

J. Smith  
Document Control Manager

**DATE:** January 20, 2026

**TO:** Project Constellation Document Recipients

**SUBJECT:** CUI Document Package Transmittal

**OFFICE OF PRIMARY RESPONSIBILITY:** Example Aerospace Corporation, Records Management

## 1. Purpose

This memorandum transmits Controlled Unclassified Information (CUI) cover sheets for documents associated with Project Constellation. Each cover sheet identifies the specific CUI category, dissemination controls, and handling requirements for the attached materials.

## 2. Background

Project Constellation requires multiple document types with varying CUI classifications. To ensure proper handling and compliance with 32 CFR Part 2002, standardized SF901-format cover sheets have been prepared for each document category.

### 3. Document Contents

The following CUI cover sheets are included in this package:

CUI Category	Document Type
CUI//SP-PROCURE	Source Selection Evaluation Report
CUI//BASIC	Internal Policy Document
CUI//SP-PRVCY	Personnel Security Investigation Report
CUI//SP-CTI	Payload Software Interface Control Document

#### 4. Handling Instructions

All recipients must adhere to the following requirements:

- Review each cover sheet for specific dissemination controls before handling attached documents
- Store documents in accordance with 32 CFR Part 2002 and agency policy

- Contact the designated Point of Contact (POC) on each cover sheet with handling questions
- Destroy documents using agency-approved methods when no longer required

5. **Distribution**

This package is authorized for distribution to U.S. Government agencies and contractors with appropriate need-to-know and security clearances as specified on each individual cover sheet.

— *FOR DEMONSTRATION PURPOSES ONLY* —

This is a fictitious example document created to demonstrate the PDF merge functionality of the PdfTools utility.

No actual CUI is contained in this package.

# CUI

## ATTENTION

### **CUI//SP-PROCURE**

Procurement and Acquisition Information

*Source Selection Evaluation Report*

**Limited Dissemination:** NOFORN

Distribution authorized to U.S. Government personnel  
with a need-to-know only.

**WARNING:** This document contains source selection  
information. Unauthorized disclosure is prohibited  
under FAR 3.104 and may result in criminal penalties.

**POC:** Contracting Officer  
Acquisition Management Division  
Tel: (555) 234-5678  
Email: contracting@example.gov

## ATTENTION

All individuals handling this information are required to protect  
it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must  
be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information shall be  
allowed as necessary and permissible to any individual(s), organization(s), or  
grouping(s) of users, provided such access or dissemination is consistent with or in  
furtherance of a Lawful Government Purpose and in a manner consistent with  
applicable law, regulations, and Government-wide policies.

Adapted from: Standard Form 901 (11-18)  
Prescribed by GSA/ISOO | 32 CFR 2002

# CUI

# CUI

## ATTENTION

### **CUI//BASIC**

Controlled Unclassified Information

*Internal Policy Document*

No additional dissemination controls apply.

Handle in accordance with standard CUI requirements.

**POC:** Records Management Office  
Administrative Services Division  
Tel: (555) 456-7890  
Email: records@example.gov

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# CUI

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## ATTENTION

### CUI//SP-PRVCY

Privacy Act Information

*Personnel Security Investigation Report*

#### **Limited Dissemination:** FEDCON

Contains Personally Identifiable Information (PII).  
Distribution limited to U.S. Government agencies  
and contractors with a need-to-know.

**Privacy Act Notice:** This document contains  
information subject to the Privacy Act of 1974, as amended.  
Unauthorized disclosure may result in civil and criminal penalties.

**POC:** Privacy Officer  
Human Resources Division  
Tel: (555) 345-6789  
Email: [privacy@example.gov](mailto:privacy@example.gov)

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# CUI

# CUI

## ATTENTION

**CUI//SP-CTI**

Controlled Technical Information

*Payload Software Interface Control Document*

**Limited Dissemination:** FEDCON

Distribution authorized to U.S. Government agencies  
and their contractors only.

**Destruction Notice:** Destroy by any method that will  
prevent disclosure of contents or reconstruction of the document.

**POC:** Systems Engineering Division

Example Organization

Tel: (555) 123-4567

Email: cui-poc@example.gov

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