

14 FAH-4 H-600 DEFENSE COURIER SERVICE (DCS)

14 FAH-4 H-610 DEFENSE COURIER SERVICE (DCS)

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

14 FAH-4 H-611 RECIPROCAL USE

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

The Department and the Department of Defense have concluded an agreement for the reciprocal use of their courier facilities. This means that the Department and posts with access to a DCS station (DCSSTA) can dispatch and receive [C] pouched and nonpouched items by DCS.

14 FAH-4 H-612 DCS ACCOUNT CODES

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

- a. DCS uses a two line code to route and track items in the DCS system. When the item is pouched, the pouch tag must be altered to conform to the requirements of the DCS system. The code takes the following format:

406137-BRO5
AE BRUSSELS

The first six numbers on the top line are the DCS account numbers. The two letter designator indicate the DCSSTA route number on which the material will be delivered. If the number is 00 it indicates that the account picks up its material from the DCSSTA. The second line is the name of the account holder.

- b. See 14 FAH-4 H-612 Exhibit H-612 for a complete list of posts with DCS accounts.

14 FAH-4 H-613 "ATTENTION" LINE

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

Unpouched items dispatched via DCS must have an "ATTENTION:" line below and to the left of the two line account code and indicate the officer or the agency to which the item is to be delivered.

NOTE: Do not place this information on pouch tags.

14 FAH-4 H-614 POUCH TAG PREPARATION

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

- a. Posts preparing pouches for dispatch that will travel all or part of the way in the DCS system must meet both diplomatic and DCS requirements for tagging. In many instances, this will require double or triple tagging. Routing determines how many tags are required and in what order they must be attached to the pouch.
- b. If a post with a DCS account is dispatching to a post with a DCS account and the pouch will remain in the DCS system the entire journey, prepare only one pouch tag as listed below.
 - (1) UNITED STATES OF AMERICA, DEPARTMENT OF STATE, DIPLOMATIC POUCH must appear on the back of the tag.
 - (2) The channel of dispatch letter code must be in bold lettering in the lower right corner on the front of the tag. Only [C] pouches may be dispatched in the Defense Courier Service.
 - (3) The unique pouch number must be on the front of the tag.
 - (4) The gross weight must appear under the unique pouch number.
 - (5) Dispatch information must be in the upper left corner of the tag. Only the two line DCS account code of the post or the Department may be used as dispatch post. No employee or organization names may appear in the dispatch post information. The general post information format is:

DCS Account Number-DCS Route Number
DCS Post Title Abbreviation Post Location
 - (6) Destination information must appear in the center of the tag. Only the two line DCS account code of the post or the Department may

be used as destination information. The general destination format is:

DCS Account Number-DCS Route Number
DCS Post Title Abbreviation Post Location

- (7) The caption, "VIA DEFENSE COURIER SERVICE" or "VIA DCS" must appear in the upper right corner of the tag.

14 FAH-4 H-614.1 POST WITHOUT DCS ACCOUNT TO POST WITH DCS ACCOUNT

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

When the pouch is traveling in the DCS system for the latter part of its journey, posts without a DCS account dispatching to a post with a DCS account must prepare tags as below:

- (1) Prepare a DCS tag as above except; the dispatch post information is the DCS account code of the post where the pouch will enter the DCS system.
- (2) Staple a normal diplomatic pouch tag over the DCS tag.
- (3) The dispatch post on the diplomatic tag is the post at which the pouch will enter the DCS system.
- (4) The post or courier who transfers the pouch to DCS will remove the top tag and prepare the DCS Form-1.

NOTE: If a post with a DCS account code is dispatching to a post without a DCS account code and the pouch will begin its journey in the DCS system, pouch tags, dispatch post, and destination post information must be reversed.

14 FAH-4 H-614.2 POST WITHOUT DCS ACCOUNT TO POST WITHOUT DCS ACCOUNT

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

When the pouch will travel the middle portion of its journey in the DCS system, posts without a DCS account dispatching to a post without a DCS account must prepare three pouch tags as outlined below:

- (1) Prepare a normal diplomatic pouch tag from post of origin to post of

destination.

- (2) Prepare a DCS tag as outlined in 14 FAH-4 H-614 , except the dispatch post DCS account code is the post where the pouch will enter the DCS system and the destination post is the DCS account code of the post where the pouch exit the DCS system. Staple it over the diplomatic tag.
- (3) Staple a regular diplomatic pouch tag over the DCS tag.
- (4) The post or courier who transfers the pouch to DCS will remove the top tag and prepare the DCS Form-1.
- (5) The post or courier who receives the pouch from DCS will remove the DCS tag and sign the DCS Form-4.

So that all posts are kept current on DCS account codes; posts who are holders of these codes must notify the Department by telegram of any changes in the account number, new account, or canceled account.

