

Defense Security Service



**“DELIVER!”**

A Pamphlet On

How to Transmit and Transport  
Your Classified Materials

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## **Transmitting or Transporting Classified Information**

This pamphlet is divided into two sections:

In Section I we have placed the DoD 5200.1-R requirements for transmitting and transporting classified information into a series of charts. We also explain what the charts illustrate and provide additional information on them.

In Section II we list some common questions and answers about the requirements.

**This pamphlet addresses DoD requirements only. Check with your component or activity for additional security procedures.**

## SECTION I

### Transmitting and Transporting Top Secret

Chart 1 shows the three ways that Top Secret information may be transmitted or transported: (1) a courier system; (2) someone handcarrying it; or (3) an approved electronic system.

- The courier system that you are authorized to use can be one of three, as illustrated in the chart. The Defense Courier Service (DCS) will not transport chemicals, explosives, or contraband. The Department of State courier system is its diplomatic pouch system. DoD and State have an agreement in which DoD will transport State materials into places where DoD has a system but State does not; while State will transport DoD materials into places where they have a system but DoD does not.
- The people authorized to handcarry Top Secret information are US military personnel, US government civilian employees, and DoD contractor employees. All must be appropriately cleared and designated. DoD contractor employees may handcarry Top Secret information only within the US and its territories. Authorization must come from the appropriate Cognizant Security Agency (CSA).
- The electronic system may be either a cryptographic system that is authorized by the Director, NSA, or a protected distribution system whose design and installation meets NACSI 4009 standards.

**Transmitting and Transporting Top Secret**  
CHART 1

<b>Courier</b>	<b>Handcarry</b>	<b>Electronic System</b>
Defense Courier Service (DCS)*	Civilian	Cryptographic system authorized by NSA
Authorized component system	Military	Protected Distribution System
Department of State	Contractor (w/in US & US territories, w/ authorization by CSA)	

\* formerly Armed Forces Courier Service (ARFCOS)

## Transmitting and Transporting Secret

Chart 2 shows the six ways that Secret materials can be transported: (1) the same ways Top Secret materials are transmitted and transported, with exceptions, (2) registered mail, (3) Protective Security Service, (4) United States Postal Service Express Mail, (5) FEDEX, and (6) appropriate escort.

- The methods that you use to transport Top Secret materials are also the methods that you can use to transport Secret materials. However, DCS will not routinely transport Secret or Confidential materials. DCS will transport it if US custody of the material throughout the entire transportation process cannot be ensured. Also, DCS will transport COMSEC and SCI materials and any other classified materials for which an agreement has been made, for example special access program information.
- You may use registered mail to transport Secret materials, with two restrictions. First, the mailing must be within and between the US and Puerto Rico. Second, you may send it to an APO or FPO address, but you must check to see that the mail stays within US control throughout the entire process. (When sending Secret information between a US government installation and a Canadian government installation, the US Postal Service and the Canadian registered mail system may be used. Foreign Disclosure procedures for transfer of information to a foreign government are still applicable.)
- Protective Security Service (PSS) may be used with the restrictions noted in Chart 2. PSS is a contracted service that requires the carrier to provide certain security measures, such as dual drivers and continuous escorting of the materials. PSS requires the company to have a facility clearance issued under the National Industrial Security Program (NISP). Military Traffic Management Command (MTMC) can advise you on which companies in your area provide PSS. Your transportation people can help you with this.
- The restrictions that apply when using United States Postal Service Express Mail are shown in Chart 2. Do not confuse USPS with UPS. They are not the same.
- The holder of the GSA contract for overnight delivery of information for the Executive Branch can be used when an urgent requirement exists for overnight delivery. The current holder of the contract is FEDEX. Applicable postal regulations (39 CFR) must be met.
- Appropriately cleared (and US citizen) operators of vehicles as noted in Chart 2, officers of ships as noted in Chart 2, or pilots of aircraft (a/c) may be designated as escorts provided control of the carrier is maintained continuously. Security must be maintained through personal observation or authorized storage. This method for transporting Secret materials is not commonly used, but is available, if needed.

