

## **14 FAH-4 H-540 POUCH CHANNELS**

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

### **14 FAH-4 H-541 DISPATCH CHANNELS**

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

- a. Pouch channel types differ according to means of transportation and pouch contents. Channel types are characterized by the following letter codes: [A], [AX], [C], [CX], and [S]. The letter code must appear on the pouch tag and pouch documentation. See 14 FAH-4 Exhibit H-541 a for a Quick Reference Pouch Channel Guide.
- b. Before dispatching larger than {X} bags, originating posts must contact the carrier to be used to determine if the dispatch can be accommodated. The originating post must also advise the receiving post of the shipment.
- c. If the [C] or [AX] channel is used to dispatch pouches larger than {X} bags, contact the nearest regional courier office for authorization.

#### **14 FAH-4 H-541.1 [A] Pouches**

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

- a. These pouches are always transported by air (e.g., air cargo, air mail, or commercial air courier) and are unaccompanied.
- b. Frequency is determined by volume of mail. Posts with large volumes may require a daily dispatch. Minimum frequency regardless of mail volume is once weekly.
- c. Subject to host country restrictions, only {Crate}, {W}, {O}, {X}, {LTD}, and {B} bags may be used.
- d. Category "B" posts may use the [A] pouch to receive flats and merchandise parcels from the Department. Parcels may not exceed 17 inches X 18 inches X 30 inches. Parcels must not weigh more than 45 pounds. Employees must ensure that all correspondents are aware of the size and weight limitations.

- e. The Information Management Officer or Information Programs Officer in coordination with the post Administrative Officer can submit a waiver request to increase per shipment limits based on local living conditions at post.
- f. Using the pouch to receive merchandise is at the risk of the employee and vendor.

## **14 FAH-4 H-541.1-1 Contents**

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

- a. Contents are limited to official unclassified registered or unregistered items.
- b. All posts may use [A] pouches to receive reasonable quantities of prescription medicines from the Department and to send and receive prescription eyeglasses and orthopedic devices to and from the Department. CONTAINERS MUST BE CLEARLY MARKED: e.g., "PRESCRIPTION MEDICINE, EYEGLASSES, ORTHOPEDIC DEVICE," etc. Affix sufficient postage to forward the item through USPS facilities.
- c. Authorized personnel at category "B" posts may send or receive letter mail and audio and video cassettes weighing no more than two pounds per shipment. ITEMS MUST BE CLEARLY MARKED e.g., "USED VIDEO TAPES" OR VIDEO CASSETTES." These tapes must be to or from family and friends and not to or from employee associations or video clubs.

## **14 FAH-4 H-541.1-2 Dispatch and Routing**

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

- a. [A] pouches sent by air cargo must be routed directly to the destination post. Do not send them to an intermediate post or the Department for transshipment. Direct dispatch is the most cost beneficial.
- b. The Equalization Rule 6(E) of the Worldwide Cargo Tariff provides, when published rates decrease for successively heavier weight categories, the charge for the given shipment must not exceed the minimum charge for the next higher weight category. For example, if the following rate/weight categories are in effect between the originator and destination post, dispatching a 35 kilo pouch at the 45 kilo rate is cheaper:

Under 45 kg, \$2.50/kg  
45 kg, \$1.90/kg

100 kg, \$1.50/kg

- c. Pouches dispatched by international air mail must be dispatched directly to the destination post. Do not send them to an intermediate post or to the Department for shipment.
- d. Posts dispatching [A] pouches to the Department on a regular basis should establish a routing that offers the most expeditious service and advise A/LM/PMP/DPM Traffic Management of the routing. This is necessary to arrange pickup from the carrier.
- e. In the Department, days of dispatch and routing are selected by A/LM/PMP/DPM Traffic Management Section based on published airline schedules and on airline past performance for transporting the pouches selected.
- f. All scheduled pouch dispatches to the Department must specify on the air waybill (AWB) that the route terminated at Dulles International Airport (IAD). Posts must advise DPM by telegram of the frequency and route of its air pouch cargo dispatches and of any changes made. DPM Traffic Management Section is prepared to select air pouch cargo routes.
- g. USPS and the local Postal, Telephone, and Telegraph (PTT) office determines the routing of all air pouches dispatched by postal facilities.

#### **14 FAH-4 H-541.1-3 Receipt**

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

- a. [A] pouch air cargo schedules are published by the Department and posts. The destination post knows the day and flight of arrival. Retrieve these pouches from the airport as soon as possible after they arrive.
- b. There are no schedules for [A] pouches dispatched by postal facilities. Check postal facilities daily for arriving pouches. The longer pouches remain unclaimed, the longer they are subject to pilfering.

