BANNER MARKINGS

(LIMITED DISSEMINATION CONTROL MARKINGS)

Use the Limited Dissemination Control Markings found on the CUI Registry (*www.archives.gov/cui/*).

Limited Dissemination Control Markings

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 example uses the word "DISSEMI-NATION" as a substitute for a Limited Dissemination Control Marking. See the CUI Registry for actual markings.

PORTION MARKING

❖ Portion marking is permitted and encouraged to facilitate information sharing and proper handling of the information. When used, the abbreviations, in parentheses, 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, follow these rules.

❖ CUI portion markings may include up to three elements:
  ➤ The CUI Control Marking (the acronym "CUI").
  ➤ CUI Category or Subcategory Markings (mandatory for CUI Specified).
  ➤ Limited Dissemination Control Markings.

❖ When portion markings are used and a portion does not contain CUI, a "U" is placed in parentheses to indicate that the portion contains unclassified information.

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

(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 contains 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.

Portion Markings

Marking

CONTROLLED UNCLASSIFIED INFORMATION

(Banner and Portion Markings)

ISOO INFORMATION SECURITY OVERSIGHT OFFICE

CONTROLLED UNCLASSIFIED INFORMATION

August 2016

- ❖ 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 centered when possible.

- ❖ CUI Banner Markings may include up to three elements.
  - ➤ The CUI Control Marking (mandatory) may consist of either the word "CONTROLLED" or the acronym "CUI." CUI Control Markings are separated from CUI Category or Subcategory Markings by using a double forward slash (//).
  - ➤ Separate multiple CUI Category or Subcategory Markings (mandatory for CUI Specified) in a banner marking with a single forward slash (/).
  - ➤ Separate Limited Dissemination Control Markings from CUI Control Markings and category markings with a double forward slash (//).
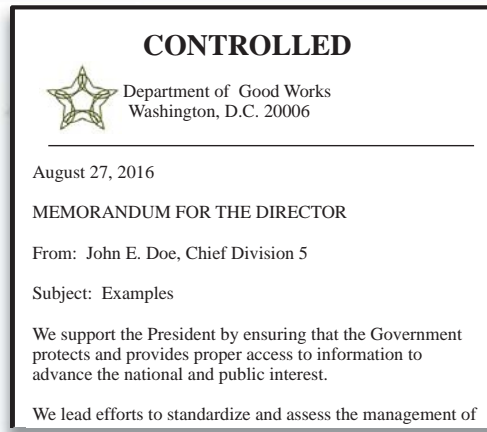
CUI Control Marking	Category Marking (if required)	Limited Dissemination Control Marking

CONTROLLED//CATEGORIES AND SUBCATEGORIES//DISSEMINATION

Reference: 32 CFR 2002.20(b)

The CUI Control Marking may consist of either the word "CONTROLLED" or the acronym "CUI". The designator has discretion over which to use, unless agency CUI policy specifies. The CUI Control Marking is mandatory for all CUI banners.

It is optional, but a best practice, to apply the marking to the bottom of the document as well.

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

Reference: 32 CFR 2002.20(b)(1)
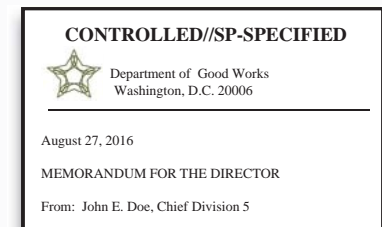
Category markings are mandatory in the case of CUI Specified. They are mandatory for CUI Basic only when required by agency policy.
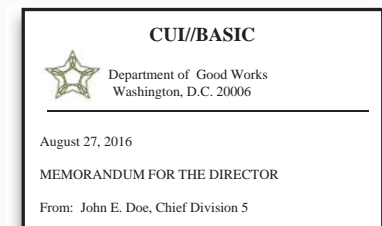
When a document contains CUI Specified, the category marking will be preceded by "SP-".

Below are two examples of CUI Banner Markings, one using CUI Specified and one using CUI Basic.

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

CUI Basic Category Marking

CUI//BASIC

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

NOTE: The above examples use the words "BASIC" and "SPECIFIED" as substitutes for CUI categories and subcategories markings. See the CUI Registry (*www.archives.gov/cui/*) for actual markings.

Reference: 32 CFR 2002.20(b)(2)