

14 FAH-4 H-500 DIPLOMATIC POUCH

14 FAH-4 H-510 GENERAL DIPLOMATIC POUCH PROCEDURES

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

14 FAH-4 H-511 USE

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

- a. The diplomatic pouch transports items for official use of the Mission across international frontiers without procedural delay and without inspection by foreign government officials.
- b. Each envelope, package or other outer cover (including collective cover) of official material originated by any Federal agency for transport by diplomatic pouch must be marked (top, bottom, front, and back) with the highest security classification or administrative control designation of material it contains. It also must include a Diplomatic Pouch Mail Registration, Form OF-120. The Defense Courier Service and U.S. Navy registered mail do not require Form OF-120.
- c. Most diplomatic pouches are dispatched unaccompanied. The pouch itself must not provide clues to the nature of its contents by displaying notice labels or organizational symbols.
- d. Pouches that contain classified items are prepared and documented in the same manner as pouches containing unclassified items. The only difference is that they are dispatched accompanied by a Diplomatic Courier or another authorized U.S. Government employee. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. It is not intended to protect items of great monetary value or to function as an express mail service.

- e. Foreign National mail if originated by and/or addressed to a third party individual or organization in a foreign country on nonofficial matters is ineligible for pouch transmission.
- f. Containers that do not conform with the descriptions contained in this handbook may not be represented as diplomatic pouches.

14 FAH-4 H-512 TYPES OF POUCHES

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

Pouch channel types differ according to means of transportation and pouch content.

14 FAH-4 H-512.1 Air Pouches

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

These pouches are dispatched by air cargo or by air mail (domestically between the Department and border posts).

14 FAH-4 H-512.2 Courier Pouches

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

These classified pouches are dispatched by air and are always accompanied by a professional or nonprofessional courier (see 12 FAM).

14 FAH-4 H-513 REGISTERED MATERIAL

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

- a. Each piece (envelope, package, or other outer cover) of the following types of material to be transported by diplomatic pouch must be registered:
 - (1) Classified, cryptographic, and administratively controlled materials;
 - (2) Material the sending office considers sufficiently important to warrant registry control; and
 - (3) Material received registered from another office or an outside source. (This material is forwarded under the original registry number.)

- b. Each office must maintain a record of registered material for one year. Depending on the registration procedure employed, one of the following types of records must be maintained:
 - (1) Forms OF-120 and DS-112—A file of Form OF-120, Diplomatic Pouch Mail Registration (larger portion) and Form DS-112, Classified Material Receipt (part I), must be maintained by the registering office; or
 - (2) Consecutive Registry Number Series—If the post uses a single series of consecutive registry numbers in lieu of Form OF-120 and Form DS-112, the post file or Form OF-244, Pouch Invoice, formerly DS-23, may be used as the record of registered material.
 - (3) Only one registry number should be used per package. This will eliminate problems when tracing items for a specific office or agency.
- c. U.S. citizen employees should check registered items against the invoice as the items are placed in the pouch. One employee may perform this task but the work should not be done by the same employee each week. If possible, the work should be verified by a witness and indicated on Form OF-244.
- d. The USPS will not deliver special category mail (registered and insured) to the Department of State zip code 20521.
- e. Registered item numbers contained in the pouch must match the registered item number on the pouch invoice. If they do not, the discrepancies must be reported to the originator by PRIORITY telegram if unclassified and IMMEDIATE telegram if classified.
- f. If the Department or Regional Information Management Center is not an action post, make them info addressees on the telegram.

14 FAH-4 H-514 POUCH CONTROL OFFICER

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

Pouch Control Officers, Department officers assigned by the Department for domestic operations or by post management at overseas posts, control the contents of containers documented as diplomatic pouches. To ensure that pouches contain only authorized materials, each Pouch Control Officer overseas must establish and publish local procedures to meet the requirements of 5 FAM 300 and this handbook. These procedures must

include:

- (1) Informing all authorized users of current regulations controlling pouch use by reproducing and distributing all or portions of this handbook;
- (2) Assuring that prospective pouch users are U.S. citizen employees or other authorized users;
- (3) Assuring that within the framework of 5 FAM 300 and 14 FAH-4 , items presented for pouch transmission do not contain enclosures for a third party, merchandise, currency, or other items prohibited for pouch transmission;
- (4) When misuse is suspected, opening mail in accordance with this handbook; and
- (5) Ensuring that all employees are kept aware of information concerning abuse of the pouch and its consequences.

