Communications

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE March 11, 1994	TRANS. MEMO NO. 21:66

MATERIAL TRANSMITTED:

Handbook 21 - Communications Management

>
> Chapter 8, Telephone Services, and Chapter 10, Telegrams and Telecommunications, have been moved to Handbook 18, Part V, Information Technology Services, as part of the new Information Resource Management handbook, Section B, Chapter 10.

FILING INSTRUCTIONS:

1. **REMOVE PAGES:**   **REPLACEMENT PAGES:**

    Entire chapter 8 and entire chapter 10   Pages 8-1 and 10-1
    (TMs 21:44, 21:46, 21:48, and 21:61)

2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside **TM 21:66.**

3. **KEEP THIS TRANSMITTAL MEMORANDUM,** which has an up-to-date Checklist for this Handbook on the back.

4. File this **TM 21:66** in the front of the handbook binder; discard TM sheet **21:65.**

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> Address questions about this Handbook to
> M/AS/PP (703) 875-1306
>
> For additional copies of this Transmittal contact M/AS/ISS (202) 736-4747

CHECKLIST FOR HANDBOOK 21
PART I

COMMUNICATIONS

AUTHOR OFFICE: M/AS/PP

DATE	MATERIAL TRANSMITTED	TM NO.
2-3-75	Checksheet of Transmittal Memorandums Received	21:4
1-22-76	NOTE regarding sex-biased language in handbooks	21:8
6-10-85	Part I	21:44
12-6-85	Tabs for Chapters in Part I	21:45
4-1-86	Part I: Appendix 9A to Chapter 9	21:48
8-85	New Handbook Index	21:51
2-18-88	Pages 9C-1 thru 9C-22 of App. 9C to Ch. 9	21:56
8-8-88	Chapter 1 thru Chapter 6	21:58
9-9-88	Pages 1-1 and 1-2 of Chapter 1	21:59
8-8-89	Pages 9B-1 thru 9B-3 of App. 9B, Ch. 9	21:63
Various	Reissuance in its entirety	21:64
10-8-92	Chapter 11	21:65
3-11-94	Pages 8-1 and 10-1	21:66

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE October 8, 1992	TRANS. MEMO NO. 21:65

MATERIAL TRANSMITTED:

Handbook 21-Part I - Communications Management

      Chapter 11, Language Services, has been reissued in its entirety.

FILING INSTRUCTIONS:

1.   REMOVE PAGES: REPLACEMENT PAGES:

      TC-1 of Chapter 11 (TM 21:44)   TC 11-1
      11-1 through 11-5 (TM 21:44)   11-1 through 11-6

2.   Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 21:65.

3.   KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back.

4.   File this TM 21:65 in the front of the handbook binder; discard TM sheet 21:64.

<div align="center">*   *   *   *   *   *   *</div>

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For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641.

COMMUNICATIONS

AUTHOR OFFICE: FA/AS/PP

The following Transmittal Memorandums with attached changes are necessary for a complete Handbook:

DATE	MATERIAL TRANSMITTED	TM NO.
2-3-75	Checksheet of Transmittal Memorandums Received	21:4
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8-8-89	Pages 9B-1 thru 9B-3 of App. 9B, Ch. 9	21:63
Various	Reissuance in its entirety	21:64
10-8-92	Chapter 11	21:65

AGENCY FOR INTERNATIONAL DEVELOPMENT

	DATE	TRANS. MEMO NO.
HANDBOOK TRANSMITTAL MEMORANDUM	December 12, 1989	21:64

MATERIAL TRANSMITTED:

Handbook 21 - Part I - Communications

        Handbook 21 has been reissued in its entirety. This Handbook
        contains all updates upthrough and including TM 21:63.

SUPERSEDES:

Entire Handbook.

FILING INSTRUCTIONS:

1. Replaces any pre-existing Handbook 21.

2. File the attached in their appropriate places.

3. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook
   binder) beside TM 21:64.

           *   *   *   *   *   *   *

KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this
Handbook on the back. File this TM 21:64 in the front of the handbook binder;
discard TM sheet 21:63.

           *   *   *   *   *   *   *

Address questions about this Handbook to MS/MO/PA/PB.
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CHECKLIST FOR HANDBOOK 21

COMMUNICATIONS

AUTHOR OFFICE: SER/MO/PP

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Various	Reissuance in its entirety	21:64

H A N D B O O K   2 1

P A R T   I

C O M M U N I C A T I O N S   M A N A G E M E N T

C H A P T E R   1

C O R R E S P O N D E N C E   P O L I C Y   A N D   P R O C E D U R E S

✱ Revised

Correspondence Policy and Procedures

C H A P T E R   1

C O R R E S P O N D E N C E   P O L I C Y   A N D   P R O C E D U R E S

1A.   Introduction

The Agency for International Development (AID) does most of its day-to-day business through written communications. Thousands of letters and telegrams go out every day. The appearance and style of our correspondence represent AID wherever our letters, memoranda, or telegrams go. We want to meet the highest possible standards for written communications and must meet the standards established for use throughout the Federal Government.

Preparing and processing correspondence is an expensive and time-consuming activity costing billions of dollars every year. The instructions in this handbook are aimed at reducing the cost and improving the timeliness of correspondence preparation.

1B.   Purpose

Part I of this handbook is designed to provide instructions for processing and preparing AID communications. The procedures conform to Government-wide correspondence standards prescribed in the U.S. Government Correspondence Manual. They are similar to those contained in the U.S. Department of State Correspondence Handbook, and are therefore designed to facilitate combined administrative operations.

This chapter contains general requirements and procedures for preparing AID correspondence. Provisions that are common to most correspondence are covered in this chapter and specific procedures for preparing each type of correspondence are discussed in succeeding chapters. The preparation of correspondence for the Office of the Administrator, is covered in Supplement A to Handbook 21, Executive Communications.

1C.   Agency Acronym

When the acronym for Agency for International Development is used in external correspondence, i.e. letters and memorandums directed to addresses outside the Agency, it should be typed as A.I.D. with the period punctuation. The acronyms AID or USAID with no period punctuation may be used in all internal correspondence (except Executive Communications), telecommunication, forms, handbooks, notices, and other similar series. USAID should be used when referring to an overseas Mission of the Agency.

1D. **Definitions**

1. **Correspondence**

Correspondence includes letters, form letters, telegrams, memoranda, facsimiles, endorsements, summary sheets, postal cards, routing slips, and other written communications.

2. **Correspondence Management**

Correspondence management is the program that establishes standards for managing correspondence within the Agency. The objectives of the program are to limit correspondence to essential requirements, to improve the quality of necessary correspondence and to provide for its creation in an economical and efficient manner.

1E. **Responsibilities**

1. **Records Management Officer**

The AID Records Management Officer serves as coordinator for AID's Correspondence Management Program.

2. **Executive Secretariat**

The Executive Secretariat reviews, for established format, correspondence signed by the Administrator and the Deputy Administrator.

3. **AID Employees**

(1) Responsibility for preparing communications that meet Agency standards belongs to drafting and clearing officials, secretaries, and typists. The drafting officer should select the best type of communication which fits the purpose. Since the written word is often the only relationship existing between the sender and the recipient, we want it to make a favorable impression.

(2) Drafters and typists are responsible for using these standards which specify the type, format, and style of Agency correspondence.

1E. **Types of Communications**

The Agency corresponds by memoranda, letters, and telegrams, as appropriate. The use of memoranda or letters rather than telegrams is encouraged for routine and non-urgent correspondence between AID/W and overseas offices and between overseas offices, particularly between counterpart activities where the message would not affect existing policy or procedures and general dissemination of copies is not required.

In certain instances, when less formality is necessary, routing slips and intra-office routers are used. Each form of correspondence is discussed briefly below, and procedures for their use are set forth in chapters 2, 3, 4, and 5.

1. Letters

Letters are used for correspondence with members of Congress, other U.S. Government agencies, private individuals, business firms, universities, private and international organizations, and officials of foreign government.

For general preparation procedures, see chapter 2. See chapter 5 for letters to Congress.

❋ 2. Memoranda

The memorandum is the principal form of correspondence used within the Agency. It may also be used between A.I.D. and other U.S. Government agencies. The memorandum is also used to make a written record of a significant discussion, agreement, or occurrence. A.I.D. memoranda may be prepared on the following forms, as appropriate: (a) A.I.D. Letterhead or (b) 2-Way Memo (OF-27). For preparation procedures, see chapter 3.

3. Telegrams

Telegrams are used to transmit messages usually between AID/W and overseas offices or between overseas offices. They may also be used to transmit short messages between A.I.D. and the US private sector when urgency does not permit satisfactory use of a letter. For preparation procedures, see chapter 10.

4. Routing and Transmittal Slips

Routing and Transmittal Slips (OF-41) are used for routing material or transmitting short informal messages within or between A.I.D. offices. In many instances a routing slip will accomplish the transmittal of documents more expeditiously than will a memorandum or letter, since it requires no processing or handling controls. Offices should strive to use the routing slip to the greatest extent possible. For preparation procedures, see chapter 4.

1G. Avoidance of Sex-Biased Language **❋**

Sex-biased language should be avoided in all methods of communications. Specifically, do not use:

❋ Revised

1.   Language that unnecessarily assumes or implies the sex of a person being discussed.

2.   Terms such as "manpower," "manning," "man-year," or similar terms for referring to employees of both sexes. Instead, use terms such as "workforce," "staffing," "staff-year," and other similar terms that apply to both sexes.

3.   Masculine pronouns ("he," "him," "his") when the reference can be to a male or female. Instead, use nouns that can refer to either sex, such as "official," "officer," "employee," "worker," "technician," "specialist," "incumbent," or other non-gender-specific words. Terms such as "he or she," "her or him" may also be used.

✻ 1H.   <u>Prompt Reply to Communications</u>

Promptness in replying to communications is essential in rendering efficient services and creating good will.

1.   <u>Acknowledgement</u>

An incoming letter requiring action or reply must be given prompt attention. When it is evident that there may be a delay in answering a communication, an acknowledgement should be made in accordance with the time limit schedule below.

2.   <u>Time Limit Schedule</u>

Acknowledgements, replies, or interim replies, should be sent within the following time limits:

   a.   LETTERS AND MEMORANDA

   (1)   White House......................... within 9 working days
   (2)   Cabinet.............................. within 5 working days
   (3)   Congressional....................... within 5 working days
   (4)   Other Letters and Memoranda
         not included above................ within 7 working days

   b.   TELEGRAMS

   (1)   FLASH, NIACT IMMEDIATE,
         and IMMEDIATE Telegrams........... within 24 hours
   (2)   PRIORITY Telegrams.................. within 2 working days
   (3)   CONGRESSIONAL INQUIRY
         Telegrams.......................... within 3 working days
   (4)   Routine Telegrams.................. within 5 working days

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✻ Revised

c.   OTHER

(1)   When a Reply is Requested by
a Specific Date.................... observe requested
reply date

(2)   Complaint Mail (and follow-up
request for replies to
previous communications).......... within 1 working day

3.   Interim Reply

The interim reply is an essential element of business courtesy. Such replies will provide available information and will include the anticipated date of the final reply. An interim reply should be sent at least every 30 days until a final reply is sent.

✱ II.   Security Classification and Administrative Control Designations

Security classified and administratively controlled correspondence must be labeled to show its degree of sensitivity or restricted use. The drafter of the correspondence determines whether a security classification or administrative control designation is needed. Declassification, downgrading, or decontrol markings must also be determined by the drafter.

The security provisions that follow represent a summary of security regulations related to correspondence preparation. For additional information on security see Handbook 6, Security.

1.   Security Classification

Information which requires protection in the interest of national security is limited to the following categories of classification.

a.   TOP SECRET

The Top Secret classification is used for information or material, the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security.

b.   SECRET

The Secret classification is used for information or material, the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security.

✱ Revised

c.   CONFIDENTIAL

The Confidential classification is used for information or material the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

2.   Administrative Control Designation

Information which does not require national security protection but which should be protected from unauthorized disclosure for administrative reasons should be designated LIMITED OFFICIAL USE. This designation is used for certain types of personnel records, investigative reports, and information received through certain privileged relationships.

3.   Classification Responsibility

The drafting officer must inform the typist of the classification or administrative control designation correspondence is to receive. If the typist has doubts as to whether or not a particular piece of correspondence should be classified, he or she should check with the drafting officer or with the supervisor.

4.   Copies

When preparing classified correspondence, the number of copies made will be kept to the absolute minimum. Every copy prepared increases the risk that the information may fall into unauthorized hands. Only an official file copy and such copies as are necessary to provide information on a "need-to-know" basis will be prepared.

5.   Marking Classified and Administratively Controlled Correspondence

The Security classifications (TOP SECRET, SECRET AND CONFIDENTIAL) and the administrative control designation (LIMITED OFFICIAL USE) are typed or stamped on communications to show the degree of classification or restricted use. Among the general requirements applicable to all forms of classified and administratively controlled correspondence are the following:

(a) At the time of original classification, the declassification symbol and the date or event on which the document may be declassified or downgraded will be determined and shown on the document.

(b) The name of the classifier must be shown on the first page or cover of the document.

(c) Where practical, classified documents must be marked to show the classification for each textual division, i.e., section, part, or paragraph.

6. Marking Unclassified Material

Normally, unclassified material is not marked UNCLASSIFIED unless it is essential to convey to its recipient that it has been examined specifically to determine the need for security classification and has been determined not to require such classification. However, preprinted forms, such as telegrams, which make provision for an assigned classification, are marked UNCLASSIFIED if the information contained thereon is neither classified nor administratively controlled.

1J. Stationery

1. Stationery Standards

In order to minimize the costs of procuring and maintaining inventory, A.I.D. offices must use only approved Agency stationery, including letterheads, memoranda, and envelopes.

Approved types of stationery and areas of their use are listed below. The use of stationery embossed with the seal of the United States is limited to diplomatic notes and other authorized diplomatic and ceremonial correspondence. Requests for stationery not listed below must be fully justified in writing and submitted to M/SER/MO/RM for approval.

a. AID/W

(1) General Use

(a) Agency letterhead stationery 8 1/2" x 11", with appropriate envelopes (plain and window).

(b) Agency letterhead stationery, 4 1/4" x 5 1/2" and 5 1/2" x 8 1/2", to be used by Office Directors and above.

(c) Agency letterhead kraft envelopes.

(2) Office of the Administrator

(a) Office of the Administrator letterhead stationery 8 1/2" x 11" and 5 1/2" x 8 1/2". This stationery is also used by the Deputy Administrator and the Executive Secretary.

(b) Administrator's engraved stationery with the Federal eagle embossed seal or with eagle blue printed seal, 8 1/2" x 11" and 5 1/2 x 8 1/2".

(c) Appropriate envelopes for the above.

(3) Office of the Deputy Administrator

Deputy Administrator stationery with the Federal eagle embossed seal, or with blue printed seal, 5 1/2" x 8 1/2" and 8 1/2" x 11", with the appropriate envelopes.

(4) Office of Assistant Administrators

Assistant Administrator letterhead stationery 8 1/2" x 11" and 5 1/2" x 8 1/2" with appropriate envelopes, to be used for correspondence signed by an Assistant Administrator.

b. Overseas

(1) Mission letterhead stationery 8 1/2" x 11", with appropriate envelopes (both plain and window). Such stationery may be with or without the Agency handclasp symbol. Overseas Missions may use a local return address or an international return address as desired. Posts must affix the appropriate postage to mission letterhead envelopes when it is deposited into local, international or U.S. postal systems.

(2) Agency official indicia envelopes may also be used by posts for official correspondence sent to U.S. addressees through the diplomatic pouch.

✱ 1K. Filing of Official Correspondence

1. Official File Copy

The official file copy of an outgoing letter or memorandum is the Agency retained copy that bears the name and signature or initials of the drafting, clearing, and signing officers. This copy should be on yellow tissue paper.

2. Other Copies

The types of stationery to be used for various purposes are listed below. If the specified colors are unavailable and white tissue is used, identify the copy in the upper right corners (e.g. "Official File Copy," "Reading File").

✱ Revised

Copies	First Page	Succeeding Pages
Original	Letterhead	Plain white bond
Courtesy (letters only, and only if specifically requested)	Letterhead tissue	White tissue

Copies	First Page	Succeeding Pages
Official file	Yellow tissue	Yellow tissue
Info - Within A.I.D.	White tissue	White tissue
Info - Outside A.I.D.	White tissue	White tissue
Chron file	Green tissue	Green tissue
Reading file	Blue tissue	Blue tissue
Other	White or pink tissue	White or pink tissue

3. Original Official File Copy of Rewrites and Retypes

When a letter is revised or rewritten, mark diagonally through the file copy of the original letter. Staple the canceled copy to the file copy of the rewritten letter if it has record value because of significant changes in text or instructions for rewriting. If such correction appears on the original instead of the file copy, it should also be retained. Otherwise, destroy the canceled file copy along with the original and all other copies. On the file copy of the rewritten letter, type the identification line shown on the canceled letter. On the line below, beginning with "Rewritten:," type a second identification line.

1L. Proofreading Your Work

Proofread your typed page before removing it from the typewriter. Some corrections can be made neatly and easily at this time.

1M. Correspondence Control ✷

Every office must establish and use internal controls and procedures to assure prompt attention and action for all communications. Either form AID 3-27, Communications Log (see figure 1-1) or Optional Form 102, Correspondence Control Record (figure 1-2) is used to log in and provide control for Agency correspondence.

✷ Revised

1. <u>AID/W</u>

The Office of the Executive Secretariat controls and follows up on all communications to be signed by the Administrator or Deputy Administrator.

2. <u>Overseas</u>

The Communications and Record Sections (C&R's) are usually designated as the central control point for incoming communications. As such, the C&R is responsible for assigning action to appropriate offices and for maintaining control procedures to assure that reply requirements are met.

COMMUNICATIONS LOG (Form AID 3-27)

COMMUNICATIONS LOG

AID 3-27 (12-64)

GPO 869-687

| TYPE/NO. | DATED | IDENTIFICATION OF INCOMING COMMUNICATION | | | REFERRED TO | ANSWER DUE | DISPOSITION |
		TO	FROM	SUBJECT			

Figure 1-1

CORRESPONDENCE CONTROL RECORD

DATE OF DOCUMENT	DATE RECEIVED	CONTROL NUMBER	DATE DUE
		B 491004	
FROM		CROSS-REFERENCE *(If any)*	
SUBJECT		COMMENTS (☐ *Cont'd on back*)	
RFRD					DATE AUTHOR RECEIVED
DATE					
REPLY FOR SIGNATURE OF		INFO COPIES TO	DATE REPLY SENT
1 – LOCATOR COPY	CORRESPONDENCE CONTROL RECORD	OPTIONAL FORM 102 (Revised 8–81) NSN7540–00–148–9831 50102–103	

Figure 1-2

Letters

C H A P T E R   2

L E T T E R S

List of Figures

C H A P T E R 2

L E T T E R S

2A. Ge ne ral

Letters are used for correspondence with Federal, State and municipal officials; private individuals and organizations; members of diplomatic missions in Washington or of the host government; officials of international organizations, commissions, and conferences; and between officers of the Foreign Service on an informal basis.

Prepare all types of letters according to this chapter, except the Administrator's, Deputy Administrator's and Congressional correspondence. See Handbook 21, Supplement A, Executive Communications for preparation of correspondence for the Administrator and Deputy Administrator. See Chapter 5, on the preparation of Congressional correspondence.

1. Style

Letters may be either formal or informal in tone and style depending on their content and the relationship of the signing officer with the addressee. Formal letters should be clear, concise and staightforward. Replies to correspondence must be responsive to requests made in the incoming correspondence.

2. Stationery

For the first page of a letter use standard 8 1/2" X 11" Agency for International Develoment or post letterhead stationery. Type succeeding pages on plain white bond paper. Certain top level officials are entitled to use stationery bearing their titles. (See Part I, Chapter **✱** 1, 1J. ✱

✱ Revised

3. Arrangement of Stationery

Stationery for all letters should be arranged in the order indicated in figure 2-1 below,
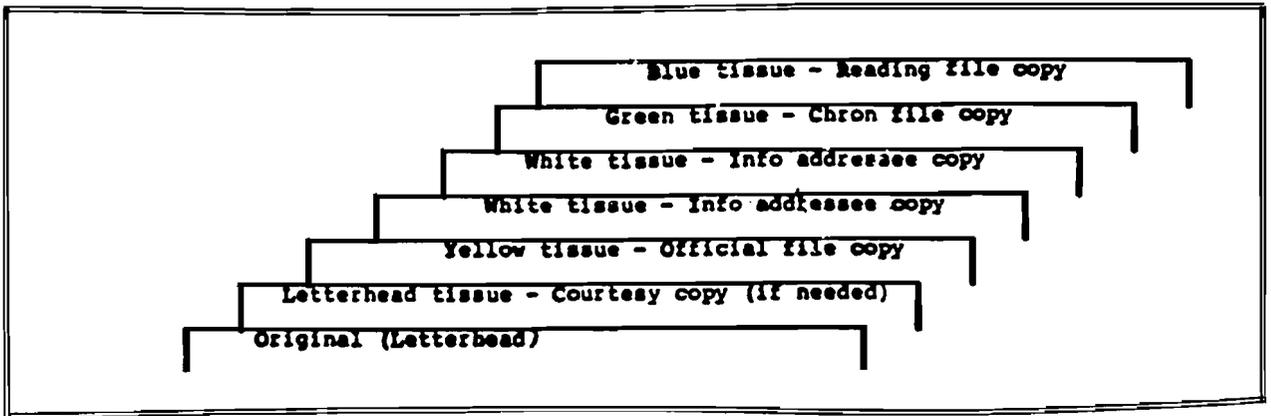
Figure 2-1

a. Number of Copies

The number of copies needed for letters will vary depending on local correspondence practices and the number of information copies needed. Courtesy copies should not be provided unless specifically requested. The number of copies made should be kept to a minimum.

b. Official File Copy

Prepare an official file copy of each letter. Use the first or second carbon copy to assure legibility.

4. Security Classification or Administrative Control Designation (LOU)

a. All security classified or administratively controlled material will be handled in accordance with the regulations in Handbook 6, Security.

b. On the first page of the letter, type the security classification or administrative control designation, if any, in capital letters, centered in the middle of the page two lines below the printed letterhead. At the bottom of the first page of the letter, type the downgrading or declassification information, the date and the name of the classifier directly below the classification about four lines from the bottom of the page. (See figure 2-2).

c.   For succeeding pages, type the classification marking, if any, centered about four lines from the top and bottom of each page.

d.   Normally unclassified letters shall not be marked 'UNCLASSIFIED" unless it is essential to convey to the addressee that the subject matter does not require security classification or other control.

2B.   Preparation

1.   Margins

Keep the right margin as even as possible. Allow side and bottom margins of at least one inch. Adjust the margins so that the letter presents a well balanced appearance. However, if window envelopes are used, the margins must always be 1 inch.

Before beginning to type a letter, check to see how much space will be required at the bottom of the letter for listing enclosures or security classification instructions. The following table is provided as a guide for setting margins:

Length of Letter	Side margins*	Length of Line for Text*
Short, up to 10 lines	1-1/2 to 2 inches (15 to 20 spaces)	4 to 5 inches per line (40 to 50 spaces)
Medium 10 to 20 lines	1 to 1-1/2 inches (10 to 15 spaces)	5 to 6 inches per line (50 to 60 spaces)
Long, 20 lines and up	1 inch (10 spaces)	**6 inches per line (60 spaces)

  1 inch equals 12 spaces, 10 point in elite type
*1 inch equals 10 spaces, 12 point in pica type

**Spacing for WANG is 65 to 70

2.   Date

a.   If the date of signing the letter is known, type it flush with the right margin. Type the name of the month in full and the day and year in numerals. Do not use endings such as "st" and "th" with the numbers for the day. See figure 2-3.

b.   Omit the date on a letter that will be signed in another office or that may not be signed the day it is typed. The office in which the letter is signed or dispatched will add the date.

