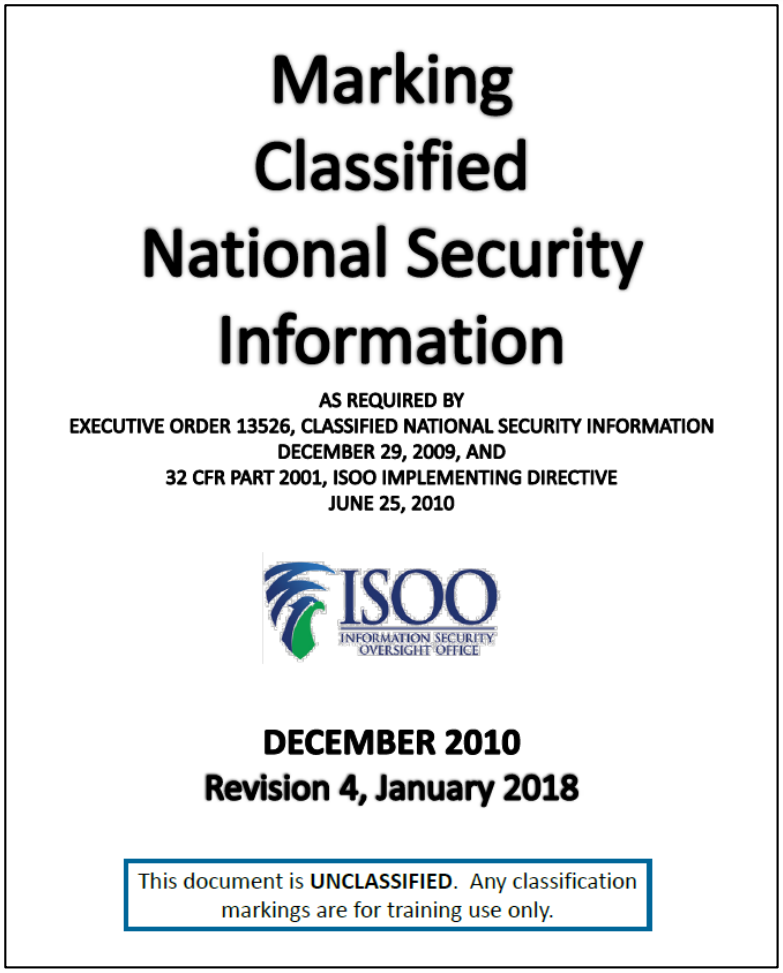
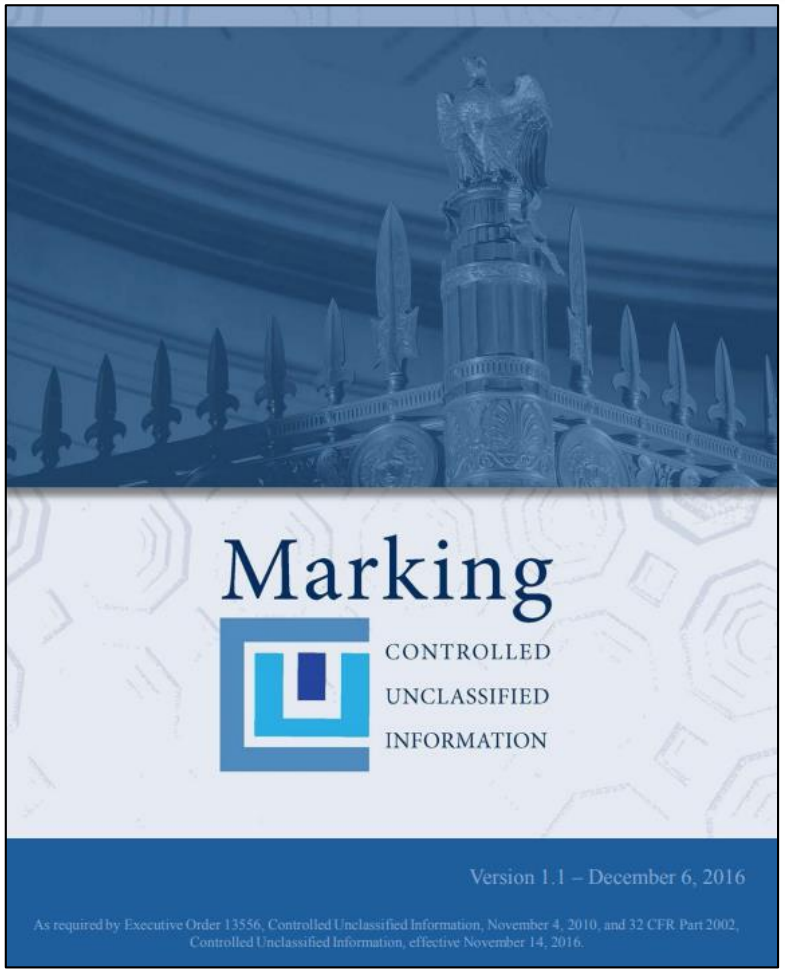
Marking Handbooks



