

**Functional Series 500 - Management Services**  
**ADS 513 - Mail Management**

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## ADS 513 - Mail Management

### 513.1 OVERVIEW

Effective Date – 02/26/2001

This ADS chapter includes the policies and procedures that enable USAID to provide rapid processing and accurate delivery of USAID mail at minimum cost, to be consistent with the Federal Government's mail management program requirements, and to control the postage and fees for these services.

### 513.2 PRIMARY RESPONSIBILITIES

Effective Date – 02/26/2001

- a. The Bureau for Management, Office of Administrative Services, Consolidated Property Division (M/AS/CPD) establishes the policies and procedures for the receipt, delivery, collection, and dispatch of Agency mail and pouch items.
- b. USAID Missions establish effective systems for the processing and delivery of mail and diplomatic pouch items received within the Missions.

### 513.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date – 02/26/2001

The Mail Management Operations office within M/AS/CPD picks up and delivers mail and diplomatic pouch items in USAID/Washington (USAID/W) and oversees the distribution services for USAID/W and overseas. Therefore, M/AS/CPD also determines the most economical methods of sending official materials to U.S. and overseas destinations. The M/AS/CPD mail management budget covers expenditures incurred in providing mail service for USAID.

**Illegal Substances and Hazardous Items:** You may not transmit illegal substances, glass, liquids, chemicals, and other items that destroy, damage, or injure life or property through the Agency's mail system or the U.S. Post Office.

#### 513.3.1 Internal USAID/W Mail

Effective Date – 02/26/2001

Internal Agency mail must be processed through M/AS/CPD.

- a. **Personal Items:** You may not use the Agency's internal mail delivery system to pick up and deliver personal items.
- b. **Scheduled Pick-Ups:** M/AS/CPD provides four scheduled mail pick-ups and deliveries on a daily basis to USAID/W Bureaus/Offices.

**c. Mail Stop Codes:** You must use the four-digit Mail Stop Codes that M/AS/CPD creates for USAID/W offices. See the Mandatory Reference, [USAID/W Mail Stops at the Ronald Reagan Building \(RRB\)](#).

**d. Weight Limit:** You may not use the USAID/W mail system for receipt or delivery of official mail items over 70 lb. You must make arrangements for shipment of items over 70 lb through M/AS/CPD.

### **513.3.2 Outgoing Agency Mail**

Effective Date – 02/26/2001

Official Agency mail must be processed through M/AS/CPD. Enclose your mail in an envelope or other type of acceptable wrap that meets U.S. Post Office (USPO) standards. See the U.S. Postal Service Domestic Mail Manual, available at the following web site: <http://www.usps.com/>.

#### **513.3.2.1 U.S. Post Office Regulations**

Effective Date – 02/26/2001

**a. Weight and Size:** All outgoing packages/parcels must conform to weight and size limitations set forth in USPO Regulations. If you have any questions, contact M/AS/CPD for assistance. See the U.S. Postal Service Domestic Mail Manual, available at the following web site: <http://www.usps.com/>.

**(1) Documents:** Whenever possible, fold documents to fit standard (4 1/8 x 9 1/2) letter-size envelopes.

**(2) Packages:** Packages must not exceed 40 lb in weight, and 62 inches in length and girth (circumference) combined.

**b. Zip Codes:** Outgoing official Agency mail must include the five-digit U.S. Postal Service zip code of the addressee and the sender's return address, including the four-digit mail stop number established by the Agency (see [USAID/W Mail Stops at the RRB](#)).

### **513.3.3 Courier Service**

Effective Date – 02/26/2001

M/AS/CPD determines usage of commercial courier service from USAID/W. You must include an Express Mail and Courier Service form ([AID 5-52](#)) with each request. Include a justification and authorizing signature on the form and attach it to the envelope or package.

**a. Commercial Courier Service:** You may only use commercial courier service to expedite the transmission of nonclassified "priority" mail items to domestic and

international addressees. (See Mandatory Reference, [Executive Order \(EO\) 12958](#) for specifics.)

**b. Local Courier Service:** You may use this type of service to transmit nonclassified urgent mail items within the Washington Metropolitan Area. M/AS/CPD will make the necessary arrangements and utilize an Agency-approved courier company.

#### **513.3.4 Internal Mission Mailing Systems**

Effective Date – 02/26/2001

Each Mission must create an internal mail system based on specific U.S. Embassy guidelines and procedures regarding pouch users within the respective country.

#### **513.3.5 Sending Classified Material**

Effective Date – 02/26/2001

**a. Sending Classified Mail Internally:** You may use the Agency's internal mail delivery system to send and receive classified material rated as high as "Secret."

You must transmit internal classified material in unused, sealed envelopes. Indicate the highest form of classification on the envelope and attach a completed form OF-112, Classified Material Receipt. Adherence to EO 12958 is required when preparing classified material. See [EO 12958](#) for proper classified document marking requirements.

**b. Sending Outgoing Classified Mail:** You must properly prepare and identify classified mail sent through the U.S. Postal Service in accordance with EO 12958. You must double wrap the document.

Address, seal, and mark the inner envelope with the highest security classification. Address the outer envelope and mark "registered," and attach a completed Form OF-112, Classified Material Receipt.

