



FAIRECONRON

Classified Material Handling Review

LT Laura Murillo

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References



**What is the primary
reference
when handling classified
materials?**



References



**What is the primary reference
when handling classified
materials?**

***VQ CLASSIFIED MATERIAL
HANDLING INSTRUCTION
5510***

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References



Where can the instruction be located?



References



Where can the instruction be located?

***VQ INTRANET/
SIPR & JWICS
Homepages***

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The One Stop Shop



- # The ***SSR/CTA shop*** is responsible for tracking ALL classified material and ensuring security procedures are being met.
- # Accountability to SSR shop includes:
 - End of Month Inventory
 - Crew and detachment movements



Scenario



Mission Commander is taking a crew out to DET SWA ... what planning considerations should the crew leadership have?

- **During Squadron Check Out ...**
- **In-route ...**
- **Upon arrival ...**

*EWMC Checklist Available!*

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VQ Requirements and Guidelines Transportation of Classified Materials

In accordance with: Special Security Office (SSO) Whiteby Island, DoD 6106.21-M-1, OPRAVM BT 6610.001

	Vehicle Transport ON BASE	Vehicle Transport OFF BASE	Government Air Travel NLSO & EP-3E	Commercial Air Travel	Special Considerations
TOP SECRET/SCI Mail: DCB Defense Courier System	MANDATORY 1) Military ID Card 2) Official Courier Card 3) Classified Inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention. 5) Don't Courier more than you can carry! RECOMMENDED Two Person Integrity	MANDATORY 1) Military ID Card 2) Official Courier Card 3) Classified Inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention. 5) Two Person Integrity (TPI) 6) Don't Courier more than you can carry! RECOMMENDED Materials must be transported in a government veh.	MANDATORY 1) Military ID Card 2) Official Courier Card 3) Classified Inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention. 5) Don't Courier more than you can carry! RECOMMENDED Two Person Integrity	MANDATORY 1) Military ID Card 2) Official Courier Card & Official Courier Letter 3) TBMAO Orders: "Official Courier" 4) Classified Inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 5) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention. 6) Don't Courier more than you can carry. 7) Use American carriers. RECOMMENDED No more than 1 x Pelican Case per Courier. 2 x Pelican Cases may be acceptable. (Remember you have personal carry one)	During overnight trips, classified information is to be stored at A U.S. embassy, military or appropriately cleared DoD contractor facility and shall not, under any circumstances be stored in inns, hotel rooms or suites. ALL CLASSIFICATION: The escort shall protect the shipment at all times through personal observation or authorized storage to prevent inspection, tampering, pilferage, or unauthorized access.
TOP SECRET Mail: DCB Defense Courier System	↓	↓	↓	↓	
SECRET Mail: UB R/cbl Registered Mail	↓	↓	↓	↓	
CONFIDENTIAL Mail: UB R/cbl Registered Mail / First Class	↓	↓	↓	↓	
CMS	1) Military ID Card 2) CMS User Qualification 3) TPI 4) Equipment must be in double locked metal case with SOL locks APPLIES TO ALL CLASSIFICATION LEVELS AND TRANSPORTATION METHODS				→
CMS MAIL CMS KEY MAT	DCS - TOP SECRET & TOP SECRET/SCI US POSTAL Registered Mail: GENSER & BELOW		UNCLASSIFIED		

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ENCLOSURE



INNER Envelope



**FAIRECONRON TWO / VQ-2
NASWI
FPO AP 96601-6502**

**CONTAINS
TOP SECRET// SCI**

**To be opened by CTA3 Olson
SSO WHIDBEY ISLAND
1045 MIDWAY STREET
OAK HARBOR, WA 98278-8300**

**CONTAINS
TOP SECRET// SCI**

UNCLASSIFIED//FOUO



OUTER Envelope



**FAIRECONRON TWO / VQ-2
NASWI
FPO AP 96601-6502**

**SSO WHIDBEY ISLAND
1045 MIDWAY STREET
OAK HARBOR, WA 98278-8300**

NO CLASSIFICATION REFERENCE!

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AIR Transportation

CLASSIFIED MATERIALS

- Requirement the same for ALL Classifications
- **HIGHLIGHTS:**
 - **Materials double wrapped**
 - **NALO - Courier Card**
 - **COMM**
 - **Courier Card and Courier Letter**
 - **Use American Carriers**
 - **Remember you will also have personal carry ons**
 - **Always carry C S I.e. SDO and SSR rep**

Government Air Travel NALO & EP-3E	Commercial Air Travel
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<p><u>MANDATORY</u></p> <ol style="list-style-type: none"> 1) Military ID Card 2) Official Courier Card 3) Classified inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention 5) Don't Courier more than you can carry! <p><u>RECOMMENDED</u></p> <p>Two Person Integrity</p>	<p><u>MANDATORY</u></p> <ol style="list-style-type: none"> 1) Military ID Card 2) Official Courier Card & Official Courier Letter 3) TEMAD Orders: "Official Courier" 4) Classified inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 5) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention 6) Don't Courier more than you can carry. 7) <i>Use American carriers.</i> <p><u>RECOMMENDED</u></p> <p>No more than 1 x Pelican Case per Courier. 2 x Pelican Cases may be acceptable. (Remember you have personal carry ons)</p>
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VEHICLE Transportation

