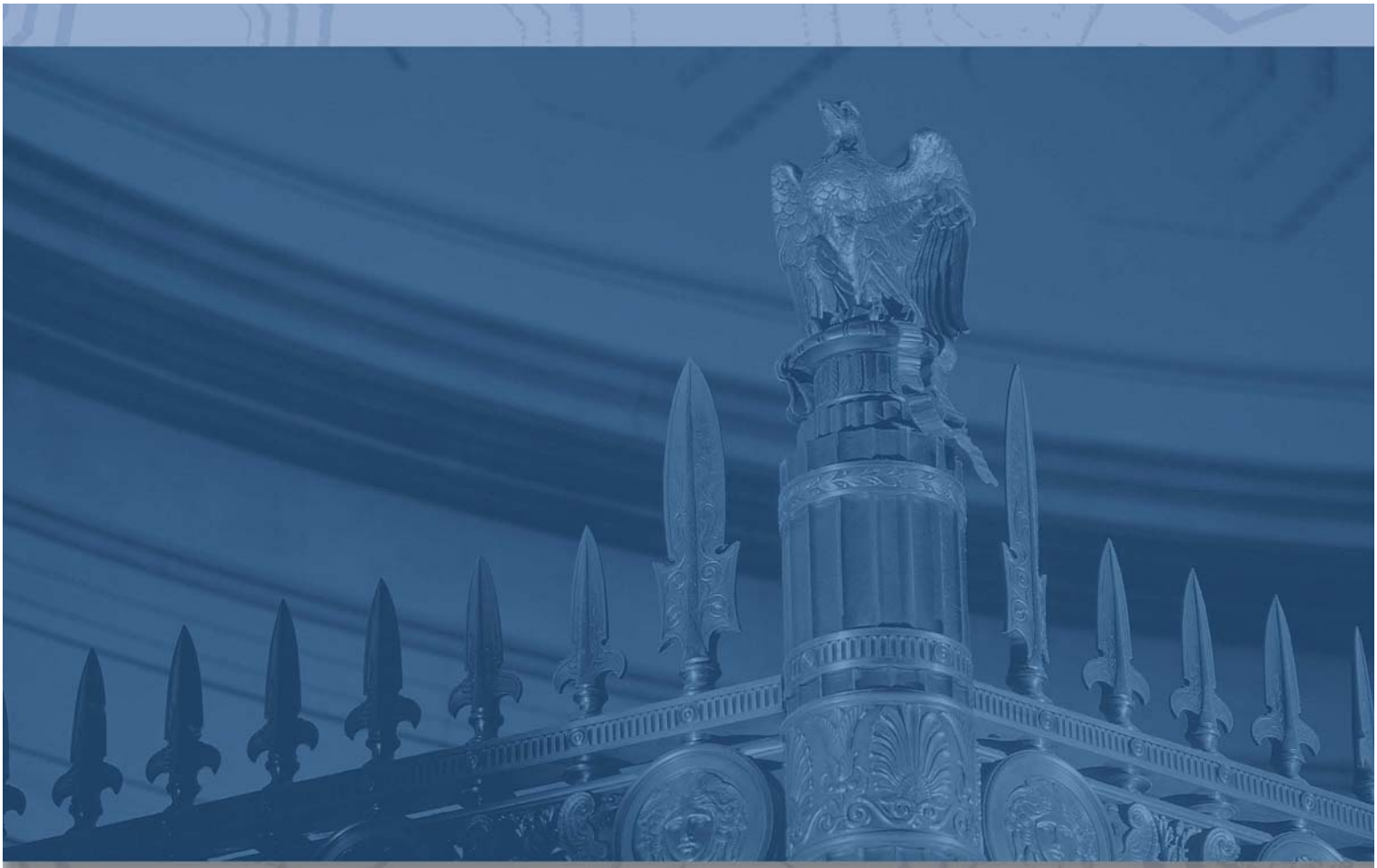

Marking

CONTROLLED
UNCLASSIFIED
INFORMATION

2016

As required by Executive Order 13556, Controlled Unclassified Information, November 4, 2010, and 32 CFR Part 2002, Controlled Unclassified Information, effective November 14, 2016.

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COMING SOON

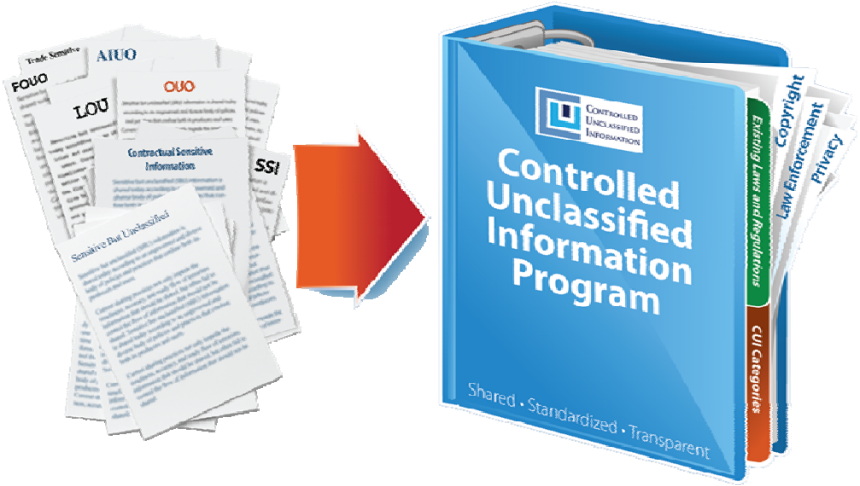
Introduction

The CUI program standardizes the way the Executive branch handles unclassified information that does not meet the criteria required for classification under E.O. 13526, “Classified National Security Information,” December 29, 2009, or the Atomic Energy Act but must be protected based on law, regulation, or Government-wide policy. That protection involves the safeguards employed while being stored or handled by the Executive branch departments or agencies (hereafter referred to as agencies), as well as the controls involving how the information is disseminated. Prior to implementation of the CUI program, agencies employed ad hoc, agency-specific policies, procedures, and markings to safeguard and control this information, such as information that involves privacy, security, proprietary business interests, and law enforcement investigations. This inefficient, confusing patchwork resulted in inconsistent marking and safeguarding of documents, led to unclear or unnecessarily restrictive dissemination policies, and created impediments to authorized information sharing.

This handbook was developed to assist authorized holders by providing examples of correctly marked Controlled Unclassified Information (CUI). Markings alert holders to the presence of CUI and, when portion markings are used, identify the exact information or portion that needs protection. Markings can alert holders to any CUI dissemination and safeguarding controls. While every marking situation is not reflected, this handbook provides basic marking guidelines for CUI, regardless of form.