https://www.archives.gov/files/isoo/training/marking-booklet-revision.pdf



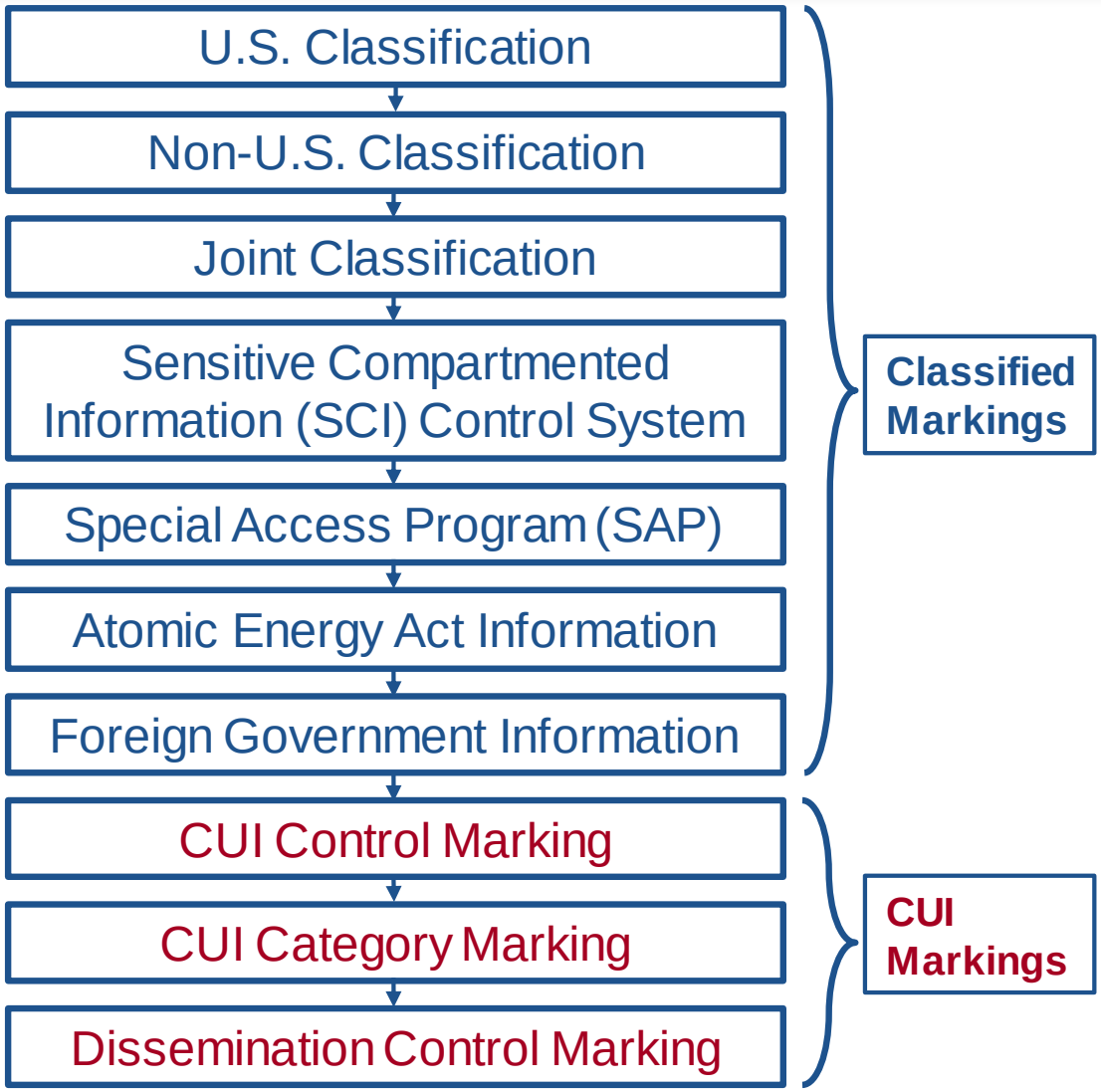
https://www.archives.gov/files/cui/20161206-cui-marking-handbook-v1-1.pdf

