

Controlled Unclassified Information

The Program, Implementation, and Features

Shared • Standardized • Transparent



Information Security Oversight Office (ISOO)

Outline

- Why protect CUI?
- Existing Agency Policy and Procedure
- Laws, Regulations, and Government-wide policies (LRGWP)
- An Information Security Reform
- Features



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

- **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 13556, 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 procedures.

Search the Registry:

Access Registry by:

- Category-Subcategory
- Executive Order 13556
- 32 CFR Part 2002 (Implementing Regulation)
- CUI Notices
- 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

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 contact a designated agency representative for assistance in the CUI program.

(b) 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.

Specified standards and may apply limited dissemination controls listed in the CUI Registry to ensure they treat the information in accord with the CUI.

RON ROSS
KELLEY DEMPSEY
Computer Security Division
of Standards and Technology

PATRICK VISCUSO
MAUR HEDER
Senior Security Oversight Officer
for the Department of Defense

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Available free of charge from:
GSA/NIST SP 800-171

December 2016

Department of Commerce
Bureau of Economic Analysis
Director

Part IV
National Archives and Records Administration
Information Security Oversight Office
32 CFR Part 2002
Controlled Unclassified Information; Final Rule

63336 Federal Register / Vol. 81, No. 178 / Wednesday, September 14, 2016 / Rules and Regulations

List of Subjects in this Part: Administrative procedures, Archives, Controlled Unclassified Information, Freedom of Information Act, Reference, Information security, National security, Open government, Privacy, Records management, Rules and Regulations, Unclassified information.

For the reasons set forth in the preamble, NARA is publishing Chapter XX by title as follows:

PART 2002—CONTROLLED UNCLASSIFIED INFORMATION

Subpart A—General

Sec. 2002.1 Purpose and scope
2002.2 Definitions
2002.3 Exemptions
2002.4 CUI Basics
2002.5 Rules and Regulations

Subpart B—Key Elements

2002.101 The CUI Program
2002.102 CUI categories
2002.103 Subcategories
2002.104 Assessing and classifying information
2002.105 Unclassified information
2002.106 Marking
2002.107 Limitation
2002.108 Agency CUI policies

Subpart C—CUI Program

2002.201 Information
2002.202 CUI owner
2002.203 Transferring
2002.204 Legacy systems
2002.205 CUI and the Freedom of Information Act
2002.206 CUI and the Privacy Act
2002.207 Challenges
2002.208 Information at CUI
2002.209 Dispute resolution
2002.210 Misuse of CUI
2002.211 Sanctions

Appendix A to Part 2002—Authority: E.O. 13526, 68 FR 61755, 12/18/03; 32 CFR 2002.101.

Subpart A—General

§ 2002.1 Purpose and scope. (a) This part does not apply to information that is Controlled Unclassified Information (CUI) (see the CUI Program) and does not apply to information that is not designated as CUI. (b) The CUI Program is the process by which the executive branch of the Federal Government designates, handles, and disseminates information that requires protection under laws, regulations, or Government-wide policies, but that does not qualify as classified under Executive Order 13526. (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: (a) Agency is the Federal agency, executive agency, executive branch

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:

