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HQ DEFENSE COURIER SERVICE (DCS)

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This mission directive implements policy guidance in AFD 10-1, *Mission Directives*, AFI 10-101, *Format and Content of Mission Directives*, and AFI 38-101, *Air Force Organization*. It defines the mission, organization, and responsibilities of the HQ Defense Courier Service (DCS). The DCS is governed by DoD Directive 5200.33. Under this charter, ASD/C3I provides security policy and oversees implementing procedural guidance for DCS activities.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Mission.** Provides for the secure, expeditious, and cost effective worldwide movement of sensitive material requiring courier escort.
- 2. Command.** HQ DCS is a direct reporting unit assigned to HQ Air Mobility Command (AMC).
- 3. Responsibilities.**
 - 3.1. As the Department of Defense (DOD) activity responsible for worldwide courier support, establish, staff, operate, and maintain an international network of couriers and courier stations for the expeditious, cost-effective, and secure transmission of qualified classified documents and material.
 - 3.2. Maintain a command staff to manage all DCS activities in accordance with this directive and provide appropriate liaison to higher headquarters and other agencies.
 - 3.3. Serve as AMC/CC's functional expert on courier operations and issues.
 - 3.4. Obtain approval from the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD/C3I) to expand DCS Service to other areas outside the United States.

- 3.5. Develop and publish policy and procedures governing DCS operations in DOD directives and instructions in conjunction with ASD/C3I.
- 3.6. Establish handling procedures for special categories of qualified DCS material in coordination with the Chairman of the Joint Chiefs of Staff.
- 3.7. Establish agreements with theater activities responsible to support DCS elements and facilitate courier support of theater missions.
- 3.8. Develop wartime courier doctrine in coordination with Joint Chiefs of Staff and Combatant Commanders and provide contingency courier support in response to theater deployment requirements.
- 3.9. Establish and maintain direct communications with defense agencies, the Joint Staff, the military services, and Combatant Commanders concerning courier operations, special programs, support activities, and contingency and mobilization planning necessary to execute DCS responsibilities.
- 3.10. Inform AMC/CC of changes to DCS operational capabilities.
- 3.11. Establish Inter-Service Support Agreements with host installations to ensure adequacy of facilities and support provided to DCS.
- 3.12. Maintain Special Security Office (SSO) relationship with the Defense Intelligence Agency (DIA) and host installation SSOs to administer the DCS Sensitive Compartmented Information (SCI) security program.
- 3.13. Perform liaison and coordinate with the DIA and senior officials of the Intelligence Community to establish and maintain SCI policies and personnel standards.
- 3.14. Develop and manage DCS physical and personnel security. Establish and maintain an antiterrorism and force protection.
- 3.15. Develop training curriculum and operate a Courier Certification Course.
- 3.16. Maintain an IG staff to oversee compliance inspections, complaints, and fraud, waste, and abuse matters.
- 3.17. Prepare and submit financial requirements and documents to United States Transportation Command (USTRANSCOM)/TCJ8 in accordance with published Transportation Working Capital Fund management instructions.
- 3.18. Interface with USTRANSCOM to accomplish unit costing, tariff development, and any other budgetary or execution requirements relating to DCS cost and revenue estimates.

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Deputy Director of Plans and Programs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD Directive 5200.33, *Defense Courier Service*

AFPD 10-1, *Mission Directives*

AFI 10-101, *Format and Content of Mission Directives*

AFI 38-101, *Air Force Organization*

Abbreviations and Acronyms

AMC—Air Mobility Command

ASD/C3I—Assistant Secretary of Defense for Command, Control, Communication, and Intelligence

DCS—Defense Courier Service

DIA—Defense Intelligence Agency

DOD—Department of Defense

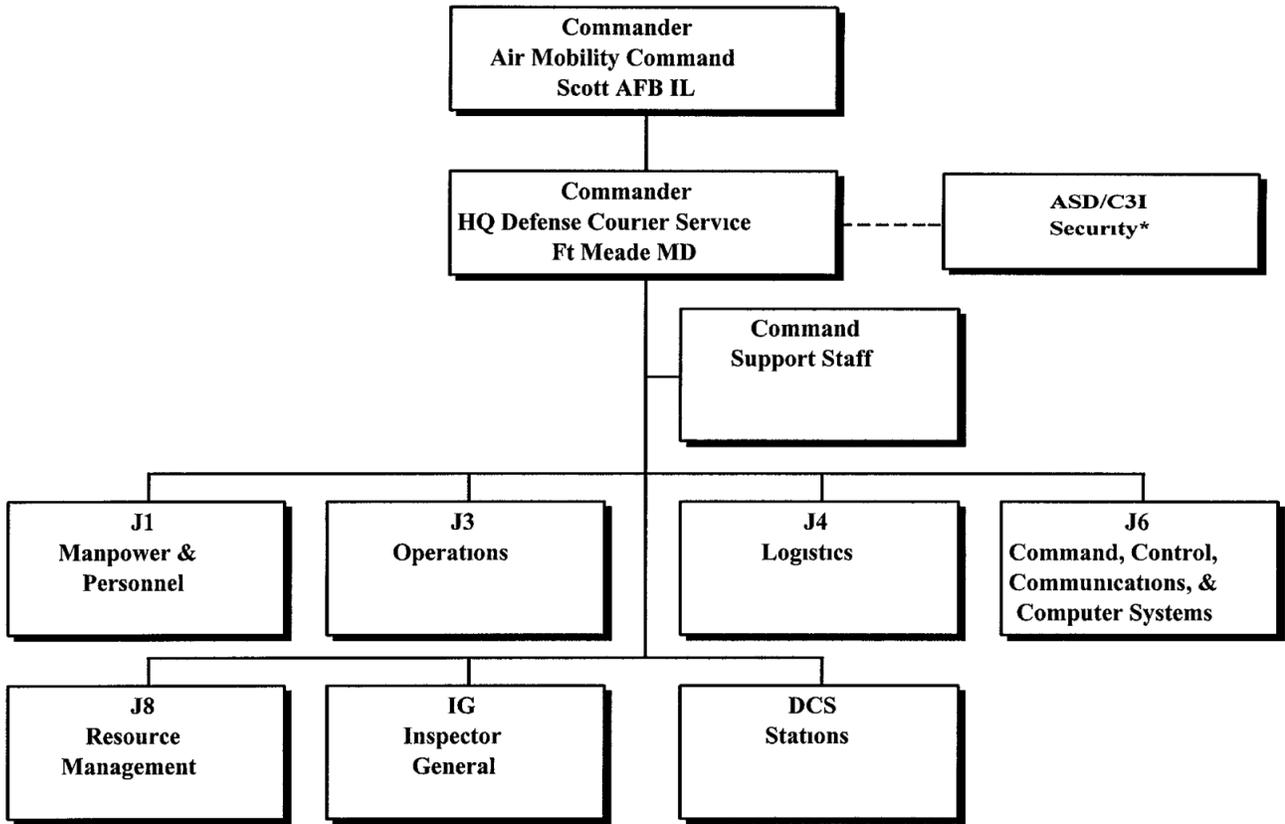
SCI—Sensitive Compartmented Information

SSO—Special Security Office

USTRANSCOM—United States Transportation Command

Attachment 2

HEADQUARTERS DEFENSE COURIER SERVICE



***ASD/C3I provides security policy and oversight of procedural guidance.**