

**APPENDIX S****TRANSPORTATION PLAN FOR THE MOVEMENT OF CLASSIFIED  
MATERIAL AS FREIGHT****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP**

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**TRANSPORTATION PLAN  
FOR THE TRANSMISSION OF CLASSIFIED MATERIAL AS FREIGHT**

When international cooperative program involve the transmission of classified material between Participants, comprehensive transportation plans are required. The Transportation Plan should be initiated early in the security planning process and incorporated into the Programme/Project Security Instruction (PSI), if applicable, as an annex. The attached document provides a standard sample format and explanation of requirements for each step of a plan. Transportation plans must be approved by the National Security Authority or Designated Security Authority (NSA/DSA) of involved Participants before implementation. The NSA or DSA may delegate approval authority to a Cognizant Security Office (CSO), or other responsible security authority.

This format describes the basic elements of information that should be included in the Transportation Plan for the commercial movement of classified material as freight. The order in which the information is presented in the plan may be modified to reflect the sequence of events as they occur, depending on where the recipient government assumes title and custody of the freight. If several transmissions are necessary under the same programme, details of each transmission then will be explained in a "Notice of Classified Consignment" (Annex 1 to Document No. 10). In such cases, certain sections of the Transportation Plan will refer to the Annex.

The Multinational Industrial Security Working Group (MISWG) hand carriage procedures (MISWG Document No. 1) will be used for international transmission of material of such size and weight that the courier can maintain personal control over the material at all times.

(INSERT NAME OF PROGRAMME OR PROJECT)  
**TRANSPORTATION PLAN**  
FOR THE MOVEMENT OF CLASSIFIED MATERIALS FREIGHT

**A. INTRODUCTION**

This plan delineates procedures for the commercial transmission of classified (insert name of the Program/Project or contract) material as freight between (insert participating countries).

**B. DESCRIPTION OF CONSIGNMENT**

Provide a general description of the material to be transmitted. If necessary, a detailed, descriptive listing of items to be transmitted under this plan, including military nomenclature, may be appended to this plan as an annex. (See paragraph 3 of Annex 1.)

**C. IDENTIFICATION OF PARTICIPATING GOVERNMENT AND COMPANY REPRESENTATIVES**

This section should identify, by name, title and organization, the company security officials and/or the authorized designated government representatives of each Participant who will arrange the transfer of, sign receipts for and assume security responsibility for the classified freight. Mailing addresses, telephone numbers, telefax numbers, and telex addresses should be listed for each country's representatives. This information may be included as an attachment.

**D. DELIVERY POINTS, TRANSFER POINTS, AND/OR PROCESSING POINTS**

1. Identify the points of origin and ultimate destination and any locations other than the destination where the transfer of custody will occur, (e.g. ports, railheads, airports etc.) and describe how transfer between carriers is to be arranged.
2. Describe the security arrangements that are required while the material is located at the above described points.
3. Specify any additional security arrangements, which may be required due to the unique nature of the transmission or of a delivery, transfer or processing point (e.g., an airport freight terminal or port receiving station).

**E. IDENTIFICATION OF COMMERCIAL ENTITIES TO BE INVOLVED IN EACH MOVEMENT**

Identify all commercial entities such as commercial carriers, freight forwarders, and transportation agents, where appropriate, that might be involved, to include names, addresses, telephone and telefax numbers and the level of security clearance and storage capability of each.

## **F. ROUTING OF CONSIGNMENT**

Specify in this section the routes for transmission under the plan. This shall include each segment of the route from the point of origin to the ultimate destination including all border-crossings and actions required at border crossings. Routes should be detailed for each Participant in a logical sequence from point-to-point. If overnight stops are required, security arrangements for each stopping point must be specified. Contingency stop-over locations must also be identified as necessary. (See paragraph 4 of Annex 1.)

## **G. PORT SECURITY AND CUSTOMS OFFICIALS**

In this section, describe procedures, as applicable, for notifying the Customs and port security officials of each consignment. The facility must verify that the courier has been provided the necessary documentation and is aware of the rules necessary to comply with Customs and security requirements. Prior coordination with Customs and port security agencies (including carrier security officials, if applicable) may be required to facilitate Program/Project transmissions. Include in this section or in an Annex the procedures for handling Customs searches and points of contact who will assist Customs in processing consignments from and into each participating country along with the names and telephone numbers of Customs and security officials with whom any arrangements have been made.

## **H. COURIERS**

When couriers are to be used, they must each be identified by name and title, Participant organization and passport number. Couriers must be cleared at the appropriate level and be thoroughly briefed on their security responsibilities. Briefings should be tailored to the mode of transmission (e.g. commercial air, ships, truck, rail etc.).

Each courier will be issued a "Courier Certificate" and will be provided a list of possible secure storage locations and points of contact and emergency phone numbers. The Courier Certificate and security responsibility briefings from MISWG Document No. 1, "Arrangements for the International Hand Carriage of Classified Documents, Equipment and/or Components", should be used and included as an enclosure to this plan.

