

Student Guide

Course: Transmission and Transportation for Industry

Lesson: Course Introduction

Course Information

Purpose	Provide a thorough understanding of the National Industrial Security Program (NISP) policy requirements for transmitting and transporting classified information
Audience	Facility Security Officers and others with security responsibilities in the NISP
Pass/Fail %	75%
Estimated completion time	120 minutes

Course Overview

Working with classified materials carries significant responsibilities. Companies and individuals who handle classified information are charged with keeping it safe from accidental or intentional compromise. This responsibility becomes especially important when you need to transfer classified material from one location to another.

Various 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 important information that, if disclosed, could damage the national security of the United States.

Course Objectives

- Identify the policy documents that govern transmission and transportation of classified information
- Based on classification level, identify the authorized methods for transmission and transportation of classified information
- Identify the procedures to handcarry or courier classified information
- Identify the procedures to escort classified information
- Identify the procedures to prepare classified material for transmission and transportation
- Identify the dissemination requirements for special types of information

Course Structure

- Course Introduction
- Transmission and Transportation Basics
- Selecting an Authorized Transmission/Transportation Method
- Handcarrying and Escorting Classified Information
- Preparing Materials for Transmission/Transportation
- Dissemination of Special Types of Information
- Course Summary

Student Guide

Course: Transmission and Transportation for Industry

Lesson: Transmission and Transportation Basics

Lesson Introduction

Because protecting classified information from improper disclosure is so critical, there are specific policies and procedures that govern how it can be transmitted or transported. 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 at your facility.

The lesson objectives are:

- Identify the sources of policy guidance for transmitting and transporting classified material
- Identify key issues to consider prior to transmission/transportation
- Identify the procedures to follow upon receipt of a classified shipment

Understanding Transmission and Transportation Procedures

1. 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 over approved Communications Security (COMSEC) circuits.

Today's technological environment presents increasing challenges, as the material that is 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 policy are the keys to providing that protection.

2. Policy

The primary source of guidance on transmitting and transporting classified material is Department of Defense 5220.22-M, the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM. It contains specific procedures for the transportation and transmission of classified information. The goal of this policy is to minimize the risk of compromising highly sensitive information in a cost-effective manner. Most of the guidance you will need appears in the NISPOM. It even includes special provisions for transporting computer equipment or media used for processing or storing classified information. Your facility's standard practice procedures (SPP) may provide additional procedures for implementing the guidance in the NISPOM. Your contract may also include provisions with more specific guidance on how to transport and transmit classified material.

3. Considerations

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, do you have authority to disclose the information? Is the intended recipient authorized to receive it?

Then, you need to make some advance preparations before the transmission. For example, you have to select which method you can 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.

In this lesson, you will learn about the responsibilities of the sender and the receiver at the beginning and ending phases of this process. You will learn details about the rest of the process in the other lessons in this course.

Sender and Receiver Responsibilities

The NISPOM includes procedures for both *sending* and *receiving* classified materials. Since facilities that *send* classified materials also *receive* them, you must understand the responsibilities on both ends of the transmission.

1. Sender's Responsibilities

Let's look at the sender's responsibilities first.

Before transmitting or transporting classified materials, the sender must ensure that it is *appropriate* to do so.

The information in boxes like the one below is supplemental content that you may find useful; however, it will not be addressed in the course examination.

Transmission/transportation of classified materials is appropriate when:

- The sender has the authority, based on contract or government authorization, to share the material
- The receiver has a legitimate need to know, clearance, and appropriate secure storage for the material

The sender must ensure that the receiver will be able to protect the materials. This means making sure the receiver has an appropriate facility clearance, and adequate secure storage.

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

- To ascertain the facility clearance and storage capability of a **contractor** facility:
 - Review contractor data in the Industrial Security Facilities Database (ISFD)
 - Contact the Defense Security Service (DSS) Field Office that oversees the recipient facility
 - Contact the recipient's Facility Security Officer (FSO) or security staff for large shipments
- To determine the storage capability at a U.S. government facility, contact the facility

The sender must also verify the receiver's classified address. Some facilities have a specific mailing address for classified materials. The sender should make sure the address has not changed recently.

Finally, the sender should verify the receiver's availability to receive the materials. This is especially important if the delivery will occur outside of normal business hours.

As a sender, once you have satisfied all of these responsibilities, you can proceed with preparing your materials for transfer.

2. Receiver's Responsibilities

Now let's look at the receiver's responsibilities at the end of the transfer process.

Step 1: Is the packaging intact?

The receiver must have procedures in place to ensure that only authorized personnel receive classified packages, regardless of how they arrive. When a classified package arrives, authorized personnel should inspect it immediately for any damage that may have occurred in transit and for signs of tampering.

Step 2: Is there a receipt?

If the package is intact, with no sign of tampering, the receiver should look at the receipt in the package. If a package containing materials classified Secret or above arrives without the required receipt, the receiver should contact the sender to ensure that all items are accounted for and to ensure that the sender includes required receipts in any future shipments. Confidential materials are not required to be accompanied by a receipt.

Step 3: Does the inventory match the receipt?

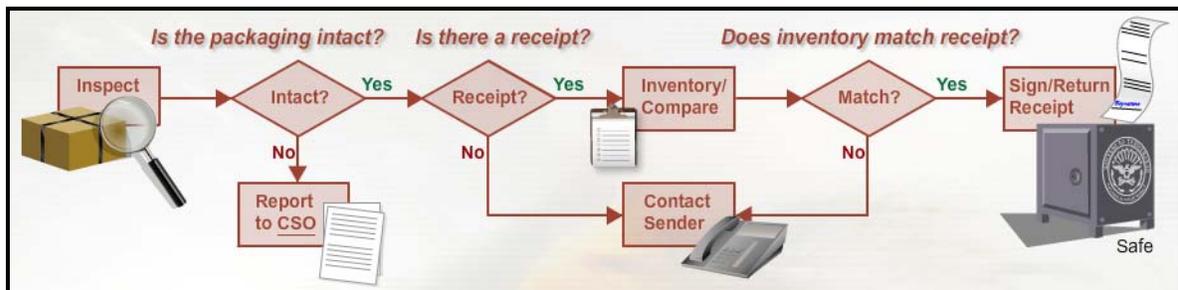
With the receipt in hand, the receiver should inventory the materials inside the package and compare the inventory list with the receipt or shipping documents enclosed in the package. If the inventory matches the receipt, the receiver signs the receipt and mails it back to the sender. The receiver then enters the materials into its own classified information management system. The receiver is obligated to safeguard the materials.

