

TRANSMITTAL OF CLASSIFIED MATERIAL

WITHIN DEPARTMENT

TOP SECRET			SECRET			CONFIDENTIAL		
VIA	COVER	RECEIPT	VIA	COVER	RECEIPT	VIA	COVER	RECEIPT
Hand Delivery ¹	Sealed Single Envelope ²	Yes	Hand Delivery ¹	Sealed Single Envelope ²	Yes	Hand Delivery ¹	Sealed Single Envelope ²	If Deemed Necessary
Classified Top Secret Employee	Sealed Double Envelope ³	Yes	Classified Messenger	Sealed Double Envelope ³	Yes	Classified Messenger	Sealed Double Envelope ³	If Deemed Necessary

OUTSIDE DEPARTMENT

TOP SECRET			SECRET			CONFIDENTIAL		
VIA	COVER	RECEIPT	VIA	COVER	RECEIPT	VIA	COVER	RECEIPT
Hand Delivery ¹	Sealed Double Envelope ³	Yes	Hand Delivery ¹	Sealed Double Envelope ³	Yes	Hand Delivery ¹	Sealed Double Envelope ³	If Deemed Necessary
Classified Top Secret Employee	Sealed Double Envelope ³	Yes	Classified Messenger	Sealed Double Envelope ³	Yes	Classified Messenger	Sealed Double Envelope ³	If Deemed Necessary
NEVER SEND BY MAIL			Registered U.S. Mail ^{4, 5}	Sealed Double Envelope ³	Yes	Registered U.S. Mail ^{4, 5}	Sealed Double Envelope ³	If Deemed Necessary

NOTE: 1"Hand Delivery" - indicates delivery by hand of the authorized custodian or security cleared member of his or her staff.
 2Single Envelope - should bear name and address of addressee and return address of sender but NOT the security classification.
 3Double Envelope - inner envelope should bear name, title and full address of addressee and the security classification. Outer envelope should bear name and address of addressee and sender's return address but NOT the security classification.
 4Classified Material should never be sent via postal system of a foreign country.
 5Return postal receipt requested.