



Department of Defense INSTRUCTION

NUMBER 5200.33

June 30, 2011

USD(I)

SUBJECT: Defense Courier Operations (DCO)

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction (DoDI) 5200.33 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5143.01 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures associated with DCO.

b. Assigns the DCO mission to the Commander, United States Transportation Command (CDRUSTRANSCOM).

c. Incorporates and cancels DoD 5200.33-R (Reference (c)).

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments, the Chairman of the Joint Chiefs of Staff (CJCS), the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all the other organizational entities in the DoD (hereinafter referred to collectively as the "DoD Components").

b. The non-DoD agencies and activities of the U.S. Government, foreign governments, and the North Atlantic Treaty Organization (NATO) that are seeking to use United States Transportation Command (USTRANSCOM) defense courier services.

c. U.S. Government contractors authorized to use USTRANSCOM defense courier services through incorporation of appropriate provisions in their contracts.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. In all aspects of planning and executing DCO, the security of qualified materials shall be the primary objective above all other considerations. All material will be handled and stored in accordance with DoD 5200.1-R, DoD 5105.21-M-1, and parts II and V of Defense Transportation Regulation 4500.9-R (References (d), (e), and (f)), and other applicable authorities.

b. To the maximum extent possible, the USTRANSCOM courier network shall be used by the DoD Components and contractors to transport material requiring courier escort. Contractor use shall be in accordance with the DoD 5220.22-M (Reference (g)) and this Instruction.

c. Only qualified materials, as identified in Enclosure 2, shall be moved by defense courier. Shipping activities shall not present prohibited or other non-qualified materials for movement by defense courier.

d. USTRANSCOM courier support during contingencies shall be provided in accordance with the requirements of the CJCS and the Commanders of the Combatant Commands.

e. "Two-person control" shall be provided only for that nuclear command and control material delineated in guidance issued by the CJCS. Handling procedures used by defense couriers for two-person control materials shall be in accordance with CJCS Instruction 3260.01B (Reference (h)).

f. The contents of courier shipments shall be exempt from x-ray or physical examination at installation entry points, aerial ports, and other sites where cargo is routinely inspected upon presentation of appropriate shipping documentation and courier credentials by courier(s) escorting material. Outside packaging of courier material may be visually inspected. Additionally, packages may be screened by narcotic or explosive detector dogs.

5. RESPONSIBILITIES. See Enclosure 3.

6. PROCEDURES. See Enclosure 4.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Michael G. Vickers
Under Secretary of Defense for Intelligence

Enclosures

1. References
2. Qualified and Prohibited Materials
3. Responsibilities
4. Procedures
5. Courier Personnel Policy
6. Courier Vehicle Standards
7. Designated and Provisional Couriers
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Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 5200.33, "Defense Courier Operations (DCO)," May 19, 2007 (hereby cancelled)
- (b) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),
November 23, 2005
- (c) DoD 5200.33-R, "Defense Courier Service Regulation," January 5, 1995 (hereby canceled)
- (d) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (e) DoD 5105.21-M-1, "Department of Defense Sensitive Compartmented Information
Administrative Security Manual," August 1998
- (f) Defense Transportation Regulation 4500.9-R, Part II, "Defense Transportation Regulation –
Cargo Movement," June 2008, and Part V, "DoD Customs and Border Clearance Policies
and Procedures," November 2009
- (g) DoD 5220.22-M, "National Industrial Security Program Operating Manual (NISPOM),"
February 28, 2006
- (h) Chairman of the Joint Chiefs of Staff Instruction 3260.01B, "Joint Policy Governing
Positive Control Material and Devices" February 13, 2006
- (i) U.S. Department of State Foreign Affairs Handbook Volume 14 Handbook 4 (14 FAM-4 H
600 DCS), "Diplomatic Pouch and Mail Handbook," June 2007
- (j) Section 812 of title 21, United States Code
- (k) Air Force Manual 24-204_IP, "Preparing Hazardous Materials for Military Air Shipment,"
September 1, 2009
- (l) DoD 7000.14-R, Volume 15, "Department of Defense Financial Management Regulation:
Security Assistance Policy and Procedures (FMRs)," current edition
- (m) DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign
Governments and International Organizations," June 16, 1992
- (n) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (o) Chairman of the Joint Chiefs of Staff Instruction 1001.01, "Joint Manpower and Personnel
Program," December 28, 2004
- (p) Section 1535 of title 31, United States Code
- (q) DoD Instruction 1342.19, "Family Care Plans," May 7, 2010
- (r) DoD 5200.2-R, "Personnel Security Program," January 1987
- (s) DoD Instruction 6055.04, "DoD Traffic Safety Program," April 20, 2009
- (t) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
- (u) Federal Specification FF-P-110, "Padlock, Changeable Combination (Resistant to Opening
by Manipulation and Surreptitious Attack)," current edition¹

