

## What is Controlled Unclassified Information?

Controlled Unclassified Information (CUI) is information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that requires safeguarding or dissemination controls consistent with applicable laws, regulations, and Government-wide policies but is not classified under Executive Order 13526 "Classified National Security Information" or the Atomic Energy Act, as amended.

## Identifying CUI

CUI is NOT classified information and may only be marked as CUI if it belongs to a category established in the ISOO and/or DOD CUI Registry.

## The CUI Registries

ISOO maintains the National CUI Registry  
» <https://www.archives.gov/cui>

The DOD CUI Registry  
» <https://www.dodcui.mil>

## What are examples of CUI?

CUI includes, but is not limited to, Controlled Technical Information (CTI), Personally Identifiable Information (PII), Protected Health Information (PHI), financial information, personal or payroll information, and operational information.

## Controlled Technical Information (CTI)

Controlled Technical Information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or



dissemination. The term does not include information that is lawfully publicly available without restrictions. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code. Controlled technical information is to be marked with one of the distribution statements B through F, in accordance with Department of Defense Instruction 5230.24, "Distribution Statements of Technical Documents."

## Export Controlled Information

DODI 2040.02 states "Dual-use and defense-related technology will be treated as a valuable national security resource, to be protected and transferred only in accordance with export control laws and regulations, and national security and foreign policy objectives."

- » United States Code, Title 22, Chapter 39
  - Arms Export Control
- » Code of Federal Regulations, Title 22, Chapter 1, Subchapter M
  - International Traffic in Arms Regulations
- » Code of Federal Regulations, Title 15, Subtitle B, Chapter VII, Subchapter C
  - Export Administration Regulations

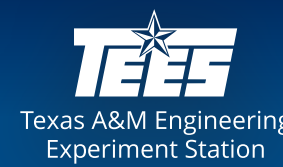
# UNIVERSITY CONSORTIUM FOR APPLIED HYPERSONICS



