



**ORIGINAL**  
**UNITED STATES MARINE CORPS**  
3D MARINE DIVISION (-) (REIN)  
UNIT 35801  
FPO AP 96602-5801

DivO 5510.10A  
ADJ

24 NOV 2003

DIVISION ORDER 5510.10A

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COURIERS OF CLASSIFIED  
MATERIALS (SOP FOR COURIERS OF CLASSIFIED MATERIALS)

Ref: (a DivO P5510.9K

Encl: (1 Sample Format of Authorization Letter to Hand Carry  
Classified Material

1. Situation. To publish standing operating procedures for the issuance of courier cards and for the transportation of classified materials to exercises and operations away from the 3d Marine Division Command Post.

2. Cancellation DivO 5510.10.

3. Mission. This SOP is established to guide personnel in the correct handling of classified materials when transporting those materials outside of the Division Command Post. The procedures spelled out in this Order will be followed precisely as written.

4 Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. Regiments, Headquarters Battalion and separate battalions will follow the procedures spelled out in this Order; however, they are authorized to adapt these procedures to unit conditions. Commanding Officers may impose more stringent requirements via local SOP.

(2) Concept of Operations. Per the reference, courier cards (DD Form 2501, Universal Courier Authorization Card/NAVINTCOM 5510.69 Sensitive Compartment Information Courier Card) will be controlled by the Classified Material Control Center (CMCC) Officer. Courier cards with an expiration date of one year will be issued to personnel requiring regular and recurring courier authorization

of classified materials. For members of the General and Special Staff Sections, requests for DD Form 2501 will be submitted to the Commanding Officer, Headquarters Battalion. The Division Special Security Office is responsible for procuring and issuing Sensitive Compartment Information Courier cards.

#### Courier Cards.

All courier cards will be retained in the CMC vault

(c) All couriers must read chapter 16 of the reference prior to being issued a courier cards. The courier card will serve as proof that this paragraph has been complied with.

(d) Request for travel orders will identify courier requirements and clearance status. The travel orders will state that the traveler is authorized to serve as a courier.

#### Exercises and Operations

1 When couriers are issued their card during an exercise or operation, they may be authorized to retain their courier card during the duration of the exercise or operation.

2 At least ten days prior to an exercise or operation, each section will provide the CMCC Officer with a listing of all classified material to be taken, along with an authorization letter to hand carry classified material, using the format in enclosure (1). The CMCC Officer will compile a single list. A copy of the list will be maintained by the CMCC officer and will be provided to the G-1 representative to the exercise/operation. Prior to redeployment, the G-1 will receive confirmation from each section that all classified material is on hand.

(f) Preparation of classified materials for travel. Prior to departure, but in sufficient time to permit all required actions, the courier will deliver or request that all authorized materials be prepared for hand carrying. CMCC personnel will inventory all materials in the presence of the courier. Preparation/wrapping of classified materials will be accomplished by CMCC personnel following the guidelines spelled out below.

(1) Containers. All containers holding classified materials will be clearly marked to the highest classification level of its contents. Additionally each container will be conspicuously marked with colored tape in the following manner.

- a. Unclassified: Green
- b. Confidential: Blue
- c. Secret: Red
- d. Top Secret: Orange

(2) Diskettes. Diskettes will be clearly marked as classified. Once diskettes have been used for storage of classified material, they will continue to be treated as classified material, even after they have been wiped clean. As with containers, classified disks will be labeled with the appropriate color of pressure label and conspicuously marked with the appropriate classification level on the label. Additional marking requirements can be found in chapter 9 and 10 of the reference.

6 Command and Signal

a Signal. This Order is effective the date signed

b. Command. This Division Order is applicable to all Division personnel.

  
G. M. DALLAS  
Chief of Staff

Distribution: A

HEADING

5511  
ID Symbol  
(Date)

From: Security Manager, (Unit)  
To: (Individual authorized to hand carry classified material  
Subj: AUTHORIZATION TO HANDCARRY CLASSIFIED MATERIAL OFF ISLAND  
ABOARD U. S. GOVERNMENT OWNED OR CONTROLLED AIRCRAFT  
Ref (a) OPNAVINST 5510.1H  
(b) DivO P5510.9K

1. You have been authorized to hand carry classified material off island while in an official travel status
2. The following instructions for hand carrying classified material apply:

- a. Whenever classified information is hand carried on military or commercial aircraft, it shall be enclosed in two opaque sealed envelopes or similar wrappings where size permits. The wrapping shall conceal all classified characteristics. The sealed outer envelope, package or carton containing classified material shall be signed on its face by the official who signed the letter of authorization to hand carry classified material, and addressed as if it were to be mailed to this command.

- b. The persons carrying classified information should process through the airline ticketing and boarding procedure in the same manner as all other passengers except for the following:

- (1) The classified information being carried shall contain no metal bindings and shall be contained in sealed envelopes. Such envelopes should be contained in a briefcase or other carryon luggage. The briefcase or luggage shall be routinely offered for inspection for weapons and such. The screening officials may check the envelope by X-ray machine, flexing, feel, weight, etc., without opening the envelopes themselves.

h. Any classified material acquired during your TAD shall be turned in to your (parent unit) CMCC upon completion of your TAD in order that it may be placed under proper control.

i. Every effort should be taken to transmit classified material by other means when feasible and time permitting. Consideration should be given to sending classified material by U. S. Postal Service Registered Mail in accordance with the reference. Additionally, when classified material is provided to you at your TAD destination, you should consider having that command forward the classified material by approved means to your home station.

SIGNATURE