**Courier Authorization**

Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO WHOM IT MAY CONCERN:

SUBJECT: Official Courier Designation

1. In accordance with the National Industrial Security Program Operating Manual (NISPOM) under Paragraph 5-411c, the following individual, who is employed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, is on official government business, and is a designated courier, authorized to hand-carry classified material in conjunction with the travel indicated below.

a. Name of Courier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. SSN or I.D. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Organization Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Description of Material: Material is double wrapped and addressed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Destination Address). A listing of the transported material is on file in the traveler’s organization identified in paragraph 1c, above.

3. Travel Itinerary:

a. Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Departure Point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Destination(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. Known Transfer Point(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. There is neither time nor alternate means of transportation available to send the material referred to herein that would provide for timely accomplishment of operational objectives. This authorization may be confirmed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Issuing Authority’s Name and Phone Number) during normal duty hours.

5. This authorization expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date not to exceed 7 days from date of issue, or in the event of a round trip, 7 days after scheduled date of return).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Issuing Authority)

**LOCAL TRAVEL**

**COURIER INSTRUCTIONS**

You are specifically charged to exert every effort to insure the safe delivery of the classified material in your custody.

Do not divulge the fact that you are transporting classified material, except as required in the completion of your duties.

The material must remain in your direct personal possession at all times or until delivery is accomplished at the appropriately cleared facility indicated on the front of this form.

In the event of an accident while traveling, take every precaution against loss or compromise of the classified material in your custody. If necessary, request assistance from (a) the Security Manager; (b) the Federal Bureau of Investigation; or (c) the nearest Department of Defense activity.

Under no circumstances are the containers under your control to be opened or seized by unauthorized persons. All federal, state and local authorities, special police and other persons are requested to render assistance in the event of an emergency and call the individual(s) listed below.

If you deliver a package to the Post Office, you must be sure that a postal clerk signs a receipt for it and that the receipt is returned to Security.

If you deliver a package to another DoD contractor facility, you must make sure that an appropriately cleared representative of that contractor facility signs the package receipt and that the receipt is returned to Security.

If, due to unforeseen circumstances the package cannot be delivered as planned, you must immediately return the package back to the facility and notify Security.

If additional verification is required, please contact \_\_\_Name and Title\_\_\_\_\_\_\_\_\_\_, at (\_\_\_) \_\_\_-\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courier’s Signature