

# Classified Material Controls

**FISWG**

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# Agenda

- Introduction
- Facility Scope
- Classified Material Control Overview
  - Shipping/ Receiving 101
  - Particulars
  - International Shipments and Hand-carry
  - Classified Freight
- Best Practices

## About Me:

- Alternate FSO
- 11 years in defense industry at LM
- Work with a team of security professionals
- Love an SOP
- Dog lover
- Reality TV dramaholic



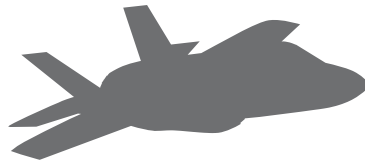
Classified Material Controls

# LM - Orlando Site Information

- Category B



- Employee Footprint
  - ~4400 total employees
  - ~2400 total employees assigned to Orlando
  - Employees at offsites (e.g., military bases)
- Security Footprint
  - 24/7 Staffed Post Dispatch Center with secure storage
  - 30-32 uniformed Security Officers
  - ~200 acre fenced compound
  - 1.5 million square feet of office/lab space
  - Open storage and closed areas (Collateral)
- Multiple Security Teams –Collateral Perspective
- Classified Contracts vary between Direct Commercial Sales and Foreign Military Sales
- FSO appointed as Designated Govt. Representative



# Classified Material Controls

- Proper shipping and receiving begins with...
  - Accurate information management system (IMS) for accountability of classified material.
  - Security education – consistent training of supporting functions
    - Classified Markings
    - Who to call?
    - What to look for...
  - Communication within Security, shipping, and receiving personnel
  - Written procedures!

**Objective: Safeguard  
National Security by  
following proper  
handling procedures  
from start to finish.**

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# Shipping/Receiving 101

- Ensure contractual relationship exists to receive and/or ship material
- Ensure facility and methods of receiving are verified in NISS (contractors only)
  - E.g., PO Box, Cleared carrier FedEx
  - Foreign Government Information (FGI) to be sent USPS
- All classified material is properly marked when received or shipped
- All classified material is entered into IMS (e.g., SIMS) if present at facility or in transfer status
- Cleared couriers must be briefed in accordance with 32 CFR Part 117.15
- Classified material must be double-wrapped (inner & outer package address and labeling, cover all seams, include receipt for signature...)
- Secure storage at all times
- Transmittal receipt signature shows transfer of material

**Regardless of facility  
size or complexity, the  
basics remain the  
same!**

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# Shipping/Receiving Particulars

- Use of FedEx requires approval (may not be applicable depending on material and/or recipient)
- Incoming
  - Receiving dock personnel are cleared and area is roped off
  - Immediate delivery to security staff or Officers preferred
  - Receiving cage is a unique temporary storage solution utilized by receiving dock
    - Requires camera supervision in Dispatch Center
    - Approved only for temporary storage – no overnight
    - End of day checks performed
- Outgoing
  - Security staff may store classified with cleared officer staff for transfer to FedEx pick-up or travel to USPS to overnight packaged material with signature required
  - Tracking numbers should be communicated
  - Receipt Tracers

## Indicators of Classified:

- **Mail Point #**
  - **Attn. Security**
  - **Team Member Names and contact information**
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# Classified Material Controls - International

- Include/verify International Trade & Compliance regulations
- Review Dept. of State documentation for export
  - DSP 5: Permanent export of unclassified articles
  - DSP 85: Transactions involving classified defense articles and technical data
  - DSP 83: Non-transfer and use Certificate used by the US Dept of State to transfer significant military equipment or classified equipment
- Direct Commercial Sale
  - Product delivery in-country direct to foreign person(s)/govt.
- Foreign Military Sale
  - Shipments and hand-carry generally are sent to US person on domestic base
- Transmission Plan with DCSA Intl. and destination country concurrence
- International Classified Visit may be required
- Lead times can be long and vary
- FSO appointed as DGR
- Air travel couriers are briefed, provided memorandum, and emergency storage plan
- Other options exist but have varying risks and potential for delay



# Classified Material Controls - Freight

- Bill of Lading
- Dedicated truck for transport with single line of service from origin to destination
- Secure pallet/packaging with seals
- “Babysit” freight until loaded onto truck
- Other Resources:
  - Bill of lading (BOL) questions? [Click here to view FedEx BOL FAQs](#)





# Universal Best Practices

- Accurate and descriptive written desktop procedures
- Shipping request form (PDF, email template, etc.)
- Consistent use of information management system or tracking
  - Accountability of all classified material in-house before any transmission
- Shipping recommended over courier for domestic to minimize risk
- Recommend two-person accountability for Secret material
- Courier brief security team members who are traveling to and from post office
- Hold both formal and informal training sessions to remind shipping and receiving personnel of what to look for: Mail points, Security POC names, FSO information, suspicious packaging, classified markings...
- Contact Program Mgmt. annually to anticipate future needs and explain potential lead times

**Incident involving classified material? Contact your DCSA Rep.**

**Bad news (or potential bad news) does not get better with age!**

# Questions?

## Contact Information:

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\*Available to discuss Security...or Bravo TV 😊