

14 FAH-4 H-200 DIPLOMATIC POUCH DESCRIPTIONS AND PROCEDURES

14 FAH-4 H-210 DIPLOMATIC POUCHES

*(CT:DPM-2; 05-06-2009)
(Office of Origin: A/LM)*

14 FAH-4 H-211 USE OF POUCH

(CT:DPM-2; 05-06-2009)

- a. The diplomatic pouch transports items for official use of the mission across international frontiers without procedural delay and without inspection by foreign government officials.
- b. Pouches that contain classified items are prepared and documented in the same manner as pouches containing unclassified items. The only difference is that classified pouches are dispatched to be accompanied by a diplomatic courier or a TOP SECRET-cleared U.S. Government employee appropriately approved as a non-professional courier according to 12 FAM 142.
- c. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. It is not intended to protect items of great monetary value or to function as an express mail service.
- d. The unclassified pouch is one of the fastest but most expensive modes of transportation available and must not be used for shipment of bulk items without making advance arrangements with the Diplomatic Pouch and Mail Division (A/LM/PMP/DPM) to fund these shipments. See 14 FAM 723.3 for information on bulk shipments.

14 FAH-4 H-212 TYPES OF POSTS

(CT:DPM-2; 05-06-2009)

- a. There are two types of posts that dispatch diplomatic pouches:

- (1) Manual posts process pouches using paper copies of forms and handwritten pouch tags. Manual posts may use commercial office products (e.g., MS Excel or MS Access) to account for registered items and pouch weights.
 - (2) ILMS DPM posts process pouches using the Integrated Logistics Management System (ILMS) Diplomatic Pouch and Mail (DPM) module, a Department-wide database accessed through OpenNet for tracking items and pouches.
- b. Throughout 14-FAH-4 where processes for manual posts and ILMS DPM posts differ, both procedures will be described.
 - c. Per 14 FAM 729, where ILMS DPM has been deployed to a post or facility, the Department expects the post or facility to continue to use ILMS DPM.

14 FAH-4 H-213 POUCH DISPATCH CHANNELS

(CT:DPM-2; 05-06-2009)

- a. Pouch channels differ according to means of transportation and pouch contents. Channels are characterized by the following letter codes: [A] for unclassified pouches and [C] for classified pouches. The letter code must appear on the pouch tag and pouch documentation.
- b. When the [A] channel is used to dispatch {O}, {W}, and {Crate} pouches, originating posts must contact the carrier and refer to the post restriction list on the DPM Web site to determine if the dispatch can be accommodated (see 14 FAH-4 H-214.1). The originating post must also advise the receiving post of the shipment. Manual posts notify the receiving post by e-mail. ILMS DPM posts notify the receiving post using the ASN or Carrier Notification function in ILMS DPM.
- c. When the [C] channel is used to dispatch {O}, {W}, and {Crate} pouches, the sending post must refer to the post restriction list on the DPM Web site and contact the nearest regional courier office for authorization (see 14 FAH-4 H-214.1 and the A/LM/PMP/DPM Web site).

14 FAH-4 H-213.1 Airfreight [A] Pouches

14 FAH-4 H-213.1-1 Description of [A] Pouches

(CT:DPM-2; 05-06-2009)

- a. Subject to host country restrictions, {Crate}, {W}, {O}, {X}, {LTD}, and {B} bags may be used. See the post restrictions list on the A/LM/PMP/DPM Web site for host country or other restrictions. See 14

FAH-4 H-214.1 for description of pouch containers.

- b. [A] pouches are transported by commercial air carrier and are unaccompanied.

14 FAH-4 H-213.1-2 Contents of [A] Pouches

(CT:DPM-2; 05-06-2009)

Primary contents of [A] pouches are official, unclassified, registered or unregistered items. For regulations on items that may and may not be transported in diplomatic pouches, see 14 FAM 723.1 and 14 FAM 723.2. For regulations on sending personal items through the pouch, see 14 FAM 742.2.

14 FAH-4 H-213.1-3 Dispatch and Routing of [A] Pouches

(CT:DPM-2; 05-06-2009)

- a. [A] pouches sent by commercial air carrier should be routed directly to the destination post. They are not normally sent to an intermediate post or the Department for transshipment. Direct dispatch is the most cost beneficial.
- b. All pouch dispatches to the Department must specify on the air waybill (AWB) that the airport of final destination must read Dulles International Airport (IAD). The AWB must list all pouches shipped.
- c. Posts dispatching [A] pouches to the Department on a regular basis should establish a routing that offers the most expeditious and economical service.
- d. In the Department, days of dispatch and routing are selected by DPM based on published airline schedules and on airline past performance for transporting pouches. 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.