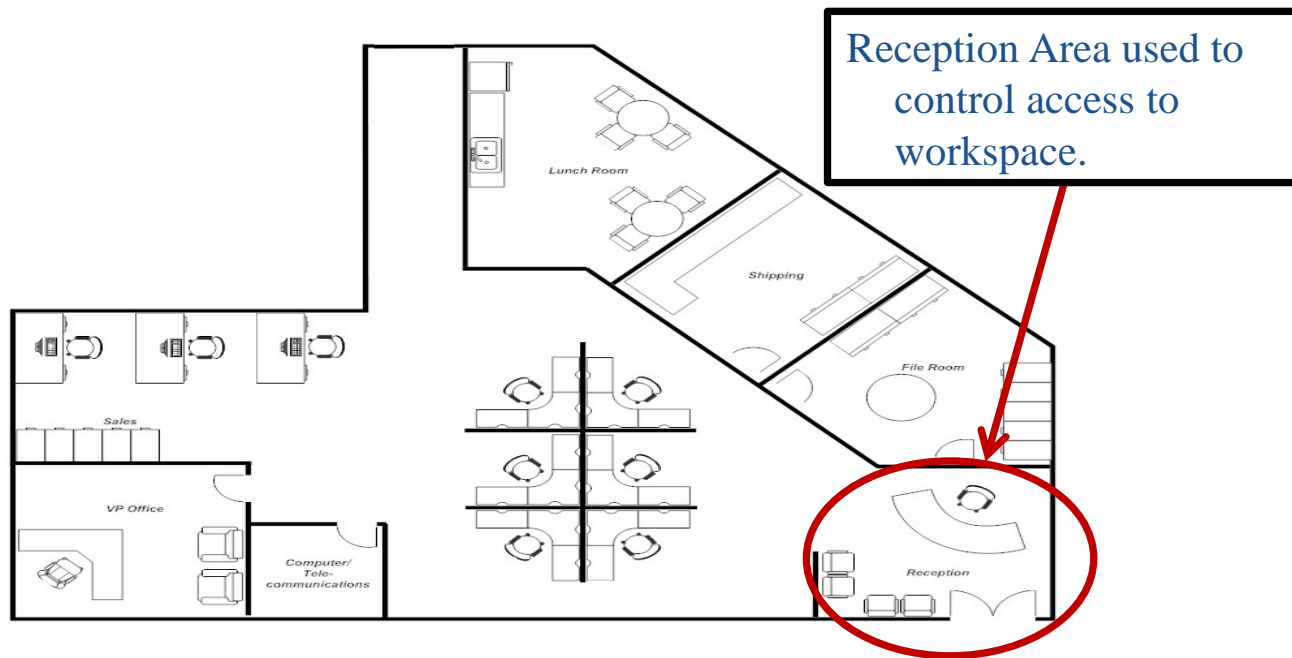
- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information

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.

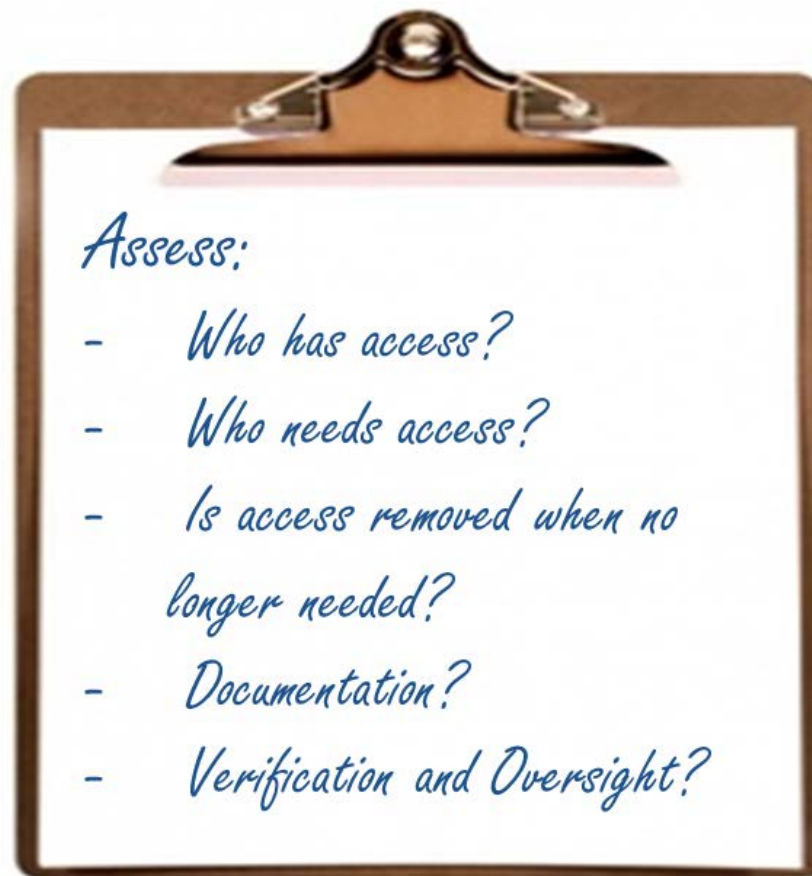


Assessing physical environments

- **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.



