

# **14 FAH-4 H-700 MAIL ROOM OPERATIONS**

## **14 FAH-4 H-710 MAIL ROOM PROCEDURES**

*(CT:DPM-1; 06-28-2007)*  
*(Office of origin: A/LM/PMP/DPM)*

### **14 FAH-4 H-711 PROCEDURES FOR SPACE DESIGNATED AS CLASSIFIED OR UNCLASSIFIED MAILROOMS**

*(CT:DPM-1; 06-28-2007)*

The following variance from controls and physical security requirements specified in 12 FAM applies to office space, domestic and overseas, where classified material is received in sealed containers and prepared for dispatch via pouch or other transportation channels.

#### **14 FAH-4 H-711.1 Classified Mailrooms**

*(CT:DPM-1; 06-28-2007)*

- a. Classified material received in a sealed container (envelope, box, etc.) from any source must be controlled and accounted for by registry or similar control number from point of origin to addressee/destination. The originator is responsible for affixing appropriate registry forms. (See 12 FAM .)
- b. Mailroom personnel are responsible for the accountability of all classified items within the classified mailroom. Daily audits should be performed to ensure that all containers are accounted for--dispatched or on hand.
- c. Appropriate receipts should be kept on file in accordance with 5 FAH-4 , Records Management Handbook. Proof of handling is necessary to resolve tracing and tracking issues.
- d. Mailrooms without approved security containers to store all classified

material on hand at the end of the work day, based on either volume or size of material, must meet all the physical security requirements of a vault for open storage.

- e. Only authorized cleared American pouch and mail staff are allowed unescorted access to the classified mail room or pouch vault.

## **14 FAH-4 H-711.2 Unclassified Mailrooms**

*(CT:DPM-1; 06-28-2007)*

- a. Unclassified registered or other accountable material received in a sealed container (envelope, box, etc.) from any source must be controlled and accounted for by registry or similar control number from point of origin to destination.
- b. Appropriately approved security containers or at a minimum bar-lock containers are recommended to protect registered items when the mail room is not staffed.
- c. Seals, crimpers, stamps, postage, and currency should at a minimum be locked in a bar lock container when the mailroom is not staffed.
- d. It is highly recommended that the IMO/IPO conduct unannounced audits of mailroom U.S. and local stamp and franking machine accounts.

## **14 FAH-4 H-712 AUTHORIZED ENTRY**

*(CT:DPM-1; 06-28-2007)*

- a. Entry to the classified and unclassified mail and pouch facilities is restricted only to those persons working in these facilities. Master keys should not be used to open the mail room door.
- b. Security personnel are authorized entry in emergency situations. All other visitors to the facilities must be escorted.

## **14 FAH-4 H-713 THROUGH H-719 UNASSIGNED**