

DM-2026-004

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 merge-pdf 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

CUI

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

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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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CUI