#### **14 FAH-4 H-541.1-4 Controlled Air Pouches**

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

- a. Controlled air pouches are used to transmit unclassified but sensitive material that might disclose the nature of a classified project if the contents were known. Therefore, employees will prepare and handle them as follows:

- (1) Post to Department or another post
  - (a) The material must be delivered to the classified pouch room and the pouch must be prepared and closed only by U.S. citizen personnel.
  - (b) Use regular [A] invoice series and [A] pouch tag. Document the pouch on the same form used for regular air pouches that are turned over to an airline for transmission.
  - (c) Foreign National staff and Personal Service Contractors (PSCs) are authorized to deliver the pouches to the airline, and when possible supervise loading.
  - (d) Send a telegram to the addressee posts advising that a controlled air pouch is being dispatched and cite pouch/invoice number(s), air waybill number, flight number, and date/time of dispatch. The telegram should state that prompt arrangements for pickup must be made and that the pouch(es) must be delivered to the classified pouch room for opening, distribution, and storage by U.S. citizen personnel.
- (2) Department to Post
  - (a) The Department will forward controlled air pouch(es) in the regular "A" invoice series to posts.
  - (b) The Department will also use the "A" invoice series to forward oversized and heavy items. A telegram will be sent to post. The telegram will provide shipping information, i.e. air waybill number, flight number, date/time of dispatch, pouch/invoice number and that the dispatch is a controlled shipment. Delivery should be to the classified pouch room for opening, distribution, and storage by U.S. citizen personnel.
- b. Once unclassified controlled items are removed from air pouches the pouches can be handled by foreign national staff. U.S. citizen employees should ensure that all unclassified controlled items are removed before turning over the pouch material to foreign national staff.
- c. When controlled air pouch(es) do not arrive within three (3) days of schedule, send a telegram notifying the originating post and requesting appropriate tracer action.
- d. Inspect incoming controlled air pouches for tampering before opening them. Report possible tampering to the security officer.

## **14 FAH-4 H-541.2 [AX] Pouches**

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

- a. These pouches are always by air and accompanied by an authorized U.S. Government employee—usually a professional diplomatic courier.
- b. Subject to host country restrictions, only {Crate}, {W}, {O}, {X}, {B}, and {K} bags may be used.

### **14 FAH-4 H-541.2-1 Contents**

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

- a. Contents are limited to official unclassified registered (sensitive) items that require the pouch be accompanied.
- b. Although material in the [AX] pouch is not classified, the contents are sensitive and must be protected at all times. [AX] pouches must be stored under the 24 hour control of cleared U.S. personnel or in the controlled access area (CAA). Exceptions are granted only by DS/CIS/DC in combination with the RSO.

### **14 FAH-4 H-541.2-2 Dispatch and Routing**

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

- a. The posts to which [AX] pouches can be dispatched are decided on a country by country basis. Posts may not dispatch [AX] pouches without prior authorization from A/LM/PMP/DPM. This is a limited program to be used only when other means of transport for unclassified items which require escort cannot be used without prior approval from DS/CIS/DC or the Regional Diplomatic Courier Division (WRDCD, BRDCD, & FRDCD).
- b. Routing is determined by DS/CIS/DC.

### **14 FAH-4 H-541.2-3 Receipt**

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

Post selection criteria will be the post's inability to receive unclassified, but sensitive, items as freight escorted by Diplomatic Security Control Officers.

## **14 FAH-4 H-541.3 [C] Pouches**

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

Subject to host country restrictions, only {W}, {O}, {X}, {B}, and {K} bags may be used. Canvas and cloth bag types must be tangerine. White cloth or canvas bags may be used on an exceptional basis. Prior approval from DS/CIS/DC or the Regional Diplomatic Courier Division is required.

## **14 FAH-4 H-541.3-1 Contents**

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

- a. Contents are limited to official classified and administratively controlled items only (i.e., SENSITIVE BUT UNCLASSIFIED, CONFIDENTIAL, SECRET, and TOP SECRET). All items must bear one of these classifications.
- b. Lateral [C] pouches (pouches between posts in the field) may contain small amounts of unclassified items if there is no regularly scheduled [A] pouch service between the two posts or the amount of unclassified mail to be shipped falls 25% below the minimum air cargo weight requirement.

## **14 FAH-4 H-541.3-2 Dispatch and Routing**

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

- a. [C] pouches are always dispatched by professional or non-professional diplomatic courier or DCS courier. Frequency and routing are controlled by DS/CIS/DC (see 12 FAM).
- b. Department Field Offices and contractors may send items classified through SECRET by registered mail to the Department for inclusion in [C] pouches to posts overseas. This mail must be double enveloped. Both inner and outer envelopes must display the same postal registry number to ensure a tracking link. The inner envelope is addressed to the end user and displays the classification in addition to the postal registry number. The outer envelope displays the postal registry number only and must be addressed:

Chief, Pouch and Mail Branch  
B-437, Department of State  
Washington, DC 20520-0437

## **14 FAH-4 H-541.3-3 Receipt**

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

- a. All [C] pouches must be receipted for by authorized persons as described in 12 FAM.
- b. [C] pouches may be opened and closed only by an American citizen employee with a TOP SECRET clearance.