CLASSIFIED MATERIALS

- Requirements the same for ALL Classifications
- HIGHLIGHTS:
 - Materials double wrapped
 - Courier Card
 - Always transport in gov vehicle
 - TPI is always preferred Required off base
 - Always carry CMD POCs I.e. SDO and SSR rep

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Vehicle Transport ON BASE	Vehicle Transport OFF BASE
<p><u>MANDATORY</u></p> <ol style="list-style-type: none"> 1) Military ID Card 2) Official Courier Card 3) Classified inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention. 5) Don't Courier more than you can carry! <p><u>RECOMMENDED</u></p> <ol style="list-style-type: none"> 1) Two Person Integrity 2) Materials must be transported in a government veh. 	<p><u>MANDATORY</u></p> <ol style="list-style-type: none"> 1) Military ID Card 2) Official Courier Card 3) Classified inventory must be double wrapped when hand carrying outside the command. A locked briefcase may serve as the outer cover. 4) The courier shall carry a copy of an inventory of the contents in the sealed package and submit a copy to the courier's security office for retention 5) Two Person Integrity (TPI) 6) Don't Courier more than you can carry! <p><u>RECOMMENDED</u></p> <p>Materials must be transported in a government veh.</p>

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Transportation cont'd

CLASSIFIED MATERIALS

- **Under no circumstances are you to allow any inspector to view the classified material**
 - **If stopped in screening, ask to speak to the Airport Security Manager. If the manager persists, politely refuse inspection and contact SSO/CoC**
 - **Also applies to any other law enforcement inspection**

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Government Air Travel NALO & EP-3E	Commercial Air Travel
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Good Practice



- # All personnel who create classified material are responsible for ensuring it is added to the VQ-2 master inventory.
- # **What are the procedures when reproducing classified materials?**
- # **What are the requirements for submitting inventories?**

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Reproduction & Inventories



What are the procedures when *reproducing* classified materials?



Reproduction & Inventories



- # **What are the procedures when *reproducing* classified materials?**
 - **Fill out enclosure (1) and consult with INTEL officer**

VQ CLASSIFIED MATERIAL REPRODUCTION REQUEST FORM

Squadron: VQ-2 Date: 27 MAR 08

Name: Smith, Albert Rank/Rate: O-3
(Last, First, MI)

Dept/Div: OPS Phone Number: X 5387

Request:

<input type="radio"/> Print	<input checked="" type="radio"/> Copy	<input type="radio"/> Web Posting	<input type="radio"/> Data Transfer
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(Circle One)

Source/File Location: Hard Copy SECRET Document
(Be Specific)

Target/Location: Photo Copy
(Be Specific)

Material Life Span: 24 hrs
(How long needed?)

Justifications and/or Specifications:

ENCLOSURE (1)



Reproduction & Inventories



- # **What are the procedures when *reproducing* classified materials?**
 - **Fill out enclosure (1) and consult with INTEL officer**

- # **What are the requirements for submission of inventories?**



Reproduction & Inventories



- # **What are the procedures when *reproducing* classified materials?**
 - **Fill out enclosure (1) and consult with INTEL officer**

- # **What are the requirements for submission of inventories?**
 - **Fill out enclosure (2) and provide to local SSR, Det OIC, or DH**
 - **Due 1st of EVERY MONTH**

VQ CLASSIFIED MATERIAL HANDLING FORM

 TRANSFER INVENTORY OTHER _____FROM:
SSR SHOP - CTA2 CLARKDATE:
27 MAR 08TO:
LT MURILLO

COMMENTS:

ULTIMATE DESTINATION (Detachment Site):
DET DELTA

COMMENTS:

#	SHORT TITLE/DESCRIPTION	INVENTORY CONTROL #	CLASSIFICATION	SERIAL NUMBER
1	PANASONIC LAPTOP	06-12597	SECRET	CFKDHJUIE736
2	PFPS CD	06-12587	SECRET	N/A
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

ENCLOSURE (2)

DO NOT USE FOR COMSEC



Courier Cards



- When do you need a ***courier card*** and when do you need a ***courier letter***?



Courier Card vs Courier Letter



Courier Card

Required for ALL classified material couriering

Courier Letter

Requirement for **ALL COMMERCIAL air travel** of Classified Materials

***You must hold the same clearance level as the materials you are couriering!!**



REMINDER!



Courier Cards & SCIF Badges

Controlled Items

Turn in for accountability



Contact Information



**Special Security
Representatives (SSR)
x5302 / 6618**

***VQ CLASSIFIED
MATERIAL
HANDLING INSTRUCTION
5510***

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