



DEPARTMENT OF THE AIR FORCE

HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

BA 25.95

17 MAY 1995

MEMORANDUM FOR SEE DISTRIBUTION

FROM: 78 ABW/CC

SUBJECT: Transmission of Department of Defense (DoD) Classified Material via GSA Contract Carrier

References: Memo, SAF/AAI 21 Feb 95, subject as above (Atch 1).
Memo, HQ USAF/SPI, 15 Feb 95, subject as above (Atch 2)

1. Federal Express has been authorized to transmit secret and confidential material addressed to other DoD Activities within the Continental United States. Use of the carrier is authorized only when it is the most cost effective way to meet a program requirement. Sender must continue to abide by the provisions of DoD Information Security Program Regulation (DoD 5200.1-R, Chapter 8) concerning wrapping, addressing, and receipting. The carrier envelope may be used as the outer wrapper.

2. The purpose of this letter is to satisfy HQ AFMC/SCPI requirement which ~~tasked~~ IM and SPS to publicize the potential for inadvertent security deviations and/or compromise when sending or receiving FedEx shipments. Your people should be aware that all incoming FedEx shipments could contain classified material. Therefore, internal procedures should be developed to ensure only properly cleared individuals sign for incoming FedEx shipments. Also, an AF Form 12 must be completed anytime the material is transferred from the receiver to another internal customer. In addition, request for the use of outgoing express mail service must indicate whether or not the mail piece contains classified material to allow the Base Information Transfer Center to verify delivery.

3. Attachment 2 contains specific conditions on use of FedEx for transmitting classified material. Please refer any questions to Ron Hoyt, extension 62284.

MELVIN A. DUMKE, Col, USAF
Commander, 78 SPTG

Attachments

1. Memo, SAF/AAI, 21 Feb 95
2. Memo, AF/SPI, 15 Feb 95

h 95-10A (FAR 4) Post to FAR 4.4 and 42.14 by circling the references and noting in the margins: "See 70-41, atch 95-10A (FAR 4)." Then file this atch behind the sups to FAR 4.



OFFICE OF THE SECRETARY

21 February, 1995

MEMORANDUM FOR ALZICOM-FOA/IM

FROM: SAF/AAJ
1680 AIR FORCE PENTAGON
Washington DC 20330-1680

SUBJECT: Transmission of Department of Defense (DoD) Classified Material via GSA Contract Carrier

Reference: Memo, HQ USAF/SPI, 15 Feb 95, subject as above (Atch 1).

The above reference announces that the Assistant Secretary of Defense for Command, Control and Communications and Intelligence (ASECDEF/C3I) has authorized FedEx to transmit secret and confidential material within the Continental United States (CONUS). The conditions under which FedEx may be used are also defined.

➤ The current FedEx matter processing will continue as in the past, except for handling within the Base Information Transfer System (BITS). Now it will be necessary to prepare AF Form 12, Accountable Container Receipt, for signature control similar to registered and express mail. The attached message shows guidance sent to Transportation Management Offices and Security Police are also preparing guidance for information security.

Recommend you notify your installation Base Information Transfer Centers (BITC) about this change and have them immediately implement DoD 4525.8-M, AF Supplement, Chapters 10 and 11. This letter is your authority to make the change, and we will soon update the AF Supplement to DoD 4525.8-M.

The test program was a success, so the CONUS adoption of the processing was approved. Since this is a new avenue to handle classified material, it is imperative that all customers of FedEx understand the implications of sending and receiving FedEx matter. The potential for inadvertent security deviation and /or compromise will need to be highlighted.

Appreciate your support in getting the word out quickly. Please refer any operational questions to Mr. Dave Shaw, DSN: 225-0467, or E-Mail: shaw@saf3.hq.af.mil.


