

## Double-Enveloping

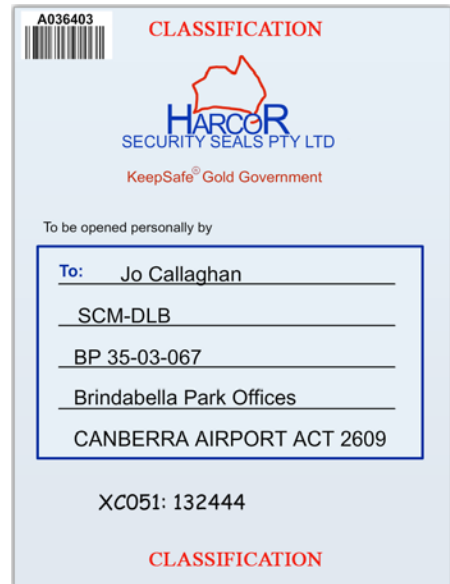
Double-Enveloping is a security control applied to the physical transfer of sensitive and classified information. It is achieved by:

- A tamper-evident inner barrier to detect unauthorised access, and
- An outer barrier to obscure the information's sensitivity or classification.

**Inner 'Envelope'.** The inner envelope can consist of:

- An envelope or pouch sealed with a SCEC-approved tamper-evident seal so that any tampering is detected, or
- A SCEC-approved single use envelope.

The classification of the information sent is to be conspicuously marked on the top and bottom of the front and back of the envelope.



**Outer 'Envelope'.** The outer envelope is some form of sealed opaque covering. It could be a regular mail envelope, a SCEC-approved single-use outer envelope, security briefcase, satchel, pouch or transit bag.

The outer envelope may display information identifying the recipient and any receipt/reference numbers. It must not display any details that indicate the information inside is sensitive or classified (ie no protective markings).

# PROCESS

## Step 1: Fill in the Dispatch Advice Form (XC051)

In the 'To' field – add the name, position and location of the recipient of the information.

In the sender's details area – add the sender's signature, name, rank, position and the date the document is sent.

Department of Defence 132444

**Dispatch Advice for Classified Matter**

To: **Jo Callaghan  
SCM-DLB  
BP 35-03-067**

Please acknowledge receipt of the matter listed hereunder and return receipt acknowledgement immediately.

Reference Number	Date of Origin	Copy Numbers	Number of Copies	Title or Description
DSA/OUT/2012/456	11 Nov 12	N/A	1	Contractual Obligations

Signature: **Rebecca Ellis** Printed Name: **Rebecca Ellis** Rank: **EL1** Appointment: **ADS&PD** Date: **11 Nov 12**

Unit or Branch: **S&PD - DSA** Address: **CP3-5-126  
Campbell Park Offices**

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Department of Defence 132444

**Receipt Acknowledgement**

Detach and Return to Sender Immediately

To (Appointment): **ADS&PD** Unit or Branch: **S&PD - DSA**

I acknowledge receipt of the matter listed under this Serial Number.  
(This receipt is to be retained for five years in accordance with the instructions.)

Recipient

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Appointment: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Defence 132444

**Dispatch Advice for Classified Matter**

To: **Jo Callaghan  
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Please acknowledge receipt of the matter listed hereunder and return receipt acknowledgement immediately.

Reference Number	Date of Origin	Copy Numbers	Number of Copies	Title or Description
DSA/OUT/2012/456	11 Nov 12	N/A	1	Contractual Obligations

Signature: **Rebecca Ellis** Printed Name: **Rebecca Ellis** Rank: **EL1** Appointment: **ADS&PD** Date: **11 Nov 12**

Unit or Branch: **S&PD - DSA** Address: **CP3-5-126  
Campbell Park Offices**

In the main table of the form, the following details are recorded:

- The document reference number is recorded in the 'Reference Number' field.
- The date signed is recorded in the "Date of Origin" field.
- The copy number, if applicable, will be recorded in the "Copy Numbers" field.
- The number of copies, if sending more than one, are to be recorded in the "Number of Copies" field.
- The document title is to be recorded in the "Title or Description" field.

It is good practice to record the sender's position and unit in the Receipt Acknowledgement to encourage a prompt return of receipt.

## Step 2 the inner envelope

Record the classification of the document on top and bottom of the front and back of the inner envelope.

Record sender's name and full postal address in the 'From' box.

**CLASSIFICATION**

ANY DISTORTION, DISCOLOURATION OR WARNING APPEARING IN THE TAPE MAY INDICATE TAMPERING, DO NOT OPEN AND NOTIFY SENDER IMMEDIATELY.

**From:** Rebecca Ellis (ADS&PD)  
S&PD – DSA  
CP3-5-126  
Campbell Park Offices  
CANBERRA ACT 2600

These envelopes are designed with a parented tamper evident closure. Open the envelope in the presence of the deliverer and check the contents are correct.

**CLASSIFICATION**

Write 'To be opened personally by' above the 'To' box.

Record recipient's full postal address into the 'To' box. Do not use post office box addresses.

