

Subpart DD. Marking

Section 1.0 – General Policy

- (a) The CUI Framework requires that standardized markings be applied to information designated as CUI. The only documents that shall receive the protection of the CUI Framework are those marked according to this Subpart and the CUI Registry.
- (b) The CUI Registry will contain all approved CUI markings and will provide current guidance, including examples of the appropriate application and use of these markings. Only markings approved and listed in the CUI Registry shall be used to identify CUI.
- (c) The markings prescribed by this Subpart shall uniformly and conspicuously appear on or be conveyed in all documents containing information designated as CUI, regardless of the medium. Specific examples of the placement of markings for various types of media shall be posted in the CUI Registry.

Note: A CUI marking guide will be created to provide specific examples and instructions for applying CUI markings.

- (d) CUI markings shall not be used to determine an agency's decision whether to disclose or release information to the public.
- (d) Three marking elements shall be used to identify the presence of CUI within a document: overall markings, origination markings, and portion markings. Each of these is described in the following sections.

Section 2.0 – Overall Markings

- (a) The following overall marking format shall be used to represent the CUI categories:
- “CONTROLLED STANDARD” for Controlled with Standard Dissemination;
“CONTROLLED SPECIFIED-[insert designator(s)]” for Controlled with Specified Dissemination; and
“CONTROLLED ENHANCED-[insert designator(s)]” for Controlled Enhanced with Specified Dissemination.
- (b) The following overall marking format shall be used on all documents:
- (1) The overall marking shall be placed at the top of each page. The placement of an overall marking at the bottom of each page is neither required nor prohibited unless the document contains both CUI and classified information.
- (2) The overall marking shall convey the most stringent of the safeguarding procedures and all applicable specified dissemination designators included in the document.

- (3) Only specified dissemination designators that have been approved may be used. All approved specified dissemination designators will be listed in the CUI Registry. Within the overall marking, the specified dissemination designator(s) shall follow the marking that represents the general CUI category, either "CONTROLLED SPECIFIED" or "CONTROLLED ENHANCED". When multiple specified dissemination designators apply to a document, each specified dissemination designator shall be included in the overall marking and be separated by a comma, followed by a space.

Section 3.0 – Origination Markings

- (a) All documents containing CUI shall identify the originating individual, agency, and office. The originating individual may be identified by name or personal identifier. Unless otherwise readily apparent, this information shall appear on the face or at the beginning of a document.

Section 4.0 – Portion Markings

- (a) Each portion (usually a paragraph, but including subparagraphs, subjects, titles, graphics, bulleted lists, etc.) shall be marked to indicate the most stringent of the safeguarding procedures and all applicable specified dissemination designator(s) by the placement of a portion marking immediately preceding the portion to which it applies.
- (b) The following portion markings shall be used to represent the CUI categories:
- "(CUI-SD)" for Controlled with Standard Dissemination;
"(CUI-SP-[insert designator(s)])" for Controlled with Specified Dissemination; and,
"(CUI-EN-[insert designator(s)])" for Controlled Enhanced with Specified Dissemination.
- (c) For documents that contain both CUI and other unclassified information, or that contain multiple categories of CUI, each CUI portion shall be marked as identified in this Subpart.

Section 5.0 – Additional Requirements

- (a) Source Documentation. When information previously identified as CUI in one document is incorporated, paraphrased, or restated into a new document, the CUI markings shall be carried forward into the new document and be marked consistent with this Subpart. A listing of the CUI source document(s) shall appear conspicuously in the new document.

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2 (b) Transmittal documents. A transmittal document shall indicate on its face the
3 appropriate overall marking of the CUI in the document being transmitted. The
4 transmittal document shall also include conspicuously on its face the following:
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6 “When separated from the transmitted document, this transmittal document is [insert
7 appropriate marking or statement].”
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9 (c) Additional Markings. Any additional CUI markings other than those set forth in this
10 Subpart must be approved by the CUI Executive Agent prior to use. In such
11 instances, agency heads or their designees must submit a formal written request to the
12 CUI Executive Agent for approval. The written proposal will include the citation of
13 the specific, extraordinary circumstances warranting the use of such additional
14 markings.
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16 (d) Waivers from CUI Marking Requirements. Agency heads or their designees shall
17 submit requests for temporary waivers to the CUI Executive Agent in writing for
18 consideration. The CUI Executive Agent will respond to requests within 30 days of
19 receipt of the request.
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21 (e) Re-marking of legacy material.
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23 (1) Departments and agencies need not redact or obliterate existing legacy
24 markings. When information bearing legacy markings is disseminated, the
25 legacy markings shall be struck through with a single, straight line when
26 practicable, and the information shall be re-marked as directed in this Subpart.
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28 (2) When information with a legacy marking is incorporated, paraphrased, or
29 restated in a new document, the legacy marking shall not be carried forward
30 and the appropriate CUI markings shall be applied to the new document per
31 this Subpart.
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34 **Section 6.0 – Definitions**

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- 36 (a) CUI category: One of the three combinations of safeguarding procedures and
37 dissemination controls identified in the President’s CUI memorandum.
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39 (b) Designator: Abbreviation, typically three letters, found in the CUI Registry that
40 conveys additional instructions on what dissemination is permitted.
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42 (c) Document: Any recorded information, regardless of the nature of the medium or the
43 method or circumstances of recording.
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1 (d) Legacy markings: Markings applied by the Federal government prior to the effective
2 date of this directive to documents sufficiently sensitive to warrant some level of
3 safeguarding and protection from disclosure but that did not warrant classification .
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5 (e) Originator: The person responsible for identifying and marking information as CUI.
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For CUI marking guide: When a document is prepared on behalf of another individual, the individual who approves the final version of the document is the originator, e.g., when an assistant prepares a memo on behalf of an executive, the executive who approves the final version is the originator of the document.

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8 (f) Public Release: The act of making information formerly designated as CUI available
9 to the general public through the approved processes of each agency. Release does not
10 include the authorized dissemination of CUI to State, local, tribal, or private sector
11 entities.
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