BERNHARD S. HOENLE, Col, USAF
Chief, Records Management Division
Directorate of Information Management

Attachments
Memo, AF/SPI, 15 Feb 95

Atch 95-10A (FAR 4)

SC 2-314
SCE
SCP (cy)
CSO/SCS (cy)

Atch 1



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

15 Feb 95

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/SPI
1340 Air Force Pentagon
Washington DC 20330-1340

SUBJECT: Transmission of Department of Defense (DoD) Classified Material via
GSA Contract Carrier

Recently, the DoD conducted a test involving the use of a GSA contract carrier (currently FedEx) to transmit Secret and Confidential material within the Continental United States (CONUS). The participants were predominantly Defense Logistics Agency depots and Air Force traffic management offices supporting the Air Force's two-level maintenance program. The test resulted in no losses and the mail was delivered in a timely and cost effective manner. As a result, OSD is asking the Information Security Oversight Office to allow permanent use of this method. Pending a final decision, the Assistant Secretary of Defense for Command, Control, Communications and Intelligence is authorizing use of the carrier under these conditions:

a. use the carrier only when it is the most cost effective way to meet a program requirement and when it meets the requirements of the Private Express Statutes (Atch 1). Addressees must continue to abide by the provisions of the DoD Information Security Program Regulation (DoD 5200.1-R, Chapter 8) concerning wrapping, addressing, and receipting. The carrier envelope may be used as the outer wrapper;

b. use the carrier only when sending Secret or Confidential material to DoD activities within the Continental United States (CONUS). The carrier cannot be used to transmit classified information to a contractor. This does not apply to contracted Base Information Transfer Centers;

c. ensure direct delivery to the addressee by not signing the release signature block #7 on the carrier's Airbill Label;

d. ensure Secret or Confidential material meets the carrier's standard size and weight limitations;

e. report any problems encountered with the use of the carrier to this office immediately;

Atch 2'

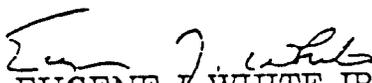
f. ensure appropriately cleared persons sign for and process shipments; and,

g. verify delivery of the carrier's classified shipments using one of their tracking software packages referred to below within two working days of shipments.

In addition, you need to comply with the postal and Air Force Logistics guidance at Attachments 1 and 2.

Activities shipping more than 5 pieces of mail a day, should contact the current carrier, FedEx, to arrange for installation of their "Powership 2" computer program. Activities shipping less than 5 pieces a day, can obtain FedEx's "Tracking Software" program. Customers can install this software on any personal computer with a modem. These packages are free. Activities can get more information on them by contacting Mary Ann Wagner, Manager, FedEx, Government Sales-Worldwide at Commercial (301) 507-6851.

This guidance is effective immediately and has been coordinated with SAF/AAIQ and AF/LGM-2. Our point of contact is Mrs. Ross at DSN 225-4594. The SAF/AAIQ contact is Mr. Shaw at DSN 224-0608 and the AF/LGM-2 contact is LtCol Melchor at DSN 223-9836.


EUGENE J. WHITE JR., GM-15
Chief, Information Security Division
Chief of Security Police

Attachments:

1. SAF/AAIQ Policy
2. AF/LGM-2 Policy

cc:

