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**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

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## **Chapter 22 - Transmission**

### **2201 Transmittal Outside Departmental Facilities**

**A.** All classified information transmitted outside a Department of Commerce facility shall be enclosed in an opaque inner and outer cover (e.g., sealed envelopes, wrappings, or a locked container), which conceals the contents and provides reasonable evidence of tampering. The inner sealed cover shall be clearly marked on both sides with the highest classification of the information contained within, any required protective markings, and complete forwarding and return addresses. The outer sealed opaque cover shall be addressed in the same manner but shall not bear any classification markings or other indication that classified information is enclosed. The following exceptions apply.

1. When the outside shell or body of an item of equipment contains an internal component that is classified, the shell may be considered the outer enclosure provided it does not reveal classified information.
2. When an internal component of a bulky item of equipment is classified but inaccessible, the outside or body of the item may be considered to be a sufficient enclosure provided the internal component cannot be observed and the outer body does not reveal classified information.
3. When an item of equipment is classified but cannot reasonably be packaged and the shell or body of the equipment is classified also, the shell or body it shall be concealed with an opaque enclosure that will hide all classified features.
4. Specialized shipping containers, including closed cargo transporters, may be considered the outer enclosure when used. The specialized shipping container must be of sufficient construction to provide evidence of forced entry, secured with a high-security padlock, and equipped with an electronic seal that would provide evidence of surreptitious entry. A specialized shipping container can be used as a substitute for an authorized courier on direct flights provided procedures are developed to ensure that an appropriately cleared person will protect the container in the event the flight is diverted for any reason.

**B.** Material used for packaging must be of such strength and durability to provide protection in transit and to prevent items from breaking out of the covers. Bulky packages shall be sealed with tape laminated with asphalt and containing rayon fibers or nylon filament tape or its equivalent.



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### **2202 Transmittal Within Departmental Facilities**

**A.** All classified information hand-carried between offices or operating units within a Department of Commerce owned or leased facility shall be shielded to prevent inadvertent disclosure. The appropriate cover sheet shall be affixed to the top of the classified document (SF-703 for Top Secret, SF-704 for Secret, and SF-705 for Confidential). The cover sheet shall remain attached until the document is destroyed. A cover sheet that is not attached to any classified document is unclassified.

**B.** Individuals transmitting classified documents within a Department of Commerce facility shall not carry classified documents into public areas (cafeterias, gymnasium, etc.) while en route to their destination.

### **2203 Receipt of Classified Information**

A document receipt, such as the Classified Material Receipt, Form CD-76, shall be completed for all transmissions of Top Secret and Secret information. A receipt for Confidential information is required only when transmitting Confidential information to a foreign government or its representative, or to contractors.

### **2204 Methods of Transmission**

**A. Top Secret Information.** Before transmitting Top Secret information, the sender must coordinate its transmission with the organization's Top Secret Control Officer for control and accountability of the document. Top Secret information shall be transmitted only by using one of the following methods.

1. Hand-carrying by an employee who has been granted a Top Secret security clearance and possesses a Courier Authorization Card (CD-75) authorizing the employee to carry information up to Top Secret. The security contact must brief couriers on their responsibilities to protect Top Secret information.
2. The Defense Courier Service (DCS).
3. Diplomatic pouch through the Department of State Diplomatic Courier System.
4. A cryptographic system authorized by the Director, National Security Agency, to process Top Secret information, or by a protected distribution system designed and installed to meet the standards included in the National Communications Security (COMSEC) and Emanations Security (EMSEC) issuance system.



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***NOTE: TOP SECRET INFORMATION WILL NOT BE TRANSMITTED THROUGH THE U.S. POSTAL SERVICE UNDER ANY CIRCUMSTANCES.***

