

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

Army Post Office (APO)	APO is associated with U.S Army or U.S. Air Force installations and is used for sending mail to particular military units or installations. All APO mailings must be made using the United States Postal Service.
Authorized Person	A person who has a favorable determination of eligibility for access to classified information, has signed an approved nondisclosure agreement, and has a need-to-know.

[Back to Top](#)

B

[Back to Top](#)

C

Central Office of Record (COR)	The COR of the National Security Agency (NSA) provides oversight and guidance to establish COMSEC programs within the COMSEC Material Control System and ensures compliance with national policy.
Cleared Commercial Carrier	A carrier that is authorized by law, regulatory body, or regulation to transport SECRET and CONFIDENTIAL material and has been granted a SECRET facility clearance in accordance with the National Industrial Security Program.
Cognizant Security Agency (CSA)	Agencies of the Executive Branch that have been authorized by reference (a) to establish an industrial security program for the purpose of safeguarding classified information under the jurisdiction of those agencies when disclosed or released to U.S. Industry. These agencies are The Department of Defense, the Department of Energy, the Central Intelligence Agency, and the Nuclear Regulatory Commission.
Cognizant Security Agency (CSA) approved secure communication	Communication procedures approved by a CSA to securely transmit classified or sensitive information using NSA-approved COMSEC equipment, key material, and procedures.
Cognizant Security Office (CSO)	The organizational entity delegated by the Head of a Cognizant Security Agency (CSA) to administer industrial security on behalf of the CSA.
Communications Security (COMSEC)	Protective measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government relating to national security and to ensure the authenticity of such communications.
Confidential	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.

C

Confidential authorized methods	Confidential authorized methods of transmission/transportation are: <ul style="list-style-type: none"> • USTRANSCOM • Designated Courier / Hand Carrier / Escort • CSA-approved secure communications • USPS Express Mail/Registered Mail • Cleared commercial carrier • Cleared commercial messenger service • CSA-approved commercial delivery company • Other GCA-approved methods • USPS Certified Mail
Contracting Office's Representative (COR)	A Contracting Officer's Representative (COR) assists in the technical monitoring or administration of a contract.
Courier	A cleared employee, designated by the contractor, whose principal duty is to transmit classified material to its destination, ensuring the classified material remains under their constant and continuous protection and that they make direct point-to-point delivery.
Critical Nuclear Weapon Design Information (CNWDI)	CNWDI is a DOD category of Top Secret RD or Secret RD that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munition, or test device.
Cryptographic device	A device or piece of equipment that uses cryptographic logic to protect information by converting plain text to cipher text and vice versa.

[Back to Top](#)

D

Defense Counterintelligence and Security Agency (DCSA)	The security agency in the Federal Government dedicated to protecting America's trusted workforce and trusted workspaces — real or virtual. DCSA joins two essential missions: Personnel Vetting and Critical Technology Protection, supported by Counterintelligence and Training, Education and Certification functions.
Department Of Defense (DOD)	The largest of five CSAs, having issued the most classified contracts to industry. Additionally, the Secretary of Defense has entered into agreements with other federal agencies for the purpose of rendering industrial security services.
DOD Directive (DODD)	A broad policy document containing what is required by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DOD Components within their specific areas of responsibilities. DOD Directives establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities. One-time tasking and assignments are not appropriate in DOD Directives.
DOD Instruction (DODI)	A DOD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities.

D

DOD Instruction (DODI) 5210.02	Access to and Dissemination of Restricted Data. This instruction establishes policies, assigns responsibilities, and prescribes procedures governing access to, and dissemination of data classified as Restricted Data (RD) and Formerly Restricted Data (FRD) by the DOD.
DOD Manual (DODM)	Implements or supplements a directive or instruction. It will be authorized by a directive or instruction. The authorizing issuance will be cited in the manual and included as a reference. It will Identify uniform procedures for managing or operating systems and provide administrative information.
Defense Courier Division (DCD)	The Defense Courier Division (DCD) of the United States Transportation Command (USTRANSCOM) oversees operational activities and requirements for Defense Courier personnel. Couriered material can include Top Secret information, Sensitive Compartmented Information (SCI), and other approved material.
Designated Government Representative (DGR)	An individual serving as a DOD or other United States Government (USG) transmittal authority overseeing the transfer of classified defense articles and technical data through official government-to-government channels, or through other channels agreed upon by both governments.
Director of National Intelligence (DNI)	The Director of National Intelligence serves as the head of the Intelligence Community, overseeing and directing the implementation of the National Intelligence Program budget and serving as the principal advisor to the President, the National Security Council, and the Homeland Security Council for intelligence matters related to national security.

