

12 FAM 150 COURIER ESCORTS

*(CT:DS-113; 07-11-2005)
(Office of Origin: DS/C/DC)*

12 FAM 151 GENERAL POLICY

12 FAM 151.1 Routine Courier Support

(CT:DS-113; 07-11-2005)

- a. All agencies at post that use the classified pouch channel share responsibility of providing courier escorts.
- b. The post must ensure that at least one cleared U.S. citizen escort supports each courier arrival and departure (see 12 FAM 155). However, when carrying the pouch shipment in the cabin of an aircraft, the courier or courier supervisor may assess the circumstances and release the post from the requirement to provide an escort.
- c. The Regional Diplomatic Courier Division or the courier must inform a post by telegram about transiting the area with pouches in an aircraft cargo hold when no pouch exchange is scheduled. The post must assign an escort to provide a security watch over the hold of the aircraft during the transit stop.
- d. When DS/C/DC, in consultation with a post, determines that the host government procedures or other circumstances jeopardize U.S. citizen control of pouches with only one escort, the post must assign a second escort.
- e. At posts with established courier offices, the regional diplomatic courier officer (RDCO) or courier supervisor must determine the support requirements and provide necessary escort personnel. Nonetheless, posts may be required to supply escort personnel under extraordinary circumstances or during courier staffing shortages.

12 FAM 151.2 Nonprofessional Courier Support

(CT:DS-113; 07-11-2005)

- a. The office/agency/bureau at a post or in the Department that requires a nonprofessional courier for delivery of classified pouches is directly responsible for providing a cleared U.S. citizen escort and transportation at each stop of the itinerary, including the posts of departure and arrival. When the nonprofessional courier's itinerary includes a transit stop where no courier/post exchange is scheduled, that office/agency/bureau is also responsible for providing an escort and transportation to support the transit stop (see 12 FAM 154.2).
- b. Nonprofessional couriers must keep the recipient office at their destination post advised of their itineraries.

12 FAM 152 ESCORT REQUIREMENTS

12 FAM 152.1 Personnel

(CT:DS-113; 07-11-2005)

Individuals authorized to perform courier escort duties must be cleared U.S. citizens either employed by the U.S. Government (full-time or otherwise) or private sector employees serving under U.S. Government commercial contracts approved by DS/C/DC.

12 FAM 152.2 Identification

(CT:DS-113; 07-11-2005)

- a. All escorts must possess a diplomatic (or official) passport or an official identification card issued by the Department of State, including credentials of special agents and security officers, or identification cards issued at posts that conform to the Department's "Smart" identification card format and conventions. **Other locally issued or post specific identification cards are not acceptable** (see 12 FAM 126.2 for more detail).
- b. Escorts who are not full-time and permanent U.S. Government employees must also possess an escort letter to confirm their security clearances. The letter must:
 - (1) Be on embassy letterhead;
 - (2) State the escort's name and passport number;
 - (3) State the security clearance level (in all capital letters) and date of issuance;

- (4) Contain the escort's photograph embossed with the post's seal; and
 - (5) Be signed by the RSO.
- c. Escort letters expire five years after issuance or clearance date, whichever is earlier. Escort letters should be reissued whenever there is a change of RSO's.

12 FAM 152.3 Security Clearances

(CT:DS-113; 07-11-2005)

- a. Escorts must have top secret clearances in order to sign-over or receive (sign-for) pouches from a courier.
- b. An individual with only a secret clearance may perform limited escort duties if the post has requested that the individual's security clearance be upgraded to top secret (see 3 FAM 8200 and 12 FAM 231.4). Because of the full field investigations required for top secret clearances, posts must limit the number of personnel requiring an upgraded clearance when assigning courier escort duty.
- c. Escorts possessing only secret clearances (with top secret pending) may not exchange classified pouches with a courier, but may maintain control for short periods of time as necessary for the courier to complete check-in or immigration formalities or to observe the cargo hold once the courier has boarded the aircraft.

12 FAM 153 SCOPE OF RESPONSIBILITY

(CT:DS-113; 07-11-2005)

Posts must restrict contract, part-time, and intermittent employees, including dependents of U.S. citizen employees, who act as escorts from serving:

- (1) Anywhere but their home posts;
- (2) As professional or nonprofessional couriers; and
- (3) On international flights.