Record the XC051 registration number below the 'To' box.

A036403

**CLASSIFICATION**

**HARCOR**  
SECURITY SEALS PTY LTD

KeepSafe® Gold Government

To be opened personally by

**To:** Jo Callaghan  
SCM-DLB  
BP 35-03-067  
Brindabella Park Offices  
CANBERRA AIRPORT ACT 2609

XC051: 132444

**CLASSIFICATION**

XC 51 Revised Mar 01 Department of Defence **132444**

### Dispatch Advice for Classified Matter

To: Jo Callaghan  
SCM-DLB  
BP 35-03-067

Please acknowledge receipt of the matter listed hereunder and return receipt acknowledgement immediately.

Reference Number	Date of Origin	Copy Numbers	Number of Copies	Title or Description
DSA/OUT/2012/456	11 Nov 12	N/A	1	Contractual Obligations
Pouch Number: A036403				
Z				
Signature: Rebecca Ellis, Printed Name: Rebecca Ellis, Rank: EL1, Appointment: ADS&PD, Date: 11 Nov 12				
Unit or Branch: S&PD - DSA		Address: CP3-8-126 Campbell Park Offices		

XC 51 Revised Mar 01 Department of Defence **132444**

### Receipt Acknowledgement

Detach and Return to Sender Immediately

To (Appointment): ADS&PD, Unit or Branch: S&PD - DSA

I acknowledge receipt of the matter listed under this Serial Number (This receipt is to be retained for five years in accordance with the instructions.)

Recipient: Signature, Printed Name, Rank, Appointment, Date

It is good practice to also write the pouch number on the XC051 in the main table under the document details, as verification that the pouch hasn't been changed.

The unused portion of the main table is then ruled out using a red "Z" format so additional documents cannot be added later.

**SECRET // AUSTRALIA Legal Privilege**

**Brief**

Document Reference: DSA/OUT/2012/456

**DISPATCH ADVICE FOR CLASSIFIED MATTER**

To: Jo Callaghan, SCM-DLB, BP 35-03-067

Reference: A, B

Summary

INTRODUCTION

Main body

CONCLUSIONS

Document Reference: DSA/OUT/2012/456

Document Ref: S&PD - DSA, CANBERRA, BC ACT 2609



**A036403**

**CLASSIFICATION**

**HARCOR SECURITY SEALS PTY LTD**  
KeepSafe® Gold Government

To be opened personally by

To: Jo Callaghan  
SCM-DLB  
BP 35-03-067  
Brindabella Park Offices  
CANBERRA AIRPORT ACT 2609

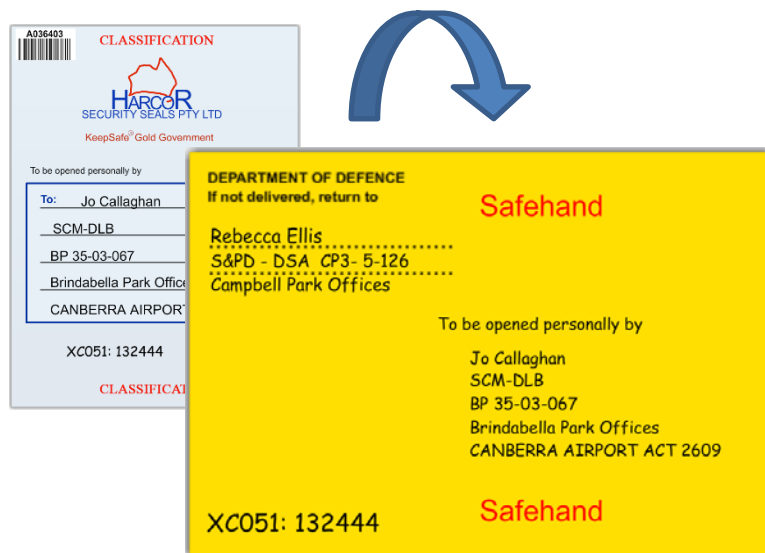
XC051: 132444

**CLASSIFICATION**

Place the document and the XC051 in the pouch and seal.

It is also good practice to include a self-addressed envelope to encourage the prompt return of the receipt.

### Step 3 the outer envelope



On the outer envelope:

- Write SAFEHAND on the top and bottom, front and back of the envelope.
- Record your full postal address in the return area.
- Record the recipient's full postal address in the centre. Do not use post office box addresses.
- Write "To be opened personally by" above the recipient's details.
- Record the XC051 number on the bottom left.
- Seal the inner envelope in the outer envelope.

### Options

If the consignment is to be hand delivered to the recipient the second envelope can be replaced by a SCEC endorsed box, bag or briefcase. It may then be delivered by hand by a Defence employee or Defence contractor custodian.

### OR

Arrange delivery by a SCEC endorsed courier. This may involve using another tamper evident pouch from the selected courier. Check with your Security Officer for local arrangements.

**Note** that there is a separate list of couriers that are endorsed by the SCEC to carry TOP SECRET and security caveat material.