

Transmission and Transportation for DOD **Student Guide**

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Center for Development of Security Excellence

Contents

| | |
|---|----|
| Transmission and Transportation for DOD | 1 |
| Lesson 1: Course Introduction | 3 |
| Welcome..... | 3 |
| Scenario Introduction..... | 3 |
| Lesson 2: Transmission and Transportation Overview..... | 1 |
| Lesson Introduction | 1 |
| Policy Guidance..... | 1 |
| Required Process Steps | 4 |
| Review Activities | 6 |
| Lesson Conclusion | 7 |
| Lesson 3: Authorized Methods..... | 9 |
| Lesson Introduction | 9 |
| Overview..... | 9 |
| Methods for Top Secret..... | 10 |
| Methods for Secret | 15 |
| Methods for Confidential..... | 18 |
| Review Activities | 19 |
| Lesson Conclusion | 20 |
| Lesson 4: Packaging Requirements | 22 |
| Lesson Introduction | 22 |
| Overview..... | 22 |
| Envelopes and Small Parcels | 23 |
| Large Bulky Items | 25 |
| Equipment with Classified Internal Components | 26 |
| Hand-Carried Materials..... | 27 |
| Review Activities | 28 |
| Lesson Conclusion | 30 |
| Lesson 5: Escort and Hand-carry Procedures | 31 |
| Lesson Introduction | 31 |

| | |
|---|----|
| Overview..... | 31 |
| Courier Briefing..... | 32 |
| Written Authorization..... | 34 |
| Commercial Air Travel..... | 35 |
| Review Activities | 36 |
| Lesson Conclusion | 38 |
| Lesson 6: Special Types of Classified Information | 39 |
| Lesson Introduction | 39 |
| Overview..... | 39 |
| Special Types of Information..... | 40 |
| Review Activities | 44 |
| Lesson Conclusion | 45 |
| Lesson 7: Course Conclusion | 46 |
| Appendix A: Answer Key | 47 |
| Lesson 2 Review Activities | 47 |
| Lesson 3 Review Activities | 48 |
| Lesson 4 Review Activities | 50 |
| Lesson 5 Review Activities | 52 |
| Lesson 6 Review Activities | 54 |

Lesson 1: Course Introduction

Welcome

Course Objectives

Welcome, and thanks for stopping by my office. I understand that you need to share classified training materials in a variety of formats for an upcoming training. As the transmission and transportation may introduce vulnerabilities, it's important that we follow procedures to protect the information.

As a security manager, I'll help ensure that you adhere to the DOD regulatory guidance for determining the authorized procedures, methods, and dissemination requirements for transmitting and transporting this classified information. Let's review what we are required to do to protect this information from accidental or intentional compromise or unauthorized disclosure.

Course Objectives:

- Determine the authorized methods for transmission and transportation of classified information based on the classification level.
- Implement the DOD dissemination requirements for special types of classified information.

Scenario Introduction

Classified Materials Details

You need to send these classified training materials to the unit training manager, who is the intended recipient tasked with conducting critical training for personnel on operating new, classified military radar technology.

You must share 30 two-inch binders containing instructional materials, one 17-inch laptop pre-loaded with digital copies of the instructional materials, and an electronic presentation for the training manager to review in advance. The classification level for each of the materials is Top Secret, and you have 72 hours to send this classified information across the country to the government installation where the training manager will conduct the training on the third day.

Your responsibility, like all personnel, is to find an option that satisfies the requirements of the classification level and timeframe while also protecting the information from accidental or intentional compromise, or unauthorized disclosure.

Lesson 2: Transmission and Transportation Overview

Lesson Introduction

Lesson Overview

Although all these classified training materials will be received by the same unit training manager, they will require you to share them using different methods. To deliver these materials securely and protect them from unauthorized disclosure, you are required to implement Department of Defense (DOD) regulatory guidance for transmitting and transporting classified information. Let's start with an overview of key terminology you must be familiar with throughout this process.

Lesson Objective:

- Implement DOD regulatory guidance for transmitting and transporting classified information.

Policy Guidance

Definitions

The first thing to note is that classified information can be delivered through transmission or transportation, depending on its format. Transmission is the sharing of classified information using information systems via connective methods, like cables or wires, or non-connective methods, like radio, microwave, or laser. Transportation, however, is the physical transfer of classified material from a sender to a recipient.

Types of classified information that can be transmitted or transported vary. It can be physical classified material, like these binders with the classified training material you are tasked with transporting. It could also be classified information shared via technology or person-to-person communication, like the electronic presentation you will transmit. Or it could include physical materials that contain classified information, like the laptop that is pre-loaded with the classified instructional content which you will transport, for example.

Overall Regulatory Guidance

To securely and correctly transmit and transport classified information, you are required to follow the overall regulatory guidance provided in these key documents:

- Executive Order (E.O.) 13526, Classified National Security Information, prescribes a uniform system for classifying, safeguarding throughout the life cycle, and declassifying classified national security information (CNSI).
- DOD Manual (DODM) 5200.01, Volumes 1 through 3, Information Security Program, provide implementation guidance, security requirements, and minimum standards for DOD for safeguarding and protecting CNSI.
- DOD Instruction (DODI) 8523.01, Communications Security (COMSEC) provides security requirements for the products and services used to transmit classified information.

Visit the course [Resources](#) page to access and review these policies.

Other Regulatory Guidance

In addition, there is regulatory guidance specific to special types of classified information and programs, such as Sensitive Compartmented Information (SCI) and Special Access Programs (SAP). It is also important to keep in mind that DOD cleared contractors must adhere to DOD guidelines. Per contract, they are governed by other guidelines and specific regulatory guidance. Additionally, although information systems are covered in DOD policy, there are also special policies that align to information systems accreditation. With the Top Secret classified information you're sharing, note that Commands and Components may issue requirements in addition to the minimum DOD requirements.

SCI

- Intelligence Community Directive (ICD) 503, Intelligence Community Information Technology Systems Security Risk Management, Certification, and Accreditation
- DODM 5105.21, SCI Transmission and Transportation
- DODI 5200.01, Information Security Program and Protection of SCI

SAP

Comprehensive guidance on all security requirements and procedural measures to safeguard, handle, and protect SAP information is found in DODM 5205.07 SAP Security Manual.

Cleared Contractors

DOD cleared contractors operating under the National Industrial Security Program (NISP) are guided by several key regulations. These include:

- Title 32 of the Code of Federal Regulations (CFR) Part 117, National Industrial Security Program Operating Manual (NISPOM)
 - This is the primary regulation governing the protection of classified information disclosed to U.S. contractors. It specifies the classification level and outlines general requirements for access, performance, and safeguarding information.
- DD Form 254, Contract Security Classification Specification provides guidance by:
 - detailing the specific classification levels, handling procedures, and storage requirements relevant to the contract.
 - ensuring contractors understand and comply with DOD security protocols when working with classified information.
- The Defense Federal Acquisition Regulation Supplement (DFARS) ensures that DOD's contracting practices align with its specific mission, priorities, and legal obligations. It provides the rules and guidelines that DOD contracting officers and contractors must follow when doing business together.

Information Systems

- National Institute of Standards and Technology Special Publication (NIST SP) 800-53, Security and Privacy Controls for Information Systems and Organizations
- NIST SP 800-57, Recommendation for Key Management
- NIST 800-77, Guide to Internet Protocol Security (IPsec) Virtual Private Networks (VPNs)
- Federal Information Processing Standards (FIPS) 140-3, Security Requirements for Cryptographic Modules

- Committee on National Security Systems (CNSS) Instruction Number 5000, Guidelines for Voice Over Internet Protocol (VoIP) Computer Telephony
- Title 32 CFR Parts 2001 and 2003, Classified National Security Information Final Rule
- DODM 5200.01, DOD Information Security Program, Volume 3

Commands and Components can add additional requirements.

Required Process Steps

Process Step Overview

To transmit or transport classified information in accordance with the regulatory guidance and following procedures, there are four process steps for you to implement.

First, you must decide if it's appropriate to transmit or transport the classified information. Based on the standard classification markings of your materials, which alert you to the classification level and dissemination controls that apply, you can then select an authorized and appropriate transmission or transportation method, ensuring compliance with established security procedures. You then prepare the materials for delivery by choosing appropriate packaging and marking the inner and outer wrappers of the materials in accordance with the regulatory guidance of your selected transmission or transportation method. Then, you ensure the materials are properly handled throughout transmission or transportation, taking note of any special handling procedures that apply. Finally, you ensure receipt of the materials.

Let's take a closer look at the first step. We'll meet later to review and discuss the remaining process steps.

Evaluate Whether to Share

To evaluate whether you can share classified materials, ask yourself these four critical questions:

- Is it appropriate to share these materials?
- Did I appropriately mark the material and choose authorized methods for transmission or transportation?
- Can the intended recipient protect the material appropriately as required by DOD policy at their facility?

- Did I confirm which appropriate transmission and transportation methods are available?

Is it appropriate to share these materials?