¹ Available through DoD Lock Program at <https://portal.navfac.navy.mil/go/locks>

ENCLOSURE 2

QUALIFIED AND PROHIBITED MATERIALS

1. QUALIFIED MATERIAL. Except for material specifically prohibited from entry (see section 2 of this enclosure), any sensitive material requiring continuous U.S. custody is qualified to be shipped by the USTRANSCOM courier network, including material of other U.S. Government agencies, foreign military sales (FMS) material, NATO material, material of foreign governments, and material of U.S. Government contractors when specifically provided for in their contracts. Material that should be transported through the USTRANSCOM defense courier network includes:

- a. TOP SECRET information.
- b. Classified information assurance material, to include cryptographic and communications security (COMSEC) material.
- c. Classified cryptologic material.
- d. Cryptographic keying material designated and marked "CRYPTO" by the National Security Agency/Central Security Service (NSA/CSS).
- e. Sensitive compartmented information (SCI).
- f. Air and spaceborne imagery material classified SECRET or higher.
- g. Controlled cryptographic or COMSEC items, and other information assurance products or materials identified by NSA/CSS as requiring courier service.
- h. Nuclear command and control (NC2) materials.
- i. SECRET collateral material for the Intelligence Community to addresses to which they also are shipping other material that qualifies under this subparagraph.
- j. Technical surveillance countermeasures material.
- k. Department of State (DOS)-accompanied diplomatic courier pouches as allowed by U.S. Department of State Foreign Affairs Handbook (Reference (i)).
- l. Any other classified material.

2. PROHIBITED MATERIAL. The following material is not authorized for entry into the USTRANSCOM courier movement network, regardless of classification.

- a. Contraband, including controlled substances (particularly narcotics and dangerous drugs), as defined in section 812 of title 21, United States Code (U.S.C.) (Reference (j)).
- b. Personal property.
- c. Explosives, ammunition, firearms, and their components.
- d. Radioactive, etiological, or other material hazardous to humans.
- e. Perishable materials requiring refrigeration or icing (e.g., blood and vaccines).
- f. Hazardous materials as defined in Air Force Manual 24-204_IP (Reference (k)).
- g. Liquids of any kind.
- h. Batteries if regulated as hazardous materials in accordance with Reference (k).
- i. Currency, military payment certificates, bonds, securities, precious metals, jewels, postage stamps, or other negotiable instruments.

ENCLOSURE 3

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). The USD(I), in accordance with Reference (b), shall:

a. Serve as the OSD Principal Staff Assistant responsible for oversight and direction of DCO and, as appropriate, authorize exceptions to this Instruction.

b. Provide security policy and oversee implementing procedural guidance, as required.

2. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Coordinate their courier requirements and priorities with CDRUSTRANSCOM, including requirements of their contractors and FMS, consistent with Volume 15 of DoD 7000.14-R and DoDD 5230.11 (References (l) and (m)).

b. Program and budget for requirements and reimburse USTRANSCOM for defense courier services provided or arranged on their behalf, including reimbursement for all costs associated with special delivery services.

c. Provide USTRANSCOM defense couriers all necessary support required to safeguard material in accordance with Reference (d), including temporary storage and protection of courier materials within existing SCI facilities, consistent with DoDI 4000.19 (Reference (n)).

d. Assess the responsiveness of the defense courier network to their operational needs and advise the CDRUSTRANSCOM of any problem areas.

e. Provide, when appropriate, written authorization for contractor use of defense courier services and impose through appropriate contract clauses the requirement to adhere to the applicable provisions of this Instruction.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to the responsibilities in section 2, shall:

a. Ensure that qualified personnel are assigned expeditiously to carry out the defense courier mission consistent with CJCS Instruction 1001.01 (Reference (o)) and according to the qualification standards specified in Enclosure 5.

b. In accordance with Reference (n), provide, through interservice support agreement, requested support to courier stations and personnel located on or near their Service-managed installations.