Employees must review their agency’s CUI policy prior to marking any CUI. The handling of CUI must be in accordance with E.O. 13556, “Controlled Unclassified Information,” November 4, 2010, (hereafter referred to as the Order), 32 CFR Part 2002, supplemental guidance published by the CUI Executive Agent (EA), and all applicable EA-approved agency policy.

All markings used are for illustration purposes only. This booklet does not contain CUI and may be reproduced without permission.

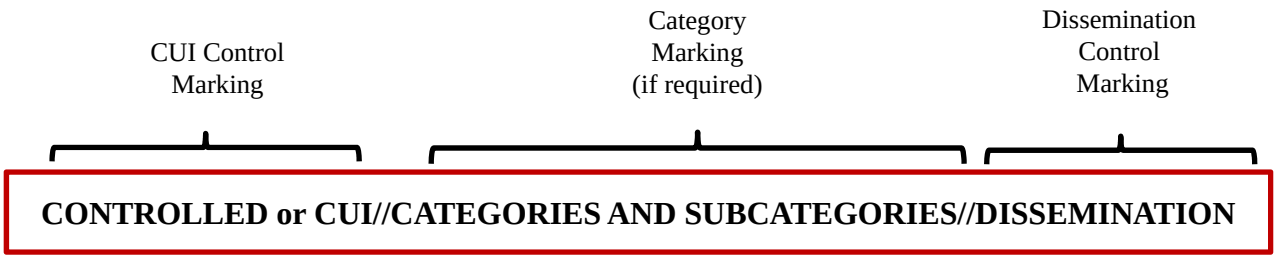


PART ONE:
CUI MARKINGS IN AN UNCLASSIFIED ENVIRONMENT

Banner Markings

<u>The CUI Banner Marking</u>:

- Uniformly and conspicuously apply CUI Banner Markings to the top portion of every page of all CUI documents.
  - The content of the CUI Banner Marking must apply to the whole document (i.e., inclusive of all CUI within the document) and must be the same on each page.
  - The Banner Marking should appear as bold capitalized black text and be centered when feasible.
- The CUI Banner Marking may include up to three elements:
  - The CUI Control Marking (mandatory) may consist of either the word "CONTROLLED" or the acronym "CUI."
  - CUI Category or Subcategory Markings (mandatory for CUI Specified). CUI Control Markings and Category Markings are separated by two forward slashes (//). When including multiple categories or subcategories in a Banner Marking they are separated by a single forward slash (/).
  - Limited Dissemination Control Markings. CUI Control Markings and Category Markings are separated from Limited Dissemination Controls Markings by a double forward slash (//).



Banner Markings (CUI Control Marking)

The CUI Control Marking may consist of either the word “CONTROLLED” or the acronym “CUI” (at the designator’s discretion). The CUI Control Marking is mandatory for all CUI Banner Markings.

As an optional best practice, the CUI Banner Marking may be placed at the bottom of the document as well.

Below are two examples showing the options for the CUI Banner Marking.

Mandatory: CUI Banner Markings must appear on the top portion of the page.

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

CONTROLLED

CUI

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

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CUI

Best Practice

Banner Markings (Category or Subcategory Marking)

CUI Category and Subcategory Markings must be included in the CUI Banner Marking when a document contains CUI Specified.

Agency heads may approve the use of Category and Subcategory Markings with CUI Basic though agency CUI policy. When an agency head has allowed for their use, CUI Category and Subcategory Markings should be included in the CUI Banner Marking when a document contains CUI Basic.

Below are two examples of CUI Banner Markings used in a document that contains either CUI Basic (left) or CUI Specified (right).

CUI Basic Category Marking (if required in agency policy)

CUI//BASIC

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

CUI Specified Category Marking

CONTROLLED//SP-SPECIFIED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

NOTE: The above examples use the words “BASIC” and “SPECIFIED” as substitutes for CUI categories and subcategories. See the CUI Registry for actual markings.

Reference: 32 CFR 2002.20(b)(2)

Banner Markings (Category or Subcategory Marking)

An optional best practice, CUI Category and Subcategory Markings may be alphabetized.
As an optional best practice, Specified CUI Category and Subcategory Markings should precede Basic CUI in the CUI Banner.
CUI type (Basic or Specified) must precedence over alphabetization for ordering purposes.
Below are examples demonstrating alphabetized and ordered categories and subcategories.

Alphabetized CUI Basic Categories

CUI//AAAA/BBBB/CCCC//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

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.

Alphabetized CUI Specified Categories

CUI//SP-AAAA/SP-BBBB/SP-CCCC//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (U) Examples

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

For training purposes this paragraph contrails CUI specified. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

NOTE: The above examples use the letters “AAAA”, “BBBB”, and “CCCC” as substitutes for CUI categories and subcategories. The right example use the word “SPECIFIED” as a substitute for a specified CUI category or subcategory; the word “DISSEMINATION” as a substitute for a Limited Dissemination Control Marking in the banner See the CUI Registry for actual markings.

Banner Markings (Category or Subcategory Marking)

CUI Categories and Subcategories are alphabetized within CUI type (Basic or Specified). Alphabetized Specified CUI categories and subcategories precede alphabetized Basic CUI categories and subcategories.

Remember: this is an optional best practice

CUI Specified precedes CUI Basic categories.

CUI Specified **CUI Basic**

CUI//SP-CCCC/AAAA/BBBB//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

Alphabetized CUI Specified Categories precede a CUI Basic category.

CUI Specified **CUI Basic**

CUI//SP-BBBB/SP-CCCC/AAAA//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

NOTE: The above examples use the letters “AAAA”, “BBBB”, and “CCCC” as substitutes for CUI categories and subcategories. The right example use the word “SPECIFIED” as a substitute for a specified CUI category or subcategory; the word “DISSEMINATION” as a substitute for a Limited Dissemination Control Marking in the banner See the CUI Registry for actual markings.

COMMON MISTAKES (Category or Subcategory Banner Marking)

Remember: Specified CUI Category and Subcategory Markings must always be included in the Banner Marking (only the respective ordering of CUI Category and Subcategory Markings is considered a best practice, not mandatory).

Below is an example of a way **NOT** to use Specified Markings.

In this example Specified CUI Markings are included in the portion marking but not in the Banner Marking.
THIS IS NOT AUTHORIZED.

CONTROLLED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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//SP-SPECIFIED//AD) For training purposes this paragraph contrails specified CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

Specified CUI Markings in the portion marking

NOTE: The above examples use the word "SPECIFIED" as a substitute for a specified CUI category or subcategory; the word "DISSEMINATION" as a substitute for a Limited Dissemination Control Marking in the banner; and, "AD" as a substitute for abbreviated limited dissemination control in the portion marking. See the CUI Registry for actual markings.