[Back to Top](#)

E

Escort	A cleared person, designated by the contractor, who accompanies a shipment of classified material to its destination. The classified material does not remain in the personal possession of the escort but the conveyance in which the material is transported remains under the constant observation and control of the escort
---------------	---

[Back to Top](#)

F

Facility (Security) Clearance (FCL)	An administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted. The FCL may be granted at the Confidential, Secret, or Top Secret level.
Facility (Security) Clearance (FCL) System of Record	The electronic system that all companies must use while in process for an FCL or to report a changed condition. It is also a repository of information about DOD cleared contractor facilities. The system has internal users (with full access such as DCSA personnel) and external users (with limited access).

F

Facility Security Officer (FSO)	A U.S. citizen employee, appointed by a contractor who will supervise and direct security measures necessary for implementing the NISPOM and other federal requirements for classified information.
Fleet Post Office (FPO)	FPO is associated with the U.S Navy and is used for sending mail to particular U.S. Navy installations and ships. All FPO mailings must be made using the United States Postal Service.
Foreign Government Information (FGI)	<ul style="list-style-type: none"> (a) Information that is: provided to the U.S. by a foreign government or governments, an international organization of governments, or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence; or (b) produced by the U.S. pursuant to, or as a result of, a joint arrangement with a foreign government or governments, an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both are to be held in confidence.
Formerly Restricted Data (FRD)	Classified information removed from the Restricted Data category upon a joint determination by the Department of Energy (DOE) and DOD that such information relates primarily to the military utilization of atomic weapons and that such information can be adequately safeguarded as classified information.

[Back to Top](#)

G

Government Contracting Activity (GCA)	An element of an agency that the agency head has designated and delegated broad authority regarding acquisition functions. A foreign government may also be a GCA.
Government-to-Government Channels	Military courier service, diplomatic courier service, military postal channels, or government approved secure electronic communications.
Government-to-Government Transfer	Transfers through government-to-government channels or through other channels that have been agreed in writing by the sending and receiving governments. In the latter case, the procedures must provide for accountability and control from the point of origin to the ultimate destination.

[Back to Top](#)

H

Hand Carriers	A cleared employee, designated by the contractor, who occasionally hand carries classified material to its destination in connection with a classified visit or meeting. The classified material remains in the personal possession of the hand carrier except for authorized overnight storage.
----------------------	--

[Back to Top](#)

I

Information Management System (IMS)

A system to protect and control classified information as required by NISPOM. The IMS must be capable of facilitating retrieval and disposition of classified material in a reasonable period of time.

International Program

A lawful and authorized government or commercial effort in which there is a contributing or receiving foreign participant and information or technology is transferred from one country to another.

[Back to Top](#)

J

[Back to Top](#)

K

[Back to Top](#)

L

[Back to Top](#)

M

[Back to Top](#)

N

National Industrial Security Program (NISP)

A partnership between the federal government and private industry to safeguard classified information. The NISP was established by Executive Order 12829 to achieve cost savings and protect classified information held by contractors, licensees, and grantees of the United States Government. President Bush signed the order in January of 1993.

Redundant, overlapping, or unnecessary requirements impede the technological and economic interests of the U.S Government. Executive Order 12829 calls for a single, integrated, and cohesive system for safeguarding classified information held by industry. Consistent with the goal of achieving greater uniformity in security requirements for classified contracts, the four major tenets of the NISP are:

- Achieving uniformity in security procedures.
- Implementing the reciprocity principle in security procedures, particularly with regard to facility and personnel clearance

N

- Eliminating duplicative or unnecessary requirements, particularly agency inspections
- Achieving reductions in security costs.

The NISP affects all executive branch agencies. The major signatories to the program are the Department of Energy, Nuclear Regulatory Commission, Department of Defense, and the Central Intelligence Agency.

National Industrial Security Program Operating Manual (NISPOM) – 32 Code of Federal Regulations (CFR) Part 117

Implements policy, assigns responsibilities, establishes requirements, and provides procedures consistent with Executive Order 12829, “National Industrial Security Program;” Executive Order 10865, “Safeguarding Classified Information within Industry;” and 32 Code of Regulation Part 2004, “National Industrial Security Program.” That guidance outlines the protection of classified information that is disclosed to, or developed by, contractors, licensees, grantees, or certificate holders to prevent unauthorized disclosure.

Need-to-Know

A determination made by an authorized holder of classified information that a prospective recipient has a requirement for access to, knowledge, or possession of the classified information to perform tasks or services essential to the fulfillment of a classified contract or program.

North Atlantic Treaty Organization (NATO) Information

Information bearing NATO markings indicating the information is the property of NATO, access to which is limited to representatives of NATO and its member nations unless NATO authority has been obtained to release outside of NATO.

[Back to Top](#)

O

[Back to Top](#)

P

Prohibited Material

The following material is not authorized for entry into the United States Transportation Command (USTRANSCOM) Defense Courier Service (DCS) system, regardless of classification or other qualifying criteria:

- Contraband, including controlled substances (particularly narcotics and dangerous drugs)
- Unclassified material not considered sensitive
- Personal property
- Explosives, ammunition, firearms, and their components
- Radioactive material, etiological, or other material hazardous to personnel
- Hazardous materials of any kind

P

- Liquids of any kind
- Batteries if regulated as hazardous materials. Batteries are authorized for shipment only when contained within a device or component/part of an otherwise non-hazardous item (power source). Loose/uninstalled batteries are prohibited.
- Currency, military payment certificates, bonds, securities, precious metals, jewels
- Postage stamps or other negotiable instruments

Protective Security Service (PSS)

A transportation protective service provided by a cleared commercial carrier qualified by DOD's Surface Deployment and Distribution Command to transport SECRET shipments.

