

CUI (FOR DEMONSTRATION ONLY)**I. (U) INTRODUCTION TO PORTION MARKING CUI THESES**

(U) Note: The information contained in this document is *not* CUI; portion markings (U) and (CUI) are randomly included for illustration purposes only. This document provides examples and guidance to help with decision making, smooth processing, and advisor/student/staff awareness.

(U) Note: Students should ensure their draft CUI documents contain a CUI banner in their documents' header and footer before sharing these draft documents with advisors and others. For instructions on how to add these banners, see Section B of this instruction.

A. (CUI) ALL OR NOTHING

(CUI) In 2020, the Department of Defense (DOD) discontinued For Official Use Only (FOUO) and introduced the Controlled Unclassified Information (CUI) program. According to the DOD, banners will appear in all CUI documents. In addition, **“portion marking is optional, but if used, all portions must be marked.”**¹

(U) In sum: There are two options. Documents can *either* have

- a. (CUI) just **banners** (headers and footers denoting the entire document is CUI), which the Thesis Processing Office (TPO) will add to students' documents (Figure 1) *or*
- b. (U) **banners** (which TPO will add to students' documents) *and* **portion markings**, similar to classified documents (Figure 2) (for which the student is responsible).

(CUI) The preference is for students to *not* portion mark every component of their thesis, unless there are compelling grounds to do so. Why? Several reasons:

- (CUI) It introduces **hundreds** of additional steps by all stakeholders.
- (CUI) It can introduce errors.

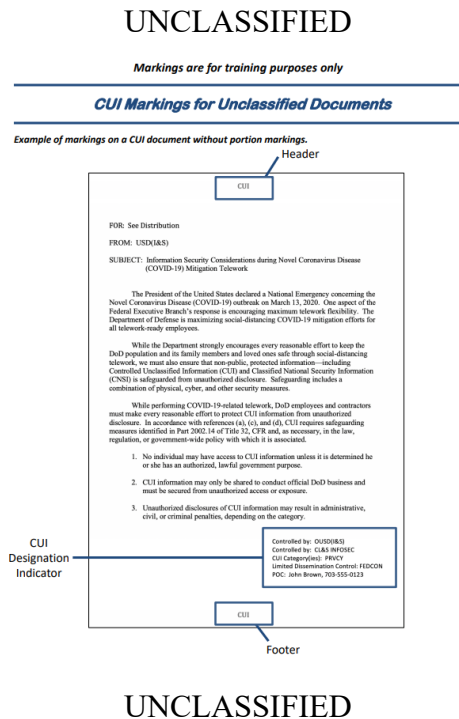
¹ Office of the Under Secretary of Defense for Intelligence and Security, (U) *CUI Awareness and Marking* (Washington, DC: Department of Defense, November 2020), 25, <https://www.dodcui.mil/Portals/109/Documents/Training%20Docs/21-S-0588%20cleared%20CUI%20Awareness%20Training%20Nov%202020.pdf?ver=eOMZuMPrdLXcnhS6egUe2w%3d%3d>. This document is Controlled Unclassified Information (emphasis added).

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- (CUI) Missing portion markings are an issue; portion marking slows down reviews or may be overlooked completely.
- (U) The portion marking itself may be incorrect and subject matter experts need to keep an eye out for that.
- (CUI) Thesis processors are *not* subject matter experts for thesis content.

(U) Figure 1 illustrates the option that takes the *least amount of time and effort*. Here, CUI banners apply to the entire document and portion marking is not used.



(U) For documents without portion markings, it is not necessary to portion mark footnotes, as below.

Figure 1. (U) DOD CUI guidance for documents without portion markings. Only banners are needed in the header and footer.²

² Source: Office of the Under Secretary of Defense for Intelligence & Security, *Controlled Unclassified Information Markings*, Report No. 21-S-0209 (Washington, DC: Department of Defense, updated March 17, 2022), 5, https://nps.edu/documents/105790666/106471207/CUI_Training_Guide.pdf/b7f4c518-618e-cf38-914d-194cddfad1b6?t=1652933968192.

