

AGREEMENT TO HANDCARRY CLASSIFIED MATERIAL

BASIC POLICY

Individual's hand carrying classified information or material, either within or outside of a command, must take every precaution to prevent the unauthorized disclosure of that information or material.

HAND CARRYING WITHIN A COMMAND OR IMMEDIATE ENVIRONS

1. When classified material is being carried within the command or its immediate environs as part of normal duties, an individual will take reasonable precautions to prevent inadvertent disclosure. Reasonable precautions include using a cover sheet or file folder or whatever covering is needed to protect against casual observation of the classified information. The precautions are to be taken when the movement is within a building, an elevator, or through public areas.
2. When classified material is being carried between buildings (i.e. between the Pentagon and the Naval Support Facility (NSF)), the classified material will be double-wrapped. Use of large manila envelopes is authorized. A briefcase may be considered as a second layer.
3. When classified material being carried, is actually being transferred to another command, the requirements of DoD M-5200.1 will be followed for wrapping, addressing, receipts, etc.

AUTHORIZATION TO HANDCARRY CLASSIFIED MATERIAL IN A TRAVEL STATUS

4. Because of the inherent security risk, hand carrying of classified material while in a travel status requires that approval be granted judiciously and only when mission essential. Security Managers will authorize hand carrying only when:
 - a. The classified material is not available at the destination;
 - b. The classified material is needed urgently for a specific official purpose; and
 - c. There is specified reason that the material cannot be transmitted by other approved means to the destination in sufficient time for the stated purpose.

Under no circumstances will the hand carrying of classified material involving overnight stops; be authorized, unless a secure storage site at a U.S. Government activity or a cleared contractor facility has been arranged in advance.

PROTECTION DURING HANDCARRYING IN A TRAVEL STATUS

5. Before departure, a traveler authorized to hand carry classified material will be briefed as follows:
 - a. All classified material must be in your physical possession at all times, unless proper storage at a U.S. Government activity or appropriately cleared contractor facility (Continental U.S. only) is available. Hand carrying classified material on trips that involve an overnight stopover is not permitted without advance arrangements for proper overnight storage on a government activity or cleared contractor facility. When you surrender any package containing classified material for temporary storage (e.g. overnight or during meals) you must obtain a receipt signed by an authorized representative of the contractor facility or Government installation accepting responsibility for safeguarding the package.
 - b. You may not read, study, display, or use classified material in any manner on a public conveyance or in a public place.
 - c. When the classified material is carried in a private, public or government conveyance, you will not store it in any detachable storage compartment such as an automobile luggage rack, aircraft travel pod or drop tank. **YOU MAY NOT LEAVE CLASSIFIED MATERIAL UNATTENDED UNDER ANY CIRCUMSTANCE.**
 - d. A list of all classified material carried or escorted by you will be maintained by your command. **UPON YOUR RETURN, YOU MUST ACCOUNT FOR ALL CLASSIFIED MATERIAL.**

e. Whenever possible you should return the classified material to your command by one of the other approved methods of transmission.

6. Knowing that hand carrying is generally discouraged, contractors are frequently reluctant to allow visitors to hand carry classified material back to their duty stations. To resolve this problem, travel orders of visit requests to contractor facilities should state whether the visitor is authorized to hand carry classified material.

****UPON DETACHMENT, PCA, PCS, OR REASSIGNMENT YOU MUST RETURN YOUR COURIER CARD TO YOUR STAFF AGENCY/ACTIVITY SECURITY COORDINATOR.**

Courier Card Type: _____

Print Name: _____

Signature: _____

Date: _____