14 FAH-4 H-213.1-4 Receipt of [A] Pouches

(CT:DPM-2; 05-06-2009)

- a. [A] pouch air cargo schedules are published on the (see the A/LM/PMP/DPM Web site). Schedules are not absolute but are based on the best case scenario.
- b. A/LM/PMP/DPM notifies the receiving post via ASN (Advanced Shipment Notification) of the airline, date, and number of pouches destined to post. Upon arrival of the flight, post must retrieve the air cargo shipment from the airport as soon as possible. The longer pouches remain unclaimed,

the longer they are subject to pilfering or costly storage fees.

14 FAH-4 H-213.1-5 Unclassified Controlled Air Pouches (UCAP)

(CT:DPM-2; 05-06-2009)

- a. Controlled air pouches are used to transmit unclassified 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 cleared U.S. citizen personnel.
 - (b) Use regular [A] invoice series and [A] pouch tag. Either U.S. citizen or Locally Employed Staff may prepare the invoice and tag. Document the pouch on the same form used for regular air pouches that are turned over to an airline for transport.
 - (c) Locally Employed Staff (LE Staff) and Personal Service Contractors (PSCs) are authorized to deliver the pouches to the airline and, when possible, supervise loading.
 - (d) Sending posts do not need to notify the Department when sending UCAP pouches to A/LM/PMP/DPM/U.
 - (e) Manual posts must send an e-mail to the addressee post 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.
 - (f) ILMS DPM posts must notify addressee posts of the dispatch of a UCAP pouch using the ASN (Advanced Shipment Notification) function.
 - (2) Department to Post:
 - (a) The Department forwards controlled air pouches to post using the regular [A] invoice series.
 - (b) DPM/U sends an ASN e-mail to post using ILMS DPM. The ASN e-mail provides shipping information; i.e., air waybill number, date of dispatch, pouch/invoice number and specifies that the dispatch contains controlled pouches. The last column of the ASN under UCAP will show:
 - "Y" indicating that the pouch is controlled, or
 - "N" indicating that the pouch is not controlled.

- b. UCAP pouches must be delivered to the classified pouch room for opening, distribution, and storage by cleared U.S. citizen personnel.
- c. When controlled air pouches do not arrive within three (3) days of scheduled arrival, the Pouch Control Officer (PCO) must send an e-mail requesting the originator to initiate a tracer action.
- d. The PCO must inspect incoming controlled air pouches for tampering prior to opening the pouch bags. If tampering is suspected, the PCO must report it using the procedures in 14 FAH-4 H-213.2-5.

14 FAH-4 H-213.2 Courier [C] Pouches

14 FAH-4 H-213.2-1 Description of [C] Pouches

(CT:DPM-2; 05-06-2009)

Subject to host country restrictions, {Crate}, {WT}, {OT}, tangerine {X}, {BT}, {KT} and {GT} bags may be used. Canvas and nylon bag types must be tangerine in color. {LTD} bags must not be used. See the post restrictions list on the A/LM/PMP/DPM Web site for host country or other restrictions. See 14 FAH-4 H-214.1 for a description of pouch containers.

14 FAH-4 H-213.2-2 Contents of [C] Pouches

(CT:DPM-2; 05-06-2009)

- a. Contents of [C] pouches are generally limited to official classified and administratively controlled items (i.e., SENSITIVE BUT UNCLASSIFIED, CONFIDENTIAL, SECRET, and TOP SECRET). All items must bear one of these classifications. All items must be registered using barcode readable Form OF-120, Report of Excess Personal Property.
- b. Lateral [C] pouches (pouches between posts abroad) 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.
- c. Use the [C] channel for UNCLASSIFIED and SENSITIVE BUT UNCLASSIFIED items when:
 - (1) There is reason to believe that host country officials are not adhering to the inviolability of the diplomatic pouch described in Article 27 of the Vienna Convention on Diplomatic Relations;
 - (2) The item is of high value;
 - (3) Cases of theft and pilferage of pouches have occurred on a regular basis;
 - (4) The items are pertinent to ongoing investigations; or

- (5) Additional physical protection is needed to meet systems integrity/security requirements.
- d. Posts and/or agencies will be billed for transportation charges when unclassified items are improperly shipped by classified pouch.