Banner Markings (Limited Dissemination Controls)

Only Limited Dissemination Control Markings found on the CUI Registry may be used.

Below are two examples that show the proper use of a dissemination marking in the banner line of a document that contains either CUI Basic (left) or CUI Specified (right).

Limited Dissemination Control Markings

CONTROLLED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

CUI//SP-SPECIFIED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

NOTE: The above examples uses the word “SPECIFIED” as a substitute for CUI categories and subcategories and the word “DISSEMINATION” as a substitute for a Limited Dissemination Control Marking. See the CUI Registry for actual markings.

Designation Indicator

All documents containing CUI must indicate the designator's agency. This may be accomplished through a "Controlled by" line. Every effort should be made to identify a point of contact, branch, or division within an organization.

Below are examples of how to include a Designation Indicator.

Agency Information

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

Contact line

CONTROLLED

August 27, 2016

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.

Controlled by: Department of Good Works, Security and Inspection Division, 202-555-4567.

"Controlled by:" Line

Portion Marking

<u>CUI Portion Marking</u>:

- Portion marking is permitted and encouraged to facilitate information sharing and proper handling of the information (when used, portion markings are placed at the beginning of the portion to which they apply and throughout the entire document).

- Using portion markings may be optional (or required in agency policy), but when using them these rules must be followed.

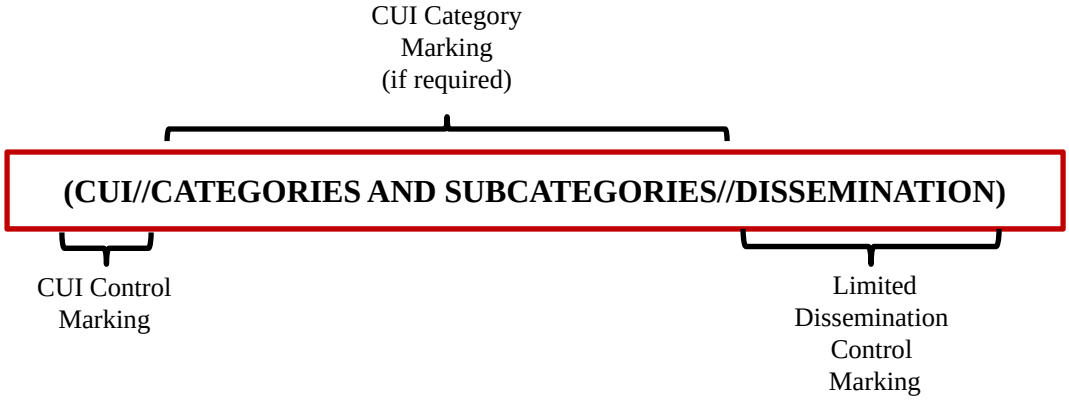
- CUI Portion Markings may include up to three elements:

  - The CUI Control Marking will be the acronym "CUI" (the word "Controlled" will not be used in portion marking).

  - CUI Category or Subcategory Markings can be found in the CUI Registry. CUI Control Markings and Category Markings are separated by two forward slashes (//). When including multiple categories or subcategories in a portion marking they are separated by a single forward slash (/).

  - Limited Dissemination Control Markings. CUI Control Markings and Category Markings are separated from Limited Dissemination Controls Markings by a double forward slash (//). Use only the abbreviated versions of the Limited Dissemination Control Markings found on the CUI Registry.

- When portion markings are used and a portion does not contain CUI, a "U" is placed in parentheses to indicate that the portion contains Uncontrolled Unclassified Information.



Portion Markings (with Category)

This example shows how to mark portions of a document using the CUI Control Marking and CUI Category and Subcategory Markings.

Remember: Category and Subcategory Markings must be included in the CUI Banner Marking when a document contains CUI Specified and may be included when a document includes CUI Basic, based on agency CUI policy.

CUI Portion Marking

Remember to carry CUI Specified portions to the banner.

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: (CUI) This subject line is CUI for training purposes.

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

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

CONTROLLED//SP-SPECIFIED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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//SP-SPECIFIED) For training purposes this paragraph contrails CUI specified. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

NOTE: The above examples uses the word “SPECIFIED” as a substitute for CUI categories and subcategories. See the CUI Registry for actual markings.

Portion Markings (with Limited Dissemination Control)

When portion marking, use the abbreviated form of the Limited Dissemination Control Marking found on the CUI Registry. This example shows the use of the CUI Control Marking and a Limited Dissemination Control Marking. When used, Limited Dissemination Control Markings must also appear in the banner line.

Below are examples of how to include a Limited Dissemination Control Marking in the CUI portion marking.

Remember: Use only the abbreviated versions of the Limited Dissemination Control Markings found on the CUI Registry.

CONTROLLED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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//AD) For training purposes this paragraph contrails CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

CONTROLLED//SP-SPECIFIED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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//SP-SPECIFIED//AD) For training purposes this paragraph contrails specified CUI. We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.