## **I. RECIPIENT RESPONSIBILITIES**

Describe the responsibilities of each recipient to inventory the material and to examine all documentation upon receipt of the consignment including:

1. The recipient organization must notify its NSA/DSA and the dispatching organization of any deviation in prescribed routes or methods.
2. The recipient organization must notify its NSA/DSA and the releasing organization of any discrepancies in the documentation or shortages in the consignment.

3. Clearly state the requirement for recipients to promptly advise the NSA/DSA of the dispatching organization and/or Designated Government Representative of any known or suspected compromise of classified material or any other exigencies which may place the movement in jeopardy.

## **J. DETAILS OF CLASSIFIED TRANSMISSIONS**

This section shall contain the following items.

1. Identification of dispatch assembly points where the consignment will be validated against the export authorization.
2. Packaging requirements that conform to the national security rules of the Participants. The requirements for dispatch documents, inventories, seals, receipts, storage and security containers should be explained. Any unique requirement of the Participants should also be stated.
3. Documentation required for the dispatch points.
4. Courier authorization documentation and travel arrangements.
5. Procedures for verifying, sealing, loading and locking consignments. Describe procedures at the loading points, to include tally records, surveillance responsibilities and witnessing of the counting and loading arrangements.
6. Procedures for accessibility by the courier to the consignment enroute (e.g., overnight stops, diversions, etc.).
7. Procedures for unloading at the destination, to include identification of recipients and procedures for change of custody, and receipt arrangements.
8. Emergency communication procedures. List appropriate telephone numbers and points of contact for notification in the event of emergency.
9. Procedures for identifying each consignment (e.g., date, time, flight number, etc.) and for providing details of each consignment. For multiple consignments, Annex 1, "Notice of Classified Consignment", should be used instead of providing details in this paragraph. The notification should be transmitted no less than 6 working days prior to the transmission of the classified consignment.

## **K. RETURN OF CLASSIFIED MATERIAL**

This section will identify requirements for return of classified or sensitive material to the manufacturer or dispatching country (e.g. warranty, repair, test and evaluation etc.).

NOTE: Samples of these forms should be included, as appropriate, as enclosures to the plan as necessary.

- (1) packing list
- (2) classified material receipts
- (3) bills of lading
- (4) export declaration
- (5) waybills
- (6) other nationally required forms.

ANNEXES:

ANNEX 1 – Notice of classified consignment

ANNEX 2 – Notice of (insert programme/project name) consignment approved transportation plan reference # (insert reference)

## **ANNEX 1 - NOTICE OF CLASSIFIED CONSIGNMENT**

When a Transportation Plan is developed to support a program, project or contract that will involve more than one international consignment of classified or sensitive material, a procedure is required for identifying each consignment and for providing details of each consignment to the recipient, to transportation personnel and to personnel that will be involved in ensuring the security of the consignment. The attached "Notice of Classified Consignment" is approved by the MISWG to accomplish recurring consignments under a general Transportation Plan. It may be tailored to satisfy the specific program, project or contract requirements for which the Transportation Plan is developed.

The Security Officer of the dispatching facility will provide the Notice to the receiving authorized Designated Government Representative or the Security Officer of the receiving company and to the Designated Security Authorities of each country involved. Copies of the Notice will be sent to other government or commercial entities that will be involved in the transfer.

**ANNEX 2 - NOTICE OF (INSERT PROGRAMME/PROJECT NAME) CONSIGNMENT  
APPROVED TRANSPORTATION PLAN REFERENCE # (INSERT REFERENCE)**

**REPLY BEFORE: (insert date)**

A. Consignor/Consignee: (include the name, telephone number and address of the Security Officer(s) responsible for the consignment at both locations).

B. Designated Government Representatives: (include name, telephone number and address of releasing and receiving authorized designated government representatives, as applicable).

C. Description of Consignment:

1. Contract or Tender Number:

2. Export License or other applicable Export Authorization citation:

3. Consignment Description: (describe items to be shipped and their classification)

4. Package Description:

Type of package: (wood, Cardboard, Metal, etc.)

Number of packages:

Number of enclosed classified items in each package:

Package dimensions/weight: (include length, width, height and weight)

5. Indicate if package contains any hazardous material.

D. Routing of Consignment:

1. Date/time of Departure:

2. Date/estimated time of Arrival:

3. Routes to be used between point of origin, point of export, point of import and ultimate destination: (identify specific transfer points; use codes that appear in transportation plan, if applicable)

4. Method of transport for each portion of the consignment: (include names and addresses of all carriers and flight, rail or ship number as applicable)

5. Freight Forwarders/Transportation Agents to be used: (include name, telephone number, address of companies if not specified in transportation plan. (Note: The releasing Security Officer must re-verify clearance and safeguarding capability of these entities prior to releasing consignments)

6. Customs or Port Security Contacts: (list names and telephone numbers if different from approved transportation plan procedures.)

E. Name(s) and identification of authorized courier.