



INDUSTRIAL SECURITY

LETTER

Industrial Security Letters are issued periodically to inform cleared Contractors, Government Contracting Activities and DoD Activities of developments relating to industrial security. The contents of these letters are for information and clarification of existing policy and requirements. Suggestions for Industrial Security Letters are appreciated and should be submitted to the local Defense Security Service cognizant industrial security office. Articles and ideas contributed will become the property of DSS. Inquiries concerning specific information in Industrial Security Letters should be addressed to the cognizant DSS industrial security office.

ISL 2014-01

April 14, 2014

General Services Administration (GSA) Carriers for Overnight Delivery of SECRET and CONFIDENTIAL Classified Information

ISL 2006-02 Article 18 is hereby cancelled and superseded by this ISL, which clarifies the application of National Industrial Security Program Operating Manual (NISPOM) paragraph 5-403e, "SECRET Transmission Outside of a Facility," and 5-404, "CONFIDENTIAL Transmission Outside of a Facility," when using Cognizant Security Agency (CSA) approved commercial delivery companies for the delivery of SECRET and CONFIDENTIAL material.

NISPOM 5-403e and 5-404 allow the use of CSA-approved commercial delivery companies for transmission of SECRET and CONFIDENTIAL material. Cleared contractors may use overnight express carriers approved by GSA for domestic express delivery services under Multiple Award Schedule 48. The list of approved overnight express carriers is available at the GSA website¹.

This ISL serves as notice that CSA approval to use GSA-listed commercial delivery companies is granted only in accordance with the following stipulations:

- Facility security officers (FSOs) must establish and document company procedures to ensure the proper protection of incoming and outgoing classified packages for each cleared facility intending to use GSA-listed commercial delivery companies for overnight service.
- FSOs may use such overnight express carriers for SECRET and CONFIDENTIAL shipments only after DSS formally approves the procedures.

¹ <http://gsa.gov/portal/category/21197>

- The following requirements must be included in company procedures:
 - Carrier personnel shall not be notified that the package contains classified material.
 - Material must be prepared for transmission as described in NISPOM paragraph 5-401, except that a carrier's mailing envelope may be used as the outer wrapper.
 - The outer address label should contain only the office or position/title, e.g., the "Security Office" or the "Facility Security Officer," of the destination facility.
 - Senders may not use a post office box as the destination address. Instead, a street delivery address approved for overnight shipments must be obtained using the Facility Verification Request (FVR) function of the Industrial Security Facilities Database (ISFD) for contractor locations or from the security office of a government activity. Identification of a contractor's address from FVR listing as an authorized overnight delivery address indicates Cognizant Security Office (CSO) approval of the receiving facility's ability to securely accept such packages.
 - Senders may not execute a signature release authorization on the shipping label (i.e., to allow delivery of a shipment without obtaining the recipient's signature) under any circumstances.
- Both the sending and receiving contractors must establish an approved classified overnight street address for incorporation by DSS in the ISFD FVR function before such shipments may begin.
- All classified material and packages will be transferred directly to a representative of the commercial delivery company. Drop boxes are not permitted (regardless of location of the drop box; e.g., external street-side locations or a building lobby).
- Commercial delivery companies may be used for overnight transmission of SECRET and CONFIDENTIAL material within the continental United States, except for classified Communications Security (COMSEC), North Atlantic Treaty Organization (NATO), and foreign government information. Requirements for shipping COMSEC and unclassified Controlled Cryptographic Information are in the National Security Agency/Central Security Service Policy Manual 3-16, "Control of Communications Security (COMSEC) Material."
- As a general rule, commercial delivery packages may only be shipped Monday through Thursday to ensure they don't remain in the possession of the commercial delivery company over a weekend. However, the CSO may grant local approval to ship material on Fridays if the receiver has appropriate procedures in place to ensure a cleared person will sign for the package on Saturday and secure it in approved storage.

- The sender must verify the mailing address is correct and confirm an authorized person will be available to receive the delivery. The receiving contractor must have written procedures detailing how incoming overnight shipments will be received, transferred within the facility, and protected.
- Employees who handle incoming overnight shipments addressed to the "Security Office" or the "Facility Security Officer" must be cleared.