

# **12 FAH-3 H-330 MAIL**

## **12 FAH-3 H-331 POST OFFICE BOXES**

*(TL:FOMH-1; 12-4-95)*

DS/DSS/FLD authorizes field and resident offices to maintain post office boxes to receive their mail. Field and resident offices will prepare all official correspondence on approved Department letterhead and envelopes ( 5 FAH-7 , contact A/IM/IS/OIS/PS for standards), giving the post office box address.

## **12 FAH-3 H-332 SECURE COMMUNICATIONS**

*(TL:FOMH-1; 12-4-95)*

a. Field and resident offices will:

(1) Send all classified mail up to the level of Secret either by State Department Courier or United States Postal Service registered mail;

(2) Not send classified material by certified mail, express mail, or any other means of regular mail; those means are NOT authorized;

(3) Properly wrap and address classified letters or packages in accordance with the regulations given in subchapter 12 FAM 530 ;

(4) Use opaque double envelopes or wrapping. The inner wrapping must contain the complete address where the material is being sent, a return address, and the classification of the package;

(5) Place the registration number, return address, and classified mailing address on the outer envelope. The recipient's name must not appear on the outer envelope to preclude it from being inadvertently forwarded to a private address if the named individual has left the organization.

b. Not all cleared government or contractor facilities have storage capability for classified mail. If there is any doubt about the correct address or procedures for sending classified mail domestically, the SAC will obtain guidance from the DS Information Security Division (DS/IST/ISP).

c. Secret mail requires a document receipt form OF-112. An OF-112 is also required for Confidential mail. Top Secret documents may only be sent via the State Department or Defense Courier System.

d. Copies of classified material up to the Secret level may be sent by Secure FAX transmission. See also 12 FAH-3 H-326 .

**12 FAH-3 H-333 THROUGH H-339 UNASSIGNED**