If, when the receiver inspects the package, there are signs of tampering that lead to the conclusion that there was a compromise or suspected compromise of classified information, or that someone attempted to gain unauthorized access to classified information, the Facility Security Officer (FSO) at the receiving facility must send a report to the Cognizant Security Office (CSO) in accordance with the NISPOM.

If there is a discrepancy between the receiver's inventory and the receipt enclosed with the materials, the receiver should contact the sender immediately and initiate a preliminary inquiry to ascertain whether any classified information has been lost or compromised.

Summary Flowchart

Here is a flowchart that summarizes the entire process:



Review Activity

Try answering the following questions. When you are finished, see the Answer Key at the end of this Student Guide to check your answers

Question 1

Which of the following are sources of policy guidance for transmitting and transporting classified material in industry? Select all that apply.

- DoD 5200.1-R, Information Security Program
- DoD 5220.22-M, The National Industrial Security Program Operating Manual (NISPOM)
- The facility System Security Plan (SSP)
- The contract drawn up between the government and a cleared contractor

Question 2

Which of the following are you responsible for doing before you decide to send classified materials? Select all that apply.

- Making sure you are authorized to send them
- Making sure the person you are sending them to is cleared to receive them
- Making sure the facility where you are sending the materials can store them securely
- Double-checking the receiver's classified mailing address
- Making sure an authorized person will be there when the materials arrive

Question 3

If you are a Facility Security Officer and someone in your organization receives a classified package that appears to have been opened en route, what should you do? Select all that apply.

- Open the package and inventory the contents to see if anything is missing
- Call the sender and find out how the package was shipped and what it looked like when it left
- Report it to the Cognizant Security Office (CSO)
- Contact the local police department

Question 4

Someone sent you a package containing Top Secret documents. How can you be sure that you received all the documents the sender sent? Select the best answer.

- Compare your own inventory of what's in the package with the sender's receipt.
- Ask the Facility Security Officer (FSO) to check the package for evidence of tampering.
- Contact the Cognizant Security Office (CSO) to obtain an inventory of what was in the package.
- Send a receipt to the sender, requesting confirmation that you received all the documents.

Lesson Conclusion

In this lesson, you learned about the sources of policy guidance for transmitting and transporting classified material. You learned about the key issues to consider before you transmit or transport classified material, and you learned about the procedures to follow upon receipt of classified material.

Answer Key

Question 1

The PRIMARY source of policy guidance on transmitting and transporting classified material in industry is the **NISPOM**. The **facility SSP** and the **contract** may also provide valuable implementation guidance.

Question 2

The sender is responsible for **all of these actions** before deciding whether to transmit or transport classified materials.

Question 3

If a classified package appears to have been tampered with, the FSO **MUST report it to the Cognizant Security Office (CSO)**. The FSO would also **conduct an administrative inquiry**, which would include **inventorying the package contents** and **contacting the sender about how the package looked when it was sent out**.

Question 4

When you receive a classified package, you should **inventory the contents and compare them to the enclosed receipt**. Top Secret packages should always include a receipt.

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Course: Transmission and Transportation for Industry

Lesson: 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 is available to you. The method you choose should minimize the risk of compromising the information, yet still be cost-effective. This lesson will help you understand the factors you need to take into account when sending classified information, and how to decide what method to use.

The lesson objectives are:

- 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
 - Define handcarrier
 - Define courier
 - Define escort
 - Identify when hand-carrying classified information is authorized
 - Recognize when a classified shipment requires an escort

Selecting an Authorized Method

1. Relevant Factors

The National Industrial Security Program (NISP) policy determines which procedures are authorized for transmitting and transporting classified materials. Multiple factors affect the decision of which transmission or transportation method is most appropriate for a given situation.

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 information is Top Secret, Secret, or Confidential – is so important because it is based on the degree of damage that would be done to national security if that information was compromised. For this reason, you *must* select a transmission method that is authorized for the classification level of the material you are seeking to send. 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 factors into account, there is still more than one appropriate authorized method of transmission, you should use the most cost-effective one.

2. Policy Guidance

DoD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM) 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 to send it. 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; that is, 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 within and directly between the United States and its territorial areas. Refer to the NISPOM for transmission *outside* the US and its territories.

Authorized Methods by Classification Level

1. Top Secret Information

The NISPOM identifies three methods that can be used to transmit Top Secret information within and directly between the United States and its territorial areas. These methods are: the Defense Courier Service, when it is authorized; a designated courier, handcarrier, or escort cleared for access to Top Secret information; and electronically, over secured communications security circuits approved by the Cognizant Security Agency (CSA).

a. Defense 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. Contractors must have specific authorization and requirements from their Government Contracting Agency (GCA) to use the services of DCS.

DCS transports classified material under the provisions of DoD 5200.33-R, Defense Courier Service Regulation. This regulation contains information about the DCS regarding establishing an

account, material authorized for shipment, prohibited material, locations, and preparing material for shipment.

The information in boxes like the one below is supplemental content that you may find useful; however, it will not be addressed in the course examination.

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

b. Designated Courier / Handcarrier / Escort

There are three ways that individuals may transmit or transport classified material from one location to another: via a designated courier, a handcarrier, or an escort. To act in this capacity, all individuals must be cleared employees.

A courier is an employee designated by the contractor whose principal duty it is to physically transmit classified material to its destination.

A handcarrier is also an employee designated by the contractor, but who only occasionally physically transmits or transports classified material. Unlike a courier, however, it is not his or her principal duty. You should use a handcarrier to transfer classified information only as a last resort, because it carries a high risk of compromise. For this reason, you should only use it when the recipient has a critical need for the information, and it is not possible to use any other authorized method to send it.

An escort is a cleared employee who accompanies a shipment of classified material to its destination. Escorts are normally used to transmit bulk or crated items. Using escorts is discouraged unless absolutely necessary, since it can involve multiple individuals using multiple modes of transportation; these variables increase the risk of compromise.

In another lesson, you will learn detailed procedures for using couriers, handcarriers, and escorts to transmit and transport classified information

c. CSA-Approved Secure Communications

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 CSA-approved secure communication or cryptographic device. This requirement applies to voice, data, message, and facsimile transmissions. Common cryptographic devices include the Secure Telephone Unit Third Generation (STU-III) and Secure Terminal Equipment (STE) secure telephones.