When sharing classified information through any authorized method, the transmission and transportation of classified materials is appropriate if both parties have:

- The appropriate eligibility level
- A need-to-know, and
- A signed Standard Form (SF) 312, Classified Information Non-Disclosure Agreement (NDA)

As the sender, you must have the authority to share the material and verify the intended recipient's eligibility and access in Defense Information System for Security (DISS) or the current system of record. Remember you must also verify that the intended recipient has appropriate storage capability at their installation or contractor facility for the security classification of the material you are sending.

Although it does not apply to sending your training materials in this situation, in the future you need to determine if any special access requirements for the information apply as well, such as with Sensitive Compartmented Information (SCI) and Special Access Program (SAP) material.

Did I appropriately mark the material and choose authorized methods for transmission or transportation?

When considering the most appropriate method for transmitting or transporting classified information, know that electronic transmission is preferred over physical transportation when possible. Electronic transmission is limited to information systems that are approved and accredited at the appropriate level for the classification of the information you transmit. If you are physically transporting materials, you must ensure the proper packaging as well as markings are applied for the level of classification and type of material.

Can the intended recipient protect the material as required?

Before sending, you must also consider if the intended recipient is capable of storing and protecting classified materials per requirements.

To determine the storage capability at a U.S. government facility, contact the appropriate security official in advance. In the future, when applicable, to

determine the facility clearance and storage capability of a contractor facility, review contractor data in the National Industrial Security System (NISS) or contact the Defense Counterintelligence and Security Agency (DCSA) Field Office that oversees the intended recipient facility. For large shipments, contact the intended recipient's Facility Security Officer (FSO) or security staff.

Did I confirm which appropriate transmission and transportation methods are available?

Consider which appropriate methods for transmission and transportation are available for the classified materials. You have several authorized methods to choose from.

Next, let's review the available methods to determine the most cost-effective approach for delivering these materials on time. I'm here, as your security manager, to guide you through the options.

Review Activities

Activity 1

With the first step of the process in mind, let's consider the materials you need to share. Remember, you have a set of printed instructional binders, a laptop pre-loaded with electronic copies of the instructional materials, and an electronic presentation for the instructor to review in advance. You will transmit and transport these materials to a government installation, and the overall classification for each of your training materials is Top Secret.

How can you validate this sharing of information is appropriate?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Verify that the laptop and binders are within weight and size restrictions, and that they are marked "Top Secret".
- Verify the intended recipient has no prior issues with receiving materials and call the FSO.
- Verify the intended recipient's eligibility and access level, need-to-know, and secure storage capabilities.
- Verify the intended recipient's eligibility with the DCSA Field Office.

Activity 2

Recall that you are transporting a laptop and binders and transmitting the electronic presentation to a government installation. You must consider the recipient's secure

storage capabilities for the physical material in the facility and confirm the information systems to be used to process or store the classified electronic material is an authorized and accredited system.

How can you determine if the recipient can protect the classified information in accordance with DOD regulatory guidance?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Review contractor data in NISS
- Contact the appropriate DOD security official
- Contact DCSA Field Office
- There is no action required; all facilities are equipped to provide secure storage.

Activity 3

For further direction, you must reference the appropriate regulatory guidance. Consider the Top Secret classified materials you have for transport, like the laptop and the binders, as well as the electronic presentation you will transmit. Then consider the requirements outlined in policy that you must implement.

Which of the following policies provide guidance for transmission and transportation of the Top Secret materials you are sending (laptop, binders with instructional materials, electronic presentation)?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- DODM 5205.07, Volume 3, SAP Security Manual
- DODM 5200.01, Volume 3, Information Security Program
- DODI 8523.01 COMSEC
- E.O. 13526, Classified National Security Information

Lesson Conclusion

Lesson Summary

Now that you have a foundational understanding of transmission and transportation requirements and can implement DOD regulatory guidance, you're ready to choose authorized methods for sharing your classified information. I included the policies and guidance we referenced today in course [Resources](#).

Lesson Objective:

- Implement DOD regulatory guidance for transmitting and transporting classified information.

Lesson 3: Authorized Methods

Lesson Introduction

Lesson Overview and Objective

You determined that to send these Top Secret materials, you will need to transmit the electronic presentation and transport the laptop and binders. There are only a few authorized methods for the format and security classification level of your materials. I will guide you through determining the factors that apply when you identify authorized methods for transmitting and transporting your classified training materials.

Lesson Objective:

- Determine the factors that apply when identifying authorized methods for transmitting and transporting classified material.

Overview

Factors

Selecting an authorized method to transmit or transport classified material depends on several factors. You must consider:

- Practical concerns, including the material's physical qualities like size, weight, and composition
- The geographic location
- Any time constraints that may impact your decision for selecting a method
- The cost associated with authorized methods you can choose from
- System authorization and accreditation requirements for electronic transmission

But the primary factor affecting method selection is the classification level of the material and any dissemination controls or restrictions. The sensitivity of classified information directly impacts the available authorized methods to transmit or transport it. For example, Top Secret information necessitates the most stringent and limited methods. Conversely, there are more authorized methods for the lower classification levels, Secret and Confidential. This risk management approach aligns with the

potential damage the information's unauthorized disclosure could cause to national security. The higher the classification, the greater the potential harm.

A key principle to remember is that methods authorized for higher classification levels are always authorized for lower ones. For example, methods authorized for Top Secret can be used for Secret and Confidential, and those authorized for Secret can be used for Confidential.

Take a moment to review the definitions for each classification level.

Top Secret

Assigned to information that the unauthorized disclosure of could reasonably be expected to cause exceptionally grave damage to national security and that the Original Classification Authority (OCA) can identify and describe.

Secret

Assigned to information that the unauthorized disclosure of could reasonably be expected to cause serious damage to national security and that the Original Classification Authority (OCA) can identify and describe.

Confidential

Assigned to information that the unauthorized disclosure of could reasonably be expected to cause damage to national security and that the Original Classification Authority (OCA) can identify and describe.

Methods for Top Secret

Top Secret Methods Overview

We'll start by discussing authorized methods for Top Secret material.

First, keep in mind this key principle, whenever possible, transmitting classified information over cryptographic information systems is the preferred method. To transport Top Secret information, authorized methods include direct contact between personnel, Government courier services, and designated couriers and escorts.

Let's review each of these transmission and transportation methods in more detail.

Transmission Over Cryptographic Systems

Direct transmission of classified information includes voice, data, message, and facsimile transmissions using authorized cryptographic systems as specified by the Department of Defense Manual (DODM) 5200.01, Volume 3, Enclosure 4, DOD Information Security Program. Specific examples are:

- Information systems approved and accredited to process and transmit classified information over cryptographic data networks
- The Voice-over-Internet Protocol (VoIP) technology
- Secure Terminal Equipment (STE)—a secure telephone that protects sensitive voice and fax communications

For any transmission of classified information, remember you must ensure both parties have:

- The appropriate eligibility level
- A verified need-to-know
- A signed form (SF) 312, Classified Information Non-Disclosure Agreement (NDA)

Be sure to also consider any special access requirements for the information as well, such as with Sensitive Compartmented Information (SCI) and Special Access Program (SAP) material.

Additionally, when using authorized information systems for transmission, ensure the equipment is secure and the classification level of the information transmitted does not exceed the classification level of the authorized system. For example, the Joint Worldwide Intelligence Communications System, known as JWICS, is authorized to process, store, and transmit Top Secret and SCI.

Take a moment to review the requirements for Authorized Cryptographic Systems and consider how they apply to the electronic presentation you will transmit for the upcoming classified training.

Approved Cryptographic Systems

Classified information must be processed and transmitted using authorized cryptographic systems that:

- Are evaluated by a recognized authority—primarily the National Security Agency (NSA)—to ensure they meet encryption requirements for safeguarding the information during transmission.
- Qualify as a Protected Distribution System (PDS) per the Committee on National Security Systems Instruction (CNSSI) 7003, meaning they are

physically secure networks designed and installed to prevent unauthorized access to classified information during transmission.

If your location has cryptographic equipment, consult your Communications Security (COMSEC) custodian. They manage and safeguard cryptographic equipment and materials and can provide additional guidance on emerging secure communications technology.

Direct Contact/Person-to-Person

When two or more cleared people discuss or plan to discuss or exchange classified information, that is a form of transmission. In addition to ensuring involved personnel meet requirements for sharing the classified information, you must also consider the space where the classified discussion or meeting will take place.

First, the physical location you choose must meet security requirements in accordance with DOD regulatory guidance, so ensure the meeting location is a designated and accredited space authorized for handling the specific classification level of the information you will discuss or share. Next, ensure specific controlled access security measures are in place to prevent unauthorized access. Additionally, the specific physical space must not contain any prohibited electronic devices and security measures are in place that prevent anyone from entering in with any prohibited devices.

Government Courier Services

Government courier services authorized for Top Secret materials include:

- The United States Transportation Command (USTRANSCOM) Defense Courier Division (DCD)
- The Department of State Diplomatic Courier Service

The DCD is responsible for the secure, rapid, and reliable worldwide transportation of highly classified and sensitive material for the DOD and other U.S. government agencies. It maintains and operates an international network of couriers and courier stations for secure transmission of qualified classified information and material.

DOD Instruction, or DODI, 5200.33, Defense Courier Operations, provides regulatory guidance for how USTRANSCOM executes its existing authority in the specific area of defense courier operations. It outlines specific procedures to ensure the security of material is the primary consideration. It includes information about establishing an account for service, qualified and prohibited material for shipment, service locations, and properly packaging and labeling material for shipment.