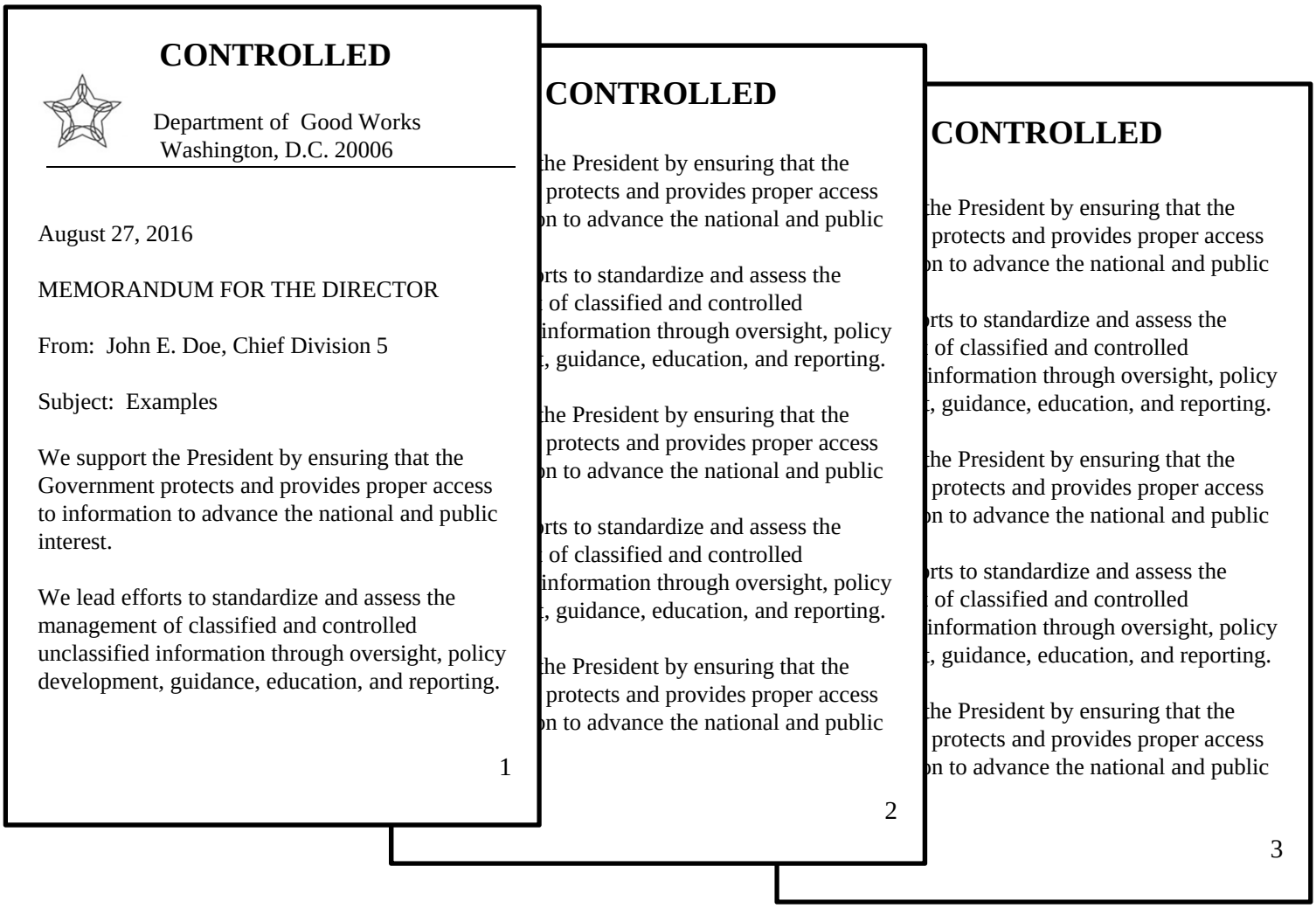
(U) All questions regarding this document can be directed to the Security and Inspection Division, 202-555-4567.

NOTE: The above examples use the word “SPECIFIED” as a substitute for a specified CUI category or subcategory; the word “DISSEMINATION” as a substitute for a Limited Dissemination Control Marking in the banner; and, “AD” as a substitute for abbreviated limited dissemination control in the portion marking. See the CUI Registry for actual markings.

Marking Multiple Pages

The makeup of the CUI Banner Marking is determined by the contents of the entire document. The example below is for a document that only contains CUI Basic and is not being portion marked (as portion marking is optional unless required by agency policy). If any portion of the document were to contain CUI Specified information or a Limited Dissemination Control Marking then the entire document would have to be marked accordingly.

The overall CUI Banner Marking for the document must appear on all pages of the document.



CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

1

CONTROLLED

the President by ensuring that the
protects and provides proper access
on to advance the national and public

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of classified and controlled
information through oversight, policy
, guidance, education, and reporting.

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protects and provides proper access
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CONTROLLED

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, guidance, education, and reporting.

the President by ensuring that the
protects and provides proper access
on to advance the national and public

3

Reference: 32 CFR 2002.20(c)

Required Indicators per Authorities

There may be required indicators prescribed by law, regulation, or government-wide policy. These indicators shall not be included in the CUI Banner or portion markings, but must appear in a manner readily apparent to authorized personnel and consistent with the requirements of the enactments.

Required indicators can include dissemination, informational, or warning statements. Indicators may also be a specific marking that must appear at the top or bottom of a document.

Required Indicators

CONTROLLED//SP-SPECIFIED

MARKING REQUIRED PER AUTHORITY

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

WARNING: These are words required by the authority. This text is stand in text only, please see the CUI Registry and the applicable law regulation or government-wide policy for exact requirements. These are words required by the authority.

NOTE: The above examples uses the word “SPECIFIED” as a substitute for CUI categories and subcategories. See the CUI Registry for actual markings.

Reference: 32 CFR 2002.20

Administrative Markings

Administrative or supplemental Markings (e.g., Draft, Deliberative, Pre-decisional, Sample, Provisional) cannot be used to control CUI. They must not be commingled with or incorporated into CUI Banners and portion markings and may not duplicate any marking in the CUI Registry.

However, agencies may use these markings to inform recipients of the non-final status of documents. The Administrative or supplemental markings, when used with CUI, must be authorized in agency policy.

Below are two examples of ways to properly use administrative markings.

CONTROLLED

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

DRAFT

CUI

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

Provisional

COMMON MISTAKES (Administrative Markings)

Remember: Administrative or supplemental markings cannot be used to control CUI and must not be incorporated into CUI Banner Markings or portion markings, or duplicate any marking in the CUI Registry.

Below are two examples of ways **NOT** to use administrative markings.

In this example DRAFT is used as part of the CUI Banner Marking THIS IS NOT AUTHORIZED.

CONTROLLED//DRAFT

Department of Good Works
Washington, D.C. 20006

August 27, 2016

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.

In this example CUI is included as a part of the administrative indicator. THIS IS NOT AUTHORIZED.

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

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Subject: Examples

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CUI - DRAFT

Marking Electronic Media Storing or Processing CUI

Media such as USB sticks, hard drives, and CD ROMs must be marked to alert holders to the presence of CUI stored on the device. Due to space limitations it may not be possible to include Category or Limited Dissemination Control Markings. At a minimum, mark media with the CUI Control Marking ("CONTROLLED" or "CUI") and the designating agency.

DOGW is an acronym for Department of Good Works.

Removable Hard drive

Equipment can be marked or labeled to indicate that CUI is stored on the device.

Marking Forms with CUI

When filled in, forms that contain CUI must be marked.

Note: As forms are updated, they should include a statement that indicates the form is CUI when filled in. Mark existing forms to indicate their CUI status. If space on the form is limited, cover sheets can be used for this purpose.

CUI Control Marking

CONTROLLED
when filled in

Standard Form 86
Revised December 2010
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

Form approved:
OMB No. 3206 0005

PERSONS COMPLETING THIS FORM SHOULD BEGIN WITH THE QUESTIONS BELOW AFTER CAREFULLY READING THE PRECEDING INSTRUCTIONS.

