

# **12 FAM 100 COURIER OPERATIONS**

## **12 FAM 110 ORGANIZATION AND ADMINISTRATION**

*(CT:DS-113; 07-11-2005)  
(Office of Origin: DS/C/DC)*

### **12 FAM 111 SCOPE AND AUTHORITY**

#### **12 FAM 111.1 Scope**

*(CT:DS-113; 07-11-2005)*

- a. The Bureau of Diplomatic Security (DS) administers and manages the Office of Diplomatic Courier Service (DS/C/DC). These Department regulations conform to applicable U.S. Government regulations and international agreements.
- b. The regulations provide procedures that apply to the Department's diplomatic courier operations, U.S. posts abroad, and U.S. missions to international organizations.
- c. The Bureau of Administration's Office of Logistics Management (A/LM) has primary responsibility for all regulations governing the contents, preparation, dispatch, and receipt of diplomatic pouches (see 1 FAM 215). Where DS courier operations and pouch operations are closely related, the regulations include cross-references to 5 FAM or 5 FAH.

#### **12 FAM 111.2 Authorities**

*(CT:DS-113; 07-11-2005)*

- a. The Omnibus Diplomatic Security and Anti-Terrorism Act of 1986 (Public Law 99-399 now codified at 22 U.S.C. 4802(a)(2)(E)) provides the basis for the Department's regulations concerning courier operations.
- b. The Vienna Convention on Diplomatic Relations entered into force with

respect to the United States on December 13, 1972 (23 UST 3227, 5 UNTS 95, and TIAS 7502) sets forth law and practice on diplomatic rights and privileges.

- c. The Vienna Convention on Consular Relations entered into force with respect to the United States on December 24, 1969 (TIAS 6520, 21 UST 77).

## **12 FAM 112 PROGRAM DIRECTION**

*(CT:DS-113; 07-11-2005)*

DS/C/DC plans, coordinates, and directs the worldwide courier program, including comprehensive training. DS/C/DC develops standards, procedures, and policies for implementing the program (see 1 FAM 263.4). The responsibilities of DS/C/DC include:

- (1) Funding courier travel;
- (2) Providing appropriate transportation;
- (3) Determining courier routes, schedules, and mode/class of travel in accordance with Department policy and procedures (see 14 FAM);
- (4) Determining the frequency of classified pouch service;
- (5) Monitoring the use of nonprofessional couriers;
- (6) Monitoring the use of diplomatic security control officers employed to assist couriers at domestic airports such as New York City, Washington, and Miami; and
- (7) Providing liaison with the Defense Courier Service (DCS) and other Federal agencies that utilize the Department's facilities.

## **12 FAM 113 PROGRAM IMPLEMENTATION**

### **12 FAM 113.1 Department**

*(CT:DS-113; 07-11-2005)*

- a. DS/C/DC arranges secure and economical international transport of pouches between the Department and diplomatic missions, and between missions. Except as required to accomplish that responsibility, DS/C/DC

does not ordinarily provide transport of classified material between locations within the United States.

- b. The Director of DS/C/DC manages the program through the four regional diplomatic courier divisions located in Washington, Frankfurt, Bangkok, and Miami, and associated courier hubs (see 1 FAM 263.4). The Director assists in the assignment of couriers to ensure adequate staffing of the DS/C/DC office, the regional divisions, and the hubs.
- c. Missions are responsible for delivering material to other in-country posts. DS/C/DC may provide incidental service to a consular post when it is located along an established international courier route, or when it consistently receives enough pouch material to warrant professional courier service.

## **12 FAM 113.2 Post**

*(CT:DS-113; 07-11-2005)*

- a. Posts are responsible for transporting and controlling classified material in-country. As necessary, principal officers may authorize cleared U.S. citizen employees of their posts to act as nonprofessional couriers. They ordinarily operate in-country but may cross international boundaries during emergencies and when DS/C/DC cannot provide the required service (see 12 FAM 142).
- b. Posts must provide courier escort support in accordance with 12 FAM 150.
- c. Posts must obtain pre-clearance from the host government before any non-routine shipments of controlled/unclassified and/or classified material may be sent there. After receiving assurance of clearance into the country from the host government, the receiving post must notify the originator of the material and DS/C/DC (or the appropriate regional courier office) with a telegram that confirms:
  - (1) Host government's clearance;
  - (2) Post's acceptance of the material;
  - (3) Transportation arrangements;
  - (4) Provision for cleared escorts; and
  - (5) Storage arrangements when shipments are large.

## **12 FAM 114 ADMINISTRATION**

*(CT:DS-113; 07-11-2005)*

- a. Regional Diplomatic Courier Officers (RDCO's) report to the Director of DS/C/DC. They are responsible for overseeing courier operations within their regions.
- b. The Director of DS/C/DC must designate an RDCO to oversee the operation of each regional courier hub. Hub supervisors report to their assigned RDCO for courier operations.
- c. The Director of DS/C/DC is the direct supervisor and designated rating officer for the RDCO's. The DAS of DS/C is the designated reviewing officer for the RDCO's. The Deputy RDCO's are the designated rating officers for the hub supervisors attached to their divisions and the RDCO's are the designated reviewing officers. However, when the Director of DS/C/DC determines that the relative grades or seniority of the incumbents warrant designating the RDCO as the rating officer for a hub supervisor, the Deputy Director of DS/C/DC must be the reviewing officer and the provisions of 3 FAH-1 H2813.3 apply. Hub supervisors must rate their immediate subordinates.
- d. At posts with courier hubs, the regional security officer (RSO) must provide periodic observation reports and EER input to the courier hub supervisor's rating officer.

## **12 FAM 115 SAFETY AND SECURITY**

*(CT:DS-113; 07-11-2005)*

- a. Regional courier offices should supply couriers with cell phones for official use:
  - (1) Couriers must have their cell phones in their possession and switched on during duty hours;
  - (2) Couriers must not engage in personal cell phone calls during duty hours, unless a call-waiting feature is active;
  - (3) Couriers should carry their cell phones outside of duty hours when on courier travel;
  - (4) Couriers may use their cell phones for incidental personal business as permitted by 5 FAM 526, provided that no additional costs are incurred;

- (5) Couriers should program the Operations Center and DS Command Center phone numbers into the address books of their cell phones; and
  - (6) RDCO's and hub supervisors must establish written cell phone usage policies as required by 5 FAM 526 and not in conflict with this section. In locations where all cell phone usage is chargeable, RDCO's may establish a nominal monthly allowance for personal usage, not to exceed \$10. Couriers who exceed the monthly allowance must reimburse the government for the **entirety** of their personal usage, not just the amount exceeding the RDCO-established limit since the purpose of such an allowance is to avoid the added administrative burden of collecting small amounts.
- b. Couriers must wear safety vests or their Department-issued media jackets at airports where they are required. Couriers should wear them at all other airports and whenever visibility or identification is advisable.
  - c. Couriers should wear hearing protection near aircraft and in other high-noise environments. Couriers may purchase hearing protection at government expense within 3 months of entry on duty, provided the cost is less than \$50.
  - d. When a courier overnights at a post for the first time, the courier must contact the RSO for a briefing. In volatile locations, the courier should keep abreast of changing circumstances and check with the RSO on subsequent trips as well.

## **12 FAM 116 THROUGH 119 UNASSIGNED**