

MARKING CLASSIFIED INFORMATION

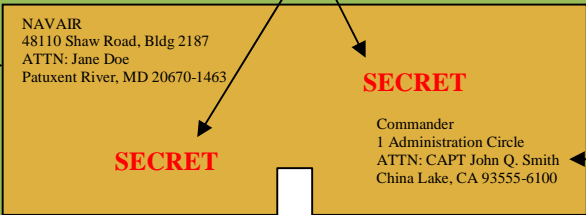
Attach or enclose receipt in the inner envelope - receipt shall contain no classified information

Mark front and back of the inner envelope with the highest classification of contents

Use a cover sheet to prevent contact transfer to the inside surface of the envelope if the document is not folded

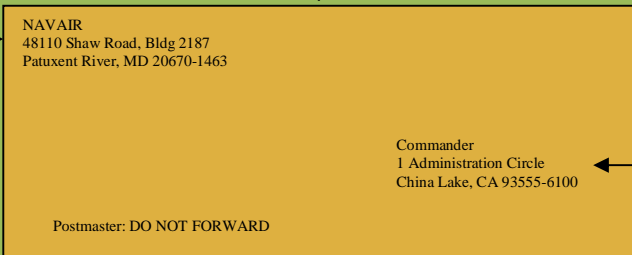
Address of sender – names may be used on the inner envelope

INNER ENVELOPE



Address of receiving activity

Use official government address in case envelope needs to be returned



Addressed to official government address, not to be addressed to an individual

Track transmitted documents until a signed copy of the receipt is returned

Outer envelope will not display markings indicating the contents are classified

OUTER ENVELOPE

When material precludes use of envelopes, packaging shall ensure the necessary protection while the material is in transit

1

Verify recipient has the appropriate security clearance and need-to-know

2

Verify recipient's availability

3

Verify mailing address and storage capability

4

Use two opaque envelopes, wrappings or containers

REPORT ANY INDICATIONS OF TAMPERING TO THE SPONSOR AND YOUR SECURITY MANAGER

Mailing CONFIDENTIAL

Methods established for SECRET material as well as USPS Certified Mail within and between the 50 States and its territorial area. In urgent situations an uncleared commercial carrier may be used, see NISPOM 5-404 and 5-405b.

Mailing SECRET

USPS: Priority Mail Express within and between the 50 States and its territorial areas – check "Signature Required" box; Registered Mail through APO/FPO – cannot pass through a foreign postal system; Appropriately cleared contractor employees and CSA-designated civil service and military personnel may be used outside the US and its territories. In urgent situations, a cleared commercial carrier, cleared commercial messenger service or a CSA-approved commercial delivery company may be used, see NISPOM 5-403 and 5-405b.

Mailing TOP SECRET

Mailing TOP SECRET information is not authorized. Authorized methods of transmitting TOP SECRET information are identified in NISPOM 5-402 and 5-405a.