The Diplomatic Courier Service provides regularly scheduled classified deliveries related to diplomatic activities and foreign relations or missions via aircraft. It also provides special State Department military support flights to transport heavy, oversized pouch material.

The DCD and Diplomatic Courier Service have a reciprocal agreement to assist each other when applicable. For example, when the DCD does not provide service in a geographic area, it can coordinate with the State Department service. In addition, DOD personnel assigned to U.S. embassies and consulates should follow State Department Diplomatic Courier Service procedures for transporting classified materials. Finally, DOD activities may also establish local or regional courier services when transporting classified information.

Take a moment to review the materials prohibited by the DCD.

Defense Courier Division Prohibited Material

In accordance with DODI 5200.33, Defense Courier Operations, the DCD will not accept:

- Contraband, including controlled substances (particularly narcotics and dangerous drugs), as defined in Section 812 of 21 U.S Code (U.S.C.)
- Explosives, ammunition, firearms, and their components
- Radioactive material, etiological, or other material hazardous to personnel
- Flammables
- Liquids
- Batteries (prohibited from air shipments by the Federal Aviation Administration or international regulations), except as coordinated with the Commander, Defense Courier Division, in advance
- Currency, military payment certificates, bonds, securities, precious metals, or jewels
- Postage stamps or other negotiable instruments

Designated Courier/Escort Services

Eligible and briefed personnel may serve as couriers for small, classified items and escorts to accompany larger shipments of classified materials. We'll review the eligibility and briefing requirements for these personnel that hand-carry later in our

preparations. For now, let's examine when you are authorized to use couriers and escorts to transport classified material.

You should use a courier or escort if no other authorized method meets your requirements, or if it is operationally necessary that the classified information be transported that way because of sensitivity, time constraints, or program-related limitations. Although it's often necessary to transmit and transport classified materials via courier or escort, these methods inherently increase the risk of unauthorized disclosure or accidental compromise.

You must implement strict security procedures through detailed plans to mitigate the increased risks associated with transmitting and transporting classified material via couriers or escorts. This includes:

- Determining the mode of transportation that the courier or escort will use
- Planning for specific geographic routes and coordinating throughout the route
- Ensuring courier authorization

Take a moment to review the planning requirements.

Transportation

Classified materials may be transported via surface or air by a designated courier or escort.

- Surface vehicles must be owned, controlled, or chartered by the U.S. government or DOD contractors.
- Air vehicles may include scheduled commercial passenger aircraft if the information always remains in custody and physical control of the courier or escort. U.S. carriers are preferred, but a foreign carrier may be used if no U.S. carrier is available.

Location

The locations to where classified information may be transported vary depending on the courier or escort.

- U.S. military personnel and government civilian employees: anywhere in the world
- DOD contractors: within and between the U.S. states and territories

Authorization

The authorization required to serve as a courier or escort vary depending on role. All couriers and escorts must have the appropriate security eligibility to hand-carry classified information and acknowledge their courier/escort responsibilities via a briefing.

- U.S. military personnel and government civilian employees must have DD Form 2501, Courier Authorization Card, or written authorization letter from a DOD Component.
- DOD contractors must have written authorization from the appropriate Cognizant Security Agency (CSA) in accordance with 32 CFR Part 117, National Industrial Security Program Operating Manual.

Methods for Secret

Secret Methods Overview

Although the classified training materials you're sharing are Top Secret, it's also important to know that you can transmit and transport Secret information using the same authorized methods as Top Secret.

In addition to these methods, cryptographic information systems or networks that are accredited such as Secret Internet Protocol Router Network (SIPRNET) are authorized to transmit information up to the Secret level. Also, a cleared contractor may act as a courier for Secret material transmitted outside the U.S. or its territories, provided it is authorized under classified contract or by the Government Contracting Activity (GCA) via DD Form 254. Other methods authorized for transporting Secret information include sending through the United States Postal Service (USPS), commercial delivery services, and government-owned and contracted vehicles.

Although you won't need to employ these methods for your current task to share the classified training materials, let's review these authorized methods and any related requirements, because these requirements will be useful for you to reference in the future.

U.S. Mail

Authorized methods for sending Secret information via USPS include Registered Mail and Priority Mail Express.

USPS Registered Mail is authorized for mailing Secret material within the 50 U.S. states; Washington, DC; and Puerto Rico. It may also be used for shipping to Army

Post Office (APO) and Fleet Post Office (FPO) locations worldwide if the package remains under U.S. control. USPS Registered mail is the most secure service offered by the USPS. It tracks acceptance and movement of the material, keeps the material under lock and key until the mail carrier delivers it, and provides electronic verification of delivery.

By contrast, USPS Priority Mail Express is authorized for mailing Secret material only within the 50 states, the District of Columbia, and Puerto Rico. It is faster than Registered Mail, but less secure. While its receipt system also tracks and tells you when a package is sent and when it arrives, it does not ensure that the material was properly safeguarded or that the material reached its intended recipient. The electronic delivery verification only validates physical delivery of the package. To mitigate risk and improve security, there are additional requirements you must adhere to when you use USPS Priority Mail Express.

Finally, if you are mailing Secret information between a U.S. government and Canadian government installation, Canadian Registered Mail is authorized.

Take a moment to review the additional requirements you must be aware of when sending classified information via USPS Priority Mail Express.

USPS Priority Mail Express Procedures

Procedures for USPS Priority Mail Express:

- NEVER execute Block 11-B of label (Waiver of Signature and Indemnity).
- A cleared employee must give the parcel directly to USPS personnel (use of street-side boxes is prohibited).
- To bring your parcel back under government control in a timely manner, it is recommended to transmit the material on a day that will ensure the recipient will be available for receipt on the following day.
- CHECK the “signature is required” box.

Commercial Delivery Services

For Secret information, authorized delivery services include cleared commercial carriers and General Services Administration (GSA)-approved overnight delivery companies.

Cleared commercial carriers may be used within the Continental U.S. (CONUS) or between documented U.S. and Canadian government-approved locations for the delivery of bulk material when other methods are impractical. To qualify, the carrier

must be cleared under the National Industrial Security Program (NISP) and provide a transportation Protective Security Service (PSS) qualified by the Surface Deployment and Distribution Command (SDDC) to transport Secret shipments. You must coordinate the use of a cleared commercial carrier through your local transportation, supply, or logistics department.

GSA-approved companies for domestic express delivery are listed on the GSA website. These companies meet the criteria for overnight domestic transmission of Secret information outlined in 32 CFR Parts 2001 and 2003, Classified National Security Information Final Rule. When using a GSA-approved overnight delivery company, be sure to comply with the procedures to protect the information.

Take a moment to review the additional procedures for overnight delivery through a GSA-approved company.

GSA-Approved Overnight Delivery Procedures

When using a GSA-approved overnight delivery company to ship Secret material:

- Verify the correct mailing address and provide any other information the service requires to facilitate delivery, such as a street address, the recipient's name, and a telephone number
- Ensure that an authorized person will be available to receive the delivery
- Never execute the release signature block on the receipt label
- Never use an external (street-side) collection box

Note: This method is NOT authorized to transport classified COMSEC information, North Atlantic Treaty Organization (NATO) information, Foreign Government Information (FGI), and other special types of information.

Government Vehicles

You may use Government-owned and Government-contract vehicles, including aircraft, U.S. Naval ships, civil service-operated U.S. Naval ships, and ships of U.S. registry to transport Secret information.

A vehicle operator, ship officer, or aircraft pilot may be designated as an escort if he or she is a U.S. citizen with appropriate eligibility and maintains 24-hour control of the carrier. The escort must protect the material from inspection, tampering, pilferage, or unauthorized access. Observation of the shipment is not required during flight or sea transmit if the shipment is loaded into a specialized, secure, safe-like container or compartment that is not accessible to unauthorized people.

Additionally, the Civil Reserve Air Fleet is comprised of cleared U.S. registered air carriers. Secret material may be transported in the hold of one of these carriers without an appropriately cleared escort when approved in writing by the recipient government security authorities. Also, a cleared, authorized person must observe the placement and removal of the material into and from the inaccessible storage. The flight must be non-stop but may go outside the U.S. and its territories.

Methods for Confidential

Confidential Methods Overview

Confidential information may be transmitted and transported using the same authorized methods as Top Secret and Secret. For Confidential information, additional mail services and commercial delivery services are authorized. Your DOD Component Head may approve additional transmission or transportation methods for Confidential material.

Let's review the additional mail and commercial delivery service options for Confidential material.

U.S. Mail

In addition to USPS Registered Mail and Priority Mail Express, Confidential material may be transported using USPS Certified Mail or First Class Mail.

Certified Mail is authorized for sending Confidential information to DOD contractors or non-DOD agencies within the U.S. and its territories. It provides proof of mailing, enroute tracking, and a delivery record.

First Class Mail is authorized for sending Confidential information between DOD Component locations within the U.S. and its territories. In addition, you must mark the outside with "Return Service Requested."

