

***Transmission & Transportation for
DOD Training Course***

Student Guide

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Center for Development of Security Excellence

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Lesson 1: Course Introduction

If you work with classified information, you are responsible for keeping it safe from accidental or intentional compromise. But classified information has little or no value unless you can share it with others who have a need to know.

The responsibility for safeguarding classified information becomes especially important when you need to transfer it from one person or location to another.

Several considerations come into play throughout the transmission and transportation process.

This course is about the factors you need to consider and the specific procedures you must follow in order to safeguard classified information that, if disclosed, could cause some level of damage to the national security of the United States.

Course Objectives

Here are the course objectives. Take a moment to review them.

- Identify the policy documents that govern transmission and transportation of classified information
- Based on classification level, explain the authorized methods for transmission and transportation of classified information
- State the dissemination requirements for special types of information
- Describe the procedures to escort or hand-carry classified information
- Identify the procedures to prepare classified information for transmission and transportation

Lesson 2: Transmission and Transportation Basics

Lesson Introduction

These procedures apply to all phases of the transfer process, from the point of origin to the final destination.

You must be familiar with these procedures and know where to look for guidance so you can successfully implement and execute them.

Objectives

Here are the lesson objectives. Take a moment to review them.

- Identify the sources of policy guidance for transmitting and transporting classified information
- Identify key issues to consider prior to transmitting or transporting classified information

Understanding Transmission and Transportation Procedures

Definitions

The term transmission and transportation refers not only to the physical transfer of classified material from a sender to a recipient, but also to the transmission of classified information via connective methods, such as cable, or wire, as well as via non-connective methods -- for example via radio, microwave, or laser.

Today's technological environment presents increasing challenges, as the material being transported may also include portable computing devices and media.

Classified materials are vulnerable to compromise while they are being transferred because they are not protected within an authorized storage container or location.

They must be continuously protected to prevent unauthorized access.

Vigilance and strict adherence to transmission and transportation policies are the keys to providing that protection.

Policy

Guidance on how to protect classified information during transmission and transportation ranges from national-level policy to command or activity level procedures.

At the national level, Executive Order 13526, Classified National Security Information, prescribes a uniform system for classifying, safeguarding, and declassifying national security information, including information related to defense against transnational terrorism.

At the Department of Defense, or DOD, level, DOD Instruction 5200.01, DOD Information Security Program and Protection of Sensitive Compartmented Information (SCI), and DOD Manual 5200.01, DOD Information Security Program, provide implementing guidance, including requirements and minimum standards for transmitting and transporting classified information.

The National Industrial Security Program Operating Manual (NISPOM), provides implementing guidance, including requirements and minimum standards for transmitting and transporting classified information for contractors cleared under the National Industrial Security Program or NISP. For more information on contractor requirements concerning transmission and transportation of classified materials, please see CDSE's course "Transmission and Transportation for Industry."

DOD component heads are responsible for establishing procedures for transmitting and transporting classified material. These procedures should aim to minimize the risk of compromise, while promoting the most cost-effective method.

Depending on your situation, local command or activity level authorities may issue additional guidance.

These policies and procedures will cover many, but not all, circumstances. As you will see later in this course, some information may require enhanced protection, special handling, or dissemination controls.

In addition to the requirements prescribed by DOD policy, this course will also highlight some best practices for the transmission and transportation of classified information.

Every time you see this icon, it indicates a useful tip that will help you in transmitting and transporting classified information.

Process

The process of transmitting or transporting classified material has several phases.

First the sender of the information has to determine whether it is appropriate to transmit the materials at all. There are some important considerations you need to think about before you decide to send classified information. For example, is the intended recipient authorized to receive it and will the recipient be able to store it properly?

Then, you need to make some advance preparations before the transmission. For example, you have to select which method you are authorized to use to transmit the information. And you will need to prepare the materials properly before they can be transported.

Once the materials are on their way, there may be some special handling procedures you need to be aware of.

Finally, the recipient has certain responsibilities once the materials arrive at their destination.

You will learn more about this process later in this course. Select [How?](#) to learn more about the decision to transmit or transport classified materials.

HOW?

Transmission/transportation of classified materials is appropriate when:

- The sender has the authority to share the material
- The receiver has a legitimate need-to-know, eligibility or access level, and appropriate secure storage for the level of material.

Here are some ways to ensure the receiver's ability to protect the classified information:

- To determine the storage capability at a U.S. government facility, contact the appropriate security official in advance.
- To determine the facility clearance (FCL) and storage capability of a contractor facility:
 - Review contractor data in the National Industrial Security System (NISS)
 - Contact the Defense Counterintelligence and Security Agency (DCSA) Field Office that oversees the recipient facility
 - Contact the recipient's Facility Security Officer (FSO) or security staff for large shipments

Review Activities

Review Activity 1

Which of the following provides guidance for transmitting and transporting classified material within DOD?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- DODM 5200.01, DOD Information Security Program
- DODI 5200.01, Information Security Program and Protection of Sensitive Compartmented Information (SCI)
- National Industrial Security Program Operating Manual (NISPOM)
- Component-level procedures

Review Activity 2

Which of the following must you consider when deciding whether to transmit or transport classified material?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Whether you are authorized to share the material
- Whether the receiver has the appropriate level eligibility
- Whether the receiver has a legitimate need-to-know
- Whether the receiver can store the material securely

Lesson 3: Selecting an Authorized Transmission Transportation Method

Lesson Introduction

When you have a need to transfer classified materials from one location to another, a variety of authorized methods are available to you.

The method you choose should minimize the risk of compromising classified information, yet still be cost-effective.

Objectives

Here are the lesson objectives. Take a moment to review them.

- Identify the factors affecting the choice of authorized method for transmission/transportation of classified material
- Based on classification level, identify the authorized transmission/transportation methods
- Identify when the escorting or hand-carrying of classified information is authorized

Selecting an Authorized Method

Relevant Factors

Multiple factors affect the decision for choosing the transmission or transportation method most appropriate for a given situation. Consideration of these factors will help you manage risk when sending classified information.

The primary factor you need to consider when selecting a method is the classification level of the information you need to send.

Classification level – that is, whether the information is Top Secret, Secret, or Confidential – is so important because it is based on the degree of damage to national security if the information was compromised. For this reason, you must select a transmission method that is authorized for the classification level of the material you are sending.

For each classification level, there are several authorized methods. Then, when you are trying to decide which of those methods to use, you can take the other factors into account to help narrow your choices. These include the nature of the information to be transmitted – that is, whether it is especially sensitive or is a special type of information. The size, weight, and type of material may also affect which transmission method is best. For example, although Secret materials are authorized to be sent via U.S. Postal Service Registered Mail, a large object might be too big or too heavy to be sent that way, so you will need to use a different authorized method.

Other factors you need to take into account are geographic considerations, time constraints, and whether there are any restrictions on disseminating the information. If, after taking all of these risk management factors into account, there is still more than one appropriate authorized method of transmission, you should use the most cost-effective one.

Terms and Definitions

TOP SECRET: "Top Secret" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to national security that the OCA is able to identify or describe.

SECRET: "Secret" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to national security that the OCA is able to identify or describe.

CONFIDENTIAL: "Confidential" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to national security that the OCA is able to identify or describe.

Policy Guidance

DOD Manual 5200.01, Volume 3, Enclosure 4, DOD Information Security Program, defines the specific methods that are authorized for transmitting classified information based on its classification level.

As you might expect, as the sensitivity of the information increases, there are fewer authorized methods you can use. This is because the more protection the information needs, the stricter the requirements for safeguarding it during transmission.

Methods authorized for sending Top Secret information are always authorized for sending information of a lesser classification level; specifically, Secret or Confidential materials.

And methods authorized for sending Secret information are always authorized for sending Confidential materials.

Now let's look in detail at the authorized methods by classification level for transmission and transportation of classified materials.

Authorized Methods by Classification Level

Top Secret Information

DODM 5200.01, Volume 3, Enclosure 4, identifies six methods to transmit Top Secret information. These methods can be grouped into four categories: direct contact between cleared personnel, cryptographic systems, courier services, including Defense, DOD components and diplomatic, and designated couriers or escorts cleared for access to Top Secret information.

Select each category to learn more.

Direct Contact

When two or more cleared people have a discussion or meeting in which classified information is exchanged, that is a form of transmission. Before you allow classified information to be transmitted in this way, you must consider the location, the people involved, and the information to be transmitted.

The physical location should be appropriate for a Top Secret classified discussion. You should be able to control access to the location. And the location should not have any prohibited electronic devices in it. The people involved in the discussion should have eligibility appropriate to the material to be discussed, and a valid need-to-know the information.

Finally, consider whether there are any special access requirements for the information to be discussed, such as a Special Access Program (SAP) or Sensitive Compartmented Information (SCI). As you consider these issues, you may need to make accommodations based on the number of participants in the meeting and your local command or activity guidance.

Term

appropriate: Appropriate physical location: The area must be approved for discussion at the Top Secret level.

Cryptographic Systems

Electronic transmission of classified information has the advantage of providing secure, real-time delivery. To be authorized, electronic transmission of classified information must be processed through a cryptographic system authorized by the Director of the National Security Agency, or DIRNSA, or a protected distribution system designed and installed to meet the requirements of the Committee on National Security Systems Instruction (CNSSI) No. 7003. This requirement applies to voice, data, message, and facsimile transmissions.

Common cryptographic devices include the Secure Terminal Equipment, or STE, secure telephones. These devices are also used as secure interfaces for fax machines when classified information is transmitted in this manner. Computers assessed or authorized to process classified information can also be used to transmit classified data. They use cryptographic data networks, such as the Secret Internet Protocol Router Network, or SIPRNET, and the Joint Worldwide Intelligence Communications System, or JWICS. The JWICS is authorized for information up to the Top Secret SCI level. The SIPRNET is authorized for information up to the Secret level. Telecommunication message traffic is also transmitted via a cryptographic system.

If you have any type of cryptographic equipment at your activity, a Communications Security, or COMSEC, custodian has been appointed and can provide additional guidance. Your COMSEC custodian may also be a source for identifying emerging secure communications technology.

HOW?

Before using a secure telephone to transmit classified information, you must ensure:

Classification level of discussion does not exceed classification level of the device
Sender and receiver both have appropriate eligibility and need-to-know for the information being transmitted

Equipment is secure

Ability exists to control access to physical location

Terms and Definitions

cryptographic system: A cryptographic system is any computer system that involves cryptography. Such systems include for instance, a system for secure electronic mail which might include methods for digital signatures, cryptographic hash functions, key management techniques, etc. Cryptographic systems are made up of cryptographic primitives, and are usually rather complex.

protected distribution systems: A protected distribution system (PDS) is a wire line or fiber optics distribution system with adequate electrical, electromagnetic, and physical safeguards to permit its use for the transmission of unencrypted classified information.

STE: Secure Terminal Equipment

COMSEC: Communications Security

SIPRNET: Secret Internet Protocol Router Network is a worldwide Secret-level packet switch network that uses high-speed internet protocol routers and high-capacity Defense Information Systems Network (DISN) circuitry.

JWICS: Joint Worldwide Intelligence Communications System is the sensitive compartmented information (SCI) portion of the Defense Information Systems Network (DISN). It incorporates advanced networking technologies that permit point-to-point or multipoint information exchange involving voice, text, graphics, data, and video teleconferencing.

SCI: Sensitive Compartmented Information (SCI) is classified information concerning or derived from intelligence sources, methods, or analytical processes required to be handled within formal access control systems established by the Director of National Intelligence (DNI).

Courier Services

There are two large government courier services authorized to transmit Top Secret materials: the Defense Courier Service, (DCS), and the Department of State Diplomatic Courier Service.

The Defense Courier Service, DCS, maintains and operates an international network of couriers and courier stations for the expeditious, cost-effective, and secure

transmission of qualified classified documents and material.

DCS transports classified material under the provisions of DOD Instruction 5200.33, Defense Courier Operations (DCO). This regulation contains information about the DCS regarding establishing an account, material authorized for shipment, prohibited material, locations, and preparing material for shipment.

The Department of State Diplomatic Courier Service provides regularly scheduled classified deliveries to Foreign Service missions via commercial aircraft. It also provides special State Department military support flights to transport heavy, oversize pouch material.

The DCS and the Department of State Diplomatic Courier Service have a reciprocal agreement. The DCS coordinates the use of the State Department service when the DCS does not provide services for a particular geographical area. DOD personnel assigned to U.S. embassies and consulates should follow Department of State Diplomatic Courier Service procedures for transmitting and transporting classified materials.

In addition to these two international courier services, DOD activities may establish local or regional courier services for the transmission and transportation of classified information.

WHAT?

Prohibited Material: The following material is not authorized for entry into the Defense Courier Service (DCS) system, regardless of classification or other qualifying criteria:

- Contraband, including controlled substances (particularly narcotics and dangerous drugs), as defined in Section 812 of 21 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, DCS, in advance
- Currency, military payment certificates, bonds, securities, precious metals, jewels
- Postage stamps or other negotiable instruments

Designated Courier/Escort

Cleared U.S. military and civilian employees may transmit or transport classified material from one location to another via a courier or an escort. When authorized, defense contractors may also transmit or transport classified information and should follow the guidance in the National Industrial Security Program Operating Manual or NISPOM. Further training on this topic is offered in the CDSE Transmission and Transportation for Industry eLearning course.