**B. Secret Information.** Secret information may be transmitted by one of the following methods.

1. Any of the approved means for the transmission of Top Secret information can be used to transmit Secret information. Secret information may be introduced into the Defense Courier System only when control of the information cannot remain in U.S. custody. The Defense Courier System must also be used for transmission of Sensitive Compartmented Information (SCI) and COMSEC information at the Secret classification level.
2. A cleared and designated employee or a contracted individual traveling on surface conveyance within a metropolitan area may hand-carry the information provided the information is not transported across international borders and the courier maintains custody of the information at all times.
3. Secret information may be transmitted by U.S. Postal Service Express Mail and U.S. Postal Service Registered Mail within the United States and between the United States and its territories.
4. Secret information may be transmitted by U.S. Registered Mail through Military Postal Service facilities outside the United States and its territories provided that the information does not at any time pass out of the control of a U.S. citizen and does not pass through a foreign postal system or any foreign inspection.
5. Secret information may be transmitted by a cleared commercial carrier or cleared commercial messenger service as defined under the National Industrial Security Program. To ensure direct delivery to the addressee, the "Waiver of Signature and Indemnity" block on the U.S. Postal Service Express Mail, label 11-B, may not be executed under any circumstances. The use of external (street side) express mail collection boxes is prohibited.
6. Secret information may be transmitted by a cleared and designated employee on scheduled commercial passenger aircraft within the United States and between the United States and its territories, subject to the procedures and restrictions set forth in paragraph 2205, Hand-carrying Classified Information. The servicing security officer or security contact must brief couriers on their responsibilities to protect classified information. The classified information must remain in the constant custody and protection of the courier at all times.



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7. Secret information may be transmitted by a Department of Commerce courier provided the employee has been granted an appropriate security clearance and possesses a Courier Authorization Card, Form CD-75.

8. Secret information may be transmitted by a cryptographic system authorized by the Director, National Security Agency, to process Secret information, or through a protected distribution system designed and installed to meet the standards included in the National Communications Security (COMSEC) and Emanations Security (EMSEC) issuance system.

**C. Confidential Information.** Confidential information may be transmitted by using one of the following methods.

1. Any of the means approved for the transmission of Top Secret or Secret information and by the U.S. Postal Service Certified Mail within the United States and between the United States and its territories.

2. Confidential information can be transmitted by U.S. Postal Service First Class or Express Mail service provided the outer wrapping is stamped "**FIRST CLASS**" and "**POSTMASTER: DO NOT FORWARD. RETURN TO SENDER.**" If a piece of Confidential mail weighs over 12 ounces, it must also be marked "**PRIORITY MAIL.**" These markings are necessary because outsized mail can lose identity as First Class mail, which is closed to postal inspection, and become a lower class, subject to postal inspection. Postal inspection will be avoided if the outer wrapping is marked "**FIRST CLASS.**"

3. U.S. Postal Service Registered Mail shall be used to send:

a. North Atlantic Treaty Organization (NATO) Confidential information;

b. Other Confidential mail addressed to Fleet Post Office (FPO) and Army Post Office (APO) addressees located outside the 50 states, District of Columbia, the Commonwealth of Puerto Rico, and U.S. territories or possessions; and

c. Confidential information to other addressees when it is uncertain that their location is within U.S. boundaries.

4. Confidential material may be sent to contractors and to agencies outside the Executive Branch by



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Certified or Registered mail. The U.S. Postal Service Return Receipt shall be attached to the outside envelope.

**D. Prohibition of Transmission of Classified Information Over Non-secure Telecommunications Systems.** Classified information shall not be transmitted over any non-secure telephone, facsimile machine, or electronic mail system.

### **2205 Hand-Carrying Classified Information**

**A. Restrictions.** Appropriately cleared personnel may be authorized to hand-carry classified information outside Department of Commerce controlled space subject to the following conditions.

1. The courier has an appropriate security clearance and has been issued a Courier Authorization Card, CD-75, as required in paragraph 2207, Courier Authorization Card.
2. The classified material shall be hand-carried in a locked briefcase that serves as the outer wrapper.
3. The storage provisions of Chapter 24, Storage, apply to all stops en route to the destination, unless the information is retained in the personal possession and constant surveillance of the individual at all times. The hand carrying of classified information on trips that involve an overnight stopover is not permitted unless advance arrangements have been coordinated for proper overnight storage in a Government facility or cleared contractor's facility.
4. The classified information shall not be opened, read, studied, displayed, or used in any manner by the courier when travelling in public conveyances.
5. The courier shall not store classified information in any detachable storage compartment such as automobile trailers, luggage racks, aircraft travel pods, or drop tanks when carrying classified information in a private, public, or Government conveyance.
6. The originating office must maintain a list of all classified information carried or escorted by traveling personnel.
7. Advance arrangements for appropriate overnight storage shall be made to ensure that the facility has authorized storage capability at the appropriate level. The storage capability should be available and



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accessible at the designated time of the visit. When travelling, the courier shall make contingent arrangements in the event that unforeseen problems occur that may result in late or delayed arrivals. The courier carrying classified information must understand his or her responsibility to safeguard the information while in transit and when arriving at his/her final destination.

