

**LESSON TOPIC 5.4****Transmission and Transportation****REFERENCES**

SECNAV M-5510.36, Chapters 9 and 11  
DODI 5200.33, Defense Courier Operations  
IA PUB P-5239-22, Protected Distribution System (PDS)

**LESSON****A. Basic Policy (ISP 9-1)**

1. Commanding Officers shall ensure that only appropriately cleared personnel or authorized carriers transmit, transport, escort, or handcarry classified information. Means selected should minimize risk of a loss or compromise while permitting use of most cost-effective mode of conveyance
2. All international transfers of classified information shall take place through government-to-government channels **(ISP Exhibit 9A)**

**B. Transmission and Transportation Methods (see figure 5.4-1)**

1. Top Secret Information **(ISP 9-2 and 11-12)**
  - Direct contact between appropriately cleared U.S. personnel
  - Defense Courier Division (DCD), if the material qualifies under the provisions of DODI 5200.33
  - Department of State (DOS) Diplomatic Courier Service
  - Communications systems protected by a cryptographic system authorized by Director, NSA or a PDS designed and installed to meet IA Pub P-5239-22. (Applies to voice, data, message, and facsimile transmissions)
  - Cleared U.S. military and civilian personnel specifically designated to escort or handcarry the material on a: (1) Private, public or Government owned, controlled, or chartered conveyance, or DOD contractor

employee traveling by surface transportation; (2) Commercial passenger aircraft within the U.S., its territories, and Canada, or (3) U.S. owned commercial passenger aircraft outside the U.S., its territories, and Canada

- Appropriately cleared and designed DOD contractor employees within and between the U.S., its territories and Canada

METHOD OF TRANSMISSION	TS	S	C
Defense Courier Service	X	X	X
State Dept. Courier Service	X	X	X
Cleared Military, Civilians, Contractors			
Commercial Carrier Surface/Air	X	X	X
Cryptographic Systems	X	X	X
Protected Distribution System	X	X	X
DOD Approved Contractor (overnight delivery)		X	X
USPS Registered Mail		X	X
USPS Express Mail		X	X
USPS Certified Mail			X
USPS First Class Mail			X

**Figure 5.4-1. Methods of Transmission**

2. Secret Information - Transmit by any means approved for Top Secret, except only use DCD when U.S. control cannot be maintained (not applicable to SCI and COMSEC) and by: **(ISP 9-3 and 11-12)**

- USPS registered mail within and between the U.S. and its territories

- USPS registered mail through U.S. Army, Navy, or Air Force Postal Service (APO/FPO) facilities outside the U.S. and its territories

- USPS and Canadian registered mail with registered mail receipt between U.S. Government and Canadian Government installations in the U.S. and Canada

- USPS Express Mail between U.S. govt. activities and cleared DoD contractors within and between the U.S. and its territories:

- Use only when most cost effective way to meet program objectives
  - Command Mail Control Officer must approve
  - "Waiver of Signature and Indemnity block" will not be executed
  - Do **not** send to APO/FPO addresses
  - Do **not** place in street-side collection boxes
- U.S. ships, aircraft, civil service operated ships (MSC), and ships of U.S. registry: Escorts must be U.S. citizen; 24 hour control or surveillance required; Observation not required if in compartment not accessible to unauthorized persons or in specialized secure, safe-like container
- Approved DOD contract carriers (GSA contract) within CONUS, Alaska, Hawaii and the Commonwealth of Puerto Rico (see <http://www.ncis.navy.mil/securitypolicy/information/pages/transmissiontransportation.aspx> for current authorized carriers):
- Sender must verify correct mailing address
  - Prohibited for weekend delivery
  - Do **not** use street-side collection box
  - Classified COMSEC, NATO, and FGI shall **not** be transmitted in this manner
- Carriers cleared under National Industrial Security Program (NISP) who provide Protective Security Service (PSS) only within U.S. unless approved in transportation plan by U.S. and Canadian governments
- In the hold of U.S. registered air carrier (Civilian Reserve Air Fleet Participant) without escort: (1) Only under exceptional circumstances; (2) Carrier must permit authorized persons to watch placement and removal; (3) No intermediate stops; (4) Must be in compartment not accessible to unauthorized persons; (5) Must be in same type of container used by DCD
3. Confidential Information - Transmit by any means approved for Secret and by: **(ISP 9-4 and 11-12)**
- a. Use of U.S. Postal Service (USPS)

- Registered Mail to/from FPO and APO addresses outside U.S. and its territories, and when uncertain address is located within U.S. boundaries
  - First class mail - Use between DOD component locations in U.S. and its territories. Outer envelope shall be endorsed **"RETURN SERVICE REQUESTED"**
  - Certified mail - Use to cleared contractor facility or non-DOD component locations
- b. Carriers that provide Constant surveillance Service (CSS) within CONUS - Notify contractor 24 hours in advance of arrival
  - c. Personal custody of commanders or masters of ships of U.S. registry who are U.S. citizens. Information shall not pass out of U.S. control and cargo will be receipted for
4. Special Types of Classified and Controlled Unclassified Information **(ISP 9-5)**
    - a. COMSEC, NATO, SCI, SAP, NC2-ESI, NNPI, RD (including CNWDI) and FRD see applicable instructions
    - b. FOUO and CUI - Use USPS first class mail or standard mail for bulk shipments. Voice, data, or facsimile should be by approved secure communications system
  5. Telephone Transmission - Only over secure communication circuits approved for level of information discussed **(ISP 9-6)**
  6. Commanding Officer shall establish procedures for shipping bulky classified information as freight **(ISP 9-7)**
- C. Preparing Classified Information for Shipment (ISP 9-8)**
1. Package and seal with tape which will retain the impression of any postal stamp.