4. COMMANDERS OF THE COMBATANT COMMANDS. The Commanders of the Combatant Commands, in addition to the responsibilities in section 2 of this enclosure, shall:

a. Coordinate with host-nation officials to develop and implement procedures for the protection of defense courier-escorted material from search and seizure by foreign customs or other agency officials.

b. Identify priorities for courier material delivery within their respective area of responsibility (AOR), based on the mission and operational requirements of all forces and organizations assigned or operating within the AOR, and assign airlift priority to courier movement to meet those requirements.

5. CDRUSTRANSCOM. The CDRUSTRANSCOM, in addition to the responsibilities in section 4, is hereby assigned responsibility for DCO and in that role shall:

a. Establish, staff, operate, and maintain a worldwide network of couriers and courier stations for the secure, timely, and efficient global distribution of qualified materials. Material security shall be the primary objective above all other considerations.

b. Develop procedural guidance for execution and management of the USTRANSCOM courier network.

c. Exercise authority over defense couriers and courier stations.

d. In accordance with Reference (n), negotiate interservice support agreements with the other Heads of the DoD Components and host installations for support to courier stations and personnel.

e. Conduct regular inspections of courier operations to ensure compliance with applicable policies, regulations, and instructions, and to ensure that quality service is provided to customers.

f. Coordinate DCO with the Secretaries of the Military Departments, the other Combatant Commanders, and the Directors of the Defense Agencies and DoD Field Activities, as well as the Heads of the other DoD Components, as required.

g. Keep the USD(I) informed, through the CJCS, of significant matters regarding defense courier activities.

h. Establish program and budget requirements for normal operations and support costs of DCO as part of the USTRANSCOM Transportation Working Capital Fund, and provide annual fiscal year cost projections in sufficient time to allow supported organizations to budget accordingly.

i. Provide for movement of qualified material during war, emergencies, and other contingencies in accordance with priorities established by supported commanders and activities.

j. When providing USTRANSCOM defense courier services to non-DoD U.S. Government agencies and departments, require that they:

(1) Coordinate material shipment requirements and priorities with USTRANSCOM, including requirements of their sponsored contractors and FMS, consistent with References (k) and (l).

(2) Provide support, in their respective fields of responsibility, to USTRANSCOM as required to execute the assigned courier mission.

(3) Assess the responsiveness of the courier network to their operational needs and advise the CDRUSTRANSCOM of any problem areas.

(4) Reimburse USTRANSCOM for defense courier services provided or arranged on their behalf, including reimbursement for all costs associated with special delivery services in accordance with section 1535 of title 31, U.S.C. (Reference (p)), unless otherwise provided by statute.

k. Provide timely cost estimates for special deliveries and receive confirmation of funds availability from the organization requesting the special delivery prior to accepting material for movement.

ENCLOSURE 4

PROCEDURES

1. USTRANSCOM shall provide secure, timely and efficient global distribution of qualified materials for all authorized customers. In all cases, material security shall be the primary consideration. The primary methods of providing security for material in courier possession shall be:

- a. Restricting handling to only appropriately cleared personnel.
- b. Continuous accountability and chain of custody over material.
- c. Use of Defense Intelligence Agency-accredited facilities for material storage.
- d. Use of vehicles as specified in Enclosure 6.

2. Individuals having knowledge of the loss, damage or compromise of courier material and situations where couriers are no longer able to provide material security must report the information immediately to USTRANSCOM J3-C, Defense Courier Division (USTCJ3-C), DSN 770-2338 or commercial (618) 220-2338, or by e-mail to USTCJ3-C-OPS@ustranscom.mil. USTRANSCOM will contact shippers as soon as possible to advise them about incidents involving their material. Shippers will provide material disposition instructions.