3. <u>Reference Line</u>

When it is necessary to refer to an addressee's file reference contained in an incoming letter, include it in the text of the reply.

4. <u>Special Mailing Instructions</u>

Put instructions for special mailing, such as AIRMAIL, DELIVERY, CERTIFIED, or REGISTERED on the face of the letter only when special mailing is required and you don't prepare the envelope. Type or stamp these instructions starting at the center of the page. (See Figure 2-3) When more than one instruction is used, type them continuously on the line, separating them with a dash.

5. <u>Subject Line</u>

Subject lines are not used in letters. The subject should be given concisely and clearly in the opening sentence or paragraph.

6. <u>Address</u>

   a. <u>Single Address Letters</u>

Begin typing the inside address about 14 lines from the top. Type flush with the left margin. Single-space the address, using block style and open punctuation. No line of an address should be longer than four inches. When runover lines are required, indent two spaces from the left margin. Limit the inside address to five lines.

       Example:
          Mr. John L. Doe
          Chairman, Secretarial-Professional
            Association of the United States
          5906 Weaver Place
          Barnesboro, Pennsylvania 15714

Type the full address on the envelope. Type the name of the town or city and state or country on the same line. Spell out the names of states, but District of Columbia should be abbreviated "D.C." Include the ZIP code for addresses within the United States.

   b. <u>Multiple Address Letters</u>

Occasionally, one letter carries the same weight, conveys an identical message, or is of equal importance to more than one addressee or to addressees of equal stature or position. When such is the case, prepare an original for each addressee, but only one set of file and information carbon copies. At the bottom of the file and information copies type the notation "Sent to:" and list the names of the addressees, or refer to an attached list of such.

7. Attention Line

Do not type an attention line on a letter. When it is necessary to direct a letter to the attention of a person other than the addressee, type the attention line on the envelope immediately below the name of the addressee and flush with it.

> Example:
> **Petroleum Supply Division**
> **ATTN: Mr. V. E. Blank**
> **123 Main Street**
> **Temple Hill, Maryland 20748**

8. Salutation

a. When using a plain envelope (non-window envelope), type the salutation two lines below the last line of the address, flush with the left margin, followed by a colon.

b. When using window envelopes, type the salutation five lines below the last line of the address.

c. The personal relationship of the signing officer with the addressee as well as the official position and the purpose of the letter, will determine the formality or informality of the salutation.

Example:

Informal Salutation		Formal Salutation
Mr. Samuel Season		**Mr. Samuel Season**
A. B. See Corporation	or	**A. B. See Corporation**
2020 Georgia Avenue		**2020 Georgia Avenue**
Columbus, Ohio 43216		**Columbus, Ohio 43216**
Dear Sam:		**Dear Mr. Season:**

See Chapter 6 for correct forms of address and salutation for officials of Government, business, clergy, and other institutions.

9. Text Format

a. Spacing

Begin the text two lines below the salutation. Single space the text and double space between paragraphs.

Double spacing of the text is permissable for letters of one paragraph or 7 lines or less. See figure 2-4.

✱ b. Paragraph Arrangement

Type the letter in block style, beginning each paragraph flush with the left margin. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page and two or more lines can be carried over to the succeeding page.

c. Sub-paragraphs ✱

Paragraphs in letters are seldom subdivided or numbered. However, if it is necessary to divide them into sub-paragraphs, they should be indented, numbered and lettered as shown in figure 2-4.

d. Quoting

A quotation of less than two lines is run into the text. Quotation marks, both double and single, are used as shown in the following sentence: The regulation clearly states ". . . ambiguous references such as 'herein', 'above', 'below', and the like shall not be used."

A quotation of more than two lines is blocked five spaces from the left and the right margins of the text and quotation marks are usually omitted. If there is need for quotation marks opening marks are used at the beginning of each paragraph, but closing ones at the end of the last paragraph only.

e. Word Division

No more than two or three words per page should be divided. Words should be divided between syllables. The name of a person should never be divided between lines. The full name, including preceding titles (i.e., Mr., Ms.) should be typed on a single line.

f. Succeeding Pages

Type the second and succeeding pages of a letter on plain bond paper of the same quality as the first page. Type the name of the addressee exactly as it is shown on the first page, flush with the left margin and six lines from the top of the page. Type the page number on the same line, flush with the right margin. Continue the text three lines below the name of the addressee. Allow side and bottom margins of at least one inch. (See figure 2-6a)

✱ Revised

In letters of more than one page, at least two lines of text will appear on the last page of the letter. Such items as the complimentary close, the signature and title of the signing official, the list of enclosures, and information addressees, when required, will appear on the last page of the letter.

10. Complimentary Close

Type the complimentary close, followed by a comma, two lines below the last line of the text beginning approximately at the center of the page. (See figure 2-3) The usual form is "Sincerely," unless the drafting or signing officer prefers the more formal closing "Very truly yours." The personal relationship of the signing officer with the addressee, as well as the type of letter and personal preference of the signing officer, will determine the formality or informality of the complimentary close.

11. Signature and Title

a. Type the signer's name four lines below the complimentary close. Type the signer's title on the next line flush with the name. If the typed title runs over to a second line, indent the second line two spaces (see figure 2-6a). The entire signature element should not run over five lines.

b. If you do not know who will sign the letter, leave this space open. After the letter is signed, type or stamp the name and title of the signer on all copies.

c. If the letter is typed for a particular individual's signature and another person must sign for that individual, each copy below the original must be typed or signed using the name of the signer in the following manner.

> Example: **Sincerely,**
>
> **/s/Sam T. Jones**
>
> **for   Romeo S. Tango**
> **Director, Bureau for**
> **Policy Coordination**

12. Enclosures, and Separate Cover Material

   a. General

         When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment. Copies of enclosures should be attached to the originator's record copy of the letter. Unless specifically directed by the drafing official, copies of the enclosures will not accompany other copies of the letter.

   b. Enclosures identified in the text

         When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. List and number the enclosures in the order mentioned in the letter. Do not number the enclosure when there is only one. Type the list of enclosures single-spaced on the line immediately below the word "Enclosures:" and flush with it.

   c. Enclosures not identified in the text

         When an enclosure(s) is not identified in the text, type the notation as indicated above. Below the notation, flush with the left margin, list each enclosure on a separate line. Describe each enclosure by title or in as few words as needed to identify it. If more than one line is needed to identify an enclosure, begin succeeding lines flush with left margin (see figure 2-3).

   d. Material Sent Under Separate Cover

         When material referred to in the text is to be sent under separate cover, type "Separate cover:" flush with the left margin, two lines below the signer's title or the enclosure notation, if you have one. List the material, whether or not identified in the text. Send a copy of the letter with the material sent under separate cover. (See figure 2-3)

   e. Classified Enclosures

         Enclosures which carry a security classification or administrative control designation will have at the top and bottom center of each page the classification or administrative control designation assigned. The covering letter will bear the highest classification assigned among its enclosures.

f.   Identication of Enclosures

All enclosures must be identified as such by a notation in the upper right corner of the first page. Identify the material with the correspondence to which it belongs.

Example:
Enclosure 1 to Smith/Jones Letter of 8/5/XX

13. Corrections or Changes

When minor revisions are needed on the final copy of a letter, neat pen and ink changes may be made. Signers will determine whether revision is of sufficient importance to justify the cost of retyping.

14. Drafting Information

a.   Type only on the official file copy and information copies retained in the Agency, the office symbol, initials and last name of the drafting officer, the typist's initials and date of typing. The drafting officer's telephone number as well as the document locator number on word processing systems may also be included if desired. Place this information on the last page of the text, beginning flush with the left margin at least one inch from the bottom of the page (see figure 2-6a). The drafting officer should initial the official file copy in ink.

b.   In the case of joint authorship of a letter, or revisions not requiring complete rewriting, type the initials and surname of the other drafting officer immediately following the first officer's name,
✱ separated by a semicolon.

15. Clearances

a.   Do not show clearances on copies to be sent outside the Agency. Type the word "Clearances:" at the bottom of the last page of **✱** the official file copy, approximately in the center of the page. List below, single-spaced and flush with the word "Clearances," the office symbol(s), and the initials, and last name of each clearing officer (see figure 2-6a).

b.   The clearing officers should initial their name in ink. If the drafting officer clears the letter in draft, in substance, or by telephone, include this information after the clearing officer's typed name. In such cases the officer who obtains the clearance should initial in ink after the typed symbol and name.

✱ Revised

c.   A clearance officer acknowledges that portions of the correspondence are technically correct and the officer accepts the responsibility for them. "Substance" refers to agreement in general, but not necessarily on specific language or facts as stated.

16. Distribution of Copies

a.   Normally the distribution list for a letter is typed only on copies retained within the Agency. If the list of those receiving carbon copies is of interest to the addressee or if the writer specifically indicates, this list may be placed on the original letter as well.

b.   Indicate the distribution by typing "cc:", for carbon copy, flush with the left margin, 2 lines below the last line of the signer's title or 2 lines below the enclosure notation, or the separate cover listing, whichever is last. If a "bcc:", blind carbon copy is desired, it should be typed only on the yellow and one white, flush with the left margin immediately following the last notation for the "cc:". (See figure 2-6a).

Type the names and office symbols of recipients of information copies. Indicate whether recipients of information copies receive copies of attachments or enclosures.

Example:

        cc: M/SER/MO, C. D. Jones (w/encl.)
             M/SER/MO/CRM, John Smith (w/o encl.)
             M/SER/MO/CRM, Joe Brown (w/2 copies encl. 3)

2C. Envelopes

1. Preparation

The drafting office should prepare the envelope for an outgoing letter and also for any information copies. Envelopes are prepared after the letter has been typed and before the letter and all copies are assembled for clearance and signature.

2. Addressing

Envelopes are addressed in block style. Double space a two line address, and single space an address consisting of three lines or more.

The appropriate return address of the office or mission must be shown in the upper left corner of the envelope. Normally, missions will have envelopes on which the return address is preprinted. When such is not available, type the complete return address of the mission. AID/W offices should enter the office symbol below the printed Agency address.

2D.   Assembly for Signature

When a letter is ready for review and signature, arrange it and accompanying papers in convenient order. Keep together all items belonging with (a) the original of the letter, (b) the information copies, and (c) the file copy (see figure 2-7).

Material should be assembled in the order shown below and fastened to a file folder with paper clips. File folders and plastic protectors are used to protect correspondece during clearance. Clearance and signature tabs should be used. To protect the document, clearance and signature tabs should be clipped to the plastic protectors instead of the original document.

The complete package should be sent to clearance or signing officials as follows:

1.   Right Side of Folder

   ✱   Original
       Courtesy copy (only if requested)
       Attachments or enclosures, if any, in the same sequence as
       listed in the letter or memorandum
       Envelope if needed   ✱

2.   Left Side of Folder

   a.   Official file copy
        Attachments or enclosures, if any, in the same sequence as
        listed in the letter or memorandum
        Incoming letter or memorandum, if any
        Any background material needed

   b.   Information copies
        Attachments or enclosures, if any, in the same sequence as
        listed in the letter or memorandum
        Envelope, if needed

   c.   Other office copies
        Green and white tissues for internal distribution.

✱ Revised

3.   If the letter or related file bears a security classification or administrative control designation, prepare the necessary classified cover sheets and the mail receipts required by security regulations (see Handbook 6, Security).

4.   Action on a subject may require the preparation of more than one type of communication (for example, a letter and a memorandum). Keep together all papers on the subject for review and signature of the related outgoing correspondence. Place a routing slip on the assembled papers listing the office symbol and location of each clearing officer. List the office symbol and name of the signing officer last.

2E.   Dispatch

The secretary or typist in the office of the official signing the correspondence date-stamps the original and all copies. The secretary or typist also sends out the original and distributes copies marked by the drafting office.

The offical file copy shows the drafter's identification line and clearance heading, indicating who drafted and who cleared the correspondence. The official file copy may be kept by the drafting office or the signing office. Local procedures should be followed.

CLASSIFIED LETTER

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON. D.C. 20523

Type the
classification
marking at top
and bottom of ⟶ SECRET
each page.

February 5, 1975

Mr. James T. White
150 Tremont Street
Boston, Massachusetts   02111

Dear Mr. White:

This letter has been classified for instructional purpose only; its contents
do not warrant a security classification.

When a letter requires a security classification or administrative control
designation (LOU), type it in capital letters, centered approximately two
lines below the printed letterhead and four lines from the bottom of the first
page and four lines from the top and bottom of succeeding pages. Type the
disposition instruction at the bottom of the first page only.

(U) If a paragraph of a letter does not have the same classification as the
rest of the letter, type the parenthetical symbol at the beginning of the
paragraph as shown here to show the degree of classification. See Handbook 6,
Security for detailed instructions on portion markings.

Sincerely,

at least 4 lines

Raul Martinez
Office of Security

Type the
classification
marking at top
and bottom of
each page.

Type disposi-
tion instruction   SECRET
at bottom of ⟶ ADS-1 (MARTINEZ, Raul) 2/5/86
first page only.

at least 4 lines

Figure 2-2

TYPICAL SINGLE-SPACED LETTER

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON. D.C. 20523

at least 4 lines

November 18, 19XX

REGISTERED

Omit date if letter not to be signed same day or to be dispatched by central mail unit. Align date with right margin.

If window envelope to be used, begin typing address 14 lines from top of page.

Include ZIP code.

Try to find out whether a female addressee uses Mrs., Miss, or Ms. If unknown, the safest title is "Ms".

Mrs Helen M. Smith
1654 16th Street, N.W.
Washington, D.C. 20016

Dear Mrs. Smith:

This is the format for a typical letter prepared according to the instructions in this chapter. Adjust the guides for positioning the date, address, and margins according to the length of the letter for an attractive, well-balanced appearance. Type the first page on AID or post letterhead stationery and succeeding pages on plain white bond paper.

at least "1"

Type the address at the top of the letter in block style, flush in the left margin. Omit punctuation at line ends except following abbreviations. Type the salutation two lines below the last line of the address or any special mailing indicator. Type the text of the letter in block style, single-spaced with double spacing between paragraphs. Allow side and bottom margins of at least one inch.

at least "1"

Use the complimentary close "Sincerely" unless the signing officer requests some other form. Begin typing the complimentary close two lines below the last line of the text. Type the signing officer's name and title, which should not exceed four lines, flush with the complimentary close.

Enclosures and material sent under separate cover are listed in numbered sequence, as shown below.

Type 2 lines below text near center of page.

Sincerely,

4 lines

Mary E. Jones
Chief, Employment Division

Align name and title with complimentary close.

Type on original and all copies. Single space. Number if more than one.

Enclosures:
1. Correspondence Handbook
2. Security Regulations

Separate Cover:
United States Government Printing

Indent carryover line 2 spaces.

Office Style Manual

at least 1"

Figure 2-3

ONE - PARAGRAPH, DOUBLE - SPACED LETTER

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

August 18, 1985 ← Align date with right margin.

Use no more than 5 lines in address. Indent carryover line 2 spaces. →

Mr. John B. Cohen
President, Correspondence
 Management Association
132 Main Street
Chicago, Illinois   60412

Dear Mr. Cohen:

The text of a short, one-paragraph letter may be double-

spaced; the address is always single-spaced. The format

for all other parts of the letter is the same as for the

typical letter illustrated in figure 2-3. In a short

letter adjust the placement of the date and address, as

well as the width of the margins, to present a well-

balanced appearance.

Sincerely yours,

↑
4 lines
↓

Arthur L. Brown
Executive Officer
Office Of Management
   Operations

Figure 2-4

ARRANGEMENT OF PARAGRAPHS

INSTRUCTIONS FOR NUMBERING AND LETTERING PARAGRAPHS

1. This exhibit illustrates the prescribed method of arranging, numbering and lettering paragraphs in any type of correspondence. When a telegram consists of more that one paragraph, number the paragraphs consecutively. As a general rule, avoid detailed subdivision of paragraphs in most communications. However, lengthy memorandums and complex reports may often be easier to read by a logical subdivision of paragraphs.

    a. Type paragraphs in modified block style. They are single spaced; double spaced between paragraphs.
        (1) When a paragraph is subdivided it must have at least two subdivisions.

            (a) When paragraphs are subdivided, numbered, and lettered, they are designated as follows: 1, a, (1), (a), 1, a, (1), (a). In telegrams use capital letters for lettered paragraphs.

            (b) For each progressive subdivision of a paragraph, indent an additional four spaces. The second and succeeding lines of paragraphs and all subdivisions extend from the left to the right margin, except in the case of long quoted passages that are usually indented in communications other than telegrams.

            (c) To cite a paragraph, write the reference number and letters without spaces, for example, "paragraph 3a(2)(c)."

        (2) Begin a paragraph near the end of a page only if there is space for two or more lines on that page. Continue a paragraph on the following page only if two or more lines can be carried over to that page.

    b. Use titles or paragraph heading in lengthy communications.

2. Vary the arrangement described in this exhibit to meet special requirements, such as those for legal documents.

Figure 2-5

TWO-PAGE LIMITED OFFICIAL USE LETTER

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

LIMITED OFFICIAL USE

at least 2 lines below date ————————   June 15, 19XX

Mr. John Doakes
Paperwork Standards & Automation Division
National Archives and Records Service, GSA
Washington, D.C.   20408

Dear Mr. Doakes:

This is an example of an administratively-controlled, two-page
letter. Note that the words, "LIMITED OFFICIAL USE," appear at
the top and bottom, center, of each page but the decontrol
information appears on the bottom of the first page only.

The address is typed at the left margin, approximately 14 lines
from the top of the page, single spaced and arranged in block
style. No line of the address is longer than four inches. When
a line of an address is longer than four inches, two lines are
used; the second line is indented two spaces. The address is
limited to five lines. The complete name and address of the
individual or organization is used. The ZIP Code is included for
all addresses within the United States.

The letter is centered on the page to create a good appearance.
At least one inch is allowed for the left, right, and bottom
margins. Side margins may be adjusted for letters of different
lengths.

The text begins two lines below the salutation and is
single-spaced, with double-spacing between paragraphs.
Paragraphs begin flush with the left margin. Paragraphs are not
begun near the end of the page unless there is room for at least
two lines on that page, and they are not continued to the
following page unless at least two lines of the paragraph remain
to be typed.

Second and succeeding pages of letters are typed on plain paper,
the same weight and texture as the first page. The addressee's
name is typed four to six lines from the top of the page, flush
with the left margin.

LIMITED OFFICIAL USE
Decontrol 11/14/XX

Administratively-controlled
for illustrative purpose only.

Figure 2-6

6 lines

4 lines

6 lines

LIMITED OFFICIAL USE   Page 2

Align page number with right margin.

Mr. John Doakes   3 lines

3 lines

The page number is typed on the same line, flush with the right
margin.   The text is continued three lines below the
identification and page line.   Side and bottom margins are at
least one inch, as on the first page.   The text is arranged to
allow for a minimum of two lines of text on the final page.   Such
items as the complimentary close, signature, and title of the
signing officer, list of enclosures, and information addressees
appear on the last page.

The complimentary close, followed by a comma, is typed two lines
below the last paragraph flush with the left margin.

The signer's name is typed four lines below the complimentary
close, with his or her title on the next line.   If a runover line
occurs in the title, it is indented two spaces.

2 lines

Sincerely,

complimentary close.

at least 4 lines

Jane Roe
AID Records Management
Officer

Indent carryover line 2 spaces.

Type near center of page. Single space list.

cc: M/SER/IRM, Mr. Tom D. Harry
bcc: M/SER/MO, Ms. M.E. Yearwood

Clearances:
ES/CCS:JGJones   (substance)
IG/SEC:MAYoung   (draft)

Initialed by drafting officer.

Drafting information

M/SER/MO/PA:ATBoyd:fw 2/9/90: 875-1234: 0412
Rewritten: M/SER/MO:RDBrown:dc 2/10/90: 875-6543: 0523

LIMITED OFFICIAL USE

Figure 2-6a

ASSEMBLY FOR SIGNATURE

Figure 2-7

Memoranda

C H A P T E R   3

M E M O R A N D A

List of Figures

✱ Revised

C H A P T E R   3

M E M O R A N D A

3A.   General

The memorandum is the principal form of correspondence used for intra-agency communications. It may also be used between AID and other U.S. Government agencies. The memorandum is also used to make a written record of a significant discussion, agreement, or occurrence.

1.   Stationery

✱   a.   First Page

A.I.D. memorandums are normally prepared on Agency letterhead stationery; however, the 2-Way Memo (OF-27) may also be used, as appropriate. ✱

b.   Succeeding Pages

Type the second and succeeding pages of all memorandums on plain white bond paper.

2.   Arrangement of Stationery

Stationery for all memoranda shall be arranged in the order indicated in figure 3-1 below.
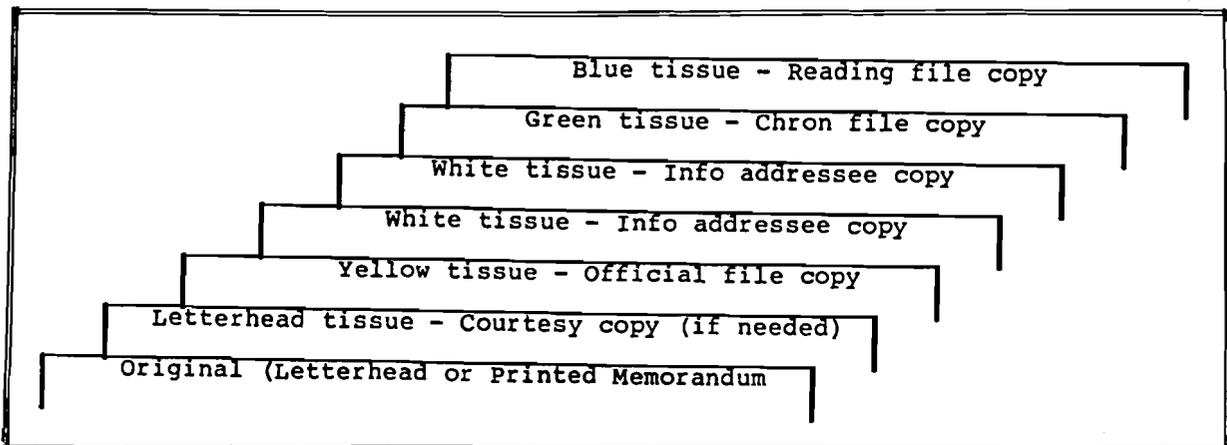
Blue tissue - Reading file copy
Green tissue - Chron file copy
White tissue - Info addressee copy
White tissue - Info addressee copy
Yellow tissue - Official file copy
Letterhead tissue - Courtesy copy (if needed)
Original (Letterhead or Printed Memorandum

Figure 3-1

✱ Revised

3. Copies

a. Keep the number of copies to a minimum. Provide a courtesy copy only when necessary. Provide information copies on a need-to-know basis. If a memorandum has a "THRU" line, make a copy for the person whose name appears on that line. Copies may also be required for clearance offices.

b. In the case of memorandums addressed to more than one person, a copy must be provided to each addressee. If there are more than two or three addressees, the required number of copies should be reproduced from the original typed copy.

4. Official File Copy

Prepare an official file copy of each memorandum. Use the first or second carbon copy to assure legibility.

5. Security Classification or Administrative Control Designation (LOU)

a. All security classified or administratively controlled material will be handled in accordance with the regulations in Handbook 6, Security.

b. On the first page of the memorandum, type the security classification or administrative control designation, if any, in capital letters, centered in the middle of the page two lines below the printed letterhead. At the bottom of the first page of the memorandum, type the downgrading or declassification information, the date and the name of the classifier directly below the classification about four lines from the bottom of the page (see figure 3-3).

c. For succeeding pages, type the classification marking, if any, centered about four lines from the top and bottom of each page.

d. Normally unclassified memorandums shall not be marked "UNCLASSIFIED" unless it is essential to convey to the addressee that the subject matter does not require security classification or other control.

