

14 FAH-4 H-570 PREPARING POUCHES FOR DISPATCH

*(CT:DPM-1; 06-28-2007)
(Office of origin: A/LM/PMP/DPM)*

14 FAH-4 H-571 LETTERS AND FLATS

(CT:DPM-1; 06-28-2007)

- a. This section applies to anyone preparing letters and flats.
- b. Bundle letters and flats to prevent damage. Bundle registered mail separately. Follow the procedures below for all mail pouched to the Department.
 - (1) Mail for the Department is bundled separately by the five digit zip code, 20520, 20521, and 20522;
 - (2) Official Mail for processing through the Department postage meters must be bundled separately;
 - (3) Mail for other agencies must be bundled by agency. This includes mail to be run through the other agencies' postage meters; and
 - (4) Mail with domestic postage stamps (live mail) must be bundled separately to facilitate entry into the postal system.

14 FAH-4 H-572 POUCH INVOICES

(CT:DPM-1; 06-28-2007)

Every diplomatic pouch dispatched, except those containing sac vides, must be invoiced.

14 FAH-4 H-572.1 Pouch Invoice Form (Form OF-244)

(CT:DPM-1; 06-28-2007)

The multiple Form OF-244 invoice is a preprinted, snap-out form with a

white or pink original, a yellow first copy, and a blue second copy. The original and two copies are disposed as follows:

- (1) The white or pink and yellow copies are forwarded in the pouch;
- (2) The blue copy is filed alphabetically by destination post, then by pouch channel within the destination post;
- (3) When the white original is returned by the destination post, the blue suspense copy is replaced by the white original.

14 FAH-4 H-572.2 Post Originated Invoices

(CT:DPM-1; 06-28-2007)

- a. This section applies to anyone at Post preparing an invoice.
- b. Post originated Invoices are numbered in separate consecutive post and pouch channel series beginning anew each January 1. The last invoice number for the previous year should be noted on the first invoice used each year. The next consecutive number to a specific destination post is preceded by the pouch channel indicator and is entered in the block provided in the upper right corner of the form.
- c. List each registered item to be included in the pouch and record the following information in the appropriate block on the form:
 - (1) Registry Number;
 - (2) Agency or office symbol of addresser;
 - (3) Classification, T=TOP SECRET, S=SECRET, C=CONFIDENTIAL, and U=UNCLASSIFIED; and
 - (4) If no registered items are included in the pouch, mark the registry column, "NO REGISTRIES."

14 FAH-4 H-572.3 How to Report Delayed Pouches

(CT:DPM-1; 06-28-2007)

- a. Any break in the sequence of interior pouch invoice numbers indicates that the pouch has been misrouted or lost.
- b. In [A], or [S], pouches, the break must be reported by PRIORITY telegram. For [AX], [C], or [CX], pouches, the break must be reported

by IMMEDIATE telegram.

- c. Posts on-line with the ERS system will have the breaks reported automatically. NOTE: Because of the diplomatic nature of pouches, they are carried on air waybills as having no value. If the carrier loses a pouch, they are liable, under the Warsaw Convention, to reimburse the originating post at the rate of \$20/kilogram.
- d. The following information must be included in telegrams reporting breaks in pouch invoice series:
 - (1) Sending/receiving post;
 - (2) Missing series numbers, i.e., [A]36 through [A]40;
 - (3) The air waybill number if known; and
 - (4) Any additional information that might aid in pouch tracing.

14 FAH-4 H-573 CLOSING POUCHES

(CT:DPM-1; 06-28-2007)

- a. Cleared U.S. citizen employees should supervise closing unclassified controlled air pouches (UCAP). U.S. citizen employees should ensure that all unclassified controlled items are listed on the pouch invoice form (Form OF-244). UCAP pouches can be handled by foreign national staff once the pouch has been sealed.
- b. Check the following before closing pouches:
 - (1) Does the item indicate the classification?
 - (2) Is there a valid return address?
 - (3) If the address is valid and does it display the nine digit zip code?
 - (4) Are letters and flats segregated into the proper bundles?
 - (5) Do the number of registries agree with the number of registries listed on the invoice?
- c. Keep one pouch in the dispatch open as long as possible to accommodate items delivered just prior to the scheduled pouch closing time.