Couriers carry small, classified items and escorts accompany larger shipments of classified materials. Since hand-carrying and escorting could pose an unacceptable

risk of compromise, they are authorized only when the classified information is not available at the destination and is required by operational necessity or a contractual requirement, when information cannot be sent via a secure facsimile or by other secure means, and when arrangements have been made for secure storage of the material at a U.S. Government or cleared U.S. contractor facility.

In addition, couriers and escorts must meet requirements about location, mode of transportation, and authorization to transport.

MORE

Who may be couriers/escorts?

- U.S. military personnel
- Government civilian employees
- DOD contractors (guidance under the NISPOM)

What mode of transport may they use?

Surface: Owned, controlled or chartered by the U.S. Government or DOD contractors.

Air: Scheduled commercial passenger aircraft, or foreign carrier if no U.S. carrier is available, and the information will remain in the custody and physical control of the U.S. escort at all times.

Where may they courier/escort classified materials?

U.S. military, government civilians: Anywhere in the world

DOD contractors: Within and between the U.S. and its territories

What authorization is required?

U.S. military, Government civilians: Cleared, within written authorization by issuance of DD Form 2501 or Authorization Letter

DOD contractors: Cleared, with written authorization from the appropriate Cognizant Security Agency (CSA)

Term and Definition

Cognizant Security Agency (CSA): Agencies of the Executive Branch that have been authorized by E.O. 12829 to establish an Industrial Security Program for the purpose of safeguarding classified information under the jurisdiction of those agencies when disclosed or released to U.S. Industry. These agencies are: The Department of Defense (DOD), the Department of Energy (DoE), the Director of National Intelligence (DNI), the Nuclear Regulatory Commission (NRC), and the Department of Homeland Security (DHS). The Secretary of Defense (SECDEF) has been designated as Executive Agent for the National Industrial Security Program. Heads of the Executive Branches are required to enter into agreements with the SECDEF that establish the terms of the SECDEF's responsibilities on behalf of these agency heads for administration of Industrial Security on their behalf.

Secret Information

All of the methods you just learned about for sending Top Secret materials can also be used to transmit Secret materials. Note however, unlike Top Secret materials, cleared contractor employees may act as a courier for Secret material transmitted outside the U.S. or its territories provided it is authorized under a classified contract or by the Government Contracting Activity (GCA).

DODM 5200.01 identifies seven additional methods that can be used to transmit Secret information. These methods can be grouped into five categories. You can use some U.S. and Canadian mail services to transmit Secret material. You can transmit Secret materials via a cleared commercial carrier, or a General Services Administration, or GSA- approved overnight delivery company. You can use government-owned and government-contract vehicles, aircraft, and ships to transport Secret materials and in exceptional circumstances, you can use a cleared Civilian Reserve Air Fleet participant.

Select each category to learn more.

Note: Unlike Top Secret materials, cleared contractor employees may act as a courier for Secret material transmitted outside the U.S. or its territories provided it is authorized under a classified contract or by the Government Contracting Activity (GCA).

TOP SECRET authorized methods:

- Direct Contact
- Cryptographic Systems
- Defense Courier Service
- DOD Component Courier Service
- Dept. of State Courier Service
- Cleared Designated Courier/Escort

GSA: General Services Administration

Mail

The United States Postal Service, or USPS, offers two services that you may use for transmission of Secret material: Priority Mail Express and Registered Mail. Priority Mail Express is the fastest USPS service for delivery of time-sensitive material. Within the DOD, use of Priority Mail Express is authorized for transmission of Secret material only within the fifty states, the District of Columbia, and the Commonwealth of Puerto Rico.

It is important to note that the Priority Mail Express label requires that you actually check the “signature is required” box. USPS Registered Mail is the most secure service the USPS offers. Material shipped by this method remains under lock and key until delivered by the carrier, whereas Priority Mail Express is not. When purchased, both offer a system of receipts, to monitor the movement of mail from the point of acceptance to delivery. They provide the sender with a mailing receipt and allow for verification of delivery or delivery attempts and are tracked at each delivery point.

Remember, however, the Priority Mail Express receipt system can only validate that the package was physically received. It does not ensure the material inside reached the intended recipient and was properly safeguarded.

For U.S. Registered mail, however, the package must be delivered to the addressee direct. Registered Mail service is available within the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico.

Army Post Office, or APO, and Fleet Post Office, or FPO, locations worldwide are also serviced by USPS Registered Mail, although users must verify the mail remains under U.S. control.

Canadian Registered Mail with Registered Mail receipt may be used only between U.S. Government and Canadian government installations in the U.S. and Canada.

AFO/FPO: Army Post Office/Fleet Post Office.

MORE

Procedures for using 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 Carrier

Commercial carriers may be used for delivery of Secret bulk material if they meet certain conditions. The commercial carrier must be cleared under the National Industrial Security Program, or NISP, and provide a protective security service, or PSS.

Using a commercial carrier is authorized only within the continental United States (CONUS) when other methods are impractical. This method is also authorized between U.S. and Canadian government-approved locations documented in a transportation plan. The plan must be approved by U.S. and Canadian government security authorities. You must coordinate the use of commercial carriers through your local transportation, supply, or logistics department.

CONUS: Continental United States

NISP: National Industrial Security Program

WHAT?

National Industrial Security Program (NISP): A partnership between the federal government and private industry to safeguard classified information. The NISP was established by Executive Order 12829 to achieve cost savings and protect classified

information held by contractors, licensees, and grantees of the United States Government. The Order was signed by President Bush in January of 1993.

Redundant, overlapping, or unnecessary requirements impede the technological and economic interests of the U.S. Government. Executive Order 12829 calls for a single, integrated, cohesive system for safeguarding classified information held by Industry.

Consistent with the goal of achieving greater uniformity in security requirements for classified contracts, the four major tenets of the NISP are:

- Achieving uniformity in security procedures.
- Implementing the reciprocity principle in security procedures, particularly with regard to facility clearance and personnel eligibilities.
- Eliminating duplicative or unnecessary requirements, particularly agency inspections.
- Achieving reductions in security costs.

The NISP affects all Executive Branch agencies. The major signatories to the program are the:

- Department of Defense (DOD)
- Department of Energy (DOE)
- U.S. Nuclear Regulatory Commission (NRC)
- Director of National Intelligence (DNI)
- Department of Homeland Security (DHS)

MORE

Protective Security Service (PSS): A transportation protective service provided by a commercial carrier qualified by the Surface Deployment and Distribution Command (SDDC) to transport Secret shipments.

General requirements:

- Carrier must provide continuous attendance and surveillance of the shipment by qualified carrier representatives
- Carrier must maintain a signature and tally record

Air movement requirements:

- If shipment IS NOT accessible to an unauthorized person, observation is not required
- If the shipment IS accessible to an unauthorized person, it must remain under the constant surveillance of a cleared escort or qualified carrier representative

SDDC: Surface Deployment and Distribution Command, formerly known as Military Traffic Management Command (MTMC)

GSA-Approved Overnight Delivery Company

When you must deliver Secret material overnight to a DOD component within the U.S. and its territories, you may use one of the companies with a General Services Administration, or GSA, contract for overnight delivery. You can access a list of the companies currently approved by GSA for domestic express delivery services

through the GSA website.

The companies on this list meet the criteria for overnight domestic transmission of Secret information as prescribed in 32 CFR Parts 2001 and 2003 Classified National Security Information; Final Rule. They are U.S. owned and operated, provide automated in-transit tracking, and ensure package integrity during transit. If you wish to use the companies identified on the GSA Schedule, you must follow specific procedures.

MORE

Procedures for Using a GSA-Approved Overnight Delivery Service:

- Verify the correct mailing address
- Ensure that an authorized person will be available to receive the delivery
- (red prohibit symbol) NEVER execute the release signature block on the receipt label
- (red prohibit symbol) NEVER use an external (street-side) collection box
- (red prohibit symbol) Classified COMSEC, NATO, Foreign Government Information (FGI), and other special types of information may not be authorized for transmission this way
- (TIP icon) To facilitate delivery, the service may require a street address, the recipient's name, and a telephone number
- (TIP icon) 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.

GSA: General Services Administration

COMSEC: Communications Security

NATO: North Atlantic Treaty Organization

32 CFR: 32 Code of Federal Regulations

Government Vehicle

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 transmit Secret information.

A vehicle operator, ship officer, or aircraft pilot may be designated as an escort provided he or she is an appropriately cleared U.S. citizen, and control of the carrier is maintained on a 24-hour basis.

Escorts must protect the shipment at all times, through personal observation or authorized storage to prevent inspection, tampering, pilferage, or unauthorized access.

Observation of the shipment is not required during flight or sea transit, as long as

the shipment is loaded into a specialized secure, safe-like container or a compartment that is not accessible to unauthorized persons.

Civilian Reserve Air Fleet

In exceptional circumstances, with the written approval of the recipient government security authorities, you may transmit Secret material outside of the U.S. and its Territories in the hold of a cleared U.S. registered air carrier without an appropriately cleared escort. These carriers are participants in the Civilian Reserve Air Fleet.

The shipment must be sent between two specified points with no intermediate stops. The carrier must agree in advance to permit cleared and specifically authorized persons to observe placement and removal of the classified shipment from the air carrier.

The shipment must be placed in a compartment that is not accessible to any unauthorized person, or in the same type of specialized shipping container used by the DCS.

Activity

Scenario: For each transmission/transportation method listed, select the classification level(s) for which it is authorized.

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

1. USPS Certified Mail
 - Top Secret
 - Secret
 - Confidential

2. Defense Courier Service
 - Top Secret
 - Secret
 - Confidential

3. USPS Registered Mail
 - Top Secret
 - Secret
 - Confidential

4. A Commercial carrier that provides CSS
 - Top Secret
 - Secret
 - Confidential

5. Escort
 - Top Secret
 - Secret
 - Confidential

6. Government-owned and government-contract vehicles, aircraft, and ships
- Top Secret
 - Secret
 - Confidential

Job Aid

Take a moment to review this table, which summarizes the authorized transmission and transportation methods by classification level for the Department of Defense.

Select Print to print a copy from this screen. This job aid will also be available to you as a reference in the printable Student Guide for this lesson.

A table displays onscreen of two columns. One column lists transmission methods and the other lists classification levels divided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential

Cryptographic Systems: Top Secret, Secret, and Confidential

Defense Courier Service: Top Secret, Secret, and Confidential

DOD Component Courier Service: Top Secret, Secret, and Confidential

Dept of State Courier Service: Top Secret, Secret, and Confidential

Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential

USPS Registered Mail: Secret and Confidential

USPS Priority Mail Express: Secret and Confidential

Canadian Registered Mail: Secret and Confidential

GSA-approved overnight delivery company: Secret and Confidential

Commercial Carrier that provides PSS: Secret and Confidential

Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential

Civilian Reserve Air Fleet: Secret and Confidential

USPS Certified Mail: Confidential

USPS First Class Mail: Confidential

U.S. Citizen Commercial Carrier that provides CSS: Confidential

U.S. Citizen Operators of U.S. Registered Ships: Confidential

Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Review Activities

Review Activity 1

Statement 1 of 4. All methods authorized to send Secret information may also be used to transmit Top Secret information.

Select True or False. Then check your answer in the Answer Key at the end of this Student Guide.

- True
- False

Statement 2 of 4. The classification level of information is the primary factor that determines the method for sending it.

Select True or False. Then check your answer in the Answer Key at the end of this Student Guide.

- True
- False

Statement 3 of 4. The urgency of the need for classified information may affect the transmission method.

Select True or False. Then check your answer in the Answer Key at the end of this Student Guide.

- True
- False

Statement 4 of 4. All methods authorized to send Secret information may also be used to transmit Confidential information.

Select True or False. Then check your answer in the Answer Key at the end of this Student Guide.

- True
- False

Review Activity 2

Scenario: You are required to transmit Top Secret information to another DOD Component.

For each method, identify whether it is appropriate in the situation described. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 4. USPS Priority Mail Express

- Yes
- No
- Maybe

Question 2 of 4. Designated courier or escort

- Yes
- No
- Maybe

Question 3 of 4. Secure fax

- Yes
- No
- Maybe

Question 4 of 4. Commercial carrier

- Yes
- No
- Maybe

Review Activity 3

Scenario: You have wrapped a package containing hardware classified Secret. The package measures 2" x 4" x 14" and weighs 5 pounds. The material must arrive at another DOD Component destination within 24 hours. You are located within the United States, and the destination of the package is also within the United States.

For each method, identify whether it is appropriate in the situation described. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 4. USPS First Class Mail

- Yes
- No
- Maybe

Question 2 of 4. USPS Registered Mail

- Yes
- No
- Maybe

Question 3 of 4. USPS Priority Mail Express

- Yes
- No
- Maybe

Question 4 of 4. GSA Contract Holders for Overnight Delivery

- Yes
- No
- Maybe

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential

Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of US Registered Ships: Confidential

Review Activity 4

Scenario: You are tasked to transmit a legal-size envelope containing a Confidential memorandum. Your Component facility is located within the United States and the destination is the cleared facility of the prime contractor with which you have a classified contract.

