

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Memorandum 1-2

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Administration

**COURIER SERVICE BETWEEN HEADQUARTERS, U.S. ARMY TRAINING AND
DOCTRINE COMMAND AND HEADQUARTERS, DEPARTMENT OF THE ARMY**

Summary. This memorandum prescribes policies and procedures for the use of courier service between Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) and HQ, Department of the Army (DA).

Applicability. This memorandum applies to the HQ TRADOC staff and supported activities located at Fort Monroe.

“R” Forms. The “R” form at the back of this memorandum is for local reproduction.

Suggested improvements. The proponent of this memorandum is the Office of the Chief Information Officer (OCIO). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-A, 84 Patch Road, Fort Monroe, VA 23651-1051. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available via the TRADOC Homepage:
<http://www.tradoc.army.mil>.

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*This memorandum supersedes TRADOC Memo 1-2, 28 Jul 03 and rescinds TRADOC Form 1001, Sep 80

1. Purpose. This memorandum establishes policies, procedures, and responsibilities for transporting time sensitive material to and from HQ TRADOC and the National Capital Region (NCR).

2. References. Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations. Abbreviations used in this memorandum are explained in the glossary.

4. Responsibilities.

a. Office of the Chief Information Officer (OCIO) will -

(1) Update courier service procedures.

(2) Make arrangements for delivery of the courier pouch in the event an emergency precludes delivery of the courier pouch.

b. Office of the Deputy Chief of Staff for Operations and Training will—

(1) Coordinate the Tidewater Airlift Support (TWAS) shuttle in accordance with (IAW) TRADOC Regulation 95-5.

(a) Designate, from the flight manifest, a primary and alternate courier to transport HQ TRADOC mail pouch and/or other time sensitive material to and/or from the U.S. Army Forces Command/ TRADOC Liaison Officer.

(b) Select courier(s) based on the lowest-ranking, round-trip TRADOC passenger.

(c) Provide the staff scheduler with selected courier(s) name.

(2) Receive the pouch from the courier upon return from Pentagon after the classified mailroom is closed (1645). Receive material addressed for the Commanding General (CG) (after 1700).

(a) Notify the Office of the Commanding General of receipt of any classified or time sensitive material, as required.

(b) Notify other TRADOC agencies, as required, to obtain pouch materials.

c. TRADOC Staff Security Managers will –

(1) Issue, for no more than 1 year at a time, DD Form 2501 (Courier Authorization Card) to HQ TRADOC personnel/designated couriers, as required.

(2) Brief TRADOC personnel/couriers on duties and responsibilities for guarding classified material IAW AR 380-5, as required.

d. The U.S. Army Forces Command (FORSCOM)/TRADOC Liaison Officer (LNO) will—

(1) Consolidate, log (utilizing TRADOC Form 1-2-1-R, Courier Pouch Control Log), and place in the pouch all Pentagon classified and unclassified (time sensitive) items destined for Fort Monroe.

(2) Brief the courier on responsibilities, as outlined in this memorandum, and provide special instructions, as required.

(3) Prepare DA Form 3964, Classified Document Accountability Record, for classified material and ensure the courier signs the form, as required.

(4) Ensure courier is in possession of DD Form 2501 before releasing classified material. The DD Form 2501 will list, at a minimum, the same level of security clearance as the classified material to be couriered.

(5) If the courier is scheduled to return to Fort Monroe later than 1645, prior to courier departure, advise HQ TRADOC Operations Center (757-788-2256).

(6) Notify Flight Operations (757-788-3187) if classified material is being sent via the courier.

(7) As applicable, receive the pouch from the courier arriving from HQ TRADOC, log in all items, and notify the addressee to pick up no later than 1130 on the next duty day. If addressee does not pick up by this time, pouch materials will be placed in regular Pentagon distribution.

(8) Ensure classified material is packaged, sealed, and addressed IAW AR 380-5.

e. Designated couriers will—

(1) Possess a DD Form 2501.

(2) Pick up the courier pouch at Langley Air Force Base (LAFB) and deliver it to the Pentagon FORSCOM/TRADOC LNO (enter Room 2A274, then proceed to Room 2B475).

(3) Pick up the courier pouch from the FORSCOM/TRADOC LNO and transport to Fort Monroe.

(4) Deliver the pouch to the Fort Monroe Directorate of Human Resources (Military) Classified Mailroom (Building 183, 102 McNair Drive) during duty hours (0800-1645), or the TRADOC Operations Center (Building 267, 23 Tidball Road) after duty hours.

(5) Deliver material addressed for the CG directly to Building 37, 7 Fenwick Road, during duty hours (0800-1700), unless otherwise instructed by the FORSCOM/TRADOC LNO. After 1700, material addressed for the CG will be delivered to the TRADOC Operations Center.

(6) In the event of an emergency that precludes delivery of the courier pouch as specified in this section and paragraph 6, contact the TRADOC Operations Center (757-788-2256) who will contact a representative from the OCIO key personnel roster. The OCIO will make arrangements for delivery of the courier pouch.