14 FAH-4 H-574 POUCHING

(CT:DPM-1; 06-28-2007)

- a. Letters and flats must be segregated and bundled. Parcels are placed on the bottom of the pouch. Unregistered bundles go in next, followed by registered bundles. If Form OF-244 is used, place this on the top of the mail in the pouch. **DO NOT PUT THE INVOICE IN AN ENVELOPE.**
- b. Diplomatic pouches for the Department must be properly documented to pass U.S. Customs examination.
- c. Couriers carry the necessary customs documentation for all pouches in their custody.

14 FAH-4 H-575 PREPARING CLASSIFIED POUCHES FOR DISPATCH

14 FAH-4 H-575.1 Washington Agencies

(CT:DPM-1; 06-28-2007)

- a. Classified courier/messenger service between the Department of State, its annexes, and the following agencies is available.
 - (1) United States Agency for International Development (USAID);
 - (2) Central Intelligence Agency (CIA);
 - (3) Drug Enforcement Administration (DEA);
 - (4) Defense Intelligence Agency (DIA);
 - (5) Federal Bureau of Investigation (FBI);
 - (6) Department of Labor;
 - (7) National Security Agency (NSA);
 - (8) OEOB/NEOB;
 - (9) Treasury Department;
 - (10) United States Trade Representative (USTR); and
 - (11) All State annexes.

- b. Material for these agencies does not have to be double wrapped, but must have a registration number (Form OF-120, Diplomatic Pouch Mail Registration).
- c. Material received in Washington for onward mailing either within the continental United States (CONUS) or to overseas APO/FPO addressed is delivered to the originating agency's headquarters.
- d. DIA only accepts material for onward mailing that is originated by U.S. Defense Attaché offices, not for ODC, SAO, MAG, or any other military element.
- e. Material for the Pentagon (Pentagon building only) must use Form OF-120, with the classification indicated on the form. No other classification markings on the envelope should be used. Pentagon addresses must show the name, office symbol, and room number of recipient. A USPS registered bag is sent to the Pentagon Defense Post Office on a daily basis.

14 FAH-4 H-575.2 Other Domestic Addressees

(CT:DPM-1; 06-28-2007)

- a. Prepare all other classified mail (SECRET and below) not delivered as discussed above in the following manner.
 - (1) Stamp the inner wrapper with classification markings and include a complete return address and a complete mailing address. Write the USPS registration number on this wrapper.
 - (2) Place the same complete return and mailing address as the inner wrapper on the second wrapper. Type or write "Official Business" on a separate line under the return address. Seal this wrapper with gummed paper at all seams. No classification markings should be on this wrapper. Place the USPS "Red" registration sticker in the lower left corner of this wrapper. If a return receipt is requested from the addressee, attach the "green" USPS receipt form (USPS Form PS-3811) to this wrapper. Place enough postage (official penalty mail stamps or official postal meter tape) to cover registry fees (\$4.25) in the top right corner. Fees and postage for Department of State originated items will be paid in Washington by the Department of State.
 - (3) Place classification markings and the complete return address on the third and final wrapper. Mark the USPS registration number on the wrapper and address to the following:

Supervisor, Classified Pouch and Mail Branch
A/LM/PMP/DPM/C, Room B-528
Department of State
Washington, DC 20520-0528

- (4) The Classified Pouch and Mail Facility will remove the third wrapper and enter the properly prepared USPS registered mail into the U.S. Postal Service for delivery.
- (5) Address questions concerning these procedures to A/LM/PMP/DPM/CPM, Department of State, telephone (202) 647-2937.

14 FAH-4 H-576 THROUGH H-579 UNASSIGNED