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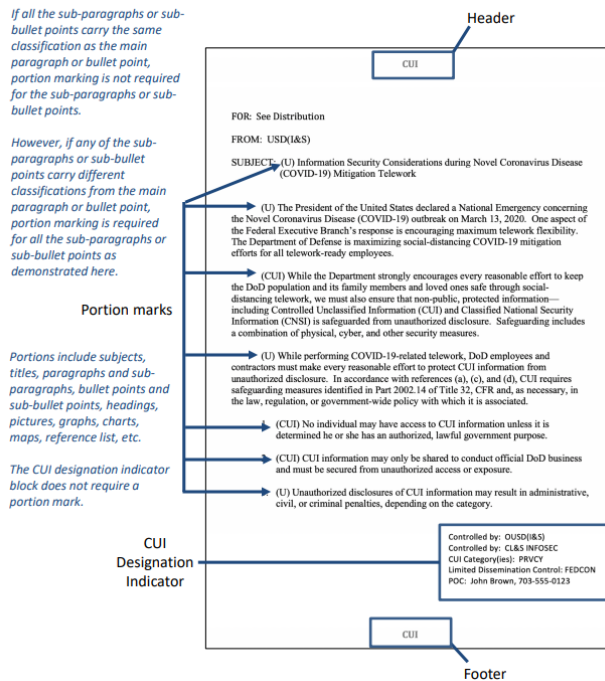
(U) Figure 2 illustrates the option where CUI banners *and* portion markings are used throughout the document. The following material reflects this second option. If students choose to completely portion mark their document, it is *their and their advisors'* responsibility to ensure the markings are correct and reflect DOD and NPS guidance.

CONTROLLED UNCLASSIFIED INFORMATION

Markings are for training purposes only

CUI Markings for Unclassified Documents

Example of markings on a CUI document with portion markings.



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Figure 2. (U) DOD portion marking guidance. Include a portion mark when attributing a figure or table, as shown in the footnote below.³

³ (U) Source: Office of the Under Secretary of Defense for Intelligence & Security, (U) *Controlled Unclassified Information Markings*, Report No. 21-S-0209 (Washington, DC: Department of Defense, updated March 17, 2022), 5, https://nps.edu/documents/105790666/106471207/CUI_Training_Guide.pdf/b7f4c518-618e-cf38-914d-194cddfad1b6?t=1652933968192.

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CUI (FOR DEMONSTRATION ONLY)**B. (U) ADDING BANNERS**

(CUI) To clearly indicate a draft is CUI, it is a good practice for students to ensure CUI banners appear at the top and bottom of their drafts. **Word** users should double-click in the document’s header or footer; ensure the top header is set to 0.5” and the bottom header to 0.6” (see Figure 3). Once that’s done, type the text “CUI,” bold and centered, into the header and footer. Any time there is a section break (such as when page numbers change from roman numeral to ordinals, or when page orientation switches from portrait to landscape), students will need to re-add the banners. Keep in mind that thesis processors will ensure the banners are correctly placed during their reviews. **LaTeX** users, type in “CUI” in the main .tex file around line 64.

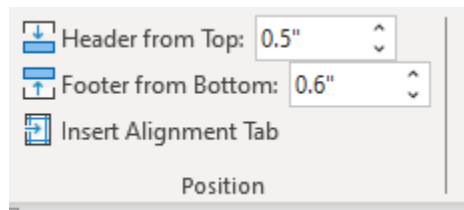
CONTROLLED UNCLASSIFIED INFORMATION**CONTROLLED UNCLASSIFIED INFORMATION**

Figure 3. (U) Set the header and footer spacing at 0.5” and 0.6,” respectively.

