

INNER ENVELOPE

Put a classified document cover sheet on the document and place it in an opaque envelope along with completed AD 471;

Highest classification and Dissemination controls at the top and bottom of both sides of envelope;

Wrapped to make detection of tampering easy;

Address of recipient (include name)

Return address (office where it should be returned if undeliverable, outer envelope if damaged or found open).



(FRONT)

INNER ENVELOPE

*** Reinforced Tape**

SECRET

*** Wrapped in a
manner that would
show evidence of
tampering**

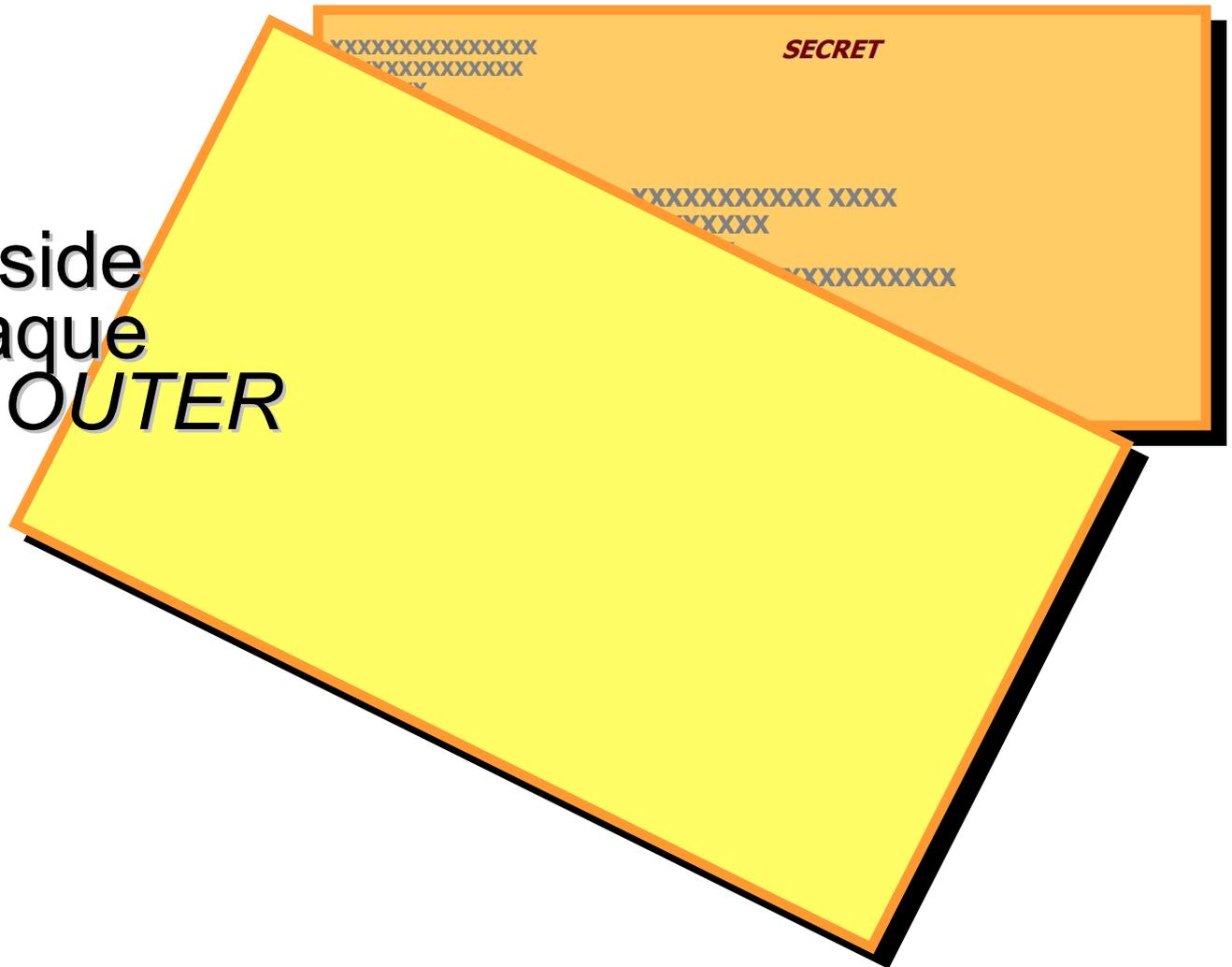
*** Classification**

SECRET

(BACK)