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

- Classification level of discussion matches device classification level
- Sender and receiver both have appropriate clearance and need to know the information being transmitted
- Equipment is secure
- Ability exists to control access to physical location

These devices are also used as secure interfaces for fax machines when classified information is transmitted in this manner. Computers can also be used to send classified data. They use cryptographic data networks as accredited by the Cognizant Security Office (CSO) pursuant to the NISPOM.

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

Activity 1

Match each term to its definition. Check your answers in the Answer Key at the end of this Student Guide.

- | | | |
|----------------|---|---|
| A. Escort | — | A cleared employee who may on occasion transport classified material |
| B. Courier | — | A cleared employee who accompanies a shipment of classified material to its destination |
| C. Handcarrier | — | A cleared employee whose principal duty is to transmit classified material |

2. Secret Information

All of the methods you just learned about for sending Top Secret materials can also be used to transmit Secret materials. The NISPOM identifies five additional methods that can be used to transmit Secret information within and directly between the United States and its territorial areas. You can use two services from the U.S. Postal Service (USPS): Express Mail or Registered Mail. You can transmit Secret materials via a cleared commercial carrier, or a cleared commercial messenger service. You can also use a GSA-approved commercial delivery company. Finally, you may use any other method as directed in writing by the GCA.

a. USPS Express Mail and Registered Mail

USPS Express Mail is the fastest USPS service for delivery of time-sensitive material. Within the NISP, use of Express Mail is authorized for transmission of Secret material *only* within the fifty states, the District of Columbia, and the Commonwealth of Puerto Rico.

USPS Registered Mail is the most secure service the USPS offers. It incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and allows for electronic verification of delivery or delivery attempts. Remember, however, this receipt system can only validate that the package was physically received. It does not ensure that the material inside it reached the intended recipient and was properly safeguarded. Registered Mail service is available within the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. Army Post Office (APO) and Fleet Post Office (FPO) locations worldwide are also serviced by USPS Registered Mail, although users must verify the mail remains under U.S. control.

Procedures for using USPS Express Mail:

- *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 be sure your parcel will be back under control in a timely manner, it is recommended to transmit materials on a day that will ensure the recipient will be available to receive it on the following day

b. Cleared 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 NISP, be approved by the CSA, and provide a protective security service (PSS). Using a cleared commercial carrier is authorized only within and between the 48 contiguous states, the District of

Columbia, and the Commonwealth of Puerto Rico. It is also authorized wholly within Alaska, Hawaii, or a U.S. territory.

Protective Security Service: a transportation protective service provided by a cleared 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

c. Cleared Commercial Messenger Service

Secret information may be transmitted by a commercial messenger service that has a security clearance provided under the NISP. However, this method can only be used for same-day intra-city or local delivery of classified material.

d. CSA-Approved Commercial Delivery Company

Qualified commercial delivery companies approved for overnight domestic express delivery of Secret information may also be used to send Secret material. These companies need not be security-cleared, but other requirements apply to their use. These companies must be current holders of the General Services Administration (GSA), carrier contract.

You can access a list of the companies currently approved by the CSAs and holding GSA contracts for domestic express delivery services under Multiple Award Schedule 48 on the GSA website (www.gsa.gov). Contractors who wish to use the companies identified on the GSA Schedule must establish procedures and follow specific requirements.

Procedures and Requirements for Using a GSA-Approved Commercial Delivery Service:

Contractor Procedures:

- FSOs must establish procedures to ensure protection of classified packages at each facility intending to use overnight service
- CSO must approve these procedures

Use:

- Use when overnight delivery cannot reasonably be accomplished by the USPS
- *NEVER* use to transmit classified COMSEC, NATO, or foreign government information

Packaging requirements:

- Prepare material for transmission as described in NISPOM paragraph 5-401a, except that a carrier's mailing envelope may be used as the outer wrapper
- Outer address label should contain only the office or position/title of the destination facility (e.g., "Security Office" or "Facility Security Officer").
- *NEVER* use a P.O. Box as the destination address; use a street delivery address approved for overnight shipments
- *NEVER* execute a release signature block on the receipt label

Shipping requirements:

- *NEVER* use external (street side) collection boxes
- Do not notify carrier personnel that package contains classified material
- The sender must ensure an authorized person will be available to receive the delivery
- Ship packages only on Monday through Thursday to ensure that they do not remain in the possession of the carrier service over a weekend

Exception: CSO may grant local approval to ship material on a Friday provided the receiver has appropriate procedures in place (i.e., a cleared person will receive and sign for the package on Saturday and secure it in approved storage)

Receiving requirements:

- Employees who handle incoming overnight shipments addressed to the "Security Office" or the "Facility Security Officer" must be cleared
- Recipient must have procedures detailing the receipt, internal transfer, and protection of overnight shipments

Activity 2

Which of the following are authorized methods for transmitting Secret material? Select all that apply. Check your answers in the Answer Key at the end of this Student Guide.

- USPS Registered Mail
- Handcarrier
- Cleared commercial messenger service
- USPS Certified Mail
- Cleared commercial carrier
- Secure telephone
- Non-cleared commercial carrier that provides Constant Surveillance Service (CSS)

3. Confidential Information

All of the methods you have learned about for sending Top Secret and Secret materials can also be used to transmit Confidential materials. The NISPOM identifies two additional methods that can be used to transmit Confidential information within and directly between the United States and its territorial areas. You may use a non-cleared commercial carrier to transmit Confidential material. And you may send Confidential information via U.S. Postal Service certified mail.

a. Non-Cleared Commercial Carrier

To send Confidential material via commercial carrier, the carrier need not be cleared, as it must for Secret shipments. Rather, as long as the commercial carrier can provide a constant surveillance service (CSS), you may use it to send Confidential information within the continental United States. Contractors must indicate on the bill of lading that constant surveillance service is required.

Constant Surveillance Service (CSS): a transportation protective service provided by a commercial carrier qualified to transport Confidential shipments

General requirements:

- A qualified carrier representative must maintain constant surveillance of the shipment at all times
- Carrier must maintain a signature and tally record for the shipment

b. USPS Certified Mail

USPS Certified Mail is an authorized method for sending Confidential information. It provides proof of mailing to the sender at the time of mailing. It provides tracking of the package en route, and the recipient's post office maintains a record of delivery.

