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CHAPTER 8. PREPARATION AND TRANSMITTAL  
OF CLASSIFIED INFORMATION

8-1. TRANSMITTAL OUTSIDE THE DEPARTMENT (Appendix 5).

- a. Preparation and Receipting. Classified information to be transmitted outside the Department shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and addresses of both sender and addressee. The outer cover shall be sealed and addressed with no identification of the classification of its contents. A receipt shall be attached to or enclosed in the inner cover, except that Confidential information shall require a receipt only if the sender deems it necessary. The receipt shall identify the sender, the addressee, and the document, but shall contain no classified information. It shall be immediately signed by the recipient and returned to the sender.
- b. Transmittal of Top Secret. The transmittal of Top Secret information outside the Department shall be by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system authorized for the purpose, or over authorized secure communications circuits.
- c. Transmittal of Secret. The transmittal of Secret material shall be effected in the following manner:
  - (1) The 50 states, District of Columbia, and Puerto Rico. Secret information may be transmitted within and between the 50 States, District of Columbia, and the Commonwealth of Puerto Rico by one of the means authorized for Top Secret information, by the U.S. Postal Service registered mail, or by protective services provided by U.S. air or surface commercial carriers under such conditions as may be prescribed by the Secretary.
  - (2) Other Areas. Secret information may be transmitted from, to, or within areas other than those specified in (1) above by one of the means established for Top Secret information, or by U.S. registered mail through Military Postal Service facilities provided that the information does not at any time pass out of U.S. citizen control and does not pass through a foreign postal system. Transmittal outside such areas may

also be accomplished under escort of appropriately cleared personnel aboard U.S. Government and U.S. Government contract vehicles or aircraft, ships of the United States Navy, civil service manned U.S. Naval ships, and ships of U.S. registry.

- d. Transmittal of Confidential. Confidential information shall be transmitted within and between the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. territories or possessions by one of the means established for higher classifications, or by the U.S. Postal Service certified, first class, or express mail service when prescribed by an agency head. Outside these areas, Confidential information shall be transmitted only as is authorized for higher classifications.

8-2. TRANSMITTAL WITHIN THE DEPARTMENT (Appendix 5).

- a. Top Secret information shall be hand carried by the authorized custodian, a security cleared member of his or her staff, or an employee designated by the Assistant Director for Security, Office of Investigation, for handling Top Secret material. A receipt for a Top Secret document is required.
- b. Secret and Confidential information shall be hand carried by the authorized custodian, a security cleared member of his or her staff, or a security cleared messenger of the Department. A receipt for Secret information is required. A receipt for Confidential information need be obtained only when deemed necessary by the sender.

8-3. RESTRICTION ON CARRYING CLASSIFIED INFORMATION.

- a. Policy.
  - (1) Classified information shall not be hand carried by way of surface transportation outside the Washington Metropolitan Area and/or aboard commercial passenger aircraft within and between the U.S., its territories, and Canada, unless prior written approval has been granted by the Assistant Director for Security, Office of Investigation.

- (2) When the responsible HUD official has determined that an emergency situation exists and there is neither time nor other transmission means available to move the material in the time required to accomplish operational objectives, he or she will forward a written request, with detailed justification, to the Assistant Director for Security, Office of Investigation, requesting approval for transmission of the classified material.
  - (3) The Assistant Director for Security, Office of Investigation, will be responsible for briefing Headquarters employees authorized to hand carry classified information outside the Washington Metropolitan Area by way of surface transportation and/or aboard commercial passenger aircraft. The Regional Inspectors General for Investigation will perform these functions in the Regions.
- b. Personnel in Official Travel Status. Personnel authorized to hand carry classified information in the performance of official duties will assure that:
- (1) The classified information shall be wrapped as prescribed in paragraph 8-1a above. The package shall be addressed to the traveler at his home office.
  - (2) The classified material shall be in the physical possession of the individual at all times if proper storage at a U.S. Government activity is not available. Classified material shall not be left in such places as locked automobiles, hotel rooms, hotel safes, train compartments, private residences, and public lockers. When surrendering any package containing classified material for temporary storage; e.g., overnight or during meals, the individual shall obtain a receipt signed by an authorized representative of the Government installation which has accepted responsibility for safeguarding the package.
  - (3) Classified material shall not be read, studied, displayed, or used in any manner in public conveyances or places.
  - (4) When classified material is carried in a private, public, or Government conveyance, it shall not be stored in any detachable storage compartment, such as automobile trailers or luggage racks.

- (5) A list of all classified material carried by individuals traveling will be maintained by the office to which the individual is assigned. Upon return of the traveler, all classified material shall be accounted for.

8-4. TRAVEL ON COMMERCIAL PASSENGER AIRCRAFT SUSCEPTIBLE TO HIJACKING.

- a. As a result of hijackings, close attention must be given to the necessity for travel by commercial passenger aircraft of personnel hand carrying classified material and of personnel having knowledge of sensitive information.
- b. In the event that an individual is a passenger aboard a commercial passenger aircraft that is hijacked and landed in a foreign country, the following guide lines should be followed:
  - (1) If questioned in a foreign country, common sense shall be used in making any response but under no circumstances shall personnel reveal classified information.
  - (2) Upon return to U.S. control, official U.S. investigators may want to debrief detainees. Personnel should therefore observe and mentally note the methods and procedures used by the detainer during their stay in the foreign country.
- c. As soon as it becomes known to any HUD official that a HUD employee is a passenger aboard a commercial aircraft that was hijacked and landed in a foreign country, the Assistant Director for Security, Office of Investigation, shall be notified immediately.