Other Considerations

- Personal Devices
- Telework
- Bring/Use your own device
- USB Drives
- Travel
- Separation and transfers
- Insider Threats



Marking CUI

- Purpose is to inform or alert recipients/users that CUI is present and of any limited dissemination controls.
- Agencies must uniformly and conspicuously apply CUI markings to all CUI prior to disseminating it.
- The CUI banner marking must appear, at a minimum, at the top center of each page containing CUI.

CUI//CATEGORY//DISSEMINATION

INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001
www.archives.gov/isoo


INFORMATION SECURITY
OVERSIGHT OFFICE

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

June 20, 2018

Purpose

This notice provides clarifying guidance on the purpose of CUI. Under the Executive Order, the purpose of CUI is to ensure that information is properly marked, controlled, and disseminated. This notice provides guidance on the purpose of CUI, the purpose of CUI, and the purpose of CUI.

Background and Authority

28 CFR 200.10, "Controlled Unclassified Information," September 16, 2010, implements the CUI Program requirements for designating, categorizing, disseminating, marking, declassifying, and disposing of CUI. This guidance includes a review of the purpose of the program, marking and disseminating CUI, and the requirements for CUI. Under the Executive Order, the purpose of CUI is to ensure that information is properly marked, controlled, and disseminated.

Definitions

CUI Mark is the extent of CUI that is the subject of the marking, law, regulation, or Government-wide policy does not not require marking, or dissemination, controls. Agencies handle CUI Marks according to the uniform set of controls set forth in 28 CFR 200.10 and the CUI Registry. See § 200.10.

CUI Specified is the extent of CUI that is the subject of the marking, law, regulation, or Government-wide policy requires specific handling, controls that require or provide agencies to use that differ from those for CUI Marks. See § 200.10.

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the uniform set of dissemination controls set forth in 28 CFR 200.10, which says that agencies shall disseminate and provide access to CUI whenever doing so is in the interest of the law, and § 200.10 defines a limited Government purpose.


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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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 Limited Dissemination Control Markings, as outlined by Title 28, Code of Federal Regulations, Part 2012.14(a)(4) OF CFR 2012.14(a)(4).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, categorizing, classifying, marking, disseminating, 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 dissemination 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(j).

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(j).

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 2012.14, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law and is further 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 information Control Marking, as established by Title 28, Code of Federal Regulations, Part 201.14(b)(4) (28 CFR 201.14(b)(4)).

Background and Authority

28 CFR 201.14(b)(4) “Controlled Unclassified Information,” September 14, 2011, implements the CUI Program requirements for designating, categorizing, disseminating, marking, declassifying, and declassifying of CUI. This guidance includes a section on the design of the program, including the design of CUI, and the information that CUI Marking dissemination control markings may be used with CUI.

Definitions

CUI Mark is the subset of CUI that is the marking, i.e., regulation, or Government-wide policy that is not subject to marking, or dissemination, controls. Agencies handle CUI Mark according to the various set of controls set forth in 28 CFR 201.14 and the CUI Marking. See § 201.14.

CUI Specified is the subset of CUI that is the marking, i.e., regulation, or Government-wide policy that is subject to marking, controls that is subject to marking, or dissemination, controls. See § 201.14.

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated, according to the various set of dissemination, controls set forth in 28 CFR 201.14, which requires agencies should disseminate and provide access to CUI whenever doing so is not against the law, and is for 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

Mandatory
CUI
Specified
Category
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 clarifying guidance on the purpose of CUI Marked Information Control Marking, as established by Title 28, Code of Federal Regulations, Part 201.16(h)(4) (28 CFR 201.16(h)(4)).

Background and Authority

28 CFR 201.16, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for identifying, categorizing, controlling, marking, declassifying, and disposing of CUI. This guidance includes a section on the purpose, scope, and marking of CUI, and this notice provides the CUI Marked Information Control Marking sample based on CUI.

