

JITC Security Office Guidance - Wrapping Classified Material

References: DoD 5200.1R, Information Security Program and DISAI 240-110-8, Information Security Program.

DoD's Information Security Program (ISP), DoD 5200.1R, requires all personnel protect classified information. This protection extends through all phases of contracts and throughout the duration of the classification. Protection also includes the reception, storage, dissemination, and destruction of the information.

Dissemination is a critical part of protecting classified information as the classified information leaves the control of the cleared organization. Whether couriered, mailed, or otherwise delivered, it is removed from a cleared facility and must be prepared in a way to protect the information from unauthorized disclosure.

Prior to sending out classified information the sender should ensure that it is double wrapped with opaque paper to preclude casual observation of the classification markings and contents. The inner wrapper is marked with the proper classification, provided an address with sender and addressee indicated, and properly sealed on all seams.

Additionally, a receipt should be included with the inner wrapping to indicate the contents, sender, and addressee. No classified information should appear on the receipt. Receipts must be reviewed and signed by the addressee and a copy returned to sender. The outer wrapper should not include a classification and should be addressed to the security department or document control/registry and the classified mailing address.

The information provided below can prove helpful as a checklist for transmitting classified information:

- * JITC Security Office reviews all classified material (stamps/signs receipts) prior to JITC Mail Room handling.
- * JITC Mail Room wraps/dispatches all outgoing classified material for JITC personnel. JITC Mail Room Couriers must possess a courier card during classified material deliveries.

INNER WRAPPING:

- * Stamp (bigger/bolder text) the opaque envelope with highest classification and other required restrictive markings.
- * Include two copies of receipt (such as DA Form 3964) inside or attached to inner opaque envelope
 - JITC's Automated Document Control Registry (ACDR) produces required receipts (DA Form 3964).

* Label with recipient company name and address, ATTN: Recipient's name or office, section, mail stop, etc.

-- May not address to a "P.O. Box address".

-- Example:

Joint Interoperability Test Command (38)
Attn: Document Control
Building 57305
2001 Brainard Road
Ft Huachuca AZ 85613-7051

* Seal all seams with opaque tamper-proof tape (no scotch and/or clear tape).

OUTER WRAPPING:

* Label opaque envelop with classified mailing address ATTN: Document Control

-- Example:

Joint Interoperability Test Command (38)
Attn: (Name of POC, Office)
Building 57305
2001 Brainard Road
Ft Huachuca AZ 85613-7051

* Seal with opaque tamper-proof tape covering all seams (no scotch and/or clear tape).

* Stamp outer envelope "Return Service Requested".

* Classification or other restrictive markings are not annotated on outer envelope.

Notes.

* FEDEX may be used for deliveries within CONUS and may only be dispatched Monday through Thursday.

* Confidential information being sent overseas must be dispatched via USPS Registered or Express mail service using a physical address (not a P.O. Box).