3. For reasons of economy, courier shipments may be escorted between courier stations or between courier stations and customers by appropriately cleared individuals designated by USTRANSCOM-assigned courier station chiefs. See Enclosure 7 for more information and procedures for designating couriers.

4. Defense couriers shall not normally be armed during peacetime. If material offered for movement requires armed escort, the originating or receiving account shall make all necessary arrangements for the escort including logistics support and transportation arrangements, and shall fund all costs for the armed escort. Defense couriers shall comply with Combatant Commanders' policies regarding weapons and other required gear while deployed or operating within their AOR.

5. Two levels of service, regular and special, shall be provided to meet customer requirements.

- a. Regular movement shall be according to normal courier distribution routes and schedules. USTRANSCOM shall continually strive to reduce material transit times and operational costs by using the most efficient transport options available without sacrificing security. Customers should contact their servicing courier station for information about estimated transit times and costs for material movement.

b. Customers may request special service when movement by regularly scheduled courier routes will not support their delivery schedule requirements or unique material characteristics. USTRANSCOM will make every attempt to fulfill customer requirements subject to available resources and means of transport. Shippers shall be responsible for all costs associated with special courier movement. For special deliveries, USTRANSCOM shall provide timely cost estimates and must receive shipper confirmation of funds availability prior to accepting material for movement. Shippers should contact their servicing courier station or USTCJ3-C to request special movement.

6. See Enclosure 8 for information and procedures for establishing courier accounts and scheduling service.

ENCLOSURE 5

COURIER PERSONNEL POLICY

1. MINIMUM QUALIFICATIONS. Military personnel who may be considered for assignment as a defense courier must:

- a. Be a U.S. citizen.
- b. Hold the grade of E-5 or above or have been selected for promotion to E-5. USTRANSCOM may waive this requirement as needed to address manning shortfalls.
- c. Possess mature judgment, be highly reliable, and be diplomatic and courteous in deportment.
- d. Must have a Military Physical Profile Serial code of 1.1.1.2.2.1 or better, and must have no physical condition that prevents frequent travel aboard aircraft.
- e. Meet their Military Service physical fitness standards for weight and body fat.
- f. Possess a valid civilian (State) driver's license.
- g. Be able to lift 50 pounds.
- h. Be free of permanent profiles or chronic conditions that prevent sitting or standing for long periods of time, bending over, carrying material, enduring long missions in vehicles and aircraft, and other demanding duties involved in moving material in a logistics warehouse operation.
- i. Not have received court martial or non-judicial punishment in the 5 years preceding application for defense courier duty.
- j. Attend and successfully complete the defense courier initial training course prior to reporting to their courier duty station.
- k. Be willing to endure frequent and sometimes lengthy missions on military and civilian aircraft and government vehicles.

2. DUAL MILITARY MARRIAGES. Due to the nature of courier duties and the small unit environment of courier stations, dual military married couples may not be assigned concurrently to the same courier station.

3. SINGLE PARENTS. Defense couriers are subject to short notice temporary duty that may take them away from their duty station for several days at a time. Single parents should consider this carefully before volunteering for courier duty. Single parents shall be required to have a viable family care plan in place to care for their dependents in accordance with DoDI 1342.19 (Reference (q)) and Service directives.

4. SERVICE SPECIFIC QUALIFICATIONS

a. U.S. Army Personnel. Noncommissioned Officer Efficiency Reports for the last 5 years must indicate “yes” in Part IVa (Army Values), a minimum rating of “success” in parts IVb through IVf, and a minimum rating of “fully capable” in Part V.

b. U.S. Navy Personnel. Must have received a Fitness Report rating of 3.0 or higher on all traits, be recommended for retention, and be rated “promotable” or higher for advancement for the 36 months preceding application for defense courier duty.

c. U.S. Air Force Personnel. Must have received a minimum Overall Performance Assessment of “4” and Performance Assessment of “above average” or higher, and not have had any reports for referral in the 5 years preceding application for defense courier duty. Airmen must have a minimum score of 44 in the General Area of the U.S. Air Force Airman Qualifying Examination.

