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Contract Employee Use of Department of State Diplomatic Pouch Alternate Pouch Address for Contractor Employee Mail

An Additional Help for ADS Chapter 302

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Optional Delivery Address for Personal Mail to Overseas Posts

U.S. personal services contractors and U.S. citizen contractor and grantee employees who have been authorized to use the Diplomatic Pouch are authorized the option to use an alternate mail address which is expected to expedite the delivery of personal overseas mail.

BACKGROUND:

Security procedures that were implemented in the past several months for the screening of diplomatic pouch mail have resulted in significant delays in delivery to overseas posts. The Department of State recently authorized U.S. citizen and U.S. resident alien personal services contractors and U.S. citizen and U.S. resident alien employees of U.S. contractors and recipients the option of receiving personal mail through an alternate address to facilitate delivery.

GUIDANCE:

Personal services contractors and employees of U.S. contractors and recipients who have been authorized under the terms of their contract or agreement to use the Department of State Diplomatic Pouch are hereby authorized to use the address below for the delivery of personal mail at post:

Individual's Name, followed by "(C)" for contractor employee or "(G)" for grantee employee
XXXX* (Insert City Name of Post) Place
Dulles, VA 20189-XXXX*

* Insert four-digit zip code extension assigned to post. It may be found at <http://gemini.info.usaid.gov/directory/dirSearch.cfm>. (Insert the city name of post in the location field of the Phone Book Search option and click on the Search button. The four-digit zip code extension for the post will be displayed in the fifth field of the Search Results.) The address must not include any reference to USAID, Department of State, American Embassy, or other U. S. Government affiliation.

Conditions and Limitations:

1. This address is only for the personal use of U.S. citizen and U.S. resident alien employees who are authorized to use the Department of State Diplomatic Pouch. It is not to be used for official or business mail to USAID or to corporate contractor or grantee offices.
2. Use of the address is anticipated to expedite the delivery of personal mail, but no guarantee to do so is implied.
3. Mail sent to this address may not contain material ineligible for pouch transmission. Personal mail sent to this address is limited a maximum of one pound per item. Merchandise, parcels, magazines, or newspapers are not considered to be personal

mail for purposes of this provision, and they are not authorized to be sent to this address. Items not meeting these restrictions will be refused.

4. Contractors and grantees are responsible for informing their employees who are authorized to use the Department of State Diplomatic Pouch: a. of the availability of this option for the delivery of personal mail, b. that use of the address will not offer them the protections afforded by the security screening of mail sent to the diplomatic pouch address, and c. that the employees assume all risks for mail transmitted via the address.