PACKAGING CLASSIFIED MATERIAL

Place inner envelope inside another opaque envelope – *OUTER Envelope*



OUTER ENVELOPE

*** Return Address**

XXXXXXXXXXXXXXXXXXXX
XXXX XX
XXXXX XXXXXXXXX
XXXXXXXXXX XXXXX

*** Mailing Address**

XXXXXXXXXXXX XXXXXXXXXXXXXXX
XXXX XX
XXXXX XXX XXXX
XXXXXXXXXX XXXXX

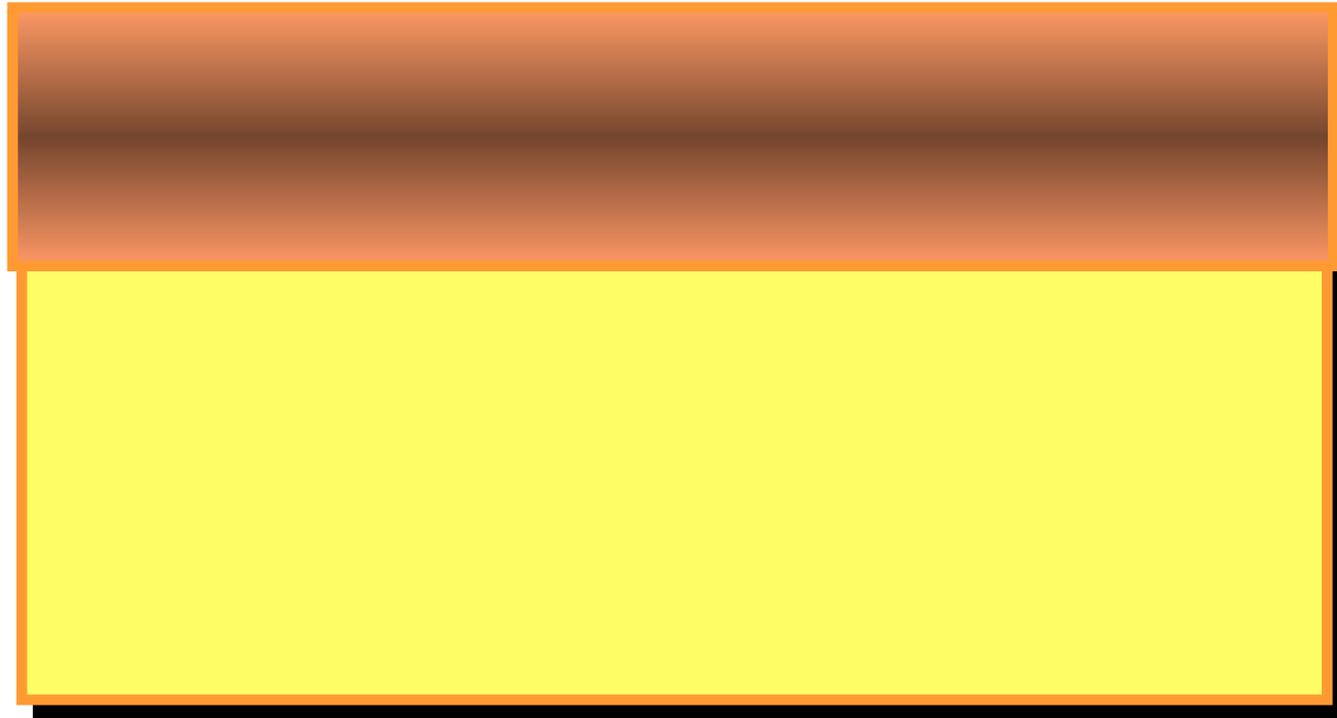
*** NO Classification
Markings**

OUTER ENVELOPE

*** Reinforced Tape**

*** Wrapped in a manner that would show evidence of tampering**

*** NO Classification Markings**



(BACK)

The Wrong Way



Approved Carriers for the Delivery of Secret & Confidential Material in the Continental U.S.*

- Airborne Express
- AirNet Systems
- Associated Global Systems
- Cavalier Logistics Management
- CorTrans Logistics
- DHL Airways
- Federal Express
- Menlo Worldwide Forwarding (formerly Emery)
- United Parcel Service

***Cleared contractors must have prior approval from Defense Security Service to use a commercial carrier-call first before sending**