Definitions

CUI Mark is the subset of CUI for which the controlling law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Mark according to the uniform set of controls set forth in 28 CFR 201.16 and the CUI Registry. See § 201.16(g).

CUI Specified is the subset of CUI for which the controlling 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 § 201.16(g).

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the uniform set of dissemination controls set forth in 28 CFR 201.16, which says that agencies shall disseminate and provide access to CUI whenever doing so is not against the law, and it fulfills a lawful Government purpose.

CUI Registry:

<https://www.archives.gov/cui/registry/category-marking-list>

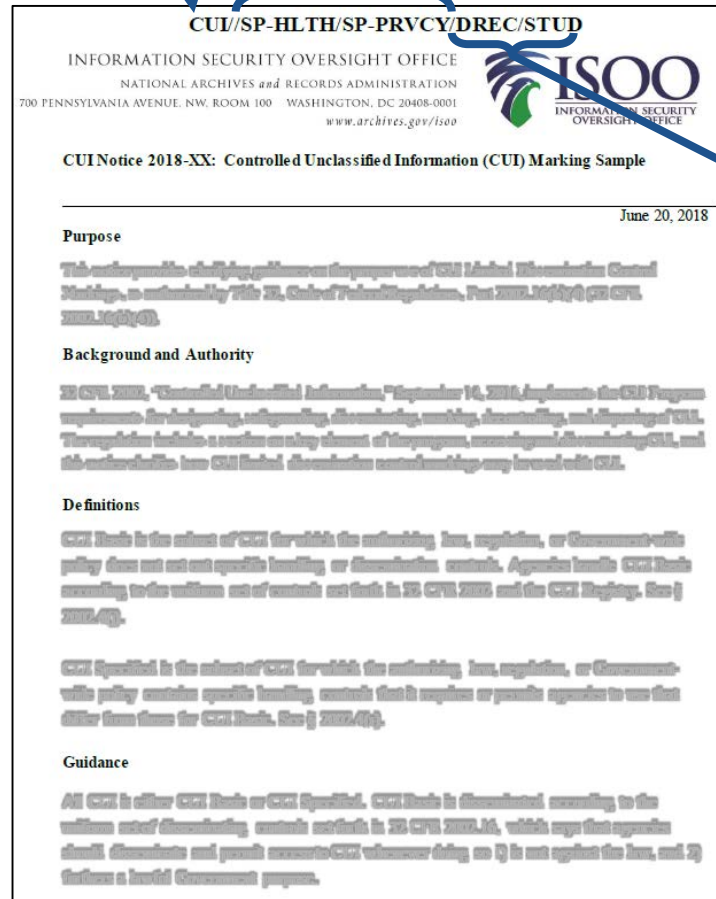
Multiple Categories

- 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**




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 markings, as authorized by Title 28, Code of Federal Regulations, 2002.1004(a).

Background and Authority

28 CFR 2002, "Controlled Unclassified Information," supplements the designating, safeguarding, disseminating. The regulation includes a section on a key element of the this notice clarifies how CUI limited dissemination controls.

Definitions

CUI Basic is the subset of CUI for which the national policy does not set out specific handling or dissemination according to the uniform set of controls set forth in 28 CFR 2002.4(a).

CUI Specified is the subset of CUI for which the national policy contains specific handling controls that differ from those for CUI Basic. See § 2002.4(a).


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 according to the uniform set of controls set forth in 28 CFR 2002.4(a).

**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 markings, as authorized by Title 28, Code of Federal Regulations, Part 2002.1004(a) (28 CFR 2002.1004(a)).

