

**Defense Distribution Center
Standard Operating Procedures
For Processing and Handling
Classified Materiel
October 6, 2008**

TE 5.4

1. **INTENT**

- All classified materiel will be processed in the classified materiel area including FMS, once identified.
- Limit DSS processing to authorized personnel by user ID for Classified Materiel.
- Once materiel is identified or suspected to be classified, contact supervisor and personnel with appropriate clearance to immediately take control of and move materiel to classified area. The Controlled Item Inventory Codes (CIIC) and Sensitive Item Codes that require immediate action to secure are:
 - CIIC Codes: A,B,C,D, E,F,G,H,K,L,O,S,T,9
 - Sensitive Item Codes: 5,6,8
- If you suspect an item is classified, receiving personnel will execute classified receiving processes to prevent a security lapse. (IN ACCORDANCE WITH Executive Order 12958, Classified National Security Information; DOD 5200.1-R, Information Security Program; DLAI 5200.12 Information Security Program; DLA5710.1, Physical Security Program; DDC Standard for Storage and Handling of Classified Materiel) This list is an example of suspected classified materiel, but is not all inclusive:
 - Post Master address correction requested do not forward
 - Post Master do not forward
 - Small Parcel Carrier Signature Required
 - No MILSTD-129 label
 - No packing list or documents on the outside of the package
 - DD form 1387-2 Special Handling
 - Certified and Registered Mail
 - Protective Service and or Constant Surveillance Service (CSS)
- RCN will be established in accordance with Swarm if it doesn't delay securing the materiel.
- If materiel is moved to a temporary holding area, it must be moved to permanent classified storage area by the end of the day. No overnight storage in temporary holding area.
- Transporting classified material from the cage to the secure storage facility is accomplished by closed, locked vehicle by one authorized individual with proper clearance.

If a closed, locked vehicle is not available or practical, an open vehicle may be used provided a second vehicle with authorized escort individual with a proper clearance accompanies the shipment directly to the secure storage facility.

Transporting classified material between sites (off installation) requires a closed, locked vehicle escorted by two authorized individuals with proper clearance. Open conveyances are only authorized for off-site transport of classified oversized bulk items.

- If materiel is determined not to be classified, immediately move back to the centralized receiving point.

2. RECEIVING

- **Establish Receipt Control Number**
 - Verify Seal numbers match BOL as applicable.
- **Off-load and Tally Contents**
 - Off-Load materiel into staging area
 - Sign and date BOL, and DLA Form 1907 and note any discrepancies accordingly in accordance with Swarm. If required, prepare and submit TDR to carrier (signature required) and transportation office.
- **Positive Identification: Move Materiel to Classified Facility or Temporary Classified Holding Area**
 - Signature custody must be maintained when materiel is moved to classified storage or holding area. Using appropriate chain of custody documents (DLA form 27 or equivalent).
- **Kind Count & Condition (KCC) for 11 NWRM NIINs**
 - IN ACCORDANCE WITH FRAGO
- **Kind Count & Condition (KCC) for all other Classified**
 - Check for REPSHP prior to receipt of shipment, if no REPSHIP, complete TDR
 - For all classified receipts, 100% part number validation is required, unless it will impact the integrity of the materiel and it can't be restored to condition code A. If unable to conduct bare item inspection apply marking. Standard label will be determined.
 - Added: Classified Items that can not be identified (Frustrated): Assign a FSC that closely matches the materiel. In the first 7 positions of the NIIN field enter a descriptive noun. In position 8-9 of the NIIN field enter the two digit site ID code. Condition code J for Air Force and condition code K for other MILSVC, new procurement is condition code L. Reference: Receiving Swarm Manual.

- If overage, shortage, wrong item, or no paperwork contact shipper immediately.
- **Open ALL containers for bare item inspection unless it compromises condition code**
 - Conduct dual Independent count for ALL materiel
 - Provide dual signature, user ID and date on ALL receiving documentation and dual certification label on all exterior packaging
 - Apply dual check certification label, minimum of one per receipt.
 - ◆ Exception is DDMA
 - Ensure correct markings on exterior of container for storage (NSN, C/C, Qty, and Classification) to include documentation and packaging data
 - ◆ Interim Exception: OCONUS Classified receiving personnel may have only one US Citizen available.
- **Process SDR or TDR when classified materials are received without:**
 - Proper documentation
 - Addressing
 - Mode
 - Seal control
 - Marking/ Labeling
 - Packaging
 - PMRD
 - KCC
- **Process receipt into DSS**
 - MILSVC Classified Document Receipt or the DLA Form 27 (Complete and return to originator, maintain copy on file for two years)
 - Ensure Documents (EDMS) are properly controlled

3. **STOW**

- Stow in accordance with Swarm and DDC Standards for Storage and Handling Classified Materiel
- All materiel located in classified facility must be on accountable record in DSS or MILSVC system operated by Depot personnel
- Planograph all classified locations

4. **ISSUE**

- Performing a pick will be performed in accordance with Swarm (RF with Paper or RF without Paper)

Procedures for All Issues

- Conduct two separate 100% bare item part number validations, unless it will impact the integrity of the materiel and it can't be restored to condition code A or the exception would be in those incidents when materiel was inspected at time of receipt in accordance with this Instruction and the DC Commander/Deputy Commander or written designee is confident in the accuracy.
- Employ due diligence to ensure that the materiel is labeled correctly and obliterate old markings on packaging.
- All inspected items should be resealed and certification label placed in a prominent location on the package.
- Issues going to the co-located maintenance facility will require bare item 100% KCC verification.
- Provide two separate signatures, user IDs and date on ALL documentation and dual certification label on all exterior packaging.