I have read the instructions and I understand that if I withhold, misrepresent, or falsify information on this form, I am subject to the penalties for inaccurate or false statement (per U. S. Criminal Code, Title 18, section 1001), denial or revocation of a security clearance, and/or removal and debarment from Federal Service. ☐ YES ☐ NO

Section 1 - Full Name

Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix.

Last name	First name	Middle name	Suffix
BAUER	JACK	ALLEN	Sr

Section 2 - Date of Birth

Provide your date of birth. *(Month/Day/Year)*

06/25/1969

Section 3 - Place of Birth

Provide your place of birth.

City	County	State	Country *(Required)*
ANYWHERE	THIS COUNTY	AK	United States

Section 4 - Social Security Number

Provide your U.S. Social Security Number.

123-45-6789 ☐ Not applicable

Section 5 - Other Names Used

Have you used any other names? ☐ YES ☒ NO *(If NO, proceed to Section 6)*

Complete the following if you have responded "**Yes**" to having used other names.

Provide your other name(s) used and the period of time you used it/them [for example: your maiden name(s), name(s) by a former marriage, former name(s), alias(es), or nickname(es)]. If you have only initials in your name(s), provide them and indicate "Initial only." If you do not have a middle name (s), indicate "No Middle Name" (NMN). If you are a "Jr.," "Sr.," etc. enter this under Suffix.

#1 Last name	First name	Middle name	Suffix

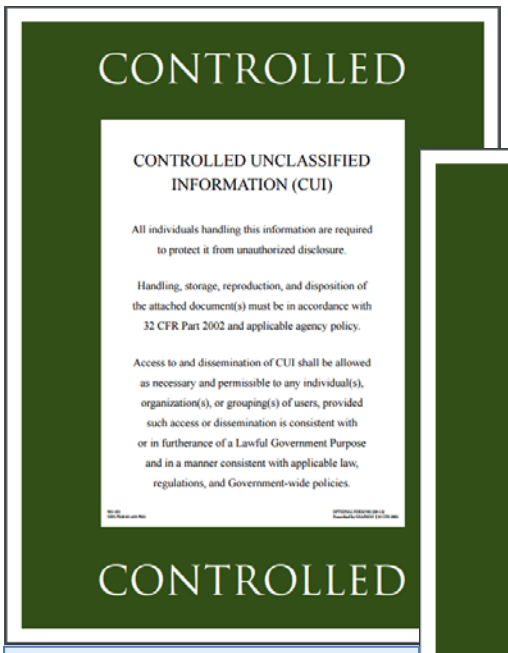
From *(Month/Year)*	To *(Month/Year)*	☐ Present	Maiden name?	Provide the reason(s) why the name changed

CUI Coversheets

The use of CUI coversheets is optional except when required by Agency policy.

Note: Agencies may download coversheets from the CUI Registry or obtain hard copies through General Services Administration (GSA) Global Supply Centers, or the GSA Advantage on-line service.

Optional Form 901


CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

All individuals handling this information are required to protect it from unauthorized disclosure.

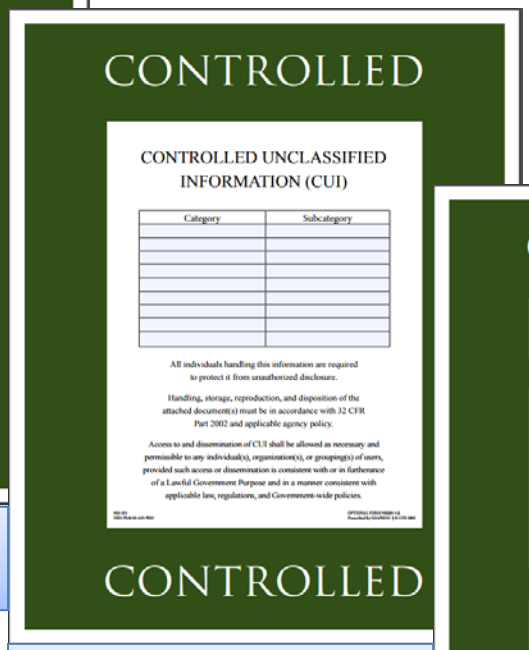
Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI 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.

CONTROLLED

CUI Coversheet.
NSN-7540-01-633-7021

Optional Form 902


CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Category	Subcategory

All individuals handling this information are required to protect it from unauthorized disclosure.

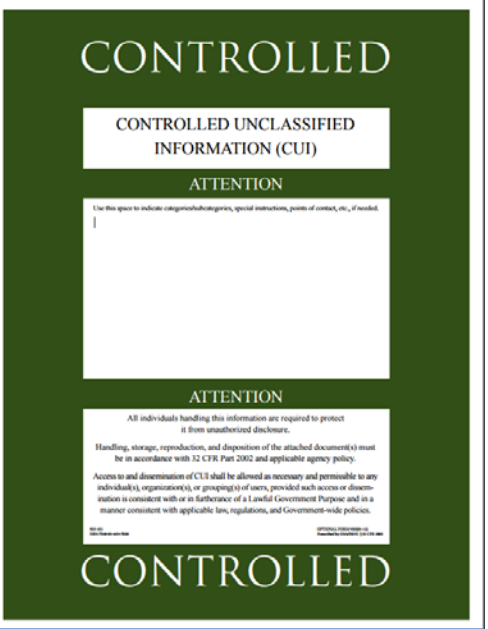
Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI 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.

CONTROLLED

Category/Subcategory CUI Coversheet. Categories or subcategories can be identified in the spaces provided.
NSN-7540-01-633-7022

Optional Form 903


CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

ATTENTION

Use this space to indicate categories/subcategories, 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.

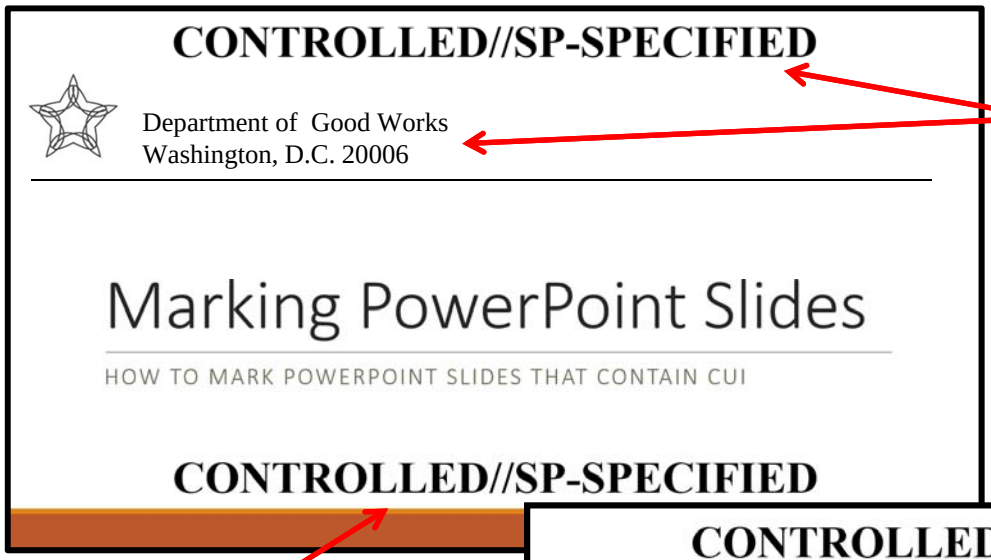
Access to and dissemination of CUI shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CONTROLLED