**Transmitting and Transporting Secret**  
CHART 2

Same as Top Secret	Registered Mail	Protective Security Service (PSS)	USPS* Express Mail	Holder of GSA contract for overnight delivery (currently FEDEX)	Appropriate Escort
<p>excluding DCS (unless COMSEC or SCI; or DCS has given prior approval; or US control cannot be ensured)</p> <p>Contractor hand-carry w/in US and territories (for other areas, see requirements of DoD 5220.22-R and 5220.22-M)</p>	<p>w/in US and Puerto Rico</p> <p>APO/FPO (only if mail will not pass out of US control)</p> <p>Canadian registered system w/ receipts (between government installations)</p>	<p>w/in US boundaries</p> <p>only when size, bulk, weight, nature, or escort considerations dictate</p> <p>check w/ Military Traffic Management Command (MTMC)</p>	<p>w/in US and Puerto Rico</p> <p>used only when most effective means w/in security, time, cost, and accountability constraints</p> <p>“Waiver of Signature and Indemnity” will NOT be executed</p> <p>use of street-side collection box prohibited</p> <p>not authorized for APO/FPO addresses</p>	<ul style="list-style-type: none"> <li>• w/in US &amp; territories</li> <li>• authorized personnel available to receive delivery</li> <li>• verify correct mailing address</li> <li>• may be addressed by name</li> <li>• “Release signature upon receipt” block not executed</li> <li>• use of street-side collection box prohibited</li> <li>• not authorized for classified COMSEC info, NATO, &amp; foreign gov’t info</li> <li>• applicable postal regulations must be met</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle operator</li> <li>• Officer of ship</li> <li>• Pilot of a/c (each a US citizen w/ Secret clearance)</li> </ul> <p>on a:</p> <ul style="list-style-type: none"> <li>• govt or govt contract vehicle (including a/c)</li> <li>• USN ship</li> <li>• civ-serv operated USN ship</li> <li>• US registry ships under observation or in authorized storage</li> </ul>

\* United States Postal Service

## Transmitting and Transporting Confidential

Chart 3 shows the six methods for transporting Confidential materials.

Note that when using the postal system, you should be using First Class mail between DoD activities within the US and its territories. Registered or certified mail should be used sparingly, due to cost.

Constant Surveillance Service (CSS) is a contracted service in which the carrier provides certain security measures, such as receipts at all stages of handling and continual surveillance of the shipment. The carrier is not required to have a facility clearance. As with PSS, information on which companies in your area provide CSS should be obtained from MTMC. Your local point of contact will be through your transportation office.

## Transmitting and Transporting Confidential

CHART 3

Same as Secret	Registered Mail	First Class Mail	Certified Mail	Constant Surveillance Service (CSS)	Appropriate Escort
	for: <ul style="list-style-type: none"> <li>• APO/FPO outside US and territories</li> <li>• when uncertain if location w/in US boundaries</li> </ul> to DoD contractor or other Executive Branch agency, if appropriate	between DoD w/in US and territories  “Do Not Forward” on outer wrapping  may not be used from DoD to DoD contractor or to other agencies outside DoD	to DoD contractor or other Executive Branch agency	w/in US boundaries  check w/ Military Traffic Management Command (MTMC)	Commander/master of US registry ships (US citizen)

## Preparation of Materials

Chart 4 lists the various requirements for wrapping the materials. Note that these requirements are applicable for shipping, mailing, and handcarrying.

NATO Restricted need not be double-wrapped when transmitted w/in US. “NATO Restricted” marking should not be on the wrapper.

