

Security Note: 10-09

Year: 2009 Authorization: APPROVED

From: Director, Administration and Resource Management Division  
To: Security Coordinators

Subj: HAND CARRYING CLASSIFIED MATERIAL/COURIER CARD

Ref: (a) SECNAV M-5510.36

1. This Security Note is published to reinforce policy established by the reference for the hand carrying of classified material by Headquarters U. S. Marine Corps (HQMC) personnel.

2. Classified material will only be carried by authorized couriers who possess the proper security clearance equivalent to the classification of the material to be carried. Requests for a courier card are submitted through the Staff Agency/Activity Security Coordinator to the HQMC Security Branch (ARS). Security Coordinators will verify security clearance information using the Joint Personnel Adjudication System (JPAS). Courier Authorization Card Courier cards (DD Form 2501) and Security Authorization day-to-day Courier Letters are issued by the HQMC Security Section (ARS) and provide authorization for personnel (DoD military and civilian) to escort or hand carry classified material (except for Sensitive Compartmented Information (SCI) and Special Access Programs (SAP)) between DoD commands except for travel aboard commercial aircraft. In addition, individuals will be required to sign an agreement, which states that they have read and understand the procedures contained in the reference.

3. The following provisions apply:

a. Keep classified information in your immediate possession at all times.

b. The individual has a recurrent need to escort or hand carry classified information.

c. The written authorization is signed by an appropriate official in the servicing security office.

d. The expiration date may not exceed 3 years from the issue date.

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e. Retrieve the written authorization upon an individual's transfer, termination of employment, or when authorization is no longer required.

4. When classified material is being carried within HQMC or its immediate environs as part of normal duties, the individual carrying the material will take precautions to prevent the disclosure of classified material. Precautions include using a cover sheet or file folder to protect against casual observation. If movement outside the building is required or if vehicular transportation is used to transport the material, (such as a shuttle trip to the Pentagon), it must be double wrapped. A briefcase may be used as the outer wrapping. Mark the innermost envelope with the highest level of classification information contained therein; include the sender and receiver names and addresses on both envelopes.

5. The carrying of classified material via commercial aircraft requires additional considerations. If this requirement arises, contact the HQMC Security Manager to arrange for a courier brief and an example of the required authorization letter. Ensure you have a list of all classified materials you are carrying and leave a copy in your office.

6. Storage of classified information will be in a General Services Administration (GSA) approved security container, vault, modular vault, or secure room (open storage area constructed per reference (a)). During overnight stops, classified information is to be stored at a U.S. embassy, military or appropriately cleared DoD contractor facility with safeguarding capability, commensurate with the classification level of the hand carried information, at the destination and all intermediate stops. Advance arrangements will be made for secure storage. At no time will classified information be stored unattended in vehicles, hotel rooms or hotel safes.

7. A most direct route should be utilized when carrying classified material and it will not be carried into common areas such as the PX, snack bars, etc. Carrying classified material into such areas greatly increases the possibility of theft or compromise and must be avoided.

8. Never allow uncleared persons to handcarry classified information. Any courier who becomes aware of the compromise of

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any classified material will immediately notify their security coordinator who will inform the HQMC Security Manager.

9. Contractors may be issued a Courier Card; however Security Coordinators must ensure that the Contract Security Classification Specification (DD Form 254) has been appropriately completed prior to working with or hand-carrying classified material. Contractors are required to obtain a courier card from their company/organization.

10. Questions regarding this Security Note should be directed to HQMC Security Manager at (703) 614-2320.

11. This note supersedes Security Note 08-01.

  
M. M. OLIVER, JR.  
By direction