3B. Memorandum on A.I.D. Letterhead (See figure 3-2)

1. Margins

Allow side and bottom margins of at least one inch. Adjust the margins so that the memorandum presents a well balanced appearance.

Keep the right margin as even as possible. Before beginning to type a memorandum, check to see how much space will be required at the bottom of the page for listing enclosures or security classification instructions.

The following table is provided as a guide for setting margins:

✱

Length of Memorandum	Side Margins*	Length of Line for Text*
Short, up to 10 lines	1-1/2 to 2 inches (15 to 20 spaces)	4 to 5 inches per line (40 to 50 spaces)
Medium, 10 to 20 lines	1 to 1-1/2 inches (10 to 15 spaces)	5 to 6 inches per line (50 to 72 spaces)
Long, 20 lines and up	1 inch 10 spaces	**6 inches per line (60 spaces)

1 inch equals 12 spaces, 10 point in Elite type
* 1 inch equals 10 spaces 12 point in Pica type
**Spacing for WANG is 65 to 70 spaces   ✱

2.   Memorandum Format

To standardize the format, type the word "MEMORANDUM" in capital letters at least four lines below the Agency imprint on letterhead stationery and at least one inch from the left side of the page. Establish this position as the left margin.

3.   Date

Type the date on the same lines as the typed "MEMORANDUM" heading and flush with the right margin.

Type the month in full, and the day and year in numerals in that order. Do not use such endings as "st," "d," or "th" in showing the date. Include the date at the time the memorandum is typed unless it will be signed in another office or will not be signed the day it is typed. In such cases the date will be added when the memorandum is signed or dispatched.

4.   "TO" Line

Type the word "TO:" in capital letters two lines below the typed "MEMORANDUM" heading and flush with it. Begin typing the addressee's identification eight spaces after the colon in order to align it flush with the entry on the "SUBJECT" line. The following format should be used for the addressee's identification:

a. Internal memorandums

Type the addressee's complete office symbol followed by a comma and full name.

b. Interagency memorandums

The format will usually depend upon the identity of the addressee and the preference of the signing officer. It may be the same as the format prescribed for internal memorandums except that the agency name or symbol should precede the office symbol. However, a preferred format, particularly at the higher level, is to type the addressee's personal title and name on one line with the organizational title and agency name on the next two succeeding lines, each beginning flush with the name (see figure 3-3). If a carryover line is necessary for either the title or agency name, indent the line two spaces.

c. Multiple Addressees

If the same memorandum is to be addressed to more than one person, the format of the "TO" line should be tailored to meet each specific case. If there are no more than two or three addressees, their office symbols and names can be listed, single-spaced, after the typed word "TO:".

Example:

TO: M/PM, Joan A. Doe
     M/SER, Richard M. Roe
     M/FM, Frank P. Black

If there are more than three addressees, list them at the bottom of a one-page memorandum, if space permits, or on an attached sheet.

The following type of format may also be used for multiple addressee memorandums:

TO: All M/FM Secretaries
TO: All Program Managers (see
        attached list)
TO: All Country Team Members (see
        list below)
TO: See Distribution

When the "TO:" line carries the notation "See Distribution" type the word "Distribution" at the left margin two lines below the last line of the text or list of attachments, if any. List the identification of the individual addressees immediately below the heading, single-spaced, and

flush with the left margin. When the "TO" line carries the notation
"See list attached," list the addressees on a separate page under the
heading "List of Addressees."

✱ 5.   "THRU" Line

If a memorandum is to be sent to the addressee through another
office for clearance or approval, type the word "THRU:" two lines below
the "TO:" line. Begin typing the office symbol six spaces after the
colon followed by the full name of the clearance officer (see figure
3-4).

6.   "FROM" Line

Type the word "FROM:" in capital letters two lines below the "TO:"
line or "THRU:" line, if any, and flush with it. Begin typing the
sender's identification six spaces after the colon. Use the same format
for the sender's identification as for the addressee in the "TO:" line.

7.   "SUBJECT" Line

Type the word "SUBJECT:" in capital letters two lines below the
"FROM:" line. Begin typing the subject entry two spaces after the
colon. If more than one line is needed, begin the second line flush
with the first one. When the subject has an identifying title or
control number, include it in the subject statement. Capitalize only
the first word, proper nouns, and key words.

8.   Reference Line

Any necessary references to a previous or related communication
should be included either in the "SUBJECT" line or in the first
paragraph of the text. However, if a separate reference line is
desirable, type the word in abbreviated form as "REF:" two lines below
the "SUBJECT" line and flush with it. Begin typing the reference seven
spaces after colon to align it flush with the entry on the subject line
(see figure 3-4).

9.   Text

Type the text in block style, beginning it at least two lines below
the "SUBJECT" line, or "REF" line, if any. Single space the text and
double space between paragraphs. Memorandums consisting of only a
single paragraph may be double-spaced. For paragraph numbering follow
the instruction in Chapter 2, figure 2-5. ✱

a.   Paragraph Arrangement

Type the memorandum in block style, beginning each paragraph flush with the left margin. Do not begin a paragraph near the end of a page unless there is room for at least two line on that page and two or more lines can be carried over to the succeeding page.

b.   Quoting

A quotation of less than two lines is run into the text. Quotation marks, both double and single, are used as shown in the following sentence: The regulation clearly states ". . . ambiguous references such as 'herein', 'above', 'below', and the like shall not be used."

c.   Word Division

No more than two or three words per page should be divided. Words should be divided between syllables. The name of a person should never be divided between lines. The full name, including preceding title (i.e., Mr., Ms.) should be typed on a single line.

10.   Succeeding Pages

Type the second and succeeding pages of a memorandum on plain bond paper. Type the page number at least four lines from the top of the page, flush with the right margin. Center the security classification or control designation, if any, on the same line as the page number. Continue the text two lines below the page number. Allow side and bottom margins of at least one inch (see figure 3-4).

11.   Signature

A memorandum should be initialed or signed in ink by the signing officer after his or her name on the "FROM" line. If there is a "THRU" line, the person whose name appears on that line must also initial in ink.

12.   Attachments and Separate Cover Material

a.   General

(1) Attachments or enclosures are materials which support or supplement the content of a memorandum or which are merely being transmitted by it. They may be appended to the memorandum itself or transmitted under separate cover. Generally,the term "attachment" is used in a memorandum and the term "enclosure" is used in letters. "Separate cover" materials are sent in a different envelope.

(2) When it is possible and practical, copies of attachments and separate cover materials should be filed with the originator's record copy of the memorandum. Unless specifically directed by the drafting official, copies of attachments and separate cover materials will not accompany other copies of the memorandum.

b. Attachments

(1) Type the word "Attachment(s):" on the original and all copies, beginning at the left margin at least two lines below the last line of the text. Describe each attachment by title or in as few words as are needed to identify it. However, if the memorandum serves only as a transmittal for attachments described in the text, the phrase "As stated" may be used under the word "Attachment(s)."

(2) Assemble, list, and number the attachments in the order mentioned in the memorandum. Do not number a single attachment. Type the list of attachments, single-spaced, on the line immediately below the word "Attachments:" and flush with it. If a carryover line for the description of an attachment is necessary, indent the line two spaces. Abbreviations may be used in the description as appropriate.

Example:

* Attachments:
1. Copy of memo from AFR/PD
Jane A Doe to Richard Black,
May 4, 1980
2. State 12578, May 6, 1960 *****

(3) Identify each attachment in the upper right corner of the first page (that is, Attachment No. 1, to Smith/Jones Memorandum of 1/7/78.)

c. Separate Cover Materials

When the material referred to in the text is to be sent under separate cover, type "Separate Cover:" flush with the left margin, two lines below the text, or two lines below the enclosure notation, if used.

Example:

Separate Cover:
1. U.S. Government Correspondence Manual - 10 copies
2. Handbook 21 - Communications and Records Management

---

* Revised

d. <u>Security Classification or Administrative Control Designation</u>

If attachments or separate cover materials are classified or administratively controlled, be sure they are properly marked and that the covering memorandum is assigned a marking as high as that of the highest classified or administratively controlled document.

13. <u>Drafter's Information Line</u>

a. <u>General</u>

When the signing officer has no objection, type the drafting information on the original and all copies. Include the drafting office symbol, the initial and surname of the drafting officer, the typist's initials and date of typing. The drafting officer's telephone extension as well as the document locator number from word processing systems may also be included. Place this information at least two lines below the attachement, separate cover, "cc" or clearance listings, whichever is last. Begin the drafter's information line flush with the left margin (see figure 3-2).

b. <u>Identification Line for Retyped Memoranda</u>

Correspondence can be retyped in another office if required. As long as there is no change in the text, this procedure should be followed: (1) type the identification line of the first draft; (2) below that line, type a second identification line beginning with the word "Retyped:"

Example:

AFR/ESA:SBrown:klm, 8/29/XX; Ex 28940
Retyped:M/SER/MO/CRM/SBrown:nop, 8/30/XX Ex 50741

c. <u>Identification Line of Rewritten Memoranda</u>

(1) When correspondence must be revised or rewritten in another office, this procedure should be followed: (a) type the drafter's identification line from the first version, (b) type a second drafter's identification line below that line. Begin with the word "Rewritten:".

Example:

AFR/ESA:VJackson:grs, 9/1XX; Ex 29140;
Rewritten:M/SER/MO/CRM:SBrown:tuv, 9/15/XX; Ex 29190

(2) A line should be marked through the file copy or the previous original. All other copies of the previous version should be destroyed. If neither the previous file copy nor the previous original have any record value, they should also be destroyed. Copies with record value will show significant changes or clearances that were not repeated on the rewritten document.

14. Clearance

a. Internal Memorandums

(1) When the clearance of one or more offices must be obtained, type the word "Clearance(s):" on the original and all copies, beginning at the center of the page at least two lines below the last line of the text. On the line below the word "Clearance(s):" and flush with it, list, single-spaced, the office symbol, initials and surname of each clearing officer (see figure 3-2).

(2) Each clearing officer must initial in ink near his or her typed name unless previously cleared in draft, in substance, or by telephone. In such cases this information should be indicated in parentheses after the clearing officer's name and the drafting officer should initial instead.

b. Interagency Memorandums

Do not show any clearances on the original or courtesy copy of interagency memorandums. Type necessary clearances only on the yellow file copy and other copies retained in the Agency.

15. Distribution of Copies

a. Internal Memorandums

When copies of a memorandum are sent to persons other than the addressee shown in the "TO" line, type the distribution on the original and all copies. Indicate the distribution by typing "cc:" (for carbon copy) flush with the left margin, 2 lines below the last line of text, or 2 lines below the enclosure notation, or the separate cover listing, whichever is last. Below "cc:" list the appropriate agency and/or office symbols and names or designation of the addressees, single-spaced and flush with the left margin. On each of the information copies, check the name of the addressee for whom it is intended.

Example:

    cc: M/SER/MO, C. D. Jones (w/attm.)
         M/SER/MO/CRM, John Smith (w/o attm.)
         M/SER/MO/CRM, Joe Brown (w/2 copies attm. 3)

b.   Interagency Memorandums

Do not show the distribution of copies on the original or courtesy copy, if any. Type it on the yellow file copy and all other copies.

16. Assembly for Signature

a.   When a memorandum is ready for review and signature, arrange it and accompanying papers in convenient order. Keep together all items belonging with (a) the original of the memorandum, (b) the information copies, and (c) the file copy.

b.   File folders and plastic protectors should be used to protect correspondence during clearance and signature. Clearance and signature tabs should be clipped to the plastic protectors instead of the original document. Place a routing slip on the file folder of assembled papers listing the office symbol of each clearing office. List the office symbol and name of the signing officer last.

c.   The complete package should be set up and sent to the drafting or signing official as follows:

*   (1)   Right Side of Folder

Original
Courtesy copy (only if requested)
Attachments or enclosures, if any, in the same sequence as
   listed in the letter or memorandum
Envelopes if needed

(2)   Left Side of Folder

(a)   Official file copy
Attachments or enclosures, if any, in the same
   sequence as listed in the letter or memorandum
Incoming letter or memorandum, if any
Any background material needed

(b)   Information copies
Attachments or enclosures, if any, in the same
   sequence as listed in the letter or memorandum
Envelopes, if needed   *

(c)   Other office copies
Green and white tissues for internal distribution

* Revised

d. If the memorandum or related file bears a security classification or administrative control designation, prepare the necessary classified cover sheets and the mail receipts required by security regulations (see Handbook 6, Security).

17. Pen-and-Ink Changes on Internal Memoranda

Minor pen-and-ink changes and corrections are allowed on internal memoranda at all levels. Changes and corrections must appear on all copies and must be legible. A minor change or correction might be the addition or deletion of a letter, word, or unit of punctuation. While it is important that internal correspondence is written well, it is also important to produce it economically and efficiently. The purpose of this policy is to enhance the efficiency and timeliness in handling Agency workload.

18. Dispatch

The secretary or typist in the office of the official signing the correspondence date-stamps the original and all copies. The secretary or typist also sends out the original and distributes copies marked by the drafting office.

The official file copy shows the drafter's identification line and clearance heading, indicating who drafted and who cleared the correspondence. The official file copy is kept by the drafting office or by the signing office. Local procedures should be followed.

3C. U.S. Government 2-Way Memo (OF -27)

A.I.D. offices may use the 2-Way Memo within the Agency and to USAID offices on routine matters when only two offices are involved. The message may be typewritten or handwritten; the reply may be typewritten, handwritten, or rubber stamped. The "TO" line and the "FROM" line are placed so the memo may be sent in a window envelope. Follow instructions on the form regarding distribution (see figure 3-5).

MEMORANDUM ON A.I.D. LETTERHEAD

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

MEMORANDUM

TO: AFR/PD, Dr. Echo F. Golf

FROM: M/SER/MO, Charles Delta

SUBJECT: Memorandum on Agency Letterhead

Use this format for a memorandum on AID letterhead stationery. Leave off
the date if the memorandum is to be signed in another office and the date
of signing is not known when the memorandum is typed. It will be
stapled or typed on the same line as the typed "MEMORANDUM " heading,
flush with the right margin, after the memorandum is signed.

List attachments as shown below. Type the distribution of information
copies on the original of internal memorandums. Do not type the
distribution on the original or on copies distributed outside the
Agency. Type the "cc" heading flush with the left margin, two lines
below the last line of the text or two lines below the "Attachment"
listing, as appropriate.

The signing officer initials in ink beside his or her typed name on both
the original and the yellow file copy.

Attachments:
1. U.S. Government Correspondence Manual
2. Correspondence Poster

cc: M/SER/IRM:F.G. Hotel   Clearances:
      (w/attachments)   M/SER/MO:JVArks
                                  M/SER/MO/CRM:ANeets (substance)
                                  M/SER/CM:ABSee (Draft)

AFR/PD:EFGolf:lw:1/9/84:Wang #0149

Figure 3-2

FORMAL INTERAGENCY MEMORANDUM

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

Type classification or control marking here. ─────────────► CONFIDENTIAL

MEMORANDUM   December 8, 1985 ◄─── **Align data with right margin on same line as "MEMO" heading.**

More formal style of address.

TO: THE HONORABLE FRANK G. WILD
          Deputy Assistant Secretary for Security
          Bureau for Administration
          U.S. Department of State

FROM: Richard W. Smith
          Director, Office of Management Operations
          Agency for International Development

Type carry-over line flush with first line.

SUBJECT: Preparation of Interagency Memorandums on Letterhead
          Stationery

Letterhead stationery is use for either internal or interagency memorandums. Plain white bond is used for succeeding pages. For internal memorandums follow the format illustrated in Figure 3-2.

Always prepare an official file copy of a memorandum. Do not type the drafting information or clearances on the original or courtesy copy, if any. Provide a courtesy copy only when necessary.

at least 1" ───► The signing officer should initial in ink beside his or her typed name on both the original and file copy. If clearances are necessary, clearing officers must initial beside their names on the clearance line. The drafting officer may obtain and initial for the clearing officers by phone or in draft.

An unclassified memorandum should not be marked unclassified unless it is essential to convey that the content has been examined for the need of a classification and determined not to require one. If the content warrants a security classification or control designation, type it in capital letters centered at the top of the page and again approximately four lines from the bottom center of the page.

Type disposition instruction at bottom of first page only. ───► CONFIDENTIAL ◄───────── **Type classification or control marking at bottom of each page.**
ADS (Smith, Richard W.) 12/8/86

Figure 3-3
Classified for illustrative purpose

TWO PAGE MEMORANDUM

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON. D.C. 20523

CONFIDENTIAL

February 10, 19XX

MEMORANDUM

TO: All M/SER/IRM Secretaries

THRU: M/SER/MO/CRM, Ron Jones

FROM: M/SER/IRM, P. Smith

SUBJECT: Preparation of a Two Paged Memorandum

REF: AID Handbook 21

This exhibit shows the proper format for a two page memorandum. If
a "THRU" line is necessary, type the word "THRU" after the "TO" line
and align the colons. Type the office symbol, and   ← 1" →
name of the clearing officer two spaces after the colon. Include
the date on an internal memorandum at time of typing.

Use block style, beginning each paragraph at the left margin,
aligned with the first words following the printed colons in the
← 1" → heading of the form. Single space the text. Double space between
paragraphs. One-paragraph memorandums may be double-spaced.

Type the second page of a memorandum on plain white bond paper.
Allow side margins of at least one inch. Type the page number at
least four lines from the top of the page and aligned with the right
margin. If the memorandum is classified center the classification
on the same line as the page number at the top of each page and
about four lines from the bottom of each page. Continue typing the
text two lines below the page number.

List attachments on the original and all copies of the memorandum.
Show distribution of copies to other than the addressee on the
original and all copies under the heading "cc:" typed flush with the
left margin, at least two lines below the last line of the text or
attachments, if any.

Type the drafting information and clearances, if any, on the
original and all copies of an internal memorandum unless the
drafting officer specifies otherwise.

CONFIDENTIAL   Disposition
ADS (Walker, Paul J.) 3/3/86 ←——————— instruction
                                                directly below
                                                classification

Figure 3-4

4 lines

Center
classification
marking at top
and bottom ——————————————————▶CONFIDENTIAL

2

Align page
number with
right margin

The signing officer initials in ink after the officer's own name on
the "FROM" line. If there is a "THRU" line, the clearing officer
must initial by his or her name.

◀—1"—▶ Make a courtesy copy only when necessary. Restrict information copies to   ◀—1"—▶
those required on a need-to-know basis.

Attachment:
Type on
original and ——▶ 1. Describe briefy
all copies   2. Number consecutively if
                         more than one

cc: M/SER/IRM:MJones   Clearances:
                                          M/SER/MO:HABlake
                                          M/SER/CM:MJCox

M/SER/IRM:PSmith:lw:2/10/XX

CONFIDENTIAL

4 lines

PREPARATION OF 2-WAY MEMO (OF-27)

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Preparation of 2-Way Memo

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):
    Use brief, informal language.
    Conserve space.
    Forward original and one copy.

RECEIVER (*Replier to message*):
    Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
10/15/XX	ASIA/PTB

To :   Mr. Carl Johnson
        ASIA/PTB
        Room 4218
        Washington, D.C. 20523

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

Deputy Program Officer

FOLD_____FOLD.

MESSAGE

The 2-Way Memo is prepared on Optional Form 27.

The originator fills in the "Subject" and "From" lines, as well as the date of the message, office symbol and his/her title, in the appropriate spaces at the top of the form. After typing or writing the message under "Message", signs it in the space provided for "Signature of Originator" and sends the original and the first carbon to the addressee; the second carbon is retained in the originator's files.

REPLY

The addressee types his/her reply under "Reply", fills in the date of reply, office symbol and his/her title in the appropriate spaces at the bottom of the form, signs it in the space provided for the "Signature of Replier" and sends the first carbon back to the originator, retaining the original in his/her files.

DATE OF REPLY	ROUTING SYMBOL
11/18/XX	PO

From :   John R. Jones
         Program Office
         USAID/(Country)

SIGNATURE OF REPLIER

TITLE OF REPLIER

(Country) Desk Officer

1.   RETAINED BY ADDRESSEE
         5027-107

OPTIONAL FORM 27 (Rev. 7-81)
GSA FPMR (41 CFR) 101-11.6
NSN 7540-00-082-2447

Figure 3-5

Informal Communications

C H A P T E R   4

I N F O R M A L   C O M M U N I C A T I O N S

Page

List of Figures

C H A P T E R   4

I N F O R M A L   C O M M U N I C A T I O N S

4A. General

Informal communications may be handled by using one of the techniques discussed in this chapter. Such communications may be typed or handwritten.

4B. Informal Replies

When a simple acknowledgment or an informal comment is appropriate, it may be handwritten or typed on the original incoming letter, which is then returned to the sender. Usually, when this method is used, you will not need to keep a copy of the original letter or of the added comment. However, if a file copy is needed, answer the letter or use any available "fast copy" process to make a copy of the letter after adding your comment (see figure 4-1).

4C. Routing and Transmittal Slip (OF-41)

1. Use a routing slip to make brief, informal comments concerning correspondence or other documents routed to one or more addressees. No record (file) copy of the routing slip should be made. If necessary, both sides of the slip may be used for remarks. See figure 4-2 for the preparation of a routing slip.

2. The routing slip may be typed or handwritten. A recipient may add another addressee(s) to the slip. Forward the slip, with any enclosures, to the next addressee by lining through your name, initialing, and dating.

3. If transmittal slips are used to transmit classified or administratively-controlled documents, they must bear the same classification or designation while attached to the classified or administratively-controlled material.

4D. Memorandum of Call (SF-63)

Use SF 63 to inform office personnel of a visitor or telephone call. The form is self-explanatory (see figure 4-3).

INFORMAL REPLIES

Agency for
International
Development

Washington, D.C.
20523
March 1, 19XX

M/SER/MO

Records and Communications Management Seminar

XYZ Agency
106 Fifth Street
Washington, D.C. 20408

We would like to register Mr. Joe M. Bloe of our

agency in your forthcoming Records and Communi-

cations Management Seminar.   He is a management

analyst at the grade GS-5 level.

Thank you very much

John S. Brown
JOHN S. BROWN
Paperwork Management Division

March 7, 19XX

Mr. Bloe is now registered in our Records
Management Seminar, January 1-5. The first
session begins at 9:00 a.m.

Thomas White
THOMAS T. WHITE
Seminar Coordinator

October 14, 19XX

Dear Sirs:

Will you please send me a copy of your new

booklet, "Seven Tips for Better Typing." Thank

you very much.

Yours truly,

May Jones
Miss May Jones
330 Ash Street
Cleverton, MA 43676

Oct. 17, 19XX

*Here is your copy of our
publication. Hope you like it.*

*John Cummings
Chief of Correspondence*

Figure 4-1

ROUTING AND TRANSMITTAL SLIP (OF - 41)

ROUTING AND TRANSMITTAL SLIP

Date *3/20/XX*

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. *Mr. C. Smith M/SER/MO*	*CS*	*3/21*
2. *Miss K. Jones MO/CRM*		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	X Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

This is the case we discussed yesterday. Note changes in paragraph 4.

If you do not agree, return to me before routing for signature.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 1200J, SA-14
Peggy Johnson, SER/MO	Phone No. 59394

5041-102

☆ GPO : 1983 O - 381-529 (308)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

Figure 4-2

MEMORANDUM OF CALL (SF - 63)

MEMORANDUM
OF CALL   Previous editions usable

TO: *Mary*

☒ YOU WERE CALLED BY—   ☐ YOU WERE VISITED BY—

Donna

OF (Organization)   *ADTS*

☒ PLEASE PHONE ▶   ☐ FTS   ☐ AUTOVON

X52713

☐ WILL CALL AGAIN   ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL   ☐ WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY *Phil* | DATE *12-1-XX* | TIME *9:45*

63-110   NSN 7540-00-634-4018   **STANDARD FORM 63** (Rev. 8-81)
                                 Prescribed by GSA
★ GPO : 1983 0 - 381-529 (312) FPMR (41 CFR) 101—11.6

Figure 4-3

Congressional Correspondence

C H A P T E R 5

C O N G R E S S I O N A L   C O R R E S P O N D E N C E

List of Figures

C H A P T E R   5

CONGRESSIONAL CORRESPONDENCE

5A. Action Assignments

1.   Action on Congressional mail is assigned by the Office of the Executive Secretary, Communications Coordination Staff (ES/CCS). The Communications Coordination Staff should be contacted regarding changes in and transfer of action assignments.

