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

***TRADOC Memorandum 1-2**

28 July 2003

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, U.S. Army Training and Doctrine Command (HQ TRADOC) and Headquarters, Department of the Army (HQDA).

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 Chief Information Officer (CIO). 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 on the TRADOC Homepage at http://www.tradoc.army.mil/.

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***This memorandum supersedes TRADOC Memo 1-2, 1 April 1998, and rescinds DOIM Form 73, 1 May 1996.**

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. The Chief Information Officer (CIO) will—

(1) Exercise overall responsibility for the courier service.

(2) Pick up pouch at Langley Air Force Base (LAFB) after duty hours in the event there is no courier, or the designated courier has an emergency that prevents return to Fort Monroe.

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

(1) Oversee flight operations, to include selecting one of the passengers making a round trip on the Tidewater shuttle as courier, and another as alternate courier, and notifying the staff flight schedulers of those personnel.

(2) Oversee the HQ TRADOC Operations Center (Ops Ctr), to include—

(a) Receiving the pouch from the courier during nonduty hours.

(b) Notifying the Commanding General's (CG's) office of classified material requiring delivery during nonduty hours.

(c) Notifying the Chief Information Officer (CIO) to pick up the pouch at LAFB if there is no courier to deliver pouch to Fort Monroe after duty hours.

c. TRADOC Staff Security Managers (in conjunction with staff flight schedulers) will ensure all HQ TRADOC personnel scheduled on the daily Tidewater shuttle flight between HQ TRADOC and HQDA are issued DD Form 2501 (Courier Authorization Card), and briefed on duties and responsibilities for guarding classified material.

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

(1) Receive, log, and place in the pouch, all classified and unclassified, time sensitive items destined for Fort Monroe.

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

(3) Receive the pouch from the courier arriving from HQ TRADOC, log in all items, and call the addressee to arrange for pick up from the FORSCOM/TRADOC LNO, room 2A474, Pentagon.

(4) Place pouch materials in regular Pentagon distribution, if not picked up by 1130 the next duty day.

(5) Designate a second courier when the original courier cancels their return flight to LAFB. Brief the courier on responsibilities, as outlined in this memorandum, and provide special instructions, as required.

(6) Ensure courier is in possession of DD Form 2501 before placing classified material in the pouch.

e. Designated couriers (and alternates when applicable) will—

(1) Ensure they possess their DD Form 2501.

(2) Pick up the courier pouch at LAFB and deliver it to the FORSCOM/TRADOC LNO.

(3) Pick up the courier pouch and any material for the CG at FORSCOM/TRADOC LNO and transport it to Fort Monroe.

(4) Deliver the pouch to the Fort Monroe Directorate of Information Management (DOIM) Classified Mailroom during duty hours (0800-1645), or the TRADOC Ops Ctr during nonduty hours.

(5) Deliver material for the CG to building 37, during both duty and nonduty hours, unless otherwise instructed by the FORSCOM/TRADOC LNO.

(6) In the event of an emergency, contact the TRADOC Ops Ctr (757-788-2256).

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

f. HQ TRADOC personnel will—

(1) Process and deliver material requiring courier service to the DOIM Classified Mailroom, building 183, no later than (NLT) 1500 daily.

(2) When requested, pick up their pouch material from the DOIM Classified Mailroom, building 183, during duty hours (0800-1645), or the TRADOC Ops Ctr during nonduty hours.

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 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.

6. Procedures.

a. Address materials to be sent via the courier using a HQ TRADOC Label 1001 (Pouch Mailing Label) (see sample label at fig 1). The TRADOC Label 1001 is attached to the mail piece itself and must be completed in full prior to delivery to the Fort Monroe DOIM Classified Mailroom for dispatch. HQ TRADOC Label 1001 is available from the Fort Monroe DOIM Publications Stockroom, building 183.

b. Use DA Form 3964 IAW AR 380-5 to receipt for any classified material transported via the courier. The DOIM Classified Mailroom, or TRADOC Ops Ctr personnel, will sign for receipt of classified material and give one copy to the courier.

c. If the designated courier and alternate cancel their return flight to LAFB, and if no one on the return flight meets the criteria to be a courier, the FORSCOM/TRADOC LNO will hold the pouch for the next flight. If holding material addressed to the CG TRADOC is not feasible, FORSCOM/TRADOC LNO will notify the TRADOC Secretary of the General Staff (SGS) to arrange pick up at LAFB during duty hours, or the TRADOC Ops Ctr to arrange pickup at LAFB after duty hours, and will arrange delivery to Davison Army Air Field for transport on the shuttle.

d. Designated couriers pick up the courier pouch from Base Operations, Bldg 754, 190 East Flight Line Road, LAFB, and deliver it to the FORSCOM/TRADOC LNO, Pentagon, Room 2B475 (enter from the A ring, Room 2A474), phone 703-697-2588/2552 (DSN 227). 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. The courier delivers the pouch to the Fort Monroe DOIM Classified Mailroom, building 183, during duty hours (0800-1645), or the HQ TRADOC Ops Ctr, building 133, room 215, during nonduty hours. Deliver all material for the CG to building 37, during both duty and nonduty hours, unless otherwise instructed by the FORSCOM/TRADOC LNO. If no one is available in building 37, deliver CG's material to the TRADOC Ops Ctr. 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. In the event of an emergency, the courier must contact the

TRADOC Ops Ctr (788-2256). The TRADOC Ops Ctr will call the CIO on-call person to arrange emergency pick up. If the pouch contains classified material, the courier obtains signature on DA Form 3964 from personnel in the TRADOC Ops Ctr or DOIM Classified Mailroom. Courier retains one copy of DA Form 3964 IAW AR 25-400-2.