For each method, identify whether it is appropriate in the situation described. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 4. USPS First Class Mail

- Yes
- No
- Maybe

Question 2 of 4. USPS Certified Mail

- Yes
- No
- Maybe

Question 3 of 4. Commercial Carrier

- Yes
- No
- Maybe

Question 4 of 4. Overnight Domestic Express Delivery

- Yes
- No
- Maybe

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of US Registered Ships: Confidential
Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Review Activity 5

Scenario: Your facility is within Washington, DC, and you have a contractual requirement to expedite the delivery of 25 copies of a 100-page Secret document to the office via offices of your prime contractor within the same geographical area. The information is urgently required for a high-level briefing by 10:00 AM the next day, and the information must be ready for immediate dissemination to attendees.

For each method, identify whether it is appropriate in the situation described. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 4. Defense Courier Service

- Yes
- No
- Maybe

Question 2 of 4. Cryptographic secure communications system

- Yes
- No
- Maybe

Question 3 of 4. Handy-carry by cleared U.S. military, civilian employee, or contractor

- Yes
- No
- Maybe

Question 4 of 4. Overnight Domestic Express Delivery

- Yes
- No
- Maybe

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of U.S. Registered Ships: Confidential
Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Review Activity 6

Scenario: A cleared employee at your facility has wrapped a package containing hardware classified Secret. The package measures 14" x 16" x 16", and weighs 72 pounds. To meet a contractual requirement, you must transmit the material to arrive at its destination within 24 hours. You are located within the United States, and the destination of the package is also within the United States.

For each method, identify whether it is appropriate in the situation described. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 4. USPS First Class Mail

- Yes
- No
- Maybe

Question 2 of 4. USPS Registered Mail

- Yes
- No
- Maybe

Question 3 of 4. USPS Priority Mail Express

- Yes
- No
- Maybe

Question 4 of 4. GSA Contract Holders for Overnight Delivery

- Yes
- No
- Maybe

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of US. Registered Ships: Confidential
Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Lesson 4 Disseminating Special Types of Information

Lesson Introduction

It is important to be aware of these types of information and their associated special requirements.

Objectives

Here are the lesson objectives. Take a moment to review it.

- Describe dissemination requirements outside the DOD
- List the special types of information with dissemination controls prior to transmission and transportation
- Identify the sources of guidance for the transmission and transportation of special types of information

Information Types and Guidance

Overview of Special Information Types

There are several types of special information you need to be aware of. These types of special information include: Communications Security, or COMSEC, information; Sensitive Compartmented Information, or SCI; Special Access Program, or SAP, information; and International Program information.

The nature of certain types of information requires enhanced protection, special handling restrictions, or limitations on how it can be disseminated. In all cases, a designated official is required for coordination and authorization before disseminating this information.

Terms

COMSEC: Communications Security

SCI: Sensitive Compartmented Information

SAP: Special Access Program

Dissemination Requirements Outside the DOD

Suppose a person from the State Department is working on a joint project with you and he provides you with a classified source document for the project.

Further, suppose someone in the Treasury Department asks you for some data in that report. What should you do? Classified information originating in another DOD Component or in a department or agency other than the Department of Defense may be disseminated to other DOD Components, to other U.S. departments or agencies, or to a U.S. entity without the consent

of the originating component, department or agency, as long as the recipient possesses the appropriate eligibility, a signed Non-Disclosure Agreement or NDA, and has a need-to-know. There are exceptions to this, however. For example, consent of the OCA is required for documents created prior to June 27, 2010 or that are derived from source document(s) dated prior to June 27, 2010. For more information on these exceptions, please see DOD Manual 5200.01, Vol. 3, Enclosure 4, Section 2.

Now let's look at the dissemination requirements for special types of information.

COMSEC

COMSEC is a program designed to deny unauthorized individuals information of value they might derive from possessing or studying telecommunications, and to ensure such communications are authentic.

COMSEC includes cryptosecurity, emission security, transmission security, and physical security of COMSEC material and information.

Transmission of COMSEC information must be approved by a designated COMSEC custodian.

The Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items is a Controlled Unclassified Information (CUI) instruction that further amplifies DODM 5200.01, Volume 3, DOD Information Security Program, procedures for transmission of classified and unclassified COMSEC material.

Terms

COMSEC: Communications Security

CNSSI: Committee on National Security Systems Instruction

CUI: Controlled Unclassified Information

Sensitive Compartmented Information

SCI is classified information handled within formal access control systems established by the Director of National Intelligence, or DNI. Transmission and transportation of SCI must be approved by the local SCI security official. This official can be the Special Security Officer, or SSO, the Special Security Representative, or SSR, or another designated individual.

These officials follow the procedures prescribed by DODM 5105.21, Volumes 1-3, Sensitive Compartmented Information Administrative Security Manual for the protection, safeguarding, transmission, and marking of SCI.

Terms

DNI: Director of National Intelligence

SSO: Special Security Officer

SSR: Special Security Representative

Special Access Program Information

SAPs are established for specific types of classified information having safeguarding and access requirements exceeding those normally required for information at the same classification level.

SAPs are established only when the program is required by statute; or when there is a specific finding that the vulnerability of, or threat to, specific information is exceptional; and the normal criteria for determining access to information classified at the same level are insufficient.

Dissemination of SAP information is always coordinated through the Program Security Officer, or PSO, or by the guidance provided in the Program Security Guide, or PSG, prior to its transmission outside a SAP facility.

SAPs are governed by policies and procedures found in Section 119, Title 10 (USC), Special Access Programs: Congressional Oversight, Executive Order 13526, Classified National Security Information, DODM 5205.07, Volumes 1-4, Special Access Program (SAP) Security Manual, and other applicable DOD policies and regulations.

MORE

Each SAP PSO is responsible for the security of the program and is governed by the policies and procedures contained in:

U.S. Code, Title 10, Section 119: Special Access Programs: Congressional Oversight

Executive Order 13526: Classified National Security Information

DOD Manual 5200.01: DOD Information Security Program

DOD Directive 5205.07: Special Access Program (SAP) Policy

DOD Instruction 5205.11: Management, Administration, and Oversight of DOD Special Access Programs (SAPs)

DOD Manual 5205.07: Special Access Program (SAP) Security Manual

Terms

SAP: Special Access Program

PSO: Program Security Officer

International Information

Policy

As international cooperation becomes an increasing part of our everyday life, providing high-quality security for sensitive information and technologies is a real and growing challenge.

The issues involved in the security management of international programs are often difficult and subtle. The potential consequences for our national security are significant, and the laws and policy documents that establish the requirements are many and complex.

The risk of this information being exploited and falling into the wrong hands must be taken into consideration.

DOD officials must understand how to protect sensitive information and technologies, while at the same time providing support to international programs.

Legal and national policy for security in most DOD international programs is derived from the Arms Export Control Act, or AECA; Executive Order 13526; and the National Security Decision Memorandum, NSDM 119.

Security Assistance is a group of programs (including Foreign Military Sales) authorized by law, that allows the transfer of military articles and services to friendly foreign Governments. Security Assistance programs must follow the same DOD policies concerning the disclosure of classified and controlled unclassified information as other international programs.

Based on these documents, the DOD has issued implementing guidance in DOD Directives and the International Program Security Handbook.

MORE

Table caption: International program security incorporates these policies for safeguarding information and technology requiring controls when generated by, provided to, or transferred in an international program. This includes the export and disclosure decision as well as any security arrangements.

Column one contains three rows: National Policy (light yellow), Security Assistance Programs (dark yellow), and DOD Implementing Guidance (light blue). Column two lists specific policies in alignment with the categories in column one. Column three lists selectable VIEW buttons for each specific policy.

National Policy: Arms Export Control Act (AECA); Executive Order 13526, Classified National Security Information; and National Security Decision Memorandum (NSDM) 119.

Security Assistance Programs: Foreign Assistance Act (FAA) of 1961, as amended; Executive Order 11958, Administration of Arms Export Controls; DODD 5105.65 Defense Security Cooperation Agency (DSCA); and DOD 5105.38-M Security Assistance Management Manual, (SAMM).

DOD Implementing Guidance: DODD 5100.55 United States Security Authority for North Atlantic Treaty Organization Affairs; DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations; DODD 5230.20 Visits and Assignments of Foreign Nationals; and DODD 5530.3 International Agreements.

Terms

Executive Order 11958: This E.O. allocates authority and responsibility for Security Assistance principally to the Secretary of Defense and the Secretary of State.

DOD 5105.65: Defense Security Cooperation Agency (DSCA), The Secretary of Defense's authority for Security Assistance provided E.O. 11958 is further delegated to the Under Secretary of Defense, Policy (USD(P)) and to the Director, DSCA, in this directive.

DOD 5105.38-M: Security Assistance Management Manual (SAMM) governs the procedures used to accomplish the Security Assistance mission within DOD. Chapter 3 and 7 address technology transfer and international transportation.

Types

International programs require sharing technology, classified military information, or CMI, and controlled unclassified information, or CUI, with allies and other friendly countries.

Now let's look in more detail at three types of international transfers of sensitive or classified information.

Terms and Definitions

International Programs: International programs are lawful and authorized government or commercial efforts in which there is a contributing or receiving foreign participant and information or technology is transferred from one country to another.

CUI: Controlled Unclassified Information

FGI: Foreign Government Information

NATO: North Atlantic Treaty Organization

U.S. Classified Information

An official who has been specifically delegated as the disclosure authority for a component or command may authorize disclosures of classified military information to foreign governments.

U.S. classified information may be shared with foreign governments only when there is a clearly defined benefit to the U.S. and there is a demonstrated intent and capability on the part of the prospective foreign recipient to safeguard the information.

All international transfers must take place through government-to-government channels or channels agreed upon by the governments involved with the transfer.

DOD Directive 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations, stipulates the means for ensuring proper transfer and the roles and responsibilities of the delegated disclosure authority.

DODM 5200.01, DOD Information Security Program identifies the procedures and methods for transmitting and transporting classified information to foreign governments.

Terms

government-to-government channels

Official government channels include:

- Military courier service
- Diplomatic courier service
- Military postal channels

- Government-approved secure electronic communications

CMI: Classified Military Information

FGI

Foreign Government Information, or FGI, is information the U.S. receives from a foreign government or international organization. FGI may be classified or unclassified. In addition to Top Secret, Secret, and Confidential, many foreign governments have a fourth level of security classification called Restricted, for which there is no U.S. equivalent.

Some foreign governments also have unclassified information protected by law or national regulations that is treated, and provided to other governments as “in-confidence” information. DODM 5200.01, DOD Information Security Program provides basic guidance for FGI.

However, the responsible national security authority of the originating government may alter the control and safeguarding requirements of FGI through treaties or international agreements.

Bilateral and multinational security and program agreements ensure that FGI receives protection equivalent to that provided by the originating government or international organization. This protection is also accomplished through the NATO security agreement and

U.S. national policy. The U.S. applies separate security procedures to protect FGI, using NATO standards as the baseline for U.S. procedures. Procedures and methods for transmission and transportation of FGI must be coordinated with the Designated Security Authorities and Cognizant Security Office of the countries involved.

To transfer FGI within the U.S. and its territories, use the same channels as for U.S. classified information of an equivalent classification, with one important exception. Never use express commercial carriers. As a general rule, receipts are required for all international transfers of classified and FGI, wherever they occur, although exceptions are made for Restricted information. There are no receipts for CUI.

Commonly known as the “third-country transfer,” the release or disclosure of FGI to any third-country requires the prior written consent of the originating government.

Term

CUI: Controlled Unclassified Information

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, Security within the North Atlantic Treaty Organization.

United States Security Authority for NATO Affairs, or USSAN, Instruction 1-07, Implementation of NATO Security Requirements, describes the policy for transmitting and transporting NATO classified information. This instruction is available from your NATO representative.

Individuals requiring access to NATO classified information must receive a security briefing on how to protect it and must complete a statement acknowledging receipt of the briefing.

Before sending out NATO classified information, you must ensure the recipients are authorized to receive it. Classified NATO information can be transmitted only through government-to-government channels unless both the sending and receiving governments agree in writing to an alternative.

Finally, you need to make sure that the markings on NATO classification information ensure it receives the degree of protection that the originator of the information requires.

Terms and Definitions

government-to-government channels: Official government channels include:

- Military courier service
- Diplomatic courier service
- Military postal channels
- Government-approved secure electronic communications

NATO: North Atlantic Treaty Organization

USSAN: United States Security Authority for NATO

Review Activity

Job Aid

Take a moment to review this table. This is a summary of the types of information, key contacts, and guidance for dissemination.

Select Print to print a copy from this screen. This job aid will also be available to you as a reference in the printable Student Guide for this lesson.