14 FAH-4 H-515 POUCH INSPECTION

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

- a. Each addresser using the pouch to dispatch letters, flats, parcels, and nonconveyables automatically consents to an inspection by the Pouch Control Officers. Exceptions may be made only or with prior approval of the Department (M).
- b. The Department abides by Federal Aviation Administration (FAA) regulations that require all parcel mail boarding aircraft to be x-rayed at the Diplomatic Mail and Pouch facility. Parcels that contain prohibited items will be returned to the sender and the addressee will be informed by telegram.
- c. Pouch Control Officers may inspect mail suspected of containing items prohibited for pouch transmission subject to the following provisions:
 - (1) Unclassified and classified items may only be opened in the presence of and with the consent of the originator or addressee. If consent is refused, the item will not be accepted for pouch transmission and will be returned to the originator if received in an incoming pouch after verification that the item(s) is/are not prohibited. Prohibited items must be disposed of locally. The cost for the return or disposal of items will be paid for by the originator or the addressee.

- (2) The IPO may intercept any letter, flat, parcel or nonconveyable that is improperly prepared or otherwise considered questionable for transmission. The IPO may request the Pouch Control Officer to open the item to determine if it is eligible for transmission.

14 FAH-4 H-516 PILFERAGE

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

- a. The Department does not accept responsibility for lost or damaged mail.
- b. Post management must make certain that local procedures are in effect that would ensure the safekeeping of pouches and other property.
- c. To reduce the risk of pilferage, employees must ensure parcels are packed well to withstand rough handling and storage.
- d. Pouches must be retrieved from the airport as soon as possible after arrival and opened by authorized personnel assigned to the mailroom by post authorities.
- e. Unannounced inspections of messenger service procedures for controlling pouch items should be jointly conducted by the Information Management Officer and Post Security Officer.

14 FAH-4 H-517 POUCH SUPPLIES

14 FAH-4 H-517.1 Requisitioning New Supplies

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

- a. This section applies to anyone requisitioning supplies.
- b. Requisition pouch and mail supplies along with all other general office supplies in accordance with 6 FAM and 6 FAH-1.

14 FAH-4 H-517.2 Returning Surplus Pouches

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

- a. Posts must return canvas and cloth pouches (sac vides) in excess of a post's immediate needs to the Department. Surplus pouches must be returned on a regularly scheduled basis and must not be allowed to

accumulate for long periods of time.

- b. Posts are responsible for the transportation costs of sac vides shipments.
- c. Post should return sac vides via air cargo. Do not mail via the APO if available at post.
- d. The following pouching procedures should be used.
 - (1) Separate pouches by type (O's with O's, X's with X's, etc.).
 - (2) Inspect the condition of pouches. Damaged or otherwise unusable pouches should be destroyed locally at post in a safe manner, e.g., shredding, spray painting over diplomatic markings, etc.
 - (3) Stuff a white "X" or "O" size diplomatic pouch bag with empty diplomatic pouch bags. Do not mix with correspondence or packages (live mail). Do not use a tangerine pouch bag for sac vides shipment.
 - (4) Do not use interior pouch invoices (Form OF-244).
 - (5) Use the normal "A" pouch tagging and sealing procedures to close the pouch. Type "sac vides" in heavy type on the tag.

14 FAH-4 H-518 POST CATEGORIES

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

- a. There are four categories of posts: category A, category B, category C, and category D. For a list of post mail categories, see 14 FAH-4 Exhibit H-518a.
- b. For lateral letter mail uses for each post category see 14 FAH-4 Exhibit H-518b.

14 FAH-4 H-518.1 Category A Posts

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

- a. Category A posts have full access to U.S. military postal facilities or to U.S. postal systems. Personnel assigned to Category A posts must use the MPS for personal mail service.
- b. These posts must send letter mail destined for other category A posts directly by APO/FPO or USPS facilities. They may use the pouch to send

letter mail to category B posts if a direct pouch service is available. If direct service is not available, they must affix appropriate U.S. postage for mailing.

