

Packaging Requirements

Transmission and Transportation for DOD

Envelopes and Small Parcels

Envelopes and small parcels must be double wrapped with an inner and outer layer.

Layer	Wrapping Procedures and Materials	Markings
Inner	• Avoid direct contact between materials and inner wrapper by folding documents inward or placing an opaque barrier between them • Use reinforced tape to seal the inner wrapper • Attach or enclose receipt for transfer to foreign governments with name of sender, name of addressee, and description of contents	• Intended recipient's mailing address • Attention line with intended recipient • Sender's address • Highest classification level and/or any special required markings
Outer	• Use the appropriate size to prevent shifting • Choose a durable material • Use reinforced tape to seal the outer wrapper	Include: • Intended recipient's mailing address • Attention line with office codes, numbers, or phrases • Sender's address • "Return Service Requested" for United States Postal Service (USPS) First Class Mail DO NOT include: • Individual names unless sent via General Services Administration (GSA) • Classification markings or special handling instructions



Large Bulky Items

Large bulky items must be double wrapped with an inner and outer layer.

Requirement	Description
Wrapping Materials	Inner wrapping: • Use durable, opaque material such as a tarp or canvas Outer wrapping: • Use specialized shipping containers such as closed cargo transporters, igloos, or palletized containers
Additional Procedures	• Provide a notice of shipment to the consignee • Identify transshipment activity procedures and actions for non-delivery or delayed delivery • Coordinate with supply or logistics elements to determine the authorized transit mode • Provide a transportation plan



Equipment with Classified Internal Components

When packaging equipment with classified internal components:

- The outer casing may be considered the inner wrapper if the outside shell of the component does not expose internal classified information.
- Double wrap if any classified information is attached or written on the casing to ensure all internal components are inaccessible.



Hand-carrying Classified Materials

Requirement	Description
Wrapping Materials	Locked briefcases or zippered pouches made of canvas or heavy-duty material with an integral lock may be used as the outer wrapper. Lock the briefcase or pouch and pack the key in a separate sealed envelope.

Requirement	Description
Markings	Outer wrapper markings need to include: • The return address displayed prominently on the outside of the outer wrapper • The name and address of the sending organization and the name and telephone number of the point of contact on the outside • A serial number displayed conspicuously Outer wrapper markings DO NOT include: • Markings, seals, or labels on the outside that identify the package's affiliation with the Department of Defense (DOD)