2.   Respond to Congressional mail quickly. ES/CCS assigns due dates on the basis of five working days for preparation of a reply. If this time limit cannot be met (e.g., when it is necessary to contact a Mission or other source for information) prepare an interim reply immediately. The interim response should indicate the action being taken and should be signed by the officer designated to sign the final reply.

✱ 3.   An extension of the five-day due date may sometimes be granted for congressional correspondence. Such extension requires the approval of the Office of Legislative Affairs when LEG is signing the outgoing or ES/CCS when the Administrator or Deputy Administrator is signing the outgoing.

4.   Offices should contact LEG when it is necessary to request information by telegram from USAIDs in response to Congressional correspondence. The caption "CONGRESSIONAL INQUIRY" should be used on all such telegrams. The action office is responsible for followup with the Mission if a reply is not received within 10 working days. Suspense lists are kept by LEG and ES. **✱**

5B. Clearances

1.   LEG must clear all final Congressional correspondence. LEG must be the final clearing office when the letter is to be signed by the Administrator or the Deputy Administrator. LEG will not provide clearances for letters in draft form.

2.   The action office decides the need for other clearances and is responsible for getting them. To speed the reply, only mandatory clearances should be sought. Encourage the use of telephone clearances and simultaneous clearances.

3.   Formal, initialed clearances are required whenever the General Counsel, LEG or AA/PPC are the clearing office(s).

✱ Revised

4.   Prepare a covering action memorandum when the outgoing letter is to be signed by the Administrator or Deputy Administrator only if the incoming communication and the proposed outgoing reply are not self-explanatory.

5C.   Components of the Letter

1.   Address

The following address format should be used to reply to most Congressional correspondence:

a.   Senators

✱   The Honorable (full Name)
United States Senate
Washington, D.C.   20510

b.   Representatives

The Honorable (full name)
House of Representatives
Washington, D.C.   20515

2.   Responding to a Member Using a Chairman/Chairwoman Signature

If a Member of Congress' signature block includes the title "Chairman" or "Chairwoman," the following address format should be used, as appropriate:

a.   Senators

The Honorable (full name)
Chairman Committee on _____
   (name)
United States Senate
Washington, D.C.   20510
                    or
The Honorable (full name)
Chairman Subcommittee on (name)
(name of parent Committee)
United States Senate
Washington, D.C.   20510   ✱

✱ Revised

✱ b.   Representatives

> The Honorable (full name)
> Chairman, Committee on (name)
> House of Representatives
> Washington, D.C. 20515
> > or
> The Honorable (full name)
> Chairman, Subcommittee on (name)
> (name of parent committee)
> House of Representatives
> Washington, D.C. 20515

3.   Responding to a Congressional Staffer at the Request of the Member

If the Member asks that a response be sent to the attention of a member of his or her staff, do not type the attention line in the letter. Instead, type "Attention: (Mr., Mrs., or Ms.) _____" in the lower left corner of the face of the envelope.

4.   Responding to a Congressional Staffer's Correspondence

If a letter is received from a staff member, address the reply to the Member of Congress or the Chairperson of the Committee. Mark the envelope for the attention of the staff member.

5.   Salutation (Greeting)

a.   Committee Chairperson

Use the following salutation when writing to a Chairwoman or Chairman of the committee or subcommittee:

> "Dear Madam Chairwoman:" ✱
> > or
> "Dear Mr. Chairman:"

b.   Senator

When writing to a member of the Senate, male or female, the salutation

> "Dear Senator _____" should be used.

✱ Revised

c. Representative

(1) When writing to a male member of the House of Representatives use:

"Dear Congressman _____"

(2) For forms of address preferred by individual Congresswomen contact the Office of Legislative Affairs.

6. Opening

a. Beginning the Response

Always use a respectful tone, reflecting a clear recognition of the position of the Member of Congress.

Begin the response as indicated in the following situations:

(1) Inquiry Addressed to the Assistant Administrator for Legislative Affairs

"Thank you for your letter (or communication of (date) regarding..." (use constituent's name where possible)

(2) Inquiry Addressed to the Administrator or the Deputy Administrator but Assigned to LEG for Signing

"(Insert name of person to whom inquiry was addressed) has asked me to reply to your letter of (date) concerning..."

(3) Inquiry Addressed to Any Other AID Official

"Thank you for your letter of (date) addressed to (Mr., Mrs., Ms.) _____ concerning..."

(4) Inquiry Addressed to Any Other Government Agency (State, Defense, Treasury, or others)

"Secretary (Dr., Mr., Ms.) of (agency) has asked me to reply to your letter of (date) concerning..."
                                or
"...has refered your letter of (date) concerning _____ to me for reply."

(5) Inquiry Made by a Congressional Staffer

Address the reply to the Member of Congress:

"(Mr., Mrs., Ms. _____) of your staff has requested information concerning..."

(6) Congressional Inquiry to the White House Forwarded to AID for Direct Reply

"President _____ has asked that I reply to your letter of (date) concerning..."

b. Things Not to Do

(1) Do not refer to the date of a constituent's letter to a Member of Congress.

(2) Do not mention that the constituent's letter has been sent to A.I.D.

(3) Do not mention correspondence with another Member of Congress.

7. Body of the Letter

a. Get to the point. Respond to all questions raised in the inquiry but don't confuse the real issue(s) of the letter. Avoid re-phrasing or interpreting an inquiry to make it easier to answer.

b. Keep the language simple and direct. Avoid bureaucratic jargon, technical words, foreign phrases, complicated sentence structure, and long or stilted expressions.

c. Use tact. Try not to convey a derogatory or condescending attitude toward the views expressed by a constituent. Limit the reply to the facts. Do not contradict or argue with the opinions of the constituent.

d. Use "A.I.D." to refer to the Agency, not AID.

e. In referring to an overseas office, use "our A.I.D. Office (or Mission) in (country or city)." Do not use the term "USAID."

f. Do not refer to specific journalists or publications by name. Instead use something such as:

"A recent newspaper article concerning..."

g.   Letters stating an A.I.D. position or discussing official policy must use the pronoun "we" when appropriate and not the personal pronoun "I."

8.   Closing

   a.   Office of Legislative Affairs

   "Thank you for bringing this matter to our attention. Please let us know when this office can be of further assistance."

   b.   Administrator or Deputy Administrator

   "If I can be of further assistance, please let me know."
                              or
   "If I can provide you with further information, please let me know."

9.   Signature

   Type the signature block two lines below the last line of the text beginning approximately at the center of the page.

*   a.   Office of Legislative Affairs

   The signature block for the office of Legislative Affairs is *
as follows:

                              Sincerely yours,
                              (skip 4 lines)
                              (typed name)
                              Director
                              Office of Legislative Affairs

   b.   Administrator (A/A.I.D.) or Deputy Administrator (DA/A.I.D.)

   The signature block for the Administrator or Deputy Administrator is as follows:

                              Sincerely,
                              (skip 6 lines)
                              (typed name)

10.   Enclosures

   a.   General

   (1) Do not refer to "enclosures" as "attachments" within the body or in the enclosure section of the letter.

                                                  * Revised

✶   (2) Do not list the constituent's letter as an enclosure.
However, always return the constituent's letter with the reply (see 5E3).

    b.   <u>Office of Legislative Affairs</u>

       List enclosures unless specifically mentioned in the body of
the letter.

    c.   <u>Administrator, Deputy Administrator, or Acting Administrator</u>

       List enclosures even when mentioned in the body of the letter.

11.   <u>Drafting Information</u>

       Show drafting information and clearances on all copies <u>except</u> the
original and courtesy copy.

5D.   <u>Stationery</u>

    1.   Use A.I.D. letterhead stationery for Congressional correspondence
prepared for signature in LEG. Use "Deputy Administrator" letterhead
and envelope for correspondence prepared for the Deputy Administrator.
Use "The Administrator" letterhead and envelope for correspondence
prepared for the Administrator. "Office of the Administrator"
letterhead and envelope are used for an Acting Administrator.

    2.   A courtesy copy on appropriate letterhead tissue (manifold) is
required for all Congressional letters for LEG signature.

5E.   <u>The Congressional Package</u>

Use good ribbons and clean carbons to assure neat originals and legible
copies. Include the following in every packet:

1.   <u>On the Right Side of the Folder</u>

       The original and one clean, clear courtesy copy (on letterhead
tissue). The constituent's letter, other enclosures, and an appropriate
size envelope addressed to the Member of Congress. Do not type any name
above the preprinted A.I.D. return address on the envelope.

2.   <u>On the Left Side of the Folder</u>

    a.   The yellow official file copy and enclosures. ✶

    b.   One clear copy for LEG.

---

c. One clear copy for ES.

d. One copy for each clearance officer.

e. Any information copies.

f. Addressed envelopes for each office receiving a copy of the response (including the yellow copy but excluding LEG's).

3. Enclosures

Return the constituent's letter and any other enclosures received. The action office must assure that one copy of the enclosure(s) and the constituent's letter is made and attached to the yellow file copy of the reply. It is not necessary to make copies of the enclosures for all copies of the reply.

5F. Direct Replies to Constituents

When the Member of Congress asks that A.I.D. write directly to the constituent, send LEG the signed reply to the constituent, and a letter to the Member of Congress for signing in LEG. Enclose a clean courtesy copy of the reply to the constituent. LEG will date and mail both letters. The drafting office will not mail either letter.

5G. Twin Letters

When a constituent writes both A.I.D. and a Member of Congress who, in turn, sends the letter to A.I.D., the reply should be written to the Member of

Congress with a brief letter to the constituent informing him or her that A.I.D. has responded to the Member of Congress.

5H. Multiple Inquiries

When letters on the same subject are received from more than one Member of Congress, identical letters should be sent to all of them. Do not mention the fact that other Members of Congress have written.

5I. Multiple-Signed Letters

When a letter is received that has been signed by more than one Member of Congress, identical individual letters should be prepared for each of the signees.

5J. Letters in Response to Telephone Inquiries

1. All letters to Members of Congress or Congressional staffers in response to telephone inquiries must be prepared for the signature of the Director for Legislative Affairs.

2. Fill out form AID 3-219, Congressional Telephone Request. Forward it to LEG when responding to telephone inquiries from a Member of Congress or a Congressional staffer (see figure 5-1).

CONGRESSIONAL TELEPHONE REQUEST
(FORM AID 3-219)

OFFICE   **DATE**

CALLER   **TELEPHONE**

RECEIVED BY   **REFERRED TO**

NATURE OF REQUEST

DATE   **ACTION TAKEN**

AID 3-219 (3-65) CONGRESSIONAL TELEPHONE REQUEST

Figure 5-1

Style and Forms of Address

C H A P T E R   6

S T Y L E   A N D   F O R M S   O F   A D D R E S S

CHAPTER 6

STYLE AND FORMS OF ADDRESS

6A. Style Practices

The style practices discussed here are those normally used in preparation of official communications.

1. Abbreviations

a.   Established abbreviations are acceptable in all but the most formal writing. Whenever a message repeats a multi-word title or phrase, it is acceptable to establish the abbreviation with the first use of the full title. Do this by inserting the abbreviation in parentheses immediately after spelling out the full title the first time. The abbreviation may then be used throughout the rest of the text.

Example:

The United States' Zone Improvement Plan (ZIP) expedites mail handling. Please use the ZIP Code in the address.

b.   The only exception to this is in using abbreviations that are universally recognized, such as UN, WHO, UNESCO.

c.   Do not capitalize abbreviations unless the words they represent are usually capitalized or unless the abbreviation is capitalized by custom.

d.   Refer to the U.S. Government Printing Office <u>Style Manual</u> for standard abbreviations.

2. British Spelling

Do not use British spelling (when different from American spelling) except:

a.   in printing British papers and documents;
b.   in direct quotations from British papers;
c.   when official documents have been created using British spelling; and
d.   where the official names of international or British-organized bodies have British spelling.

3. <u>Diacritical Marks</u>

Diacritical marks are an essential part of some proper names, geographic names, and foreign words. Do not omit them. Insert them in ink if the typewriter does not have such marks. Generally, do not use diacritical marks with English words.

4. <u>Word Division</u>

a.   Divide a word only when necessary for a uniform right margin. Excessive word division makes reading difficult. Overuse of hyphens detracts from the appearance of the typed page. More than three divided words on a page is too many.

b.   Divide a word at the syllable when division is unavoidable. Consult a dictionary when in doubt as to how a word is divided. The <u>Word Division Supplement to the U.S. Government Style Manual</u> provides a useful reference for dividing words.

c.   The following rules should also be used in word division:

(1) Use a hyphen (-) to divide a word at the end of a line.

(2) Never divide a word if less than three letters will be carried over to the next line.

(3) Do not divide words in consecutive lines.

(4) Do not divide one syllable words.

(5) Do not divide the last word in a paragraph.

(6) Do not divide the last word on a page.

(7) To divide a date, carry over only the year to the next line.

(8) Do not divide figures, letters, or symbols from their accompanying parts. For example: 18,915; $189.15; Chapter XIV; Title 41; FY 1998; 1234 Eighteenth Street, NW.

(9) Do not separate an abbreviation from its accompanying part.

(10) Do not divide proper nouns or names of people unless absolutely necessary. Instead of dividing a proper name, carry the full surname to the next line.

(11) Divide compound words only at the compounding point. This avoids using two hyphens in the same word.

5. Quoting

    a. Short Quotations

Run quotations of less than two lines into the text. Use quotation marks, both double and single, as shown in the following sentence.

Example:

The regulation clearly states "...ambiguous references such as 'herein', 'above', or 'hereafter' shall not be used."

    b. Long Quotations

Quotations of more than two lines should be typed in block form and indented five spaces from the left and right margins of the text. Start the quotation two lines below the preceding text; leave two lines below the quotation before continuing the text. Omit quotation marks in most cases. If quotation marks must be used, use opening marks at the beginning of each paragraph, but closing ones only at the end of the last quoted paragraph.

6B. Forms of Address

1. General

    a. The forms of address, salutations, and complimentary close given in this section are the conventional forms in general use. They may be varied under certain conditions. For example, "The Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency," as appropriate. All Presidential appointees and Federal and State elective officials are addressed as "The Honorable." As a general rule, county and city officials, except mayors, are not addressed as "The Honorable." A person once entitled to "Governor," "Judge," "General," "The Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his or her lifetime.

In salutations to persons in positions that may be held by men or women, only the title for men is shown in examples given. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Use the title "Senator" for a male or female Member of the Senate. Use the title "Miss," "Mrs","Ms." or other preferred salutation for a female Member of the House of Representatives, Senator-elect, or Representative-elect. **✳**

✳ Revised

b.   Observe the following general rules when addressing communications to individuals by name and/or title.

(1) Use open punctuation in addresses (periods are omitted).

(2) Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out.

(3) Spell out all titles in the address, except "Dr.," "Mr.," and "Mrs." Don't use two titles with the same meaning with one name, for example, use "Dr. Paul White" or "Paul White, M.D." but not "Dr. Paul White, M.D."

(4) If it is not known whether the addressee is a man or woman, use "Mr." with the name.

(5) Use "Ms." if not sure whether to use "Mrs." or "Miss."

(6) In some cases the person holding a Ph.D degree prefers to be addressed as "Dr. (full name)," rather than as "The Reverend," "Dean," "Professor," etc.

When a salutation and closing are necessary in a letter, use the models of address shown in this section.

2.   Models of Address

The following list shows the address element and salutation and complimentary close, when used, for certain addressees.

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
The President	The President The White House Washington, D.C. 20500	Dear Mr. (Madam) President: Respectfully,
Spouse of the President	Mrs. (Mr.) (full name) The White House Washington, D.C. 20500	Dear Mrs. (Mr.) (surname): Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, D.C. 20500	Dear Mr. (Ms.) (surname): Sincerely,
The Vice President	The Honorable (full name) President of the Senate United States Senate Washington, D.C. 20510	Dear Mr. (Madam) President: Sincerely,
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. (Madam) Justice: Sincerely,
Associate Justice	*The Honorable (full name)* The Supreme Court of the United States Washington, D.C. 20543	Dear Justice: Sincerely,
United States Senator	The Honorable (full name) United States Senate Washington, D.C. 20510 or The Honorable (full name) *Street and Building* *(District)* 00000	Dear Senator (surname): Sincerely, Dear Senator (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
United States Representative	The Honorable (full name) House of Representatives Washington, D.C. 20515 or The Honorable (full name) Member of Congress of Representatives (District Office) 00000	Dear Congressman (Congresswoman) (surname):1/ Sincerely,
Committee Chairman (Chairwoman)	The Honorable (full name) Chairman (Chairwoman), Committee on (name) United States Senate Washington, D.C. 20510 or	Dear Mr. Chairman (Madam Chairman): Sincerely,
Committee Chairman (Chairwoman)	The Honorable (full name) Chairman (Chairwoman), Committee on (name) House of Representatives Washington, D.C. 20515	
Subcommittee Chairman (Chairwoman)	The Honorable (full name) Chairman (Chairwoman), Subcommittee on (name) (name of parent Committee) United States Senate Washington, D.C. 20510 or	Dear Mr. Chairman (Madam Chairman): Sincerely,
	The Honorable (full name) Chairwoman (Chairman), Subcommittee on (name) (name of parent Committee) House of Representatives Washington, D.C. 20515	Dear Madam Chairman (Mr. Chairman): Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Mr. (Madam) Speaker: Sincerely,

1/ Contact LEG for individual Representative's preferred greeting.

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE

Cabinet Members	The Honorable (full name)
	Secretary of (name of
	  Department)
	Washington, D.C. 00000
		Dear Mr. (Madam) Secretary:
		
		  Sincerely,

	or	

	The Honorable (full name)
	Attorney General
	Washington, D.C. 20530
		Dear Mr. (Madam) Attorney
		  General:
		  Sincerely,

Deputy Secretaries,
Assistants, or
Under Secretaries
	The Honorable (full name)
	Deputy Secretary of (name
	  of Department)
	Washington, D.C. 00000
		Dear Mr. (Ms.) (surname):
		  Sincerely,

	or	
	The Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C. 00000	
	or	
	The Honorable (full name) Under Secretary of (name of Department) Washington, D.C. 00000	
Head of Independent Offices and Agencies	The Honorable (full name) Comptroller General of the United States General Accounting Office Washington, D.C. 20548	Dear Mr. (Ms.) (surname): Sincerely,
	or	

	The Honorable (full name)
	Chairman (Chairwoman)(name of
	  Commission)
	Washington, D.C. 00000
		Dear Mr. Chairman (Madam
		  Chairwoman):
		  Sincerely,

	or	

	The Honorable (full name)
	Director, Office of
	  Management and Budget
	Washington, D.C. 20503
		Dear Mr. (Ms.) (surname):
		  Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr. (Ms.) (surname): Sincerely,
Public Printer	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr. (Ms.) (surname): Sincerely,
Postmaster (Postmistress) General	The Honorable (full name) Postmaster (Postmistress) General Washington, D.C. 20530	Dear Mr. Postmaster (Madam Postmistress) General: Sincerely,
American Ambassador	The Honorable (full name) American Ambassador (City), (Country)	Sir (Madam): (formal) Dear Mr. (Madam) Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
American Consul General of American Consul	(Full name) American Consul General (or American Consul) (City), (Country)	Dear Mr. (Ms.) (surname): Sincerely,
Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (Country) (local address) 00000	Excellency: (formal) Dear Mr. (Madam) Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Foreign Minister	His (Her) Excellency (full name) Minister of (name of Ministry) (City), (Country)	Dear Mr. (Madam) Minister: Sincerely,
United States Representatives to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organization of American States) (local address) 00000	Sir (Madam): (formal) Dear Mr. (Madam) Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
Governor of State	The Honorable (full name) Governor of (name of State) (City), (State) 00000	Dear Governor (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (name of State) (City), (State) 00000	Dear Mr. (Ms.) (surname): Sincerely,
State Senator	The Honorable (full name) (name of State) Senate (City), (State) 00000	Dear Mr. (Ms.) (surname): Sincerely,
State Representative Assemblyman, or Delegate	The Honorable (full name) (name of State) House of Representatives (or Assembly or House of Delegates)2/ (City), (State) 00000	Dear Mr. (Ms.) (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (name of City) (City), (State) 00000	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (name of City) (City), (State) 00000	Dear Mr. (Ms.) (surname): Sincerely,
Protestant Clergy	The Right Reverend (full name) Bishop of (name) (local address) 00000	Right Reverend Sir (Madam): (formal) Dear Bishop (surname): (informal) Sincerely,

or

2/ In most States, the lower branch of the legislature is the House of Representatives. In others, such as California, New York, New Jersey, Nevada, and Wisconsin, the lower house is known as the Assembly. In some, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has *a* one house legislature; its members are called Senators.

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE

Protestant Clergy (Continued)	The Very Reverend (full name)
	Dean of (Cathedral)
	(local address) 00000
		Very Reverend Sir (Madam):
		(formal)
		  Dear Dean (surname):
		(informal)
		  Sincerely,

	or	

	The Reverend (full name)
	Bishop of (name)
	(local address) 00000
		Reverend Sir (Madam):
		(formal)
		  Dear Bishop (surname):
		(informal)
		  Sincerely,

	or	
	The Reverend (full name) (Title), (name of Church) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,

Catholic Clergy	His Eminence (given name)
	Cardinal (surname)
	Archbishop of (Diocese)
	(local address) 00000
		Your Eminence:
		(formal)
		  Dear Cardinal (surname):
		(informal)
		  Sincerely,

	or	

	The Most Reverend (full name)
	Archbishop of (Diocese)
	(local address) 00000
		Your Excellency:
		(formal)
		  Dear Archbishop (surname):
		(informal)
		  Sincerely,

	or	

	The Most Reverend (full name)
	Bishop of (City)
	(local address) 00000
		Your Excellency:
		(formal)
		  Dear Bishop (surname):
		(informal)
		  Sincerely,

	or	

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
Catholic Clergy (Continued)	The Right Reverend Monsignor (full name) (local address) 00000	Right Reverend Monsignor (formal) Dear Monsignor (surname): (informal) Sincerely,
	or	
	The Very Reverend Monsignor (full name) (local address) 00000	Very Reverend Monsignor (formal) Dear Monsignor (surname): (informal) Sincerely,
	or	
	The Reverend (full name) (add initials of Order, if any) (local address) 00000	Reverend Sir: (formal) Dear Father (surname): (informal) Sincerely,
	or	
	Mother (name) (initials or Order, if used) Superior (name of Convent) (local address) 00000	Dear Mother (name): Sincerely,
Jewish Clergy	Rabbi (full name) (local address) 00000	Dear Rabbi (surname): Sincerely,
Chaplains	Chaplain (full name) (rank, service designation) (post office address of organization and station) (local address) 00000	Dear Chaplain (surname): Sincerely,
President of a College or University (Doctor)	Dr. (full name) President, (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
Dean of a School	Dean (full name) School of (name) (name of institution) (local address) 00000	Dear Dean (surname): Sincerely,
Professor	Professor (full name) Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): Sincerely,
Physician	(full name), MD (local address) 00000	Dear Dr. (surname): Sincerely,
Lawyer	(full name), Esq. (name of law firm) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely
Widow	Ms. (wife's first name, last name) (local address) 00000	Dear Ms. (surname): Sincerely,
Two or more Men	Mr. (full name) and Mr. (full name) 3/ (local address) 00000	Gentlemen: Sincerely,
Two or more Women	Ms. (full name) and Ms. (full name) (local address) 00000	Gentlewomen: (or) Mesdames: Sincerely,
One Woman and one Man	Ms. (full name) and Mr. (full name) (local address) 00000	Dear Ms. (surname) and Mr. (surname) Sincerely,
Military Personnel	(Full grade, name, and abbreviation of service designation) (Retired is added, if applicable) (title and organization) (local address) 00000	Dear (grade) (surname): Sincerely,

3/ A letter to two or more people may be addressed as shown. It may also be addressed to only one of them if the opening paragraph mentions the other(s) by name.