14 FAH-4 H-213.2-3 Dispatch and Routing of [C] Pouches

(CT:DPM-2; 05-06-2009)

- a. In the Department, items for [C] pouches are dispatched from A/LM/PMP/DPM/C at SA-8. Items are received at A/LM/PMP/DPM/C in several ways:
 - (1) Classified items are transported from the Harry S. Truman Building (HST) or Department annexes to SA-8 via the Department's Internal Mail and Messenger Service (IMMS) (see 14 FAM 732).
 - (2) Department Offices, Department contractors, and non-Washington offices of other Federal agencies may send items classified through SECRET by USPS Registered Mail or Express Mail to the Supervisor, Pouch and Mail Branch, HST Room B-437, for inclusion in [C] pouches to posts abroad. The waiver of signature block must not be executed when using USPS Express Mail. See 14 FAH-4 H-320 for procedures.
 - (3) Vendors who have received blind procurement orders are instructed by the Office of Acquisitions to ship items to A/LM/OPS/SL/W's Secure Logistics Warehouse at SA-7, where the items are identified by recipient post, labeled for transport, and delivered to SA-8.
 - (4) Washington offices of other Federal agencies deliver classified items for dispatch directly to SA-8.
- b. [C] pouches are always dispatched by Top Secret-cleared U.S. citizens and transported across international borders by professional diplomatic couriers or non-professional couriers appropriately approved according to 12 FAM 142 or the Defense Courier Service (DCS). Frequency and routing of routine dispatches are controlled by the Office of the Diplomatic Courier Service (DS/C/DC) (see 12 FAM 100).

14 FAH-4 H-213.2-4 Receipt of [C] Pouches

(CT:DPM-2; 05-06-2009)

- a. All [C] pouches must be receipted for by authorized persons as described in 12 FAM 126.
- b. [C] pouches must be opened and closed only by a U.S. citizen with a TOP SECRET clearance.

14 FAH-4 H-213.2-5 Security Violations and Suspected Compromise of Classified Pouch

(CT:DPM-2; 05-06-2009)

- a. Examples of security violations and suspected compromises that must be reported are:
 - (1) A classified item dispatched by unclassified pouch;
 - (2) An unregistered classified item;
 - (3) An improperly sealed pouch that permits access;
 - (4) A classified pouch that has been out of control of the cleared U.S. citizen; or
 - (5) Information about pouches given to unauthorized persons.
- b. Upon discovery of any of the above situations, the Pouch Control Officer (PCO) must report the violation, along with suspected compromise of contents, within 24 hours:
 - (1) Send a PRIORITY telegram captioned for the regional security officer (RSO) and PCO;
 - (2) Send a copy of the telegram to the Diplomatic Pouch and Mail Division (A/LM/PMP/DPM/C) and the Office of Diplomatic Courier Service (DS/C/DC);
 - (3) Notify the RSO at the receiving post; and
 - (4) Notify the Program Applications Division (DS/IS/APD) (see 12 FAM 550).
- c. Reports on suspected compromises must provide full details. The PCO must give the seals, tags, invoices, and the pouch itself (when covert penetration is suspected) to the RSO at the post where the suspected compromise was discovered.

14 FAH-4 H-214 POUCH CONTAINERS

14 FAH-4 H-214.1 Types of Pouch Containers

(CT:DPM-2; 05-06-2009)

Most commonly used pouch container types are: {Crate}, {W}, {O}, {X}, {B}, {K}, {G}, and {LTD}. A "T" suffix indicates that the bag is tangerine in color.

14 FAH-4 H-214.1-1 {Crate}

(CT:DPM-2; 05-06-2009)

