

Job Aid

Packaging Procedures for Classified Materials

Packaging Procedures for Classified Materials:

- Verify BEFORE transmitting:
 - Recipient's clearance/access
 - Recipient's secure storage capabilities
 - Recipient's address
 - Recipient's availability
- Enclose contents in TWO durable, opaque layers when transmitting outside a facility
- Include a receipt as applicable, *as described below*

Inner Wrapper Procedures:

- Avoid direct contact with classified text
 - Use:
 - Document cover sheets
 - Cover transmittal letters (SF 703, 704, 705)
 - Opaque paper
 - Cardboard
 - Fold the document in on itself
- Mark the wrapper:
 - Recipient's name
 - Recipient's mailing address
 - Sender's name
 - Sender's address
 - Highest classification
 - Special markings
- Attach or enclose a receipt:
 - Sender
 - Addressee
 - Package contents
 - Must NOT reveal classified information
- Seal the wrapper
 - Use reinforced tape

Outer Wrapper Procedures:

- Use durable material
- Use appropriate size
- Mark the wrapper:
 - Recipient's mailing address
 - Sender's address
 - ~~NO~~ individual names
 - ~~NO~~ classification markings
- Seal the wrapper
 - Use reinforced tape

When using USPS, endorse outside:
"POSTMASTER: Do Not Forward"

Packaging Classified Components of an Item:	Packaging Bulky Components:
<ul style="list-style-type: none"> • Component casing: <ul style="list-style-type: none"> ○ Must not reveal classified information ○ May be considered the inner wrapper • If any classified information is attached or written on the casing, it must be double-wrapped 	<ul style="list-style-type: none"> • Component casing: <ul style="list-style-type: none"> ○ Must not reveal classified information ○ May be considered the <i>outer</i> wrapper • Classified internal components must be inaccessible
Hand-Carried Materials	
Marking a briefcase as the outer wrapper:	Marking a pouch as the outer wrapper:
<ul style="list-style-type: none"> • Return address on a luggage tag • NO NO affiliation markings 	<ul style="list-style-type: none"> • Name of sending organization • Return address • POC name and phone number • Serial number <p style="text-align: center;">Pack the key in a separate, sealed envelope!</p>
Procedures for Shipping Large Bulky Items:	
<ul style="list-style-type: none"> • Use durable, opaque covering material to hide all classified features • Use specialized shipping containers for the outer wrapper: <ul style="list-style-type: none"> ○ Closed cargo transports ○ Igloos ○ Palletized containers • Ship in closed vehicles when required • Provide notice of shipment to the consignee • Identify transshipment activity procedures • Identify actions to be taken in case of non-delivery or delayed delivery 	