Pick Procedures

- All picks conducted within the classified facility require KCC at pick in DSS
 - Pull materiel from location and affix the pick ticket/overlaid control number to each package; single item processing ONLY, no batch processing.

Pack Procedures

- All packs conducted within the classified facility require KCC in DSS
- Assign a carton control number (CCN) on appropriate DSS pack screen
 - Provide packer signature, user ID, date, and qty on IRRD
 - Place one copy of the IRRD inside the container
 - Place DLA form 27 inside the container IN ACCORDANCE WITH DDC Standards for Storage and Handling of Classified Materiel. One copy is retained at the classified facility. DLA form 27 suspense file is maintained for return receipt.

5. TRANSPORTATION

- Transportation processing of Classified Freight Shipments in accordance with DDC Standard for Storage and Handling of Classified Materiel and Defense Transportation Regulation 4500.9-R, Part II, Cargo Movement
- Driver arrives and identification is verified, vehicle checklist completed – DD form 626, DSS updated carrier trailer number
- Carrier equipment loaded; Signature and Tally Record (DD form 1907) signed. Copy distribution:
 - 1 to the warehouse
 - 1 to the BOL file
 - 2 to the Carrier
- Classified facility employees must apply security seals. Seal number is annotated on the DD form 1907 and the local Seal log.
- REPSHIP printed and sent to Customer within 2 hours after carrier exits
- The only routing option for classified shipments to/from OCONUS locations are AMC.

5.1 Small Parcel Shipments Transportation Processing

- Transportation Protective Service (TPS) shipments are excluded from the World Wide Express (WWX) (OCONUS only) contract. The only routing options for classified shipments to/from OCONUS locations are: AMC, Defense Courier Service (DCS) and United States Postal Service (USPS) registered mail within the APO and FPO mail system
- Secret and Confidential shipments may use the Blanket Purchase Agreement (BPA) (CONUS, Alaska, Hawaii & Puerto Rico) only if the carrier can guarantee next-day delivery.
- REPSHIPS are required for small parcel shipments within 2 hours of print manifest.
- Sensitive CCI and classified shipments that are hazardous, sensitive, or AA&E must not be shipped under the BPA contract.
- Do not use the Blanket Purchase Agreement to move classified shipments to an AMC APOE for onward channel airlift.

6. Support Functions

6.1 Inventory Control

- Conduct monthly location surveys to ensure cumulative 100% in a 12 month period.
- A spot check will be conducted monthly by the security personnel who will physically inventory five line items and compare the results with the depot accountable record.
- Wall to wall 100% physical inventory required at least annually
 - Conduct bare item inspection if no verification label is on the box, unless in OEM pack or will impact condition code.
- Mandatory two-person physical count process - performed as a two person dual verification process
- If causative research is inconclusive, mandatory generation of Financial Liability Investigation of Property Lost (FLIPL)
- All potential adjustments must be reported immediately to Security and Chain of Command for concurrent security investigation
- One Hour after discovery of potential inventory loss or gain of classified materiel, notify Chief of Staff via telecom. Follow by standard CCIR format and reporting procedures. (Add Security Manager to address list)
- Classified inventory performed by U.S. citizens
- All adjustments must be reviewed and approved by the Depot Commander/Director prior to the Accountable Officer accepting and posting to Accountable record.

Security

- All gains and losses will result in a Rapid Assessment.
- Copy of results will be forwarded to the DDC Security Office
- If causative research is inconclusive a preliminary inquiry will be completed within 14 working days.
- If a more detailed investigation is required a disinterested person will be appointed by the Chief of Staff.

6.2 PPP&M

- Only authorized personnel with a clearance will package Classified Materiel. When packaging/packing Classified Materiel it must remain in attendance with the packer until it is transferred back to a secure location.

7. FILE MAINTENANCE

- Follow-up with shipper and close all incoming DLA Form 27 or equivalent MILSVC form that is received within the classified materiel receiving process.

- Follow-up with customers and close all outgoing DLA Form 27 generated with the Pick/Pack/Ship process for classified materiel issued to customers.

8. *Mis-Directed Shipments*

Mis-directed classified shipment from outside source

- When a shipment is identified as a classified mis-directed shipment, institute classified receiving procedures. Materiel must be transactionally received into DSS and physically secured in classified storage.
- Contact shipper immediately.
- Prepare and submit mis-directed SDR (and TDR – if damaged or components are missing).
- Wait for disposition instructions.
- If disposition is to ship to another location, follow classified shipping procedures.

9. *Transshipments*

- Transshipments of known classified materiel will be processed in the classified storage area following procedures outlined in this SOP as applicable.