Types of Information with Special Controls on Dissemination	Key Contact for Transmission/Transportation	Key Guidance Documentation
Communications Security (COMSEC)	COMSEC Custodian	CNSSI No. 4001, Controlled Cryptographic Items DODM 5200.01, DOD Information Security Program
Sensitive Compartmented Information (SCI)	SSO, SSR, or other designated individual	DODM 5105.21, Volumes 1-3; Sensitive Compartmented Information Administrative Security Manual
Special Access Program(SAP)	PSO	Program Security Guide DODM 5205.07, SAP Security Manual
International Programs		<p>National Policy: Arms Export Control Act (AECA) Executive Order 13526 National Security Decision Memorandum (NSDM) 119</p> <p>Security Assistance Programs: Foreign Assistance Act (FAA) of 1961, as amended Executive Order 11958 DOD Directive 5105.65, Defense Security Cooperation Agency (DSCA) DOD 5105.38-M, Security Assistance Management Manual (SAMM)</p> <p>DOD Implementing Policy: DODD 5530.3, International Agreements DODD 5230.20, Visits and Assignments of Foreign Nationals</p>
U.S. Classified Information	Designated Individual	DODM 5200.01, DOD Information Security Program
U.S. Classified Military Information	Designated Individual	DODD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations
Foreign Government Information (FGI)	Designated Security Authorities Cognizant Security Office	DODM 5200.01, DOD Information Security Program
NATO Classified Information	Designated Individual	USSAN Instruction 1-07, Implementation of NATO Security Requirements DODD 5100.55, United States Security Authority for North Atlantic Treaty Organization Affairs

Terms

SSO: Special Security Officer

SSR: Special Security Representative

PSO: Program Security Officer Program Security Guide

Derived from:

U.S. Code, Title 10, Section 119

E.O. 13526

DODM 5200.01

DODD 5205.07

DODI 5205.11

DODM 5205.07

Review Activities

Review Activity 1

What is the DOD policy requirement for disseminating classified information from another Department or Agency in the U.S. government?

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

- You must comply with the COMSEC procedures in the Committee on National Security Systems Instruction (CNSSI) No. 4001.
- You must have the approval of your supervisor and comply with CNSSI No. 4001.
- You may share information with other agencies outside of DOD without additional approval unless the document was created before June 27, 2010 or otherwise stated.
- You must comply with procedures in the National Security Decision Memorandum 119.

Review Activity 2

Question 1 of 2. Which of the following are types of information that have special dissemination requirements?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Communications Security (COMSEC)
- Controlled Technical Information (CTI)
- Sensitive Compartmented Information (SCI)
- Special Access Program (SAP)

Question 2 of 2. Which of the following international programs have special dissemination requirements?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Foreign Government Information (FGI)
- NATO Classified Information
- Personal Data from European Union (EU)
- U.S. Classified Military Information (CMI)

Review Activity 3

For each information type, do standard transmission and transportation procedures apply or are there additional special procedures?

Make your selection. Then check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 5. Sensitive Compartmented Information (SCI)

- Standard Procedures
- Special Procedures

Question 2 of 5. Unclassified COMSEC materials

- Standard Procedures
- Special Procedures

Question 3 of 5. Top Secret aircraft capabilities data shared with a DOD contractor

- Standard Procedures

- Special Procedures

Question 4 of 5. NATO Classified Information

- Standard Procedures
- Special Procedures

Question 5 of 5. Foreign Government Information (CMI and CUI)

- Standard Procedures
- Special Procedures

Review Activity 4

Question 1 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Type of Package: FGI

Callout box branching from the phone:

- Rollover: PSO Program Security Officer
- Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- Designated Individual
- COMSEC custodian
- Designated Security Authorities/Cognizant Security Office

Callout box branching from a policy document:

- Rollover: DODM 5200.01 DOD Information Security Program

Callout box branching from another policy document:

- Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items

Callout box branching from another policy document:

- Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual

Callout box branching from another policy document:

- Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual

Callout box branching from another policy document:

- Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Question 2 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Type of Package: SCI

Callout box branching from the phone:

- Rollover: PSO Program Security Officer
- Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- Designated Individual
- COMSEC custodian

- o Designated Security Authorities/Cognizant Security Office
- Callout box branching from a policy document:
- o Rollover: DODM 5200.01 DOD Information Security Program
- Callout box branching from another policy document:
- o Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items
- Callout box branching from another policy document:
- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual
- Callout box branching from another policy document:
- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual
- Callout box branching from another policy document:
- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Question 3 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Type of Package: COMSEC

Callout box branching from the phone:

- o Rollover: PSO Program Security Officer
- o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- o Designated Individual
- o COMSEC custodian
- o Designated Security Authorities/Cognizant Security Office

Callout box branching from a policy document:

- o Rollover: DODM 5200.01 DOD Information Security Program

Callout box branching from another policy document:

- o Rollover: CNSSI No. 4001 Committee on National Security Systems (CNSSI) Instruction No. 4001, Controlled Cryptographic Items

Callout box branching from another policy document:

- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual

Callout box branching from another policy document:

- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual

Callout box branching from another policy document:

- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Question 4 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Type of Package: U.S. CMI for Japan

Callout box branching from the phone:

- o Rollover: PSO Program Security Officer
 - o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
 - o Designated Authority
 - o COMSEC custodian
 - o Designated Security Authorities/Cognizant Security Office
- Callout box branching from a policy document:
- o Rollover: DODM 5200.01 DOD Information Security Program
- Callout box branching from another policy document:
- o Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items
- Callout box branching from another policy document:
- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual
- Callout box branching from another policy document:
- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual
- Callout box branching from another policy document:
- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Question 5 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Type of Package: SAP

Callout box branching from the phone:

- o Rollover: PSO Program Security Officer
 - o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
 - o Designated Individual
 - o COMSEC custodian
 - o Designated Security Authorities/Cognizant Security Office
- Callout box branching from a policy document:
- o Rollover: DODM 5200.01 DOD Information Security Program
- Callout box branching from another policy document:
- o Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items
- Callout box branching from another policy document:
- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual
- Callout box branching from another policy document:
- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual
- Callout box branching from another policy document:
- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Terms and Definitions

PSO: Program Security Officer

SSO: Special Security Officer

SSR: Special Security Representative

DODM 5200.01: DOD Information Security Program

CNSSI No. 4001: Committee on National Security Systems Instruction (CNSSI)

No. 4001, Controlled Cryptographic Items

DODM 5105.21

Sensitive Compartmented Information Administrative Security Manual

PSG & DODM 5205.07

- Program Security Guide
- DODM 5205.07, SAP Security Manual

DODD 5230.11: Disclosure of Classified Military Information to Foreign Governments and International Organizations

Lesson 5: Hand-Carrying and Escorting Classified Information

Lesson Introduction

When classified materials must be transported by courier from one location to another, special procedures are required to ensure the security of the information.

DOD Manual 5200.01, Volume 3, DOD Information Security Program, includes requirements for escorting or hand-carrying classified materials.

In this lesson, you will learn what the requirements are for authorized couriers of classified materials. You will learn what must be included in a courier briefing so that individuals understand and acknowledge their security responsibilities. You will also learn what documents are required and what additional procedures are needed when traveling aboard a commercial passenger aircraft. As you know, additional protection is provided to SAP information through classification management and marking, above and beyond what is provided to classified information. In this lesson, you will review what classification management is and how SAP information is protected with SAP marking and release requirements.

Objectives

Here are the lesson objectives. Take a moment to review them.

- Identify who can escort or hand-carry classified materials
- Identify the requirements for escorting or hand-carrying classified materials
- Identify the required contents of a courier briefing

Authorized Individual

Who is Authorized?

When the decision has been made that transporting classified materials requires hand-carrying or escorting, who is authorized to perform the task?

An authorized person is an individual who has a favorable determination of eligibility for access to classified information at an appropriate level. This individual has signed a non-disclosure agreement and has a need-to-know for the specific classified information in the performance of official duties. In this case, need-to-know is satisfied by virtue of the officially assigned duty to escort classified information, although the individual may not otherwise require access to the information.

There are regulatory requirements that must be satisfied before the authorized individual can hand-carry or escort classified materials. First, the individual must receive a courier briefing. Second, the individual must be given the proper authorizing documentation.

The remainder of this lesson will address these two requirements as well as special considerations when travel is necessary on a commercial passenger aircraft.

Terms and Definitions

Authorized individual: A person who has a favorable determination of eligibility for access to classified information, has signed an approved nondisclosure agreement, and has a need-to-know for the specific classified information in the performance of official duties.

need-to-know: A criterion used in security procedures that requires the custodians of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform or assist in a lawful and authorized governmental function.

hand-carry: 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, and direct point-to-point delivery is made.

escort: Process whereby a cleared employee accompanies a shipment of classified materials to its destination. The classified material does not remain in the personal possession of the escort but the conveyance in which the material is transported remains under the constant observation and control of the escort.

courier: Individual authorized to hand-carry or escort classified materials.

Briefing Requirements

Introduction

Once the decision is made to have the materials escorted or hand-carried, and an individual is selected, there are regulatory requirements that must be met. One of those requirements is for the designated individual to receive a courier briefing. Individuals escorting or hand-carrying classified information must be informed of and acknowledge their security responsibilities before they are authorized to serve as a courier. Heads of specific Components may require written acknowledgement of this briefing for program oversight. The entire briefing must be given before the courier performs the assignment.

The objective of the briefing is to provide couriers with the appropriate procedures to safeguard the classified information so as to ensure its integrity while in transit. To identify the timeline of a courier's responsibilities, the content for the briefing can be sectioned into pre-trip considerations, en route considerations, and post-trip considerations.

In this topic we will cover the baseline briefing as required by DODM 5200.01, Volume 3. Note that individual Components may have additional requirements.

Pre-Trip Considerations and Requirements

The requirements and procedures for hand-carrying and escorting classified materials do not start when a courier leaves the building. There are many pre-trip considerations. Before leaving a secure facility with classified materials, couriers must make sure their personal travel documents are in order. Depending on the task, personal travel documentation may include passports, courier authorizations, medical records, travel itineraries, or other documents. It is the individual's responsibility to ensure that his or her personal travel documents are complete, valid, and current.

The system for keeping track of the classified materials begins before the materials leave the facility. Couriers need an inventory of the classified materials. One copy of the inventory stays in the courier's security office, and the courier carries a copy. If disclosure of the classified information to foreign nationals is involved, the DOD Component official responsible for approving the hand-carry is also responsible for obtaining disclosure authorization.

Couriers should also be knowledgeable about the regulatory requirements for packaging classified materials for transmission or transport and their responsibility to report any suspicious contacts that may occur during the course of the trip.

En Route Considerations and Requirements

During the trip, couriers are responsible and liable for the materials they are transmitting. In cases of emergency, couriers must take measures to protect the classified materials. If it is necessary for a trip to include an overnight stop, couriers must store the classified materials at a prearranged or cleared facility in a manner appropriate for the classification level of the materials.

While en route, couriers are encouraged to promptly report to cognizant security officials any suspicious contacts or any act or incident that might jeopardize or compromise the security of the classified materials. There are some things that couriers should not do while transmitting classified materials. They must not discuss or disclose classified material in public. They must not deviate from the authorized travel schedule. They should also be advised not to make any unnecessary stops, but to proceed directly from the point of departure to the destination. Couriers must never, under any circumstances, leave classified materials unattended or unsecured.

During overnight stops, they must not store classified materials in hotel rooms, hotel safes, private residences, public lockers, unattended vehicles, or use any other unauthorized storage means. Couriers must not open the materials en route, except under circumstances involving a border crossing.

Terms and Definitions

Prearranged/Cleared Facility:

- U.S. military facility
- U.S. government facility
- U.S. embassy
- Cleared U.S. contractor facility

Unauthorized Storage:

- hotel rooms
- hotel safes
- private residences
- public locker
- unattended vehicles
- any other unauthorized storage means

En Route Border Crossings

Advise couriers of their responsibilities if a border crossing with another country is involved. There is no assurance of immunity from search by the customs, police, or immigration officials. If such an official inquires about the contents of the materials, the courier must present their courier orders and ask to speak to the senior customs, police, or immigration official. This action will normally suffice to pass the material through unopened.

However, if the senior official demands to see the package contents, the package may be opened in their presence, but this should be done in an area out of sight of the general public.

Couriers should take precautions to show officials only as much of the contents as will satisfy them that the package does not contain any other item. Upon completion of the examination, couriers will need to ask the official to repack the material or volunteer to assist in repacking. Then couriers must request that the senior official provide evidence of the opening and inspection of the package.

The senior official should sign shipping documents, if there are any, or the courier certificate confirming that the package was opened.

Couriers must inform both the dispatching security officer and addressee in writing that the material was opened.

Post-Trip Considerations and Requirements

Couriers are not finished with their tasks until the classified materials have been accounted for at their point of origin.

If a courier is returning the materials to the original facility, then he or she must return them in a properly sealed package. The materials will be re-inventoried to make sure they are all there.

If the materials are not being returned, then the courier may be required to produce a receipt signed by the security officer from the organization to which they were delivered.

Recap of Briefing Requirements

This concludes the discussion of the briefing requirements. The importance of the courier briefing cannot be over emphasized.

Couriers are entrusted with the protection of classified information in their role of escorting or hand-carrying classified information.

You have seen the minimum requirements for these phases of the trip.

Components or programs may have additional enhanced requirements.

A Job Aid that summarizes the courier briefing requirements is available from the printable Student Guides for this course.

Select Courier Briefing to review it now.

Courier Briefing

Courier briefing for escorting or hand-carrying classified information (not using

The briefing must take place before the assignment. Couriers must be informed of and acknowledge their security responsibilities as described below.

Pre-Trip Considerations

- Courier ensures personal travel documents are complete, valid, current.
- Courier has one copy of inventory (another copy of inventory stays in security office).
- Courier has disclosure authorization, if disclosure of the classified information to foreign nationals is involved.
- (Tip icon) Couriers should understand packaging requirements for classified materials.
- (Tip icon) Couriers should be briefed on their responsibility to report suspicious contacts or incidents.