Commingled Documents

- Headers and footers are mandatory and must be identical
- All sections or portions must be marked or portion marked
- CUI Markings and Limited Dissemination Control Markings appear after all classified markings in both Banner Lines and Portion Markings
- The CUI Control Marking “CONTROLLED” is never used, only the marking “CUI”

Order for Commingled Markings

- There is a specific order for different components of Portion Markings and Banner Lines for commingled documents



Portion Marking

Unclassified Uncontrolled Information

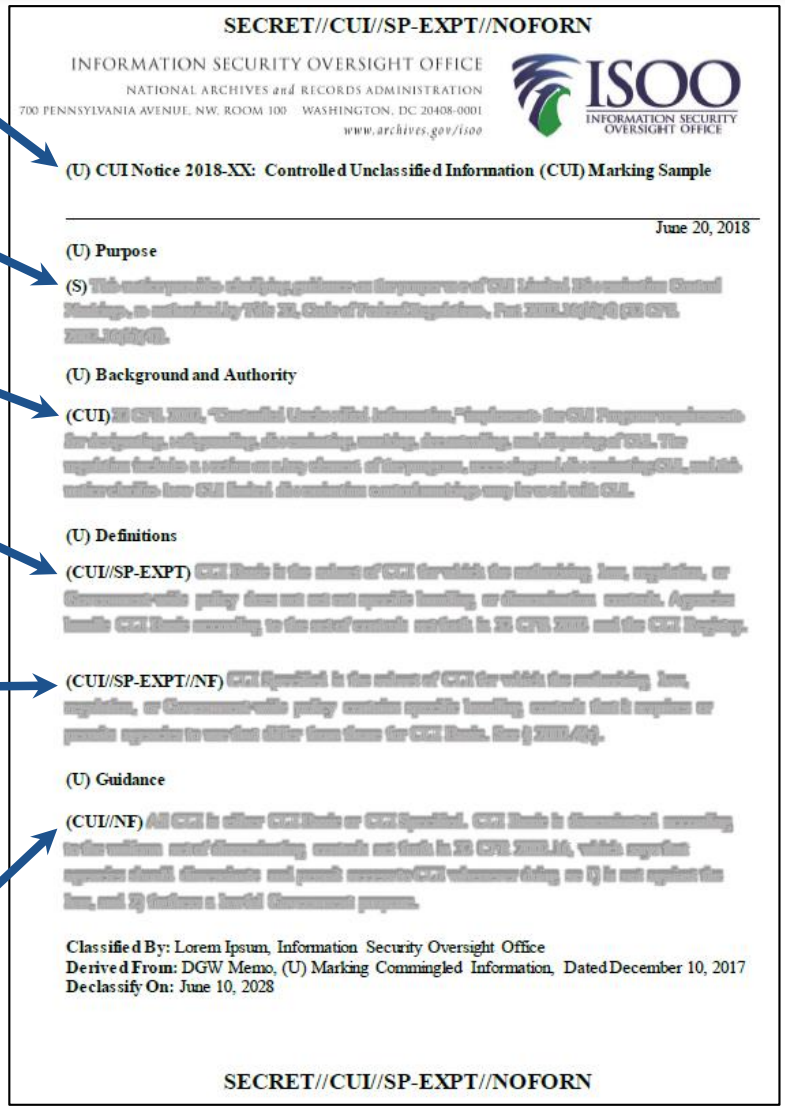
Secret Information

CUI Control Marking

CUI Control and Category Marking

CUI Control, Category, and Limited Dissemination Marking

CUI Control and Limited Dissemination Marking



SECRET//CUI//SP-EXPT//NOFORN

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NATIONAL ARCHIVES and RECORDS ADMINISTRATION
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ISOO INFORMATION SECURITY OVERSIGHT OFFICE

(U) CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

(U) Purpose

(S)

(U) Background and Authority

(CUI)

(U) Definitions

(CUI//SP-EXPT)

(CUI//SP-EXPT//NF)

