

**Instructions to Courier/Escort**

As an authorized courier/escort of classified information or materials, I understand that:

I am liable and responsible for the classified information or materials in my possession.

I must have in my possession a Courier Authorization Card and/or memorandum signed by my Security Officer/Security Liaison, designating me as an official courier.

I will not under any circumstances, leave the classified information or materials physically unattended. During overnight stops, I will store the information at U.S. military facilities, embassies, or cleared U.S. contractor facilities and will receive a signed receipt from the appropriately cleared, authorized representative accepting responsibility for safeguarding the materials. I will not store the information in hotel safes or hotel rooms unless one cleared and authorized person remains in the room awake and keeps the materials under personnel observation. I will not store it any detachable storage compartments such as vehicle luggage racks and aircraft storage pods.

I will not open the classified information or materials or allow the material to be opened, en route except for inspection as described below.

I will not discuss or disclose the classified information or materials in any public place, including hotel rooms or other places that may seem private.

I will not deviate from the authorized travel schedule.

In case of emergency, I will take all reasonable measures to protect the classified information or materials.

I am responsible for ensuring that my personal travel documentation (including passport, courier authorization, and medical documents, etc.) is complete, valid, and current.

All classified information or material will be packaged in accordance with the provisions of DM 442. A briefcase may not be used as the outer wrapper to meet the double wrap standards. Carry-on bags and packages may be subjected to X-raying and inspection by security officials. If there is a question concerning the contents of the package, present the authorization letter to the security official, or the official's supervisor if necessary. If during the security screening process it becomes necessary to open the secure package, it may be opened in the presence of that official in an area away from the view of the general public. However, under no circumstances may the contents of the package be disclosed. Immediately after the examination, the package shall be resealed and the security official requested to sign the receipt or across the reseal to confirm that the package was opened. Both the addressee and the dispatching Security Officer/Security Alternate or Liaison must be informed, in writing, of the incident.

If opening the package containing classified information or materials is required to board an aircraft, I will not board and will contact OLES for assistance.

I read the above statements and understand my responsibilities as a courier/escort of classified information or materials.

\_\_\_\_\_  
(Signature of Courier)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name and Title)