Commercial Delivery Services

In addition to cleared carriers and GSA-approved overnight delivery companies, an uncleared commercial freight carrier may be used to send Confidential bulk material. This method is only authorized for use within CONUS and when a qualified carrier representative provides a Constant Surveillance Service (CSS) for the shipment. However, a facility clearance (FCL) is not required for the carrier.

Review Activities

Activity 1

Now it's time for you to decide which authorized methods you will choose to share your materials. You have a set of 30 printed instructional binders, a laptop that is pre-loaded with electronic copies of instructional materials, and an electronic presentation for the instructor to review in advance. Remember, these training materials consist of three distinct forms, each with an overall classification of Top Secret. All three forms must be transmitted to the designated government installation within a 72-hour timeframe.

Which methods are authorized to transmit or transport these Top Secret classified materials?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Direct contact between cleared personnel
- USPS Priority Mail Express
- GSA-approved service
- JWICS over authorized cryptographic system
- Hand-carry by authorized courier

Activity 2

Aside from choosing authorized methods based on the classification of the information you are sending, what other factors should you consider when choosing an authorized method for the laptop, binders, and electronic presentation?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Cost
- Time constraints
- Personal preference of destination
- Geographic considerations
- Size, weight, and composition of material
- Your supervisor's priorities, as directed

Activity 3

Based on the determining factors and authorized methods available to you, decide which method is the best for you to use.

What is the best authorized method to transport the 30 printed instructional binders and laptop with Top Secret classification of information, within a 72-hour time constraint?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- USPS Priority Express Mail
- Designated cleared escort
- Cleared commercial carrier
- Civilian Reserve Air Fleet

Activity 4

You have a plan for transporting the binders and laptop. Now, consider how you should transmit the electronic presentation.

Based on the authorized methods and determining factors, what is the best method for transmitting the Top Secret electronic presentation?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Over SIPRNET, the authorized cryptographic system for transmitting up to Secret material
- Over JWICS, the authorized cryptographic system for transmitting Top Secret material
- Via email from a government-issued cellular telephone
- Via cleared courier

Lesson Conclusion**Lesson Summary**

Now that we have reviewed the key factors to consider when determining authorized secure methods for sending your classified materials, you should be able to determine the best methods for sending your Top Secret training materials.

Next, you'll need to prepare those materials for transmission or transportation.

Before we continue, I want to let you know that I've added a helpful job aid about the

authorized transmission and transportation methods to the course [Resources](#); you can use it for future reference.

Lesson Objective:

- Determine the factors that apply when identifying authorized methods for transmitting and transporting classified material.

Lesson 4: Packaging Requirements

Lesson Introduction

Lesson Overview and Objective

Before we can send these binders and the laptop, we need to ensure that they are properly marked and packaged to minimize the risk of unauthorized disclosure and help us detect if tampering has occurred. As the next step of the process, let's review the requirements and procedures to prepare materials containing classified information for transportation.

Lesson Objective:

- Determine the requirements and procedures to prepare classified information for transportation.

Overview

Basic Preparation and Packaging Procedures

As you prepare these materials for transport, you must consider all aspects of security.

Recall we discussed the considerations for transporting classified materials, including verifying the intended recipient's secure storage capabilities, their address, and their availability to receive the package. You must also verify the recipient's eligibility or access level in the Defense Information Security System (DISS) or the current system of record.

To prepare the materials for transport, you enclose the material in two durable, opaque layers and include a receipt. Double wrapping the package ensures the classified material is not exposed if the outer wrapper is damaged in transit or opened by someone other than the intended recipient. Although this may not apply for your current task, keep in mind that receipts are required for all transfers of classified information and material to a foreign government; however, most foreign governments waive the receipt requirement for their restricted information.

If you ever need to transmit classified information to a foreign government using an authorized and accredited Information System (IS) and Information Technology (IT) that meet the Department of Defense Manual (DODM) 5200.01, Volume 3, requirements, at a minimum, you must audit the transmission to verify the intended recipient received the information.

In addition to these packaging preparations, there are specific packaging requirements dependent on the physical type of material and possibly the transport method. Let's review those.

Envelopes and Small Parcels

Inner Wrapper Procedures and Requirements

Let's walk through the procedures and requirements for envelopes and small packages first.

As you now know, these items require double wrapping. When you apply the inner wrapping, it's important to avoid direct contact with the classified text. You can prevent the risk of exposure through image transfer or use of technology that can render the wrapper translucent by folding the document in on itself. Alternately, you can place something between the document and the envelope, such as classified document cover sheets, cover transmittal letters, opaque paper, or cardboard.

I've got a few materials here in my office you can use to practice marking the inner wrapper, attaching a receipt, and sealing the inner wrapper. Let me show you how to complete these actions.

Step 1: Mark the Inner Wrapper

After you cover the classified information with the classified document cover sheet and place it in the envelope, you mark the inner wrapper on all sides. Include the:

- Intended recipient's mailing address
- Attention line with the intended recipient
- Sender's address
- Highest classification level
- Additional special markings required

Step 2: Attach Receipt

Although not applicable for sending your current training materials, if you were to send training materials to a non-U.S. government location, for example, you would attach or enclose a receipt to document the transfer of security jurisdiction between governments.

Receipts alert the recipient government that the material has been shared, and they are now responsible for protecting that material. For future tasks where

materials would travel to a foreign location, you would create a receipt that includes:

- The name of the sender
- The name of the addressee
- A description of the package contents

Step 3: Seal the Inner Wrapper

When sealing the inner wrapper, use reinforced gummed tape on all seams.

Outer Wrapper Procedures and Requirements

There are specific procedures and requirements for outer wrappers of envelopes and small parcels as well. Here's a few outer wrapper tips for you. The outer wrapper serves as a protective layer for the inner wrapper. Shifting of the inner wrapper within the outer wrapper can compromise the integrity and strength of the wrapper's seams. You want to use the appropriate size outer wrapper to minimize the movement of the inner wrapper and prevent shifting. You must also choose a durable material for the outer wrapper, such as corrugated cardboard or heavy weight kraft paper.

Grab a pen and tape, and I will show you how to mark and seal the outer wrapper of these binders.

Step 1: Mark the Outer Wrapper

To properly mark the outer wrapper, you provide:

- The recipient's mailing address approved for receipt of classified information
- An attention line with office codes, numbers, or phrases
- The sender's address, which in this case is your address

If you're ever in a situation where you send Confidential information via United States Postal Service (USPS) First Class Mail, you are required to also include the statement, "Return Service Requested." Also note that you cannot mark the outer wrapper with individual names, including the attention line, unless you are sending the package via General Services Administration (GSA) contract overnight delivery service. You also cannot include any classification marking or special handling instructions that indicate the contents are classified.

Step 2: Seal the Outer Wrapper

When sealing the outer wrapper, use reinforced tape on all seams.

Large Bulky Items***General Requirements***

As you can imagine, some classified material is not reasonably packageable due to size, weight, or nature, such as some military equipment. Although your 30 binders can be easily arranged in a couple of boxes, a larger shipment of these binders would be considered bulky and would require different packaging. To avoid exposing classified information, alternative packaging must be used for large, bulky items, and specialized procedures must be in place for information housed in internal components.

Let's discuss these procedures next.

Large Bulky Item Packaging and Procedures

Although this information is not required for packaging the laptop and binders since they will fit within a couple of medium-sized boxes, you might need to package larger, more bulky items in the future.

There are different options for packaging large, bulky items. If required, you can consider shipping the freight in closed vehicles, providing additional safeguards, such as escorts and couriers, or providing a transportation plan. Movement of large, bulky classified material is often complex and may require coordination with supply or logistics elements.

Packaging

Like envelopes and small parcels, large bulky items also have a set of packaging procedures and require secure inner and outer wrappings. You must use a durable, opaque covering material as an inner layer of security to hide all classified features. For example, a tarp, canvas shroud, or similar covering could be securely draped over a satellite array or a weapons system. As an outer layer of security and protection, you use specialized shipping containers. Outer layer options include closed cargo transporters, the igloos used with the Defense Courier Division for air transport, or palletized containers for military air cargo shipments.

Procedures

Once you contain the item, you provide a notice of shipment to the consignee. You identify transshipment activity procedures and any actions to be taken in case of

non-delivery or delayed delivery. Note that security personnel should coordinate with their supply or logistics elements to determine the authorized transit mode.

Transportation Plans

And finally, as required, you provide transportation plans that detail different topic areas. Topics for transportation plans include:

- The title of the plan, along with the date of the movement, and authorization or approval
- The purpose
- A description of consignment
- Identification of responsible government and/or company representatives
- Identification of commercial entities to be involved in each shipment
- Packaging the consignment
- Routing of the consignment
- Couriers and/or escorts
- Recipient responsibilities
- Return of material
- Other information as required

Equipment with Classified Internal Components

Classified Equipment Packaging

The laptop you are packaging isn't large or bulky, but it is an example of classified information that is internal to a component. There are specialized requirements and procedures for classified information housed inside equipment, such as hard drives and mission data recorders. These are considered internal components.

Note that whether relatively small, like a hard drive, or bulky, like a mission data recorder, it's vital that the component casing must not reveal classified information. When the outside shell or housing of a small packageable item or component does not expose the internal classified information, the outer casing can be considered the inner enclosure packaging. An example of this is the laptop you are packaging. If classified information was attached to or revealed by the laptop's casing, you would have to double-wrap it.