Activity 3

For each transmission/transportation method listed, select the classification level(s) for which it is authorized. Select all that apply. Check your answers in the Answer Key at the end of this Student Guide.

	Top Secret	Secret	Confidential
USPS Certified Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defense Courier Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USPS Registered Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-cleared commercial carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSA-approved commercial delivery company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job Aid

Take a moment to review this table, which summarizes the authorized transmission and transportation methods by classification level:

Transmission Method	Classification Level		
	Top Secret	Secret	Confidential
Defense Courier Service	X	X	X
Designated courier, handcarrier, or escort	X	X	X
CSA-approved secure communications	X	X	X
USPS Express Mail		X	X
USPS Registered Mail		X	X
Cleared commercial carrier		X	X
Cleared commercial messenger service		X	X
CSA-approved commercial delivery company		X	X
Other methods approved by GCA		X	X
USPS Certified Mail			X
Non-cleared commercial carriers			X

Review Activity

Try answering the following questions. When you are finished, see the Answer Key at the end of this Student Guide to check your answers.

Question 1

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

	True	False
All methods authorized to send Secret information may also be used to transmit Top Secret information.	<input type="radio"/>	<input type="radio"/>
The classification level of information is the primary factor that determines the method for sending it.	<input type="radio"/>	<input type="radio"/>
The urgency of the need for classified information may affect the transmission method.	<input type="radio"/>	<input type="radio"/>
All methods authorized to send Secret information may also be used to transmit Confidential information.	<input type="radio"/>	<input type="radio"/>

Question 2

Scenario: A cleared employee at your facility has wrapped a package containing hardware classified Secret. The package measures 2" x 4" x 14" and weighs 5 pounds. To meet a contractual requirement, the material must 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. Refer to the Transmission Method Job Aid, as needed. Check your answers in the Answer Key at the end of this Student Guide.

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Registered Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GSA Contract Holders for Overnight Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 3

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

For each method, identify whether it is appropriate in the situation described. Refer to the Transmission Method Job Aid, as needed. Check your answers in the Answer Key at the end of this Student Guide.

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Certified Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial carrier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overnight Domestic Express Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 4

Scenario: You are required to transmit Top Secret information to your government contracting activity.

For each method, identify whether it is appropriate in the situation described. Refer to the Transmission Method Job Aid, as needed. Check your answers in the Answer Key at the end of this Student Guide.

	Yes	No	Maybe
USPS Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designated courier or escort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secure fax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial carrier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 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 offices of the GCA within the same geographical area. The GCA urgently requires this information for a high-level briefing by 10:00am 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. Refer to the Transmission Method Job Aid, as needed. Check your answers in the Answer Key at the end of this Student Guide.

	Yes	No	Maybe
Defense Courier Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CSA-approved secure communications security circuits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand-carry by cleared U.S. military, civilian employee, or contractor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Certified Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 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. Refer to the Transmission Method Job Aid, as needed. Check your answers in the Answer Key at the end of this Student Guide.

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Registered Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GSA Contract Holders for Overnight Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Lesson Conclusion

In this lesson, you learned about how to select an authorized method for transmitting or transporting classified materials, and where to find guidance for doing so. You learned about the factors that you must take into account in making that decision, the most important of which is classification level. Finally, you learned which methods are authorized for sending Top Secret, Secret, and Confidential information within and directly between the United States and its territorial areas.

Answer Key

Activity 1

- A. Escort C A cleared employee who may on occasion transport classified material
- B. Courier A A cleared employee who accompanies a shipment of classified material to its destination
- C. Handcarrier B A cleared employee whose principal duty is to transmit classified material

Activity 2

Authorized methods for transmitting Secret material are **USPS Registered Mail, handcarrier, cleared commercial messenger service, cleared commercial carrier, and secure telephone.**

Activity 3

	Top Secret	Secret	Confidential
USPS Certified Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Defense Courier Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USPS Registered Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-cleared commercial carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CSA-approved commercial delivery company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Escort	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Review Activity

Question 1

	True	False
All methods authorized to send Secret information may also be used to transmit Top Secret information.	<input type="radio"/>	<input checked="" type="radio"/>
The classification level of information is the primary factor that determines the method for sending it.	<input checked="" type="radio"/>	<input type="radio"/>
The urgency of the need for classified information may affect the transmission method.	<input checked="" type="radio"/>	<input type="radio"/>
All methods authorized to send Secret information may also be used to transmit Confidential information.	<input checked="" type="radio"/>	<input type="radio"/>

Question 2

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
USPS Registered Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
USPS Express Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
GSA Contract Holders for Overnight Delivery	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Question 3

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
USPS Certified Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial carrier	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Overnight Domestic Express Delivery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Question 4

	Yes	No	Maybe
USPS Express Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Designated courier or escort	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Secure fax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Commercial carrier	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Question 5

	Yes	No	Maybe
Defense Courier Service	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CSA-approved secure communications security circuits	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hand-carry by cleared U.S. military, civilian employee, or contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
USPS Certified Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Question 6

	Yes	No	Maybe
USPS First Class Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
USPS Registered Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
USPS Express Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
GSA Contract Holders for Overnight Delivery	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Student Guide

Course: Transmission and Transportation for Industry

Lesson: Handcarrying and Escorting Classified Materials

Lesson Introduction

Mission requirements, sensitive materials, and time constraints sometimes make the use of a designated courier, a handcarrier, or an escort the preferred method for transmitting or transporting classified materials.

These methods pose special risks, even when experienced personnel use them routinely.

To mitigate the risks posed by these methods, DoD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM) specifies certain requirements and procedures. This lesson will help you understand those requirements and procedures.

The lesson objectives are:

- Identify the purpose of a handcarrier, courier, or escort briefing
- Identify requirements for handcarrying classified materials
- Identify requirements for escorting classified materials

Requirements

1. Overview

The NISPOM specifies general requirements for contractors who designate employees as couriers, handcarriers, or escorts.

The first requirement is that all couriers, handcarriers, and escorts be informed of and acknowledge their security responsibilities before they transmit or transport classified materials. This requirement is met through a *briefing*. It is often called a *courier briefing*, even though it also applies to handcarriers and escorts.

