

Hand-carrying and Escorting Procedures

Transmission and Transportation for DOD



General Requirements

Couriers and escorts must have:

- A favorable determination for eligibility for access to classified information at the appropriate level
- A signed non-disclosure agreement (NDA)
- Received a courier briefing before the assignment
- Knowledge about packaging requirements and their responsibility to report suspicious contacts or activity
- Received authorizing documentation:
 - Courier Authorization Card DD Form 2501, or
 - Letter of Authorization



Pre-Trip Procedures

Authorizing individuals must:

- Verify the courier or escort has their personal documents including passport, courier authorizations, medical records, and travel itineraries.
 - For courier authorization, couriers can use DD Form 2501 or authorization statements when not traveling aboard commercial passenger aircraft.
- Verify all documents are complete, valid, and current.

For travel aboard commercial passenger aircraft, authorizing individuals must:

- Provide couriers and escorts with an authorization letter on agency letterhead and additional authenticated copies to give to each airline.
- Coordinate in advance with the airline and the Transportation Security Administration (TSA).
- Review TSA's list of prohibited items.
- Arrange for the courier or escort to observe the loading and unloading of bulk classified materials.



En Route Procedures

Couriers and escorts must:

- Proceed directly from the point of departure to the destination without making unnecessary stops.
- Store classified materials at a prearranged or cleared facility appropriate for the classification level, when an overnight stop is required.
- Report suspicious contacts, acts, or incidents to cognizant security officials.

Couriers and escorts must NOT:

- Leave classified materials unattended, unsecured, or unobserved.
- Store the classified material in an unauthorized way.
- Discuss or disclose the classified material in public.
- Deviate from the authorized travel schedule.
- Open classified material while en route, unless required due to border crossing circumstances.

For border crossings, couriers and escorts must:

- Show courier orders and ask to speak to the senior customs, police, or immigration official, if an official inquires about the classified material.
- Follow these procedures if the senior official demands the courier or escort to open the package:
 - Open the packaged materials in the presence of the senior official but away from public view.
 - Only reveal as much of the content as necessary.
 - Reseal the opened package and request evidence that it was opened and inspected.
 - Have the senior official sign the package and shipping documents, or the courier certificate.
 - Inform both the addressee and dispatching security manager in writing that the package was opened.

For travel aboard commercial passenger aircraft, couriers and escorts must:

- Follow normal ticketing and boarding procedures.
- Offer the package for normal inspection.
- Discreetly disclose their status, produce the authorization letter, and ask to speak to the senior screening official if challenged.
- Accompany the classified materials and physically observe the loading and unloading of bulk items from the cargo compartment.



Post-Trip Procedures

Couriers and escorts must:

- Properly seal classified materials when returning them to the original facility.
- Have the security manager from the recipient organization sign a receipt when not returning materials to the original facility.