- c. Category A posts may accept mail received by APO/FPO or USPS for forwarding by pouch to other posts only if approved by the Department. Upon approval, items received via the APO/FPO for forwarding to post by pouch must meet diplomatic pouch criteria for length, width, girth and weight not the APO/FPO criteria. This is necessary to be sure the items will fit into a diplomatic pouch.

14 FAH-4 H-518.2 Category B Posts

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

- a. Category B posts do not have access to APO/FPO facilities or to the USPS. These posts have full access to the diplomatic pouch system for all mail.
- b. Category B posts may send letter mail to other category B posts by pouch. Letters from category B posts to category A posts may be sent by pouch if direct pouch service is available. If direct pouch service is not available, forward the letters to the Department with appropriate US postage for mailing.
- c. Category B posts may use the (A) pouch to receive flats and merchandise parcels from the Department. Parcels may not exceed 17 inches X 18 inches X 30 inches in any dimension. Parcels must not weigh more than 45 pounds. Employees must ensure that all correspondents are aware of the size and weight limitations.
- d. Employee Associations at Category B posts that are also 15 percent or greater hardship differential posts, may use the (A) pouch to receive not more than ten videocassettes or DVDs per month from the Department for video club rental and not for resale. Previous language on size and weight for personal packages is hereby deleted. Previous language absolutely prohibiting use by Employee Associations is hereby modified to this extent.

14 FAH-4 H-518.3 Category C Posts

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

Category C posts receive all mail by international mail.

14 FAH-4 H-518.4 Category D Posts

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

Category D posts send and receive mail at a border city P.O. Box via the USPS.

14 FAH-4 H-519 UNASSIGNED

14 FAH-4 EXHIBIT H-518A POST MAIL CATEGORIES

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

Abidjan	B	Bogota	A	Dublin	B
Abu Dhabi	B	Bordeaux	A	Durban	B
Abuja	B	Brasilia	A	Dushanbe	B
Accra	B	Bratislava	B	Dusseldorf	A
Adana	A	Brazzaville	B	Edinburg	A
Addis Ababa	B	Bridgetown	A	Florence	A
Algiers	B	Brussels	A	Frankfurt	A
Almaty	B	Bucharest	B	Freetown	B
Amman	A	Budapest	B	Fukuoka	A
Amsterdam	A	Buenos Aires	A	Gaborone	B
Ankara	A	Bujumbura	B	Geneva	B
Antananarivo	B	Cairo	A	Georgetown	B
Antwerp (ELSO)	A	Calgary	C	Grenada	(2)
Apia	B	Calcutta	B	Guadalajara	D
Ashgabat	B	Canberra	A	Guangzhou	A
Asmara	B	Capetown	B	Guatemala	A
Asuncion	A	Caracas	A	Guayaquil	A
Athens	A	Casablanca	A	Hague, The	A
Auckland	A	Chengdu	A	Halifax	C
Baghdad	B	Chennai	B	Hamburg	B
Baku	B	Chiang Mai	A	Hamilton	B
Bamako	B	Chisinau	B	Hanoi	A
Bandar Seri		Ciudad Juarez	D	Harare	B
Begawan	A	Colombo	B	Havana	B
Bangkok	A	Conakry	B	Helsinki	A
Bangui	(3)	Copenhagen	A	Hermosillo	D
Banjul	B	Cotonou	B	Hochi Minh City	A
Barcelona	A	Curacao	C	Hong Kong	A
Beijing	A	Dakar	B	Islamabad	A
Beirut	A	Damascus	B	Istanbul	A
Belfast	A	Dar es Salaam	B	Izmir	A
Belgrade	B	Dhahran	A	Jakarta	A
Belize City	A	Dhaka	B	Jeddah	A
Berlin	A	Dili	A	Jersuallem	A
Bern	B	Djibouti	B	Johannesburg	B
Bishkek	A	Doha	B	Kabul	A
Bissau	(3)	Dubai	B	Kampala	B