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 notice provides the policy, principles, and procedures for the CUI Marking System. It is intended to provide guidance to all agencies and organizations that are responsible for the marking, handling, and disposal of CUI.	
Background and Authority	
This notice is issued pursuant to the CUI Marking System, which is a part of the CUI Program. The CUI Program is a system for the marking, handling, and disposal of CUI. This notice provides the policy, principles, and procedures for the CUI Marking System.	
Definitions	
CUI Mark is the name of CUI that is the marking, handling, or disposal of CUI. It is a system for the marking, handling, and disposal of CUI. It is a system for the marking, handling, and disposal of CUI.	
CUI Specified is the name of CUI that is the marking, handling, or disposal of CUI. It is a system for the marking, handling, and disposal of CUI. It is a system for the marking, handling, and disposal of CUI.	
Guidance	
All CUI is either CUI Mark or CUI Specified. CUI Mark is the marking, handling, or disposal of CUI. It is a system for the marking, handling, and disposal of CUI. It is a system for the marking, handling, and disposal of CUI.	

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



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 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

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 form 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
OMB 3208-0001

GENERAL INFORMATION

1 What kind of
2 Social Secur
4 Birth date (M
6 Name (Last
Mailing add
City
7 Other names
8 Home Phone
Area Code
10 Were you a
Team 11. #
Temp
What is you
Dates at Reg

AVAILABILITY

11 When Can I
Month and
13 In what geo
14 Are you will
A. 4
B. 2
C. 1
D. 1
E. A
F. W
15 Are you will
A. 5
B. 1
C. 1
16 Are you will
A. 1
B. 6
C. 1

MILITARY SERVICE

17 Have you an
active duty
answer "NO"
18 Are you a
lieutenant co

THE FEDERAL GOV
PREVIOUS ED
Page 1

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
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

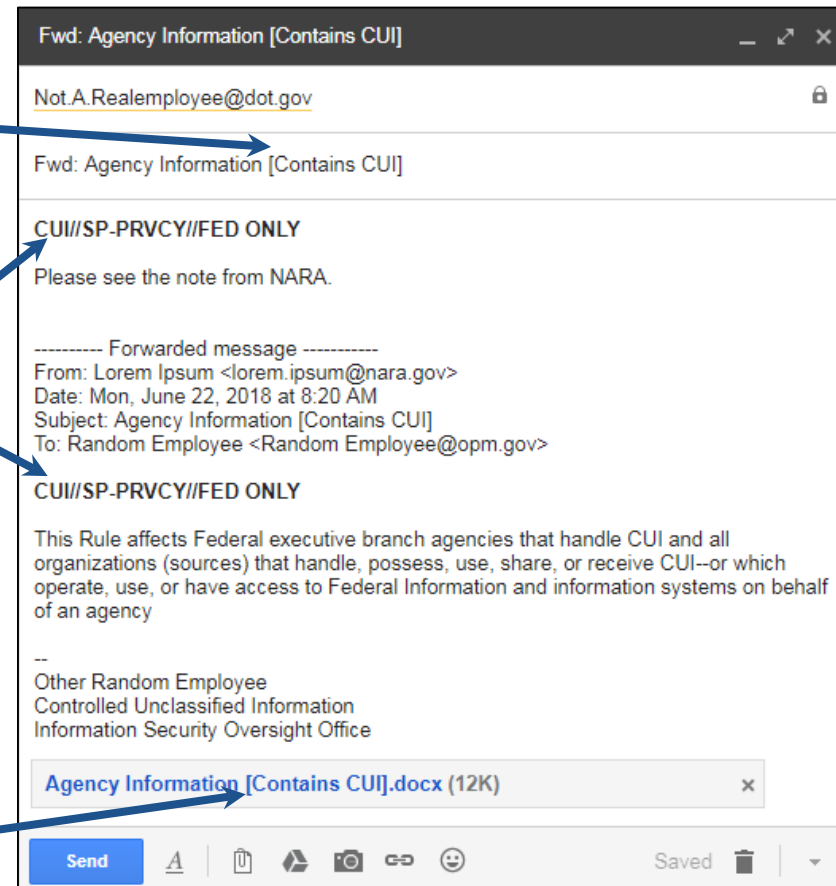
Marking Emails

- 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

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN	
CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN	
CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN	
INFORMATION SECURITY OVERSIGHT OFFICE NATIONAL ARCHIVES and RECORDS ADMINISTRATION 700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001 www.archives.gov/isoo	
F A X 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 [Faded text: Information Control, (b)(7)(F) (25 CFR), Implement the CUI Program, policy, and development of CUI, and disseminating CUI, and...]
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.	