2. Enclose in two opaque sealed covers (e.g., envelopes, wrappings, or containers) durable enough to conceal and protect from inadvertent exposure or tampering. Exceptions:
  - Outside shell (if covers classified information) may be considered outer wrapper
  - If item outside shell is classified it will be concealed with opaque cover
  - Specialized shipping containers (e.g., closed cargo transporters) may be considered the outer wrapper or cover
3. Package so that classified text is not in direct contact with inner envelope or container

**D. Addressing Classified Information for Shipment (ISP 9-9)**

1. Outer wrapper:
  - Address only to a U.S. Government activity or cleared DOD contractor facility (with appropriate storage)
  - Complete return address of sender
  - No classified markings
  - Not addressed to an individual except USPS Express Mail/DOD approved contractor (overnight delivery); attention line may have office code/department
  - USPS Express Mail envelope may serve as outer wrapper
2. Inner wrapper:
  - Include: address of sender/receiver, highest overall classification level of contents within, and any special instructions, intelligence control markings, warning notices
  - May also include recipient's name, office or department code
3. Receipt system **(ISP 9-10)**
  - Top Secret and Secret - Receipt required for all information transmitted or transported in and out of command. Failure to sign and return a receipt may result in a report of possible loss or compromise

- Confidential - receipt required only when transmitting to a foreign government (including embassies in U.S.) or to Senate
- Attach receipt (OPNAV Form 5511/10 (ISP Exhibit 9B) (always containing only unclassified information) to inner wrapper.
- Retain receipts 5 years for Top Secret and 2 years for Secret

**E. Escorting or Handcarrying Classified Information (ISP 9-11) (see figure 5.4-2)**

1. Within command - use cover sheet or file folder when handcarrying
2. Outside command - double-wrap when handcarrying. A locked briefcase may serve as outer wrapper except aboard commercial aircraft
3. Second echelon commands shall approve handcarrying on commercial aircraft outside the U.S., its territories, and Canada (This authority may be delegated to subordinate commands)
4. Commanding Officers may authorize official travelers to escort or handcarry when:
  - Information not available at destination and is needed for operational necessity or contractual agreement
  - Information cannot be sent by other secure means
  - Handcarry is aboard U.S. carrier or foreign carrier (if no U.S. carrier is available) and remains in authorized courier's possession
  - Arrangement for approved storage is made at scheduled stops
5. CO will ensure traveler is briefed to include:
  - a. Courier is liable and responsible for information being carried and will not deviate from authorized travel schedule

- b. Information is never to be left unattended, discussed or disclosed in route
- c. During overnight stops, classified information is to be stored at an authorized government facility and shall not be stored unattended in vehicles, hotel rooms or safes
- d. Courier is responsible for proper documentation and if authorized official demands to see contents of package (Carry on bags/packages can be x-rayed). If contents are questioned:
  - Show official courier documentation
  - Provide official with phone number (for verification) of official authorizing the handcarry
  - If necessary, open the package out of sight of public
  - Do not disclose classified information
  - Immediately reseal and request authorized official provide written confirmation that package was required to be opened
  - Inform addressee and sending Security Manager in writing
- e. If possible return classified information by other approved methods or destroy
- f. Upon return, courier shall return all classified material in a sealed package, with receipts for any information that is not returned

HANDCARRYING REQUIREMENTS	INTER OFFICE/ COMMAND (WALKING)	LOCAL AREA (AUTO/ WALKING)	GOVT. AIR	COMM. AIR
Cleared Pers	X	X	X	X
Written Auth		X	X	X
Double Wrapped		X*	X*	X
Locked Briefcase		X	X	
Cover Sheet	X			
Briefing	X	X	X	X
Protected	X	X	X	X

\*A locked briefcase or pouch may serve as the outer wrapper

**Figure 5.4-2. Summary of Handcarrying Requirements****F. Authorization to Escort or Handcarry Classified Information (ISP 9-12)**

1. Security Manager shall provide written authorization - DD 2501 (expiration date may not exceed 3 years), official travel orders, or a courier authorization letter.
2. Retrieve authorization upon transfer, termination of employment or authorization no longer required

**G. Courier Authorization Letter for Escorting or Handcarrying Classified Information Aboard Commercial Passenger Aircraft (ISP 9-13)**

Advance coordination with FAA or airline officials recommended. Generally, courier authorization on command letterhead with the following will meet commercial airline security requirements:

- Full name of courier and employing agency
- Description of personal ID carried
- Description of package (e.g., 1 sealed package 9"x8"x12")
- Point of departure, destination and transfer points
- Date of issue and expiration
- Name, title, and signature of issuing official (official will sign each package)
- Name and phone number of official designated to confirm courier authorization letter (also CDO's number)