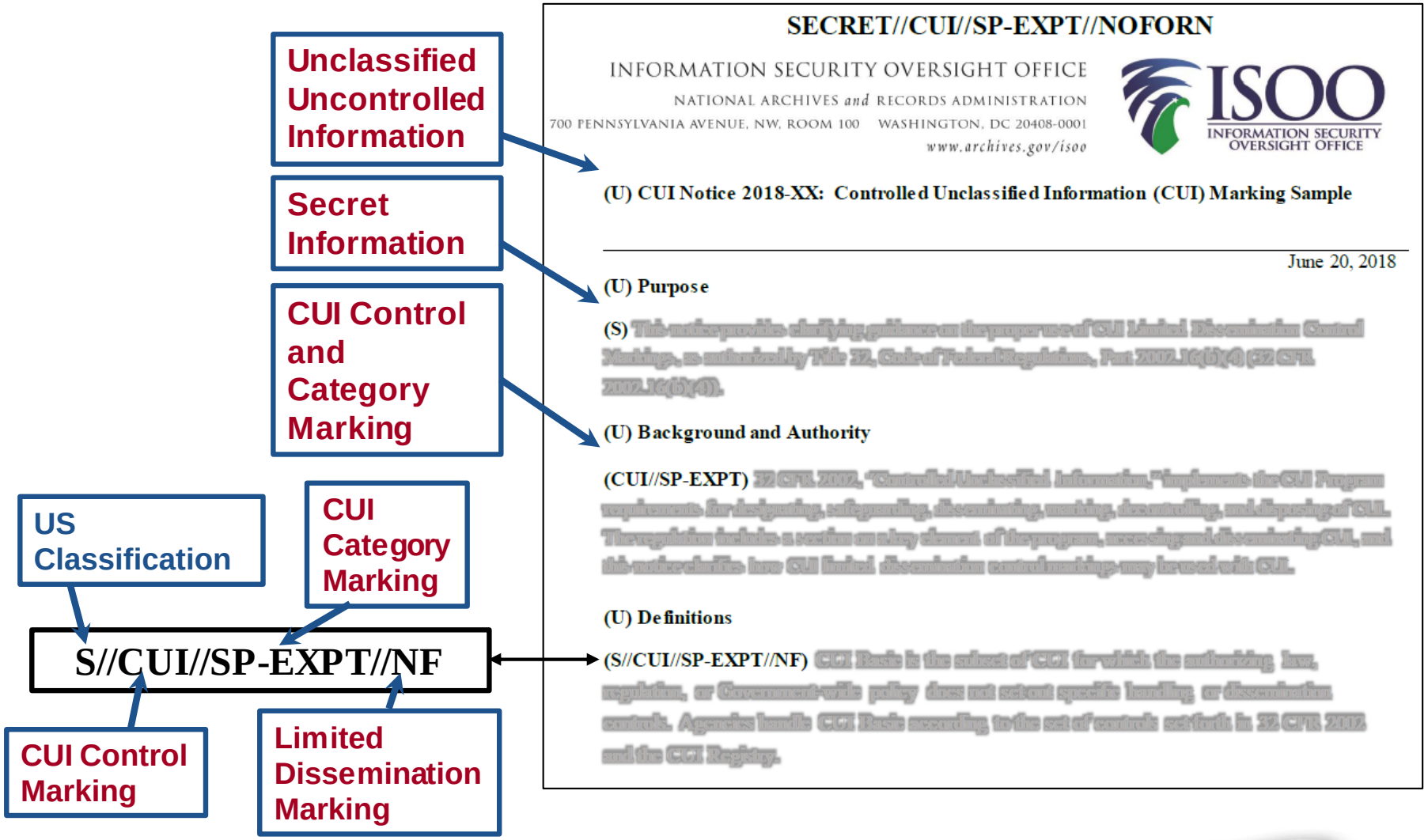
(U) Guidance

(CUI//NF)

Classified By: Lorem Ipsum, Information Security Oversight Office
Derived From: DGW Memo, (U) Marking Commingled Information, Dated December 10, 2017
Declassify On: June 10, 2028