**B. Hand-carrying Classified Information Aboard Commercial Passenger Aircraft.** Appropriately cleared personnel may be authorized to hand-carry classified information aboard commercial passenger aircraft subject to the following conditions.

1. Classified information may be hand-carried aboard commercial passenger aircraft only when there is neither time nor means available to properly transmit the information by other authorized means. The Director for Security shall grant permission to carry classified material overseas on a case-by-case basis. Requests for permission to carry classified information aboard a commercial passenger aircraft shall be submitted in writing to the Office of Security by the servicing security officer at least ten working days prior to departure.
2. Prior to carrying classified information across international borders, the courier must make arrangements to ensure that the information will not be opened or viewed by customs, border, postal, or other inspectors, either U.S. or foreign.
3. The courier must travel aboard a U.S. carrier. Foreign carriers can be used only when no U.S. carrier is available. The courier must ensure that the information shall remain in his/her custody and control at all times.
4. The responsible security contact shall brief the courier concerning security safeguards and the need to possess departmental photographic identification. Written authorization from the Director for Security is required by the courier to carry classified information aboard commercial aircraft. These items shall be displayed upon request by the appropriate airline personnel.
5. The classified information shall be sealed in double wrappings and carried in a briefcase or other carry-on luggage. The screening officials may check the envelope by x-ray machine, flexing, feel, weight, etc., without opening the envelopes. Opening or reading the classified documents is not permitted.



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### 2206 Designation of Couriers

The servicing security officer may authorize an employee to hand-carry classified information up to the Top Secret level within the United States and its territories, except by commercial aircraft. This authorization is required for employees who routinely carry classified material to facilities in the same geographical areas. To be an authorized courier, the employee must hold an appropriate security clearance and possess a valid Courier Authorization Card, CD-75, as described in paragraph 2207. Prior to obtaining classified information, the authorized courier must present a valid Courier Authorization Card to the holder of the classified information.

### 2207 Courier Authorization Card

**A. Courier Authorization.** The Department of Commerce Courier Authorization Card, CD-75, authorizes the bearer to transport or hand-carry classified information on a recurring basis. The form will identify the holder by name, date of birth, and assigned operating unit. The card will include a date of issuance, expiration date, photograph of the holder, level of classified information authorized to be hand carried, and the signatures of the holder and the issuing security officer. A block is provided for the servicing security officer's name and phone number for clearance verification.

**B. Issuance and Control of the Courier Authorization Card.** Appropriately cleared personnel may obtain a Courier Authorization Card, CD-75, to hand-carry classified information outside Department of Commerce controlled space subject to the following conditions

1. The servicing security officer shall maintain accountability of all Courier Authorization Cards. Prior to the receiving a Courier Authorization Card, the employee must have been granted a security clearance based on paragraph 1201, Granting Access to Classified Information.
2. The supervisor of the intended bearer shall request the issuance of a Courier Authorization Card in writing to the servicing security officer. Upon verification of the employee's security clearance, the servicing security officer will complete the Form CD-75 by affixing a current photograph of the employee, obtaining the necessary signatures, and laminating and issuing the Courier Authorization Card to the employee.
3. The bearer of the Courier Authorization Card must report the loss or damage of the card in writing to the security officer within five working days. The bearer may request a replacement card, which will be



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issued at the security officer's discretion. The loss of a Courier Authorization Card can result in forfeiture of courier privileges for an unlimited period of time, as determined by the servicing security officer.

4. The Courier Authorization Card is valid for three years from the date of issue. The bearer must return the Courier Authorization card to the issuing security officer upon termination of his/her security clearance, when the authorization is no longer needed, or when an occurrence dictates the need to withdraw the courier authorization, as determined by the issuing security officer.

5. The CD-75 does not authorize the courier to hand-carry classified information aboard commercial aircraft. Permission to hand-carry classified information aboard commercial aircraft shall be granted by the Director for Security in accordance with paragraph 2205.

6. The courier shall not use the Courier Authorization Card for purposes other than its intended use. Abusing or exceeding the authority of the card may result in disciplinary action.