If the classified material is an inaccessible internal component of a bulky item of equipment, it may not be easily packaged. For bulky items, the component casing is considered the outer wrapper, if the enclosure does not reveal classified information, like this mission data recorder. Note that all classified internal components must be inaccessible.

Hand-Carried Materials

Overview

Now that we have reviewed resources for large bulky items and internal classified components, let's discuss what procedures and requirements exist to secure classified materials for hand-carry. When classified materials are being hand-carried, locked briefcases or zippered pouches—made of canvas or other heavy-duty material with an integral lock—may be used as the outer wrapper. There are a few general requirements for hand-carried materials as well as additional guidance for the use of pouches and briefcases as outer wrappers. Let's take a closer look.

General Requirements

A briefcase or pouch does not need to be addressed the same way a package does. However, to properly address hand-carried materials, you must display the return address prominently on the outside of the briefcase or pouch. You display the return address by using the clear protection label used by some manufacturers or a luggage tag, or you can have the return address embroidered directly onto the pouch. Zippered pouches must have:

- The name and address of the sending organization and the name and telephone number of the point of contact (POC) displayed prominently on the outside
- A serial number displayed conspicuously on its exterior

You want to avoid drawing attention to the material during transit. Therefore, don't place markings, seals, or labels on the outside that identify the package's affiliation with the Department of Defense (DOD).

Additional Guidance

In addition, when using a briefcase or pouch as the outer wrapper to hand-carry classified information, it must have a key-operated lock. Lock the briefcase or pouch, then store it according to the highest classification level of its contents and any special controls applicable. Make sure to pack the key in a separate, sealed envelope. Take note that the activity authorizing the use of the briefcase or pouch

must maintain an internal system to account for and track the location of the pouch and its key.

Use a briefcase or pouch only to assist in enforcing need-to-know. Its use doesn't eliminate personal responsibility to ensure that the classified material is delivered to a person who has an appropriate security eligibility and access for the information involved. Any act or incident involving the pouch that might jeopardize or compromise the security of its classified contents must be reported promptly to cognizant security officials.

Review Activities

Activity 1

With these requirements in mind, it's time for you to package the instructional materials. Remember, you have thirty 2-inch binders and one 17-inch laptop for transport. Each of these materials are classified Top Secret, and these materials are going to a government installation via designated escort. Let's go through all the steps to make sure you meet the requirements and follow the procedures for proper marking and packaging in accordance with the regulatory guidance.

What preparations do you need to consider before packaging and marking your materials?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Verify the recipient's address
- Verify the recipient's phone number and date of birth
- Verify the recipient's availability to receive the materials
- Verify the recipient's access level in DISS
- Verify the recipient has secure storage capabilities

Activity 2

First, package the binders. You have 30 standard binders that are not individually sealed or locked. How will you package them for transport?

Which of the following statements best explains the wrapper requirements for the binders?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- The binder covers serve as the inner wrapper because they are not marked "Top Secret." Apply only an outer wrapper that is addressed and marked appropriately.
- The binder covers can be taped around the edges and marked appropriately. This will serve as the outer wrapper that is addressed and marked appropriately.
- The binders will need to be double wrapped. Apply an inner wrapper addressed and marked appropriately to protect binder contents before packaging them in their outer wrapper that is addressed and marked appropriately.

Activity 3

Next, consider how you will package the laptop that contains classified information. Keep in mind that the laptop cover can be considered as the inner wrapper, but only when it is marked appropriately in accordance with the regulatory guidance.

The laptop qualifies as containing classified internal components. What markings are you required to apply to the laptop, since the casing serves as the inner wrapper?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Highest classification marking
- Explanation of classified contents
- Recipient's mailing address and attention line with intended recipient
- Sender's address
- Serial number

Activity 4

Now, consider the outer wrapper or packaging for the laptop.

Since we are transporting the laptop via designated cleared escort, what qualifies as an acceptable outer wrapper?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- A zippered pouch with a serial number and lock for hand-carry
- Appropriately sized corrugated cardboard box with padding, sealed and marked for transport
- Locked and marked briefcase for hand-carry
- The laptop does not require an outer wrapper

Lesson Conclusion**Lesson Summary**

Determining packaging requirements and procedures is an important part of securely transporting classified information. Looks like you have all your items packaged and ready for transport. I added a job aid on packaging requirements to the course [Resources](#) for you to reference in the future.

Lesson Objective:

- Determine the requirements and procedures needed to prepare classified information for transportation.

Lesson 5: Escort and Hand-carry Procedures

Lesson Introduction

Lesson Overview and Objective

You chose to use a designated escort as the authorized method for transporting your materials, and you have packaged the binders and laptop according to their specific requirements. Next, you must determine the procedures required to properly escort and deliver the classified information for this upcoming training. We'll also discuss procedures for hand-carrying.

Lesson Objective:

- Determine the required procedures to hand-carry or escort classified information

Overview

Requirements Overview

You can reference the requirements for escorting and hand-carrying classified materials in DODM 5200.01, Volume 3, DOD Information Security Program.

I emailed you two resources that we will review together: a slideshow overview of escort and hand-carry procedures and a document with a written authorization example. Also, make sure to join the virtual meeting with me that I scheduled for you and your designated courier, Mr. Hall, where I will walk you both through the courier briefing.

First, let's review the slideshow overview of escort and hand-carry procedures.

Escort and Hand-carry Procedures Overview

Hand-carrying and escorting—although similar—are slightly different processes.

Hand-carrying is a process whereby an authorized individual is designated to hand-carry classified information from one location to another, ensuring the information remains under his or her constant and continuous protection from point-to-point, and a direct person-to-person delivery is made.

Escorting, on the other hand, is a process whereby a cleared employee accompanies a shipment of classified materials to its destination. While the escort is

not personally holding the classified material, they are responsible for ensuring the vehicle transporting it is constantly monitored and controlled.

Authorized individuals are required to have a favorable determination for eligibility for access to classified information at the appropriate level, and a signed a non-disclosure agreement (NDA). In addition, before an authorized individual can hand-carry or escort classified materials, that individual must receive authorizing documentation and a courier briefing, like the one I will host for you and your courier, Mr. Hall, later.

Escort and Hand-carry Preparation

To execute their assignments, couriers and escorts must be briefed, according to the DOD regulatory guidance. Courier briefings must take place before the assignment to ensure both couriers and escorts are trained on the procedures required to safeguard classified information. Couriers and escorts should be knowledgeable about the packaging requirements and their responsibility to report any suspicious contacts or activity that occur during the trip.

DODM 5200.01, Volume 3, outlines the standard courier briefing requirements for all DOD Components. However, individual Components may have additional requirements, such as requiring written confirmation that couriers have received the briefing for program oversight purposes.

Now, it's time for the courier briefing. I'll head over to the meeting room to meet your designated courier, and you can join the meeting virtually.

Courier Briefing

Pre-Trip Considerations

Welcome to your courier briefing. Feel free to post any questions you have in the meeting chat. As you may know, we conduct courier briefings to give couriers and escorts—like your designated courier here, Mr. Hall—guidance on requirements and considerations for before, during, and after traveling to the delivery location.

I see you posted a question about pre-trip considerations. Before Mr. Hall leaves the secure facility with the classified training materials, he must verify that his passport, courier authorizations, medical records, travel itineraries, and other documents are complete, valid, and current. He will also need an inventory of the classified training materials he is sharing. Mr. Hall, you will carry one copy, and the other copy stays in the security office. If foreign nationals are involved, disclosure authorization is required. The DOD Component official responsible for approving the hand-carry is also responsible for obtaining disclosure authorization.

En Route Considerations

I'm glad you asked about en route requirements for couriers and escorts. I'll share my screen now so you can view the presentation and a checklist I made for couriers and escorts, like Mr. Hall, to take with them while en route.

Couriers and escorts are liable and responsible for materials and must protect materials in case of emergency. Mr. Hall, it is expected that you proceed directly from the point of departure to the destination, without making any unnecessary stops. If an overnight stop is required, you must store the classified training materials at a prearranged or cleared facility appropriate for the appropriate classification level and must use appropriate storage, if necessary. You should promptly report any suspicious contacts, acts, or incidents that might jeopardize the security of the materials to cognizant security officials.

There are a few things couriers and escorts must NOT do while en route. As a courier, Mr. Hall, you must never, under any circumstances, leave classified materials unattended or unsecured, and escorts must never leave classified materials unobserved. It is important that you do not store the material in an unauthorized way, such as in hotel rooms or hotel safes, private residences, public lockers, or in unattended vehicles. You also must not discuss or disclose the material in public, deviate from the authorized travel schedule, or open material en route, unless required due to border crossing circumstances. I'll share more information with you about border crossing procedures next.

En Route Considerations for Border Crossings

Another good question, "What if the courier or escort needs to cross a border?"

Let's suppose Mr. Hall's destination and route were taking him across the Canadian border. In this case, Mr. Hall, you would need to know there is no assurance of immunity from search by customs, police, or immigration officials. If an official inquires about the material, you will need to show your courier orders and ask to speak to the senior customs, police, or immigration official.