Mandatory Message that CUI is Present

Shipping and Mailing

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



DO NOT

Place Markings on
Packages/Envelopes



Decontrol and Marking

- Follow your agency's policy to **remove or strike markings** on decontrolled CUI on the
 - Cover page
 - First page
 - First page of any attachment
- Decontrolled CUI is still subject to the agency's release procedures

~~CUI/POST/SERV~~

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~~CUI/POST/SERV~~

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DECONTROLLED

CUI Notice 015-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of CUI Limited Information Control Markings, as authorized by Title 38, Code of Federal Regulations, Part 201A.10(j)(9) (38 CFR 201A.10(j)(9)).

Background and Authority

38 CFR 201A, "Controlled Unclassified Information," September 14, 2014, implements the CUI Program requirements for designating, categorizing, classifying, marking, decontrolling, and disposing of CUI. The regulation includes a section on a key element of the program, removing and decontrolling CUI, and this notice clarifies how CUI Limited information control markings may be used with CUI.

Definitions

CUI Mark is the subset of CUI for which the authorizing law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Marks according to the minimum set of controls set forth in 38 CFR 201A.10 and the CUI Registry. See § 201A.4(i).

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 Marks. See § 201A.4(j).

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is decontrolled according to the minimum set of decontrolling controls set forth in 38 CFR 201A.14, which says that agencies should declassify and permit access to CUI whenever doing so 1) is not against the law, and 2) furthers a lawful Government purpose.

CUI Marking Sample

June 20, 2018

ed Information Control
201A.10(j)(9) (38 CFR

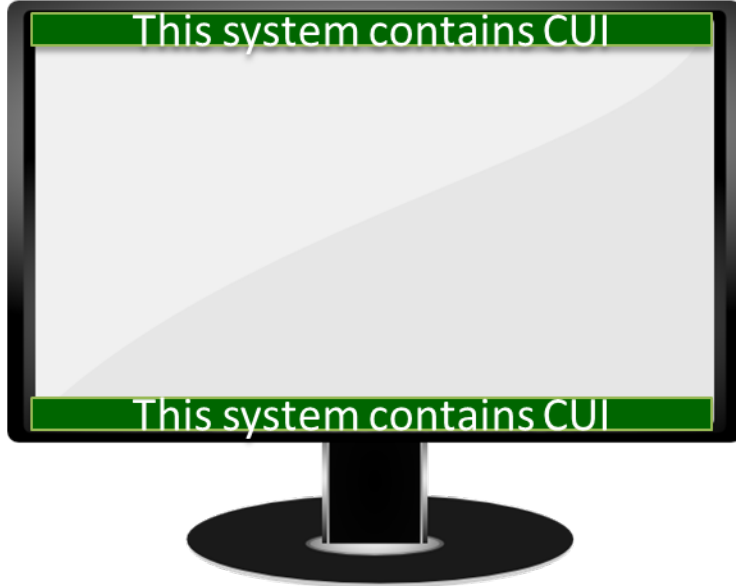
14, implements the CUI Program
controlling, and disposing of CUI.
ing and decontrolling CUI, and
y to used with CUI.

ation, or Government-wide
. Agencies handle CUI Marks
and the CUI Registry. See §

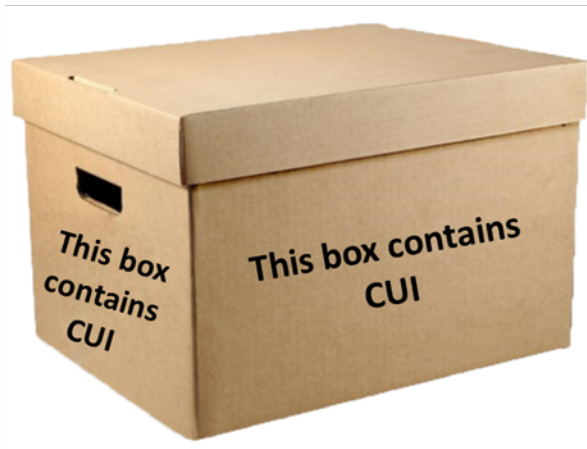
regulation, or Government-
wide agencies to use that

ulated according to the
which says that agencies
) is not against the law, and 2)

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.