SECRET//CUI//SP-EXPT//NOFORN

Portion Marking Commingled Paragraphs



Banner Lines

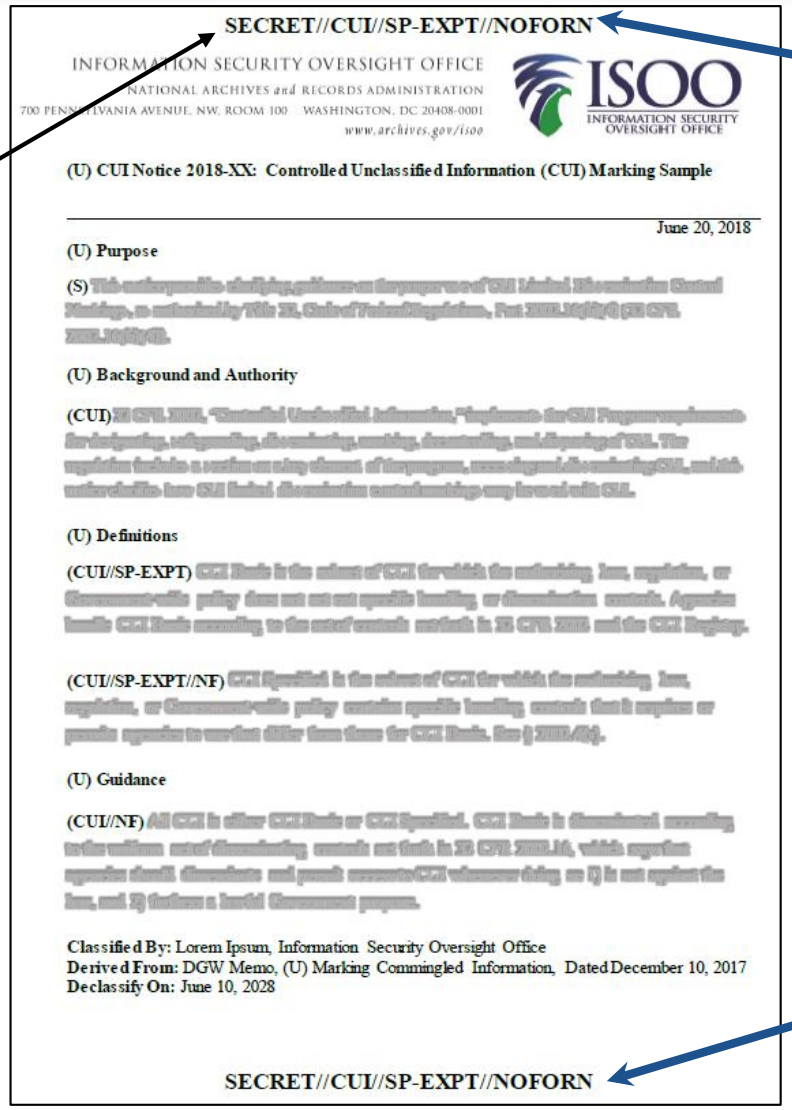
US Classification

CUI Category Marking

SECRET//CUI//SP-EXPT//NOFORN

CUI Control Marking

Limited Dissemination Control Marking



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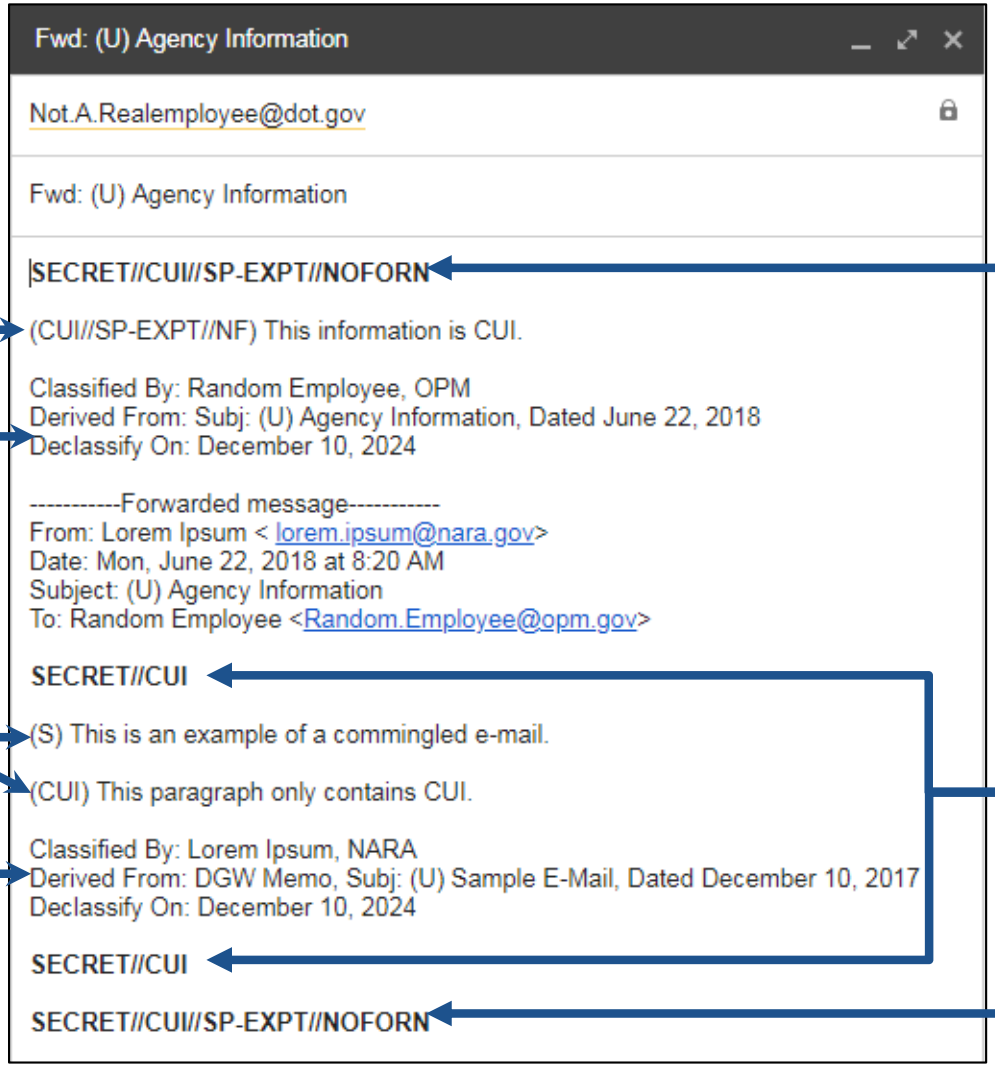
Declassify On: June 10, 2028