5. SECURITY CLEARANCE SCREENING

a. All personnel must hold or be eligible to receive a final Top Secret security clearance based on a Single Scope Background Investigation, Single Scope Background Investigation Periodic Reinvestigation, or Phased Periodic Reinvestigation, completed with favorable results within the last 5 years, in accordance with DoD 5200.2-R (Reference (r)), and have or be eligible for access to SCI.

b. The commanders of military personnel nominated for assignment as a defense courier shall ensure that the nominee is interviewed in accordance with Reference (e) to determine his or her suitability for courier duty. Interview reports shall be processed in a manner to ensure protection of personnel security data in accordance with applicable Service directives. The results of the SCI screening interview and one copy of the individual’s Electronic Questionnaires for Investigation Processing shall be forwarded to:

USTRANSCOM J3-C Special Security Officer
6300 Hodges Street
Fort George G. Meade, MD 20755-5371

6. TOURS OF DUTY

a. In the continental United States, the normal tour of duty for military couriers shall be 3 years.

b. The normal overseas tour length shall be defined by the parent Service.

c. Tour of duty extensions or consecutive assignment to courier duty will be subject to USTRANSCOM and Service policies. The Services have ultimate approval authority over tour extension requests. All applicants must be able to obtain full service retainability for the full length of the tour applied for.

d. Tours of duty may be curtailed at the convenience of USTRANSCOM or parent Service. Additionally USTRANSCOM may terminate a member's assignment for failure to obtain or maintain minimum courier qualifications or for qualitative factors, such as demonstrated unreliability, irresponsibility, or loss of security clearance or SCI access eligibility.

ENCLOSURE 6

COURIER VEHICLE STANDARDS

1. VEHICLE SELECTION CRITERIA. All vehicles used by defense couriers shall meet criteria established in DoDI 6055.4 (Reference (s)). Vehicle leasing and acquisitions shall be in accordance with DoD 4500.36-R (Reference (t)). Government-owned or leased vehicles must be safe, reliable, and energy efficient.

2. SECURITY STANDARDS. Government owned or leased vehicles used to transport courier material shall be minimally equipped as follows:

a. The cargo compartment of trucks equipped with cargo boxes that are independent of the passenger cabin shall be constructed of 16-gauge or thicker metal and completely closed on all sides, top, and bottom. All cargo doors shall be secured with double-rod locking devices or other mechanisms permitting double-locking with padlocks meeting Federal Specification FF-P-110 (Reference (u)).

b. Vans and other vehicles where the passenger compartment is open to the cargo area shall have the passenger compartment separated from the cargo compartment by 16-gauge or thicker steel mesh grating. Any windows in the cargo area shall be covered by 16-gauge or thicker steel mesh grating. Mesh openings and gaps around the mesh grating shall be no larger than 2 inches. All doors leading into the cargo area shall be secured with at least two locking devices. Alternatively, vehicles may be fitted with a 16-gauge or thicker steel mesh cage bolted or welded to the interior of the vehicle. When an interior cage is secured with two high security padlocks, only one functional locking device is required on exterior cargo doors.

c. Vehicles used shall be common to the local area and blend in with traffic to maintain a low profile and not call attention to the vehicle or its contents.

d. All vehicles shall be fitted with hidden or remote mechanical, electrical, or electronic devices that, when activated, will disable the vehicle and prevent it from being operated by unauthorized individuals.

e. Vehicles shall be equipped with operable windows and doors with functioning locks. Standard vehicle locks equipped from the factory are sufficient.

f. Vehicles shall be equipped with radios for monitoring traffic and weather and shall have two-way communications capability. Cellular phones, where available, may be used in lieu of installed two-way radios.

g. Vehicles shall be equipped with functioning heating and air conditioning systems appropriate for the normal operating climate.

ENCLOSURE 7

DESIGNATED AND PROVISIONAL COURIERS

1. DESIGNATED COURIERS. Subject to procedures specified by USTRANSCOM, courier station chiefs may designate appropriately cleared active duty military members and U.S. Government civilians (GS-5 or above) traveling in duty status, to escort courier materials between courier stations or between courier stations and customers.

a. USTRANSCOM is responsible for confirming the requisite security clearance of potential designees in advance according to the following:

(1) Individuals hand-carrying materials are considered to have direct access to the material and must have a TOP SECRET security clearance and be authorized access to SCI.

