

Job Aid

Course: Security Support to International Programs in Cleared Defense Industry

Lesson 5: International Transfers

Overview
<p>Classified material may be transferred via:</p> <ul style="list-style-type: none">• Freight• Hand carrier/courier• Secure Communications <p>Designated Government Representative (DGR): a person with the requisite security clearance designated in writing by a U.S. Government agency or by a foreign government agency to act on its behalf for purposes of transferring custody or accepting custody by signing a receipt for and assuming security responsibility for classified material</p>
Classified Material as Freight
<p>When transferring defense articles as classified freight, contractor can use—</p> <ul style="list-style-type: none">• Freight forwarder:<ul style="list-style-type: none">○ If taking custody of classified consignment, must have Facility Clearance (FCL) and storage capability to the level of possession○ Agent or company cleared specifically to receive, process, and transship U.S. classified material to foreign recipients○ May hire a third party commercial carrier• Commercial carrier (directly):<ul style="list-style-type: none">○ May require participant government security authority approval○ Less common for defense contractor to hire directly <p>NOTE: Neither the freight forwarder nor the commercial carrier may act as a Designated Government Representative (DGR) for the transfer of control, custody and responsibility of classified material</p> <p>Transportation plans (TP)—</p> <ul style="list-style-type: none">• Are required for all transfers of classified material and certain unclassified sensitive material as freight• Contain detailed written instructions, identifying all intermediate consignees, for secure transport• Based on Multinational Industrial Security Working Group (MISWG) Document #10 (see IS181 Course Resource page) <p>Industrial Security Representative (IS Rep) responsibilities include—</p> <ul style="list-style-type: none">• Advise/assist contractor in TP preparation• Review TP to verify secure transfer arrangements• Send TP to Defense Counterintelligence and Security Agency (DCSA) International Office for coordination with foreign government and approval• May serve as Government Transmittal Authority (DGR function), when identified as such.• Verify contractor's compliance with the TP

Hand Carriage / Courier

Classified information may be transferred using hand carriage via—

- **Hand carrier:**
 - Cleared employee
 - Occasionally hand carries classified material
 - Example: Engineer going to meeting
- **Courier:**
 - Cleared and trained employee
 - Primary duty is to hand carry classified material
 - Examples: Defense Courier Service and cleared company employee trained for this purpose

Hand carriage plans —

- Required for all transfers of classified material via hand carrier or courier
- Contain written instructions for secure transport and overnight storage
- Used by contractors for material classified no higher than SECRET and small enough to retain in personal possession
- Based on MISWG Document #1 (see IS181 Course Resource page)

IS Rep responsibilities include —

- Advise/assist contractor in hand carriage plan preparation
- Send plan to DCSA International Office for final coordination and approval
- May serve as Government Transmittal Authority (DGR function), if so identified
- Verify contractor's compliance with the hand carriage plan

Secure Communications

Classified information may be exchanged through secure communications using—

- Voice (Phone)
- Fax
- Digital communications

The secure communications plan (SCP) may be approved within—

- The Program Security Instruction (PSI),
- System Security Plan (SSP), or
- Government-to-government agreement by the designated security authorities

IS Rep responsibilities include—

- Work with DCSA NISP Authorization Office (NAO), as needed to provide advice to contractor in preparing the SCP
- Work with DCSA International Office, as needed, to ensure plan complies with bilateral security agreements
- Verify contractor complies with approved SCP provisions