- a. Any non-conveyable prepared and documented as a diplomatic pouch is called a {Crate} pouch. {Crate} pouches are either triwall cardboard containers, wooden boxes constructed around the item(s), or plastic "Pelican" cases (also called "zero" cases).
- b. The Vienna Convention does not require {Crates} to be covered in order to be considered diplomatic pouches. However, the Department requires that unclassified {Crates} be covered in burlap to prevent confusion with HHE and other cargo shipments. The Department also requires that classified {Crates} be covered in burlap or a tangerine colored equivalent material in order to completely screen the item from view and make casual penetration difficult.
- c. To meet Department security requirements, {Crate} pouches must be cross-banded with metal or plastic bands, except that zero cases do not need to be banded provided that they can be locked and sealed to prevent opening during transit. Plastic bands are preferred for safety reasons. It is the originating office's physical and fiscal responsibility to cover and band containers.
- d. {Crate} pouches may contain more than one item. If so, items must be packed to avoid damage. Although {Crates} can contain more than one item, only one registry number is to be placed on the outside of the {Crate} for identification purposes.
- e. Smaller crates should not have skids on them. Large or heavy {Crate} pouches are usually moved by forklift or pallet jack and therefore require skid runners equal in size to the crate.
- f. Triwall cardboard is preferred over wood. Wooden crates are heavier and more costly to move. If wood is used, it must be pre-treated with heat or fumigation to meet the standards of the Department of Agriculture for the importation of wood articles (see 14 FAM 614.9).

14 FAH-4 H-214.1-2 {W} Bag

(CT:DPM-2; 05-06-2009)

{W} bags are the largest type of canvas/nylon pouch currently available. Use them for single oversize items. Place only one item in a {W} bag. Maximum dimensions of the item are 29" x 29" x 29". There is no maximum weight, but remember that these pouches are moved by people, not machines. ILSM DPM posts must enter the dimensions of the filled bag into ILSM DPM.

14 FAH-4 H-214.1-3 {O} Bag

(CT:DPM-2; 05-06-2009)

{O} and {O+} bags are designed specifically to contain a zero case and are slightly larger than {X} bags. Maximum single item dimensions are 32" X 24" X 10". Maximum combined weight of all items in the {O} bag is 30 kgs (66 lbs).

14 FAH-4 H-214.1-4 {X} Bag

(CT:DPM-2; 05-06-2009)

The {X} bag is the standard diplomatic pouch bag for the Department and is designed to contain single or multiple items. There are four sizes of {X} bags: {X3}, {X4}, {X6}, and {X7}. Maximum combined weight of all items in the {X} bag is 30 kgs (66 lbs). Maximum single item dimensions for the various types of {X} bags are:

- {X3}: 29" x 16" x 13"
- {X4}: 26" x 16" x 13"
- {X6}: 24" x 15" x 15"
- {X7}: 29" x 15" x 15"

14 FAH-4 H-214.1-5 {B} Bag

(CT:DPM-2; 05-06-2009)

Use this bag for single or multiple items (e.g., letters, flats, and parcels no larger than 12" x 10" x 18"). Maximum combined weight of all items in the {B} bag is 20 kgs (44 lbs).

14 FAH-4 H-214.1-6 {K} Bag

(CT:DPM-2; 05-06-2009)

There are two types of {K} bags, {KT} and {K5}, and both are tangerine in color only. Use these bags only for lightweight courier dispatches of letters and flats. Maximum combined weight of all items in a {K} bag is 7 kgs (15 lbs).

14 FAH-4 H-214.1-7 {G} Bag

(CT:DPM-2; 05-06-2009)

There are two types of {G} bags, {GT} and {G4}, and both are tangerine in color only. This is the smallest standard size bag. Use this bag only for lightweight courier dispatches of letters and flats. Maximum combined weight of all items in the {G} bag is 2 kgs (5 lbs).

14 FAH-4 H-214.1-8 {LTD} Bag

(CT:DPM-2; 05-06-2009)

- a. The {LTD} is a lightweight polyurethane bag that weighs 8 oz. It is not as sturdy as a canvas/nylon bag and is limited in the number of dispatches. If the fabric is not torn, ripped, or frayed, this bag can be re-dispatched to the Department or laterally despite the marking "NOT FOR REUSE."
- b. Maximum single item dimensions are 13" x 16" x 26". Maximum combined weight of all items in the {LTD} bag is 30 kgs (66 lbs).
- c. Damaged {LTDs} received by the Department are destroyed. Damaged or surplus {LTDs} at post must be destroyed at post. Destroy {LTDs} by shredding or burning. Gases produced by burning are not carcinogenic. Do not dispose of {LTDs} by any other means than destruction.
- d. Do not use this bag for other than its original purpose. Do not use for classified material or courier dispatch.

