

COURIER REQUEST

SECTION I – COURIER INFORMATION

NAME:

PHONE:

OFFICE CODE:

SECTION II – INFORMATION PERTAINING TO YOUR REQUEST

REASON FOR CLASSIFIED MATERIAL TO BE HAND CARRIED:

DATE(S) OF TRAVEL:

TO

DESTINATION:

MODE OF TRAVEL (POV, PLANE, ETC.):

NOTE: If traveling by plane, the name(s) of the airport(s) to include layover location(s) are required.

MATERIAL CLASSIFICATION LEVEL:

TYPE OF MATERIAL (CD/DVD, DISK, LAPTOP, PAPER):

**COMMAND WHERE MATERIAL
WILL BE USED/STORED:**

YES NO IF TRIP IS MULTIPLE DAYS, HAS STORAGE ARRANGEMENTS FOR MATERIAL BEEN MADE?

YES NO WILL THE MATERIAL BE RETURNING WITH YOU TO THE COMMAND?

NOTE: Member requesting permission to hand carry classified material must complete Section III and initial each statement on the second page of this form. The Courier Statement of Understanding must be turned in to the Security Office, along with this Courier Request Form.

SECTION III - PRIVACY ACT STATEMENT – MEMBER’S SIGNATURE

Under the authority of EO 10450 and 9835, the personal information requested will be used to determine your eligibility for access to classified information. You are not required to provide this information; however, failure on your part to provide it may result in a denial of your access to classified information and courier card.

I certify that I have read the above Privacy Act Statement; and
I fully understand the requirements for handling, safeguarding, and stowing classified material.

Printed Name:

Member’s Signature:

Date:

SECTION IV – DD/SA ACKNOWLEDGEMENT

I acknowledge the subject member has a requirement in the performance of their duties at NETC to hand carry the classified material identified on this form.

Printed Name of DD/SA:

Office Code:

DD/SA Signature:

Date:

COURIER REQUEST

COURIER STATEMENT OF UNDERSTANDING

The courier must read, date, and sign at the bottom of this form, and turn in with the Courier Request Form.

Use a classified material cover sheet, file folder, or other covering to prevent inadvertent disclosure when hand carrying classified information is required.

The classified material will be double-wrapped when being hand carrying outside the command. A locked briefcase may serve as the outer cover, except when hand carrying aboard commercial aircraft.

The courier is liable and responsible for the material being carried or escorted.

The material is not, under any circumstances, to be left unattended. During overnight stops, arrangements shall be made for storage of the classified material at a U.S. military facility, embassy, or cleared contractor facility. Classified information **shall not** be stored in hotel safes.

The material shall not be opened en route except in the circumstances described below.*

The material shall not be discussed or disclosed in any public place.

The courier shall not deviate from the authorized travel schedule.

In cases of emergency, the courier shall take measures to protect the material.

The courier is responsible for ensuring that personal travel documents (passport, courier authorization (if required), medical documents, etc.) are complete, valid, and current.

Upon return, the courier shall return all classified material in a sealed package, with receipts for any information that is not returned.

*Arrangements shall be made in advance with customs, police and/or immigration officials to facilitate movement through security. However, there is no assurance of immunity from search by the customs, police, and/or immigration officials of countries, including the United States, whose border the courier may cross. Therefore, if such officials inquire into the contents of the consignment, the courier shall present the courier authorization or orders and ask to speak to the senior customs, police, and/or immigration official. This action shall normally suffice to pass the material through unopened. However, if the senior official demands to see the actual contents of the package, it may be opened in his or her presence, but shall be done in an area out of sight of the public. In that instance:

(1) Precautions shall be taken to show officials only as much of the contents as satisfies them that the package does not contain any other item. The courier shall ask the official to repack the material or assist in repacking it immediately upon completing the examination.

(2) The senior customs, police, or immigration official shall be requested to provide evidence of opening and inspecting the package by sealing and signing it when closed and confirming on the shipping documents (if any) or courier certificate that the package has been opened. Both the addressee and the dispatching security officer shall be informed in writing of the opening of the material.

(3) Classified material to be carried by a courier shall be inventoried, a copy of the inventory shall be retained at the courier's office or duty location, and the courier shall carry a copy.

(4) Upon return, the courier shall return all classified material in a sealed package or, for any classified material that is not returned, produce a receipt signed by the security officer of the addressee organization.

I HAVE READ THE ABOVE BRIEF AND ACKNOWLEDGE MY RESPONSIBILITIES AS A CLASSIFIED COURIER.

Courier's Signature: _____ Date: _____