

Student Guide: SHORT

International Hand Carriage Plan: Knowledge Review

Objective	Given the policy contained in NISPOM Chapter 10 and the MISWG Document 1, <i>Arrangements for the International Hand Carriage of Classified Documents, Equipment and/or Component</i> , identify the correct procedures when preparing for and executing a transfer of classified information to a foreign entity under a Hand Carriage Plan.
POC	IndustrialSecurity.Training@dss.mil
Estimated completion time	15 minutes

Introduction

Hand Carriage Plans are required when a contractor determines a need to handcarry classified information internationally. There are specific procedures and processes that must be followed and documented in the Hand Carriage Plan.

Sometimes these can be puzzling.

This Short will test your knowledge regarding International Hand Carriage.

Directions

You will be presented with a series of True/False questions.

As you answer correctly you will be able to complete the puzzle.

You will need to answer all the questions correctly in each set to move on to the next section. Feedback is provided for all questions and includes the source document reference. If you get a question wrong, you will have to answer another question correctly to add to the puzzle.

RAYCO Corporation

Let's take a look into the offices of RAYCO Corp (a U.S. firm), and see how you, a RAYCO Export Control Officer (and former FSO) can help Dana, the new FSO, get a classified package to your partner firm, SIGMA PLC (a UK firm). The companies have partnered to build radar systems for the U.S. Navy. The contract involves sharing up to SECRET classified information.

You know that Dana has been given a set of 3 CDs containing SECRET information. This information needs to go to SIGMA PLC's London office near Parliament. It is urgently needed to upgrade the radar systems software currently under construction.

On your visit with Dana she will be asking you questions in the following areas:

- Creating the Hand Carriage Plan
- Wrapping a Classified Package
- Preparing the Courier
- Completing the Transfer

You may want to refresh your knowledge by checking out these [resources](#). When you feel you are ready, press the NEXT button to see how you can help Dana get started.

Creating the Hand Carriage Plan

"Hi Dana, I know you have an international package to send. I thought I would drop by to see if you needed any advice."

"Hi! Wow, you have great timing. I'm fairly sure I remember the content from our last training session, but I do have a few specific questions about creating an International Hand Carriage Plan."

"Fire away!"

Click next to see Dana's *Hand Carriage Plan* questions.

Material covered in 'Creating the Hand Carriage Plan'

According to the NISPOM:

- If the transfer is under a contract or bilateral or multinational government program, the request shall be approved in writing by the GCA.
- The CSA shall ensure that the contractor has made necessary arrangements with U.S. airport security and customs officials.
- The CSA shall ensure that the security authorities of the receiving government approve the plan.
- The CSA shall be notified by the contractor of a requirement under this section at least 5 days in advance of the transfer.
- The journey may include more than one stop if approved by the CSA.
- Contractor shall be responsible for providing documentation or written certification by an empowered official (as defined in the ITAR) to the U.S. DGR (Designated Government Representative). This is to verify that the classified shipment is within the limitations of the pertinent export authorization, has an authorized exemption to the export

authorization requirements, or is within the limitations of the pertinent GCA contract.

- The contractor shall be responsible for preparing the package materials, address labels, and receipts for review.
- If the handcarry is under a contract or a bilateral or multinational government program, the request to handcarry shall be approved in writing by the CSA.
- The name of program/project/contract, participants, and special arrangements are to be approved by the CSA. CSA will ensure that export authorizations are valid.

According to the MISWG:

- Hand Carriage Plans represent special arrangements and may be used on a case-by-case basis when government-to-government channels are not reasonably available. This is also the case when transmission through government-to-government channels would result in an unacceptable delay that will adversely affect performance on the Program/Project or contract (specifically identified) concerned and it is verified that the information is not available at the intended destination.
- Hand Carriage Plans represent special arrangements that have been approved by the responsible National Security Authorities (NSAs)/Designated Security Authorities (DSAs).
- Administration of the day-to-day aspects of these procedures will be handled in each country by the NSA/DSA or Cognizant Security Office, as applicable, listed in Appendix A of the MISWG Doc 1 template.
- Modification of these procedures is not permitted without the approval of the participating NSAs/DSAs.
- Any request for modification of this (Hand Carriage Plan) arrangement must be submitted in writing to the responsible NSA/DSA who will coordinate the proposal with the other NSAs/DSAs.
- The documents must have been authorized by the owning government for release in conjunction with the program, project, or contract.
- The NSAs/DSAs may impose a lower maximum classification level on the documents to be handcarried under handcarry arrangement.
- List of responsible company participants: list the name, address, telephone and telefax numbers, the name of company security officer, level of facility clearance, and level of safeguarding capability.
- List of responsible government participants: list the name, address, telephone and telefax numbers, points of contact at government offices, and the name, address and telephone number of the NSA/DSA, CSO, and DGRs (U.S. and foreign).
- The courier itinerary included in the Hand Carriage Plan for approval must include emergency contact information, address and point of contact information for emergency storage en-route, address of the sender and receiver, time and date of the journey, flight information, and air carrier.
- CSA will confirm responsible government and company participants as well as the courier itinerary.