# CONTROLLED UNCLASSIFIED INFORMATION

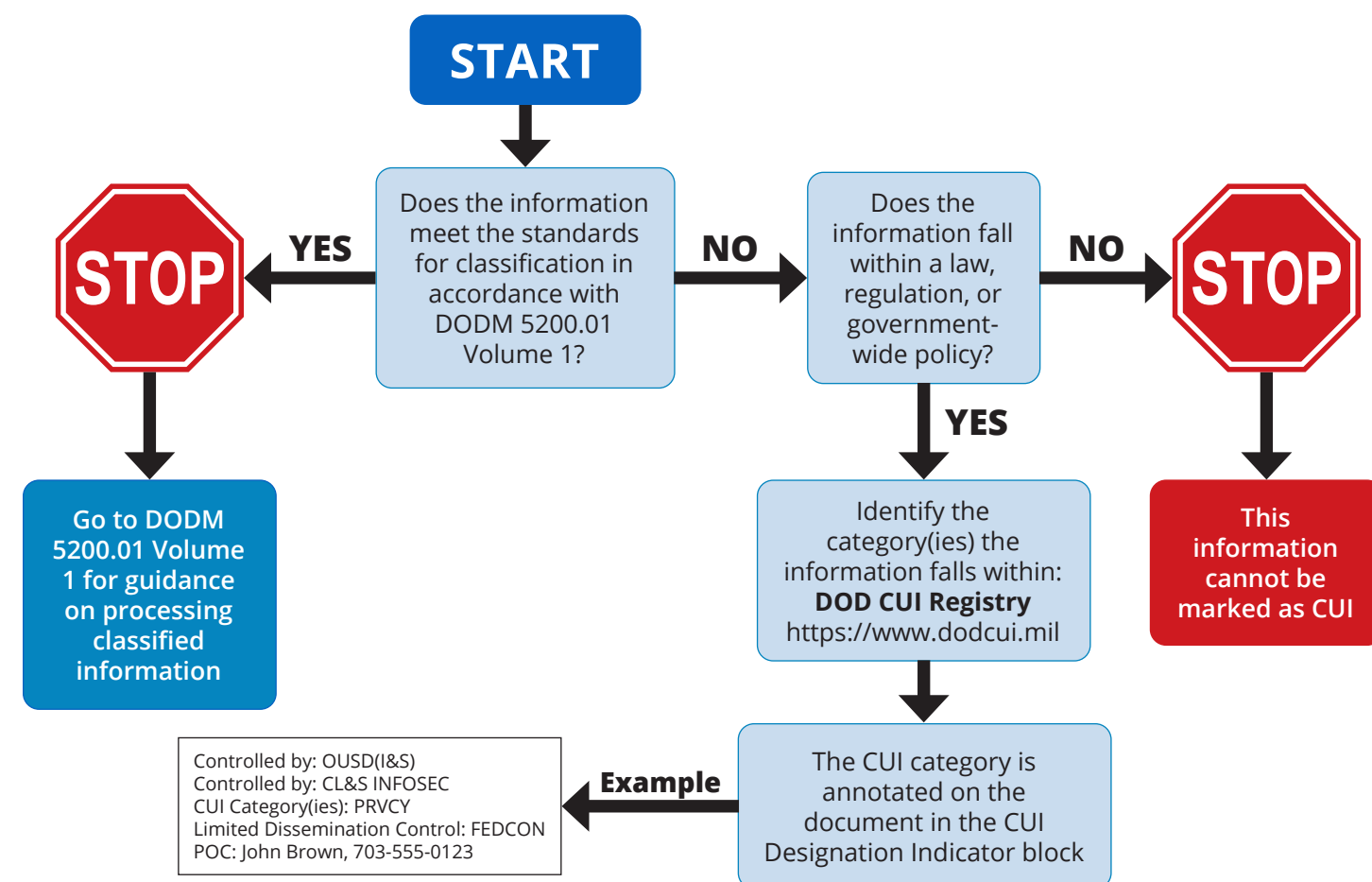
## UNIVERSITY CONSORTIUM FOR APPLIED HYPERSONICS

[hypersonics.tamu.edu](http://hypersonics.tamu.edu)



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## Steps to Identifying CUI



## Marking CUI

### BANNER MARKINGS

The mandatory marking for all DOD CUI is the CUI Banner/Footer with the CUI Designation Indicator (DI) Block. This is the main marking that appears at the top and bottom of all documents containing CUI. The Banner/Footer markings must appear as bold capitalized text and be centered at the top and bottom of every page. Even if there is CUI only on one page, the entire document must be marked as CUI. Pages not containing CUI may be marked as "UNCLASSIFIED" or "CUI" at the discretion of the authorized holder or originator.

### CUI DESIGNATION BLOCK

All documents containing CUI must have a CUI Designation Indicator (DI) Block to notify the recipient about information related to who originated the document. This may be

accomplished through the use of a letterhead and four additional lines. If no letterhead is used, then a fifth line is required. The CUI DI Block is placed in the lower right-hand corner or footer of the first page only and should include the following:

**Controlled By:** [ Name of DOD Component ]  
(Only if not on letterhead)

**Controlled By:** [ Name of Office ]

**CUI Category:** (Agencies must only use categories or subcategories published in the CUI Registry to designate information as CUI)

**Limited Dissemination Control:** (LDC) Markings can prevent a document from being shared with certain parties or notify others that only certain parties should view it. They should only be used to further an authorized, lawful government purpose or when required by CUI authorities

**POC and Phone Number:** [ PI and (xxx) xxx-xxxx ]

## Sharing/Transmitting CUI

### DISSEMINATION & DISTRIBUTION

No individual may have access to CUI information unless it is determined he or she has an authorized, lawful government purpose. CUI information may be disseminated within the DOD Components and between DOD Component officials and DOD contractors, consultants, and grantees to conduct official business for the DOD, provided dissemination is consistent with controls imposed by a distribution statement or limited dissemination controls (LDC).