#### **513.3.6 Diplomatic Pouch**

Effective Date – 03/25/2002

You may only use the Diplomatic Pouch to transport items for official use to Missions from USAID/W, from Mission to Mission, and from Missions to USAID/W.

The Agency adheres to the Diplomatic Pouch policies and procedures as stated in the Foreign Affairs Handbook (FAH). See Mandatory Reference, [5 FAH-10 H-500-590](#), Pouch and Mail Handbook, for specifics.

Personnel assigned to Category "A" posts do not have Diplomatic Pouch privileges. Category "A" posts utilize Army Post Office and Fleet Post Office (APO/FPO) facilities, that is, the Military Postal System.

\*Beginning November 15, 2000, internationally recruited USAID U.S. citizen Personal Service Contract (USPSC) employees have full pouch privileges, i.e., the same pouch privileges as those extended to USAID's direct-hire employees under 5 FAM 300. USAID internationally recruited USPSCs receiving full pouch privileges must not be permanent residents of the country in which they are working for USAID. Locally recruited USPSCs are not entitled to pouch privileges even if they are U.S. citizens. (See Mandatory References, [State Cable 226906 dated 11/16/00](#); [Memorandum of Agreement Between the Department of State and USAID for Diplomatic Pouch Services for U.S. Citizen Personal Services Contract Employees](#); and [5 FAM 300](#))

\*Employees of USAID contractors, grantees, and cooperators are eligible for limited pouch privileges under [5 FAM 343.2\(B\)](#).

#### **513.3.6.1 Illegal Substances and Hazardous Items**

Effective Date – 02/26/2001

You are prohibited from transporting hazardous or illegal items through the Diplomatic Pouch. Violators are subject to loss of pouch privileges and/or disciplinary actions. (See Mandatory Reference, [5 FAH-10 H-530](#))

#### **513.3.6.2 Weight and Size Limitations**

Effective Date – 02/26/2001

Weight and size limitations for envelopes, personal mail, and parcels sent through Diplomatic Pouch are as follows:

- a. Enveloped (official) documents may not weigh more than 2 lb.
- b. Personal mail may not weigh more than 1 lb.
- c. Parcels shipped via Diplomatic Pouch may not weigh more than 40 lb. Size restriction is 24 inches in length or 62 inches in length and girth (circumference) combined.

#### **513.3.7 Military Postal Facilities (APO/FPO)**

Effective Date – 02/26/2001

All overseas posts that are classified as Category "A" posts have an Army or Air Force Post Office (APO) or Fleet Post Office (FPO) facility. Therefore, you can only use the Military Postal System at these posts to receive unclassified office mail from USAID overseas posts. All posts with APO/FPO facilities must use the Military Postal System when sending unclassified official mail.

- a. **Contractors:** USAID contract personnel are not authorized to use APO/FPO facilities. (See Mandatory Reference, Department of Defense Postal

Manual 4525.6-M, Volume I, Chapter I, paragraph 105; Appendix A, #12e (please contact M/AS/CPD for more information on obtaining this reference))

**b. USAID Personal Service Contractors (USPSCs):** USPSCs who are U.S. citizens hired in the United States have full use of APO/FPO facilities. (See Mandatory Reference, [Exception to Policy](#) – USAID Personal Service Contractors Memorandum from Assistant Deputy Under Secretary of Office of the Under Secretary of Defense, 09/09/93, and attachment)

#### **513.4 MANDATORY REFERENCES**

Effective Date – 03/25/2002

##### **513.4.1 External Mandatory References**

Effective Date – 03/25/2002

- a. Department of Defense Postal Manual 4525.6-M, Volume I, Chapter I, paragraph 105; Appendix A, #12e [please contact M/AS/CPD for more information on obtaining this reference]
- \*b. [Executive Order 12958, Classified National Security Information](#)
- c. [Exception to Policy – USAID Personal Service Contractors Memorandum from Assistant Deputy Under Secretary of Office of the Under Secretary of Defense, 09/09/93, and attachment](#)
- d. Federal Property Management Regulations, Amendment A-53 Section 101-9 [please contact M/AS/CPD for more information on obtaining this reference]
- e. [5 FAH-10 H-500-590](#)
- \*f. [5 FAM 300, Diplomatic Pouch and Mail](#)
- \*g. [Memorandum of Agreement Between the Department of State and USAID for Diplomatic Pouch Services for U.S. Citizen Personal Services Contract Employees](#)
- \*h. [State Cable 226906 dated 11/16/00](#)
- i. U.S. Postal Service Domestic Mail Manual: PO 11.1.60; PO 13-2.1; A010.3.2 & 4.1; C010.3.1 (DMM-477) [available at the following web site: <http://www.usps.com/>]

##### **513.4.2 Internal Mandatory References**

Effective Date – 02/26/2001

- a. Classified Material Receipt - Form OF-112 [to obtain a copy of this form please contact GSA at:  
<http://www.gsa.gov/Portal/contact.jsp>]
- b. [Express Mail and Courier Service Form \(AID 5-52\)](#)
- c. [USAID/W Mail Stops at the Ronald Reagan Building \(RRB\)](#)

**513.5**        **ADDITIONAL HELP**  
Effective Date – 02/26/2001

**513.6**        **DEFINITIONS**  
Effective Date – 02/26/2001

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