[Back to Top](#)

Q

[Back to Top](#)

R

Reinforced Tape

Reinforced tape consists of a tape base material composed of upper and lower paper layers with a reinforcing thread between the upper and lower paper layers, and a moisture-activated adhesive layer formed on one of surfaces of the tape base material. In thread-reinforced gummed tape, a water-soluble or water-dispersible adhesive is used to laminate the upper and lower paper layers, and a water-soluble thread is used as the reinforcing thread.

Restricted Data (RD)

All data concerning the (1) design, manufacture, or utilization of atomic weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the production of energy, but does not include data declassified or removed from the RD category pursuant to section 142 of the Atomic Energy Act (AEA) of 1954.

[Back to Top](#)

S

Secret

The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe.

Secret authorized methods

Secret authorized methods of transmission/ transportation are:

- USTRANSCOM
- Designated Courier/Hand Carrier/Escort
- CSA-approved secure communications
- USPS Express Mail/Registered Mail
- Cleared commercial carrier

S

- Cleared commercial messenger service
- CSA-approved commercial delivery company
- Other GCA-approved methods

Secure Terminal Equipment (STE)	Encrypted telephone communications system for wired or “landline” communications.
Sensitive Compartmented Information (SCI)	Sensitive Compartmented Information (SCI) is classified information concerning or derived from intelligence sources, methods, or analytical processes required to be handled within formal access control systems established by the Director of National Intelligence (DNI).
Special Access Program (SAP)	Any program that is established to control access, distribution, and to provide protection for particularly sensitive classified information beyond that normally required for Top Secret, Secret, or Confidential information. A Special Access Program can be created or continued only as authorized by a senior agency official delegated such authority pursuant to reference Executive Order (E.O.) 13526 – Classified National Security Information (Part 4, Section 4.3).
Standard Practice Procedures (SPP)	Document(s) prepared by a contractor that implement the applicable requirements for the contractor's operations and involvement with classified information at the contractor's facility.
Surface Deployment and Distribution Command (SDDC)	The SDDC is the U.S. Army Service Component Command of the U.S. Transportation Command (USTRANSCOM). The SDDC manages and coordinates all surface moves in support of door-to-door container and break bulk cargo movements around the world and provides domestic routing services for rail and highway movements in the continental US, including arms, ammunition and explosives.
System Security Plan (SSP)	The SSP is the formal document used by the contractor to identify the protective measures to safeguard information being processed on an Information System in a classified environment.

[Back to Top](#)

T

Top Secret	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the original classification authority is able to identify or describe.
Top Secret authorized methods	Top Secret authorized methods of transmission/transportation are: <ul style="list-style-type: none"> • United States Transportation Command (USTRANSCOM) (2) • Designated Courier/Hand Carrier/Escort • CSA-approved secure communication
Transmission and Transportation	The transmission and transportation of information from one place to another may occur by radio, microwave, laser, or other non-connective method, as well as by cable,

T

wire, or other connective medium. Transmission and transportation also includes the physical transfer of recipient.

Transportation Security Administration (TSA)

An agency of the U.S Department of Homeland Security mandated with developing and implementing policies to ensure the safety of the transportation systems of the United States.

Two Layers

Packaging classified material for transportation requires enclosure in two layers, both of which provide reasonable evidence of tampering and which conceal the contents.

[Back to Top](#)

U

United States Postal Service (USPS) Certified Mail

Fastest mail service provided by the USPS. The service provides for the 1-day or 2-day delivery service.

United States Postal Service (USPS) Registered Mail

Registered mail is the most secure option offered by the USPS. Registered articles are placed under tight security from the point of mailing to the delivery location. Characteristics of this service include: (1) requires signature upon delivery, (2) mailers using Registered Mail Restricted Delivery can direct delivery only to the addressee (or addressee's authorized agent, (3) a system of receipts is provided to monitor movement of mail from the point of acceptance to delivery, and (4) Registered Mail can be sent to military location.

United States Transportation Command (USTRANSCOM)

Is a unified, functional combatant command providing support to the 10 other U.S. combatant commands, the military services, defense agencies and other government organizations. It conducts globally integrated mobility operations, leads the broader Joint Deployment and Distribution Enterprise, and provides enabling capabilities in order to project and sustain the Joint Force in support of national objectives.

[Back to Top](#)

V

[Back to Top](#)

W

[Back to Top](#)

X

[Back to Top](#)

Y

[Back to Top](#)

Z

[Back to Top](#)