



# Foreign Affairs Handbook

## 5 FAH-10 – Diplomatic Pouch And Mail Handbook

**Transmittal Letter:** PMH-4

**Date:** January 30, 1998

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### VOLUME REISSUANCE

#### MAJOR CHANGES

1. This handbook has been completely revised and updated and replaces the previous version published 11-30-94.

2. New procedures have been added for handling Sensitive But Unclassified (SBU) material.

3. More detailed procedures have been added for sending mail through the Internal Message Service (IMS).

4. Procedures are clarified for using the Homeward Bound Mail Service (HBMS).

5. Normally, revisions since the last update appear in italics, but since this update is so extensive, italics will not be used to indicate changes.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

#### FILING INSTRUCTIONS

1. Remove and destroy the text of 5 FAH-10 (issued under TL:PMH-3, dated 11-30-94; 88 pages total) and replace it with the attached revised handbook (99 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PMH-4, and initial.

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