CUI designated information may be disseminated to a foreign recipient in order to conduct official business for the DOD, provided the dissemination has been approved by a disclosure authority in accordance with DODI 5200.48, Paragraph 3.4.c and the CUI is appropriately marked as releasable to the intended foreign recipient.

### Emailing CUI

1. All emails must be encrypted and contain a CUI banner at the top and bottom of the email.
2. Do NOT USE YOUR PERSONAL EMAIL to transmit CUI.
3. Must contain a CUI Designation Indicator Block.
4. If including an attachment containing CUI, the file name must indicate there is CUI included.
5. Portion markings are not required in an unclassified document containing CUI; however, when using portion markings within a CUI document, all document subjects and titles, as well as individual sections, parts, paragraphs, or similar portions of a CUI document known to contain CUI, will be portion marked with (CUI). Use of the unclassified marking (U) as a portion marking for unclassified information within CUI documents or materials is required.
6. CUI markings in a classified document will appear in paragraphs or subparagraphs

known only to contain CUI and must be portion marked with CUI. CUI will NOT appear in the banner or footer. In this instance, the header and footer will be annotated with the highest classification of the classified document.

### Mailing CUI

1. Address the interior envelope/package to a specific recipient (not to an office or an organization).
2. Do not put CUI markings on the outer layer of the envelope/package.
3. Use automated tracking on the package to ensure it was delivered to the correct recipient.
4. The following methods may be used to mail/ship CUI:
  - » U.S. Postal Service (USPS)
  - » Any commercial delivery service (FedEx, UPS)
  - » Interoffice mail delivery/Interagency mail delivery

### Faxing CUI

The sender is responsible for determining appropriate safeguarding is in place on the receiving end of the fax and that the fax machine is located in a controlled environment. A fax coversheet is required indicating the presence of CUI.

### Protecting CUI

1. Be aware of your surroundings and take steps to ensure others can't overhear what you are saying – do not use wireless phones to discuss CUI.
2. Protect or safeguard your surroundings to prevent shoulder-surfing. Don't allow CUI to be viewed by unauthorized individuals while you work with CUI documents printed out or displayed on a screen.



## Storing/Transporting CUI

CUI must be stored in controlled environments that prevent or detect unauthorized access. Printed CUI documents must be protected by at least one physical barrier, such as a cover sheet or a locked bin/cabinet.

CUI may only be digitally stored in an authorized IT system/application provided it is:

- » Configured at no less than the Moderate Confidentiality impact value,
- » Has limited access based on need, and
- » Meets the requirements of DOD's IT Security Policy.

CUI must be protected at all times. This includes having the Information Security Oversight Office (ISOO), the CUI Executive Agent, approved CUI markings on printed pages, and/or a CUI cover sheet to clearly identify the information as CUI when stored, transported, or when being used.

Placing a CUI marked document in a briefcase is acceptable for transport. There still should be one layer of protection (cover sheet, folder, or envelope) on the document.

You should notify the security manager by email or through some other means (sign-out sheet) of the removal of CUI from the work environment.

3. Verify you are sharing only with someone who has an authorized, lawful government purpose for the information.
4. An authorized, lawful government purpose is the standard for deciding when to share and when not to share CUI with coworkers, Executive Branch agencies, or non-Federal partners.
5. CUI may only be shared with contractors when it is identified in their contract by the Government. CUI should only be shared when it will help achieve the goals of a common mission or project.

## CUI Self-Inspection Program

An agency Self-Inspection Program is required to internally manage and ensure compliance with the CUI Program.

A Self-Inspection Program evaluates:

- » How you are complying with the requirements for protecting, marking, storing, transporting, and destroying CUI;
- » If you are reporting UD's of CUI and submitting required reports;
- » And if training is carried out as required;
- » And if there are management oversights in place.
- » Self-Inspection will also allow you to determine best practices, lessons learned, and to take corrective actions where necessary.