C. (CUI) FOUO OR CUI?

(CUI) If the original document has FOUO portion markings, change that designation to CUI per “CUI Awareness and Marking” [guidance](#).⁴

D. (U) THESIS COMPONENTS, PORTION MARKED

(CUI) Follow standard thesis guidelines per [template](#) as far as applying the correct style. Note that portion marking figures and tables may shift components to another page; it is the student’s

⁴ Office of the Under Secretary of Defense of Intelligence and Security, 8.

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responsibility to ensure that the portion markings surrounding the respective figure and table *and the figure and table title* remain together.

1. (CUI) Bulleted Lists

(U) Only portion mark sub-points (bulleted and numbered lists) if they “carry different classifications from the main paragraph or bullet point”⁵ per instruction in Figure 2. See also the sub-points under #3 within this list.

2. (U) Python Thesis Dashboard

(CUI) Portion markings for these areas need to be present on the dashboard:

- (U) Title
- (CUI) Abstract
- (U) Keywords. If all keywords are (CUI) or (U), then portion marking is only required at the beginning of the list. If some terms are (U) and some are (CUI), then all terms must be portion marked.

3. (U) Headings and Titles

(CUI) Headings and titles *do not* reflect the dissemination restriction that *follows*; in sum: headings, figure and table titles, list introductions, etc., reflect the restriction of their own text, not the material following it.

- If your chapter title is “Introduction,” the portion mark will be “(U) Introduction”; if the *chapter title itself* contains CUI material, then it would be (CUI).
- The same principle is applied for figures and tables. See Figure 2. Note that in the example the figure contains CUI material, but the figure title does not.
- Notice that these sub-points do not need to be portion marked, as they carry the same dissemination as the main point (item #1, previous page).

⁵ Office of the Under Secretary of Defense of Intelligence and Security, 6.

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CUI (FOR DEMONSTRATION ONLY)**4. (U) Footnotes and In-Text Citations**

(CUI) Footnotes also need to be portion marked to let readers know the source's dissemination. The title must be portion marked and the document must include "This document is Controlled Unclassified Information" if it is CUI. Footnote 1 in this guide is an example of a non-CUI title for a CUI document. Footnote 3 in this guide is an example of a non-CUI title for a non-CUI document. It is not necessary to add a portion mark to the author or organization name.

(CUI) If a footnote is for a figure or a table, add a portion mark: "(U) Source: or "(U) Adapted from," to indicate that text is not CUI. If a footnote contains explanatory text, portion mark accordingly.

(U) It is not necessary to include portion markings for in-text citations, as the paragraph in which they are contained carries them.

5. (CUI) Equations

(U) Display equations do not need to be portion marked as they carry the dissemination of its paragraph.

6. (U) Reference Lists

(CUI) As with classified documents, it is important to note whether sources are CUI or not; unlike classified documents, declass dates are not necessary! Ensure portion marking is correct for references. It is not necessary to include portion markings for in-text citations, as the paragraph in which they are contained carries them.

(CUI) Source titles must be portion marked and the document must include "This document is Controlled Unclassified Information" if it is CUI. The first reference is an example of a source in which both the title and document are not CUI. The second reference is an example of a non-CUI title for a CUI document. It is not necessary to add a portion mark to the author or organization name.

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CUI (FOR DEMONSTRATION ONLY)**(U) LIST OF REFERENCES**

Office of the Under Secretary of Defense for Intelligence & Security. (U) *Controlled Unclassified Information Markings*. Report No. 21-S-0209. Washington, DC: Department of Defense. Updated March 17, 2022. https://nps.edu/documents/105790666/106471207/CUI_Training_Guide.pdf/b7f4c518-618e-cf38-914d-194cddfad1b6?t=1652933968192.

Office of the Under Secretary of Defense for Intelligence & Security. (U) *CUI Awareness and Marking*. Washington, DC: Department of Defense. April 1, 2021. <https://www.dodcui.mil/Portals/109/Documents/Training%20Docs/21-S-0588%20cleared%20CUI%20Awareness%20Training%20Nov%202020.pdf?ver=eOMZuMPrdLXcnhS6egUe2w%3d%3d>. This document is Controlled Unclassified Information.

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