HQ AFSPA/SPI
SAF/AAIQ
AF/LGM-2

DISTRIBUTION:
See Attached List

DISTRIBUTION

MAJOR COMMANDS

HQ ACC/SPI
220 Sweeney Blvd, Suite 112
Langley AFB VA 23665-2796

HQ AFSPC/SPI
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4560

HQ AETC/SPI
550 C Street, West, Suite 54
Randolph AFB TX 78150-4756

HQ AMC/SPI
502 Scott Drive
Scott AFB IL 62225-5318

HQ AFMC/SPP
4225 Logistics Avenue, Suite 21
Wright-Patterson AFB OH 45433-5760

HQ PACAF/SPI
25 E Street, Suite H304C
Hickam AFB HI 96853-5439

HQ AFSOC/SPI
100 Bartley Street
Hurlburt Field FL 32544-5273

HQ USAFE/SPI
Unit 3050, Box 135
APO AE 09094-0135

DIRECT REPORTING UNITS

11 SPTG/SPI
21 MacDill Blvd, Suite 100
Bolling AFB DC 20332-5101

10 SPS/SPAI
2348 Sijan Drive, Suite 3A50
USAF Academy CO 80840-8220

HQ AFOTEC/SPI
8500 Gibson Blvd, SE
Kirtland AFB NM 87117-5558

FIELD OPERATING AGENCIES

HQ AFC4A/SYI
203 West Losey Street, Room 3030
Scott AFB IL 62225-5234

HQ AFHRA/CC (Security Officer)
600 Chennault Circle
Maxwell AFB AL 36112-6424

HQ ANGR/SEPI
3500 Fetchet Avenue
Andrews AFB DC 20331-5157

HQ ARPC/SCIS
6760 East Irvington Place
Denver CO 80280-6600

HQ AFOSI/MSS
226 Duncan Avenue, Suite 2023
Bolling AFB DC 20332-0001

HQ AFRES/SPI
155 2nd Street
Robins AFB GA 31098-1635

HQ AIA/SO (Executive Officer)
102 Hall Blvd, Suite 211
San Antonio TX 78243-7026

HQ AFPCA/DSP
1600 Air Force Pentagon
Washington DC 20330-1600

ATCH 2³

HQ AWS/CVI
102 West Losey Street, Room 105
Scott AFB IL 62225-5206

INFORMATION

SAF/IGV
1140 Air Force Pentagon
Washington DC 20330-1140

HQ USAF/HO (Executive Officer)
170 Luke Avenue, Suite 400
Bolling AFB DC 20332-5113

HQ USAF/INXFS
1700 Air Force Pentagon
Washington DC 20330-1700

HQ USAF/RE (Executive Officer)
1150 Air Force Pentagon
Washington DC 20330-1150

HQ USAF/SCXX
1250 Air Force Pentagon
Washington DC 20330-1250

NGB/CF (Executive Officer)
2500 Army Pentagon
Washington DC 20310-2500

HQ USAF/XOW
1490 Air Force Pentagon
Washington DC 20330-1490

USSTRATCOM/J0052
901 SAC Blvd, Suite 1H9
Offutt AFB NE 68113-6005

Atch 95-10A (FAR 4)

ATCh 24

PRIVATE EXPRESS STATUTES

DoD 4525.8-M/AF Supplement, Chapter 9, Section A.1., states "Under the Private Express Statutes, the USPS has a general monopoly for the transmission of first-class material (letters)." Private carriers, FedEx in this case, can generally carry all other classes of mail. Essentially, the Private Express Statutes, 39 Code of Federal Regulations, Sec. 310.1, is a group of federal statutes giving USPS the exclusive right, with certain limited exceptions, to carry letters for others.

A letter for the purpose of the Private Express Statutes is a message-- information or intelligence--directed to a specific person or address and recorded in or on a tangible object. Methods of recording include the use of written or printed characters, drawings, or magnetic recordings. Paper (including sheets or cards), recording disks, and magnetic tapes would all be considered "tangible objects." A more complete definition of a letter may be obtained from your Base Information Transfer Center, or your local USPS postmaster.

In other words, FedEx may not be used to ship classified material simply because of a change in policy by the Department of Defense or Air Force. The provisions of the "Private Express Statutes" still apply. However, 39 Code of Federal Regulations, Sec. 320.6, Suspension for extremely urgent letters, does allow private carriers to carry letters under certain conditions. The condition that applies in this case is that private carriers may carry letters if the sender determines the shipment is urgent and the carrier can make delivery by noon the next day. FedEx does guarantee delivery by noon the next day.