- Courier itinerary must be included in the HC Plan for approval. The itinerary must include: method of travel from point of origin to airport; flight numbers; departure, arrival and layover times; method of travel from airport to destination; date of beginning of journey; originating country; destination country; list of intervening countries travelled through; and authorized stops.

You have completed the first section of the puzzle: *Creating a Hand Carriage Plan*. Now back to our story...

It's two days later and you check in with Dana again.

Wrapping the Classified Package

"Hi Dana. How did it go with the Hand Carriage Plan?"

"Thanks for asking, you were a big help with those details. Say, I just heard that the plan was approved and now I have an email saying that my IS Rep will be here soon to observe the package being wrapped... How much do you remember about wrapping classified packages?"

"Well, it has been a while since I actually wrapped one myself, but go ahead and tell me how you are going to wrap it. I will let you know if you are correct"

Click next to see Dana's *Wrapping a Classified Package* questions.

Material Covered in 'Preparing the Classified Package'

According to the NISPOM:

- To meet contractual requirements, the CSA may authorize contractor employees to handcarry classified material outside the U.S.
- The classified material to be carried shall be of such size and weight that the courier can retain in his or her possession at all times.
- Secret is the highest level of classified material to be carried.
- Classified information to be transmitted outside of a facility shall be enclosed in opaque inner and outer covers.
- The outer cover of the package shall have no identification of the classification of the package content.
- The dispatching company security office shall prepare three copies of a receipt based on the inventory and list the classified material involved. Two copies shall be packed with the classified material.
- The security office shall obtain a receipt for the sealed package from the courier.

- The receiving DGR shall verify the contents of the consignment and shall sign the receipts enclosed in the consignment. One copy shall be returned to the courier, who will return it to the dispatching security office.
- Envelopes and packages containing the classified material shall not be opened en route, unless required by customs or other officials for their custody.
- Under no circumstances shall the classified consignment be handed over to customs or other officials for their custody.
- When inspection by government officials is unavoidable, the courier shall request that the officials provide written verification that they have opened the package.
- Follow-up action shall be initiated through the CSA if the signed receipt is not returned within 45 days.
- A record shall be kept of the continuous chain of receipts. This is to record international transfer of classified material from the contractor through the U.S. DGR and the recipient DGR to the ultimate foreign recipient
- A copy of the external receipt that records the passing of custody of the package containing the classified material shall be retained by the contractor and each intermediate consignee in a suspense file until the receipt that is enclosed in the package is signed and returned.
- The contractor shall be responsible for marking the contents of the package with the appropriate U.S. classification or the equivalent foreign classification markings.
- The contractor shall retain an active suspense record until return of the applicable receipts for the material.
- The receiving DGR shall verify the contents of the consignment and shall sign the receipts enclosed in the consignment.

According to the MISWG:

- Exact description of the classified documents/material is required (e.g., list of contents, originating organization, date of issue, copy number, registry reference number and number of pages, including annexes (if applicable), package dimensions, weight, and classification).

According to both the NISPOM and the MISWG:

- Throughout the journey, the courier shall retain the package in his/her possession at all times.
- The material shall be wrapped and sealed in the presence of the U.S. DGR.
- Classified information to be transmitted outside of a facility shall be enclosed in opaque inner and outer covers.
- The address of the receiving government's DGR shall be shown on the outer envelope or wrapping along with the return address of the dispatching office.

You have completed the second section of the puzzle: *Wrapping a Classified Package*.
Now back to our story...

You arrive at Dana's office just as the IS Rep is leaving...