SECRET//CUI//SP-EXPT//NOFORN

Mandatory Header

Mandatory Footer

Marking Commingled Emails



Portion Markings

Classification Authority Block

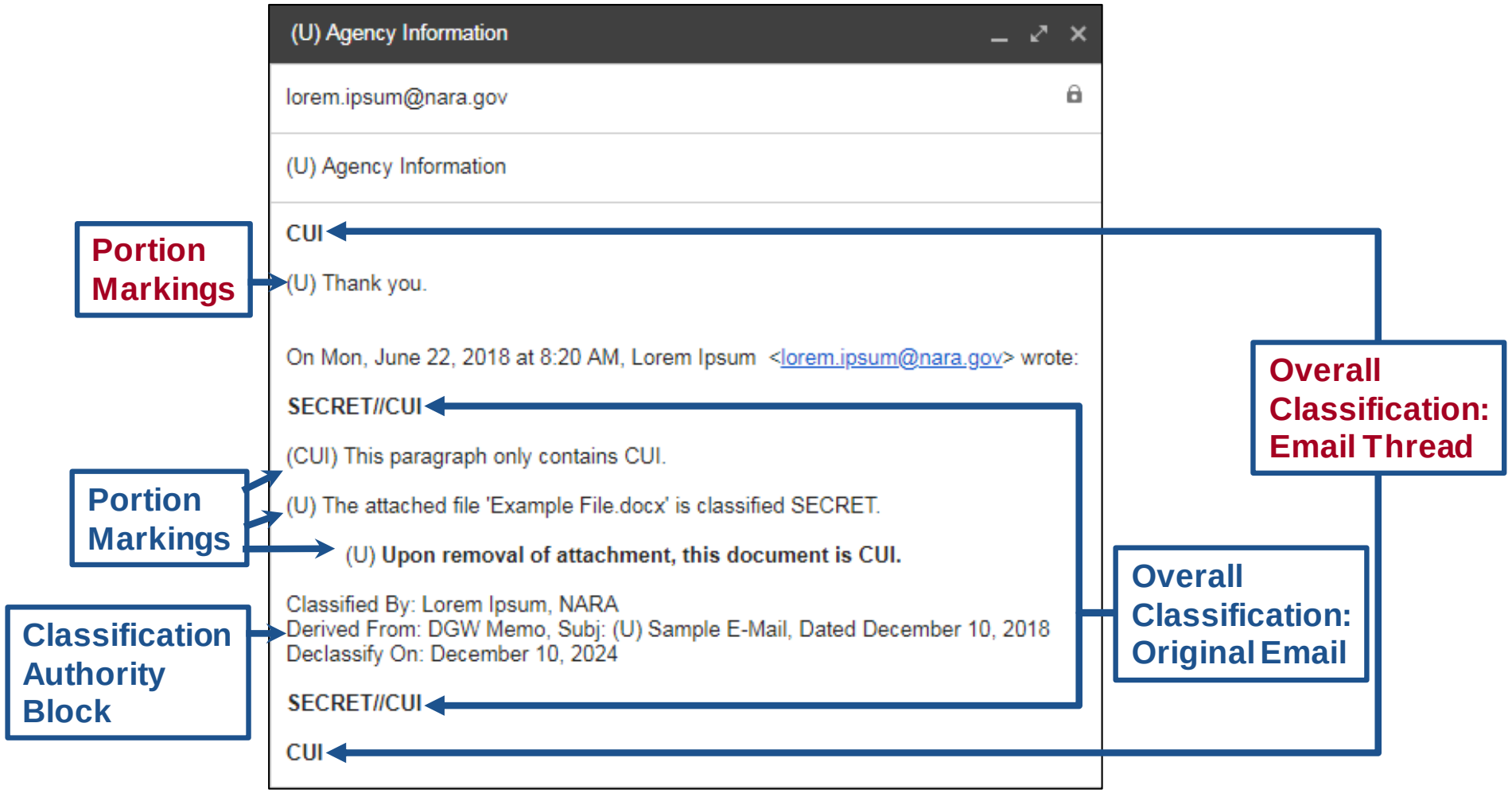
Portion Markings

Classification Authority Block

Overall Classification: Email Thread

Overall Classification: Original Email

Marking Emails with Attachments

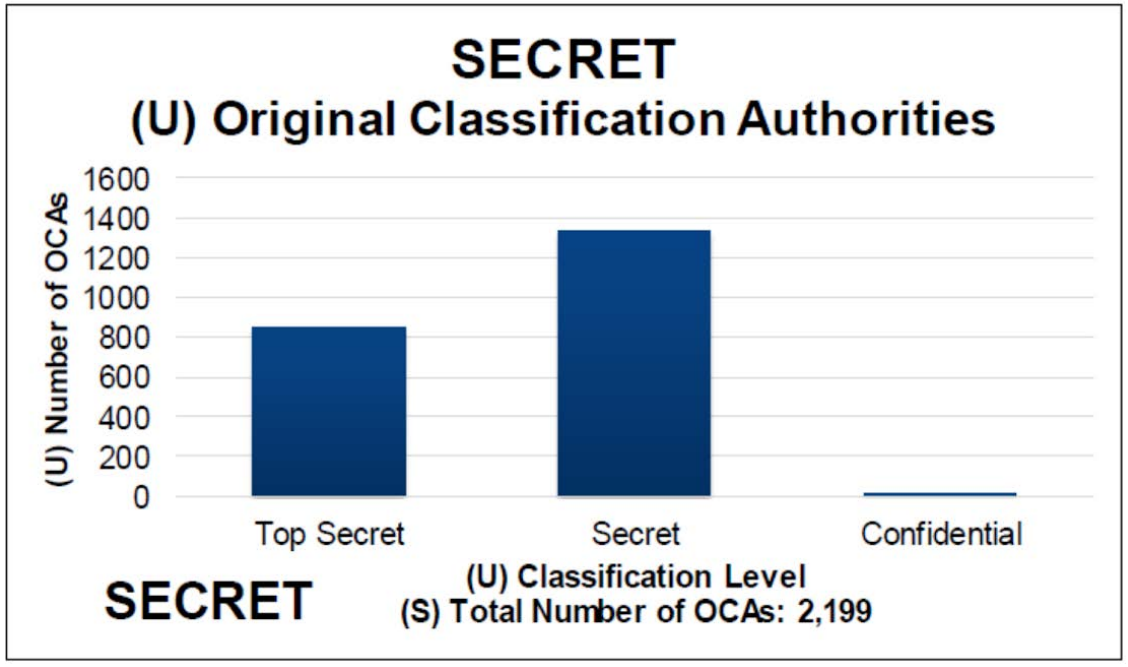


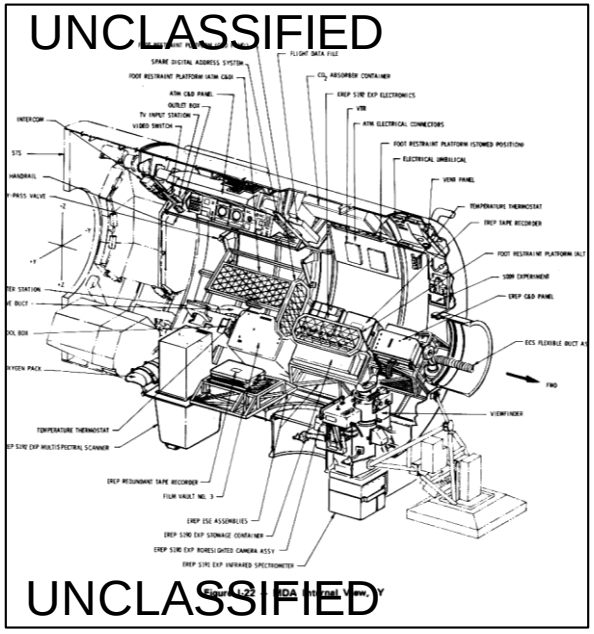
Marking Commingled Presentations

- Write the Classification Authority Block on the first slide
- Write the Overall Classification Marking in headers and footers on the first and last slides
  - Mark internal slides with either the overall classification of the presentation or the slide
- Portion Mark every bullet, chart, and image
  - Portion marks on charts and images are not abbreviated and they are marked at both the top and bottom