If a senior official demands that you open the package, you should open the materials in their presence but away from public view. You should take care to reveal only as much of the content as necessary to prove the package does not contain any other item. Then, you should reseal the package and request evidence that the classified package was opened and inspected. You must have the senior official sign the package and shipping documents or the courier certificate. Finally, Mr. Hall, you will inform both the addressee and the dispatching security manager in writing that the material was opened.

Post-trip Considerations

“What are post-trip considerations?” I was hoping you would ask about that.

Mr. Hall, if you plan to return the materials to the original facility after arriving at the delivery location, you must return them in a properly sealed package. The materials will be re-inventoried to make sure that they are all there. If you are not returning the materials, then you may need to have the security manager from the recipient organization sign a receipt. These post-trip considerations conclude our courier briefing.

Now, I will meet you back in my office to review together the document with an example of a written authorization I emailed you earlier, so you have a clear understanding of what these are and when they are used. After we review, I'll be available to answer any questions you have.

Written Authorization

Letter of Authorization

If a mission or assignment to transport classified information involves commercial air travel, escorts, like Mr. Hall, will be required to have a letter of authorization on agency letterhead for travel aboard a commercial passenger aircraft. Keep in mind escorts will need a new authorization for each trip and must be provided with the authorization letter. Copies are not acceptable. They will also need to be provided with additional authenticated copies to give to each airline involved during their travel.

Letter of Authorization Contents

Now let's review the contents of this written authorization example. This example letter of authorization is something your designated escort would need if tasked with transporting classified information via commercial flight.

This letter authorizes Jane Doe of the DOD, as verified by their passport, to transport instructional materials from Somewhere, VA to Overthere, WA with no transfer points. This letter is issued on June 14, 2025, and expires on June 30, 2025.

Signed,

Meg Milton, DOD Supervisor of Instruction

Confirmed by:

| |
|------------------------------|
| Brett Talon (333)555-3455 |
|------------------------------|

Notice this example contains the full name of the designated escort and her employing agency or company; a description of type of identification the individual will present; a description of material being carried; the point of departure, destination, and known transfer points; and the date of issue and expiration. It also contains authorizing information, such as the name, title, and signature of the official issuing the letter. Note that each package or carton to be exempt shall be signed on its face by the official who signed the letter.

Finally, it has the name of the person designated to confirm the letter or authorization and that person's official U.S. Government telephone number. When applicable, you also must provide a translation into the destination country's language.

Authorization for Other Travel Methods

When a courier or escort is in a situation where they are transporting classified information in another way, not traveling on a commercial airline, they may use DD Form 2501, Courier Authorization, as proof of authorization. DD Form 2501 is a controlled form issued to identify DOD military and civilian personnel authorized to hand-carry, escort, or courier, when there is a continuing need for authorization, but for no longer than 2 years. DD Form 2501 must be signed by the appropriate official in the servicing security office.

A written authorization statement may be issued instead of DD Form 2501. An authorization statement justifies why an escort would have classified information in their possession. Authorization statements may be issued as a separate document or included in official travel orders.

Just to reiterate, neither of these documents provides the necessary authorization to hand-carry or escort classified materials on commercial aircraft.

Commercial Air Travel

Overview

Thanks for meeting me back here in my office. Before we review, I'd like to discuss in more detail the requirements for commercial air travel. It looks like your classified training materials are going from Virginia to Washington state and need to make it there in 72 hours. Considering these factors, it's most cost effective for you to send your designated escort, Mr. Hall, via U.S. commercial aircraft.

Pre-trip Considerations

Now, we're going to take a look at these example documents and requirements for what your designated escort would need. Take a moment to review DODM 5200.01, Volume 3, Enclosure 4 with Mr. Hall. It outlines the specific requirements for travelling via commercial passenger aircraft. Let's walk through the key considerations.

Commercial air travel should only involve U.S. carriers. A foreign carrier may only be used if a U.S. carrier is not available.

Coordinate in advance with the airline and the Transportation and Security Administration, or TSA. Review the TSA's current list of prohibited items to ensure none are inadvertently included in the materials.

Provide your courier with an authorization letter on agency letterhead and be sure they have a DOD or contractor-issued identification card that includes their photograph, date of birth, height, weight, and signature. If these items are missing, include them in the written authorization letter.

Last, make advance arrangements to observe the loading and unloading of the materials, if they will be escorting classified bulk material.

En Route Procedures

While en route via commercial air travel, couriers hand-carrying classified material, like Mr. Hall, will follow normal ticketing and boarding procedures. They will offer the package for normal inspection without pointing out that it contains classified information. If they are challenged by the airport screening officials, they should discreetly disclose their status, produce the authorization letter, and if necessary, ask to speak to the senior screening official. Remember that there is no immunity from inspection by official government authorities.

Escorts accompanying the materials should ensure the integrity of materials and physically observe the loading and unloading of them as well as the closing and opening of the cargo compartment.

Review Activities

Activity 1

You decided the best way to get the materials across the country in 72 hours is to send a designated escort with the materials via commercial flight. First, you must verify the designated escort is authorized for transporting the laptop and binders

containing Top Secret classified training material. Consider what requirements the escort will need to meet.

What requirements must the escort meet as an individual authorized to transport these materials?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Personally provide a locking safe and code
- Read and acknowledge DODM 5200.01
- Have a favorable determination for eligibility for access to classified information at Top Secret level
- Have signed a non-disclosure agreement

Activity 2

You verified the escort is an authorized individual. There are things you must do to ensure the transportation of your classified materials is legitimate and successful.

What arrangements or transportation plans should you make before the escort embarks via commercial aircraft?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Schedule a U.S carrier flight
- Coordinate with the airline and make advance arrangements to ensure escort can observe materials
- Coordinate with TSA to ensure materials are not prohibited
- Provide airline with DD Form 2501 in lieu of authorization letter

Activity 3

Now, you need to make sure the escort has everything they need to travel via commercial aircraft.

What actions do you take to prepare the escort for transporting materials via commercial aircraft?

Select all that apply. Check your answer in the Answer Key at the end of this Student Guide.

- Ensure the escort receives a courier briefing

- Ensure the escort's personal travel documents are complete, valid, and current
- Provide them with packaging materials and instructions on how to package the laptop and binders
- Provide a copy of DODM 5200.01
- Provide an inventory
- Provide the original letter of authorization

Lesson Conclusion

Lesson Summary

Now that you have determined the required procedures for hand-carrying and escorting your classified training information, I think it's time to send your designated escort off with the laptop and binders. In case you need to refer to the procedures we just discussed, I've included a job aid on hand-carry and escort procedures in the course [Resources](#). Meet me back here in my office so I can share with you some information about special types of classified information to prepare you for future shipments.

Lesson Objective:

- Determine the required procedures to hand-carry or escort classified information

Lesson 6: Special Types of Classified Information

Lesson Introduction

Lesson Overview and Objectives

Now that the designated escort is ready to transport your classified training materials, I want to review details about transmitting or transporting special types of information and discuss with you the guidance and dissemination requirements involved. If you are in a situation when you have to transport or transmit special types of classified information, you can refer back to this information to guide you.

Lesson Objectives:

- Determine the DOD regulatory guidance for transmitting and transporting special types of classified information.
- Apply the dissemination requirements for special types of classified information.

Overview

Special Information Types

You may come across special types of information involving Communications Security (COMSEC), Sensitive Compartmented Information (SCI), Special Access Programs (SAP), or international programs. Before disseminating COMSEC information, SCI, or information from SAP or international programs, you must designate an official to coordinate and authorize its dissemination. Certain types of information require enhanced access protection, special handling restrictions, or limitations on how you can share it.

Information from Another DOD Component or Non-DOD Department

Classified information originating in another DOD Component or non-DOD department or agency may be shared with other DOD Components, U.S. departments or agencies, or U.S. entities without the originator's consent, as long as the intended recipient has:

- The appropriate eligibility
- A signed Non-Disclosure Agreement (NDA)
- A need-to-know

However, please note that Original Classification Authority (OCA) consent is required for classified documents dated prior to June 27, 2010, or marked Originator Controlled (ORCON). For more information on how OCA consent and ORCON markings affect the sharing of classified information, refer to DODM 5200.01, Vol. 3, Enclosure 4, Section 2.

Special Types of Information

Communications Security

Let's review the special classified information types. We'll start with COMSEC. COMSEC's security procedures and requirements are designed to deny access to classified information by unauthorized persons and ensure communications are authentic. COMSEC includes four main components:

- Cryptosecurity manages and protects U.S. classified information owned, controlled, and produced by the DOD.
- Emission security prevents sensitive information from leaking out through unintentional electromagnetic, acoustic, or other types of signals emitted by electronic devices.
- Transmission security focuses on protecting transmissions from interception and exploitation through various techniques, including frequency management, spread spectrum, power control, antenna placement, and procedural controls.
- Physical security aims to protect COMSEC material and information.

