

# Job Aid: Sample Courier Authorization Letter Procedures for Transporting Special Access Program (SAP) Material Short

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## What you should include in a courier authorization letter

Although there is not a standard DoD template for courier authorization letters, you may wish to include the information shown in the sample letter below. The courier authorization letter shall be prepared on letterhead stationary from the agency or company that is authorizing the carrying of the classified material.

MEMORANDUM FROM: Naval Operations Security Office

TO: Whom It May Concern

Subject: Authorization Letter

1. Mr. John Thomas Doe (**full name**), Naval Operations Security Office (**name of employing agency or company**).
2. Date of issue: 8 June 2015 (**the start date of the movement on the transportation plan**). Expiration date: 19 June 2015 (**the end date of the movement on the transportation plan**).
3. The individual(s) listed on this letter is/are authorized courier(s) of classified material that is vital to national security.
4. Confirmation of this authorization may be obtained by calling my point of contact Brian Jones (**full name of PSO/GSSO/CPSO**) Naval Operations Security Office (**name of employing agency or company**) at (123) 456-7890 or DSN 227-7890 or (123)456-0987.
5. This (**package/crate/truck**) contains classified material and is not to be opened under any circumstances.

**(signature of the official issuing the letter)**

ALPHONSO W. MOORE (**name of the official issuing the letter**)

Program Security Officer (**PSO/GSSO/CPSO**)

Cc: John Thomas Doe (**name of courier**)

Brian Jones, PSO/GSSO/CPSO (**POC named above**)