(U) How to Mark a Commingled Slide

- (S) This bullet has Secret information
- (CUI) This bullet has CUI
  - (CUI) You also mark sub-bullets
  - (S) Try to separate Classified information from CUI

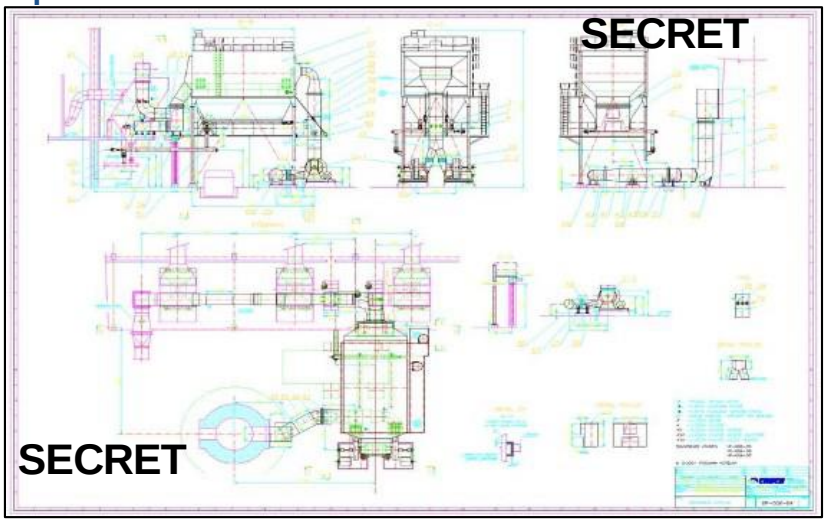


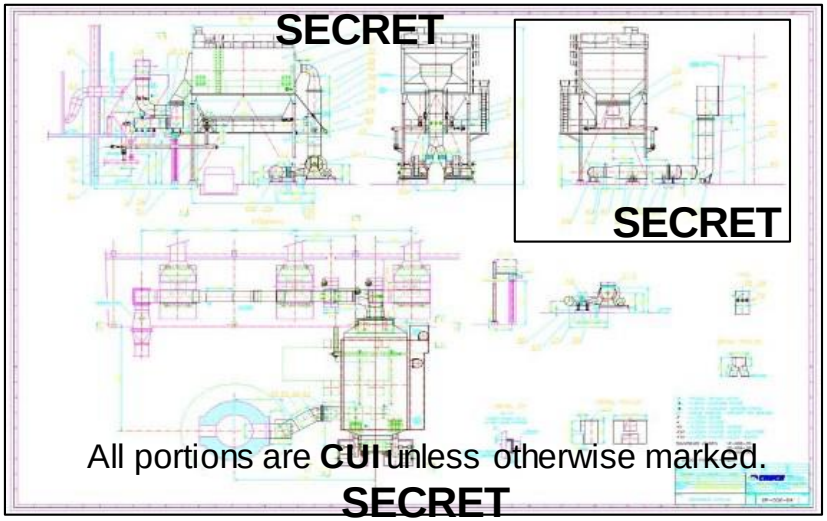


(U) NASA Skylab Multiple Docking Adapter

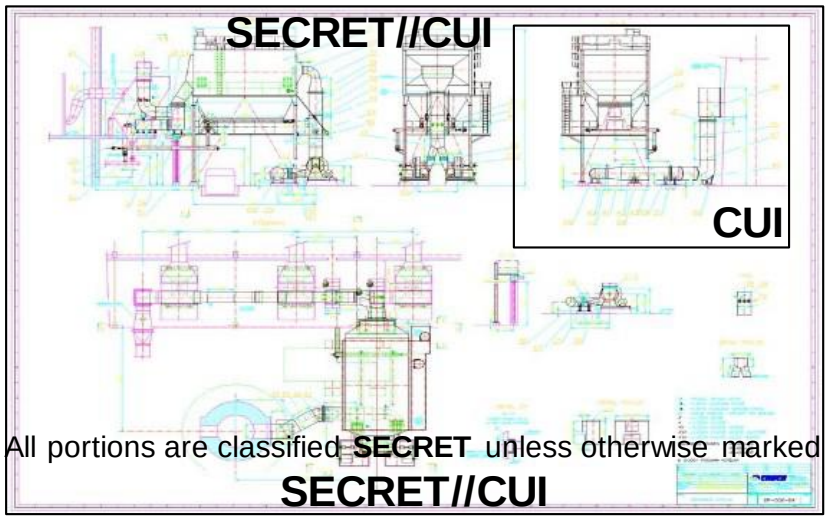
Marking Complicated Slides

Option 1





Option 2



Option 3