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLI-MENTARY CLOSE
Service Academy Members Army or Coast Guard	Cadet (full name) (service designation) (local address) 00000	Dear Cadet (surname): Sincerely,
Navy	Midshipman (full name) (service designation) (local address) 00000	Dear Midshipman (surname): Sincerely,
Air Force	Air Cadet (full name) (service designation) (local address) 00000	Dear Air Cadet (surname): Sincerely,

Guidelines for Typists

C H A P T E R   7

G U I D E L I N E S   F O R   T Y P I S T S

C H A P T E R   7

G U I D E L I N E S   F O R   T Y P I S T S

7A. General

Although speed and accuracy are important, they alone do not ensure fast work. In this chapter, some suggestions are given to make the secretary's job easier. In seeking other guidance, look in a good typing text, or through one of the many free pamphlets available from makers of most typewriters. Although the suggestions given here are applicable primarily to standard manual and electric typewriter, many of them can also be used with automated word processing equipment. Instructions in the word processor operator's guide books supersede these guidelines.

1. Getting Ready to Type

Before you begin, assemble all materials you will need close at hand - eraser, eraser guard, paper, correction fluid, rough copy - so that you won't waste time looking for something once you start to type. Plan the layout of your job. Is it a short or a long letter? How should it be centered? How many copies need to be made? After finishing this typing, don't neglect an important step--proofreading. It's much easier, less time-consuming, and far less embarassing to catch and correct your own errors before the supervisor sees your job. By taking time to proofread your work, you save the supervisor's time, too. Remember, a sloppy letter or one that contains many errors reflects unfavorably upon you, your office and upon AID.

2. Typing Symbols

Sometimes you will be required to type symbols which do not appear on the keyboard machine. Many of them are simple to do once you have learned the method and practiced a few times.

a. Fractions

Fractions are used to express quantity less than a whole unit. Those not on the keyboard are made with the arabic numerals on the keyboard and the diagonal or slant (/),. Such a fraction is tied to any preceding whole number with a hyphen. In typing, be consistent with your fractions: make all of them with the diagonal, although 1/2 and 1/4 are on the keyboard. If, however, your paper calls for only these two fractions, use the keyboard symbols. These symbols follow any preceding whole numbers immediately, without a hyphen or space.

Examples:
1/3, 3/16; 3-1/3; and 6 1/2

b. Dash

The dash is normally used to mark a sudden break or abrupt change in thought. The typewriter dash is made with two hyphens, without a space between them, and without a space between the dash and the words it follows or precedes.

Example:
He **said--and no**

c. Degree Symbol

To make a degree symbol, turn the cylinder knob toward you slightly; type the small letter "o," without a space between the figure and the symbol; then turn the cylinder to the line writing position. Example: 89°.

d. Division Sign

To make the division sign, strike the colon; backspace; and strike the hyphen.

Example:
6 3

e. Equals Sign

To make the equals sign, you may use one of two methods: (1) Strike the hyphen; backspace; depress the shift key slightly, and strike the hyphen again; or (2) strike the hyphen; backspace; turn they cylinder forward slightly, and strike the hyphen again. In this second method, use the line finder device.

Example:
=6 3=2

f. Chemistry Symbols

Type the capital letter, leaving one space between for the exponent; backspace to the point where the exponent is to be typed; turn the right cylinder knob slightly forward, (away from you); type the exponent.

Example:
H_2O

g. Caret

A caret, a mark or symbol used to show the place where additional information is to be inserted, is made by typing an underscore

under the last letter of the word before the omission; type the diagonal, or slant, in the space between this word and the following one.

> Example:
> Mr._/is quoted as saying

The caret should only be used when typing drafts. It should never appear in a final typed produce.

h.   Brackets ([   ])

Type the diagonal, or slant; backspace read and type the underscore; roll the cylinder toward you one full space; type the underscore to complete the top of the bracket. The second bracket is made by typing the underscore immediately after the last letter or character; type the diagonal, or slant; roll the cylinder toward you one full space; backspace once; type the underscore to complete the top of the bracket.

i.   Plus Sign (+)

If your typewriter is not equipped with a plus sign, you can make one. Lock the shift key; turn the cylinder knob toward you about half a line space; strike the underscore; and return the cylinder to its line position. Backspace and strike the apostrophe; backspace; turn the cylinder knob away from you approximately half a line space; and strike the apostrophe. Return the cylinder to proper writing position.

j.   Algebraic Terms

Type the letter and symbols first, and then fill in the exponents. The exponent is written by turning the cylinder knob toward you slightly. In typing several such terms, it is better to type all the expressions and then go back and fill in the exponent. Example: $(X+Y)^2$.

k.   Ditto (")

If an entire line is to be repeated, or dittoed, use the word ditto; if only a few words are to be dittoed, use the quotation marks, the symbol to indicate "ditto," placing them under each word.

l.   Section Sign (§)

Type the lowercase letter "s"; turn the cylinder knob slightly forward (away from you); backspace; and strike the lower case "s" again. This superimposes it upon the first "s".

m. Cedilla Sign (ç)

The cedilla sign is a mark under the letter "c" to show it is to be sounded like "s". Type the lowercase "c"; turn the cylinder knob slightly forward (away from you); backspace; strike the comma.

n. Exclamation Point (!)

Two regular keyboard characters make up the exclamation point, the period and the apostrophe. On most machines it can be made speedily and easily as follows. Depress the shift key and the space bar at the same time. Use regular stroking and finder techniques. While holding the space bar down, strike the period and then the apostrophe before you release either the space bar or the shift key. If this method does not work on your machine, the exclamation point can also be made as follows: strike the period; backspace; strike the apostrophe.

o. Asterisk (*)

If your typewriter does not have the asterisk key, it can be improvised by the following method: strike a capital "A", backspace; strike the small letter "v" over the capital "A". Your improvised asterisk will look like this: A.

p. Roman Numerals

Roman numerals are expressed by uppercase, or capital, letters. They should be typed in this order:

I	VI
II	VII
III	VIII
IV	IX
V	X

Roman numerals may be written in small letters when two sets are being used, or in special instances, such as in introductions to documents.

q. Latitude and Longitude

The small "o" is used to express degrees, the apostrophe for the minutes, and the quotation marks for seconds. Example: 45º 30' 9"S.

r. Inches

The quotation marks are used to express the abbreviation for inches in invoice work, such as 5".

s. <u>Feet</u>

The apostrophe is used to express the abbreviation feet in invoice work, such as 6'.

t. <u>Pounds</u> (#)

The number sign indicates pounds when it follows a numeral, such as 5#, 25#, etc. in invoice work.

u. <u>English Pound</u>

Strike capital letter "L"; backspace; strike the small letter "f" through the capital "L," as £. Some typists prefer the hyphen strike through the capital "L," as (Ł). Either may be used.

v. <u>Square or Box</u> (|‾|)

Strike the slant or diagonal; space at least 2 spaces and strike the slant or diagonal again; backspace; strike the underscore to fill in the bottom of the box; roll the platen back to the top of the first slant or diagonal stroke; space once; strike the underscore to fill in the top of the box. Spacing may vary, depending upon the size of the box.

w. <u>Leaders</u> (. . . or - - - -)

Leaders, dots or dashes, are used to carry the eye from one item to another if the material is closely typed and complicated, as in statistical tables. They should be struck lightly so as not to penetrate the paper. A space between dots or dashes looks better. To keep them one under the other, start with the next even number on the typewriter scale and strike them only on the even numbers, stopping at least 2 spaces in the front of the item to which they lead.

x. <u>Ellipsis</u> (. . . or ***)

An ellipsis indicates omission of letters or words. Dots or asterisks may be used for ellipsis. Three dots are usually used to denote the omission. A fourth period may be added to indicate the end of a sentence.

y. <u>Italics</u>

When typing material where italic words appear, the italics should be underscored when typed since such words are italicized for emphasis. With constant pitch on the typewriter, no distinction can be made unless the word is underscored.

3. Shortcuts

Many typists have favorite shortcuts to speed their work. The following section lists some helpful hints to make your work easier and faster.

a. Finding a Line

Generally, you will be able to use your automatic line finder. Unfortunately, once you have taken your paper out of the machine, then reinserted it, the line finder is not much help. This trick will help:

Reinsert the paper to the approximate typing position; depress the paper release lever.

Straighten one line of writing with the alining scale so that one of the small white lines on the scale comes directly under one of the characters in the line of writing.

The best characters to choose for this purpose are the period, the small "i," or the small "l".

Hold the paper firmly against the platen and snap back the paper release lever. Test the accuracy of the position by putting the ribbon indicator on stencil (white) and tapping one character over another in the original line of writing.

b. Lining up Carbon Copies

Lining up carbon copies so that added type falls in the right place on all copies is another problem which can easily be solved. Before removing the pack from the machine, punch holes with a pin in the upper right and left corners of the paper pack. When the pack is reinserted in the typewriter, depress the paper lever and tap the edges of the paper until the pin can be made to slip through the holes easily.

c. Setting Tabs

The tabulator on the typewriter can be a most useful, time-saving device. Don't think that it is to be used for tabular typing only. It can be used to set the stops for the date line, paragraph indentations and signature lines, to name a few. Make it work for you--don't let it be a neglected key.

d. Adding Notations to Carbons Copies Only

To make notations on carbon copies only (such as typist's initials), you need not remove the original copy from the typewriter. Place the carriage in writing position for the notation, and then slip a

small piece of paper between the ribbon guide and the ribbon copy. By typing on the small paper thus inserted, you will make your notation on the copies only.

e.   Small Card or Label Problems

Many typists find typing small cards or labels difficult because the cards are too short to be held tightly by the feed roller and the platen. The use of a pocket sheet or pleat will eliminate this problem of slippage. To make the sheet, follow these directions:

Fold a sheet of typing paper in half; make a hard crease in it.

Open the sheet to full size, and lay it down on the desk, crease protruding upwards.

With your thumbs below the crease and your index fingers above, fold the paper back against the upper half of the sheet. The depth of the fold will depend upon how close you need to type to the bottom of the cards or labels. Usually, a quarter of an inch is enough. This second crease should also be pressed hard into the paper with your thumb nail. You now have a pocket as deep as the fold.

Fasten scotch tape to the outer edges of both sides of the fold. This flattens the pocket and helps in inserting the pocket sheet into the typewriter.

Insert your pocket sheet into the typewriter with the bottom of the pocket showing above the alinement scale. Roll the pocket sheet down to the writing line of your card or label when it is placed in the pocket. Your card or label will not slip, as the feed rolls will hold your pocket sheet and grip your card or label, thus preventing slippage.

Typing the small card or label can be done easily once you have made your pocket sheet. Try these steps and see how easy it is.

Draw a vertical line on your pocket sheet, an inch or more from its left edge, to serve as an insertion guide for each label and card.

Insert the left edge of your card or label against the line. Set your left marginal stop at the desired point for typing. Type the card or label.

Remove the card or label by turning the pocket sheet up with the right hand. Remove the card or label with the right hand. While removing the card with your right hand, insert the next one in the pocket with your left hand.

If you are typing many labels and have a long carriage, insert several labels at once.

f.   Vertical Slitting for Small Cards or Labels

When it is necessary to type over a large surface of the label, such as close to the top or the bottom, vertical slitting is better.

With a razor blade, cut vertical slits in a 3 by 5 card, making them about 1/4 inch longer than the label to be typed.

Insert both the left and right edges of the card or label to be typed under the vertical slits. Insert the card into the typewriter in the normal way. The label will not slip, permitting you to type to the extreme top or bottom.

g.   Angle or Corner Slitting for Small Cards or Labels

If you need to cover the whole label, corner slitting is best.

Cut four right-angle corners or slits to fit the size of the label. Insert the label into the slits; this looks like mounting a snapshot into a photo album. Insert the card into the typewriter; now you can type to the extreme edges and the top and bottom of the label.

h.   Footnoting

A footnote indicator in a text is properly placed after a word, not before it. In typing, it may be set either before or after a mark of punctuation, depending upon the part of the sentence to which the indicator refers. When it refers to an entire clause it should be set after a punctuation mark; and if it refers to a single word, it is placed before the punctuation mark. To indicate a footnote, you can use a raised numeral, such as 1, 2, or 3; or an asterisk. If you choose to use an asterisk, never use more than three asterisks to indicate footnotes; use another mark when the number exceeds three ((* ** ***). Never use signs like %, @, etc., that have other meanings.

In the footnote itself, the indicators may be placed one space before the first word. Place the footnote at the bottom of the same page as the footnote indicates, unless the writer directs that the footnotes go at the end of a chapter.

i.   Preventing Line Skips and Repeats

If you do continuous copy work, you'll find the copy is easier to read if you use a copyholder. A good copyholder has a device for moving the copy up and down to exact reading level. Since this focuses attention on the line being copied, there is less chance for skipping lines and repeating lines.

j. Chain Feeding

Chain feeding saves time when you are writing cards, form letters, or envelopes. Its basic principle is to insert into the typewriter the next piece of material to be typed before removing the first piece. Here are the steps to follow:

Feed the first card or envelope halfway around the platen roller. Succeeding pieces are inserted from behind the platen.

Insert the second piece of material between the platen and the bottom of the first piece. Turn the first piece to the writing line and begin typing.

In removing the first card or envelope, you automatically pull the second piece of material around the platen and into position.

In chain feeding envelopes, insert three envelops into the typewriter before typing the first.

k. Typing Fill-in Form Letters

When typing a stencil for a mimeographed fill-in form letter, put a light dot where the fill-in is to be made. This will aid in lining up the form letter, eliminating the need to count back the number of lines on each letter.

l. Using Ribbons Properly

Change your typewriter ribbon often to produce clear copy. If your typing looks uneven, it is time to change the ribbon. Good typists do not shift the ribbon selector or indicator to use the lower half of a one-color ribbon. The shift requires a heavier stroking to raise the ribbon vibrator each time a key is struck, which will slow down your work. Turn your ribbon upside down.

m. Horizontal Lines

Place the pencil point on the type bar guide above the ribbon, in the cardholder notch, or against the alignment scale. Hold the pencil against the paper; depress the carriage-release lever; draw the carriage across to make the line.

n. Vertical Lines

Operate the ratchet release (line finder). Place the pencil point on the type bar guide, the cardholder notch, or against the alignment scale; turn the cylinder forward. When all vertical lines have been made, return the line finder to its normal position.

4. Mending Mistakes

Even the best of typists make occasional errors, but there are ways to correct mistakes so that retyping is not necessary.

a. Erasing

As obvious as it may seem, there is a right way to make erasures. Move the carriage to either the extreme left or to the extreme right so that eraser crumbs won't fall into the works. Erase with light strokes, using an eraser shield where possible. When you have to turn back the paper in your typewriter to make a correction, use the automatic line finder; this way, you are less apt to lose your place.

b. Erasing Carbons

A metal guard or celluloid eraser shield should be used when erasing carbon copies. It is thick enough to protect the under carbons and eliminates the danger of leaving scraps of paper behind carbons and writing over them. Make sure that your alignment does not slip when you are erasing on a heavy pack of carbons. Also, use a soft rubber eraser.

c. Erasure Cover-ups

After erasing an error, a bit of white chalk rubbed on the spot and then dusted off helps to camouflage the spot. As a substitute for chalk, break an aspirin tablet and use the broken edge--it will work just as well.

d. Bottom of the Page Errors

When you make an error at the bottom of the page (the most common spot for errors to be made), roll back the page until the bottom of the sheet comes up at the far side of the roller. Bring the sheet over the platen, then erase. This method prevents lost alignment.

e. Backfeeding Stapled Material

Backfeeding is used to make corrections to insertions on material already stapled together at the top or fastened with a manuscript cover. Staples do not need to be removed. This shortcut is useful in many instances; however, it will not work if the material is stapled or bound at the sides. This is the method:

Feed a sheet of paper into your machine until the top edge of the paper appears about one inch above the front scale.

Insert the sheet to be corrected, or on which insertions are to be made, from the front of the roller instead of the back, between the

paper just inserted in the machine and the cylinder. Hold the other pages of the manuscript together with your left hand.

Turn the cylinder knob toward you and roll down the platen to the desired point on the stapled manuscript, position the carriage, and make your correction. Corrections or insertions can be made on any page, regardless of the thickness of the stapled material.

f.   Squeezing Letters

Occasionally, you will omit a letter in a word. To squeeze in the omitted letter, follow these four steps:

Erase the word.

Return the cylinder to writing position.

Operate the paper-release lever, and move the paper a half space to the left or to the right. Retype the word so that the first letter is in half the space following the preceding word, and the final letter is in half the space following the corrected word.

If the omitted letter is an "i" or an "l", often the letter can be typed between two letters without erasing. Hold the carriage in position and type the letter.

g.   Correcting a Word With an Added Letter

To correct a word with an added letter:

Erase the word.

Return the cylinder to writing position.

Operate the paper-release lever, and move the paper a half space to the left or the right.

Retype the word so that the first letter is 1-1/2 spaces to the right of the last letter of the preceding word.

h.   Squeezing an Omitted Letter at the Beginning or at the End of a Word

Follow these steps:

Move the carriage a half space before or after the word.

Hold the carriage in position with the hand.

Type the omitted letter.

7B. Caring for the Typewriter

1. Introduction

To prepare correspondence well, it is important to take continuous care of the typewriter. Study the manufacturer's instruction booklet that comes with the machine to get an understanding of how the machine works and its special features. This is especially important for electric typewriters and sophisticated word processors.

2. Typewriter Ribbon

Use a black ribbon unless there is a special reason for some other color. Change the ribbon when it no longer gives a full, black impression, if cloth ribbons are used. Lock up or destroy the ribbon in accordance with security regulations after typing classified material.

3. Preventive Care

   a. General

   (1) Move the carriage to the extreme left or right when erasing on a manual typewriter. This is to avoid having erasure dust fall into the inside of the typewriter.

   (2) Use correction tape or paper, or "white-out" with manual or electric typewriters, to avoid erasure dust problems. Most word processors have automatic correction capabilities that make erasure dust a thing of the past.

   (3) Cover the machine when not using it. Most word processors' printers have a plastic dust cover that also muffles the sound of the printer.

   b. Daily Cleaning

   (1) Dust all accessible parts inside and outside the machine. Use a brush or dry cloth. Follow the manufacturer's recommendations for word processors.

   (2) On manual typewriters, move the carriage to the extreme left and right and wipe the exposed surfaces each time. Brush the slots of the curved metal framework in which the type bars move. Clean the keys with a dry cleaning brush or type cleaner.

   c. Weekly Cleaning

   (1) Clean the platen and feed-rolls with denatured alcohol.

(2) Clean the keys, type-ball, daisy wheel, or type-chain with liquid type-cleaner. Use a dry cloth to remove excess liquid.

4. Lifting the Typewriter

Always lift a typewriter or printer by its base. The machine may be easily damaged if it is lifted any other way. Always secure the carriage by locking the margins before moving a manual typewriter. Do not move any word processing equipment, however.

7C. Typing the Rough Draft

1. General

Rough drafts can be typed from stenographic notes or from the drafter's own typed or handwritten copy. Drafters and coordinators usually use rough drafts to perfect the communication before final typing.

2. Setting Up

Type rough drafts on plain white paper. Double or triple space, as requested, to make changes or corrections easier. Make the left margin extra wide to allow room for marginal notes.

3. Marking It "DRAFT"

Type "DRAFT" in the upper right corner of the first page, followed by the office symbol, the name of the drafter, the initials of the typist, and the date. For example:

DRAFT:M/SER/MO/CRM/MM:RSTango:uvw:8/26/xx

4. Handling Classified Drafts

Place the security classification or administrative control designation on the draft as assigned by the drafter. Handle rough drafts, notes, waste, and typewriter ribbons in accordance with security regulations.

5. Revising a Draft

If it is necessary to type a revised rough draft, show it is a revision by using a numerical prefix, such as "2nd DRAFT," "3rd DRAFT," and so forth.

6. Making Carbon Copies of Drafts

Prepare as many carbon copies as the drafter requests (see 7D1 below).

7. **Disposing of Drafts**

Destroy the rough draft when the final communication has been prepared. Keep it only if necessary. Rough drafts are kept only if they show significant stages of coordination that are not shown on final yellow file copies.

7D. **Preparing Carbon Copies**

1. **General**

a. Make carbon copies on manual and electric typewriters. Memory playback features on word processors may also be used to make extra copies. Office copiers can also be used to make extra copies.

b. Do not prepare more copies than are absolutely necessary. Unnecessary copies take up space in the files.

c. Minimize the risk of unauthorized disclosure of information by preparing as few copies of classified correspondence as possible.

2. **Official File Copy**

Make the first tissue in the assembly the official file copy. This is necessary to assure complete legibility.

3. **Economize**

Plain carbon paper can be reused by reversing its ends each time it is used. This is not true of manifold sets, designed with one-time carbon paper.

4. **Carbon Sets**

Use manifold carbon paper sets, composed of pre-assembled carbon and tissue sheets. They are available in white and colors. They eliminate interleaving carbon and tissue paper by hand. Manifold carbon paper sets are a standard stock item at AID. They are available in the colors authorized for AID identification of copies.

7E. **Checking the Communication in the Typewriter**

It is the responsibility of the typist to provide a neat appearance and the correct format for all correspondence. Check the material for typographical errors before taking the paper out of the machine. Corrections are easier to make while the paper is in the typewriter.

7F. **Proofreading**

Proofread typed material _before_ it is presented to the drafter. Use the

proofreader's symbols shown in figure 7-1. Look for the following things while proofreading:

1.   Punctuation, words, or sentences left out

2.   Spelling, word division, and punctuation errors

3.   Grammatical errors such as disagreement of the subject with the verb in a sentence

4.   Typographical errors such as crowding letters, strikeovers, and faulty shifting of capital letter keys

5.   Mistakes in identification symbols, names, addresses, titles, and numbers.

PROOFREADERS' MARKS

Mark	Meaning	Mark	Meaning
⊙	Insert period	*rom.*	Roman type
⋀	Insert comma	*caps.*	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	*c+sc*	Caps & small caps—used in margin
?	Insert question mark	=	Caps & small caps—used in text
!	Insert exclamation mark	*l.c.*	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
⩔	Insert apostrophe		
⩔⩔	Insert quotation marks	ℑ	Delete
⊥/N	Insert 1-en dash	ℑ	Delete and close up
⊥/M	Insert 1-em dash	*w.f.*	Wrong font
#	Insert space	⌒	Close up
ld>	Insert ( ) points of space	⊐	Move right
shill	Insert shilling	⊏	Move left
⋁	Superior	⊓	Move up
⋀	Inferior	⊔	Move down
(/)	Parentheses	‖	Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⊐⊏	Center horizontally
⊞	Indent 2 ems	⊔⊓	Center vertically
¶	Paragraph	*eq.#*	Equalize space—used in margin
no ¶	No paragraph	✓✓✓	Equalize space—used in text
tr	Transpose[1]—used in margin	....	Let it stand—used in text
∿	Transpose[2]—used in text	*stet.*	Let it stand—used in margin
sp	Spell out	⊗	Letter(s) not clear
ital	Italic—used in margin	*run over*	Carry over to next line
—	Italic—used in text	*run back*	Carry back to preceding line
b.f.	Boldface—used in margin	*out, see copy*	Something omitted—see copy
∿∿∿	Boldface—used in text	*?/?*	Question to author to delete[3]
s.c.	Small caps—used in margin	⋀	Caret—General indicator used to mark position of error.
≡	Small caps—used in text		

Figure 7-1

Telephone Services

C H A P T E R   8

T E L E P H O N E   S E R V I C E S

Attachment

8A   UNIFORM STATE/AID/USIA REGULATIONS (2 FAM 114)

C H A P T E R   8

T E L E P H O N E   S E R V I C E S

8A. Introduction

In general, telephones are used instead of correspondence when speed is important and a written record is not necessary. The use of the telephone to answer relatively simple letters offers savings in the preparation of correspondence and an opportunity to improve relations with correspondents. This includes handling routine requests for information and furnishing or exchanging information except as provided in 8C4, below. Generally, the cost of long-distance telephone calls and the uncertainty of reaching the correspondent make the preparation of a letter advisable for all but local correspondents.