You must accept the license agreement before continuing,

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only. **This system contains CUI.** I acknowledge that failure to abide by these terms and the other parts of the user agreement may result in revoked or suspended access privileges.

☒ I accept the agreement
☐ I do not accept the agreement

< Back Next > Cancel

Legacy Information and Markings



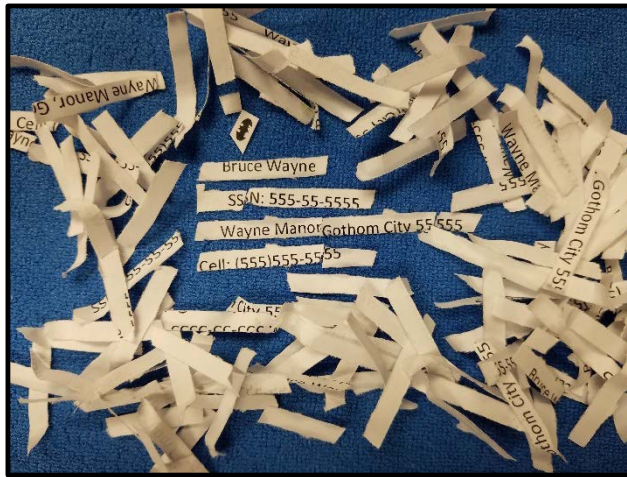
All legacy information is not automatically CUI. Agencies must determine what legacy information qualifies as CUI

CUI//CATEGORY//DISSEMINATION	
INFORMATION SECURITY OVERSIGHT OFFICE NATIONAL ARCHIVES and RECORDS ADMINISTRATION 700 PENNSYLVANIA AVENUE, N.W. ROOM 100 WASHINGTON, DC 20408-0001 www.archives.gov/isoo	
ISOO INFORMATION SECURITY OVERSIGHT OFFICE	
CUINotice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample	
June 20, 2018	
Purpose	This correspondence clarifies policies on the use of CUI Marking. It is intended to be used in conjunction with the CUI Marking Policy, CUI Marking Policy, and CUI Marking Policy.
Background and Authority	28 CFR 200.10, "Controlled Unclassified Information," September 16, 2016, implements the CUI Program. This guidance includes a review of the program, a review of the CUI Marking Policy, and a review of the CUI Marking Policy.
Definitions	CUI Marking is the action of CUI Marking. CUI Marking is the action of CUI Marking. CUI Marking is the action of CUI Marking. CUI Marking is the action of CUI Marking.
Guidance	All CUI is either CUI Marking or CUI Marking. CUI Marking is the action of CUI Marking. CUI Marking is the action of CUI Marking. CUI Marking is the action of CUI Marking.

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
<p>This equipment has been approved for the destruction of <i>Controlled Unclassified Information (CUI)</i>.</p>			
Inspected and Approved by:	Date:	Serial Number:	
Quinn Cummings, CUI PM	7/18/2017	ABCD987654321	
		Make/Model:	
		This Shredder/XXX	
<p>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:</p>			

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.



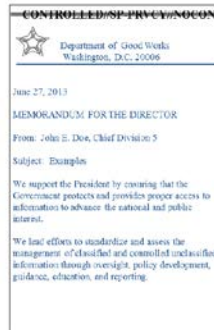
Decontrol and Marking

or strike all markings on decontrolled

ed
ased
ted

agency policy to remove or strike CUI only

page,
page, or
page of any attachment.



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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

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.



Options for approved destruction equipment and methods

- Never use trash cans or recycling bins to dispose of CUI



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CUI Blog



CONTROLLED
UNCLASSIFIED
INFORMATION

THE NATIONAL ARCHIVES CUI PROGRAM BLOG

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Topics

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

Questions?