Courier briefings provide appropriate plans and procedures to the personnel who are entrusted with the protection of classified materials. Courier briefings must address what these personnel should do before the trip, during the trip and after the trip. They are required for *all* couriers, handcarriers, and escorts, whether they are taking a single classified document to the building next door, or escorting truckloads of classified satellite equipment across the country. Removing classified material from a secure environment is never routine, no matter how frequently it happens or how experienced the personnel involved are. Courier briefings help to maintain the integrity of classified materials in transit. Never gloss over or skip a courier briefing.

The second requirement specified in the NISPOM is that all couriers, handcarriers, and escorts have an identification card or badge that includes the contractor's name, the employee's name, and a photograph of the employee. This is a baseline requirement. Some circumstances require additional identification and documentation.

Thirdly, the NISPOM requires that couriers, handcarriers, and escorts retain the classified material for which they are responsible *in their personal possession at all times*. You will learn about specific allowances for overnight stays and large freight shipments later in this lesson.

Finally, the NISPOM requires a system for keeping track of classified materials being transmitted or transported. Depending on the authorized method used, this system may include inventories, receipts, or both.

Let's look more closely at the procedures for handcarrying and escorting classified materials.

2. Pre-trip Considerations

The requirements and procedures for handcarrying and escorting classified materials do not start when a handcarrier leaves the building or when a shipment leaves the loading dock. There are many *pre-trip* considerations.

Before leaving a secure facility with classified materials, handcarriers and escorts should make sure their personal travel documents are in order. Depending on the task, personal travel documentation may include courier authorizations, passports, 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. Handcarriers need an inventory of the classified materials. One copy of the inventory stays in the security office, and the handcarrier carries a copy. Escorts accept custody of materials by signing a receipt.

Handcarriers should be knowledgeable about the regulatory requirements for packaging classified materials for transmission or transport. You will learn more about packaging classified materials in another lesson.

If it will be necessary to stop overnight, appropriate arrangements for the overnight storage of classified materials *must be made in advance*. Large shipments may require several escorts. Plans should be made in advance for sufficient personnel to protect the shipment in transit. Since escorting classified shipments is more complex than handcarrying classified packages, the NISPOM specifies the information that must be given to escorts *in writing* before they go.

The information in boxes like the one below is supplemental content that you may find useful; however, it will not be addressed in the course examination.

Specific written instructions and operating procedures provided to escorts must include the following:

- Name and address of persons to whom the classified material is to be delivered
- Receipting procedures
- Means of transportation and the route to be used
- Duties of each escort during movement, during stops en route, and during loading and unloading operations
- Emergency communication procedures

3. En Route Considerations

During the trip, handcarriers and escorts are responsible *and* liable for the material they are transmitting. For handcarriers, this means keeping the classified materials *in their personal possession* at all times. For escorts, it means keeping the classified materials and the adjacent areas *under surveillance* at all times. Both handcarriers and escorts must protect the materials in emergency situations.

If it is necessary for a trip to include an overnight stop, handcarriers and escorts must store the classified materials at a prearranged U.S. military facility, U.S. government facility, U.S. embassy, or cleared U.S. contractor facility in a manner appropriate for the classification level of the materials.

While en route, handcarriers and escorts should 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. Escorts may need to contact local law enforcement if the safety or security of the classified cargo is threatened at any stage of the process.

Finally, the complex job of escorting requires a lot of coordination. Escorts must coordinate and communicate with drivers, railroad personnel, and others involved in the actual movement of the material.

There are some things that handcarriers and escorts should *not* do while transmitting classified materials. They should *not* discuss classified material in public. They should *not* open the materials en route. They should not deviate from the authorized travel route or schedule. Nor should they ever, 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 in any other unauthorized container.

These are baseline requirements. International travel, passenger airline travel, and other circumstances may require additional safeguards.

4. Post-trip Considerations

Handcarriers and escorts are not finished with their tasks until the classified materials have been accounted for at their point of origin. If a handcarrier 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 handcarrier must produce a receipt signed by the security officer from the organization to which they were delivered. Escorts receive a signed receipt from the consignee at the destination, thereby releasing custody of the classified material. This receipt must be returned to the organization that originated the shipment.

5. Commercial Passenger Airline Considerations

It is sometimes necessary for a handcarrier 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. The NISPOM provides specific guidance on how to handle these challenges, including special pre-trip planning considerations and issues to consider at the airport.

a. Pre-trip Considerations

A handcarrier taking classified material onto a commercial passenger aircraft must have a written authorization letter in addition to his or her contractor-issued identification badge. The NISPOM clearly specifies the information that must be included in this letter.

Employees handcarrying classified material on commercial aircraft must carry written authorization, to include:

- Name, date of birth, height, weight, and signature of the traveler
- Statement authorizing traveler to transmit classified material
- Description of the type of identification the traveler carries
- Description of the material being handcarried
- Request for exemption
- Points of departure, destination, and known transfer points
- Name, telephone number, and signature of the FSO
- Location and telephone number of the cognizant security authority (CSA)

Handcarriers preparing to take classified materials onto a commercial aircraft should minimize the likelihood that their parcels will raise a security concern at the airport by not including items prohibited by the Transportation Safety Administration (TSA). Visit the TSA's website to obtain a current list of prohibited items (www.tsa.gov).

Although it is best not to draw attention to the fact that an employee is handcarrying classified materials, there are some circumstances that may require making special arrangements in advance. Consider making advance arrangements if a classified parcel would be compromised or damaged by routine airport security processing, if it is likely that a classified package would have to be examined visually in order to be screened, or if classified material is in specialized containers that cannot be processed routinely.

Local TSA offices can provide guidance to facilitate processing through airline ticketing, security screening, and boarding in these circumstances.

b. En Route Considerations

Handcarriers who have not made advance arrangements with the airline 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 an employee handcarrying classified material is asked by airport security personnel to open the classified package for visual examination, the employee should discreetly tell the screener that the package contains U.S. Government classified information and cannot be opened. The Courier Authorization Letter may be produced at this time.

Under no circumstances may the handcarrier or airport security personnel open the classified package! If officials insist on opening the package, the handcarrier should show them the authorization letter, and ask for special handling. If necessary, the handcarrier should abort the trip rather than allow officials to open the package.

Review Activity

Try answering the following questions. When you are finished, see the Answer Key at the end of this Student Guide to check your answers.

Question 1

Which of the following best describes the purpose of a courier briefing? Select the best answer. Check your answers in the Answer Key at the end of this Student Guide.