14 FAH-4 H-615 AUTHORIZED MATERIAL

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

- a. Only [AX] and [C] pouches are eligible for dispatch by DCS courier.
- b. Posts with DCS account codes may dispatch unpouched items to another post or any other holder of a DCS account. Only TOP SECRET items may be dispatched.
- c. DCS personnel are identified by the DCS Form-9 ID card.

14 FAH-4 H-616 THROUGH H-619 UNASSIGNED

14 FAH-4 EXHIBIT H-612 DCS ACCOUNT CODES

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

Overseas Post	DCS TWO-Line Pouch Tag	Address
AMERICAN CONSULATE ADANA	415120-1K00 AC ADANA	
AMERICAN EMBASSY ANKARA	402176-1K01 AE ANKARA	
AMERICAN EMBASSY BANGKOK	409188-OK00-THIS ADDRESS FOR BANGKOK-WT BAGS AND CRATES ONLY	
AMERICAN EMBASSY BANGKOK	433166-OK00-THIS ADDRESS FOR AE BANGKOK-OT AND SMALLER BAGS	
USOFFICE BERLIN	411171-RM50 USOFFICE BERLIN	
AMERICAN EMBASSY BONN	411311-RM41 CPU AE BONN	
AMERICAN EMBASSY BONN (RIMC)	411312-RM42 AE BONN/RIMC-BAX	
AMERICAN EMBASSY BRUSSELS	406137-BR05 AE BRUSSELS	
AMERICAN CONSULATE GENERAL CIUDAD JUAREZ	441562-KE38 ACG CIUDAD JUAREZ (TS, CRYPTO, W BAGS ONLY)	
USMISSION TO NATO BRUSSELS	406138-BR05 USMISSION TO NATO	
AMERICAN CONSULATE GENERAL EDINBURGH	425168 MN21 ACG EDINBURGH	
AMERICAN CONSULATE GENERAL FRANKFURT	411257-RM00 ACG FRANKFURT (RPC)	
AMERICAN CONSULATE	454102-YO03	

U.S. Department of State Foreign Affairs Handbook Volume 14 Handbook 4 -
Diplomatic Pouch and Mail Handbook

FUKUOKA	AMCONSUL FUKUOKA
ATO GUAM	413144-GU07 ATO GUAM
AMERICAN CONSULATE GENERAL HAMBURG	411161-RM92 AMCONSUL HAMBURG
AMERICAN CONSULATE GENERAL AMCONSUL HAMILTON	449604-NF17 ACG HAMILTON
AMERICAN CONSULATE GENERAL ISTANBUL	415121-1K03 ACG ISTANBUL/CPU
AMERICAN EMBASSY KOLONIA	413155-GU00 AE KOLONIA
AMERICAN EMBASSY LONDON	425115-MN10 AE LONDON
AMERICAN EMBASSY MAJURO	414244-HO02 AE MAJURO
AMERICAN EMBASSY MANAMA	440112-BH00 AE MANAMA
AMERICAN CONSULATE GENERAL MILAN	429183-NPO5 ACG MILAN
AMERICAN CONSULATE GENERAL MUNICH	427132-RS11 ACG MUNICH
AMERICAN CONSULATE GENERAL NAHA	429181-NPOO AMCONSUL NAHA
AMERICAN EMBASSY OSLO	438205-MN05 AE OSLO
AMERICAN EMBASSY PANAMA	436114-PA00 AE PANAMA
AMERICAN EMBASSY PONTA DELGADA	423103-LJ00 AMCONSUL AZORES
AMERICAN EMBASSY REYKJAVIK	430488-KV00 AMEMB REYKJAVIK
AMERICAN CONSULATE	454115-YO04

U.S. Department of State Foreign Affairs Handbook Volume 14 Handbook 4 -
Diplomatic Pouch and Mail Handbook

SAPPORO	AMCONSUL SAPPORO
AMERICAN EMBASSY SEOUL	418114-KO01 AE ROM 700 SEOUL
AMERICAN CONSULATE GENERAL STUTT GART	438183-RS04 AMCONSUL STUTT GART
AMERICAN EMBASSY THE HAGUE	406139-BR01 AE THE HAGUE
AMERICAN CONSULATE GENERAL TIJUANA	444348-SN00 ACG TIJUANA (TS, CRYPTO W BAGS ONLY)
AMERICAN EMBASSY TOKYO	454105-YO02 AE TOKYO
DEPARTMENT OF STATE WASHINGTON, D.C.	449321-BA23 DOS SEC OF STATE
USMISSION USUN NEW YORK	423185-MG02 US MISSION TO UN (SSO) USUN (NY) (TS USUN MATERIAL ONLY)