

5 FAH-10 H-100 DIPLOMATIC POUCH AND MAIL PROCEDURES

5 FAH-10 H-110 GENERAL

*(TL:PMH-6; 12-05-2002)
(Office of origin: A/LM/PMP/DPM)*

5 FAH-10 H-111 SCOPE AND AUTHORITY

(TL:PMH-5; 10-01-1999)

a. A/LM/PMP/DPM establishes procedures to uniformly and effectively manage mail and pouch facilities of the Department of State Diplomatic Pouch and Mail System (DPS) in the Department, domestic field offices, and the U. S. Missions abroad.

b. This handbook describes how to prepare, dispatch, and receive items through the several pouch and mail channels available. It also describes how to control pouch contents and volume.

c. These procedures apply to all users of the DPS and specific personnel where indicated.

5 FAH-10 H-112 QUESTIONS AND SUGGESTIONS

(TL:PMH-6; 12-05-2002)

Direct questions and suggestions regarding pouch and mail operations to:

Chief of Division
(202) 663-1810
Fax **(202) 663-1808**
SA-1

Chief, Operations Branch
(202) 663-1809
SA-1

Chief, Classified Branch
(703) 874-6199
FAX: **(703) 922-3097**

Chief, Unclassified Branch

(703) 369-7584

FAX: **(703) 467-8131**

Telegram: TAGS:ADPM

Caption: For A/LM/PMP/DPM

Letter: Diplomatic Pouch & Mail Division

A/LM/PMP/DPM, **SA-1**

Department of State

Washington, DC 20522-**0101**

5 FAH-10 H-113 DEFINITIONS

(TL:PMH-6; 12-05-2002)

a. Accompanied Pouches—Pouches escorted from origin to destination by cleared U.S. citizen employees of the federal government, i.e., a professional or nonprofessional diplomatic courier.

b. APO—Army or Air Force Military Post Office (MPO).

c. Brackets, Gothic—A letter or number in Gothic brackets { } indicates a pouch container type.

d. Brackets, Square—A letter or number in brackets [] indicates a pouch channel type.

e. Congressional Mail—Mail of members of Congress of the United States.

f. Crate—See Non-conveyable.

g. Diplomatic Pouch—A sealed container, documented and marked according to the requirements of the Vienna Diplomatic and Consular Conventions and the Department.

h. DCS—Defense Courier Service

i. DPM—Diplomatic Pouch and Mail (A/LM/PMP/DPM).

j. DPM/C—Diplomatic Pouch and Mail Division, Classified Pouch and Mail Processing Branch (A/LM/PMP/DPM/CPM).

k. DPM/U—Diplomatic Pouch and Mail Division, Unclassified Pouch and Mail Processing Branch (A/LM/PMP/DPM/UPM).

l. Drop Point—A physical location where the internal messenger system picks up and delivers mail.

m. DS/CIS/DC—Diplomatic Courier Service.

n. Employee—All regular U.S. citizen employees of the federal government. It does not include:

- (1) Employees of international organizations or firms;
- (2) Employees under contract to the federal government (see 5 FAM 300 for exceptions);
- (3) Employees of the American International Schools;
- (4) Employees of commissaries;
- (5) Employees of recreation associations;
- (6) American community support organizations such as Boy Scouts and Girl Scouts of America, softball and baseball league organizers, local church groups, etc;
- (7) Peace Corps volunteers;
- (8) Exchange students; or
- (9) Grantees.

o. ERS—Electronic Receipt System

p. Flat—Mail that is not letter mail and is not contained in a hard container (e.g., magazines, newspapers, catalogs).

q. FPO—Fleet Post Office, an MPO of the Navy.

r. Homeward Bound Mail Service—A private mail service provided by employee associations located at Foreign Service posts to authorized U.S. citizen employees or contractors at no cost to the U.S. Government.

s. Internal Messenger System (IMS)—The system operated by the Department to deliver internal mail between Department message centers in the metropolitan Washington area.

t. Item—Used interchangeably with the word "mail." See Mail.

u. Label—Any address, return address, registry or identifying label affixed to a letter, flat, parcel, or nonconveyable.

v. Lateral Mail—Any mail sent directly from one Foreign Service post to another.

w. Lateral Pouch—Any pouch sent directly from one Foreign Service post to another.

x. Letter—An item contained in an envelope no larger than legal size, 3 1/2" x 11 1/2".

y. Mail—All items, letters, flats, parcels, and nonconveyables processed by the DPS.

z. MAO—Mail Address Only are ZIP Codes opened to serve as routing indicators for mail separation and transportation purposes only. They will have a designated parent MPO. MAOs will not be opened to avoid the requirements prescribed for the opening of a MPO.

aa. Message Center—A mail room in the Department or one of its annexes operated by an office, a bureau, or other State organizational entity other than DPM.

bb. Merchandise—Goods or commodities, regardless of size, form or value.

cc. Military Post Office—A postal facility installed by DOD at one of its bases domestically or overseas. See APO and FPO.

dd. Military Postal Service (MPS)—Domestic and overseas Department of Defense postal facilities. Army/Air Force post offices are known as APOs and Navy post offices are known as FPOs.

ee. MPO—Military Post Office.

ff. Nonconveyables—Items that do not fit into the Department's standard size "X3" diplomatic pouch bag.

gg. Official—Correspondence or items intended only for official use.

hh. Originator—A person or organization dispatching mail through the pouch and mail system.

ii. Parcel—An item in a hard container, i.e., cardboard, plastic, fiberglass, metal or wooden box.

jj. Post—Foreign Service embassies, consulates, and diplomatic offices throughout the world and U.S. Missions to international organizations, except those located in the continental United States.

kk. Private mail—Mail to and from private citizens.

ll. Sac Vides—Used in the international mail system to indicate empty mail bags or empty pouches returned to the country of origin.

mm. Seal Crimping Device—A controlled item of equipment used to crimp the seals of U.S. diplomatic pouches. Its crimping surfaces contain the name of the post of origin.

nn. Tag—Affixed to a diplomatic pouch showing address, channel of dispatch, weight and diplomatic correspondence identifier information.

oo. USPS—The United States Postal Service.

pp. Unaccompanied Pouches—Pouches that travel from origin to destination unescorted.