En Route Considerations

- Couriers are liable and responsible for materials.
- Couriers must protect materials in case of emergency.
- Couriers must use appropriate storage, if necessary, in pre-arranged U.S. military facility, U.S. government facility, U.S. embassy, or cleared U.S. contractor facility.
- Couriers must NOT discuss the materials in public.
- Couriers must NOT deviate from authorized travel schedule.
- Couriers must NOT leave materials unattended or unsecured.
- Couriers must NOT store the materials in an unauthorized way. (This includes: hotel rooms, hotel safes, private residences, public lockers, unattended vehicles, and any other unauthorized storage means.)
- Couriers must NOT open material en route (except as described below).

(Tip icon) Couriers should report suspicious contacts or incidents.

(Tip icon) Couriers should make no unnecessary stops en route to their delivery point.

En Route Considerations – Border Crossing

There is no assurance of immunity from search by customs, police, or immigration officials.

- If an official inquires about the material:
 - Courier must show courier authorization orders.
 - Courier must ask to speak to the senior official.
- If senior official demands opening package:
 - Courier may open package in the official's presence away from public view.
 - Couriers should show only as much of contents as will satisfy the official that the package does not contain any other item.

- Couriers must ensure package is repackaged.
- Courier must have senior official sign the package and shipping documents or courier certificate.
- Courier must inform both addressee and dispatching security officer in writing that materials were opened.

Post-Trip Considerations

- Receipt – If courier is not returning materials, courier may be required to produce receipt signed by security officer of receiving organization.
- Re-inventory – If courier is returning materials to original facility, courier must return materials in properly sealed package. Materials will be re-inventoried.

Other Requirements

Authorization Documents

In addition to the requirement for a courier briefing, written authorization must be issued for the individual. If the mission involves commercial air travel, a letter of authorization for travel aboard commercial passenger aircraft is required. This letter must be on agency letterhead.

You will need to issue an authorization letter each time an individual is required to escort or hand-carry classified information aboard a commercial passenger aircraft. Provide the courier with the original letter. A reproduced copy is not acceptable. Also provide the courier enough authenticated copies to give to each airline involved.

If travel on a commercial airline is not involved, a DD Form 2501 may be used if there is a continuing need for hand-carry or escort services, or a written authorization statement may be included in official travel orders. Neither of these documents can be used to authorize hand-carry or escort of classified materials when traveling on commercial aircraft.

The appropriate documented authorization is not only a regulatory requirement, but it also provides justification for individuals to have classified information in their possession.

Select each type of documentation to learn more about what they should contain.

Letter of Authorization

An original letter of authorization on agency letterhead is required each time an individual is required to escort or hand-carry classified information aboard a commercial passenger aircraft. The letter must include: the full name of the individual and his or her employing agency or company; a description of the type of identification the individual will present; a description of materials being carried, such as the number of packages, the dimensions of each package, and the addressee and addressor. The letter must specify the point of departure, the destination, and any known transfer points.

Note that Components may require, and others may find it useful, to provide additional flight itinerary information. The letter must have a date of issue and expiration date. It must have the name, title, and signature of the official issuing the letter. Each package or carton to be exempt shall be signed on its face by the

official who signed the letter. There must be contact information on the letter for confirmation purposes. If foreign travel is involved, the letter must be translated into the official language of the country the courier will be traveling to.

DD Form 2501

DD Form 2501, Courier Authorization Card may be issued when there is a continuing need to escort or hand-carry classified information. Certain safeguards apply when the form is used. It must be signed by an appropriate official in the individual's servicing security office. Stocks of the form are controlled to preclude unauthorized use.

The form is issued for no more than two years at a time. After the form expires, the requirement for authorization to hand-carry is reevaluated and a new form issued, if appropriate.

Only the last four (4) digits of the individual's social security number shall be used in completing the DD Form 2501. Currently valid DD Forms 2501s shall be updated when renewed. The use of this form is in accordance with policies and procedures established by the official having security responsibility for such information or programs.

Authorization Statement

If DD Form 2501 is not being used, an authorization statement may be issued. The authorization statement may be a separate document, or the statement may be included in official travel orders, except for travel aboard commercial passenger aircraft. The authorization statement should contain the same information provided in DD Form 2501.

Use of Commercial Passenger Airline

It is sometimes necessary for a courier to take classified materials on a commercial passenger aircraft. Since employees carrying classified materials are subject to routine processing by airline security agents, this mode of transporting classified information presents special risks and challenges. If it is necessary to travel by commercial passenger aircraft, all airlines involved should be U.S. carriers. Only if a U.S. carrier is not available may a foreign carrier be used.

The DOD information Security Program provides specific guidance on how to handle these challenges, including special pre-trip planning considerations and issues to consider at the airport.

Select Pre-Trip Considerations and En Route Considerations to learn more about the procedures for hand-carrying and escorting classified materials on a commercial passenger aircraft.

Pre-Trip Considerations

To facilitate processing through airline ticketing, screening, and boarding procedures, coordinate in advance with airline and departure terminal officials, and when possible, with intermediate transfer points. Local Transportation Security Administration, or TSA, offices can often be of assistance. During this coordination, specific advice should be sought regarding the nature of the required documentation.

The courier must carry an original authorization letter on agency letterhead stationery. The courier must have a DOD or contractor-issued identification card including a photograph, descriptive data, and signature. If the identification does not contain date of birth, height, weight, and signature, these items must be included in the written authorization letter. If the courier will be escorting bulk materials, make advance arrangements with the airline regarding the observation of loading and unloading of the materials.

As you prepare the classified materials for transporting aboard commercial passenger aircraft, visit the TSA website first to obtain a current list of prohibited items. Use this list to prevent prohibited items from being inadvertently included in the materials, thereby minimizing the likelihood of a security concern.

En Route Considerations

Couriers who are hand-carrying classified materials should proceed through normal airline ticketing and boarding procedures. They should offer classified packages for routine inspection without drawing attention to the fact that they are transporting classified material. If they are challenged by airport security screening officials, they should discretely 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.

Couriers who are escorting classified bulk material must ensure the integrity of the classified bulk material during loading and unloading.

This is accomplished by the courier or appointed representative physically observing the loading and unloading of the classified bulk material, and the closing and opening of the cargo compartment.

Review Activities

Review Activity 1

What conditions or requirements must be satisfied before an individual can hand-carry or escort classified materials?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Has a favorable determination for eligibility for access to classified information
- Has a signed non-disclosure agreement
- Has a need-to-know for performance of official courier duties
- Has received a courier briefing
- Has examined the classified materials before they are packaged
- Has received an authorizing letter, statement, or form

Review Activity 2

Question 1 of 5: What are some pre-trip considerations for couriers?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- The courier must ensure personal documents are complete, valid, and current.
- The courier must have a copy of the inventory of the classified materials.
- The courier must have an authorization letter, form, or statement.
- The courier must have a disclosure authorization if disclosure of the classified information to foreign nationals is involved.

Question 2 of 5: Which of the following statements are true?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Couriers are responsible for the classified materials.
- Couriers are not liable for the classified materials.
- Couriers must take measures to protect the classified materials in cases of emergency.
- Couriers may be required to obtain a receipt for any classified materials delivered.

Question 3 of 5: What are courier requirements and guidelines while hand-carrying or escorting the materials?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Couriers must never leave the materials unattended.
- Couriers must discuss the materials only with other couriers.
- Couriers may make a detour for personal reasons when en route as long as they arrive on schedule at the destination.
- Couriers must open the materials at least once to ensure they are intact.

Question 4 of 5: If an overnight stay is required, which of the following are authorized for storing classified materials?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- A U.S. military facility

- A U.S. embassy
- A cleared contractor facility
- A hotel safe in a locked hotel room

Question 5 of 5: If a border crossing is required, and an official at the border questions the contents of the materials, what must the courier do?

Select all that apply. *Then check your answers in the Answer Key at the end of this Student Guide.*

- Request immunity from search
- Present the courier authorization papers
- Ask to speak to a senior official
- Agree to open the package but only in public view so there are witnesses

Review Activity 3

Select True or False for each statement. *Then check your answers in the Answer Key at the end of this Student Guide.*

Statement 1 of 5: If traveling by commercial passenger aircraft, the courier must carry the original of the authorization letter.

- True
- False

Statement 2 of 5: A separate authorization letter must be issued each time a courier has an assignment that involves travel on a commercial passenger aircraft.

- True
- False

Statement 3 of 5: DD Form 2501 must be used if the courier will travel using a commercial passenger aircraft.

- True
- False

Statement 4 of 5: An authorization statement for the assignment may be included in travel orders if the courier is not traveling via commercial passenger aircraft.

- True
- False

Statement 5 of 5: DD Form 2501 may be issued for a period up to two years if there is a continuing need to escort or hand-carry classified materials.

- True
- False

Review Activity 4

When traveling by commercial passenger aircraft, to whom should the courier show the authorization letter?

Select all that apply. *Then check your answers in the Answer Key at the end of this Student Guide.*

- To the airline agent at the ticket counter before checking in
- To the senior TSA official when going through security
- To any TSA official that challenges the contents of the materials
- To the airline agent at the gate before boarding
- To the flight attendant when on board

Lesson 6: Preparing Materials for Transmission and Transportation

Lesson Introduction

No matter which authorized method of transmission or transportation you use, you must take steps to protect classified materials from unauthorized access during transit.

DOD Manual 5200.01 Volume 3, DOD Information Security Program, includes requirements for packaging, addressing, and tracking classified materials in preparation for transmission and transportation for DOD entities.

In this lesson, you will learn the baseline requirements for preparing classified material for transmission and transportation. Some facilities or components may have more stringent requirements than those presented here.

Objectives

Here are the lesson objectives. Take a moment to review them.

- Identify the purpose of and the basic concepts involved in properly preparing classified material for transmission and transportation
- Identify the requirements for wrapping envelopes and parcels that contain classified material
- Identify how proper packaging requirements are met when using alternate forms of wrapping materials

Basic Packaging Concepts

Purpose

Classified packages must be prepared for transmission and transportation by packaging and sealing them in a way that minimizes the risk of accidental exposure and facilitates the detection of deliberate tampering.

Overview of Procedures

You can minimize these risks by following some basic packaging procedures. It is recommended you always verify the recipient's eligibility and access level. It is also recommended to verify the receiving activity's mailing address prior to transmission because some activities may have a specific mailing address for the receipt of classified material, or their address may have changed.

Once all the information has been verified, the classified material must be protected with two layers of durable, opaque wrapping or packaging material. Double wrapping ensures the classified material is not exposed if the outer wrapper is damaged in transit or opened by someone other than the intended recipient. It is not necessary to double-wrap materials being transmitted within a facility, but the material must be protected adequately to prevent any unauthorized disclosure of classified information.

Receipts are required for all transfers of classified information and material to a foreign government,

except in two instances: (1) Most foreign governments waive the receipt requirement for their restricted information; and (2) Transmissions of classified information to a foreign government by Information Technology, or IT, and communications systems meeting the requirements of the DODM 5200.01, Volume 3 shall, at a minimum, be audited to ensure that the intended recipient receives the information. The audit procedures for verifying receipt shall be commensurate with those specified in DOD Instruction 8500.01. The receipts serve two important purposes. First, they document the transfer of security jurisdiction between the governments. Second, they alert the recipient government that the information or material has been transferred, and that it is responsible for protecting the information or material in compliance with the pertinent security or program agreement or arrangement.

Let's look more closely at procedures for double-wrapping and keeping track of classified materials that are small enough to fit in an envelope or a small parcel.

Term and Definition

Opaque layers: The requirement for opaque wrapping means the wrapping material must prevent visual observation of the material inside.

Applying Packaging Concepts

Envelopes and Small Parcels: Inner Wrapper

Inner wrappers provide the first layer of protection for classified information being transmitted or transported, but if classified text comes in direct contact with the inner wrapper, there is a risk of exposure through image transfer or the surreptitious use of technology that can render the wrapper translucent.

You can prevent classified text from coming in contact with the inner wrapper by placing something between the document and the envelope or by folding the document in on itself. It is important to mark the inner wrapper properly because at some government activities and DOD contractor facilities, the outer wrapper may be removed by someone other than the intended recipient.

Inner wrapper markings must include the receiving government activity or cleared contractor mailing address and the sender's return address. The inner envelope may have an attention line with a person's name. Make sure the mailing address is legible so the classified material is not delivered into the wrong hands! To facilitate timely delivery, it is recommended the inner wrappers include the name or office symbol of the intended recipient.

Note, however, classified information intended only for U.S. elements of international staffs or other organizations must be addressed specifically to those elements. The inner wrapper must also be labeled with the highest classification level of the contents, and any special markings, such as Restricted Data or NATO. It is recommended these markings appear on all sides of the inner wrapper.

DODM 5200.01, Volume 3, Appendix to Enclosure 4, DOD Information Security Program, addresses the subject of receipts for classified information during transmission and transportation. It is recognized that receipt systems may be prescribed in most situations by heads of the DOD Components when transferring classified to foreign governments. The receipts serve two important purposes. First, they document the transfer of security jurisdiction between the governments. Second, they alert the recipient government that the information or material has been transferred, and that it is responsible for protecting the information or material in compliance with the pertinent security or program agreement.

