

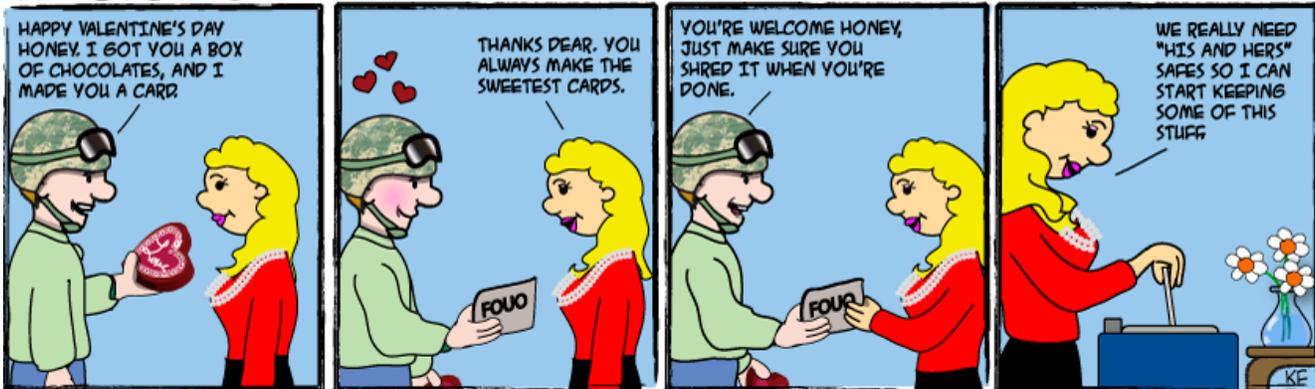
For Official Use Only

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ON CYBER PATROL

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"For Official Use Only" -- If you've worked around the Department of Defense (DoD) for any length of time, you have read or heard this phrase many times. Commonly referred to as FOUO, the term obviously means that the information is For Official Use Only, and should be handled accordingly.

You should understand what FOUO means.

First, FOUO refers to handling instructions for unclassified information. It is not a security classification and no portion of information can be simultaneously "Classified" and FOUO. Classified documents containing FOUO information cannot have an overall marking of FOUO. Instead, portions or pages of a classified document that contain only FOUO information can be marked in a manner that identifies the FOUO content within the classified document.

FOUO is a DoD dissemination control applied to unclassified information when disclosure to the public of that particular record, or portion thereof, would reasonably be expected to cause a foreseeable harm to an interest protected by one or more of Freedom of Information Act (FOIA) Exemptions (DoDM 5200.01-V4, February 24, 2012, DoD Information Security Program: Controlled Unclassified Information).

FOUO is not authorized as a means of protecting information that does not merit protection. It is the responsibility of the document's originator to determine whether the information may qualify for FOUO status and to ensure proper markings.

You should know how to handle FOUO material and the different forms FOUO material can take.

During working hours, do not read, discuss, or leave FOUO information unattended where unauthorized personnel are present. After working hours, FOUO information may be stored in unlocked containers, desks, or cabinets if Government or Government-contract building security is provided. If building security is not provided or is inadequate, the information may be stored in locked desks, file cabinets, bookcases, locked rooms, etc.

FOUO material may exist in many different forms. Examples of such media include compact discs (CDs), digital video discs (DVDs), removable hard disks, and flash and thumb drives.

Where size permits, all devices with FOUO information must be conspicuously marked on the device or a label. If size or technology prevents markings or attaching a label, the label can be attached to the container that stores the device.

Further information regarding FOUO handling, transporting, and destruction is available in the following documents:

- DoDM 5200.01-V4, February 24, 2012, DoD Information Security Program: Controlled Unclassified Information: http://www.dtic.mil/whs/directives/corres/pdf/520001_vol4.pdf
- Army Regulation AR 25-55: http://www.apd.army.mil/pdffiles/r25_55.pdf
- Army Regulation AR 25-2: http://www.apd.army.mil/pdffiles/r25_2.pdf

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