In summary, Air Force mailers may use FedEx to ship classified material defined as "letters" under the "Private Express Statutes" when the sender determines the shipment is urgent. Otherwise, the classified shipment must be sent by USPS registered or express mail. Again, the Private Express Statutes, do not apply to material not defined as letters (second, third, and fourth-class mail).

The SAF/AAIQ point of contact for matters pertaining to the Private Express Statutes is Mr. Dave Shaw, DSN 225-0467.

Atch 1

Atch 25

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HQ USAF WASHINGTON DC//LGT//
HQ AMC SCOTT AFB IL//LG/DOZ//
HQ ACC LANGLEY AFB VA//LGT//
HQ AETC RANDOLPH AFB TX//LGT//
HQ AFMC WRIGHT PATTERSON AFB//LGT/LGI//
HQ AFSOC HURLBURT FLD FL//LGT//
HQ NGB PENTAGON WASHINGTON DC//LG//
HQ AFRES ROBINS AFB GA//LGT//
HQ USAFE RAMSTEIN AFB GE//LGT//
HQ PACAF HICKAM AFB HI//LGT//
HQ AFSPC PETERSON AFB CO//LGT//
ANGRC ANDERWS AFB MD//LGT//
INFO HQ DLA CAMERON STATION VA//DLA-D/MMDT//
HQ MTMC FALLS CHURCH VA//MTOP-T/MTOP-OP//
AFLMA MAXWELL AFB AL GUNTER ANX//CC//
2AF KEESLER AFB MS//LG//
19AF RANDOLPH AFB TX//LG//
12AF DAVIS MONTHAN AFB AZ//LG//
8AF BARKSDALE AFB LA//LG//
9AF SHAW AFB SC//LG//

LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
AF/LGM-2 398363 T. MIKOLAJCIK, AF/LGT, 74206
CRC:

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Atch 95-10A (FAR 4)

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93WG CASTLE AFB CA//LG//
355WG DAVIS MONTHAN AZ//LG//
96WG DYESS AFB TX//LG//
28WG ELLSWORTH AFB SD//LG//
92WG FAIRCHILD AFB WA//LG//
416WG GRIFFISS AFB NY//LG//
49WG HOLLOMAN AFB NM//LG//
24WG HOWARD AFB PN//LG//
410WG KI SAWYER MI//LG//
1WG LANGLEY AFB VA//LG//
314AW LITTLE ROCK AR//LG//
42BW LORING AFB ME//LG//
56WG MACDILL AFB FL//LG//
384WG MCCONNELL AFB KS//LG//
5BW MINOT AFB ND//LG//
347WG MOODY AFB GA//LG//
366WG MOUNTAIN HOME AFB ID//LG//
55WG OFFUTT AFB NE//LG//
23WG POPE AFB NC//LG//
4WG SEYMOUR JOHNSON AFB NC//LG//

LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
F/LGM-2 39836

G T. MIKOLAJCIK, AF/LGT, 74206
RC:

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363WG SHAW AFB SC//LG//
 351WG WHITEMAN AFB MO//LG//
 89WG ANDREWS AFB MD//LG//
 436AW DOVER AFB DE//LG/TR//
 22AW MARCH AFB CA//LG//
 438AW MCGUIRE AFB NJ//LG/TR//
 60AW TRAVIS AFB CA//LG//
 375AW SCOTT AFB CA//LG//

UNCLAS

SUBJ: CLASSIFIED CARGO MOVEMENT PROCEDURES

REFERENCES:

- A. HQ USAF/LGT 261900Z OCT 93 MSG, MAIL-LIKE MATTER MOVEMENT (M3) -
 CLASSIFIED MOVEMENT TEST
- B. HQ USAF/LGT 021900Z MAR 94 MSG, MAIL-LIKE MATTER MOVEMENT (M3) -
 CLASSIFIED MOVEMENT TEST
- C. ASECDEF/C3I 22 NOV 94 LETTER, TRANSMISSION OF DOD CLASSIFIED
 MATERIAL VIA FEDERAL EXPRESS (FEDEX)
1. THE DEPARTMENT OF DEFENSE RECENTLY CONCLUDED A SIX-MONTH TRIAL USE
 OF FEDEX FOR THE TRANSMISSION OF SECRET AND CONFIDENTIAL MATERIAL.
 PER REF B, THE AIR FORCE AND THE DEFENSE LOGISTICS AGENCY (DLA) ALSO
 LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
 AF/LGM-2 39936

T. MIKOLAJCIK, AF/LGT, 74206

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Atch 95-10A (FAR 4)

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EVALUATED THE MOVEMENT OF CLASSIFIED TWO-LEVEL MAINTENANCE (2LM) ITEMS TO/FROM SELECTED AIR FORCES BASES TO/FROM THE AIR LOGISTICS CENTERS (ALCS) VIA FEDEX UNDER THE PROJECT NAME "M3." THE REF C LETTER ACKNOWLEDGED THE "TREMENDOUS SUCCESS" OF THE CLASSIFIED SHIPMENT PROCESS AND RECOMMENDED A PERMANENT CHANGE TO DIRECTIVES TO PERMIT THE USE OF COMMERCIAL EXPRESS CARRIERS FOR THE MOVEMENT OF CONFIDENTIAL AND SECRET MATERIAL. THIS MSG REITERATES M3 PROCEDURES OUTLINED IN REF MSGS A AND B AND EXTENDS THE SCOPE OF PARTICIPATION TO ALL CONUS USAF BASES.

2. THE AUTHORIZATION TO USE FEDEX IS IN ADDITION TO, NOT A REPLACEMENT FOR, THE PROVISIONS OF SUBSECTIONS 8-102 AND 8-103 OF DOD 5200.1-R AND AFR 205-1 CONCERNING APPROVED MEANS FOR THE TRANSMISSION OF SECRET AND CONFIDENTIAL MATERIAL. IN THIS REGARD, FEDEX SHALL BE USED ONLY WHEN IT IS THE MOST COST EFFECTIVE WAY TO MEET A PROGRAM REQUIREMENT, GIVEN TIME, SECURITY AND ACCOUNTABILITY RESTRAINTS. THE PROVISIONS OF DOD 5200.1-R CONCERNING WRAPPING, ADDRESSING, AND RECEIPTING (SUBSECTIONS 8-200, 8-201, AND 8-202) REMAIN IN EFFECT, EXCEPT THAT, A FEDEX ENVELOPE MAY BE CONSIDERED AS THE SECOND ENVELOPE FOR THE PURPOSES OF DOUBLE WRAPPING.

3. THE FOLLOWING SHIPMENT RECEIPT AND PROCESSING PROCEDURES CONTINUE
LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
AF/LGM-2 39836

3 T. MIKOLAJCIK, AF/LGT, 74206
ARC:

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APPLY:

A. ALC TO BASE: DLA WILL EFFECT "NEXT DAY" MOVEMENT DIRECT FROM THE DEPOT REPAIR FACILITY TO BASE SUPPLY CENTRAL RECEIVING. PACKAGES WILL BE OVER PACKED/WRAPPED WITH NO EXTERNAL CLASSIFICATION MARKINGS. CLASSIFICATION MARKINGS, PACKING LIST, AND CLASSIFIED DOCUMENT RECEIPT WILL BE LOCATED ON THE INNER CONTAINER.

B. ONLY SPECIFICALLY DESIGNATED AND CLEARED PERSONNEL (SIMILAR TO USPS REGISTERED MAIL) WILL BE AUTHORIZED RECEIPT OF FEDEX PACKAGES. BASE TMO AND SUPPLY WILL INCHECK/RECEIPT FOR SHIPMENTS AND ANNOTATE AND RETURN CLASSIFIED DOCUMENT RECEIPTS. ALL FEDEX SHIPMENTS DELIVERED TO BASE SUPPLY CENTRAL RECEIVING WILL BE HANDLED AND CONTROLLED AS SECRET MATERIAL UNTIL OTHERWISE DETERMINED. SUPPLY

PROCESS RECEIPTS IAW AFR 67-1.