(7) Maintain accountability for classified materials, using DA Form 3964 IAW AR 380-5.

f. HQ TRADOC personnel will—

(1) Process and deliver material requiring courier service to the Fort Monroe Directorate of Human Resources (Military) Classified Mailroom, Building 183, NLT 1500 daily.

(2) When required, pick up pouch material from the Fort Monroe Directorate of Human Resources (Military) Classified Mailroom, Building 183, during duty hours (0800-1645), or the TRADOC Operations Center after duty hours.

(3) Possess a DD Form 2501, when hand carrying classified material in/around Fort Monroe.

5. Policies.

a. Due to space constraints on the Tidewater shuttle flight, only material requiring next day delivery will be sent to NCR via courier pouch.

b. Because of lack of classified storage facilities at Base Operations, LAFB, classified materials WILL NOT be sent to NCR via courier pouch.

c. Classified material up to SECRET may be dispatched from the Pentagon FORSCOM/TRADOC LNO to HQ TRADOC.

d. Couriers will be selected based on lowest rank or grade. All couriers must have a completed DD Form 2501 to transport any classified material via TWAS shuttle.

e. The FORSCOM/TRADOC LNO will not send material that will arrive after duty hours without a courier designated to deliver the courier pouch to TRADOC Operations Center.

6. Procedures.

a. Couriers.

(1) Designated couriers pick up the courier pouch from Base Operations, Building 378,

86 West Flight Line Drive, LAFB, and deliver it to the FORSCOM/TRADOC LNO, Pentagon, Room 2B475 (enter from the A ring, Room 2A474, phone 703-697-2588/2552 or DSN 227-2588/2552).

(2) Prior to departing for their return flight, the courier reports to the FORSCOM/TRADOC LNO and picks up the courier pouch and any material for the CG.

(3) The courier delivers the pouch to the Fort Monroe Directorate of Human Resources (Military) Classified Mailroom, Building 183, between 0800-1645; or the HQ TRADOC Operations Center, Building 267, after 1645. Deliver all material for the CG to Building 37, between 0800-1700, unless otherwise instructed by the FORSCOM/TRADOC LNO. If no one is available in Building 37 to receive CG material, deliver to the TRADOC Operations Center.

(4) Under no circumstances will the courier entrust the pouch to another person for delivery, make any unofficial stops en route from LAFB to Fort Monroe, or take the pouch home for delivery the next day.

(5) In the event of an emergency, the courier must contact the TRADOC Operations Center (757-788-2256).

(6) If the pouch contains classified material, the courier obtains signature on DA Form 3964 from appropriate personnel in the TRADOC Operations Center, Fort Monroe Directorate of Human Resources (Military) Classified Mailroom, or Office of the CG. Courier retains one copy of DA Form 3964 and provides to his/her Staff Security Manager.

b. The courier pouch will have the below information affixed by either printing legibly or affixing a typed plain label:

(1) Who the courier pouch contents are from (include office name, office symbol, action officer name, and telephone number).

(2) Include a line that identifies that the courier pouch is thru the TRADOC Pentagon Liaison Office.

(3) Who the courier pouch contents are for (include office name, office symbol, point of contact name, and telephone number).

c. If there is no TRADOC passenger on the TWAS shuttle and there is material that must reach the CG, an alternate means of delivery must be used; i.e., express mail. For immediate delivery of Secret and below classified materials, U.S. Postal Service Express Mail will be used.

d. Fort Monroe Directorate of Human Resources (Military) supports the HQ TRADOC courier service.

(1) Fort Monroe Directorate of Human Resources (Military) operates the Classified Mailroom with duty hours from 0800 to 1645. When HQ TRADOC personnel deliver material

Appendix A
References

Section I
Required Publications

AR 380-5
Department of the Army Information Security Program

DD 5200.1-R
Information Security Program

Section II
Related Publications

AR 25-51
Official Mail and Distribution Management

TRADOC Reg 1-11
Staff Procedures

TRADOC Memo 10-3
FORSCOM/TRADOC Liaison Office (HQDA)

TRADOC Reg 95-5
Flight Operations

Section III
Prescribed Form

HQ TRADOC Form 1-2-1-R
Courier Pouch Control Log

Section IV
Referenced Forms

DA Form 3964
Classified Document Accountability Record

DD Form 2501
Courier Authorization Card

Glossary

CG	Commanding General
CIO	Chief Information Officer
DA	Department of the Army
DD	Department of Defense
FORSCOM	Forces Command
HQ	headquarters
HQDA	Headquarters, Department of the Army
IAW	in accordance with
LAFB	Langley Air Force Base
LNO	Liaison Office
NCR	National Capital Region
NLT	no later than
OCIO	Office of the Chief Information Officer
SGS	Secretary of the General Staff
TRADOC	Training and Doctrine Command
TWAS	Tidewater Airlift Support

FOR THE COMMANDER:

OFFICIAL:

THOMAS F. METZ
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



RANDALL L. MACKEY
Colonel, GS
Chief Information Officer