## Preparation of Materials

CHART 4

<b>Outer wrapping</b>	<b>Inner wrapping</b>	<b>Addressing</b>
<p>opaque</p> <p>serves as protective covering in transit and prevent items from breaking out</p> <p>wrapped in manner to make detection of tampering easy</p> <p>no classification indicators</p> <p>“Do Not Forward” on First Class mail for Confidential</p> <p>body considered outer wrapping if material is inaccessible internal component and body is not packageable and doesn't reveal classified</p> <p>if not packageable and body classified, need opaque covering to hide classified features</p> <p>specialized shipping containers may be used as outer wrapping</p> <p>needed for handcarrying (locked briefcase can be used as outer wrapping — need not be addressed)</p>	<p>opaque</p> <p>no direct contact of text w/ wrapping</p> <p>highest classification</p> <p>warning notices</p> <p>wrapped in manner to make detection of tampering easy</p> <p>body considered inner wrapping if classified is internal component and body is packageable and doesn't reveal classified</p> <p>needed for handcarrying</p>	<p>to activity, not a person (office symbol or code may be used on ATTN line, but not a person's name)</p> <p>address on inner wrapper (may have person's name)</p> <p>address on outer wrapper (person's name prohibited)</p> <p>return address on outer wrapper/inner wrapper</p>

## Handcarrying

Chart 5 lists the requirements for handcarrying classified materials, regardless of the transportation means. Chart 6 lists the additional procedures required when handcarrying classified materials on commercial aircraft (a/c). These additional procedures are mandated because of the added risk a person encounters when traveling on commercial aircraft.

Handcarrying should be used **ONLY** when there is neither time nor other means available to move the information in the time required to accomplish operational objectives or contractual obligations. It is the means of **LAST RESORT**.

### Handcarrying General Provisions CHART 5

Authorization	Briefing	En route procedures	Personal possession	Overnight storage	List of materials	Upon return
by appropriate official as required by Component  letter of authorization (see next chart for contents)  travel orders (not for travel on commercial airline)  DD Form 2501 (not for travel on commercial airline)  • signed by official in security office • stocks controlled • maximum one year issuance	informs traveler of requirements	no deviation from travel schedule   in emergency, take measures to protect classified	keep under constant surveillance  do not read, study, display, or use in public  never leave material unattended  do not place in detachable storage compartment, for example, auto trailers, luggage racks, a/c pods, drop tanks  materials must be double wrapped (locked briefcase may serve as outer wrapper)	US govt facility  cleared contractor facility w/ storage capability in US  arrangements for storage must be made <i>before</i> leaving	maintained by security office  copy carried by courier	return all materials, or  produce receipt signed by addressee security officer

Handcarrying should be used only after all other transmission/transportation means have been found to be inadequate.



**On Commercial Aircraft**  
CHART 6

<b>Coordination</b>	<b>Identification</b>	<b>Letter of authorization</b>	<b>Boarding procedures</b>	<b>OCONUS</b>
<p>advanced w/ airline and terminal (to determine if documents in next two columns needed)</p>	<p>DoD or contractor picture ID</p> <p>contain photograph, descriptive data, signature (if ID does not have date of birth, height, weight, or signature, then written authorization must have it)</p>	<p>can be</p> <ul style="list-style-type: none"> <li>• travel orders</li> <li>• original of authorization letter on letterhead and include:</li> </ul> <p>Name</p> <p>Organization</p> <p>Type of ID</p> <p>Description of material (e.g., two sealed packages, addressee)</p> <p>Departure, transfer, and destination points</p> <p>Date of issue</p> <p>Expiration date</p> <p>Name, title, signature of authorizing official</p> <p>Agency designated to confirm letter</p> <p>Phone number of agency</p>	<p>sealed envelope w/ no metal bindings</p> <p>allowed to be X-rayed</p> <p>screening officials may flex, feel, weigh envelope</p> <p>not allowed to be opened</p> <p>can be in briefcase</p>	<p>major command level must authorize, at minimum</p> <p>must remain in custody and control of escort at all times</p> <p>prior coord. to ensure not opened by customs, border, postal, or other inspectors (US or foreign)</p> <p>if foreign carrier used, above official must authorize</p>

## SECTION II

### Questions and Answers

**Q:** What are the three basic methods for transmitting/transporting Top Secret information?

**A:** The three basic methods are (1) using one of the authorized courier systems, (2) handcarrying it, and (3) using an approved electronic system.

