



Foreign Affairs Handbook

5 FAH-10 – Diplomatic Pouch And Mail Handbook

Transmittal Letter: PMH-8

Date: July 25, 2003

5 FAH-10 H-210 INTERNAL MESSAGE SERVICE (IMS), H-310 UNITED STATES POSTAL SERVICE PROCEDURES, H-510 GENERAL DIPLOMATIC POUCH PROCEDURES, and H-540 POUCH CHANNELS

MAJOR CHANGES

1. This change reflects the increases in the authorized size and weight of (A) pouch flats and merchandise parcels originating or destined for Category B posts. There have also been numerous corrections to H-518 Exhibit 518a: adding, deleting, and changing the status of posts. Section H-541.3-2 has been changed reflecting the correct address for sending classified items, and the form designator of OF-112, *Classified Material Receipt*, has been changed to DS-112 in subchapters H-210, 310, and 510.

2. Revisions since the last update appear in bold italics. The bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.

3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of 5 FAH-10 H-210, H-310, H-510 and H-540 and replace them with the attached revised subchapters (35 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL checklist, then fill in the entry line for TL:PMH-8, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) official version can be found on State Department's Intranet site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room HST-B934, (202) 736-7470, FAX (202) 647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to A/LM/PMP/DPM, who may be reached at (703) 369-7584.

(A/LM/PMP/DMP)