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Karachi	A	Montreal	D	Riga	A
Kathmandu	B	Moscow	A	Rio de Janeiro	A
Khartoum	B	Mumbai	B	Riyadh	A
Kiev	B	Munich	A	Rome	A
Kigali	B	Muscat	B	San Jose	A
Kingston	B	N'Djamena	B	San Salvador	A
Kinshasa	A	Nagoya	A	Sanaa	B
Kolonia	C	Naha	A	Santiago	A
Koror	C	Nairobi	A	Santo Domingo	A
Krakow	B	Naples	A	Sao Paulo	A
Kuala Lumpur	A	Nassau	B	Sapporo	A
Kuwait	A	New Delhi	B	Sarajevo	B
La Paz	A			Seoul	A
Lagos	B	Niamey	B	Shanghai	A
Lahore	A	Nicosia	A	Shenyang	A
Leipzig	A	Nogales	D	Singapore	A
Libreville	B	Nouakchott	B	Skopje	B
Lille	A	Nuevo Laredo	D	Sofia	B
Lilongwe	B	Osaka-Kobe	A	St. George's	B
Lima	A	Oslo	A	St. Petersburg	A
Lisbon	A	Ottawa	D	Stockholm	B
Ljubljana	B	Ouagadougou	B	Strasbourg	A
Lome	B	Panama City	A	Surabaya	A
London	A	Paramaribo	B	Suva	B
Luanda	B	Paris	A	Sydney	A
Lusaka	B	Perth	A	Taipei	B
Luxembourg	A	Peshawar	A	Tallinn	A
Madrid	A	Phnom Penh	A	Tashkent	A
Majuro	C	Podgorica	B	Tbilisi	B
Managua	A	Ponta Delgada	A	Tegucigalpa	A
Manama	A	Port au Prince	B	Tel Aviv	A
Manila	A	Port Louis	B	Thessaloniki	A
Maputo	B	Port Moresby	B	Tijuana	D
Marseille	A	Port of Spain	B	Tirana	B
Maseru	B	Poznan	B	Tokyo	A
Matamoros	D	Prague	B	Toronto	D
Mbabane	B	Praia	B	Tunis	B
Melbourne	A	Pretoria	B	Ulaanbaatar	A
Merida	D	Pristina	B	Valletta	B
Mexico City	D	Quebec	D	Vancouver	D
Milan	A	Quito	A	Vatican City	A
Minsk	B	Rabat	A	Vienna	B
Monrovia	B	Rangoon	A	Vientiane	A
Monterrey	D	Recife	A	Vilnius	A
Montevideo	A	Reykjavik	A	Vladivostok	B

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Warsaw	B	Yaounde	B	Zagreb	B
Wellington	A	Yekaterinburg	B	Zurich	B
Windhoek	B	Yerevan	B		

A—Post has access to an APO or FPO.

B—Post receives all mail by diplomatic pouch.

C—Post receives all mail by international mail.

D—Post receives mail at a border city PO Box.

1—Post Closed. No service.

2—See St. George's.

3—Service temporarily suspended.

14 FAH-4 EXHIBIT H-518B LETTER MAIL

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

Post Category To>	Category A	Category B	Category C	Category D
From				
Category A	Direct A pouch.	Direct [A] pouch if available. Otherwise, via Department with appropriate pouch address.	International mail	Use USPS via Dept.
Category B	Direct [A] pouch if available. Otherwise, [A] pouch to the Department with appropriate pouch address on the envelope.	Direct [A] pouch if available. Otherwise, [A] pouch to the Department with appropriate pouch address on the envelope.	Direct [A] pouch if available. Otherwise, [A] pouch to the Department with appropriate pouch address on the envelope.	Direct [A] pouch if available. Otherwise, [A] pouch to the Department with appropriate pouch address on the envelope.
Category C	International mail.	Direct [A] pouch if available. Otherwise, international mail to the Dept with appropriate pouch address on the	International mail	International mail

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envelope.

Category D	Use USPS.	Direct [A] pouch if available. Otherwise, USPS to the Department with appropriate pouch address.	International mail.	Use USPS.
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NOTE: Direct [A] pouch means a regularly scheduled [A] pouch dispatched via air cargo between two posts involved.