(2) When materials are loaded in aircraft cargo or belly compartments, USTRANSCOM-assigned defense couriers shall be available on the ground at the origin, destination, and any planned intermediate stops. USTRANSCOM couriers shall monitor cargo bays containing courier material from the time the cargo bay doors are opened until they are closed and the aircraft begins to taxi under its own power. In such cases, designated couriers aboard the aircraft are not considered to have direct access and shall have at least a SECRET security clearance.

(3) At least two appropriately cleared individuals must be designated as couriers when there is both hand-carried material and material stowed in cargo or belly compartments.

b. Designated couriers shall only be used on non-stop flights between origin and destination airports unless USTRANSCOM-assigned couriers are available at each intermediate airport as stated in subparagraph 1.a.(2).

c. The following individuals shall not be designated as couriers:

(1) Medical personnel.

(2) Chaplains.

(3) Credentialed special agents of the U.S. Army Criminal Investigation Command, the Naval Criminal Investigative Service, the Air Force Office of Special Investigations, and the Defense Investigative Service.

(4) Retired military personnel.

(5) Guard or Reserve personnel unless on active duty or military flight orders.

(6) Individuals on or returning from emergency leave.

(7) Otherwise qualified passengers accompanied by dependents.

d. Cleared air crew members may be designated as couriers only with the consent of the aircraft commander.

2. PROVISIONAL COURIERS

a. Provisional couriers are individuals who are not permanently assigned as USTRANSCOM defense couriers but, by mutual, written agreement between USTRANSCOM and the parent unit, have been identified, in advance, to serve as courier augmentees when requested and available.

b. Individuals appointed as provisional couriers must meet all the personnel requirements as stated in Enclosure 5.

c. When used, USTRANSCOM shall provide all training, administrative, logistical, and operational support, to include funding for all travel costs associated with provisional couriers.

ENCLOSURE 8

ESTABLISHING SERVICE

1. GOVERNMENT AGENCIES. Activities of the U.S. Federal Government and authorized allied agencies requiring regular courier service may establish an account with their servicing courier station by completing a USTRANSCOM Form 10, "Defense Courier Account Record" (hereinafter referred to as a "Form 10"), according to procedures specified by USTRANSCOM. Courier stations will assist users in establishing accounts and shipping material. An electronic version of the Form 10 may be found under the "Library" tab on the USTRANSCOM Portal (<https://portal.transcom.mil/>). Organizations wishing to establish a courier account shall contact their servicing station prior to completing the Form 10. Organizations may locate their servicing station and find additional information at the Defense Courier Division website: <http://www.transcom.mil/dcd/> or by contacting USTCJ3-C at DSN 770-2338, commercial (618) 220-2338, or e-mail: USTCJ3-C-Ops@ustranscom.mil.

a. Activities will identify a minimum of two individuals authorized to enter and receive courier materials for the account. The account authorizing official may be one of the two individuals identified. Contact information and signature specimens must be provided for all identified personnel.

b. The courier account authorizing official must certify that the identified individuals possess the security clearance and need to know equal to the highest classification level of materials to be entered and received. Individuals authorized to authenticate security clearances and act as a courier account authorizing official are:

(1) Commanders, deputy commanders, executive officers, security managers, and the Top Secret control officer, special security officer, or COMSEC custodian.

(2) For entities outside the DoD, the head or authorized representative of the requesting activity.

2. GOVERNMENT CONTRACTORS. When use of defense courier services is authorized, the government contracting authority shall inform the government contractor that, in order to establish a courier account, it must provide a copy of the DD Form 254, "Contract Security Classification Specification, Department of Defense," (available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>) or letter in lieu of the DD Form 254.

a. When a letter is used, it shall contain the information specified in subparagraphs 2.a.(1) through 2.a.(7), extracted from the DD Form 254. Servicing courier stations will provide a sample letter upon customer request.

(1) Contract number.

(2) Certification that defense courier services are authorized (DD Form 254 Part 11k marked "Yes").

