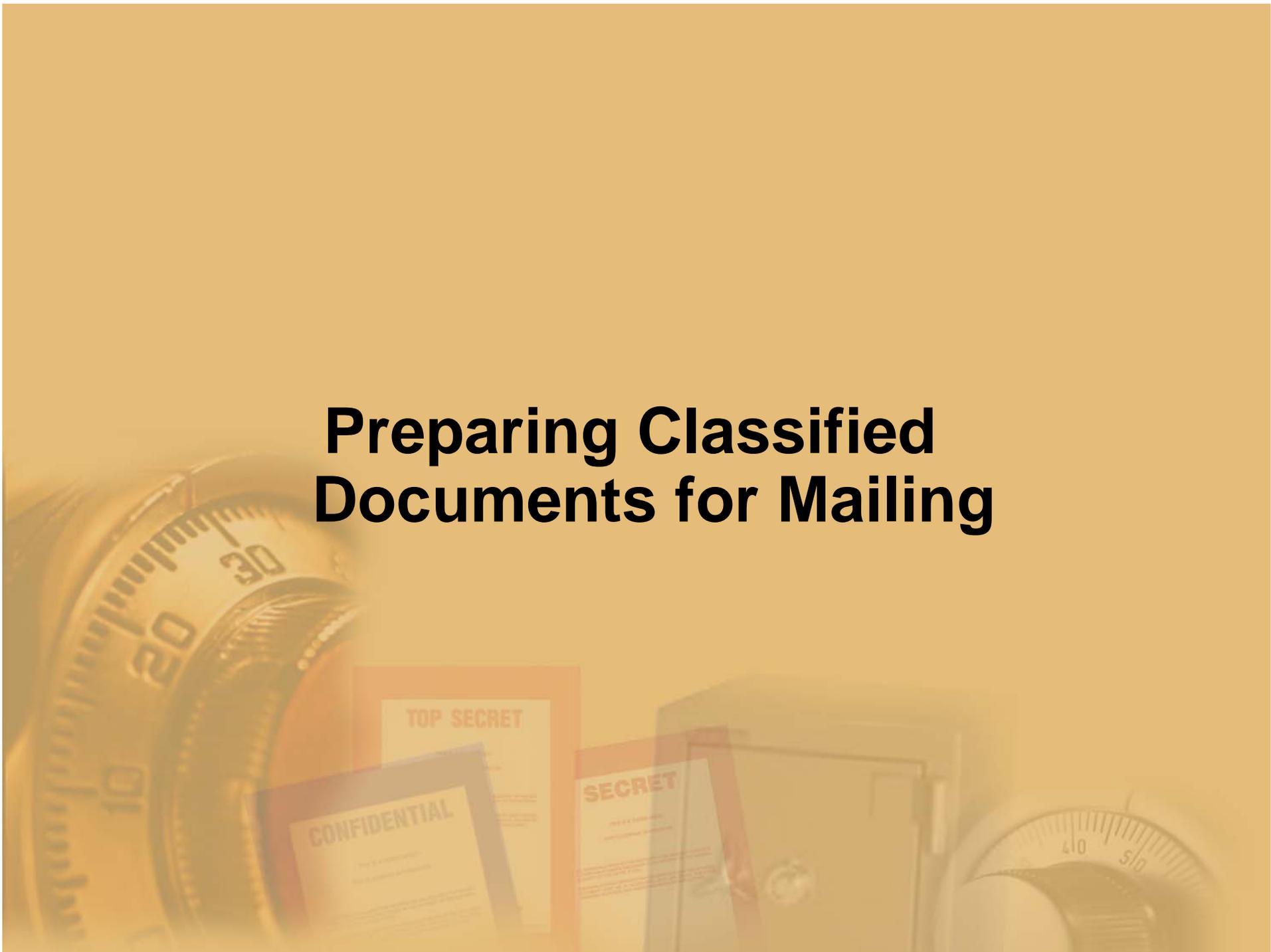


# Preparing Classified Documents for Mailing



# INNER ENVELOPE

Place cover sheet on documents and put them in an opaque envelope;

Highest classification and Dissemination controls at the top and bottom of both sides of envelope;

Wrapped to make detection of tampering easy;

Address of recipient (include name)

Return address (office where it should be returned if undeliverable, outer envelope if damaged or found open).



**(FRONT)**

# ***INNER ENVELOPE***

**\* Reinforced Tape**

***SECRET***

**\* Wrapped in a manner that would show evidence of tampering**

**\* Classification**

***SECRET***

**(BACK)**

# PACKAGING CLASSIFIED MATERIAL

Place inner envelope inside another opaque envelope – *OUTER Envelope*



# ***OUTER ENVELOPE***

**\* Return Address  
- NO Personal  
Names**

**\* Mailing Address  
- NO Personal  
Names**

**\* NO Classification  
Markings**

XXXXXX XXXXXXXXXXXX  
ATTN: OIG  
XXXXX XXXXXXXXXXX  
XXXXXXXXX XXXXX

XXXXXXXXXX XXXXXXXXXXXXX  
ATTN: ARS  
XXXXX XXX XXXX  
XXXXXXXXX XXXXX

# ***OUTER ENVELOPE***

- \* Reinforced Tape**
- \* Wrapped in a manner that would show evidence of tampering**
- \* NO Classification Markings**



**(BACK)**