8B. Purpose and Scope

This Chapter:

1. Prescribes Agency policy with regard to telephone calls in the Washington Metropolitan area; long distance calls within the continental United States, Alaska, Hawaii, and Puerto Rico; and calls to and between foreign countries.

2. Establishes procedures to control expenditures by assigning responsibility for authorizing long distance and overseas calls, and accountability for costs incurred.

3. Provides guidance on using the available telephone services.

8C. Policy

1. All telephone calls at Government expense shall be for official purposes only. Long distance and overseas calls, in particular, are to be held to an absolute minimum, and shall be used only when less costly communications cannot be used, because of special circumstances, to accomplish an official purpose.

2. No mechanical telephone monitoring devices of any kind will be employed, nor will secretaries monitor telephone conversations except as provided in 8G2 below.

3. The misuse or abuse of telephones for personal use is a serious matter and may result in disciplinary action for offenders.

4. The telephone should not be used for:

    a. Communicating security classified information; or

    b. Messages which must be transmitted verbatim because of their sensitivity, complexity, or other factors which could cause widespread or serious repercusssions if the messages were misinterpreted;

    c. Personal calls other than of an emergency nature.

8D. Responsibilities

1. Resources Management Division, (M/SER/MO/RM)

The Resources Management Division (M/SER/MO/RM) is responsible for establishing Agency policies concerning the management and use of Agency telephone services; assisting operating officials in controlling telephone costs; and installing and removing telephone equipment in AID/W.

Overseas, these functions are usually managed by the USAID Management Office.

2. Heads of Organizational Units in AID/W and Mission Directors, and Their Designees

Heads of organizational units in AID/W and Mission Directors, and their designees are responsible for establishing adequate procedures for controlling telephone use within their respective areas.

3. Employees Making Calls Away from Duty Station

Employees who must make official telephone calls while travelling are responsible for paying for those calls and requesting reimbursement on their travel voucher.

8E. Local Calls

Local telephone calls are to be made only for the performance of official business. It is important for all employees to understand the need for self-discipline to prevent abuse in this area of telephone usage.

8F. Long Distance Calls

1. Long Distance Information

In AID/W long distance information can be obtained from commercial information operators. Place nonchargeable information calls over the commercial network by dialing "9", the area code for the location wanted, and 555-1212.

2. The Federal Telecommunications System (FTS)

   a. General

   The Federal Telecommunications System (FTS) is a Government network of leased long distance lines. Through the FTS, officials may place calls to any location within the continental U.S., Alaska, the island of Oahu in Hawaii, and Puerto Rico. AID/W personnel must use the FTS system instead of commercial lines for long distance calls, except for those special conditions specified in 8F3a.

   b. The FTS Telephone User's Guide

   The FTS Telephone User's Guide is issued periodically by the General Services Administration (GSA). It provides detailed instructions for using the FTS. Answers to specific questions on the use of the FTS can be obtained from M/SER/MO/RM.

   c. Official Use Only of FTS

   Use the FTS only for official business. The General Services Administration provides AID with a listing of all calls placed on FTS. These listings show origin and destination numbers and length of calls. M/SER/MO/RM reviews FTS usage patterns and advises office heads of apparent system abuses.

3. Commercial Long Distance Calls

   a. General

   Use of the commercial long distance telephone system in areas where the FTS can be used is prohibited except in cases of emergency, (such as critical illness, injury, or extensive property damage), or when placing toll calls with an initial rate of 20 cents or less during normal working hours.

   b. Incoming Collect Calls

   Except for a valid emergency, collect calls are not to be accepted. However, as a matter of courtesy, the person receiving the call should obtain the caller's name and telephone number so that the call can be returned using the Federal Telecommunications System (FTS). This can be accomplished by advising the telephone operator that acceptance of collect calls is not permitted and requesting that the operator provide the name and number of the caller.

4. Overseas Calls

a. Originating in the U.S.

Make overseas calls only after prior authorization by the head of the originating office. Whenever possible in non-emergency cases, give advance notice (by memorandum or telegram) to the intended recipient of the call. Include the name of the person who will place the call, the estimated time of the call, and the specific subject to be covered.

b. Originating Overseas

AID/W personnel on TDY overseas should make long distance calls only after prior authorization by the appropriate Mission clearance official. Check with Executive Office personnel in the Mission for local procedures.

c. London Toll Line

All long distance calls to England, Belgium, France, West Germany, Italy, Spain, and Switzerland, will be placed on the London Toll Line. Contact your Administrative Officer for instructions on how to use this line, and to obtain the AID identifying code number.

8G. Monitoring

1. Mechanical Devices

The use of mechanical telephone monitoring devices of any kind is prohibited. In lieu of recording telephone conversations, important agreements or decisions should be made a matter of record promptly by sending a confirming letter to the other party. AID policy also prohibits secretaries listening in on telephone conversations except as provided in 8G2 below.

2. Secretaries Listening In

When it will facilitate the conduct of official business, a secretary may be permitted to listen in on a telephone conversation in accordance with the following guidelines:

a. Verbatim transcripts are authorized only if both parties agree in advance that a transcript is necessary or desirable and should be or may be made. This agreement should be made a part of the record of the transcript.

b. When directed by their supervisor, and when the other party is so advised and agrees, secretaries may listen in on the pertinent part of the conversation for the following purposes only:

(1) to record names, addresses, and dates;

(2) to identify and provide files and records necessary for the conversation;

(3) to arrange meetings and appointments;

(4) to note information to be subsequently given to the caller on follow-up action to be taken; and

(5) to record partial transcripts or summaries of the conversation.

8H. Billing Review Procedures

1. Monthly Accounting

Each Bureau/Office has been assigned a telephone account number. The account number covers all telephone extensions assigned to the office. M/SER/MO/RM receives bills from the local telephone company monthly. Bills are broken down and forwarded under memorandum for certification by an authorized employee of each Bureau/Office. Each Bureau/Office certifies that calls were made as charged and were made in the interest of the Government.

2. Bureau/Office Review

Bureaus/Offices must review their bills carefully and, before returning to M/SER/MO/RM with the appropriate certification, should list at the bottom of each sheet any telephone numbers listed that do not belong to their office. Also, the name of the employee who made each personal call should be written beside the listed call.

3. Payment for Personal Calls

When personal calls are indicated, the Bureau/Office must prepare a transmittal memorandum for the AID cashier, in the Office of Financial Management (M/FM). Attach a listing of the personal calls made and the costs for each call made by each individual. Also attach cash, checks, or money orders (payable to the Agency for International Development) from the responsible employees. Send a copy of the memorandum (but not of checks or money orders) to M/SER/MO/RM.

a. Receipt for Payment

Any employee who turns over a payment (cash, check, or money order) must be given a receipt. The receipt must show the employee's name, reason for payment, telephone number called, number called from, date of call, current date, amount and form of payment, and the name and title of the person receiving the payment.

b.   Non-Payment for Personal Calls

In the event that efforts to obtain reimbursement from employees who have made personal calls are not successful, the Office of Financial Management (M/FM) should be advised by memorandum with a request that a bill of collection be issued to the employee.

8I.   Directory Listings

1.   General

The AID/OPIC/TDP Telephone Directory contains alphabetical and organizational listings, as well as additional telephone information. All employees in AID/W are listed in the directory. Revisions are made quarterly. Interim listings of substantial personnel or organizational changes are published when necessary.

2.   Alphabetical Listings

Alphabetical employee listings are distributed to Administrative Offices quarterly for updating and publication in the Telephone Directory. Changes are usually made by hand on this computer listing. When major office relocations occur, Administrative Officers should provide necessary changes by sending the information by memo to M/SER/MO/RM. Persons who are aware of errors or omissions in the Directory should bring them to the attention of their unit Administrative/Management Officer for inclusion in the next revision of the Direcctory.

3.   Organizational Listings

M/SER/IRM/PE is responsible for providing accurate, up-to-date information in the organizational listing section of the Telephone Directory. Only properly approved organizational changes will be reflected in the Telephone Directory.

a.   Scope

The organizational listing includes office directors, and division chiefs (or equivalent). Other personnel and/or functions may be listed within reasonable limits.

b.   Method of Submission

Quarterly, M/SER/IRM/PE sends a copy of the organizational listing taken from the latest issue of the telephone directory to each designated officer in AID/W. These listings are used to make any changes in name, telephone, room and building location, title or function. When numerous or complex changes have to be made, an original and one copy are submitted on plain paper, signed by the administrative officer and showing the date of submission.

4. <u>Other Listings</u>

Other listings are included in the directory when appropriate and useful (Desk Officer, Directory of Services, and similar special items).

5. <u>Post Telephone Directories</u>

See attachment 8A.

Attachment 8A

UNIFORM STATE/AID/USIA REGULATIONS (2 FAM 114)

114 Post Telephone Directories

The Department's policy concerning the permissible content and distribution of post (local) telephone directories is as follows:

a.   Telephone directories may not be made available to the public;

b.   Telephone directories issued to Foreign Service local employees must be limited to an alphabetical listing of names with office telephone numbers;

c.   Telephone directories that contain functional titles, grade levels, residence phone numbers or addresses may be issued only if they serve a positive need and must be classified Limited Official Use. Distribution should be carefully controlled and limited to official American employees.

Mail and Pouch Services

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M A I L   A N D   P O U C H   S E R V I C E S

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CHAPTER 9

MAIL AND POUCH SERVICES

9A. General

1. Policy

The Policy of the Agency's mail management program is to provide rapid handling and accurate delivery of official Agency mail at minimum expense, and to control the postage and fees paid for these services. This chapter sets forth objectives, responsibilities and procedures for the collection, distribution, transmission, and delivery of mail and pouch items. It describes the facilities and services available, and provides restrictions and instructions governing their use.

2. Authority

Agency mail and diplomatic pouch services are established and managed under the authority of 44USC 3102 and under regulations issued by the General Services Administration, (FPMR 101-11.304); the Department of State, (5 FAM 300); the Department of Defense, (DOD 4525.6 m); and the United States Postal Service, (Domestic Mail Manual).

3. Responsibilities

a. Mail and Motor Branch

The Mail and Motor Branch, M/SER/MO/CRM/MM, is responsible for establishing and implementing standards and procedures for the receipt, delivery, collection and dispatch of Agency mail and pouch items, and provides for the scheduled pick-up and delivery of mail and pouch items in AID/W.

b. AID/W Bureaus and Offices are responsible for using the most economical method of sending official materials to U.S. and overseas destinations and for proper preparation of mail items in accordance with the provisions of this chapter.

c. USAID Missions are responsible for establishing effective systems for the processing and delivery of mail and diplomatic pouch items. USAID's will be guided by the provisions of this chapter and by the procedures established by the U.S. Embassy regarding pouch use in any given country.

9B. Incoming Mail

1. Mail Control and Reply

Each office should establish and implement internal controls to assure prompt distribution and reply to incoming communications. Forms AID 3-27, Communications Log, and OF 102, Correspondence Control Record, may be used for this purpose. (see Chapter 1, figures 1-1 and 1-2).

2. Agency Mailing Address

All incoming mail for AID/W should be addressed to the official Agency mailing address. AID/W official mail should not include the name "Department of State" in the mailing address, as mail so addressed is delivered to the mailroom in the Department of State which must return it to the AID/W Mailroom. Offices should notify correspondents to include the office symbol, and the room and building number in the mailing address. The address format for AID/W incoming mail is as follows:

> (Name)
> (Office, Bureau or Division)
> (Room Number and Building/Annex Number)
> Agency for International Development
> Washington, DC 20523

Official mail directed to AID/W for overseas posts should be addressed as follows:

> (Name or Office)
> USAID/(city name of Post)
> Agency for International Development
> Washington, D.C. 20523

3. Personal Mail for AID/W Employees

Personal mail for AID/W employees should never be sent to the Agency. Instructions for sending personal mail to AID Foreign Service employees overseas are provided in section 9F.

4. Participant Mail

Mail for Agency participant trainees should be sent in care of the Office of International Training (S&T/IT). This mail should include the 3-digit code number of the Participant Training Specialist (PTS) to whom the participant is assigned. The address format should appear as follows:

> (Participant Name)
> Office of International Training (PTS 000)
> (Room Number and Building/Annex Number)
> Agency for International Development
> Washington, D. C. 20523

5.   Opening and Routing Mail

   a.   Top Secret Mail

        TOP SECRET mail is received, processed and controlled by the Agency's Top Secret Control Officer in The Office of the Executive Secretary (ES). Top Secret mail is processed in accordance with HB 6 Ch 3, Security section 961.

   b.   Administrator, Deputy Administrator and Congressional Mail

        Congressional mail, except that addressed to AID employees overseas, and all mail addressed to the Administrator or Deputy Administrator is delivered unopened to the Executive Secretary for appropriate action. Congressional mail for AID employees overseas is forwarded unopened to the addressee.

   c.   Individually Addressed Mail

        Mail addressed to an individual or to a specific organizational unit in AID/W is routed unopened to the addressee.

   d.   Agency Addressed Mail

        Mail which is not addressed to a specific individual or office is opened by the AID Mailroom and routed according to the content and subject matter involved.

   e.   Mail for Unidentified Individuals

        Mail addressed to individuals who are not shown on the official locator lists is handled as follows:

        (1) Mail designated for USAID Missions is forwarded to Posts.

        (2) If the addressee appears to be a participant, the mail is sent to S&T/IT.

        (3) Unidentified first class mail is marked, "NO RECORD AID RETURN TO SENDER" and returned to the U.S. Postal Service

        (4) Unidentified second, third and fourth class mail is marked "NO RECORD AID" and returned to the U.S. Postal Service.

        If an AID/W office cannot identify the addressee on mail routed to that office, the item should be marked "UNABLE TO IDENTIFY" and returned to the AID Mailroom for disposition.

f. Newspapers, Magazines and Publications

Newspapers, magazines and publications received by the Agency on an official subscription basis are routed to the appropriate offices. Personal subscriptions should never be sent to the Agency.

6. Mail Receipts

Registered and insured mail is signed for when received in the AID Mailroom. Such mail is then delivered to the addresssee accompanied by form AID 3-41, Registered Matter Record (see figure 9-1). Recipients are required to sign form AID 3-41 upon receipt of registered and insured mail and to return the signed forms to the messenger delivering the mail.

7. Business Reply Mail

Offices requesting domestic addressees to voluntarily reply to official mail may provide the addressee with official business reply cards or envelopes (see figure 9-2). Business reply cards or envelopes may not be provided when the addressee is required to reply by law or regulation.

8. Customs Clearance

a. General

(1) Goods of foreign origin which are imported into the U.S. by AID are subject to the provisions of the Tariff Act of 1930, as amended. Payment of customs duties is required unless the items are duty free. This procedure applies to goods of foreign origin imported into the United States by AID as official mail. It does not pertain to personal effects of AID employees or project commodity shipments, even though the shipment might be arranged by AID.

(2) Goods of communist country origin or production require special license prior to admittance into the U.S. even on a temporary basis. The AID/W Mailroom will assist in obtaining this special license, when required.

b. Customs Clearance Responsibilities

(1) USAID Missions

(a) USAID's will furnish the AID/W office receiving the shipment with two copies of the completed invoice or packing list identifying each item in a shipment requiring customs clearance.

(b) Items listed on the invoice should be numbered in sequence. The number assigned to an item should be clearly noted so that the numbers on the invoice and the item can be readily matched. This is particularly important on shipments where many items are involved.

(c) Each item listed on the invoice should show the following information: item number, description, quantity, unit cost in U.S. dollars, net weight of item, total weight, total cost in U.S. dollars, packing case number and country of origin.

(2) AID/W

(a) The office receiving the shipment must supply the AID/W Mailroom with information and documentation regarding the shipment and its intended use as early as possible.

(b) The AID Mailroom will effect clearance through U.S. Customs. On shipments valued at more than $250, the AID/W Mailroom will arrange for a customs broker to complete the documentation.

9C. Internal Mail Deliveries

1. General

Mail and messenger services should be established in AID/W and at overseas posts to provide for mail delivery to action offices within the shortest possible time, normally four to six hours after receipt. Mail operations should provide for central control of messenger services and estabished schedules for messenger deliveries.

The internal mail delivery system should not be used to pick-up and deliver strictly personal mail items. The Agency assumes no liability for loss or damage for such personal items sent through the mail and messenger system.

2. AID/W Messenger Service

a. Delivery Stops and Schedule

AID/W mail delivery stops are established by the Mail and Motor Branch, M/SER/MO/CRM/MM, in consultation with Bureau or Office Administrative Offices. Offices wishing to change or add delivery stops should contact their Administrative Office.

The Mail and Motor Branch provides scheduled mail deliveries to Agency offices 4 times per day. Contact the Mail and Motor Branch concerning approximate delivery times for specific offices.

REGISTERED MATTER RECORD

AID 3-41 (9-62) REGISTERED MATTER RECORD	DATE	RECEIPT NO.	
REGISTRY NUMBER	**ROOM NUMBER**	**SIGNATURE**	
PLEASE RETURN RECEIPT TO ROOM B-461, NS			

Figure 9-1

AID HANDBOOK 21

TRANS. MEMO NO.
21:46

EFFECTIVE DATE
June 10, 1985

PAGE NO.
9-7

OFFICIAL BUSINESS REPLY ENVELOPE
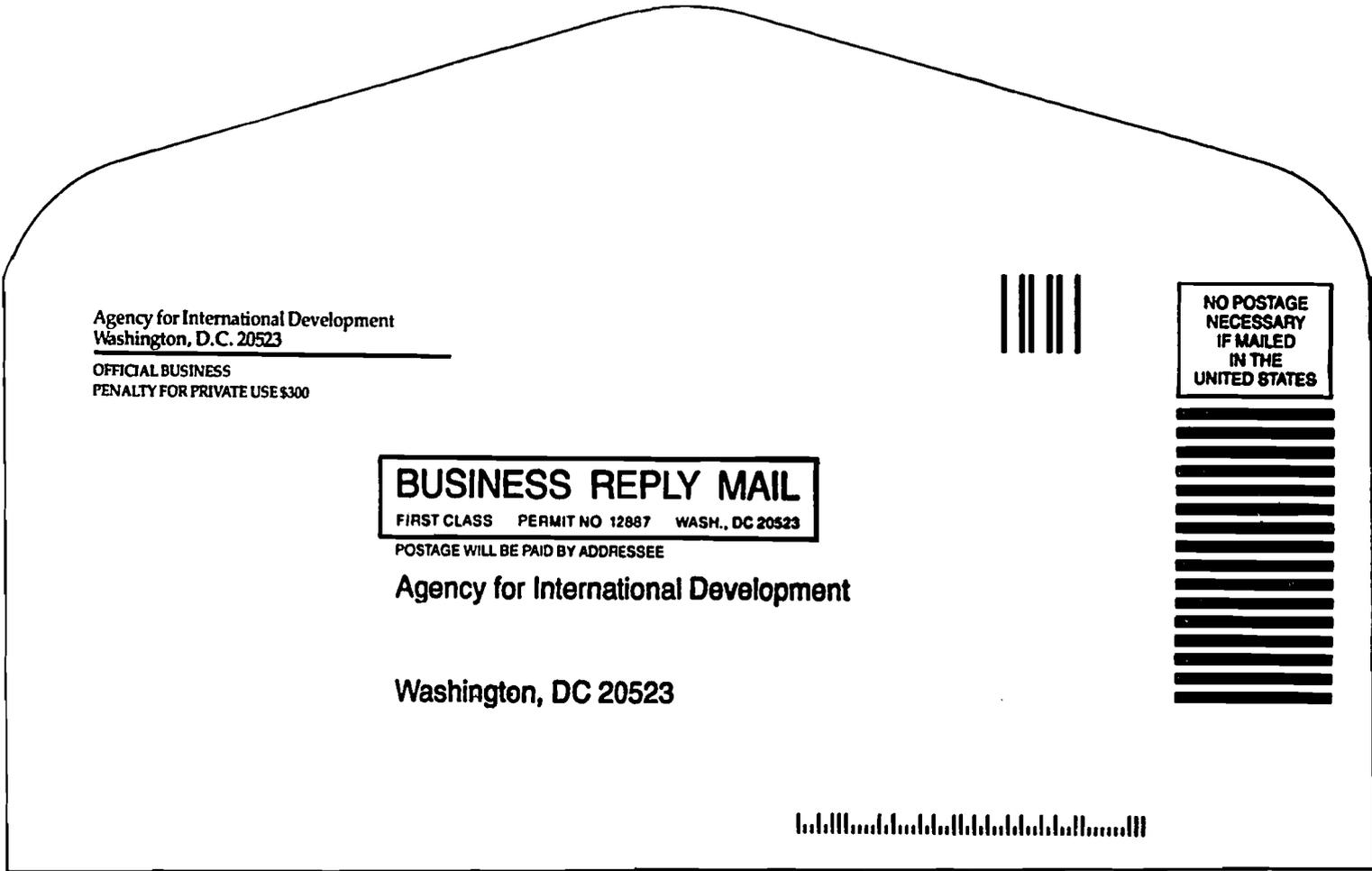
Agency for International Development
Washington, D.C. 20523

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS   PERMIT NO 12887   WASH., DC 20523

POSTAGE WILL BE PAID BY ADDRESSEE

Agency for International Development

Washington, DC 20523

Figure 9-2

b.   Mail Delivery to Unoccupied Offices

Agency messengers will not deliver mail to unoccupied offices but will return such mail to the AID/W Mailroom. To avoid delays in receiving mail, offices should establish mail stops in locations having full office coverage during the work day.

c.   Intra-Agency Transmission of Classified Materials

The AID/W messenger system may be used to send and receive materials classified through secret. Classified material may only be transmitted in unused envelopes and may not be transmitted at any time in a U.S. Government Messenger Envelope, (SF 65A, B or C) or other chain type envelope. Envelopes containing classified materials must be sealed by the originating office. The highest security classification of the contents will be indicated clearly on the transmittal envelope. This designation will be on the bottom left hand corner on the front and below the sealed flap on the back. Additional guidelines for transmitting classified mail are contained in figure 9-3 and HB 6, Ch 3, section 962.5.

d.   Prohibited Intra-Agency Mail Items

Glass, liquids, chemicals, and other items which could destroy, damage or injure life or property may not be transmitted through the AID/W messenger system. Individual mail items may not exceed 40 lbs. in weight. Arrangements to move or ship items weighing over 40 lbs. are made through the Resources Management Division, M/SER/MO/RM.

3.   Mail Deliveries between AID and the Department of State

To expedite mail between AID/W and the Department of State, an AID messenger provides mail delivery and pick-up services from the Department of State mailroom four times a day. AID/W messengers do not make direct deliveries to Department of State offices.