(3) COMSEC account number, if applicable (DD Form 254 Part 11h marked "Yes").

(4) Certification of SCI authorization (DD Form 254 Part 10e(1) and Part 10e(2)). This information determines the level of security clearance validation required for individuals authorized to ship/receive materials. See subparagraph 2c. of this section for more details.

(5) Contract expiration date.

(6) Government sponsor of the contract. This information will be used to determine the appropriate category of account (COA) for funding shipments. If identification of the sponsor is classified, so state in the memorandum and contact USTRANSCOM J8 Program and Budget Division (USTCJ8-BR) at DSN 779-5005, commercial (618) 229-5005, or e-mail USTCJ8-BR@ustranscom.mil for COA assignment.

(7) Telephone number(s), e-mail address, and point of contact information for questions related to the account.

b. Requests for non-SCI accounts must be signed by the government contract officer's authorized representative.

c. Requests for SCI accounts may be signed by the contractor's company account authorizing official, but the request letter and the Form10 must be sent to the appropriate DoD Component representative for security clearance validation and verification of personnel clearances:

(1) Army and Air Force SCI contractors: servicing U.S. Government special security office (SSO), industrial security officer, or contract management division/office.

(2) Navy contractors:

Commander, Office of Naval Intelligence
ATTN: SSO Navy/MSD
4251 Suitland Road
Washington, DC 20395

(3) NSA/CSS contractors:

NSA/CSS Industrial and Acquisitions Security Division
9800 Savage Road
Suite 6670
Fort George G. Meade, MD 20755-6000

(4) Other authorized contractors: The government contract officer's representative, or security manager of the DoD Component responsible for the contract.

3. ONE-TIME AUTHORIZATION. Customers may also obtain one-time authorization for courier service by submitting written request to the servicing courier station. Users should contact the nearest courier station for a sample request letter. Individuals authorized to sign the request letter are the same as those authorized in paragraphs 1.b. and 2.h. of this enclosure. The request letter shall identify a minimum of two individuals authorized to enter and receive courier materials for the account and shall include contact information and signature specimens for all authorized personnel.

4. MATERIAL RESTRICTIONS. Shipping activities shall ensure that only qualified material is offered for courier movement. See Enclosure 2 for a listing of qualified and prohibited materials.

a. The minimum size courier package shall be an 8 1/2" x 11" envelope or small box measuring at least 20 linear inches (length + width + height).

b. Shipment of items weighing over 300 pounds or exceeding 90 linear inches (length + width + height) shall be coordinated in advance with the servicing courier station.

5. PACKAGING. Shippers shall package and label material as directed in Reference (d) and according to additional instructions provided by USTRANSCOM. Generally, all packing materials are permissible if they fully conceal and protect the contents, are sturdy and durable, and pose no hazard to material handlers. Material that will ultimately be delivered by DOS diplomatic courier must be prepared in accordance with DOS instructions for the destination country.

a. Use of metal banding is specifically prohibited.

b. U.S. Postal Service bags or pouches shall not be used for defense courier materials.

c. DOS diplomatic bags, pouches, or sacks shall not be used for defense courier materials except as provided in Reference (i).

d. Security classification markings, special security caveats, and other extraneous marking or labeling must not appear on material outer wrappings.

e. Servicing courier stations shall provide detailed information on wrappings, marking, and preparing material to customers upon request.

6. OVERSEAS DELIVERY. Outside the United States, material shall be distributed only to or from those locations where there is a reasonable assurance that the material shall not be subject to search and seizure by foreign customs or other foreign officials. Delivery to countries where material is subject to search and seizure may require USTRANSCOM to procure courier support through the DOS Diplomatic Courier Service.

7. SCHEDULING SERVICE

a. Schedules and customer service locations shall be coordinated between USTRANSCOM and its customers. Generally, customers located a significant distance from a courier station will receive service according to regularly scheduled routes and locations.

b. Customers located within a reasonable proximity of a courier station or consolidated service location may be asked to conduct transactions at the station or service location. As a guide, 90 miles or 1.5 hour one-way driving distance is generally considered reasonable.

c. Customers may authorize another account to enter and receive materials on their behalf. This may be especially useful in situations where a number of customers from one location travel to the same courier service point. This authority must be granted in writing and certified by the account authorizing official. Customers should contact their servicing courier station for details and assistance.