- To ensure that all couriers, handcarriers, and escorts are properly qualified before they receive a courier authorization letter
- To ensure that all couriers and handcarriers traveling on commercial passenger aircraft remain in compliance with NISPOM
- To ensure that all couriers, handcarriers, and escorts have contingency plans for emergencies
- To ensure that all couriers, handcarriers, and escorts are informed of their security responsibilities before they transmit or transport classified materials

Question 2

For each task described, decide whether it is required for handcarriers, escorts, or both. Check your answers in the Answer Key at the end of this Student Guide.

	Handcarrier	Escort
Ensuring that personal travel documents are complete, valid, and current	<input type="checkbox"/>	<input type="checkbox"/>
Carrying an inventory of the classified materials being transmitted/transported.	<input type="checkbox"/>	<input type="checkbox"/>
Having advance arrangements for secure overnight storage if an overnight stay is necessary	<input type="checkbox"/>	<input type="checkbox"/>
Having written instructions that include details about the trip and emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining personal possession of the classified materials	<input type="checkbox"/>	<input type="checkbox"/>

Question 3

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

	True	False
Hotel safes are considered secure containers for classified materials.	<input type="radio"/>	<input type="radio"/>
It is acceptable for a handcarrier to return without all the documents on his inventory, as long as he has a receipt for them.	<input type="radio"/>	<input type="radio"/>
A handcarrier may make a detour for personal reasons when he is en route with classified materials, as long as he arrives on schedule at his destination.	<input type="radio"/>	<input type="radio"/>
No more than three escorts may be assigned to one shipment because of the complex coordination required.	<input type="radio"/>	<input type="radio"/>
All couriers, handcarriers, and escorts must have photo identification.	<input type="radio"/>	<input type="radio"/>

Lesson Conclusion

In this lesson, you learned about the basic requirements for couriers, handcarriers, and escorts of classified materials, including the importance of courier briefings in safeguarding classified materials. You learned about the requirements for handcarriers, including those who must carry classified materials on a commercial passenger aircraft, and you learned about the requirements for escorting classified materials.

Answer Key

Question 1

The requirement for a courier briefing for all couriers, handcarriers, and escorts, is stated clearly in the NISPOM.

Question 2

	Handcarrier	Escort
Ensuring that personal travel documents are complete, valid, and current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying an inventory of the classified materials being transmitted/transported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Having advance arrangements for secure overnight storage if an overnight stay is necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Having written instructions that include details about the trip and emergency procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintaining personal possession of the classified materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Question 3

	True	False
Hotel safes are considered secure containers for classified materials.	<input type="radio"/>	<input checked="" type="radio"/>
It is acceptable for a handcarrier to return without all the documents on his inventory, as long as he has a receipt for them.	<input checked="" type="radio"/>	<input type="radio"/>
A handcarrier may make a detour for personal reasons when he is en route with classified materials, as long as he arrives on schedule at his destination.	<input type="radio"/>	<input checked="" type="radio"/>
No more than three escorts may be assigned to one shipment because of the complex coordination required.	<input type="radio"/>	<input checked="" type="radio"/>
All couriers, handcarriers, and escorts must have photo identification.	<input checked="" type="radio"/>	<input type="radio"/>

Student Guide

Course: Transmission and Transportation for Industry

Lesson: 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 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM) includes requirements for packaging, addressing, and tracking classified materials in preparation for transmission and transportation.

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

The lesson objectives are:

- Identify the purpose of a handcarrier, courier, or escort briefing
- Identify requirements for handcarrying classified materials
- Identify requirements for escorting classified materials

Basic Packaging Concepts

1. 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.

2. Overview of Procedures

You can minimize the risk of exposure and facilitate the detection of tampering by following some basic packaging procedures. As you know, the sender is responsible for verifying certain information *before* transmitting the package.

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 that 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 that are being transmitted *within* a facility but the material must be protected adequately to prevent any unauthorized disclosure of classified information.

Finally, material that is classified above the Confidential level *must* be accompanied by a receipt, which the recipient must sign and return. For Confidential material, a receipt *may* be included if the sender needs one.

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.

Applying Packaging Concepts

1. 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.

The information in boxes like the one below is supplemental content that you may find useful; however, it will not be addressed in the course examination.

To avoid direct contact between classified text and inner wrapper:

- Use:
 - Document cover sheets
 - Cover transmittal letters (SF 703, 704, 705)
 - Opaque paper
 - Cardboard
- Fold the document in on itself

It is important to mark the inner wrapper properly because at some government activities and cleared 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. Make sure the mailing address is legible so that classified material is not delivered into the wrong hands!

To facilitate timely delivery, it is recommended that inner wrappers include the name or office symbol of the intended recipient. 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 that these markings appear on all sides of the inner wrapper.

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. The receipt must *not* include any classified information.

The NISPOM 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 tape is recommended.

2. 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 should be durable, like 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 cleared contractor's mailing address and 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 (GSA) contract overnight delivery service. The outer wrapper should *not* bear any classification markings or special handling instructions indicating that 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.

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

3. Handcarried Materials: Briefcases and Pouches

When classified materials are being handcarried, locked briefcases or zippered pouches, made of canvas or other heavy-duty material with an integral key-operated 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 should be on a luggage tag attached to the handle to facilitate its return if it is misplaced. To avoid drawing attention to the material during transit, don't place markings, seals, or labels on the briefcase 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 (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 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.

4. Commercial Carrier Shipments

Classified materials being shipped by a commercial carrier require additional protection against pilferage, theft, and compromise. The NISPOM includes specific requirements about containers, carrier equipment, seals, and notations that must be included on the bills of lading for Confidential and Secret shipments.

Confidential materials require containers strong and durable enough to prevent items from breaking out of the container and to facilitate the detection of tampering while in transit. Packages weighing less than 200 pounds should go in a closed vehicle or in a closed portion of the carrier's equipment. The bill of lading must include the notation *Constant Surveillance Service Required* and emergency instructions.

