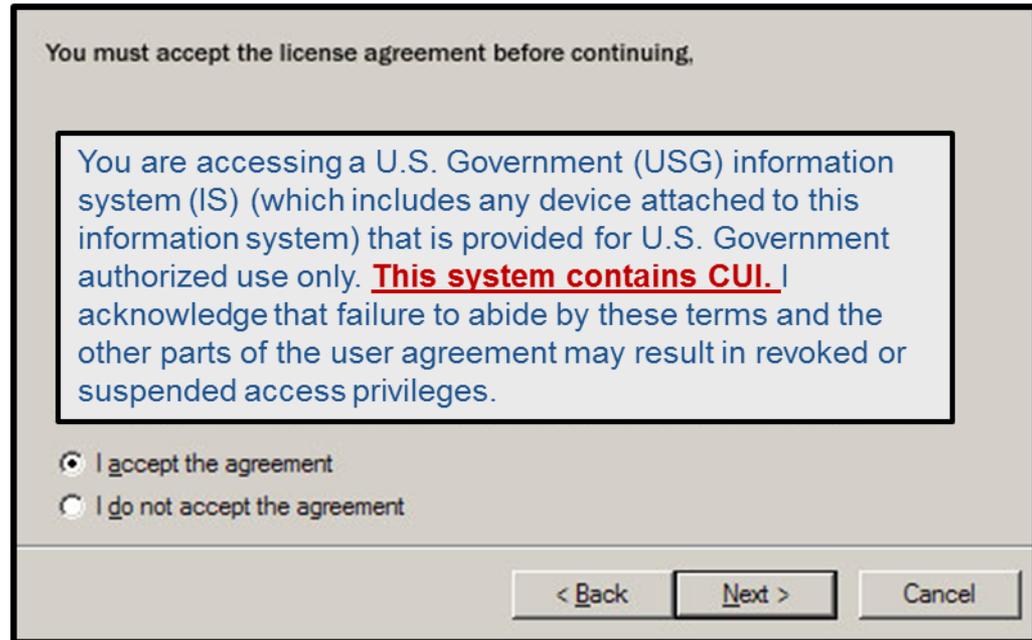
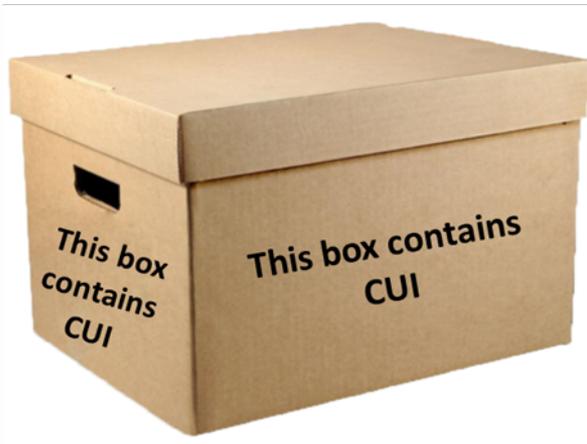
Place Markings on
Packages/Envelopes



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.



ISOO
INFORMATION SECURITY
OVERSIGHT OFFICE



CONTROLLED
UNCLASSIFIED
INFORMATION

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:

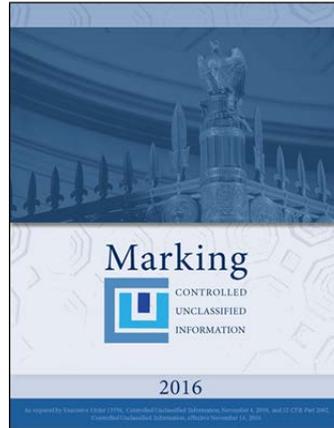
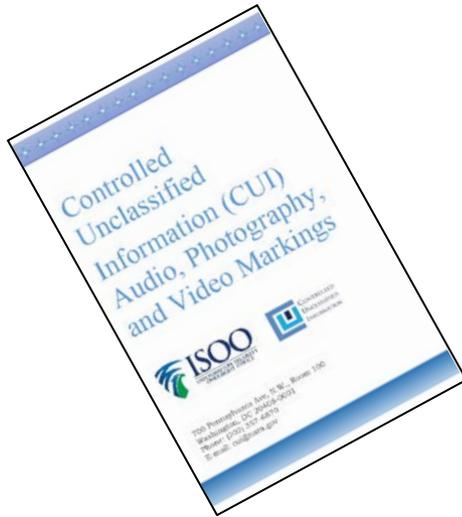
ABCD987654321

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



Training Videos

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

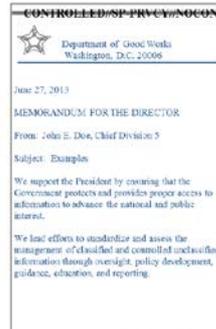
ed
ased
ted

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!

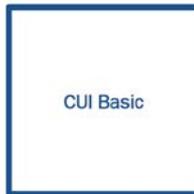


CUI Basic and CUI Specified



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
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INFORMATION

THE NATIONAL ARCHIVES CUI PROGRAM BLOG

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

