



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



ISOO Notice 2013-06 Change in Express Mail Procedures

September 18, 2013

Section 2001.46(c) of 32 CFR Part 2001 provides for transmission methods within and between the U.S., Puerto Rico, or a U.S. possession or trust territory. One of the means of transmission for Secret information established under §2001.46 is the use of U.S. Postal Service (USPS) Express Mail.

Effective July 2013, the USPS changed the name of Express Mail to Priority Mail Express and updated the label to reflect that change. The new Priority Mail Express label requires that you actually check the “signature is required” box, whereas with the prior Express Mail label, the signature was automatically obtained as a part of Express Mail delivery, unless indicated otherwise.

Please note that you may see use of either the “Express Mail “ or “Priority Mail Express ” labels until existing stocks of “Express Mail” labels are depleted. In either case, it is the sender’s responsibility to ensure that the recipient’s signature is obtained when sending SECRET information through the U.S. Postal Service System via express mail.

Additional information is available at: <https://www.usps.com/ship/priority-mail-express.htm>

Please direct any questions regarding this ISOO notice to: isoo@nara.gov