C. BASE TO ALC: SHIP ONLY 2LM CLASSIFIED, NON-HAZARDOUS ITEMS TO DEPOTS UNDER THESE PROCEDURES. THE TRAFFIC MANAGEMENT OFFICE (TMO) RECEIPTS FOR THE CLASSIFIED ITEM FROM SUPPLY. OVERPACK M3 ITEMS WITH NO EXTERNAL CLASSIFICATION MARKINGS. CLASSIFICATION MARKINGS, PACKING LIST, AND CLASSIFIED DOCUMENT RECEIPT WILL BE LOCATED ON/IN THE INNER CONTAINER. USE THE FEDEX POWERSHIP TO GENERATE SHIPPING LABEL DOCUMENTATION. MAINTAIN CONSTANT SURVEILLANCE UNTIL PACKAGE PICK-UP
LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
AF/LGM-2 39836

T. MIKOLAJCIK, AF/LGT, 74206

CAC:

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BY FEDEX. INITIATE TRACER ACTION IF THE FEDEX PROOF OF DELIVERY EXCEEDS 48 HOURS.

FEDEX MAY BE USED FOR THE TRANSMISSION OF SECRET AND CONFIDENTIAL MATERIAL ONLY WITHIN THE CONTINENTAL UNITED STATES (CONUS).

A. TO ENSURE DIRECT DELIVERY TO THE ADDRESSEE, THE RELEASE SIGNATURE BLOCK #7 ON THE FEDEX AIRBILL LABEL MAY NOT BE EXECUTED UNDER ANY CIRCUMSTANCES.

B. THE CONFIDENTIAL AND/OR SECRET MATERIAL MUST MEET FEDEX STANDARD SIZE AND WEIGHT LIMITATIONS. ALL M3 SHIPMENTS MUST BE NON-HAZARDOUS.

C. PACKAGES SHOULD BE SHIPPED VIA FEDEX ONLY ON MONDAYS THROUGH FRIDAYS SO AS TO ENSURE THAT FEDEX DOES NOT HAVE POSSESSION OF A PACKAGE OVER A WEEKEND.

D. BASES MAY Laterally SHIP (FROM ONE BASE TO ANOTHER) CLASSIFIED M3 ITEMS PROVIDED THE BASE PAYS FOR THE SHIPMENT (REPEAT, THE BASE PAYS) AND THE SHIPPING BASE HAS A POWERSHIP TERMINAL.

E. FOR M3 SHIPMENTS TO DEPOTS, DBOF TAC WILL PAY THE COST OF SHIPMENT.

FEDEX "POWERSHIP TERMINALS" OR "TRACKING SOFTWARE" CAN BE OBTAINED FROM FEDEX TO MEET YOUR SHIPPING AND TRACKING REQUIREMENTS.

BT/LGS/LGM/LGX

COL GARY M. MELCHOR
AF/LGM-2 39836

3 T. MIKOLAJCIK, AF/LGT, 74206
C:

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ANY PROBLEMS ENCOUNTERED WITH THE USE OF FEDEX FOR THE TRANSMISSION OF SECRET AND CONFIDENTIAL MATERIAL ARE TO BE REPORTED IMMEDIATELY THROUGH MAJCOMS TO HQ USAF/LGM-2 POC LT COL MELCHOR, DSN 223-9836 OR E-MAIL "GMELCHOR@SYSP6.HQ.AF.MIL".

LGT/LGS/LGM/LGX

LT COL GARY M. MELCHOR
AF/LGM-2 39836

T. MIKOLAJCIK, AF/LGT, 74206

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