

# Webinar Questions and Answers

## Transmission and Transportation Requirements

Webinar guests submitted several questions before and during the January 17, 2013 Transmission and Transportation Requirements session. The following responses are provided by the Center for Development of Security Excellence (CDSE).

**Question:** Approximately two years ago, we received a letter stating the United States Postal Service (USPS) was going to outsource some deliveries. It stated more information would be forthcoming about how this impacted classified deliveries, yet I haven't seen any new guidance to date. Have new USPS requirements been posted?

**Answer:** Reference DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 4.

**Question:** Could you provide a refresher on handling Not Releasable to Foreign Nationals (NOFORN) materials?

**Answer:** According to the DoD Manual 5200.01, Volume 2, Enclosure 4, Paragraph 2, "The dissemination marking 'NOFORN' is an intelligence control marking used to identify intelligence which an originator has determined meets the criteria of Intelligence Community Directive (ICD) 710, "Classification and Control Markings System," September 11, 2009 and which may not be provided in any form to foreign governments (including coalition partners), international organizations, foreign nationals, or immigrant aliens without the originator's approval."

**Question:** Please discuss wrapping items correctly when sending classified material.

**Answer:** According to the DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 10, "When transferring classified information, it shall be enclosed in two opaque, sealed envelopes, wrappings or containers, durable enough to properly protect the material from accidental exposure and facilitate detection of tampering. Prepare, package, and securely seal classified material in ways that minimize risk of accidental exposure or undetected deliberate compromise. To minimize the risk of exposure of classified information, package documents so that classified material is not in direct contact with the inner envelope or container. Address the outer envelope or container to an official U.S. Government activity or to a DoD contractor with a facility clearance and appropriate storage capability and show the complete return address of the sender. Do not address the outer envelope to an individual. Office codes or phrases such as 'Attention: Research Department' may be used. Show the address of the receiving activity, the address of the sender, the highest classification of the contents and any applicable special instructions on the inner envelope or container. The inner envelope may have an attention line with a person's name. Do not place a classification marking or any other unusual marks on the outer envelope or container that might invite special attention to the fact that the contents are classified."

**Question:** Please discuss hand carrying within a Sensitive Compartmented Information Facility (SCIF) or restricted building from one office to another in the building.

**Answer:** The DoD Manual 5200.01, Volume 3 outlines the DoD basics. However, Heads of DoD Components must establish component-specific guidance for transmitting and transporting classified information that maximizes the accessibility of classified information to individuals who are eligible for access thereto and minimizes the risk of compromise while permitting the use of the most cost effective means. According to Enclosure 4, Paragraph 13b(5), "The use of the DD Form 2501 for verification of authorization to hand-carry SCI or SAP information shall be according to policies and procedures established by the official having security responsibility for such information or programs." Therefore, please follow your component or agency's specific guidance.

**Question:** Please discuss courier cards. For example, how are they approved, who issues them, etc.

**Answer:** According to the DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 13b(2,3), an appropriate official in the individual's servicing security office issues and signs the form; issued for no more than 2 years at a time. After 2 years, the requirement for authorization is reevaluated and/or revalidated for another 2 years.

**Question:** Please provide recommendations on wrapping items (packages, bags, rolls of drawings, electronic media, etc.) for various transportation methods.

**Answer:** Please reference DoD Manual 5200.01, Volume 3, Enclosure 4, pages 54-57. Additionally, you can download the job aids presented during the webinar.

**Question:** I'd like to know more about using commercial carriers. Also, is there an approved list of carriers, or do they need to be approved on a case by case basis? Does DoD 4500.9-R apply to Industry, or does it depend on whether or not it's listed in the contract's DD 254?

**Answer:** CDSE has developed a wonderful web-based course titled "Transmission and Transportation for Industry" that may be helpful. Additionally, there are a few variables that come into play: (1) verify the guidance indicated in block 13 of the DD 254; (2) if the guidance is not clear please contact your government customer; (3) if you still don't obtain clear guidance, then contact your DSS Representative. Other helpful reference guidance is in the DoD 5220.22-M National Industrial Security Program Operating Manual, paragraphs 5408 and 5409, and from the NISP Library on the DSS website; reference ISL 2006-02, paragraph 18, page 10: [http://www.dss.mil/isp/fac\\_clear/download\\_nispom.html](http://www.dss.mil/isp/fac_clear/download_nispom.html).

**Question:** For Industry, do recipients outside of DoD have to be NISP partners?

**Answer:** As indicated on the previous question, similarly, your customer is the government. Therefore, (1) verify the guidance indicated in block 13 of the DD 254; (2) if the guidance is not clear please contact your government customer; (3) if you still don't obtain clear guidance, then contact your DSS Representative. Other helpful reference guidance is the DoD 5220.22-M National Industrial Security Program Operating Manual, paragraphs 5408 and 5409.

**Question:** Must a case be keyed or may cases with built in combination locks be used?

**Answer:** According to the DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 11, “A locked briefcase or zippered pouch made of canvas or other heavy-duty material and having an integral key-operated lock may be used for hand-carrying classified material outside an activity.”

**Question:** Where and by whom is the sealed envelope containing the key secured/stored during transmission?

**Answer:** The DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 11c does not specify where and by whom the key is secured or stored during transmission. Left to interpretation, the individual hand-carrying the locked briefcase or pouch would be responsible for storing or securing the key in a separate sealed envelope during transmission. As always, please refer to your component- specific guidelines for clarity.

**Question:** Does courier training need to be done annually?

**Answer:** According to the DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 12, “Appropriately cleared and briefed personnel may be authorized to escort or carry classified material between locations when other means of transmission or transportation cannot be used. The Heads of the DoD Components shall establish procedures to ensure that hand-carrying of classified material is minimized to the greatest extent possible and does not pose unacceptable risk to the information.” Additionally, paragraph 12c indicates “Individuals hand carrying or serving as couriers or escorts for classified information shall be informed of, and acknowledge, their security responsibilities. These requirements may be satisfied by a briefing or by requiring the individual to read written instructions.” However, please refer to your component or agency-specific guidelines for clarity.

**Question:** Where do we get a DD 2501?

**Answer:** The form DD 2501 is a controlled item available only to Security Officers and they obtain them from their service/agency forms management office.

**Question:** Do receipts need to be kept for any time frame?

**Answer:** The DoD Manual 5200.01, Volume 3, Enclosure 4, Paragraph 12d(4) does not specify how long receipts should be retained. As always, please refer to your component-specific guidelines for clarity.