4.   Preparing Intra-Agency Mail

a.   Enveloping Intra-Agency Mail

Intra-Agency mail must be sent in an envelope or, in the case of bulky material, firmly secured with cord or other means by the originating office prior to transmission through the AID/W messenger system. Paper clips, staples, and rubber bands are not acceptable as bindings.

b.   Use of U.S. Government Messenger Envelope

The U.S. Government Messenger Envelope (SF 65A, B or C) should be used, to the maximum extent possible to transmit unclassified intra-agency materials (see figure 9-4). Only one address should appear

Uniform State/AID/USICA Guide for Transmission of Classified Mail[1]

Classification	With an Office Serviced by a Single Message Center	Between Offices, Areas, and Bureaus and Between State, AID, USICA	To Other Government Agencies and Within U.S. and its Possessions	Between Washington Offices and Posts, and Between Posts
LIMITED OFFICIAL USE	Envelope and receipt optional. If envelope used, mark classification front and back. Delivery by authorized employee[2] or messenger service.	Single addressed envelope with classification marked front and back. Outer cover as required by section 962-5-1 (pouch, messenger's portfolio, etc.). Transmission by authorized messenger.[2] "Mail Stop" system not authorized. Receipt optional.	Double addressed envelopes. Mark inner envelope with classification front and back. Register in central mail room. Transmission by U.S. registered mail or by authorized messenger.[2] "Mail Stop" system not authorized. Receipt optional.	Single addressed envelope marked with classification front and back. Outer cover as required by section 962.5-1 (courier pouch, etc.). To Pouch Room by authorized employee.[2] Transmit by diplomatic courier pouch. Receipt optional. Register using OF-120 (section 962.5-4).
CONFIDENTIAL	Same as above.	Same as above.	Same as above.	Same as above.
SECRET	Same as above. Distribution recorded. OF-113 or equivalent.	Same as above except: OF-112 or DS-794 required.	Same as above except: Transmit by U.S. registered mail. OF-112 or DS-794 required. Parts I - III of OF-112 may be used with third envelope for control to mail room; Parts IV and V enclosed with document in inner envelope.	Same as above except: OF-112 required (section 962.5-2).
TOP SECRET (Sections 961 and 962)	Movement controlled by area Top Secret control officer. OF-115 cover sheet and Top Secret control number required. Distribution recorded. Use OF-112, OF-116, or DS-794 as required by area Top Secret control officer. Delivery by authorized employee.[2]	Controlled by Top Secret control officers of sending and receiving organizations. Single addressed envelop with classification marked front and back. Outer cover as required by section 962.5-1 (pouch, messenger's portfolio, etc.). OF-115 required. OF-112 or DS-794 required. Delivery by Top Secret messenger or authorized employee.[2]	Controlled by Top Secret control officers of sending and receiving organizations. Single addressed envelope with classification marked front and back. Outer cover as required by section 962.5-1 (courier pouch, etc.). OF-115 removed when sent to another agency outside State, AID, USICA. OF-112 required. Transmit only by official courier or authorized employee.[2]	Controlled by Top Secret control officers of sending and receiving organizations. Single addressed envelope marked with classification front and back. Outer cover as required by section 962.5-1 (courier pouch, etc.). OF-115 required. OF-112 required. Transmit by diplomatic courier.

[1] Consult text of 5 FAM 900 and central mail or records unit for additional guidance. Follow other procedures only as approved by the Office of Security or regional security officer.

[2] Only E.O. 10450-cleared personnel may carry classified or controlled material.

U.S. GOVERNMENT MESSENGER ENVELOPES (SF 65-A, 65-B and 65-C)

FOR UNCLASSIFIED MATERIAL ONLY

Standard Form No 65-A
December 1972

General Services Administration
FPMR (41 CFR) 101-11.6

U.S. Government Messenger Envelope

65-209

NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT ADDRESS, AND ROOM		NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM	
	STOP		STOP
	STOP		STOP
	STOP		STOP

USE THIS SIDE FIRST

Figure 9-4

on the SF 65A, B or C envelope at a time. All other addresses should be crossed out.

c. Addressing Intra-Agency Mail

Intra-agency mail should include the addressee's name, office symbol, room number and building designation, using the following format:

Example:
>Mary Doe
>M/SER/MO
>Room 100, SA-8

9D. Outgoing Postal Service Mail

1. Use of Postal Facilities

Official mail between AID/W and posts and between USAID posts may be transmitted through the following postal facilities as permitted by security regulations: International mail, U.S. Postal Service (USPS); and U.S. Military Postal Services, APO/FPO (see HB 6, Ch. 3, section 962).

2. Use of Zip Codes

All official mail sent through the U.S Postal Service for delivery within the U.S. must include the appropriate ZIP code. The ZIP code should appear on the last line of the address, following the city and state.

3. Use of the "Postage and Fees Paid" Indicia

All official mail deposited in the U.S. Postal Service must either bear the imprinted Agency "Postage and Fees Paid" indicia or have the correct U.S. domestic postage affixed (see figure 9-5). All indicia envelopes must also contain the Agency postal identification code number, 629.

Use of indicia envelopes and labels for transmitting personal mail, is prohibited by law, 18 USC 1719, which reads as follows:

>"Whoever makes use of any official envelope, label, or indorsement authorized by law, to avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail, shall be fined not more than $300."

PAGE NO.
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EFFECTIVE DATE
June 10, 1985

TRANS. MEMO NO.
21:46

AID HANDBOOK
21

OUTGOING LETTER ENVELOPE
THROUGH U.S. POSTAL SERVICE
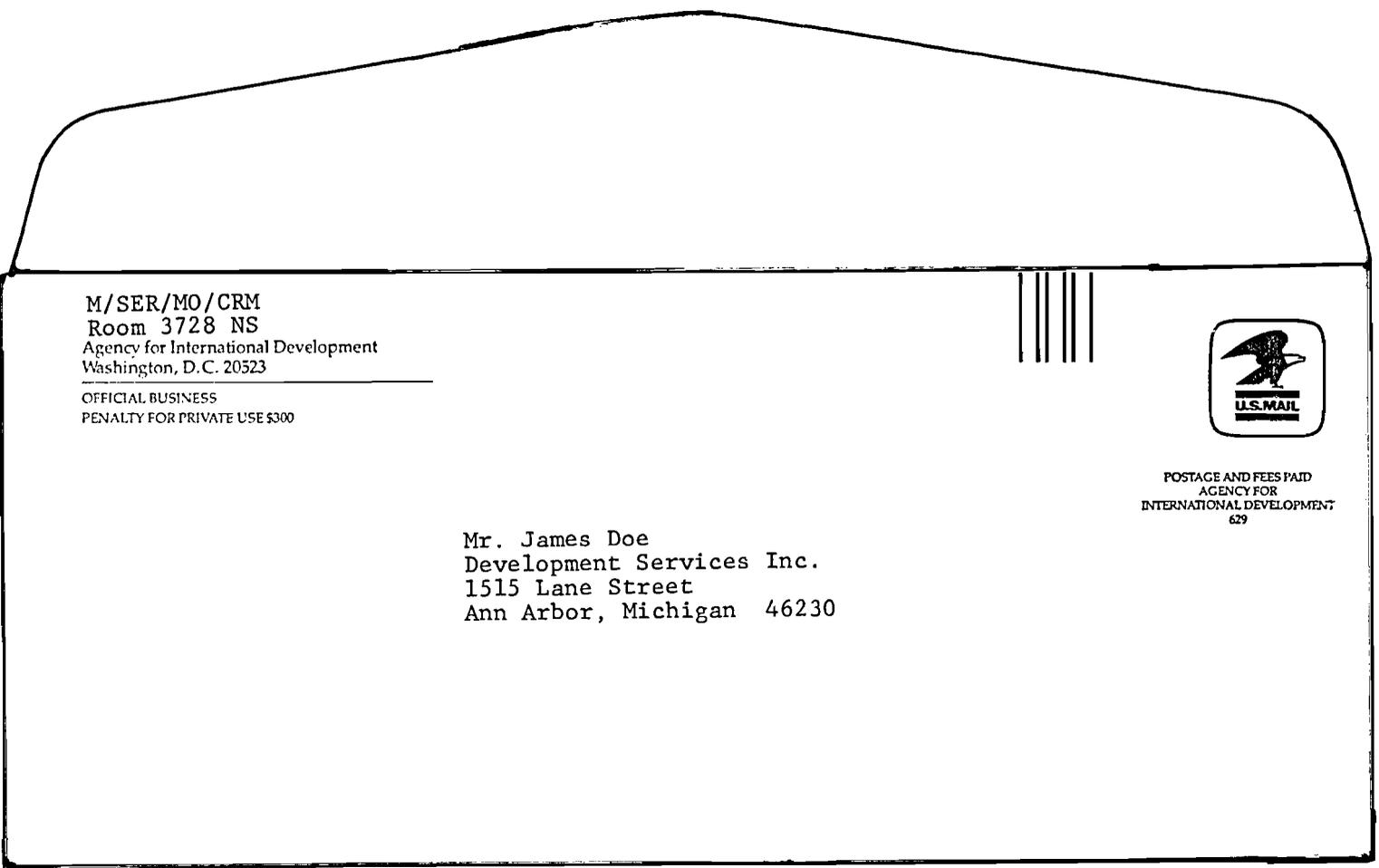
M/SER/MO/CRM
Room 3728 NS
Agency for International Development
Washington, D.C. 20523

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

POSTAGE AND FEES PAID
AGENCY FOR
INTERNATIONAL DEVELOPMENT
629

Mr. James Doe
Development Services Inc.
1515 Lane Street
Ann Arbor, Michigan   46230

Figure 9-5

a. AID/W

In AID/W, indicia envelopes may be entered into the U.S. Postal Service only through the AID/W Mailroom. Indicia envelopes may not be deposited directly into U.S. Postal Service post boxes or otherwise entered into the U.S. Postal Service.

b. USAIDs

(1) USAIDs may use postage and fees paid indicia envelopes to send official mail to addresses within the continental United States, Alaska and Hawaii. Such mail must be sent to the AID/W Mailroom via the diplomatic pouch for deposit into the U.S. Postal Service.

(2) Official mail bearing the postage and fees paid indicia may be mailed laterally between APO's/FPO's provided it does not enter the U.S. Postal Service. Official mail sent through the APO/FPO for deposit into the U.S. Postal Service must have appropriate U.S. postage affixed.

(3) Often, in the interest of saving time or meeting deadlines, USAIDs will ask travelers to the United States to carry official, indicia enveloped, correspondence with them for deposit into the nearest postal box upon arrival at the port of entry. This practice often delays transit to addresses since U.S. Postal Service regulations require that indicia mail be enter into the postal system at designated agency central mailrooms. Postal employees are instructed to return such mail to the AID/W central mailroom.

4. Use of APO/FPO

Military Postal Facilities, APO/FPO, should be used, when available, to send unclassified official mail to and from overseas posts. APO/FPO facilities shall be used by AID direct-hire employees to send and receive personal mail while at posts. Figure 9-6 provides the format for addressing domestic mail sent through the APO/FPO.

Commercial firms, and private individuals should be provided with the APO/FPO address for sending mail to individuals authorized APO/FPO use. Appendix 9B contains a listing of those posts having access to APO/FPO facilities.

AID contractor personnel are not authorized use of the APO/FPO system, but are authorized limited use of the diplomatic pouch (see Appendix 9A, 5 FAM 332.3-6C) for overseas contractor pouch privileges.

5. Express Mail Services

U. S. Postal Service as well as commercial couriers are used to provide expedited domestic mail services. Most services provide for

LETTER FROM AID/W TO OVERSEAS POST
VIA MILITARY POSTAL SERVICE (APO/FPO)
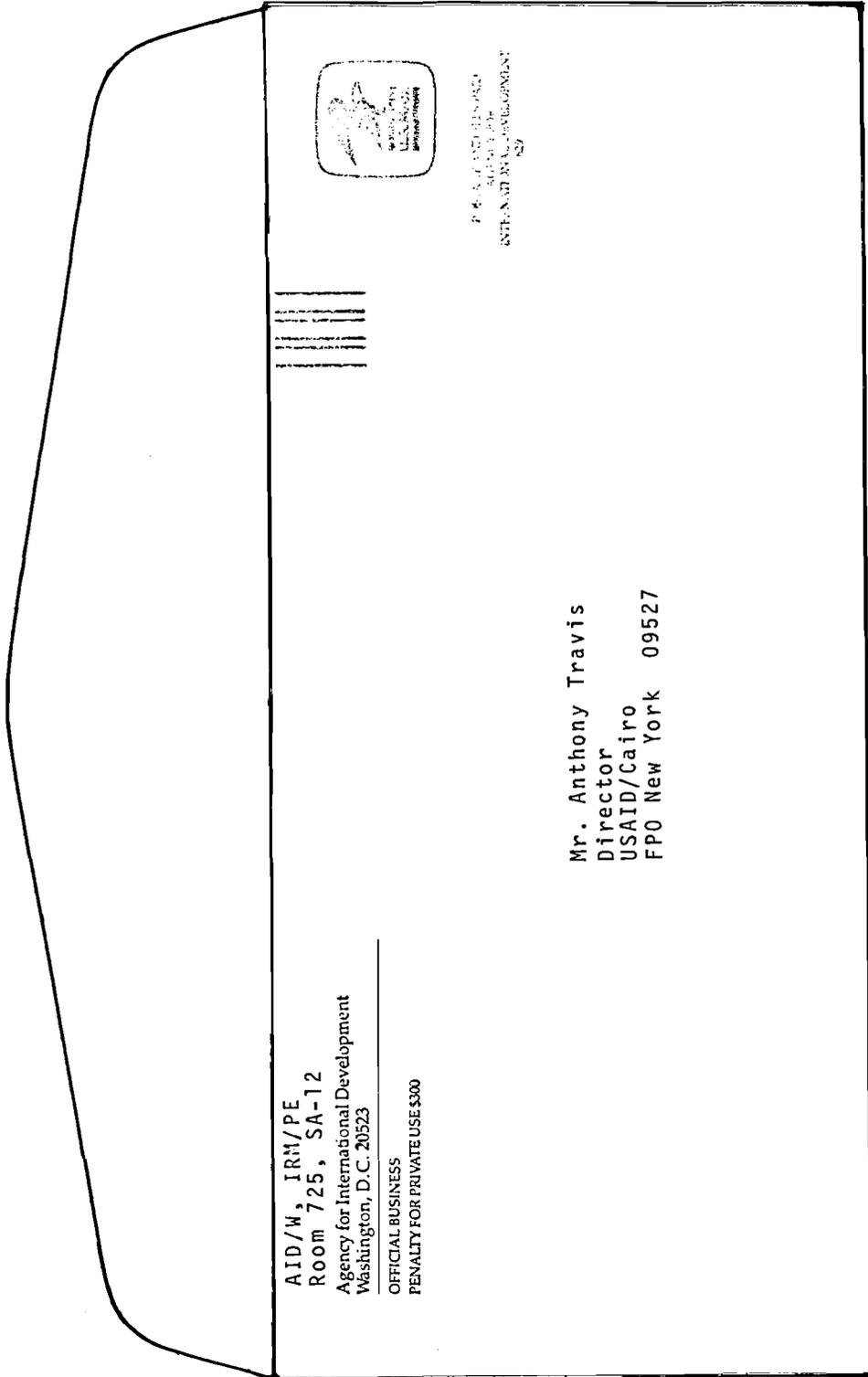
Indicate the
sender's room
and building
number or the
USAID Mission
in the return
address.

Figure 9-6

CLASSIFIED MATERIAL RECEIPT

☆U. S. GOVERNMENT PRINTING OFFICE: 1983—425-624

V 2404528

DATE
SENT: _____ **Classified Material Receipt**

FROM:_____
_____(Name)_____(Office Symbol)_____(Room No.)_____(Bldg.)

TO: _____
_____(Name)_____(Office Symbol)_____(Room No.)_____(Bldg.)
_____
_____(Messenger's Signature)

IDENTIFICATION _____

Optional Form 112
Rev. 8/79
State AID USICA
50112-102

THIS PART IS TO BE FILLED IN AND RETAINED
BY SENDER UNTIL RETURN OF PART IV AND
ATTACHED THERETO

(Office symbol or Stamp with Date and Hour)

THIS PART TO REMAIN ATTACHED TO PART II
BUT NOT FIXED TO ENVELOPE
TO BE SIGNED BY RECIPIENT AND RETURNED BY
MESSENGER TO CENTRAL MESSENGER UNIT
RETAINED FOR 3 YEARS

V2404528

Figure 9-7

overnight mail delivery. These services may be used when urgency justifies the added cost. All express mail requests must be received in the AID Mailroom by 2:00 pm to provide for overnight delivery.

Use of express mail services in AID/W must be authorized by the AID Mailroom. Individuals may not deposit express mail items directly into the U.S. Postal Service or contact commercial courier services directly. Procedures for requesting commercial courier services are included in section 9E. Employees making direct arrangements for express mail delivery or with courier services may be held personally liable for the costs incurred.

6. Preparing Postal Service Mail

    a. Enveloping Mail

        Mail dispatched through postal facilities must be enclosed in an envelope or other type of outer wrapper. Whenever possible, correspondence or documents should be folded to fit the standard 4"X9" letter-size envelope. Bulky material should be wrapped and/or boxed and secured by tape. Paper clips, staples and rubber bands are not acceptable as binding.

    b. Preparing Classified Postal Service Mail

        Classified material up to and including SECRET may be sent domestically through the Postal Service, if registered. Registry service is available in the AID/W Mailroom. All classified mail sent through the U.S. Postal Service must be double enveloped. Address, seal, and mark the inner envelope with the highest security classification of the contents. Address the outer envelope and mark it "REGISTERED." Also prepare OF-112, Classified Material Receipt, to accompany the material (see figure 9-7). The OF-112 should be affixed to the inner envelope.

    c. Addressing U.S. Postal Service Mail

        (1) Position the address within the "read zone," which is a 2-1/2" x 8" area located one inch from the left edge and 1/2 inch from the bottom edge of the envelope. If the envelope is less than nine inches long, the "read zone: extends to the right edge of the envelope. The address must be appropriately placed within this area (see figure 9-6).
        (2) When using window envelopes, provide at least a 1/4 inch clearance between the address and the left, right and bottom edges of the window. Address guidelines, captions, or other information must not appear within the window.

(3) Show the sender's office symbol, building or annex and room number in the top left corner on the address side of the envelope, above the preprinted return address. Show the recipients name, city, state, and ZIP code on the face of the outgoing envelope. See figure 9-6.

9E. **Commercial Courier Services**

1. **International Courier Services**

Commercial courier services may be used to expedite the transmission of urgent mail items to international addressees. Shipments are limited to a total weight of 5 lbs. Offices requiring international courier services should request it on form AID 5-7, Supplies/Equipment/Services Requisition approved by the bureau or office administrative officer. Form 5-7 must contain a justification for the use of this service. The completed form AID 5-7 and the mail item should be brought to the mailroom for dispatch.

2. **Local Courier Services**

On demand courier services are provided for the pick-up and delivery of urgent mail items in the Washington D.C. metropolitan area. Offices requiring this service should contact the Chief of the Mail and Motor Branch with appropriate justification.

In addition to on-demand courier services, daily courier services are provided for the pick-up and delivery of materials to the Central Intelligence Agency, the U.S. Department of Agriculture and the Overseas Private Investment Corporation.

9F. **Foreign Service (FS) Employee Personal Mail**

1. **FS Employees Enroute to Overseas Posts**

Foreign Service employees on their way overseas are responsible for notifying correspondents of their new addresses. Upon arrival overseas or return to AID/W, FS employees should complete Department of State form DS-924, Foreign Personnel Mailing Address Slip, to provide the Department of State mailroom with a current mailing address for the central directory service.

2. **Receipt of Personal Mail at Post**

a. **Emergency Health & Welfare Items**

Prescription medicines, prescription eyeglasses, hearing aids, batteries, prosthetic devices, orthopedic shoes and other times needed on an emergency basis for health and welfare <u>regardless of weight will be</u> <u>sent by air, if properly identified, to all posts whether or not served</u> <u>by APO/FPO.</u>

b. **APO/FPO Posts**

FS employees having access to the APO/FPO system must use these facilities for the transmission and receipt of personal mail and packages at post. Post APO/FPO address are listed in Appendix 9B.

c. **Non APO/FPO Posts**

(1) FS employees at posts not having access to APO/FPO facilities may transmit and receive personal mail through the diplomatic pouch system. Personal mail weighing under one pound are transmitted to posts by air. Such mail should be addressed to:

>(Name of Individual)
>(Name of Post) (ID)
>Department of State
>Washington, D.C. 20520

(2) Newspapers, magazines and packages weighing over two pounds should be addressed the same as above but sent to zip code 20521. These items will be sent by surface/airlift facilities only to those posts having access to this service. Items to posts not having surface/airlift or APO/FPO service will be sent by surface. In no instance is the pouch facility to be used as an alternate mode of shipment for HHE, air freight or unaccompanied baggage or any other types of shipment that are authorized on personal travel authorization. See Appendix 9A for detailed guidance on the use of the diplomatic pouch system.

3. **Packing**

Each parcel should be strongly and securely packed, with due regard for the contents, climatic conditions and the number of handlings en route. Strong, thick cardboard or fiberboard boxes, wrapped and tied or sealed securely should be used.

4. **Transmission to the Department of State**

Packages may be mailed at any post office in the U.S. Parcels may also be sent to the Department of State by express, freight or other non-postal means of transportation.

5. **Postage Rates**

Postage must be paid at the applicable domestic rate for the class of mail and type of service desired, from the mailing Post Office to Washington, D.C.

6. Weight and size limits

Packages may not exceed 40 lbs. in weight or exceed 24 inches in length, and 62 inches in length and girth combined.

7. Insurance and Registration

The U.S. Postal Service does not provide insurance and registration services for items sent to Foreign Service personnel through the facilities of the Department of State. If insured or registered items are delivered by the U.S. Postal Service, the Department will accept for transmission, but will not acknowledge liability for loss or damage.

8. Shipment of Professional or Reference Materials

An employee's professional and technical reference materials, such as manuals, catalogs, and books are the personal property of the employee and, as such, are to be included in an authorized HHE shipment when the employee is assigned to post (see Handbook 22, Chapter 9, Appendix 9A, 6 FAM Section 121.1-4).

Under special circumstances an employee may require a limited amount of technical reference materials to become immediately operational and effective in his or her assigned duties upon arrival in AID/W or at post. In such cases, shipment, not-to-exceed twenty-four pounds by air pouch, or forty pounds by surface pouch, is permissable with the approval of the AID Mailroom or the Mission Executive Management Officer, as appropriate.

9. Forwarding Mail

Each employee is responsible for making the necessary arrangements for forwarding their personal mail when departing post.

a. Types of Mail to be Forwarded

Posts should assure that all mail of obvious value is forwarded to employees at their designated forwarding address. Mail of obvious value includes all first class mail, registered and insured mail, merchandise, pictures and books. Second and third class mail, which includes circulars, miscellaneous printed matter, and advertisements not sealed against postal inspection should be marked "Insufficient Address" and returned to the sender.

b. Employees Departing Post

Prior to departure, each employee is to designate a U.S. or other address to which personal mail may be forwarded. Employees should indicate the length of time mail is to be sent to this address.

Should an employee fail to designate an address, the Mission should forward personal mail to the home leave address indicated in the arrival-departure notice or Residency and Dependency Statement for a period of 45 days following departure.

After the expiration of the time indicated by the employee (or 45 days when no other instructions are given), the mission should hold the employee's personal mail until notified of the address to which mail is to be sent. USAIDs may use the address shown on AID Form SF-50, Notification of Personnel Action, or the address designated for shipment of personnel effects as the forwarding address for personal mail.

c.   Use of the Foreign Service Lounge

AID employees returning from, or en route to overseas posts should sign the register and complete the Foreign Service Personnel Mailing Address Slip, Form DS-924, in the Foreign Service Lounge Room 1252 N.S. (see figure 9-8). Mail may be held temporarily at the Foreign Service Lounge while in transit to/from AID/W or before establishing a permanent Washington or overseas address. Mail should be addressed as follows:

> Name of Employee (AID)
> Foreign Service Lounge, Room 1252 NS
> Department of State
> Washington, D.C. 20520

9G.   Diplomatic Pouch Services

The Regulations governing the use of the diplomatic pouch for official and personal mail are covered in Appendix 9A, Uniform State/AID/USIA Regulations, 5 FAM 332. The following additional AID specific guidance is provided.

