# 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)

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| **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 DODI 5200.48 for Marking CUI?-Portion marking?-CUI warning box? |  |

## Minimum Marking Requirements

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| **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 marking CUI
* The DI block
 |  |
| 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

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| **Ask yourself…** | **Your response** |
| Point of Contact (POC) InformationThe 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? |  |
| Does your agency use a coversheet with the DI block or do you need to include this information on the first page of the document? |  |
| What LDCs might be applicable to the types of CUI you are safeguarding and why? |  |
| If you handle Controlled Technical Information (CTI) what Distribution statements typically apply? |  |

## Legacy Marking Considerations

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| **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

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| **Ask yourself…** | **Your response** |
| Did you ensure portion markings were accurate and appropriate? |   |
| Did you include both the Classification Authority Block (CAB) CAB and DI block? |  |
| Did you include the Classified National Security Information (CNSI) and CUI Warning Box on the first page of the document? |  |