



REPLY TO  
ATTENTION OF

SCCS

**DEPARTMENT OF DEFENSE**  
**UNITED STATES SOUTHERN COMMAND**  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

27 May 2004

POLICY MEMORANDUM NO. 5-04

MEMORANDUM FOR All USSOUTHCOM Personnel

SUBJECT: U.S. Southern Command (USSOUTHCOM) Policy Memorandum – Classified Courier

1. REFERENCES:

a. DoD Directive 5200.1-R, Department of Defense Information Security Program, January 1997.

b. AR 380-5, Department of the Army Information Security Program, 29 September 2000.

2. Purpose: To prescribe USSOUTHCOM policy for handcarrying classified information within the continental United States (CONUS) and overseas (OCONUS). U.S. Military Groups (USMILGPs) will also follow the Regional Security Officer (RSO) policies.

3. Applicability: This policy applies to all military, civilian, and contractor personnel assigned or attached to USSOUTHCOM, who will perform courier duties (handcarrying classified items).

4. Policy:

a. USSOUTHCOM personnel are prohibited from handcarrying classified information unless otherwise approved. Always attempt to send the material electronically or via authorized formal transmittal (Defense Courier Service, Registered U.S. Mail, or Express Mail). USSOUTHCOM personnel may be authorized to escort or handcarry classified material between USSOUTHCOM Headquarters and its satellite sites, and CONUS/OCONUS locations when no other means of transmission or transportation can be used. This is not a routine method of transmission and will be approved only when fully justified.

b. Authority to approve handcarrying of classified information is hereby delegated to Directors, Vice Directors, Deputy Directors, and Chiefs and Deputies of Special Staff. If approved, the handcarrying of classified information will be performed to make sure it does not pose an unacceptable risk to national security. Classified material is not, under any circumstances, to be left unattended or stored temporarily at home or at hotels. During overnight

SCCS

SUBJECT: U.S. Southern Command (USSOUTHCOM) Policy Memorandum -- Classified Courier

stops GSA approved security containers on U.S. military facilities, embassies, or cleared contractor facilities will be used to store classified material in transit.

5. Responsibilities:

a. The USSOUTHCOM Security Division will prepare courier authorization cards (Secret and below) only after receipt of written approval from one of the approval authorities.

b. The Special Security Office (SSO) will prepare a courier authorization memorandum for handcarrying Sensitive Compartmented Information (SCI). The Security Operations Office (SOO) will also prepare a courier authorization memorandum for handcarrying collateral (Top Secret and below) classified information.

c. Personnel authorized to escort or handcarry classified information are responsible for ensuring they have in their possession a DD Form 2501, Courier Authorization Card. DD Form 2501 is issued for items of classified information that will be transported between USSOUTHCOM headquarters and its satellite sites and within the continental United States, its territories, and Canada. The DD Form 2501 is valid for a period not to exceed two years. A courier authorization memorandum is also required whenever a courier travels aboard a commercial aircraft and for travel outside the continental United States. Although the courier authorization card is valid for two years, the courier authorization memorandum is valid for only the period of the TDY.

d. Personnel authorized to handcarry classified information will familiarize themselves with the requirements to properly package, transport, and protect classified information, as authorized in this policy memorandum and will ensure that the information is packaged IAW DoD 5200.1-R, Chapter 7.

e. USSOUTHCOM and Security Assistance Organization personnel who are notified that classified information will be couried to their location are responsible for ensuring that proper arrangements for storage of the information has been made prior to their arrival in CONUS and OCONUS.

6. General:

a. Local Area and South Florida. Individuals authorized to handcarry classified information between USSOUTHCOM headquarters, its satellite sites, and within South Florida will ensure transit is accomplished IAW DoD 5200.1-R, Chapter 7. Individuals authorized to handcarry classified information must have a DD Form 2501, Courier Authorization Card, in their possession. Unless utilizing commercial air, classified information will be transported in an official government vehicle. Two individuals must accompany the information when it is Top

SCCS

SUBJECT: U.S. Southern Command (USSOUTHCOM) Policy Memorandum – Classified Courier

Secret and/or SCI. Individuals authorized to transport classified information will utilize the most direct route from their respective office to their destination. The information must be secured in an approved classified storage facility, on a military installation or in a contractor facility prior to checking into a hotel. Deviations from the planned route are not authorized.

b. Handcarrying will be authorized within CONUS and OCONUS only when the following conditions have been met:

(1) Member has a valid DD Form 2501, Courier Authorization Card, and an original copy of the Courier Authorization Memorandum issued by the SOO or the SSO.

(2) The information is not available at the destination and is required by operational necessity or a contractual requirement.

(3) Information cannot be sent by a secure facsimile transmission or by other secure means, i.e., U.S. Postal Service Express Mail or Defense Courier Service.

(4) The handcarry is accomplished aboard a U.S. carrier.

(5) Proper arrangements have been made for secure storage during overnight stops and similar periods. Classified information will not be kept in hotels, personal residences, vehicles, or any other location not approved for storage of classified information.

(6) An inventory of the information being handcarried is prepared and a copy is provided to the directorate security manager. If the information is to be left at the destination, a receipt must also be prepared and the recipient will be required to sign for the information.

(7) SCI information may be carried only between accredited Sensitive Compartmented Information Facilities. Coordination must be made with the USSOUTHCOM SSO and the destination SSO to arrange for storage prior to travel.

c. Personnel are responsible for ensuring that personal travel documentation, such as passports and courier authorization, are complete, valid, and current. There is no assurance of immunity from search by the customs, police, and/or immigration officials of the various countries whose borders you may cross; therefore, should such officials inquire into the contents of the consignment, you will present the courier orders and ask to speak to the senior customs, police, and/or immigration official.

d. If the customs, police and/or immigration official demands to see the actual contents of the package, it should be opened only in his/her presence (no third parties) and must be done in

SCCS

SUBJECT: U.S. Southern Command (USSOUTHCOM) Policy Memorandum – Classified  
Courier

an area out of sight of the general public, if possible. If the courier is permitted to pass, he/she will notify their command at the earliest possible time regarding the incident.

7. Noncompliance with the foregoing may be grounds for disciplinary action under the provisions of UCMJ and/or 18 U.S.C. Section 798.

8. This policy is effective immediately and will be posted on the portal under J1, USSOUTHCOM publications site.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Michael R. Lehnert", written in a cursive style.

MICHAEL R. LEHNERT  
Brigadier General, U.S. Marine Corp  
Chief of Staff, U.S. Southern Command