

Safeguarding Part 1 – Marking CUI: Workplace Reference

Reference the Short to help you create your own CUI workplace reference for marking CUI – a first step in safeguarding it.

CUI Component Program Manager (CPM)

Ask yourself...	Your response
Who is your DOD CUI Program Manager (CPM)?	
What is their contact information?	
Has your CUI CPM issued any CUI marking guidance in addition to DOD minimum requirements per the DOD CUI Program and/or DOD 5200.48? -Portion marking? -Warning Statements?	

Minimum Marking Requirements

Ask yourself...	Your response
Hard Copy: Have you ensured the hard copy document has been appropriately marked per minimum requirements: • Banner and footer (top and bottom) marked CUI • The designation indicator block marked properly?	

Electronic CUI Markings: Have you ensured the body of the email, subject and attachments have all been appropriately marked per minimum DOD requirements?	
Other Formats (PPT, Maps, Charts) Have you ensured information in other formats has been appropriately marked per minimum requirements?	
CUI Labels: Have you marked CUI media using appropriate labels? The SF 902, CUI label is available for marking media and can be ordered from www.gsaglobalsupply.gsa.gov or www.gsaadvantage.gov.	

Designation Indicator Block

Ask yourself...	Your response
Do you include all required information on each line of the designation indicator block? Reference: Controlled Unclassified Information Markings Job Aid – page 4	
Point of Contact (POC) Information The POC line: Did you include a standard office email and/or phone number to ensure CUI inquiries are handled throughout the life cycle of the CUI?	
Are any of the authorized LDCs applicable to the types of CUI you are safeguarding and handling? Reference: CUI Limited Dissemination Controls	

If you handle Controlled Technical Information (CTI) what Distribution statements typically apply?	
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Legacy Marking Considerations

Ask yourself...	Your response
What steps do you need to take before remarking Legacy materials?	
Has your CUI CPM offered any additional guidance on remarking Legacy materials?	

Comingled Marking Considerations

Ask yourself...	Your response
Did you ensure portion markings were accurate and appropriate?	
Did you include both the classification authority block and designation indicator block as required?	
Did you ensure "CUI" was Not in the banner line? Just the highest classification of the material belongs in the banner line?	