Preparing the Courier

"Well, that wasn't so bad, thanks to your help. We managed to get the package wrapped in plenty of time for this afternoon's pick up by the courier. "

"Speaking of the courier, I heard he will be here in about an hour."

"Oh, do you have a couple of minutes to review what I need to do concerning the courier?"

"Sure. Why don't you tell me what you plan to do, and I will let you know if you are right."

"Ok, here goes..."

Click next to see Dana's *Preparing the Courier* questions.

Material covered in 'Preparing the Courier'

According to the NISPOM:

- The courier must be a full-time employee of the dispatching contractor.
- The courier must be appropriately cleared.
- Before the commencement of each trip, the courier shall read and initial the *Notes to the Courier*, attached to the *Courier Certificate*, and sign the *Courier Declaration*.
- The courier can travel on a foreign aircraft if that aircraft is owned, chartered by, or under the registry of the recipient government.
- When carrying classified material, the courier shall not travel by surface routes through third countries, except as authorized by the CSA.
- Before commencement of each trip, the courier shall read and initial the *Notes to the Courier* and sign the *Courier Declaration*.
- The receiving security office shall notify the dispatching company security office if the courier does not arrive within 8 hours of the expected time of arrival.
- Three copies of the receipt are prepared; one copy is kept by the dispatching Security Officer and the other two are packed with the classified material.
- The courier shall be provided with a *Courier Certificate*. It shall be consecutively numbered and be valid for one journey only.
- The journey may include more than one stop if approved by the CSA and secure government storage has been arranged at each stop.
- The dispatching company security office shall provide the receiving security office with 24 work hours advance notification of the anticipated date, time of the courier's arrival,

and the identity of the courier.

- The dispatching security office shall notify its DGR of any delay, unless officially notified otherwise of a change in the courier's itinerary.
- When inspection by government officials is unavoidable, the courier shall notify the FSO as soon as possible.
- When inspection by government officials is unavoidable, the FSO shall notify the U.S. DGR.
- When inspection by government officials is unavoidable, if the inspecting officials are not of the same country as the dispatching security office, the DSA in the country whose officials inspected the consignment shall be notified by the CSA.

According to the MISWG:

- The *Courier Certificate* will not be used as an instrument to avoid obligations on the exportation, importation, and/or transit of material subject to export/import laws and regulations.
- The dispatching company Security Officer, in collaboration with the company export officer, will provide the courier with the inventory of the consignment.
- The courier must receive instructions from the dispatching company's Security Officer that will provide for unforeseen difficulties that may hamper delivery of the consignment to its final destination.
- The dispatching Security Officer is responsible for ensuring that the courier's personal expatriation and travel documentation (passport, currency, medical documents, etc.) are complete, valid, and current.

You have completed the third section of the puzzle: *Preparing the Courier*. Now back to our story...

This time when you enter Dana's office she had just finished reading her email...

Completing the Transfer

"Hi, I'm glad you stopped by. I just got an email from the Security Officer at SIGMA's London office. The courier has dropped off the package. Since it was my first International Hand Carriage task, she wanted to congratulate me for thoroughly prepping the courier and correctly wrapping the package. I know there are two more things that I still need to be done before this task is complete. Let me see if I have these correct..."

Click next to see Dana's *Completing the Transfer* questions.

Material covered in 'Completing the Transfer'

According to the NISPOM:

- The *Courier Certificate* shall be returned to the dispatching security officer immediately on completion of the journey.
- The receiving DGR shall verify the contents, sign the receipt, and one copy shall be returned to the courier.
- On return, the courier shall provide the executed receipt to the dispatching security office.
- The *Courier Declaration* shall be maintained by the FSO until completion of the next security inspection by the CSA.

According to the MISWG:

- The receipt for the classified item will be returned to the dispatching security officer indicating date and time the item was delivered to the authorized recipient.
- Once the trip is completed, the courier will sign the note at the bottom of the Annex 1 to the *Courier Certificate* certifying that no situation occurred that might have compromised the security of the consignment during the trip.

Congratulations! Your Classified Package has been delivered to SIGMA PLC in London.

Press 'Show Results' button to see the Knowledge Review by Category ratings.

Knowledge Review Summary

The Knowledge Review Summary page shows how many tries it took for you to correctly complete each section. If you did not do as well as you had hoped, the reference link is provided here for your review.