To disseminate COMSEC information, you are required to gain custodian approval in accordance with the regulatory guidance in:

- DODM 5200.01, Volume 3, DOD Information Security Program, Protection of Classified Information
- DOD Instruction (DODI) 8523.01, Communications Security
- DODI 8500.01, Cybersecurity
- National Security Agency/Central Security Service (NSA/CSS) Policy Manual 3-16, Control of COMSEC Material
- The Committee on National Security Systems Instruction (CNSSI) Number 4001, Controlled Cryptographic Items

Sensitive Compartmented Information

In some cases, you may handle SCI, which is classified information within formal access control systems established by the Director of National Intelligence (DNI). Before you can disclose or release this information, you must obtain written authorization from the releasing agency's Special Security Officer (SSO), Special Security Representative (SSR), or another designated individual. These officials are required to follow special security procedures in accordance with DODM 5105.21, Volume 1, Sensitive Compartmented Information Administrative Security Manual.

Special Access Programs

SAPs are established when required by statute, or when there is a specific finding of an exceptional vulnerability or threat to specific information and normal access criteria are insufficient. SAP classified information requires safeguards beyond normal measures and is subject to more restrictive access controls. You can refer to guidance for SAP materials in the following regulatory guidance:

- U.S.C. Section 119, Title 10, Special Access Programs: Congressional Oversight
- Executive Order 13526, Classified National Security Information
- DODM 5205.07, SAP Security Manual
- DODM 5200.01, Volumes 1-3
- DODI 5205.11, Management, Administration, and Oversight of DOD SAPs

The Government Special Access Program Security Officer (GSSO) or the Contractor Special Access Program Security Officer (CSSO) is responsible for ensuring SAP information is shared via authorized methods. Transmitting via approved government or commercial carriers may require approval from the Program Security Officer (PSO) or Program Security Manager (PSM).

International Programs Overview

An international program involves lawful or authorized sharing between countries, either through a government-led or commercial initiative. These programs share technology, classified military information (CMI), and controlled unclassified information (CUI) with allies and other friendly countries. These international programs are governed by:

- The Arms Export Control Act (AECA)
- Executive Order 13526, Classified National Security Information

- National Security Decision Memorandum (NSDM) 119
- The Defense Security Cooperation Agency (DSCA) 5105.38-M, Security Assistance Management Manual (SAMM)

Additional guidance includes the:

- International Traffic in Arms Regulations (ITAR), a U.S. regulatory regime to restrict and control the export of defense and military-related technologies, aimed at safeguarding and furthering foreign policy objectives
- Commerce Control List (CCL), provided through the Department of Commerce to enforce the Export Administration Regulations

International programs include Security Assistance programs, which are legally authorized programs to allow the sharing of military articles and services to friendly foreign Governments. These Security Assistance programs include Foreign Military Sales.

There are three categories of information I want to provide more details about:

- U.S. classified information
- Foreign government information (FGI)
- North Atlantic Treaty Organization (NATO) information

International Programs: U.S. Classified Information

Those designated as the delegated authority to disclose U.S. classified information may authorize dissemination of classified military information to foreign governments. They can authorize sharing only when there is a clearly defined benefit to the U.S.

The prospective foreign recipient must also demonstrate intent and capability to safeguard the information. Under these circumstances, U.S. classified information can be shared through government-to-government channels or channels agreed upon by the governments involved with the transmission or transportation.

Follow guidance in DODD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations, and DODM 5200.01, Volumes 1-3, DOD Information Security Program.

International Programs: FGI

Foreign Government Information (FGI) may be classified or unclassified. It includes Top Secret, Secret, and Confidential information, as well as CUI. Many foreign governments have Restricted Information. This is a fourth level of security classification that does not equate to a U.S. security classification. Some foreign governments also have “in-confidence” information, which refers to Unclassified information protected by law or national regulations that is provided to other governments with the understanding that it will be treated as confidential and not disclosed to the public or unauthorized individuals.

Dissemination of all FGI must be coordinated with the Designated Security Authorities and the Cognizant Security Office of the countries involved. In accordance with national and DOD regulatory guidance, FGI can be shared using the same transmission and transportation methods as U.S. Classified information of an equivalent security classification level; however, you can never transport FGI via express commercial carriers. As a general rule, you’re required to provide a receipt for all international transfers of U.S. classified information and FGI. Transfers of Restricted information may not require a receipt, and receipts are not required for CUI. If you are transferring the information to a third country, obtain prior written consent from the originating government.

International Programs: NATO

As a member of NATO, the U.S. has agreed to protect NATO classified information in accordance with the mandatory security principles, standards, and procedures in NATO security policy documents. The NATO Security Policy is referred to as C-M (2002)49-REV1, Security within the North Atlantic Treaty Organization. It is governed by the United States Security Authority for NATO (USSAN) Instruction 1-07, Implementation of NATO Security Requirements. USSAN Instruction 1-07 outlines the policy for transmitting and transporting NATO classified information.

There are specific classification levels for NATO, which include:

- COSMIC TOP SECRET
- NATO SECRET
- NATO CONFIDENTIAL
- NATO RESTRICTED

According to regulatory guidance, before individuals can have access to NATO information, they must have a need-to-know, the proper U.S. eligibility level, and be briefed on how to protect the specific classification level of NATO information that

they will have access to. They must also sign a statement acknowledging receipt of the briefing.

After you ensure intended recipients have authorization to access NATO classified information, use only government-to-government channels to share this information, unless both countries agree in writing to an alternative.

Finally, ensure that the information has the required security classification markings and is protected from unauthorized disclosure in accordance with regulatory guidance.

Review Activities

Activity 1

Special types of information require special considerations. Suppose, for example, that the Top Secret instructional materials you were asked to share contained SCI. Consider the different requirements you would need to review and implement to protect this information throughout the transmission or transportation process.

Which statement describes an action you would take to prepare your materials before transmitting or transporting SCI?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Gain approval from a COMSEC custodian
- Obtain written authorization from the SSO, SSR, or another designated individual of the releasing agency
- Obtain a written authorization from the PSO of the releasing agency
- There are no special actions needed as the materials are staying within the CONUS

Activity 2

Consider the authorized methods, packaging requirements, and procedures for transmission and transportation that you have learned about. If your materials contain SCI, consider what else you need to know or do to ensure the information can be shared and remains secure throughout the process.

Where would you look for procedures to transmit or transport SCI?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- DODM 5205.07, SAP Security Manual

- DODM 5105.21, Volume 1, SCI Administrative Security Manual
- DODM 5200.01, Volumes 1-3, DOD Information Security Program
- DODD 5230.11, Disclosure of Classified Military Information to Foreign Government and International Organizations

Lesson Conclusion

Lesson Summary

I'm glad I was able to train you on the requirements for sharing special types of classified information. I hope this information will help you implement the requirements for dissemination in accordance with the national and DOD regulatory guidance when it is time for you to transmit or transport special types of classified information in the future.

Lesson Objectives:

- Determine the DOD regulatory guidance for transmitting and transporting special types of classified information
- Apply the dissemination requirements for special types of classified information

Lesson 7: Course Conclusion

Course Summary

Transmitting and transporting classified national security information (CNSI) requires you to mitigate and manage risk throughout the entire process. It's your responsibility to safeguard and protect CNSI throughout each step.

To do so, you must be able to locate and identify the applicable regulatory guidance and implement the requirements for transmitting or transporting each type of CNSI. If you need help determining how to interpret and apply the applicable requirements in DOD regulatory guidance for transmission and transportation, remember to refer to the course [Resources](#) I provided.

Lesson Summary

Congratulations! You have completed the *Transmission and Transportation for DOD* course.

You should now be able to perform all of the listed activities.

- Determine the authorized methods for transmission and transportation of classified information based on classification level.
- Implement the DOD dissemination requirements for special types of classified information.

To receive course credit, you must take the *Transmission and Transportation for DOD* examination. If you accessed the course through the Security Training, Education, and Professionalization Portal (STEPP), please use that system to access the online exam.

Appendix A: Answer Key

Lesson 2 Review Activities

Activity 1

With the first step of the process in mind, let's consider the materials you need to share. Remember, you have a set of printed instructional binders, a laptop pre-loaded with electronic copies of the instructional materials, and an electronic presentation for the instructor to review in advance. You will transmit and transport these materials to a government installation, and the overall classification for each of your training materials is Top Secret.

How can you validate this sharing of information is appropriate?

- Verify that the laptop and binders are within weight and size restrictions, and that they are marked "Top Secret".
- Verify the intended recipient has no prior issues with receiving materials and call the FSO.
- Verify the intended recipient's eligibility and access level, need-to-know, and secure storage capabilities. (correct answer)
- Verify the intended recipient's eligibility with the DCSA Field Office.

Feedback: You must verify the intended recipient's eligibility and access level, need-to-know, and secure storage capabilities.

Activity 2

Recall that you are transporting a laptop and binders and transmitting the electronic presentation to a government installation. You must consider the recipient's secure storage capabilities for the physical material in the facility and confirm the information systems to be used to process or store the classified electronic material is an authorized and accredited system.

How can you determine if the recipient can protect the classified information in accordance with DOD regulatory guidance?

- Review contractor data in NISS
- Contact the appropriate DOD security official (correct answer)
- Contact DCSA Field Office
- There is no action required; all facilities are equipped to provide secure storage.

Feedback: Since your materials are going to a government installation, you are required to contact the appropriate DOD security official.

Activity 3

For further direction, you must reference the appropriate regulatory guidance. Consider the Top Secret classified materials you have for transport, like the laptop and the binders, as well as the electronic presentation you will transmit. Then consider the requirements outlined in policy that you must implement.