HQ TRADOC LABEL 1001, Sep 80
Replaces ATAG Label 1001, Mar 79, which is obsolete

FROM: HQ TRADOC (ATDO-J)
(Office Symbol)
CPT John Doe DSN: 680-5555
(Action Officer) (Extension)

TO: VIA POUCH
THRU: TRADOC Liaison Office
Pentagon
Directorate of Information
FOR:
(Office)
DAJA-ZA
(Attention Line)
MAJ Ed Payne
(Addressee's Name)
DSN: 227-1111
(Addressee's Telephone Number)

Figure 1. Sample HQ TRADOC Label 1001

e. Fort Monroe DOIM supports the HQ TRADOC courier service.

(1) DOIM operates the Classified Mailroom with duty hours from 0800 to 1645. When HQ TRADOC personnel deliver material requiring courier service to NCR, the mailroom receives, logs, and places it in the pouch. The mailroom uses HQ TRADOC Form 1-2-1-R (Courier Pouch Control Log) (sample form at fig 2). Fort Monroe DOIM delivers the outgoing pouch to Base Operations, LAFB, NLT 1600 on days prior to scheduled flights. If notified by Flight Operations that a flight is canceled, the mailroom holds the pouch for the next Tidewater flight.

(2) The mailroom processes material in the pouch received from NCR, using HQ TRADOC Form 1-2-1-R to log it, and then places the material in staff activities' distribution boxes for pick up by their mail clerk. Upon request, the mailroom releases pouch material directly to the addressee, with proper identification. The mailroom arranges for immediate pick up of any items for the CG. For classified material, the mailroom returns signed DA Forms 3964 to the FORSCOM/TRADOC LNO via the courier pouch, within 2 working days, and retains one copy, IAW AR 25-400-2. If the pouch has not been received by the end of duty hours, mailroom personnel retrieve it from the TRADOC Ops Ctr by 0800 the next day.

(3) Chief Information Officer will provide the TRADOC Ops Ctr a roster of on-call personnel for emergency pickup of the courier pouch from LAFB, and will update the roster monthly.

f. When scheduled flights are canceled, Base Operations, LAFB contacts the TRADOC Ops Ctr (788-2256), DOIM Classified Mailroom (788-2121/4315), or Flight Operations (788-3187/2517).

COURIER POUCH CONTROL LOG

(Prescribing directive is TRADOC Memo 1-2; proponent is TRADOC CIO)

Date: 1 Jul 03 Incoming: ____ Outgoing: X

Sender's Office Symbol	Last Name of Sender	Last Name of Receiver	Receiver's Office Symbol
ATJA	Smith	Jones	DAJA-ZA
ATIMA	Thomas	Evans	SAIS-ZA

HQ TRADOC Form 1-2-1-R (Jul 03)

Figure 2. Sample HQ TRADOC Form 1-2-1-R

Appendix A
References

Section I
Required Publications

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 380-5
Department of the Army Information Security Program

Section II
Related Publications

AR 25-51
Official Mail and Distribution Management

TRADOC Memo 1-11
Staff Procedures

TRADOC Memo 10-3
FORSCOM/TRADOC Liaison Office (Headquarters, Department of the Army)

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

HQ TRADOC Label 1001
Pouch Mailing Label

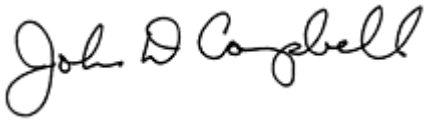
Glossary

CG	Commanding General
CIO	Chief Information Officer
DA	Department of the Army
DD	Department of Defense
DOIM	Directorate of Information Management
FORSCOM	United States Army 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
Ops Ctr	Operations Center
SGS	Secretary of the General Staff
TRADOC	United States Army Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



JOHN D. CAMPBELL
Acting Chief Information Officer

HQ TRADOC Form 1-2-1-R (Jul 03)

COURIER POUCH CONTROL LOG

(Prescribing directive is TRADOC Memo 1-2; proponent is TRADOC CIO)

Date: _____ Incoming: _____ Outgoing: _____

Sender's Office Symbol	Last Name of Sender	Last Name of Receiver	Receiver's Office Symbol

HQ TRADOC Form 1-2-1-R (Jul 03)