Emergency instructions for Confidential or SECRET shipments:

CARRIER TO NOTIFY THE CONSIGNOR AND CONSIGNEE (Telephone Numbers) IMMEDIATELY IF SHIPMENT IS DELAYED BECAUSE OF AN ACCIDENT OR INCIDENT. IF NEITHER CAN BE REACHED, CONTACT (Enter appropriate HOTLINE number). USE HOTLINE NUMBER TO OBTAIN SAFE HAVEN OR REFUGE INSTRUCTION IN THE EVENT OF A CIVIL DISORDER, NATURAL DISASTER, CARRIER STRIKE OR OTHER EMERGENCY

SECRET materials must be shipped in hardened containers unless the contracting agency specifically exempts them from this requirement. Carrier equipment must be sealed when there is a full carload or truckload, when the vehicle is used exclusively for the classified material, or when a closed and locked compartment is used. The seals must be numbered. The bill of lading must include seal numbers, instructions for maintaining seals, the notation *Protective Security Service Required*, and emergency instructions.

Seal maintenance instructions for SECRET shipments:

DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON PRIOR AUTHORITY OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN OR IF BROKEN FOR EMERGENCY REASONS, APPLY CARRIER'S SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND THE CONSIGNEE.

5. Large, Bulky Items

Even when classified material is of a size, weight, or nature that precludes the use of standard wrappers or containers, the materials used for packaging must still be strong and durable enough to ensure the necessary 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 by 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. Additional safeguards, such as escorts, may be needed.

Review Activity

Try answering the following questions. When you are finished, see the Answer Key at the end of this Student Guide to check your answers.

Question 1

Which procedures are necessary for preparing to transmit and transport all SECRET materials? Select all that apply.

- Verify the recipient's address.
- Wrap the material in two durable, opaque layers.
- Include a receipt for the material.
- Include emergency instructions on the bill of lading.

Question 2

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

Which of the following should appear on the **inner** envelope? Select all that apply.

- Ft. Eustis return address
- "Ms. Jennifer Brody"
- "CONFIDENTIAL"
- "SECRET"
- "TOP SECRET"
- Address at the Pentagon

Which of the following should appear on the **outer** envelope? Select all that apply.

- Ft. Eustis return address
- "Ms. Jennifer Brody"
- "CONFIDENTIAL"
- "SECRET"
- "TOP SECRET"
- Address at the Pentagon

Question 3

Scenario Update: The sender of the Confidential document would like to include a receipt. What information should be included on the receipt? Select all that apply.

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

Question 4

Scenario Update: 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. Can you think of anything else you might need before you package your Confidential document?

Write your answers in the space provided.

Question 5

Select True or False for each statement.

	True	False
Classified documents must be double-wrapped inside a locked briefcase or zippered pouch when they are handcarried.	<input type="radio"/>	<input type="radio"/>
Large, bulky items are exempt from double-wrapping requirements for transmission and transportation.	<input type="radio"/>	<input type="radio"/>

Lesson Conclusion

In this lesson, you learned about the purpose of and basic procedures for properly preparing classified material for transmission and transport; you learned the baseline requirements for wrapping envelopes and parcels that contain classified materials; and you learned how these requirements can be met with alternate wrapping materials.

Answer Key

Question 1

To prepare any classified material for transmission, you must **verify the recipient's address** and **wrap the material in two durable, opaque layers**. Materials classified **SECRET or above require a receipt**. A bill of lading is not necessary for all transmissions.

Question 2

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

The **inner** envelope should be marked with the following:

- Ft. Eustis return address
- "Ms. Jennifer Brody"
- "CONFIDENTIAL"
- "SECRET"
- "TOP SECRET"
- Address at the Pentagon

The **outer** envelope should be marked with the following:

- Ft. Eustis return address
- "Ms. Jennifer Brody"
- "CONFIDENTIAL"
- "SECRET"
- "TOP SECRET"
- Address at the Pentagon

Question 3

The receipt should identify **the sender, the recipient**, and the contents of the package. It should NOT include any classified information.

Question 4

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, transmittal form, 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.

Question 5

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

True **False**

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

Student Guide

Course: Transmission and Transportation for Industry

Lesson: Dissemination of Special Types of Information

Lesson Introduction

In addition to the basic requirements for the transmission and transportation of classified information based on its classification level, there are additional, special dissemination requirements for certain types of information. It is important to be aware of these types of information and their associated special requirements.

The lesson objectives are:

- List the special types of information with dissemination controls prior to transmission and transportation
- Identify the source of guidance for the transmission and transportation of special types of information

Information Types and Guidance

Special information types you need to be aware of include:

1. Communications Security (COMSEC) information
2. Intelligence information
3. Critical nuclear weapon design information (CNWDI)
4. Certain kinds of information related to international programs

The nature of certain kinds of information may require enhanced protection, special handling restrictions, or limitations on how it can be disseminated. In all cases, contractors must obtain authorization from the Government Contracting Activity (GCA) before disseminating this information. We will now look at each of these kinds of information in detail.

1. COMSEC

COMSEC is a program designed to deny unauthorized individuals information of value that they might derive from possessing or studying telecommunications, and to ensure that such communications are authentic. COMSEC includes cryptosecurity, emission security, transmission security, and physical security of COMSEC material and information.

DoD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), contains procedures for transporting classified and unclassified COMSEC material. In addition, contractors should refer to their specific contracts, because they may require additional safeguards for COMSEC material. Finally, contractors must follow the guidance from their Central Office of Record (COR) on transmitting and transporting accountable COMSEC materials.

2. Intelligence Information

Intelligence information is under the jurisdiction and control of the Director of National Intelligence (DNI) who establishes security policy for the protection of intelligence information, sources, methods, and analytical processes. Intelligence information may include sensitive compartmented information (SCI) and special access program (SAP) information.

Contractors with access to intelligence information must refer to documents cited in their contracts for special handling procedures. In addition, contractors must obtain written authorization of the releasing agency before disclosing or releasing classified intelligence information, even to a subcontractor.

3. CNWDI

Critical Nuclear Weapon Design Information (CNWDI) is a DoD category of Top Secret or Secret research and development that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munitions, or test device. CNWDI is highly sensitive, so special rules apply to its dissemination. These rules are designed to ensure that the fewest possible number of employees have access to it.

Within the Department of Defense, controls on the transmission or transportation of CNWDI are established by DoD Directive 5210.2, Access to and Dissemination of Restricted Data. Contractors must get approval from the Government Contracting Activity before transmitting CNWDI outside their facility. Finally, before transmitting CNWDI to another cleared facility, contractors must also verify with the Cognizant Security Agency (CSA) that the receiving facility has been authorized to access the CNWDI.