## **14 FAH-4 H-541.4 [CX] Pouches**

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

Subject to host country restrictions, only {X}, {LTD}, and {B} bags may be used. Use of other containers requires advance authorization from A/LM/PMP/DPM.

### **14 FAH-4 H-541.4-1 Contents**

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

Contents are limited to official classified and administratively controlled items only.

### **14 FAH-4 H-541.4-2 Dispatch and Routing**

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

- a. [CX] pouches are dispatched by registered mail in USPS.
- b. [CX] pouch dispatches are not cost effective. In addition to the registered mail fee, postage is charged at first class rates.
- c. These pouches may be dispatched only where no other means of dispatch for SENSITIVE BUT UNCLASSIFIED, CONFIDENTIAL, and SECRET items exist. No unclassified material may be included.
- d. Use of the [CX] channel on a regular basis requires authorization of A/LM/PMP/DPM.
- e. Frequency is determined by volume. Routing is determined by USPS.

### **14 FAH-4 H-541.4-3 Receipt**

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

All [CX] pouches must be receipted for by authorized persons as described in

12 FAM.

## **14 FAH-4 H-541.5 [S] Pouches**

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

Subject to host country restrictions, only {Crate}, {W}, {LTD} and {X} bags may be used.

### **14 FAH-4 H-541.5-1 Contents**

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

Contents are limited to nonurgent unclassified items.

### **14 FAH-4 H-541.5-2 Dispatch and Routing**

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

- a. These pouches are dispatched through local post offices by international surface mail. Frequency is determined by volume.
- b. Routing is determined by USPS.
- c. [S] pouches are dispatched only to posts on major shipping lanes where transit times are 60 days or less because of extremely long transit times incurred by international surface mail dispatches.

### **14 FAH-4 H-541.5-3 Receipt**

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

There are no schedules for pouches dispatched by postal facilities. Postal facilities must be checked daily for arriving pouches. The longer pouches remain unclaimed the longer they are subject to pilfering.

## **14 FAH-4 H-541.6 [BA] Pouches**

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

- a. These pouches are dispatched by A/LM's Brooklyn Warehouse via air cargo, APO/FPO, and ocean freight. A/LM is responsible for the [BA] pouch program including all costs associated with pouch handling and transportation.

- b. Correspondence relating to [BA] pouch matters should be addressed to Washington, attention: A/LM/PMP/DPM for action.

## **14 FAH-4 H-542 THROUGH H-549 UNASSIGNED**

## 14 FAH-4 EXHIBIT H-541A QUICK REFERENCE POUCH CHANNEL GUIDE

*(TL:DPM-4; 01-30-1998)*

<i>Pouch Channels</i>	<i>[A]</i>	<i>[AX]</i>	<i>[C]</i>	<i>[CX]</i>	<i>[S]</i>
<i>&gt;&gt;&gt;&gt;&gt;&gt;</i>					
<i>Dispatch Mode</i>	<i>Air Cargo Unaccompanied</i>	<i>Accompanied air or surface</i>	<i>Accompanied air or surface</i>	<i>Air Mail Registered</i>	<i>International surface mail</i>
<i>Dispatch Frequency</i>	<i>To be determined by originator</i>	<i>When required</i>	<i>When required</i>	<i>When required</i>	<i>When required</i>
<i>Routing Set by:</i>	<i>Originator</i>	<i>DS/DC</i>	<i>DS/DC</i>	<i>USPS</i>	<i>USPS</i>
<i>Routing Drop Parameter</i>	<i>Scheduled for fastest transit time</i>	<i>Security</i>	<i>Security</i>	<i>USPS Priorities</i>	<i>USPS Priorities</i>
<i>Classification of Contents</i>	<i>Unclassified</i>	<i>Unclassified</i>	<i>LOU, Confidential, Secret,</i>	<i>LOU, Confidential, Secret</i>	<i>Unclassified</i>
				<i>Non-urgent</i>	

*Top  
Secret*

<i>Pouch Types</i>	{crate} {W}	{crate} {W} {O}	{crate} {W} {O}	{B} {K} {G}, envelope s	{crate} {W} {X} {O}
	{O} {X} {B} {LTD}	{X} {B} {K} {G}	{X} {B} {K} {G}		
<i>Pouch Color</i>	White, Gray	White	Tangerin e	White, Red, Gray	White
<i>Authorized Contents</i>	Letters, flats, parcels, non- conveyable s	Official letters, flats, parcels, non- conveya bles	Official letters, flats, parcels, non- conveya bles	Official letters, flats, small parcels	Non- conveya bles