14 FAH-4 H-214.2 Container Markings

(CT:DPM-2; 05-06-2009)

- a. All containers used as a diplomatic pouch must display on at least one surface:

U.S. DEPARTMENT OF STATE
DIPLOMATIC POUCH
- b. Canvas, nylon, or plastic bag containers used as a diplomatic pouch have a unique number displayed on at least two of its opposite surfaces. The number is prefixed by the container type, e.g., "W-09601."
- c. {Crate} pouches from ILMS DPM posts have the Department's or the sending agency's registry number preceded by "A-" or "C-" displayed on the tag. {Crate} pouches from manual posts have the invoice number displayed on the tag preceded by "A-" or "C-".
- d. Do not ship items that via the diplomatic pouch require any unique outside labeling, marking, or identification on the diplomatic pouch (such as "fragile" or "hazardous cargo"), as these markings would violate the integrity of the diplomatic pouch.

14 FAH-4 H-214.3 Container Seals

14 FAH-4 H-214.3-1 Information about Seals

(CT:DPM-2; 05-06-2009)

- a. Pouches are sealed with Department-approved self-locking zip-type

plastic ties or with plastic string-type ties.

- b. Lead seals are prohibited unless required by the host country (see the A/LM/PMP/DPM Web site). Surplus lead seals must be placed in closed containers, labeled as a lead hazard and locally recycled. If recycling is not an option, lead seals must be disposed of as hazardous waste in accordance with local practices. For further guidance on safe handling and disposal of lead seals, see the A/LM/PMP/DPM Web site.
- c. Self-locking plastic seals have a seal number imprinted on them to provide an enhanced level of security against tampering. Gray seals for unclassified pouches have a three-digit code corresponding to the first three digits of post's unique +4 ZIP code, followed by the letter U, followed by five consecutive digits. Red seals for classified pouches have a three-digit code corresponding to the first three digits of post's unique +4 ZIP code, followed by the letter C, followed by five consecutive digits. ILMS DPM posts enter the seal number into ILMS DPM as directed in 14 FAH-4 H-214.3-2, paragraph g.
- d. Self-locking plastic seals do not require the use of a crimping device. String-type seals require a seal crimping device. Seal crimping devices are controlled items and must be stored in an approved security container, which is, at a minimum, a bar-locked cabinet.
- e. Posts are responsible for funding purchases of seals and seal crimping devices. Ordering information is available on the A/LM/PMP/DPM Web site.

14 FAH-4 H-214.3-2 Using Seals

(CT:DPM-2; 05-06-2009)

- a. {W}, {O}, {X} and some {BT} pouches have a belt and hasp around the throats. Cinch the bag tightly and close the hasp over the staple. If using a string-type seal, lace the seal cords around the staple; run the strings through the eyelet of pouch tag; draw the seal tightly to the staple with the seal crimping device; and firmly crimp the seal, whether lead or plastic, so that the seals do not slide on the cords. Tie a knot in the excess string. If using a plastic self-locking seal, lace the seal through the staple and the tag eyelet and tighten.
- b. For canvas, nylon, or plastic bags without a belt and hasp, gather the top of the bag as tight as possible. If using a string-type seal, loop the seal cord over the throat of the pouch; run the strings through the eyelet of pouch tag; draw the strings tight using the tightening device on the crimper; and crimp and tie a knot in the excess string. If using a plastic self-locking seal, put the seal strap around the gathered throat and through the eyelet of the tag and tighten.

- c. With either type of seal, check the throat of the bag to ensure that no device for removing items can pass through the throat of the bag. If there is too much space, place another seal around the throat. If you can fit two fingers in the opening of the bag, it must be resealed.
- d. Do not place seals so low on the bag that the pouch number or the diplomatic markings are obscured.
- e. For cross-banded {Crate} pouches:
 - (1) When using string-type seals, place seals in at least two locations where the bands cross. One location should be next to the pouch tag;
 - (2) When using Department-approved plastic seals, place the bar-coded seal at the cross-band location closest to the pouch tag. If post wishes to use a second seal for another cross band location, do not use a second bar-coded seal, but use a plain electrician's cable tie or string-type seal.
- f. For zero cases that are unbanded, place the seal through the pre-formed holes where a lock is intended to go.
- g. When using a self-locking plastic seal with an imprinted seal number, ILMS DPM posts must enter the seal number in the "Pouch Seal" field on the Quick Pouch Build page or the Build/Modify Pouch page.