Detailed CUI Coversheet. The space indicated can be used to convey specific categories or subcategories used, special instructions, or relevant points of contact.
NSN-7540-01-633-7020

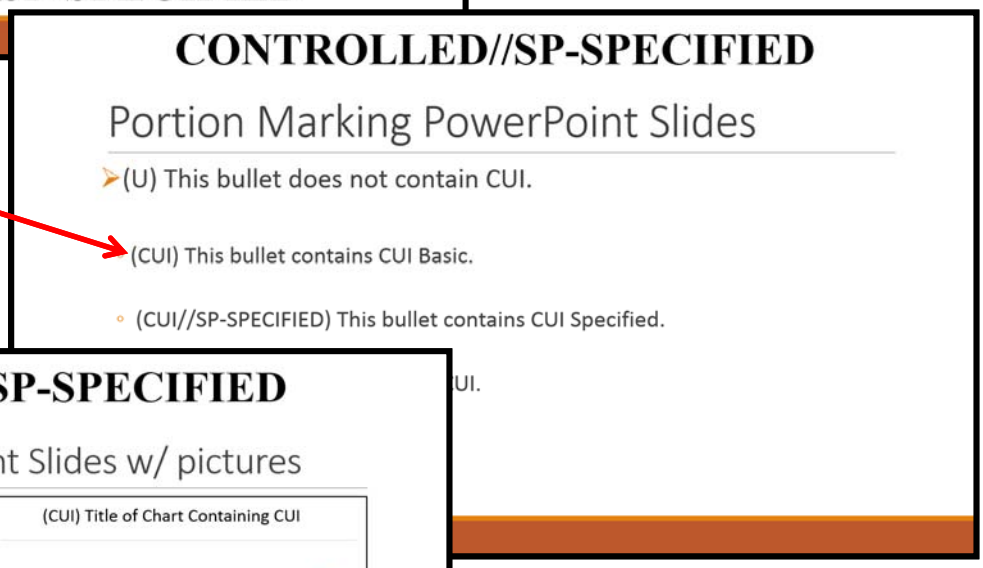
Marking Presentations

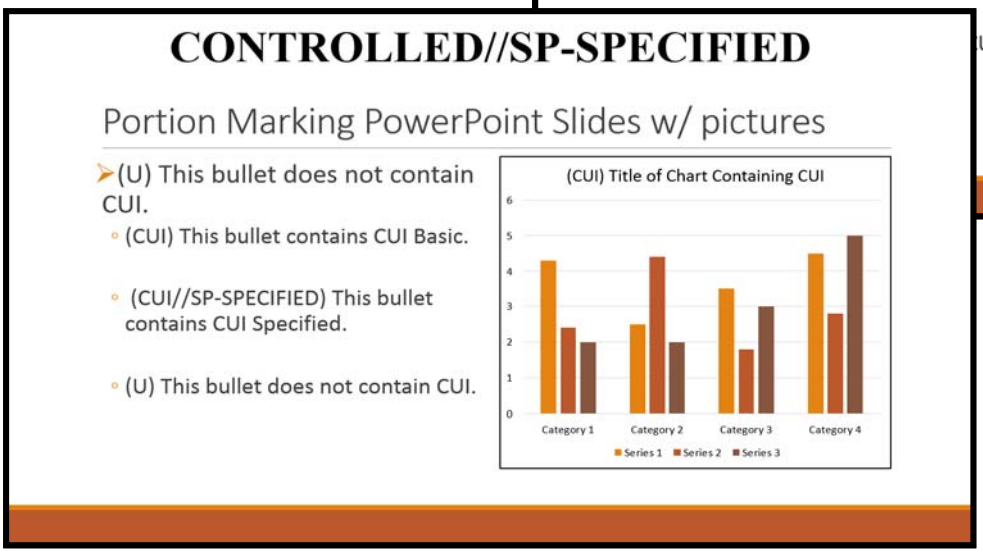
The marking principles described in this handbook also apply to presentations and other forms of documented media. The examples below demonstrate how a standard presentation should be marked to indicate the presence of CUI.



Required Markings

Marking at the bottom or using potion markings is optional unless required by agency policy.





NOTE: The above examples use the word "SPECIFIED" as a substitute for specified CUI categories and subcategories.

See the CUI Registry for actual markings.

Marking Transmittal Documents

Transmittal document marking requirements:

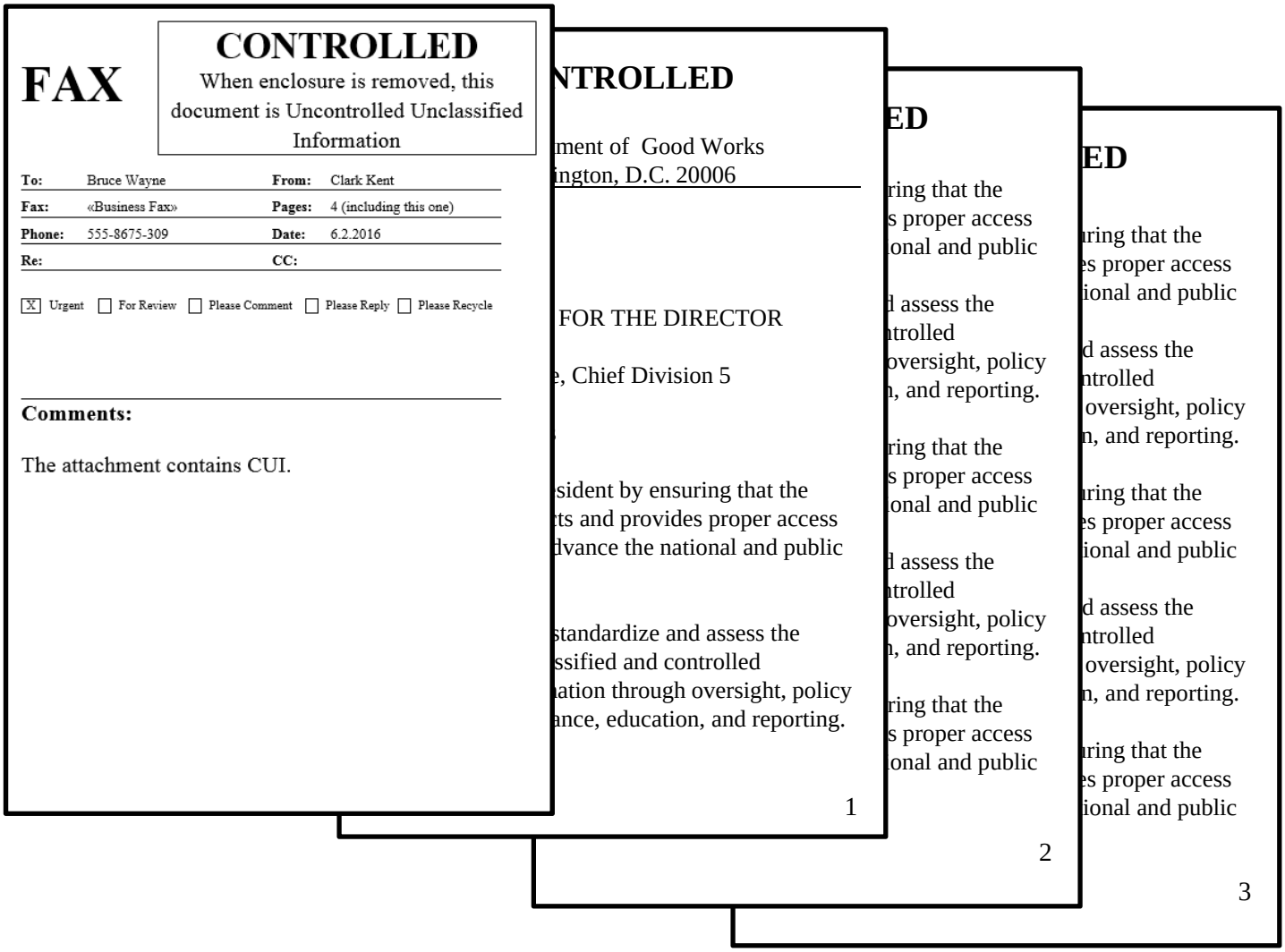
- When a transmittal document accompanies CUI, the transmittal document must indicate that CUI is attached or enclosed.

- The transmittal document must also include, conspicuously on its face, the following or similar instructions, as appropriate:

  - "When enclosure is removed, this document is Uncontrolled Unclassified Information";

  or

  - "When enclosure is removed, this document is (control level); upon removal, this document does not contain CUI."



FAX

CONTROLLED
When enclosure is removed, this document is Uncontrolled Unclassified Information

To:	Bruce Wayne	**From:**	Clark Kent
Fax:	«Business Fax»	**Pages:**	4 (including this one)
Phone:	555-8675-309	**Date:**	6.2.2016
Re:		**CC:**	

[X] Urgent [ ] For Review [ ] Please Comment [ ] Please Reply [ ] Please Recycle

Comments:

The attachment contains CUI.

NTROLLED

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FOR THE DIRECTOR

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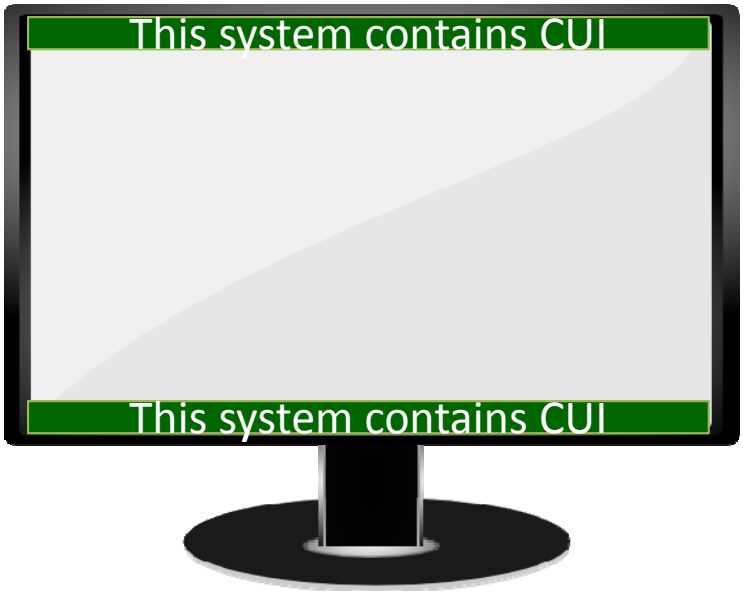
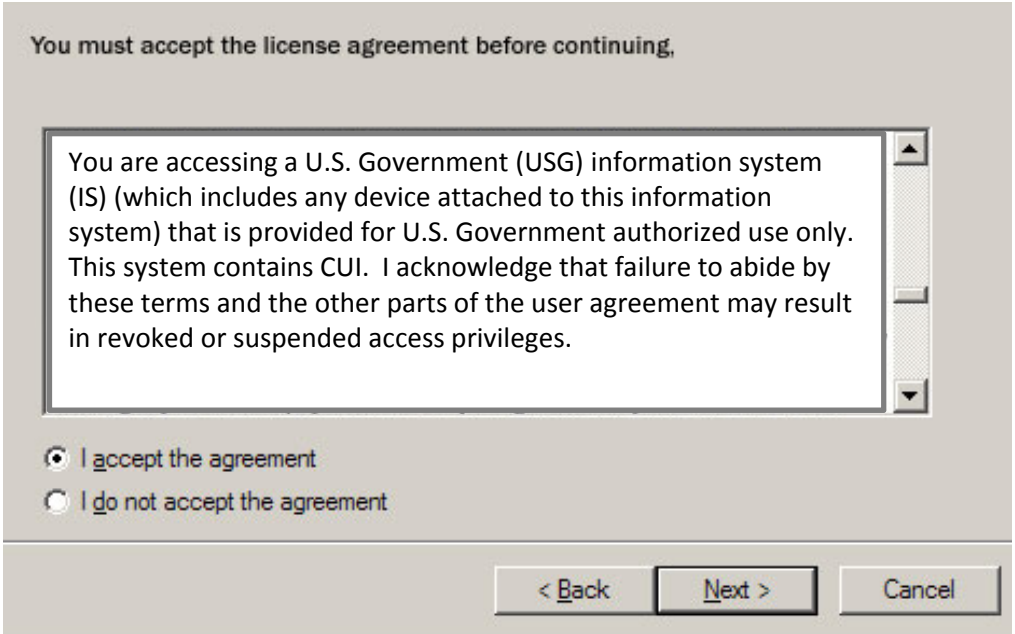
Splash Screens and Database Banners

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.