When a receipt is necessary, it should be attached to or enclosed in the inner wrapper. The receipt must identify the sender, the addressee, and the contents of the package. This regulation also does not dictate how to seal the inner wrapper. However, to facilitate the detection of tampering and to prevent accidental exposure that may occur during transit, the use of reinforced gummed tape is recommended.

HOW?

To avoid direct contact between classified text and inner wrapper:

- (TIP icon) Use:
 - Classified coversheets (SF 703, 704, 705)
 - Cover transmittal letters
 - Opaque paper
 - Cardboard
- (TIP icon) Fold the document in on itself

Envelopes and Small Parcels: Outer Wrapper

The outer wrapping is the second layer of protection for classified information being transmitted. It is also the first line of defense against a potential threat.

Once the classified package is in transit, the only physical protection of the material inside is the integrity of its wrapping. The outer wrapper must be durable. It is recommended that you use corrugated cardboard or heavy-weight kraft paper. The size of the outer wrapper should minimize the movement of the inner wrapper. This prevents the weight of the inner wrapper from shifting and compromising the seams of the outer wrapper.

Like the inner wrapper, the outer wrapper must be marked with the receiving government activity or DOD contractor's mailing address approved for receipt of classified information. It must also include the sender's return address. The outer wrapper may include office codes, numbers, or phrases in the Attention line, but it should not include individual names unless it is being sent via General Services Administration contract overnight delivery service. The outer wrapper should not bear any classification markings or special handling instructions indicating its contents are classified.

Like the inner wrapper, the outer wrapper should be sealed to prevent accidental exposure during transit. The use of reinforced tape is recommended. When Confidential information is transmitted via United States Postal Service or USPS First Class Mail, the outer wrapper must contain the following statement, "Return Service Requested."

Now that you understand the basic requirements for wrapping classified materials, let's consider some alternate ways these requirements can be met.

Classified Components

Encased equipment items with classified internal components may be relatively small, such as a hard drive, or they may be bulky, such as a mission data recorder. When the outside shell or housing of a small packageable component does not expose the internal classified information, the outer casing can be considered the inner enclosure packaging.

If someone wrote or attached something classified to the hard drive, it would, however, require

double wrapping. If the classified material is an inaccessible internal component of a bulky item of equipment, it may not be easily packaged. In these cases, the outside housing of the item may be considered a sufficient enclosure provided it does not reveal classified information.

Additionally, the classified internal components of bulky equipment must be inaccessible.

Hand-carried Materials: Briefcases and Pouches

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. Let's consider marking requirements for these types of wrappers.

Although a briefcase does not need to be addressed in the same way that a package does, the sender's mailing address must be displayed prominently on the outside of the briefcase or pouch. This could be accomplished by placing the required information under the clear protection label area offered by some manufacturers, attaching a luggage tag to the handle, or embroidering the information directly onto the pouch.

To avoid drawing attention to the material during transit, don't place markings, seals, or labels on the outside that identify its affiliation with the Department of Defense. Zippered pouches must have the name and address of the sending organization and the name and telephone number of a point of contact, or POC, displayed prominently on the outside.

Some activities meet this requirement by affixing a business card to the pouch. Another way to meet this requirement is to embroider the information directly onto the pouch. The pouch must also have a serial number displayed conspicuously on its exterior. The pouch must be locked and its key must be kept in a separate, sealed envelope. The activity authorizing the use of the 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 shall in no way abrogate 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.

MORE

Additional Guidance for Use of Briefcases or Zippered Pouches for Hand-carrying Classified Material:

- Clearly and recognizably display the name and street address of the organization sending the classified material, and the name and telephone number of a point of contact within the sending activity on the outside of the briefcase or pouch.
- Serially number the pouch or briefcase and clearly display this serial number on its exterior surface.
- Lock the briefcase or pouch and place its key in a separate sealed envelope.
- Store the briefcase or pouch, when containing classified material, according to the highest classification level and any special controls applicable to its contents.
- The activity authorizing 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 shall in no way abrogate 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.

Large Bulky Items

Some classified material is of a size, weight, or nature that is not reasonably packageable, such as some military equipment. Yet, because its exposure reveals classified information, alternative packaging must be used. The covering materials must be opaque to hide all classified features and durable enough to ensure the protection while the material is in transit. A satellite array or a weapons system could be securely draped with a tarp, canvas shroud, or similar covering.

Specialized shipping containers, including closed cargo transporters, the igloos used with the Defense Courier Service for air transport, or palletized containers for military air cargo shipments may be considered the outer wrapping for this type of shipment. In these circumstances, the mode of transport becomes very important. The freight should be shipped in closed vehicles when required. Additional safeguards, such as escorts, may be needed. Movement of this type of material is often complex, and may require coordination with supply or logistics elements. A transportation plan may also be required.

Additional procedures include notifying the consignee of the shipment, identifying any transshipment activities, and identifying actions to be taken in case of non-delivery or unexpected delay in delivery. It is recommended that security personnel coordinate with their supply or logistics elements to determine the authorized mode of transit.

MORE

Transportation plans support the movement of bulky classified material. The development of this plan requires research and coordination with various officials, including local, state, and federal authorities. Following this coordination, a transportation plan is developed and approved. As with any complex task, advance planning is critical. [Tip icon] Topic areas to be considered in the development of a transportation plan may include, among other areas:

Title of Plan

Date of movement

Authorization/Approval

- A. Purpose
- B. Description of consignment
- C. Identification of responsible government and/or company representatives
- D. Identification of commercial entities to be involved in each shipment
- E. Packaging the consignment
- F. Routing of the consignment
- G. Couriers/escorts
- H. Recipient responsibilities
- I. Return of material
- J. Other information as required

Review Activities

Review Activity 1

What is the purpose of the procedures for preparing classified material for transmission and transportation?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- Minimize the risk of accidental exposure if the outer layer is damaged.
- Facilitate the detection of deliberate tampering.
- Decrease the risk of theft because the outer layer does not indicate it contains classified material.
- Protect material from weather-related damage.

Review Activity 2

Scenario: You need to send a Confidential document from Ft. Eustis to Jennifer Brody, who works in the Pentagon.

Select items that should appear on each layer of packaging.

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

Inner Layer

- Ft. Eustis
- Ms. Jennifer Brody/DOD Address
- Confidential
- Secret
- Top Secret
- DOD Address

Outer Layer

- Ft. Eustis
- Ms. Jennifer Brody/DOD Address
- Confidential
- Secret
- Top Secret
- DOD Address

Review Activity 3

The sender of the Confidential document would like to include a receipt. What information should be included in the receipt?

Select all that apply. Then check your answers in the Answer Key at the end of this Student Guide.

- The name of the sender
- The name of the recipient
- The name of the Confidential document
- A Confidential summary of the document contents

Review Activity 4

Your inner and outer layers are properly marked, including classification marking on the inner envelope and a verified address on both layers. You have prepared a receipt, and you have plenty of reinforced tape.

What additional actions should you take before you package your Confidential document?

Select your answers. Then check your answers in the Answer Key at the end of this Student Guide.

- Cover sheet
- Transmittal form
- Secondary recipient's address
- Instructions if package is undeliverable

Review Activity 5

Select True or False for each statement. Then check your answers in the Answer Key at the end of this Student Guide.

Statement 1 of 2. Classified documents must be double-wrapped inside a locked briefcase or zippered pouch when they are handcarried.

- True
- False

Statement 2 of 2. Large, bulky items are exempt from double-wrapping requirements for transmission and transportation.

- True
- False

Lesson 7: Course Conclusion

Course Conclusion

Course Summary

The transmission and transportation of classified materials involves many considerations at all phases of the process—from the preliminary decision about whether to send the information in the first place, all the way up to its receipt and storage at its destination.

You should now know the factors you need to consider and the procedures you need to follow in order to send and receive classified information.

You should also know the sources of guidance you can refer to for greater detail about specific situations.

Lesson Review

Here is a list of the lessons in the course.

Select the Student Guide button to see a summary of course content.

Lessons

- Course Introduction
- Transmission and Transportation Basics
- Selecting an Authorized Transmission/Transportation Method
- Disseminating Special Types of Information
- Hand-Carrying and Escorting Classified Information
- Preparing Materials for Transmission/Transportation
- Course Conclusion

Course Objectives

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

Congratulations. You have completed the Transmission and Transportation for the Department of Defense Course.

To receive course credit, you **MUST** take the Transmission and Transportation for DOD examination. Follow the instructions onscreen to access the online exam.

You should now be able to:

- ✓ Identify the policy documents that govern transmission and transportation of classified information
- ✓ Based on classification level, explain the authorized methods for transmission and transportation of classified information

- ✓ State the dissemination requirements for special types of information
- ✓ Describe the procedures to escort or hand-carry classified information
- ✓ Identify the procedures to prepare classified information for transmission and transportation

To receive course credit, you MUST take the Transmission and Transportation for DOD examination. If you are taking this course from STEPP, select Exit to return to the course page; then, select Launch Exam to begin the online exam.

If you are taking this course from the CDSE Security Awareness Hub, select the Take Exam button to take the online exam and receive your certificate.

Appendix A: Answer Key

Lesson 2 Review Activities

Review Activity 1

Which of the following provides guidance for transmitting and transporting classified material within DOD?

Select all that apply.

- DODM 5200.01, DOD Information Security Program** (correct response)
- DODI 5200.01, Information Security Program and Protection of Sensitive Compartmented Information (SCI)** (correct response)
- National Industrial Security Program Operating Manual (NISPOM)
- Component-level procedures** (correct response)

Feedback: DODM 5200.01, DOD Information Security Program and DODI 5200.01, Information Security Program and Protection of Sensitive Compartmented Information (SCI) provides implementation guidance for transmitting and transporting classified materials. DOD components are required to establish specific transmission and transportation procedures that minimize the risk of compromise, while promoting the most cost-effective manner.

Review Activity 2

Which of the following must you consider when deciding whether to transmit or transport classified material?

Select all that apply.

- Whether you are authorized to share the material** (correct response)
- Whether the receiver has the appropriate level eligibility** (correct response)
- Whether the receiver has a legitimate need-to-know** (correct response)
- Whether the receiver can store the material securely** (correct response)

Feedback: You must consider all these factors before you decide to transmit or transport classified materials.

Lesson 3 Review Activities

Activity

Scenario: For each transmission/transportation method listed, select the classification level(s) for which it is authorized.

Select all that apply.

Question 1 of 6. USPS Certified Mail

- Top Secret
- Secret
- Confidential** (correct response)

Feedback: Only Confidential material may be sent by USPS Certified Mail. It is not authorized for higher classification levels.

Question 2 of 6. Defense Courier Service

- Top Secret** (correct response)
- Secret** (correct response)
- Confidential** (correct response)

Feedback: The Defense Courier Service is authorized to send Top Secret information, as well as information of a lower classification level.

Question 3 of 6. USPS Registered Mail

- Top Secret
- Secret** (correct response)
- Confidential** (correct response)

Feedback: USPS Registered Mail is an authorized method for sending Secret or Confidential information.

Question 4 of 6. A Commercial carrier that provides CSS

- Top Secret
- Secret
- Confidential** (correct response)

Feedback: A commercial carrier providing CSS is authorized only for transporting Confidential materials.

Question 5 of 6. Escort

- Top Secret** (correct response)
- Secret** (correct response)
- Confidential** (correct response)

Feedback: Using an escort is an authorized method for transferring Top Secret information, as well as information of a lower classification level.

Question 6 of 6. Government-owned and government-contract vehicles, aircraft, and ships

- Top Secret
- Secret**
- Confidential**

Feedback: Government-owned and government-contract vehicles, aircraft, and ships may transport Secret and Confidential cargo.

Job Aid

One column lists transmission methods and the other lists classification levels divided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of U.S. Registered Ships: Confidential
Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Review Activity 1

Statement 1 of 4. All methods authorized to send Secret information may also be used to transmit Top Secret information.

Select True or False.

- True
- False** (correct response)

Feedback: While *SOME* of the methods used to transmit Secret information may be appropriate for sending Top Secret information, not *ALL* of them are. Remember that the higher the classification level, the fewer methods you can use to transmit it.

Statement 2 of 4. The classification level of information is the primary factor that determines the method for sending it.

Select True or False.

- True** (correct response)
- False

Feedback: The classification level of information is the primary factor that determines the method for sending it. You *MUST* use a method authorized for the classification level of the information you wish

Statement 3 of 4. The urgency of the need for classified information may affect the transmission method.

Select True or False.

- True** (correct response)
- False

Feedback: Time constraints are one of several factors that play into the decision of which authorized method to use to send classified information.

Statement 4 of 4. All methods authorized to send Secret information may also be used to transmit Confidential information.

Select True or False.

- True** (correct response)
- False

Feedback: ALL of the methods used to transmit Secret information are authorized for sending Confidential information. You can always use transmission/transportation methods authorized for sending information of a higher classification level.

Review Activity 2

Scenario: You are required to transmit Top Secret information to another DOD Component.

For each method, identify whether it is appropriate in the situation described.

Question 1 of 4. USPS Priority Mail Express

- Yes
- No** (correct response)
- Maybe

Feedback: This method is not appropriate. Top Secret information may not be sent by this method.

Question 2 of 4. Designated courier or escort

- Yes** (correct response)
- No
- Maybe

Feedback: This method is an authorized method to transport the material. However, prior approval of the appropriate official is required.