4. International Programs

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 requirement are many and complex. For this reason, contractors should involve the GCA as early as possible during the deliberations leading to the international transfer of classified material.

Control of classified material must be maintained until it is officially transferred to the intended recipient government. This does not happen until the designated government representative (DGR) actually receives the material. International transfers of classified material must take place through government-approved channels.

Finally, contractors must prepare written transmission instructions for all transfers of classified material, and develop a transportation plan.

The information in boxes like the one below is supplemental content that you may find useful; however, it will not be addressed in the course examination.

Transportation plan: supports international transfer of classified material

Prerequisites: Research and coordination with various officials:

- Local
- State
- Federal
- Foreign government authorities who will receive the shipment.

Required elements:

- Plan title
- Date of movement
- Authorization/Approval

Recommended elements (may vary based on specific situation):

- Purpose
- Description of consignment
- Identification of responsible government and/or company representatives
- Identification of commercial entities to be involved in each shipment
- Packaging the consignment
- Routing of the consignment
- Requirement for an escort when applicable
- Couriers/escorts
- Recipient responsibilities
- Return of material
- Freight forwarders
- U.S. Government Designated Government Representative (DGR)
- Recipient Government DGR
- Other information as required

Detailed guidance on international transfers appears in the NISPOM.

Now let's look in more detail at two types of international transfers of sensitive or classified information: Foreign Government Information (FGI) and North Atlantic Treaty Organization (NATO) classified information.

a. Foreign Government Information

Foreign Government Information (FGI) is classified information that the U.S. *receives* from a foreign government or international organization or that the U.S. *produces* as a result of a joint arrangement with a foreign government or international organization. A special section of the NISPOM contains requirements for protecting FGI.

When awarded a contract by a foreign interest that will involve classified information, contractors must notify the CSA. On behalf of the foreign government, the CSA provides oversight of the information and ensures that the contract's security requirements are implemented. This includes establishing channels for the transfer of classified material.

Contractors must not disclose FGI to nationals of a third country or *any* third party, nor may they use it for a purpose other than the one for which it was provided unless the originating foreign government provides prior written consent.

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 non-cleared express overnight carriers.

b. NATO Classified Information

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 NISPOM contains specific handling procedures for NATO classified materials. It is important to be familiar with these, as procedures for handling NATO classified information vary from those used for classified U.S. national security information.

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, contractors 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, contractors 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.

Review Activity

Try answering the following questions. When you are finished, see the Answer Key at the end of this Student Guide to check your answers.

Question 1

Can you list the types of information that have special dissemination requirements?

Question 2

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

	Standard Procedures	Special Procedures
Sensitive Compartmented Information	<input type="radio"/>	<input type="radio"/>
Unclassified COMSEC materials	<input type="radio"/>	<input type="radio"/>
Top Secret aircraft capabilities data	<input type="radio"/>	<input type="radio"/>
NATO Classified Information	<input type="radio"/>	<input type="radio"/>

Question 3

- a.** You need to ship a package that contains foreign government information (FGI). Which of the following source(s) of guidance should you consult to make sure you follow appropriate transmission and transportation procedures?
- Government Contracting Activity (GCA)
 - Central Office of Record (COR)
 - Cognizant Security Agency (CSA)
 - DoDD 5210.2
 - NISPOM
 - Contract
- b.** You need to ship a package that contains COMSEC materials. Which of the following source(s) of guidance should you consult to make sure you follow appropriate transmission and transportation procedures?
- Government Contracting Activity (GCA)
 - Central Office of Record (COR)
 - Cognizant Security Agency (CSA)
 - DoDD 5210.2
 - NISPOM
 - Contract
- c.** You need to ship a package that contains CNWDI. Which of the following source(s) of guidance should you consult to make sure you follow appropriate transmission and transportation procedures?
- Government Contracting Activity (GCA)
 - Central Office of Record (COR)
 - Cognizant Security Agency (CSA)
 - DoDD 5210.2
 - NISPOM
 - Contract

Lesson Conclusion

In this lesson, you learned about some special types of information that have additional protection requirements. All of these require coordination and authorization by a designated official prior to dissemination. You also learned about some of the documents that define the procedures for the transmission and transportation of these kinds of information.

Answer Key

Question 1

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

- Communications Security (COMSEC)
- Intelligence Information
- Critical Nuclear Weapon Design Information (CNWDI)
- International Programs
 - Foreign Government Information
 - NATO Classified Information

Question 2

	Standard Procedures	Special Procedures
Sensitive Compartmented Information	<input type="radio"/>	<input checked="" type="radio"/>
Unclassified COMSEC materials	<input type="radio"/>	<input checked="" type="radio"/>
Top Secret aircraft capabilities data	<input checked="" type="radio"/>	<input type="radio"/>
NATO Classified Information	<input type="radio"/>	<input checked="" type="radio"/>

Question 3

- a. Before shipping foreign government information (FGI) you should consult the **Cognizant Security Agency (CSA)** and **the NISPOM** to make sure you follow appropriate transmission and transportation procedures.
- b. Before shipping COMSEC materials you should consult **the Central Office of Record (COR)**, **the NISPOM**, and your specific **contract** to make sure you follow appropriate transmission and transportation procedures.
- c. Before shipping CNWDI you should consult the **Government Contracting Activity (GCA)**, **the Cognizant Security Agency (CSA)**, and **DoDD 5210.2** to make sure you follow appropriate transmission and transportation procedures.

Student Guide

Course: Transmission and Transportation for Industry

Lesson: 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:

- Transmission and Transportation Basics
- Selecting an Authorized Transmission/Transportation Method
- Handcarrying and Escorting Classified Information
- Preparing Materials for Transmission/Transportation
- Dissemination of Special Types of Information

Course Objectives

You should now be able to:

- ✓ Identify the policy documents that govern transmission and transportation of classified information
- ✓ Based on classification level, identify the authorized methods for transmission and transportation of classified information
- ✓ Identify the procedures to handcarry or courier classified information
- ✓ Identify the procedures to escort classified information
- ✓ Identify the procedures to prepare classified material for transmission and transportation
- ✓ Identify the dissemination requirements for special types of information

Conclusion

Congratulations. You have completed the Transmission and Transportation for Industry Course.

To receive credit for this course, you *must* take the Transmission and Transportation for Industry. Please use the DSS Academy's ENROL system to register for the on-line exam.