



## **CUI Notice 2020-07: Using Alternate Designation Indicators (ADI) with CUI**

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October 2, 2020

### **Purpose**

1. This Notice authorizes departments and agencies to use alternate designation indicators on CUI under certain circumstances.

### **Authorities**

2. Executive Order 13556, Controlled Unclassified Information (November 4, 2010); and
3. 32 CFR 2002, Controlled Unclassified Information.
4. This guidance pertains to Federal agencies and applicable contractors and is binding on agency actions as authorized under law and similar authority. This guidance does not apply to, and is not meant to bind, the public, except as authorized by law or regulation or as incorporated into a contract.

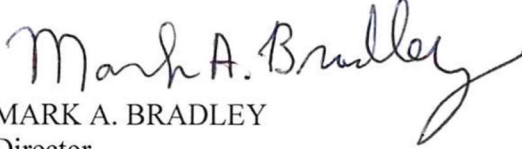
### **Background**

5. 32 CFR 2002.20(d) requires that all documents containing CUI must carry an indicator of who designated the CUI within it. This must include the designator's agency (at a minimum) and may take any form that identifies the designating agency, including letterhead or other standard agency indicators, or adding a "Controlled by" line (for example, "Controlled by: Division 5, Department of Good Works"). The designation indicator must be readily apparent to authorized holders and may appear only on the first page or cover.

### **Guidance**

6. If permitted by, and in accordance with, agency authorities and applicable laws or regulations, CUI Senior Agency Officials (SAO) may authorize the use of alternate designation indicators that don't directly identify their agency, in accordance with the following requirements:
  - a. The SAO must document all such authorizations and include a summary of them in the agency's annual report to the CUI Executive Agent. If necessary, reports may be classified and transmitted via secure means;
  - b. The authorized alternate designation indicator must include sufficient information to enable recipients to know whom to contact regarding the information's status, dissemination, handling, or to report improperly marked CUI; and
  - c. The SAO must periodically assess and review any authorized alternate designation indicators and their use to ensure they are still needed and being applied correctly.

**Please direct any questions regarding this notice to [CUI@nara.gov](mailto:CUI@nara.gov)**

  
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