8. ENTERING MATERIAL FOR MOVEMENT

a. Customers shall enter shipment information, and print and attach bar-coded labels to packages prior to entry according to procedures specified by USTRANSCOM. Servicing courier stations shall provide customer training and assistance as needed.

b. Customers shall make known the required delivery date of shipments at the time of material entry. Customers with urgent shipment requirements shall coordinate with their servicing courier station as far in advance as possible.

c. A receipt, as prescribed by USTRANSCOM, shall be accomplished by the customer and accompany all material entered for movement. The receipt must be signed by an authorized individual listed on the current account record validated by the servicing courier station. The authorized individual must present photo identification and a signature specimen to confirm identity.

d. After verification of all shipment data, defense couriers shall sign the receipt document to acknowledge the transfer. The couriers shall retain the copy with original signatures and a copy shall be provided to the customer.

9. RECEIVING MATERIAL

a. Each piece of material delivered to a customer shall be listed on a manifest prescribed by USTRANSCOM which, as a minimum, shall include a unique manifest number, courier account number, and transportation control number for each article.

b. Couriers shall transfer possession of material only to an individual whose name and signature specimen is listed on the organization's current account record validated by the servicing courier station. Individuals shall present photo identification to confirm identity.

c. Once customer identification and individual shipment information is confirmed, the receiving customer shall sign the delivery manifest to confirm material receipt. Couriers shall compare the customer's signature on the manifest against the specimen provided on the account record prior to transferring physical custody of material. Couriers shall retain the copy with original signatures and provide a copy to the customer.

10. SERVICE TO MOBILE AND AFLOAT CUSTOMERS. Mobile and afloat units with a current, validated courier account may obtain service from any courier station worldwide. In areas where courier service is not available directly, the following applies:

a. Account authorizing officials may designate, in writing, an appropriately cleared command messenger to transfer material to or from defense couriers on the account's behalf. For example, a ship transiting the Mediterranean Ocean may designate an appropriately cleared individual at a naval support activity to transfer materials to and from defense couriers on behalf of the ship's account. The designating command must ensure that the messenger is cleared for access to any material that may be entered or received by the account. The designation letter must contain the full name, contact information, and signature specimen for each designated individual. Units should contact the nearest courier station or USTCJ3-C for a sample command messenger designation letter.

b. When it is not possible to transfer materials through an intermediary, defense couriers and the mobile account will rendezvous at a safe and secure, mutually agreeable location, date, and time. The mobile account shall be responsible for paying any additional costs incurred by defense couriers to provide service to mobile units.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AOR	area of responsibility
CDRUSTRANSCOM	Commander, United States Transportation Command
CJCS	Chairman of the Joint Chiefs of Staff
COA	category of account
COMSEC	communications security
DCO	defense courier operations
DoDD	DoD Directive
DoDI	DoD Instruction
DOS	Department of State
FMS	foreign military sales
NATO	North Atlantic Treaty Organization
NC2	nuclear command and control
NSA/CSS	National Security Agency/Central Security Service
SCI	sensitive compartmented information
SSO	special security office
U.S.C.	United States Code
USD(I)	Under Secretary of Defense for Intelligence
USTCJ3-C	United States Transportation Command J3-C, Defense Courier Division
USTCJ8-BR	United States Transportation Command J8, Program Analysis and Financial Management Directorate, Program and Budget Division
USTRANSCOM	United States Transportation Command

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

Military Physical Profile Serial code. A six-digit code (known as PULHES) that identifies the broad physical demands of a job and the physical ability required of an individual to perform the duties required. PULHES classifies physical abilities in terms of six factors: physical capacity and stamina; upper extremities; lower extremities; hearing and ears; eyes and vision; psychiatric.

shipper. An organization physically offering material for movement via USTRANSCOM courier.

two-person control. The continuous surveillance and control of material at all times by a minimum of two authorized individuals, each capable of detecting incorrect or unauthorized procedures with respect to the task being performed and each familiar with established security requirements.