

## HSO SPOTLIGHT No. 019-2007: EXPRESS MAIL PACKAGES

What is the issue:	Who Can Pick Up Express Mail Packages
Why do we need this?:	Ensure Protection of Express Packages Possibly Containing Classified Matter
Who is impacted?:	All DOE Federal and Contractor Staff
What does the HSO need to do?:	Distribute this HSO SPOTLIGHT to all your employees

Several years ago, the Office of Headquarters Security Operations developed procedures that required Classified Document Control (CDC) station personnel be notified if an express mail package was not picked up by the intended recipient or addressee. This procedure was developed to prevent the possible compromise of classified matter if packages are picked up by anyone other than the addressee and not opened to ensure that the contents are appropriately protected.

With the total implementation of this procedure at Headquarters, several organizations had concern about only the limited number of CDC station personnel being authorized to pick up express mail packages. In response to this concern, the Office of Headquarters Security Operations has developed a new procedure. This procedure requires each HQ Element to designate Express Mail Document Control (EMDC) personnel to be contacted by the Mail Room in the event the package is not picked up by the addressee within the designated time frame. HQ Elements may appoint CDC station personnel and/or other staff as their EMDCs. All designated personnel must be briefed on their EMDC responsibilities by their HSO.

HQ Elements that are authorized to receive and store classified matter at either the Forrestal or the Germantown facilities, or at both facilities, must designate EMDCs that hold access authorizations (“Q” or “L” clearances). For a HQ Element that is not authorized to receive or store classified matter at either the Forrestal or Germantown facilities, EMDC personnel must still be appointed, however they are not required to possess a “Q” or “L” access authorization (although an access authorization is strongly encouraged).

On the day the express mail package is received at HQ, the Express Mail Offices at Forrestal and Germantown will contact the addressee. On day two, if the package has not been picked up by early afternoon by the addressee, the Express Mail Offices will contact the designated EMDC personnel for the recipient’s organization. On the morning of the third day, if the package has not been picked up by EMDC personnel or the addressee, the Office of Headquarters Security Operations (HS-1.31), HQ Technical and Information Security Team, will be notified by the Express Mail Office.

HS-1.31 has developed a database listing of names of previously designated individuals authorized to pick up express mail packages. In the coming weeks, this database listing will be provided to the HSOs for their review. All changes to this list must be provided by the HSO immediately to HS-1.31 using the e-mail format provided below. This same e-mail format must be used for all future updates to the EMDC list.

E-mail to: [Johnny.Giffin@hq.doe.gov](mailto:Johnny.Giffin@hq.doe.gov) AND [Tina.Vaughen@hq.doe.gov](mailto:Tina.Vaughen@hq.doe.gov)

Effective immediately, please make the following changes to EMDC personnel for the receipt of express mail packages for (Enter Organization Name).

**ADD:**

Jane Doe, Room 6B-000, Phone: 202-586-0000

**DELETE:**

John Doe, Room 6A-000, Phone: 202-586-0101

Questions regarding designating EMDC should be sent to Ed Szymanski, who can be reached at 3-9977.