These warnings may take multiple forms, including the examples on this page.



Room or Area Markings

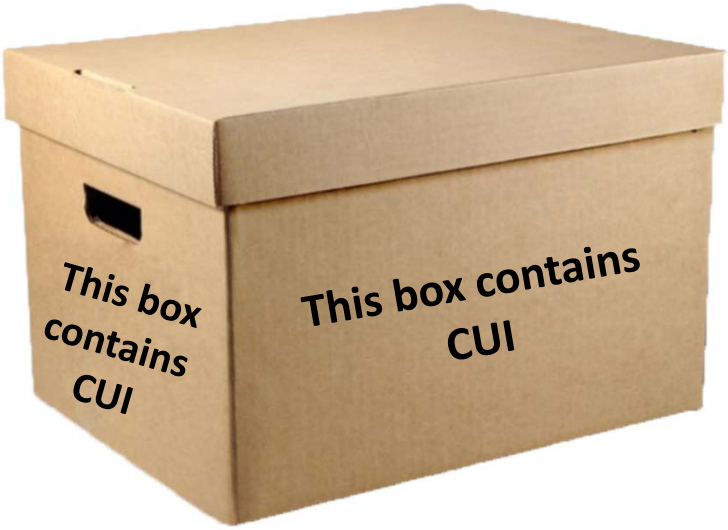
In areas where CUI is in use, it may be necessary to alert personnel who are not authorized to access it. This may be accomplished via any means approved by the agency head and detailed in agency CUI policy.

Below is a sample of a sign that indicates CUI is present.

Container Markings

When an agency is storing CUI, authorized holders should mark the container to indicate that it contains CUI.

Below are some simple applications of this.



Shipping and Mailing

When shipping CUI:

- Address packages that contain CUI for delivery only to a specific recipient.
- DO NOT put CUI markings on the outside of an envelope or package for mailing/shipping.
- Use in-transit automated tracking and accountability tools where possible.

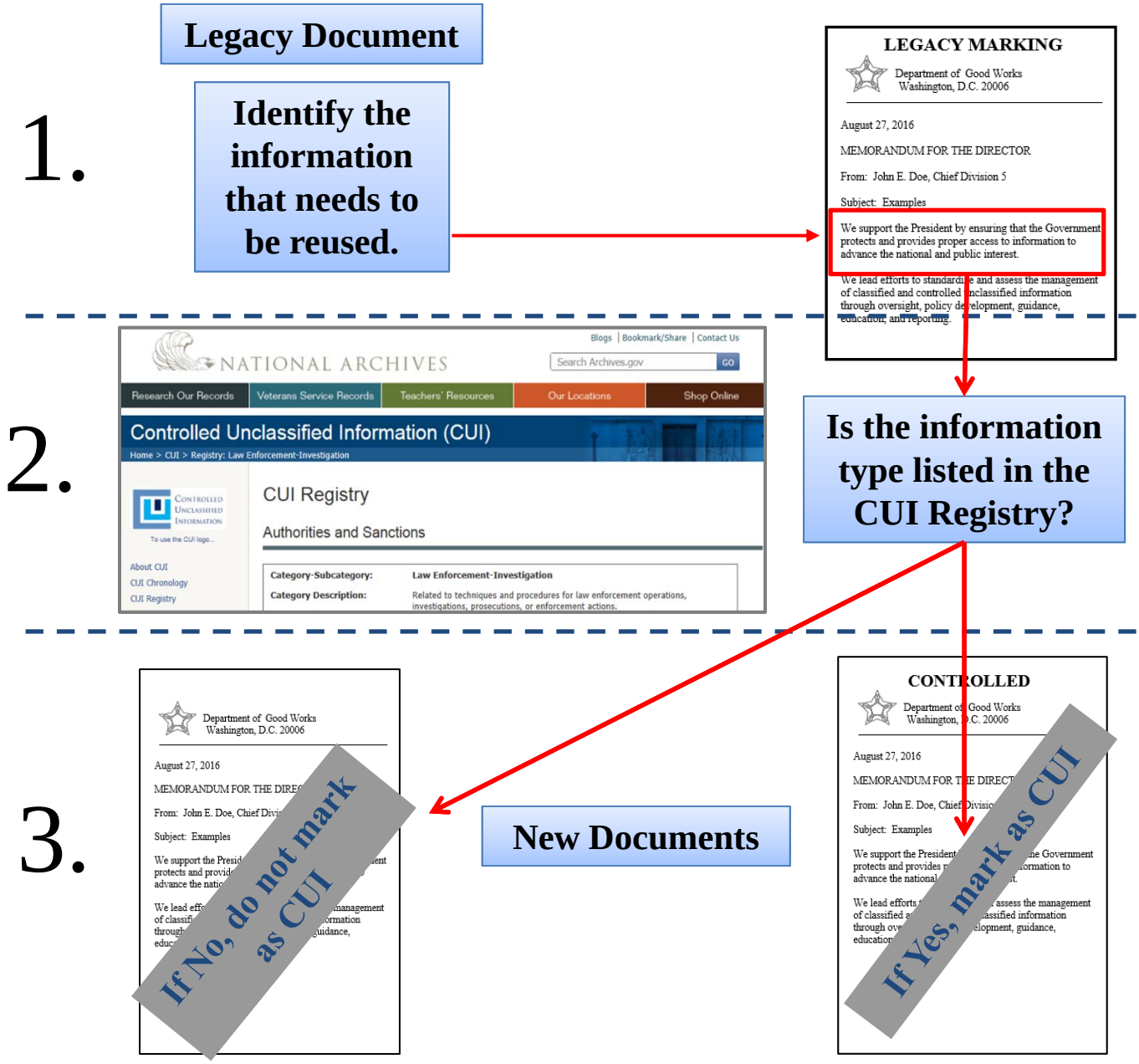
Agency heads must make sure mail room staff are trained on how to handle CUI, to include reporting any misuse.

Marking Legacy Materials

Legacy information is unclassified information that an agency marked as restricted from access or dissemination in some way, or otherwise controlled, prior to the CUI Program.

All legacy information is not automatically CUI. Agencies must examine and determine what legacy information qualifies as CUI and mark it accordingly, as illustrated by the process outlined below.

Note: Only the agency that originated the legacy information may remark it as CUI. If you have legacy information from another agency and believe it to be CUI, contact that agency.



Information Security Oversight Office
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

Phone: 202-357-5250
Fax: 202-357-5907
E-mail: cui@nara.gov
Web page: *www.archives.gov/cui*

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