

(2) Describe the type of identification the individual will present (for example, Naval Research Laboratory Identification Card, No. 1234; ABC Corporation Identification Card No. 1234);

(3) Describe the material being carried (for example, three sealed packages, 9" × 8" × 24", addressee and addressor);

(4) Identify the point of departure, destination, and known transfer points;

(5) Carry a date of issue and an expiration date;

(6) Carry the name, title, and signature of the official issuing the letter. Each package or carton to be exempt shall be signed on its face by the official who signed the letter; and

(7) Carry the name of the government agency designated to confirm the letter of authorization, and its telephone number. The telephone number of the agency designated shall be an official U.S. Government number.

(ii) Information relating to the issuance of DoD identification cards is contained in DoD Instruction 1000.13³⁴. The green, gray, and red DD Forms 2 and other DoD and contractor picture ID card are acceptable to FAA.

(iii) The Director, DIS, shall establish standards for the issuance of identification cards when required by contractor employees selected as couriers or whose duties will involve handcarrying of classified material.

(d) *Authority to Approve Escort or Handcarry of Classified Information Aboard Commercial Passenger Aircraft—*

(1) *Within the United States, its Territories, and Canada.* (i) DoD Component officials who have been authorized to approve travel orders and designate couriers may approve the escort or handcarry of classified information within the United States, its Territories, and Canada.

(ii) The Director, DIS, may authorize contractor personnel to handcarry classified material in emergency or time-sensitive situations subject to adherence with the procedures and limitations specified in this section.

(2) *Outside the United States, its Territories, and Canada.* The head of a DoD Component, or single designee at the headquarters or major command level,

may authorize the escort or handcarrying of classified information outside the area encompassed by the boundaries of the United States, its Territories, and Canada upon certification by the requestor that:

(i) The material is not present at the destination;

(ii) The material is needed urgently for a specified official purpose; and

(iii) There is a specified reason that the material could not be transmitted by other approved means to the destination in sufficient time for the stated purpose.

Subpart J—Disposal and Destruction

§ 159a.61 Policy.

Documentary record information originated or received by a DoD Component in connection with the transaction of public business, and preserved as evidence of the organization, functions, policies, operations, decisions, procedures, or other activities of any U.S. Government department or agency or because of the informational value of the data contained therein, may be disposed of or destroyed only in accordance with DoD Component record management regulations. Non-record classified information, and other material of similar temporary nature, shall be destroyed when no longer needed under procedures established by the head of the cognizant DoD Component. These procedures shall incorporate means of verifying the destruction of classified information and material and be consistent with the following requirements.

§ 159a.62 Methods of destruction.

Classified documents and material shall be destroyed by burning or, with the approval of the cognizant DoD Component head or designee, by melting, chemical decomposition, pulping, pulverizing, cross-cut shredding, or mutilation sufficient to preclude recognition or reconstruction of the classified information. (Strip shredders purchased prior to June 1, 1986 may continue to be used but only in circumstances where reconstruction of

³⁴See footnote 1 to § 159a.3.