Which of the following policies provide guidance for transmission and transportation of the Top Secret materials you are sending (laptop, binders with instructional materials, electronic presentation)?

- DODM 5205.07, Volume 3, SAP Security Manual
- DODM 5200.01, Volume 3, Information Security Program (correct answer)
- DODI 8523.01 COMSEC (correct answer)
- E.O. 13526, Classified National Security Information (correct answer)

Feedback: You will refer to DODM 5200.01, Volume 3; DODI 8523.01; and E.O. 13526 for transmitting and transporting these Top Secret materials to a non-specialized government installation.

Lesson 3 Review Activities

Activity 1

Now it's time for you to decide which authorized methods you will choose to share your materials. You have a set of 30 printed instructional binders, a laptop that is pre-loaded with electronic copies of instructional materials, and an electronic presentation for the instructor to review in advance. Remember, these training materials consist of three distinct forms, each with an overall classification of Top Secret. All three forms must be transmitted to the designated government installation within a 72-hour timeframe.

Which methods are authorized to transmit or transport these Top Secret classified materials?

- Direct contact between cleared personnel (correct answer)
- USPS Priority Mail Express
- GSA-approved service
- JWICS over authorized cryptographic system (correct answer)
- Hand-carry by authorized courier (correct answer)

Feedback: Authorized methods for transmission and transportation of Top Secret classified information include direct contact between cleared personnel, the use of JWICS over authorized cryptographic systems, and hand-carry by authorized courier.

Activity 2

Aside from choosing authorized methods based on the classification of the information you are sending, what other factors should you consider when choosing an authorized method for the laptop, binders, and electronic presentation?

- Cost (correct answer)
- Time constraints (correct answer)
- Personal preference of destination
- Geographic considerations (correct answer)
- Size, weight, and composition of material (correct answer)
- Your supervisor's priorities, as directed

Feedback: Factors for determining an authorized method include classification level; purpose; sensitivity and type of information; size, weight, and composition of material; geographic considerations; time constraints; cost; dissemination restrictions; and system accreditation requirements or considerations for electronic transmission.

Activity 3

Based on the determining factors and authorized methods available to you, decide which method is the best for you to use.

What is the best authorized method to transport the 30 printed instructional binders and laptop with Top Secret classification of information, within a 72-hour time constraint?

- USPS Priority Express Mail
- Designated cleared escort (correct answer)
- Cleared commercial carrier
- Civilian Reserve Air Fleet

Feedback: Designated cleared escort is the only option from this list that is authorized for Top Secret, is cost-effective, and works within the restricted timeframe.

Activity 4

You have a plan for transporting the binders and laptop. Now, consider how you should transmit the electronic presentation.

Based on the authorized methods and determining factors, what is the best method for transmitting the Top Secret electronic presentation?

- Over SIPRNET, the authorized cryptographic system for transmitting up to Secret material
- Over JWICS, the authorized cryptographic system for transmitting Top Secret material (correct answer)
- Via email from a government-issued cellular telephone
- Via cleared courier

Feedback: *JWICS is the authorized cryptographic system for transmitting Top Secret information.*

Lesson 4 Review Activities

Activity 1

With these requirements in mind, it's time for you to package the instructional materials. Remember, you have thirty 2-inch binders and one 17-inch laptop for transport. Each of these materials are classified Top Secret, and these materials are going to a government installation via designated escort. Let's go through all the steps to make sure you meet the requirements and follow the procedures for proper marking and packaging in accordance with the regulatory guidance.

What preparations do you need to consider before packaging and marking your materials?

- Verify the recipient's address (correct answer)
- Verify the recipient's phone number and date of birth
- Verify the recipient's availability to receive the materials (correct answer)
- Verify the recipient's access level in DISS (correct answer)
- Verify the recipient has secure storage capabilities (correct answer)

Feedback: Before packaging materials, you must verify the recipient's address, their availability, their ability to secure the materials, and access level in DISS.

Activity 2

First, package the binders. You have 30 standard binders that are not individually sealed or locked. How will you package them for transport?

Which of the following statements best explains the wrapper requirements for the binders?

- The binder covers serve as the inner wrapper because they are not marked "Top Secret." Apply only an outer wrapper that is addressed and marked appropriately.
- The binder covers can be taped around the edges and marked appropriately. This will serve as the outer wrapper that is addressed and marked appropriately.
- The binders will need to be double wrapped. Apply an inner wrapper addressed and marked appropriately to protect binder contents before packaging them in their outer wrapper that is addressed and marked appropriately. (correct answer)

Feedback: The binder covers are easily opened and not secure, so the binders will need to be double wrapped. Apply an inner wrapper with appropriate markings, then apply the outer wrapper.

Activity 3

Next, consider how you will package the laptop that contains classified information. Keep in mind that the laptop cover can be considered as the inner wrapper, but only when it is marked appropriately in accordance with the regulatory guidance.

The laptop qualifies as containing classified internal components. What markings are you required to apply to the laptop, since the casing serves as the inner wrapper?

- Highest classification marking (correct answer)
- Explanation of classified contents
- Recipient's mailing address and attention line with intended recipient (correct answer)
- Sender's address (correct answer)
- Serial number

Feedback: You mark the laptop as you would any inner wrapper to include the highest classification marking, the recipient's mailing address and attention line with their name, and the sender's address.

Activity 4

Now, consider the outer wrapper or packaging for the laptop.

Since we are transporting the laptop via designated cleared escort, what qualifies as an acceptable outer wrapper?

- A zippered pouch with a serial number and lock for hand-carry
- Appropriately sized corrugated cardboard box with padding, sealed and marked for transport (correct answer)
- Locked and marked briefcase for hand-carry
- The laptop does not require an outer wrapper

Feedback: You could use an appropriately sized corrugated cardboard box, sealed and marked for transport.

Lesson 5 Review Activities

Activity 1

You decided the best way to get the materials across the country in 72 hours is to send a designated escort with the materials via commercial flight. First, you must verify the designated escort is authorized for transporting the laptop and binders containing Top Secret classified training material. Consider what requirements the escort will need to meet.

What requirements must the escort meet as an individual authorized to transport these materials?

- Personally provide a locking safe and code
- Read and acknowledge DODM 5200.01
- Have a favorable determination for eligibility for access to classified information at Top Secret level (correct answer)
- Have signed a non-disclosure agreement (correct answer)

Feedback: The designated escort must have a favorable determination for eligibility to access classified information at Top Secret level and a signed NDA.

Activity 2

You verified the escort is an authorized individual. There are things you must do to ensure the transportation of your classified materials is legitimate and successful.

What arrangements or transportation plans should you make before the escort embarks via commercial aircraft?

- Schedule a U.S carrier flight (correct answer)
- Coordinate with the airline and make advance arrangements to ensure escort can observe materials (correct answer)
- Coordinate with TSA to ensure materials are not prohibited (correct answer)
- Provide airline with DD Form 2501 in lieu of authorization letter

Feedback: *You will need to schedule a flight on a U.S. carrier aircraft, then coordinate with the airline and TSA to ensure the items are not prohibited and can be observed for loading and unloading.*

Activity 3

Now, you need to make sure the escort has everything they need to travel via commercial aircraft.

What actions do you take to prepare the escort for transporting materials via commercial aircraft?

- Ensure the escort receives a courier briefing (correct answer)
- Ensure the escort's personal travel documents are complete, valid, and current (correct answer)
- Provide them with packaging materials and instructions on how to package the laptop and binders
- Provide a copy of DODM 5200.01
- Provide an inventory (correct answer)
- Provide the original letter of authorization (correct answer)

Feedback: *You will conduct a courier briefing and provide the escort with an inventory and the original letter of authorization. You will ensure their personal travel documents are complete, valid, and current.*

Lesson 6 Review Activities

Activity 1

Special types of information require special considerations. Suppose, for example, that the Top Secret instructional materials you were asked to share contained SCI. Consider the different requirements you would need to review and implement to protect this information throughout the transmission or transportation process.

Which statement describes an action you would take to prepare your materials before transmitting or transporting SCI?

- Gain approval from a COMSEC custodian
- Obtain written authorization from the SSO, SSR, or another designated individual of the releasing agency (correct answer)
- Obtain a written authorization from the PSO of the releasing agency
- There are no special actions needed as the materials are staying within the CONUS

Feedback: For SCI materials, you must obtain written authorization from the SSO, SSR, or another designated individual of the releasing agency.

Activity 2

Consider the authorized methods, packaging requirements, and procedures for transmission and transportation that you have learned about. If your materials contain SCI, consider what else you need to know or do to ensure the information can be shared and remains secure throughout the process.

Where would you look for procedures to transmit or transport SCI?

- DODM 5205.07, SAP Security Manual
- DODM 5105.21, Volume 1, SCI Administrative Security Manual (correct answer)
- DODM 5200.01, Volumes 1-3, DOD Information Security Program
- DODD 5230.11, Disclosure of Classified Military Information to Foreign Government and International Organizations

Feedback: Officials authorizing the disclosure of SCI are required to follow special security procedures in accordance with DODM 5105.21, Volume 1, SCI Administrative Security Manual.