**Q:** Under what circumstances may I transmit Top Secret information via the US Postal Service?

**A:** Under no circumstance are you authorized to use the US Postal Service to transmit Top Secret information.

**Q:** Will the Defense Courier Service transport Confidential information for me?

**A:** Only if one of the following is applicable:

- the information is COMSEC or SCI,
- the information is part of a program with which DCS has an agreement to transport its materials, or
- maintenance of the information in US custody cannot be assured.

**Q:** Can I use a commercial express delivery to transport Secret information?

**A:** At the time of printing this pamphlet, the only approved commercial delivery service for the transport of Secret materials is Federal Express. There are, however, certain conditions which must be met. Use it only within the US and its territories. You must ensure that an authorized person will be available to receive the delivery. You should verify the correct address before sending it. And be sure that the applicable postal regulations (39 CFR) are met. Don't execute the "Release Signature upon receipt" block; don't use the street-side collection box; and don't use FEDEX for transporting classified COMSEC information, NATO, and foreign government information.

**Q:** Why do I have to address classified information to an official government activity and not an individual?

**A:** To ensure that the outer envelope will be opened upon receipt at the activity.

**Q:** If I use my briefcase as the outer wrapper when handcarrying classified materials, must I show a complete and correct address and a return address on it?

**A:** No. However, the materials must be wrapped in an inner wrapping, have the proper addressing and applicable markings, and be carried in the briefcase. Although the DoD regulation does not require it, we strongly recommend that you double wrap (and properly prepare) your materials as if you were going to mail them and then place them in your briefcase.

**Q:** When handcarrying classified materials, am I required to leave a list of the materials with my activity?

**A:** Yes, so a damage assessment can be conducted if the materials are lost/compromised.

**Q:** I will be handcarrying classified materials in a briefcase and will be traveling on a US commercial airline. Must I coordinate with the airport and airline before I leave my activity?

**A:** You should coordinate with the airport and airline before you leave. The airport/airline concerns are hijackings and bombings. If you need to bypass the screening procedures, then you must coordinate with them to ascertain what procedures you will have to follow.

**Q:** I must send some Secret information to a US installation in a foreign country. Am I allowed to use the postal system?

**A:** Only if:

- you use registered mail,
- you send it to an APO or FPO address, and
- the mail will not pass out of US control at any time during its transmission (this last requirement does not apply if your mail passes through the Canadian registered mail system).

**Q:** What if I cannot meet the requirements noted in the previous answer, but I still need to send the Secret information? How do I do it?

**A:** Then you must use a courier service (as noted for Top Secret information) or the material has to be handcarried. Of course, use handcarrying only as the absolutely, positively last resort.

**Q:** I will be handcarrying classified information to another installation. My trip should take only about 4 hours. An emergency occurs and I must make an unplanned overnight stop at a motel. There is no DoD installation or cleared contractor with storage capability available. Am I authorized to store the materials in the motel safe?

**A:** No. You have a responsibility to protect and control the classified materials at all times. DoD discourages handcarrying of classified materials. If, however, handcarrying is the means that is used to transmit the materials, then the accompanying responsibilities for protection must be met.

**Q:** Are contractors that provide CSS required to have facility clearances?

**A:** No, a facility clearance is not a requirement for providing CSS. However, it is possible for a company that provides CSS to also have a facility clearance.

**Q:** Must I request a receipt when I handcarry Secret materials to another activity?

**A:** If you are leaving the materials that you handcarried with the activity that you traveled to, you must obtain a receipt from that activity's security officer. If you bring the materials back with you, you don't have to obtain a receipt.

**Q:** The regulation states that I must have authorization in writing to escort or handcarry classified information when traveling on commercial passenger aircraft. Am I required to have written authorization when traveling in other ways, for example, by train or by car?

**A:** Yes. If you are not traveling on a commercial airline, your properly annotated travel orders or a DD Form 2501, Courier Authorization Card, will be sufficient.