5 FAH-10 H-114 CLASSIFIED AND ADMINISTRATIVELY CONTROLLED ITEMS

5 FAH-10 H-114.1 General

(TL:PMH-4; 01-30-1998)

a. Classified or administratively controlled items entered into the DPS must display classification or administratively controlled indicators recognized by the Department:

- (1) Unclassified - Via Controlled Air Pouch
- (2) Sensitivity Warrants Courier Handling
- (3) For Official Use Only
- (4) CONFIDENTIAL
- (5) SECRET
- (6) TOP SECRET

b. Items not marked are assumed to be unclassified. Items showing no classification but are marked in a way that indicates they might be classified or administratively controlled (e.g., "By Courier", "NOFORN") will not be accepted.

c. All controlled items must be registered in accordance with 5 FAH-10, H-315.

d. The only exceptions are DCS items received in [C] pouches marked, "VIA DCS," or "VIA Defense Courier Service." These items are handled as TOP SECRET items. See 5 FAH-10 H-541.3 for more details.

5 FAH-10 H-114.2 Sensitive But Unclassified (SBU) Information

5 FAH-10 H-114.2-1 In the Department

(TL:PMH-5; 10-01-1999)

a. The Office Supervisor or a representative must establish in-house procedures for employees to access and handle unclassified information or material considered sensitive and referred to as Sensitive But Unclassified (SBU) information.

b. Sensitive But Unclassified packages should be prepared to look the same as other registered unclassified packages.

c. The Department's Internal Messenger Service (IMS) system may be used to transport properly prepared SBU information between Main State and Department annexes. Other U.S. government agency messenger systems will be used to transport SBU information between the Department and the other agencies.

d. Form OF-120, Diplomatic Pouch Mail Registration, is used to register the SBU item. "UNCLASSIFIED" must appear on the form or the package.

e. SBU packages and properly prepared crates addressed to overseas posts for courier pouch transmission should be delivered to room B-435 Main State or to the Logistics Operations Center (LOC), located on Loisdale Road, Springfield, VA. Contact A/LM/PMP/DPM/C for specific information. SBU packages for Unclassified Controlled Air Pouch (UCAP) transmission should be delivered to SA-32, 44132 Mercure Circle, Sterling, VA.

5 FAH-10 H-114.2-2 At Posts

(TL:PMH-4; 01-30-1998)

a. Sensitive But Unclassified (SBU) pouch material should be sent via the unclassified air pouch channel between posts, the Department, and other posts. The UCAP and courier pouch systems should be used when additional safeguards are necessary as determined by the originator. The procedure for each pouch channel is described below:

(1) To send SBU via unclassified air pouch, the originator should do the following:

(a) Attach an Optional Form OF-120 to the front of the package. Mark the package and the form "UNCLASSIFIED".

(b) Deliver the package containing the SBU material to the unclassified pouch room.

(c) Keep a record of registry numbers and other pertinent information that would assist in tracing and tracking the SBU material within the pouch system.

(2) To send SBU via UCAP, the originator should do the following:

(a) Attach Form OF-120 to the front of the package and place "VIA CONTROLLED AIR POUCH" prominently on the front and back of the package and on Form OF-120.

(b) Deliver the package to the Information Program Unit (IPU) staff for processing in accordance with 5 FAH-10 H-541.1-4.

5 FAH-10 H-114.2-3 Courier Pouch System

(TL:PMH-4; 01-30-1998)

a. Use the courier pouch system when:

(1) There is reason to doubt that host country officials adhere to the 1961 Vienna convention;

(2) The item is of high value;

(3) Cases of theft and pilferage of pouches have occurred on a regular basis;

(4) The items are pertinent to ongoing investigations; or

(5) Additional physical protection is needed to meet systems integrity/security requirements.

b. Only direct-hire U.S. citizen employees may handle the material and secure, direct-hire U.S. citizen controlled storage is required.

c. Form OF-120 must be attached to the face of the package and marked "SENSITIVITY WARRANTS COURIER HANDLING".

d. Crate pouches must be prepared in accordance with instructions included in this handbook.

e. RSOs will be responsible for determining what pouch channel is used.

5 FAH-10 H-115 SECURITY VIOLATIONS AND SUSPECTED COMPROMISES

(TL:PMH-4; 01-30-1998)

a. Violations of security regulations should be reported to the originator by PRIORITY telegram captioned for the RSO. If the Department or RIMC is not an action post, make them info addressees on the telegram. Report these violations, along with suspected compromises of classified contents to the RSO at the receiving post.

b. Reports on suspected compromises must provide full details. Seals, tags, invoices and the pouch itself (when covert penetration is suspected) must accompany the report to the RSO.

c. Examples of security violations and suspected compromises that must be reported are:

- (1) A classified item dispatched by unclassified pouch;
- (2) An unregistered classified item;
- (3) An improperly sealed pouch that permits access; or
- (4) Information about pouches given to unauthorized persons.

5 FAH-10 H-116 THROUGH H-119 UNASSIGNED