Question 3 of 4. Secure fax

- Yes** (correct response)
- No
- Maybe

Feedback: This method is an authorized method. However, the secure fax must be connected to a

STE authorized for transmission of Top Secret information.

Question 4 of 4. Commercial carrier

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. This is not an authorized method for transportation of Top Secret material.*

Review Activity 3

Scenario: You have wrapped a package containing hardware classified Secret. The package measures 2" x 4" x 14" and weighs 5 pounds. The material must arrive at another DOD Component destination within 24 hours. You are located within the United States, and the destination of the package is also within the United States.

For each method, identify whether it is appropriate in the situation described.

Question 1 of 4. USPS First Class Mail

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. USPS First Class mail is never an option for transmitting Secret material.*

Question 2 of 4. USPS Registered Mail

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. Although authorized for transmission of Secret material, USPS Registered Mail does not allow for delivery to its destination within the required 24 hours.*

Question 3 of 4. USPS Priority Mail Express

- Yes** (correct response)
- No
- Maybe

Feedback: *This method is appropriate. USPS Priority Mail Express is the preferred method for transmitting a small package like this. Keep in mind that the material must be delivered directly to USPS personnel. Using street-side collection boxes is prohibited.*

Question 4 of 4. GSA Contract Holders for Overnight Delivery

- Yes
- No
- Maybe** (correct response)

Feedback: *This method might be appropriate. Although this is one of the authorized methods, it may be less expensive to use USPS Priority Mail Express for a small package like this.*

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
Cryptographic Systems: Top Secret, Secret, and Confidential
Defense Courier Service: Top Secret, Secret, and Confidential
DOD Component Courier Service: Top Secret, Secret, and Confidential
Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of US Registered Ships: Confidential

Terms and Definitions

USPS First Class Mail: This method is not appropriate. USPS First Class mail is never an option for transmitting Secret material.

USPS Registered Mail: This method is not appropriate. Although authorized for transmission of Secret material, USPS Registered Mail does not allow for delivery to its destination within the required 24 hours.

USPS Priority Mail Express: This method is appropriate. USPS Priority Mail Express is the preferred method for transmitting a small package like this. Keep in mind that the material must be delivered directly to USPS personnel. Using street-side collection boxes is prohibited.

GSA Contract Holders for Overnight Delivery: This method might be appropriate. Although this is one of the authorized methods, it may be less expensive to use USPS Priority Mail Express for a small package like this.

Review Activity 4

Scenario: You are tasked to transmit a legal-size envelope containing a Confidential memorandum. Your Component facility is located within the United States and the destination is the cleared facility of the prime contractor with which you have a classified contract.

For each method, identify whether it is appropriate in the situation described.

Question 1 of 4. USPS First Class Mail

Yes

- No** (correct response)
- Maybe

Feedback: This method is not appropriate. First Class Mail is authorized only between DOD Component Locations; it is not authorized for transmission of classified material in the NISP.

Question 2 of 4. USPS Certified Mail

- Yes** (correct response)
- No
- Maybe

Feedback: This method is appropriate. This is an authorized method for transmitting Confidential material and would be the most cost-effective method for transmitting this type of envelope.

Question 3 of 4. Commercial Carrier

- Yes
- No** (correct response)
- Maybe

Feedback: This method is not appropriate. Although this is an authorized method to transmit Confidential material it would be more expensive than sending the envelope via USPS Certified Mail.

Question 4 of 4. Overnight Domestic Express Delivery

- Yes
- No** (correct response)
- Maybe

Feedback: This method is not appropriate. Although this is an authorized method to transmit Confidential material it would be more expensive than sending the envelope via USPS Certified Mail.

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential

Cryptographic Systems: Top Secret, Secret, and Confidential

Defense Courier Service: Top Secret, Secret, and Confidential

DOD Component Courier Service: Top Secret, Secret, and Confidential

Dept of State Courier Service: Top Secret, Secret, and Confidential

Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential

USPS Registered Mail: Secret and Confidential

USPS Priority Mail Express: Secret and Confidential

Canadian Registered Mail: Secret and Confidential

GSA-approved overnight delivery company: Secret and Confidential

Commercial Carrier that provides PSS: Secret and Confidential

Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential

Civilian Reserve Air Fleet: Secret and Confidential

USPS Certified Mail: Confidential

USPS First Class Mail: Confidential

U.S. Citizen Commercial Carrier that provides CSS: Confidential

U.S. Citizen Operators of US Registered Ships: Confidential

Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Terms and Definitions

USPS First Class Mail: This method is not appropriate. First Class Mail is authorized only between DOD Component Locations; it is not authorized for transmission of classified material in the NISP.

USPS Certified Mail: This method is appropriate. This is an authorized method for transmitting Confidential material and would be the most cost-effective method for transmitting this type of envelope.

Commercial Carrier: his method is not appropriate. Although this is an authorized method to transmit Confidential material it would be more expensive than sending the envelope via USPS Certified Mail.

Overnight Domestic Express Delivery: This method is not appropriate. Although this is an authorized method to transmit Confidential material it would be more expensive than sending the envelope via USPS Certified Mail.

Review Activity 5

Scenario: Your facility is within Washington, DC, and you have a contractual requirement to expedite the delivery of 25 copies of a 100-page Secret document to the office via offices of your prime contractor within the same geographical area. The information is urgently required for a high-level briefing by 10:00 AM the next day, and the information must be ready for immediate dissemination to attendees.

For each method, identify whether it is appropriate in the situation described.

Question 1 of 4. Defense Courier Service

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. Although DCS is authorized for transmission of Secret information, it may not meet the timeliness required by the requester.*

Question 2 of 4. Cryptographic secure communications system

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. Although an authorized method for transmission of Secret information, it does not meet the contractual requirement for hardcopies of the document within the required time.*

Question 3 of 4. Handy-carry by cleared U.S. military, civilian employee, or contractor

- Yes** (correct response)
- No

- Maybe

Feedback: *This method is the best authorized method to meet the contractual requirement because the materials will remain under physical control while being transported within the geographic location and it is the most cost-effective for expeditious delivery.*

Question 4 of 4. USPS Certified Mail

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. USPS Certified Mail is not authorized for transmission of Secret information.*

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential
 Cryptographic Systems: Top Secret, Secret, and Confidential
 Defense Courier Service: Top Secret, Secret, and Confidential
 DOD Component Courier Service: Top Secret, Secret, and Confidential
 Dept of State Courier Service: Top Secret, Secret, and Confidential
 Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
 USPS Registered Mail: Secret and Confidential
 USPS Priority Mail Express: Secret and Confidential
 Canadian Registered Mail: Secret and Confidential
 GSA-approved overnight delivery company: Secret and Confidential
 Commercial Carrier that provides PSS: Secret and Confidential
 Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
 Civilian Reserve Air Fleet: Secret and Confidential
 USPS Certified Mail: Confidential
 USPS First Class Mail: Confidential
 U.S. Citizen Commercial Carrier that provides CSS: Confidential
 U.S. Citizen Operators of U.S. Registered Ships: Confidential
 Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Terms and Definitions

Defense Courier Service: This method is not appropriate. Although DCS is authorized for transmission of Secret information, it may not meet the timeliness required by the requester.

Cryptographic secure communications system: This method is not appropriate. Although an authorized method for transmission of Secret information, it does not meet the contractual requirement for hardcopies of the document within the required time.

Hand-carry by cleared U.S. military, civilian employee, or contractor: This method is the best authorized method to meet the contractual requirement because the materials will remain under physical control while being transported within the geographic location and it is the most cost-effective for expeditious delivery.

USPS Certified Mail: This method is not appropriate. USPS Certified Mail is not authorized for

Review Activity 6

Scenario: A cleared employee at your facility has wrapped a package containing hardware classified Secret. The package measures 14" x 16" x 16", and weighs 72 pounds. To meet a contractual requirement, you must transmit the material to arrive at its destination within 24 hours. You are located within the United States, and the destination of the package is also within the United States.

For each method, identify whether it is appropriate in the situation described.

Question 1 of 4. USPS First Class Mail

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. USPS First Class Mail is never an option for transmitting Secret material.*

Question 2 of 4. USPS Registered Mail

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. Although authorized for transmission of Secret material, using this method will not allow for delivery to its destination within the required 24 hours.*

Question 3 of 4. USPS Priority Mail Express

- Yes
- No** (correct response)
- Maybe

Feedback: *This method is not appropriate. This package is too heavy to send via USPS Priority Mail Express.*

Question 4 of 4. GSA Contract Holders for Overnight Delivery

- Yes** (correct response)
- No
- Maybe

Feedback: *This is the preferred method. Keep in mind, the delivery service must deliver the material to an authorized person.*

Job Aid

One column lists transmission methods and the other lists classification levels subdivided into Top Secret, Secret, and Confidential.

Direct Contact: Top Secret, Secret, and Confidential

Cryptographic Systems: Top Secret, Secret, and Confidential

Defense Courier Service: Top Secret, Secret, and Confidential

DOD Component Courier Service: Top Secret, Secret, and Confidential

Dept of State Courier Service: Top Secret, Secret, and Confidential
Cleared Designated Courier/Escort: Top Secret, Secret, and Confidential
USPS Registered Mail: Secret and Confidential
USPS Priority Mail Express: Secret and Confidential
Canadian Registered Mail: Secret and Confidential
GSA-approved overnight delivery company: Secret and Confidential
Commercial Carrier that provides PSS: Secret and Confidential
Government-owned and Government-Contract Vehicles, Aircraft, & Ships: Secret and Confidential
Civilian Reserve Air Fleet: Secret and Confidential
USPS Certified Mail: Confidential
USPS First Class Mail: Confidential
U.S. Citizen Commercial Carrier that provides CSS: Confidential
U.S. Citizen Operators of US.. Registered Ships: Confidential
Alternative/Additional Methods Approved by Head of DOD Component: Confidential

Terms and Definitions

USPS First Class Mail: This method is not appropriate. USPS First Class Mail is never an option for transmitting Secret material.

USPS Registered Mail: This method is not appropriate. Although authorized for transmission of Secret material, using this method will not allow for delivery to its destination within the required 24 hours.

USPS Priority Mail Express: This method is not appropriate. This package is too heavy to send via USPS Priority Mail Express.

GSA Contract Holders for Overnight Delivery: This is the preferred method. Keep in mind, the delivery service must deliver the material to an authorized person.

Lesson 4 Review Activities

Review Activity 1

What is the DOD policy requirement for disseminating classified information from another Department or Agency in the U.S. government?

Select the best response.

- You must comply with the COMSEC procedures in the Committee on National Security Systems Instruction (CNSSI) No. 4001.
- You must have the approval of your supervisor and comply with CNSSI No. 4001.
- You may share information with other agencies outside of DOD without additional approval unless the document was created before June 27, 2010 or otherwise stated.** (correct response)
- You must comply with procedures in the National Security Decision Memorandum 119.

Feedback: Dissemination of classified information that originates from another Department or Agency without that Department's Agency or consent within DOD is authorized without additional approval unless the document was created before June 27, 2010 or otherwise stated on the document or SCG

Review Activity 2

Question 1 of 2. Screen: Can you list the types of information that have special dissemination requirements? Type your answers in the space provided.

Which of the following are types of information that have special dissemination requirements?

Select all that apply.

- Communications Security (COMSEC)** (correct response)
- Controlled Technical Information (CTI)
- Sensitive Compartmented Information (SCI)** (correct response)
- Special Access Program (SAP)** (correct response)

Feedback: Communications Security (COMSEC), Sensitive Compartmented Information (SCI), and Special Access Program (SAP) have special dissemination requirements.

Question 2 of 2. Which of the following international programs have special dissemination requirements?

Select all that apply.

- Foreign Government Information (FGI)** (correct response)
- NATO Classified Information** (correct response)
- Personal Data from European Union (EU)
- U.S. Classified Military Information (CMI)** (correct response)

Feedback: Foreign Government Information (FGI), NATO Classified Information, and U.S. Classified Military Information (CMI) have special dissemination requirements.

Feedback: All of the following types of information have special controls on dissemination.

- Communications Security (COMSEC)
- Sensitive Compartmented Information (SCI)
- Special Access Program (SAP)

- *International Programs*
 - *U.S. Classified Military Information (CMI)*
 - *Foreign Government Information (FGI)*
 - *Classified*
 - *Controlled Unclassified Information (CUI)*
 - *NATO Classified Information*

Make sure you understand what each type is, so you can recognize when to look for additional guidance on its transmission and transportation.

Review Activity 3

For each information type, do standard transmission and transportation procedures apply or are there additional special procedures?

Make your selection.

Question 1 of 5. Sensitive Compartmented Information (SCI)

- Standard Procedures
- Special Procedures** (correct response)

Feedback: *SCI is a type of special information requiring special procedures. Controls for the dissemination of this information are provided in DODM 5105.21 and disclosure requires written authorization of the releasing agency.*

Question 2 of 5. Unclassified COMSEC materials

- Standard Procedures
- Special Procedures** (correct response)

Feedback: *CNSSI No. 4001 contains special procedures for transporting both classified and unclassified COMSEC material.*

Question 3 of 5. Top Secret aircraft capabilities data shared with a DOD contractor

- Standard Procedures** (correct response)
- Special Procedures

Feedback: *Even though the material is classified Top Secret, standard transmission and transportation procedures for material with that classification level apply.*

Question 4 of 5. NATO Classified Information

- Standard Procedures
- Special Procedures** (correct response)

Feedback: *USSAN Instruction 1-07 contains special handling procedures for NATO classified materials.*

Question 5 of 5. Foreign Government Information (CMI and CUI)

- Standard Procedures
- Special Procedures** (correct response)

Feedback: *All FGI is subject to DODM 5200.01, which provides the methods of transmission or transportation and is coordinated with the Designated Security Authorities and Cognizant Security Office of the countries involved.*

Review Activity 4

Question 1 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply.