NOTE: Except contract employees under commercial contract with the Department, engaged specifically for this purpose.

12 FAM 154 ESCORT DUTIES

12 FAM 154.1 Supporting Courier Arrivals

(CT:DS-113; 07-11-2005)

- a. To support a diplomatic or nonprofessional courier, an escort must:
 - (1) Provide a security watch over an aircraft cargo hold in which pouches are loaded (see 12 FAM 155);
 - (2) Provide a security watch over the pouches while the courier is separated from them for any reason (see 12 FAM 155);
 - (3) Assist the courier with normal customs, immigration, and airport formalities; and
 - (4) Escort the courier between the airport and the post's information programs center (IPC).
- b. With a top secret clearance, escorts may exchange custody of classified pouches (see 12 FAM 125). When assuming control of pouched material, the escort is responsible for protecting it from outside intervention and compromise until it has been secured within the IPC or released to the pouch control officer.
- c. During transit stops at a post where no courier/post exchange is scheduled, an escort must observe the cargo hold of the aircraft. The escort must watch for off-loaded pouches until the aircraft departs the gate, and remain at the airport until the courier's flight is airborne.

12 FAM 154.2 Off-Loaded Pouches

(CT:DS-113; 07-11-2005)

- a. If any portion of a pouch shipment is off-loaded while the courier is aboard the aircraft awaiting departure, the escort must maintain a security watch over it. The escort must observe the off-loaded material until it is returned to the same cargo hold from which it was removed.
- b. In the event that any portion of the off-loaded shipment is not returned to the cargo hold, an escort (with either a secret or top secret clearance) must:
 - (1) Take possession of the off-loaded pouches;

- (2) Deliver the pouches to the post IPC; and
 - (3) Inform the regional security officer (RSO).
- c. The escort must immediately report off-loaded pouches to the RSO and request the next post on the courier's route to alert the courier to the problem. If off-loaded pouches are returned to a different cargo hold or loaded in a different manner, the escort should attempt to inform the courier prior to departure. If unsuccessful, the escort **must** notify the next post and provide full details of pouch locations and container number information, if any.
- d. When a flight departure is significantly delayed, the escort should notify the next post.

12 FAM 155 ESCORT SUPPORT AT AIRPORTS

12 FAM 155.1 Supporting Courier Arrivals

(CT:DS-113; 07-11-2005)

To support an arriving diplomatic or nonprofessional courier, an escort must:

- (1) Arrive at the airport before the courier's flight lands;
- (2) Remain in an area where the cargo hold of the aircraft can be easily observed to provide a security watch over any off-loaded pouches until the courier deplanes; and
- (3) Provide a security watch over the pouches while the courier is separated from them for any reason (e.g., during passport control procedures).

12 FAM 155.2 Supporting Courier Departures

(CT:DS-113; 07-11-2005)

- a. To support a departing diplomatic or nonprofessional courier, an escort must:
- (1) Provide a security watch over the pouches while the courier is separated from them for any reason (e.g., during flight check-in procedures);
 - (2) Remain in an area where the cargo hold of the aircraft can be easily

observed to watch for any off-loaded pouches until the aircraft departs the gate (see 12 FAM 154.2);

- (3) Remain at the airport until the courier's flight is airborne; and
 - (4) Resume watching the cargo hold if the aircraft unexpectedly returns to a gate.
- b. When the courier carries the pouch shipment in the cabin of the aircraft, the escort must remain at the airport until the courier has boarded the aircraft and departure is imminent. The escort need not remain planeside nor in the passenger terminal unless the departure is delayed and no confirmed departure time has been announced.

12 FAM 155.3 Supporting Palletized Courier Pouch Shipments

(CT:DS-113; 07-11-2005)

- a. When numerous pouches must be transported in a palletized mode (see 12 FAM 128), the escort is responsible for ensuring that:
 - (1) The piece counts of the material on receipt from the pouch facility and delivery to the airline are correct;
 - (2) The pouch numbers correspond with both the pouch tag and Form DS-7600, Diplomatic Pouch Certification and Receipt; and
 - (3) The material is sealed and prepared correctly.
- b. The courier escort must sign a Form DS-1878, Proxy Inventory for Courier-Accompanied Pouches, as certification that all pouches are accounted for and the material meets all requirements for delivery by the U.S. Diplomatic Courier Service.

12 FAM 156 THRU 159 UNASSIGNED