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.

NOTE: The above example uses the word “DISSEMINATION” as a substitute for a Limited Dissemination Control Marking. See the CUI Registry for actual markings.
**BANNER MARKINGS**

- 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". 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.
  - 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 (//).

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**BANNER MARKINGS**

(CUI CONTROL MARKING)

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.

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**BANNER MARKINGS**

(CATEGORY AND SUBCATEGORY MARKING)

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.

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**CUI Specified Category Marking**

**CUI Basic Category Marking**

**Limited Dissemination Control Marking**

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Reference: 32 CFR 2002.20(b)

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.