Type of Package: FGI

Callout box branching from the phone:

- Rollover: PSO Program Security Officer
- Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- Designated Individual
- COMSEC custodian
- Designated Security Authorities/Cognizant Security Office** (correct response)

Callout box branching from a policy document:

- Rollover: DODM 5200.01 DOD Information Security Program** (correct response)

Callout box branching from another policy document:

- Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items

Callout box branching from another policy document:

- Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual

Callout box branching from another policy document:

- Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual

Callout box branching from another policy document:

- Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Question 2 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply.

Type of Package: SCI

Callout box branching from the phone:

- Rollover: PSO Program Security Officer
- Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative**
- Designated Individual** (correct response)
- COMSEC custodian
- Designated Security Authorities/Cognizant Security Office

Callout box branching from a policy document:

- Rollover: DODM 5200.01 DOD Information Security Program

Callout box branching from another policy document:

- Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items

Callout box branching from another policy document:

- Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual** (correct response)

Callout box branching from another policy document:

- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual

Callout box branching from another policy document:

- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Feedback: *The SSO, SSR, or another designated individual must obtain the written authorization of the releasing agency before disclosing SCI as stipulated in DODM 5105.21. SCI is governed by the DNI formal access control systems.*

Question 3 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply.

Type of Package: COMSEC

Callout box branching from the phone:

- o Rollover: PSO Program Security Officer
- o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- o Designated Individual
- o **COMSEC custodian** (correct response)
- o Designated Security Authorities/Cognizant Security Office

Callout box branching from a policy document:

- o **Rollover: DODM 5200.01 DOD Information Security Program** (correct response)

Callout box branching from another policy document:

- o **Rollover: CNSSI No. 4001 Committee on National Security Systems (CNSSI) Instruction No. 4001, Controlled Cryptographic Items** (correct response)

Callout box branching from another policy document:

- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual

Callout box branching from another policy document:

- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual

Callout box branching from another policy document:

- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Feedback: *Before transmitting or transporting COMSEC materials, you will need the approval of the COMSEC Custodian and should refer to CNSSI No. 4001 and DODM 5200.01 for guidance.*

Question 4 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply.

Type of Package: U.S. CMI for Japan

Callout box branching from the phone:

- o Rollover: PSO Program Security Officer
- o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
- o **Designated Authority** (correct response)
- o COMSEC custodian

- o Designated Security Authorities/Cognizant Security Office
- Callout box branching from a policy document:
- o **Rollover: DODM 5200.01 DOD Information Security Program** (correct response)
- Callout box branching from another policy document:
- o Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items
- Callout box branching from another policy document:
- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual
- Callout box branching from another policy document:
- o Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual
- Callout box branching from another policy document:
- o **Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations** (correct response)

Feedback: *The designated authority must authorize transfer and process the request in compliance with DODD 5230.11 and DODM 5200.01.*

Question 5 of 5: Look at the type of information the package on your chair contains. Which sources would you consult for guidance on transmitting and transporting it?

Select all that apply.

Type of Package: SAP

- Callout box branching from the phone:
- o **Rollover: PSO Program Security Officer** (correct response)
 - o Rollover: SSO Special Security Officer or Rollover: SSR Special Security Representative
 - o Designated Individual
 - o COMSEC custodian
 - o Designated Security Authorities/Cognizant Security Office
- Callout box branching from a policy document:
- o Rollover: DODM 5200.01 DOD Information Security Program
- Callout box branching from another policy document:
- o Rollover: CNSSI No. 4001 Committee on National Security Systems Instruction (CNSSI) No. 4001, Controlled Cryptographic Items
- Callout box branching from another policy document:
- o Rollover: DODM 5105.21 Sensitive Compartmented Information Administrative Security Manual
- Callout box branching from another policy document:
- o **Rollover: PSG & DODM 5205.07 Program Security Guide, DODM 5205.07, SAP Security Manual** (correct response)
- Callout box branching from another policy document:
- o Rollover: DODD 5230.11 Disclosure of Classified Military Information to Foreign Governments and International Organizations

Feedback: *SAP information has more restrictive access and requires approval of the PSO of the releasing agency. Guidance is found in the Program Security Guide and the DODM 5205.07.*

Terms and Definitions

PSO: Program Security Officer

SSO: Special Security Officer

SSR: Special Security Representative

DODM 5200.01: DOD Information Security Program

CNSSI No. 4001: Committee on National Security Systems Instruction (CNSSI)

No. 4001, Controlled Cryptographic Items

DODM 5105.21

Sensitive Compartmented Information Administrative Security Manual

PSG & DODM 5205.07

- Program Security Guide
- DODM 5205.07, SAP Security Manual

DODD 5230.11: Disclosure of Classified Military Information to Foreign Governments and International Organizations

Lesson 5 Review Activities

Review Activity 1

What conditions or requirements must be satisfied before an individual can hand-carry or escort classified materials?

Select all that apply.

- Has a favorable determination for eligibility for access to classified information** (correct response)
- Has a signed non-disclosure agreement** (correct response)
- Has a need-to-know for performance of official courier duties** (correct response)
- Has received a courier briefing** (correct response)
- Has examined the classified materials before they are packaged
- Has received an authorizing letter, statement, or form** (correct response)

Feedback: You have selected all the conditions and requirements that must be met.

Review Activity 2

Question 1 of 5: What are some pre-trip considerations for couriers?

Select all that apply.

- The courier must ensure personal documents are complete, valid, and current.** (correct response)
- The courier must have a copy of the inventory of the classified materials.** (correct response)
- The courier must have an authorization letter, form, or statement.** (correct response)
- The courier must have a disclosure authorization if disclosure of the classified information to foreign nationals is involved.** (correct response)

Feedback: All these documents must be in order, as applicable, before the trip.

Question 2 of 5: Which of the following statements are true?

Select all that apply.

- Couriers are responsible for the classified materials.** (correct response)
- Couriers are not liable for the classified materials.
- Couriers must take measures to protect the classified materials in cases of emergency.** (correct response)
- Couriers may be required to obtain a receipt for any classified materials delivered.** (correct response)

Feedback: Couriers are both responsible and liable for the classified materials. They must take measures to protect them in cases of emergency, and when they deliver the materials, may be required to obtain a receipt.

Question 3 of 5: What are courier requirements and guidelines while hand-carrying or escorting the materials?

Select all that apply.

- Couriers must never leave the materials unattended.** (correct response)
- Couriers must discuss the materials only with other couriers.
- Couriers may make a detour for personal reasons when en route as long as they arrive on schedule at the destination.
- Couriers must open the materials at least once to ensure they are intact.

Feedback: *Couriers must never leave materials unattended; they must not discuss the materials with anyone; they may not deviate from the authorized travel schedule; and, they must not open the materials on their own just to inspect them.*

Question 4 of 5: If an overnight stay is required, which of the following are authorized for storing classified materials?

Select all that apply.

- A U.S. military facility** (correct response)
- A U.S. embassy** (correct response)
- A cleared contractor facility** (correct response)
- A hotel safe in a locked hotel room

Feedback: *Couriers must make pre-arrangements at a U.S. military facility, U.S. embassy, or a cleared contractor facility. They are not authorized to store the materials in a hotel room or hotel safe.*

Question 5 of 5: If a border crossing is required, and an official at the border questions the contents of the materials, what must the courier do?

Select all that apply.

- Request immunity from search
- Present the courier authorization papers** (correct response)
- Ask to speak to a senior official** (correct response)
- Agree to open the package but only in public view so there are witnesses

Feedback: *The materials are not immune from search by customs, police, or immigration officials. If challenged, they should present their courier papers and ask to speak to a senior official. They may open the materials with the senior official out of public view.*

Review Activity 3

Select True or False for each statement.

Statement 1 of 5: If traveling by commercial passenger aircraft, the courier must carry the original of the authorization letter.

- True** (correct response)
- False

Feedback: *The courier must maintain the original of the authorization letter and be provided with additional authenticated copies to give each airline.*

Statement 2 of 5: A separate authorization letter must be issued each time a courier has an assignment that involves travel on a commercial passenger aircraft.

- True** (correct response)
- False

Feedback: *For each assignment that involves travel on a commercial passenger aircraft, a separate*

authorization letter must be issued.

Statement 3 of 5: DD Form 2501 must be used if the courier will travel using a commercial passenger aircraft.

- True
- False** (correct response)

Feedback: *DD Form 2501 may NOT be used if the courier will travel using a commercial passenger aircraft.*

Statement 4 of 5: An authorization statement for the assignment may be included in travel orders if the courier is not traveling via commercial passenger aircraft.

- True** (correct response)
- False

Feedback: *An authorization statement for the assignment may be included in travel orders if the courier is not traveling via commercial passenger aircraft.*

Statement 5 of 5: DD Form 2501 may be issued for a period up to two years if there is a continuing need to escort or hand-carry classified materials.

- True** (correct response)
- False

Feedback: *DD Form 2501 may be issued for a period up to two years if there is a continuing need to escort or hand-carry classified materials.*

Review Activity 4

When traveling by commercial passenger aircraft, to whom should the courier show the authorization letter?

Select all that apply.

- To the airline agent at the ticket counter before checking in
- To the senior TSA official when going through security
- To any TSA official that challenges the contents of the materials** (correct response)
- To the airline agent at the gate before boarding
- To the flight attendant when on board

Feedback: *You got it! The courier should proceed through normal ticketing and offer the package for normal inspection. Couriers should not draw attention to the fact that they are performing courier duties. If challenged by airport security screening officials, then their status should be disclosed by discretely presenting identification and authorization.*

Lesson 6 Review Activities

Review Activity 1

What is the purpose of the procedures for preparing classified material for transmission and transportation?

Select all that apply.

- Minimize the risk of accidental exposure if the outer layer is damaged.** (correct response)
- Facilitate the detection of deliberate tampering.** (correct response)
- Decrease the risk of theft because the outer layer does not indicate it contains classified material.** (correct response)
- Protect material from weather-related damage.

Feedback: Two layers of durable, opaque material will minimize the risk of accidental exposure if the outer layer is damaged, facilitate the detection of deliberate tampering, and decrease the risk of theft because the outer layer does not indicate it contains classified material.

Review Activity 2

Scenario: You need to send a Confidential document from Ft. Eustis to Jennifer Brody, who works in the Pentagon.

Screen: Drag the items on the right that should appear on each layer of packaging to the appropriate layer on the left.

Select items that should appear on each layer of packaging.

Select all that apply.

Inner Layer

- Ft. Eustis** (correct response)
- Ms. Jennifer Brody/DOD Address** (correct response)
- Confidential** (correct response)
- Secret
- Top Secret
- DOD Address

Outer Layer

- Ft. Eustis** (correct response)
- Ms. Jennifer Brody/DOD Address
- Confidential
- Secret
- Top Secret
- DOD Address** (correct response)

Feedback: You have marked both layers correctly. Both layers include the return address and the recipient's mailing address, but the recipient's name appears only on the inner layer. Only the inner layer is marked with the classification level.

Review Activity 3

The sender of the Confidential document would like to include a receipt. What information should be included in the receipt?

Select all that apply.

- The name of the sender** (correct response)
- The name of the recipient** (correct response)
- The name of the Confidential document
- A Confidential summary of the document contents** (correct response)

Feedback: The receipt should identify the sender, the recipient, and the contents of the package.

Review Activity 4

Your inner and outer layers are properly marked, including classification marking on the inner envelope and a verified address on both layers. You have prepared a receipt, and you have plenty of reinforced tape.

Screen: Type your answers in the space provided.

What additional actions should you take before you package your Confidential document?

Select your answers.

- Cover sheet** (correct response)
- Transmittal form** (correct response)
- Secondary recipient's address
- Instructions if package is undeliverable

Feedback: It is important that you prevent the text on your document from coming in direct contact with the inside of the inner wrapper. You need a cover sheet and transmittal form. Additionally, you could use a piece of opaque paper, or piece of cardboard to go between your document and the inside of the envelope. Alternatively, you could fold your document in on itself before you put it into the inner wrapper.

Review Activity 5

Select True or False for each statement.

Statement 1 of 2. Classified documents must be double-wrapped inside a locked briefcase or zippered pouch when they are handcarried.

- True
- False** (correct response)

Feedback: Materials do not need to be double-wrapped inside a locked briefcase or zippered pouch when they are hand-carried. The briefcase or zipper pouch constitutes the outer wrapper.

Statement 2 of 2. Large, bulky items are exempt from double-wrapping requirements for transmission and transportation.

- True
- False** (correct response)

Feedback: *Classified materials must be enclosed in two durable, opaque layers. If the item is large and bulky, it may be necessary to use a special type of shipping container as the outer layer.*