14 FAH-4 H-215 POUCH TAGS

14 FAH-4 H-215.1 Information About Pouch Tags

(CT:DPM-2; 05-06-2009)

- a. All containers used as pouches must have a pouch tag attached. {Crate} pouches may have the tag (1) stapled on the surface; (2) attached to the cross band using a seal; or (3) placed inside a custom plastic shipping envelope affixed to the crate.
- b. The standard size of a pouch tag is 7 inches by 4 1/2 inches.
- c. All pouches must bear a pre-printed Diplomatic Pouch Tag (see 14 FAH-4 Exhibit H-215). The letter of the pouch channel ([A] or [C]) is in bold lettering in the lower right corner on the front of the tag. [A] tags are bordered in blue; [C] tags are bordered in red.
- d. Posts are responsible for funding purchases of blank pouch tags for both [A] and [C] channels. Ordering information is available on the A/LM/PMP/DPM Web site.

14 FAH-4 H-215.2 Using Pouch Tags

(CT:DPM-2; 05-06-2009)

- a. The preprinted tag has the Seal of the United States and the words DIPLOMATIC POUCH on the back of the tag.
- b. Users at manual posts must prepare the front of the tag in the following manner:
 - (1) Top left, first line: Fill in the "Post" blank with the type of post, e.g., Embassy or Consulate;
 - (2) Top left, second line: Fill in the "Location" blank with the name of the city, e.g., Abuja or Lagos;
 - (3) Top right, first line: Fill in the "Pouch No." blank with the unique pouch number that is on the container;
 - (4) Top right, second line: Fill in the "Weight" blank with the gross weight in kilograms;
 - (5) Center: Hand-write in bold the destination of the pouch. For a post abroad, use only the post type, city, and country (e.g., "Embassy Abuja, Nigeria"). For [C] channel pouches to the Department, use only "Department of State, Washington, DC." For [A] channel pouches to the Department, use only "Department of State, SA-32, 44132 Mercure Circle, Sterling, VA., 20166." No employee or organization names may appear in the destination information.
- c. Users at ILMS DPM posts affix a system-printed label that includes a bar code and other information to the front of the tag.
- d. All containers used as diplomatic pouches must show the Department or one of its posts abroad as addressor and addressee on the pouch tag even if its entire contents are for another agency.

14 FAH-4 H-216 POUCH SUPPLIES

14 FAH-4 H-216.1 Requisitioning New Supplies

(CT:DPM-2; 05-06-2009)

Requisition pouch and mail supplies along with all other general office supplies in accordance with 14 FAM 230. Authorized pouch supplies, recommended vendors, and estimated prices can be found on the A/LM/PMP/DPM Web site.

14 FAH-4 H-216.2 Returning Surplus Pouches

(CT:DPM-2; 05-06-2009)

- a. Posts must return empty canvas or nylon pouches (“sac vides”) in excess of post's immediate needs to the Department. Surplus pouches must be returned on a regularly scheduled basis and must not be allowed to accumulate for long periods of time.
- b. Posts are responsible for the transportation cost of sac vides shipments.
- c. Posts must return sac vides via pouch. Do not mail sac vides via the MPS or DPO.
- d. Use the following pouching procedures:
 - (1) Inspect the condition of pouches. Pouches that have powders or other residues that could be perceived as suspicious should not be returned as the residue would cause disruption to SA-32 activities. Damaged or otherwise unusable pouches must be destroyed locally at post, e.g., shredding, burning, etc. Damaged pouches must be destroyed in a manner to prevent reuse for any other purpose;
 - (2) Stuff a white (not tangerine) canvas {X} or {O} diplomatic pouch bag with surplus empty pouches. Surplus white and tangerine bags may be mixed in the same pouch bag, but do not put correspondence or packages (“live mail”) in the same pouch as sac vides;
 - (3) Manual posts do not use pouch invoices (Form OF-244) for sac vides. ILMS DPM posts must use Form DS-3082, Pouch Invoice () for sac vides;
 - (4) Use the normal [A] pouch tagging and sealing procedures to close the pouch. Both manual and ILMS DPM posts must hand-write “sac vides” in bold marker on the tag; and
 - (5) Take great care to assure sac vides do not contain any prior invoices or pouch contents.

14 FAH-4 H-217 THROUGH H-219 UNASSIGNED

14 FAH-4 exhibit H-215
POUCH TAGS

(CT:DPM-2; 05-06-2009)

DEPARTMENT OF STATE, USA Pouch No. _____
WASHINGTON, DC 20520 Weight _____ kgs.

A
AIRFREIGHT



DEPARTMENT OF STATE, USA
WASHINGTON, DC 20520

Pouch No. _____
Weight _____ **kgs.**

C
COURIER



DIPLOMATIC POUCH