1.   Shipments of Items Originating Outside AID/W

a.   Items from U.S. suppliers and other sources outside AID/W are to be forwarded by the suppliers directly from the point of U.S. origin to the mission by mail, including APO, or on commercial or Government Bills of Lading.

b.   Pouch service is sometimes permitted on a very limited basis to avoid serious or unusual problems. When it is necessary, to use pouch for such shipments, purchasing offices will be responsible for instructing the vendor as to the applicable size and weight limitations of the pouch and for providing marking instructions (see figure 9-8). Shipments exceeding such limitations will not be transmitted to posts, but returned to the vendor.

Foreign Service Personnel Mailing
Address Slip

NAME (LAST, FIRST, MIDDLE)	DATE
AGENCY	POST FROM:
NAME OF SPOUSE, CHILDREN AND/OR DEPENDENTS	POST TO: (IF DEPT., GIVE OFFICE SYMBOL, ROOM NO., BLDG., AND TELE. NO.)
WASHINGTON-AREA ADDRESS	TELEPHONE NO.
OTHER ADDRESS WHILE IN THE U.S.	TELEPHONE NO.

MAILING INSTRUCTIONS	APPROPRIATE DATES	
☐ HOLD IN LOUNGE		☐ RESIGNING
☐ SEND TO POST		☐ RETIRING
☐ SEND TO WASH. ADDRESS		FORM DS-924 2-78
☐ SEND TO "OTHER" ADDRESS		DEPARTMENT OF STATE FOREIGN SERVICE PERSONNEL MAILING-ADDRESS SLIP

PRIVACY ACT STATEMENT (Public Law 93-579)
AUTHORITY: 5-FAM, Section 313.3-5. USES: Information available on a need-to-know basis to personnel of the Department as required in the performance of official duties. May also be released to other Government agencies and the general public, and for routine use for which the information is collected. Failure to provide this information will result in delay or suspension of important messages, mail, checks or packages. May we release your home address or phone number to other than official sources? **Yes ____ No ____ Initials ____**

★U.S. GOVERNMENT PRINTING OFFICE: 1985-476-605

Figure 9-8

When shipping by pouch, suppliers should be instructed that they are to pay only the postage or other transportation charges required from the U.S. point of origin to Washington, D.C. When U.S. postal facilities are used, the shipments must comply with U.S. postal laws and regulations as well as pouch regulations.

2.   Preparing Pouch Mail

   a.   Addressing Envelopes

   Official AID "postage and fees paid" indicia envelopes or plain, non-indicia, envelopes may be used for sending official mail through the diplomatic pouch. Each envelope must contain the following:

   (1) A complete return address, including office symbol, and post name if dispatched from overseas. If plain (non-indicia) envelopes are used the designation "Washington, D.C. 20523" must be included as part of the return address;

   (2) The security classification level of material being transmitted, including UNCLASSIFIED;

   (3) the type of pouch service desired (i.e., air, surface, printed matter, etc.);

Examples for addressing pouch mail are contained in figures 9-9; 9-10, and 9-11.

   b.   Pouch Mail Registration

   Form DS 1022, Diplomatic Pouch Mail Registration, must be completed for all classified and administratively controlled material sent by pouch. Important unclassified material may also be registered. Stick the gummed part of Form DS 1022 to the lower left corner of the face of the envelope or package. The sending office should retain the non-gummed part for its records.

   c.   Labeling and Addresses to be Used for Package Shipments by Pouch

   The following labeling instructions must be observed for package shipments:

   (1) Each official package or shipping label must be marked "OFFICIAL SHIPMENT".

   (2) The type of service desired must be indicated; i.e., "VIA AIR", "VIA SURFACE/AIR" or "VIA SURFACE."

(3)   Any identifying information needed by the Mission, such as Purchase Order number, is to be placed under the "OFFICIAL SHIPMENT" designation.

(4)   The following is an example of the proper address and markings to be used for package shipments by pouch.

> OFFICIAL SHIPMENT
> P.O. ∅669-3080
> VIA (SURFACE, PRINTED MATTER SURFACE/AIR,
>   or AIR)
>
> U.S. AID/MONROVIA
> Agency for International Development
> Washington, D.C. 20523
>
>
> (CLASSIFICATION)

(5)   If classified, see HB 6, Ch 3, Sec. 962 for registration and receipting requirements. If unclassified, the package is to be marked "UNCLASSIFIED."

(6)   Mission personnel addressing material between posts or to AID/W for forwarding to another overseas post, should not include "Washington, D.C. 20523," as part of the post address.

9H.   AID Overseas Mailing Addresses

1.   Appendix 9 provides a complete listing of official and personal mailing addresses for AID overseas activities.

2.   The first column of Appendix 9 lists the overseas Posts in alphabetical order and the name of the country in which the Post is located. The name of the country is not used as part of the official mailing address.

3.   The official mail address is to be used by Agency personnel for official mailings to AID overseas activities.

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SHIPMENTS VIA DEPARTMENT OF STATE POUCH FACILITIES

TYPE OF SERVICE	CLASSIFICATION ACCEPTABLE	MAXIMUM WEIGHT PER ITEM	MAXIMUM SIZE PER ITEM *	ALLOWABLE ITEMS
UNACCOMPANIED AIR POUCH	UNCLASSIFIED	24 lbs.	10"x12"x18"	Confined to correspondence-type mail
PRINTED MATTER AIR POUCH	UNCLASSIFIED	40 lbs.	10"x12"x18"	Confined to books, forms, manuals, and other printed matter requiring air service
CLASSIFIED POUCH	LIMITED OFFICIAL USE CONFIDENTIAL, and SECRET	40 lbs	10"x12"x18"	Confined to classified correspondence-type mail.
SURFACE POUCH	UNCLASSIFIED	40 lbs.	10"x12"x18"	Confined to books, newspapers magazines, manuals, and any other printed matter.

*Tubes may measure up to 24" in length and 5" in diameter.

Figure 9-9

LETTER FROM OVERSEAS POST TO AID/W VIA POUCH

POSTAGE AND FEES PAID
AGENCY FOR
INTERNATIONAL DEVELOPMENT
629

U.S.MAIL

UNCLASSIFIED
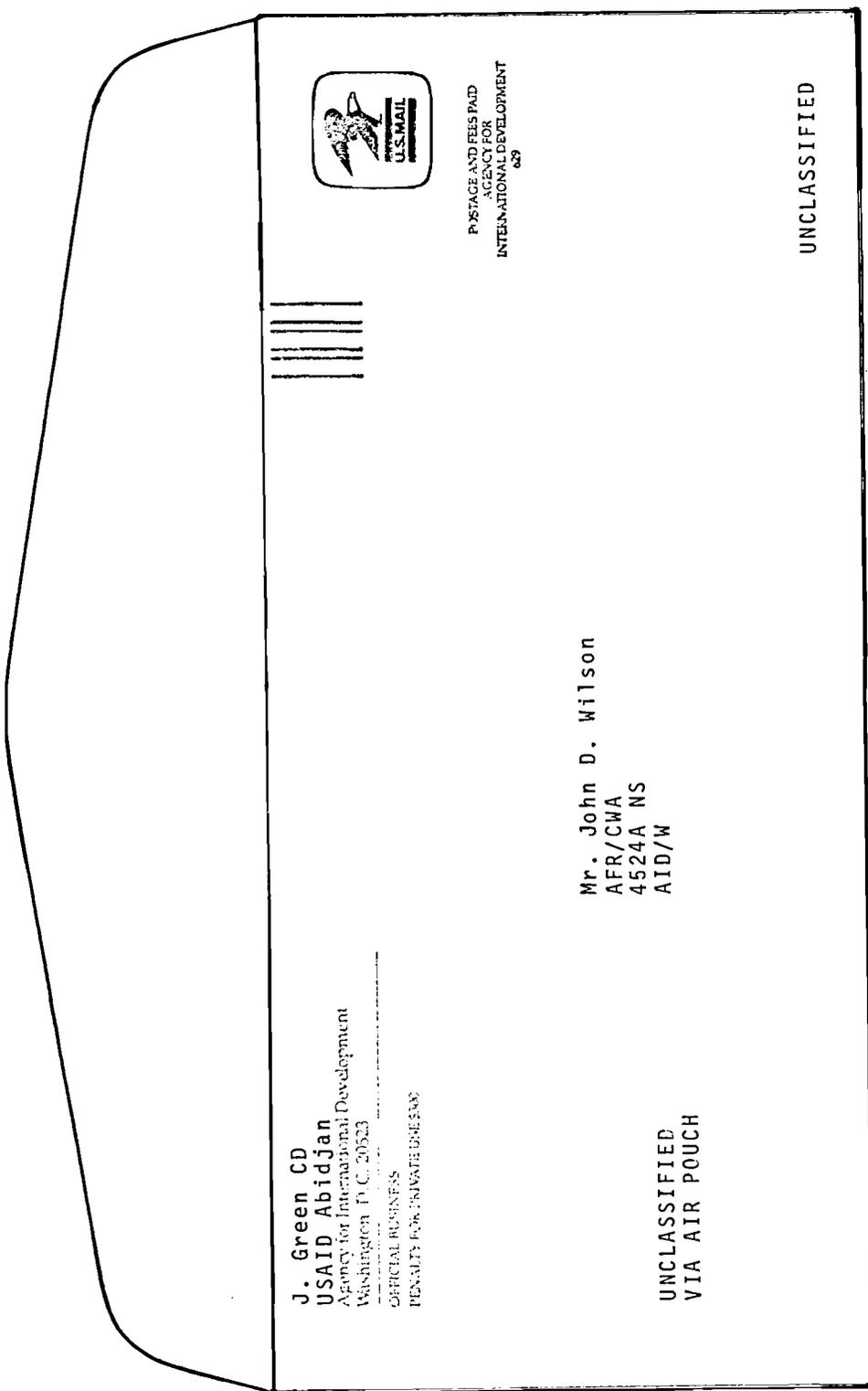
Classification
should also be
typed on the
back of the
envelope,
centered below
the flap.

J. Green CD
USAID Abidjan
Agency for International Development
Washington D.C. 20523

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

Mr. John D. Wilson
AFR/CWA
4524A NS
AID/W

UNCLASSIFIED
VIA AIR POUCH

Figure 9-10

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LETTER FROM AID/W TO OVERSEAS POST

Figure 9-11

H. Lee, MO/CRM
AID/W   Room 3728 NS
Agency for International Development
Washington, D.C. 20523

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

REGISTERED

REGISTRY NUMBER	OFFICE SYMBOL
№ 1411206	MO/CRM

SECRET
CLASSIFICATION

☆ GPO : 1967 0—281-829

TO BE AFFIXED TO COVER

U.S.MAIL

POSTAGE AND FEES PAID
AGENCY FOR
INTERNATIONAL DEVELOPMENT
629

Ms. Laverne Miller
Director
USAID Manila

SECRET

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LETTER SENT BY POUCH FOR FORWARDING THROUGH U.S. POSTAL SYSTEM
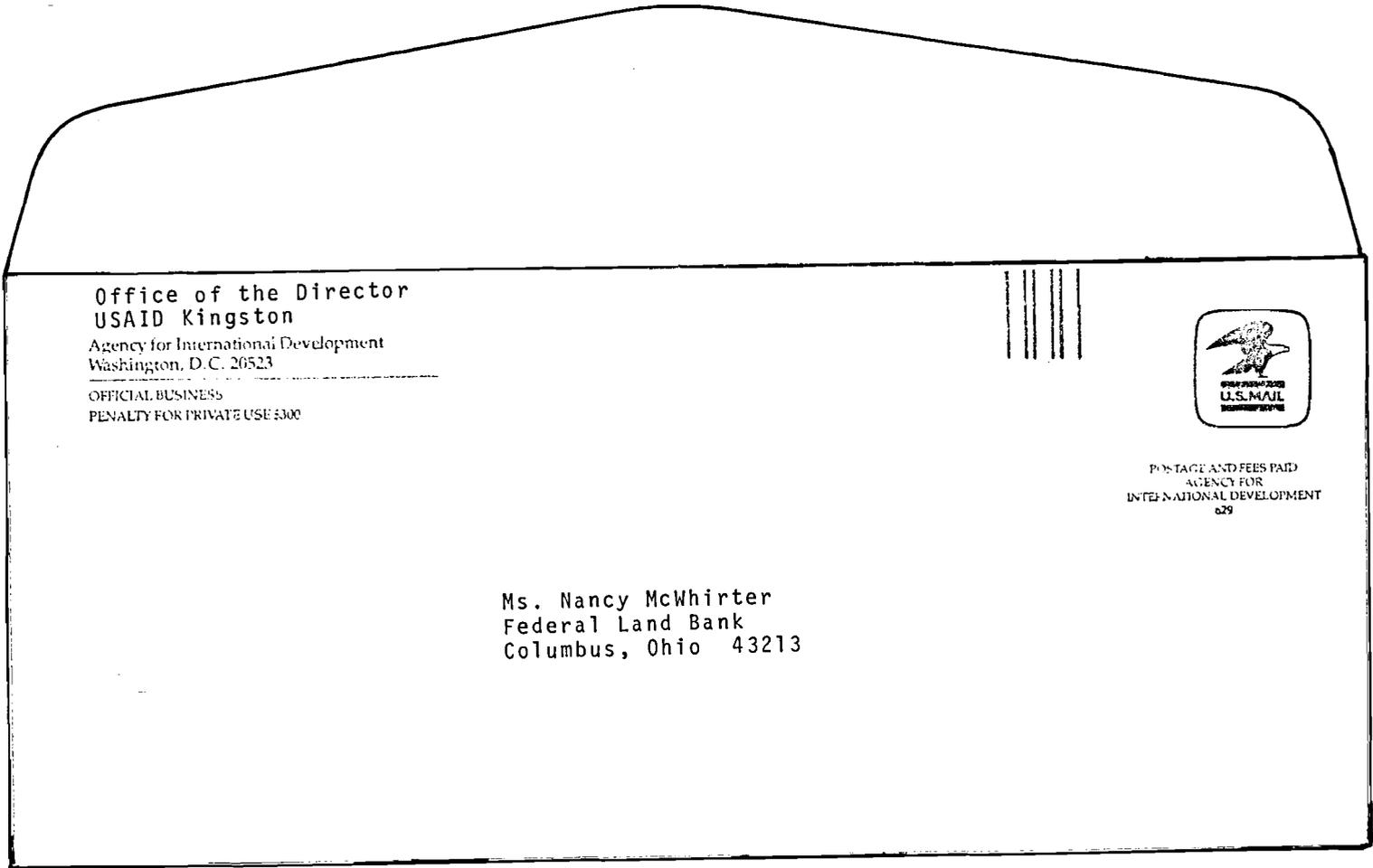
Office of the Director
USAID Kingston
Agency for International Development
Washington, D.C. 20523

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

U.S. MAIL

POSTAGE AND FEES PAID
AGENCY FOR
INTERNATIONAL DEVELOPMENT
629

Ms. Nancy McWhirter
Federal Land Bank
Columbus, Ohio   43213

Figure 9-12

UNIFORM STATE/AID/USICA REGULATIONS

332   Use of Diplomatic Pouches for Official and Personal Mail

332.1   Policy

Diplomatic pouches are provided for the transmission internationally of official communications, documents, and articles of the U.S. Government. In addition, the Department permits the use of pouches by U.S. citizen employees for the transmission of certain classes of personal mail, when it has determined that the regular postal facilities do not meet acceptable standards for speed, reliability, economy, or security of service.

332.2   Official Mail

332.2-1   Eligible Communications and Materials

Official U.S. Government correspondence, documents, publications, and other materials (including but not limited to films, magnetic tapes, plastic plates, and cryptographic documents and equipment) which contain or hold the key to information created or employed in the conduct of foreign affairs activities, are eligible for transmission by diplomatic pouch. Correspondence to legal representatives of deceased U.S. citizens, legal documents, and U.S. Treasury checks (see 7 FAM 447.2) are eligible for transmission as official pouch material.

332.2-2   Ineligible Communications and Materials

*The following ineligible communications and materials are prohibited from pouches:

a. If originated by and/or addressed to a third party individual or organization in a foreign country on non-official business matters.*

b. If the materials are illegal narcotics, dangerous drugs, or other items that could destroy life or property or injure persons handling pouches (see section 332.4).

c. Also see sections 333 through 333.3-2 designated Limited Official Use.

332.2-3   Official Merchandise

Official merchandise (see section 315.7) is forwarded by pouch only when instructions are issued in individual cases by the Department, which obtains the necessary customs clearances. All merchandise, whether or not dutiable, entering the United States is subject to customs clearance. Federal agencies, including the Department, must obtain such clearances and pay applicable duties.

332.3   Personal Mail

Normally, the personal mail (see sections 315.5 and 315.6) of U.S. citizen employees of the Federal Government is transmitted through U.S. (including military) and international postal facilities (see section 321). The Department will approve the transmission of personal mail by diplomatic pouch, however, if normal postal channels are inadequate or if dictated by political consideration. When approved, transmission is at the sender's risk; the Department accepts no liability for loss or damage. Registered or insured service is not available.

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UNIFORM STATE/AID/USICA REGULATIONS

332.3-1 Categories of Posts

Posts have been classified according to the type of pouch privileges available for personal mail. Exhibit 332.3-1 designates posts as categories A, B, or C. A change in designation of a post may be made only by the Department upon the principal officer's recommendation containing a full justification for the change.

a. **Category A Posts--Full Access to Postal Facilities**

Category A posts have full access to military postal facilities or to U.S. or Canadian postal systems. These posts, therefore, may not use pouches for personal mail (except as outlined in sections 332.3-2 and 332.3-3). Category A posts may not accept personal mail received by APO/FPO for forwarding by pouch to category B or C posts.

b. **Category B Posts--Full Access to Pouches**

Category B posts have full access to pouch facilities for all classes of personal mail. For limitations on the origination and volume of personal mail, see sections 332.3-2 and 332.3-3.

c. **Category C Posts—Limited Access to Pouches**

Category C posts must **send** **and** **receive** ordinary letter mail by international mail, except when the principal officer has authorized the use of air pouches. For authority to use pouches for other classes of personal mail, see sections 332.3-2 and 332.3-3.

333 (Designated Limited Official Use)

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UNIFORM FOREIGN AFFAIRS REGULATIONS

Categories of Foreign Service Posts for Personal Mail

Post[1]	Status[2]	Category[3]	Post[1]	Status[2]	Category[3]
Abidjan	(E)	B	Cairo	(E)	A/B
Abu Dhabi	(E)	B	Calcutta	(CG)	B
Accra	(E)	B	Calgary	(CG)	C
Adana	(C)	A	Canberra	(E)	A
Addis Ababa	(E)	B	Cape Town	(CG)	B
Alexandria	(CG)	A/B	Caracas	(E)	A
Algiers	(E)	B	Casablanca	(CG)	A
Amman	(E)	A/B	Cebu	(C)	A
Amsterdam	(CG)	A	Chiang Mai	(C)	A
Ankara	(E)	A/B	Ciudad Juarez	(CG)	A
Antananarivo	(E)	B	P.O.Box 10545		
Antigua	(E)	A	El Paso,		
Antwerp	(CG)	A	TX 79995		
Asuncion	(E)	A	Colombo	(E)	B
Athens	(E)	A	Conakry	(E)	B
Auckland	(CG)	A/B	Copenhagen	(E)	A
Baghdad	(E)	B	Cotonou	(E)	B
Bamako	(E)	B	Curacao	(CG)	B/C
**Bandar Seri Begawan	(E)	B **	Dakar	(E)	B
Bangkok	(E)	A	Damascus	(E)	B
Bangui	(E)	B	Dar Es Salaam	(E)	B
Banjul	(E)	B	Dhahran	(CG)	A
Barcelona	(CG)	A	Dhaka	(E)	B
Barranquilla	(C)	A	**Djibouti	(E)	B**
Beijing	(E)	A/B	Doha	(E)	B
Beirut	(E)	A/B	Douala	(CG)	B
Belfast	(CG)	A	Dubai	(BO)	B
Belgrade	(E)	A/B	Dublin	(E)	B
Belize City	(E)	B	Durban	(CG)	B
Berlin (FDR)	(M)	A	Dusseldorf	(CG)	A
Berlin (GDR)	(E)	A	Edinburgh	(CG)	A
Bern	(E)	B/C	Florence	(CG)	A
Bilbao	(C)	A	Frankfurt	(CG)	A
Bissau	(E)	B	Freetown	(E)	B
Blantyre	(BO)	B**	Fukuoka	(C)	A
Bogota	(E)	A	Gaborone	(E)	B
Bombay	(CG)	B	Geneva	(BO)	B/C
Bonn	(E)	A	Genoa	(CG)	A
Bordeaux	(CG)	A	Georgetown	(E)	B
Brasilia	(E)	A	**Goteborg	(CG)	C **
Brazzaville	(E)	A/B	**Grenada	(E)	A **
Bremen	(C)	A	Guadalajara	(CG)	C
Bridgetown	(E)	A/B	Guangzhou	(CG)	A/B
** Brisbane	(C)	C**	Guatemala	(E)	A
Brussels	(E)	A	Guayaquil	(CG)	A/B
Bucharest	(E)	A/B	Halifax	(CG)	C
Budapest	(E)	A/B	Hamburg	(CG)	A
Buenos Aires	(E)	A/B	Hamilton	(CG)	A
Bujumbura	(E)	B	**Harare	(E)	B **
** Bukavu	(C)	A**	Havana	(USINT)	B

(**)   New Material

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Categories of Foreign Service Posts for Personal Mail -- (Cont'd)

Post[1]	Status[2]	Category[3]	Post[1]	Status[2]	Categor
Helsinki	(E)	A	Matamoros	(C)	A
Hermosillo	(C)	C	P.O.Box 633,		
Hong Kong	(CG)	A	Brownsville,		
Islamabad	(E)	B	TX 78520		
Istanbul	(CG)	A	Mazatlan	(C)	C
Izmir	(CG)	A	Mbabane	(E)	B
Jakarta	(E)	A	Medan	(C)	A
Jeddah	(CG)	A/B	Melbourne	(CG)	A
Jerusalem	(CG)	A	Merida	(C)	C
Johannesburg	(CG)	B	Mexico City	(E)	B
Kabul	(E)	B	Milan	(CG)	A
Kaduna	(CG)	B	* Mogadishu*	(E)	B
Kampala	(E)	B	** Mombasa	(C)	C**
Karachi	(CG)	B	Monrovia	(E)	A
Kathmandu	(E)	B	Monterrey	(CG)	C
Khartoum	(E)	A	Montevideo	(E)	A
Kigali	(E)	B	Montreal	(CG)	C
Kingston	(E)	B	** Moroni (6/1/85)	(E)	B**
Kinshasa	(E)	A	Moscow	(E)	A/B
Kisangani	(USIS only)	A	Munich	(CG)	A
Krakow	(C)	A/B	Muscat	(E)	B
Kuala Lumpur	(E)	B	Naha	(CG)	A
Kuwait	(E)	B	Nairobi	(E)	B
Lagos	(E)	B	Naples	(CG)	A
Lahore	(CG)	B	Nassau	(E)	C
La Paz	(E)	A	** N'Djamena	(E)	B**
Leningrad	(CG)	A/B	New Delhi	(E)	B
Libreville	(E)	B	Niamey	(E)	B
Lilongwe	(E)	B	** Nice	(CG)	C**
Lima	(E)	A	Nicosia	(E)	A/B
Lisbon	(E)	A	Nouakchott	(E)	B
Lome	(E)	B	Neuvo Laredo	(C)	A
London	(E)	A	P.O.Box 449,		
Lubumbashi	(C)	A	Laredo, TX 78040		
Lusaka	(E)	B	Oporto	(C)	A
Luxembourg	(E)	A/B	Oran	(C)	B
Lyon	CG)	C	Osaka-Kobe	(CG)	A
Madras	(CG)	B	Oslo	(E)	A
Madrid	(E)	A	Ottawa	(E)	B
*Malabo	(E)	B **	Ouagadougou	(E)	B
Managua	(E)	A	Palermo	(CG)	A
Manama	(E)	A	Panama	(E)	A
Manila	(E)	A	Paramaribo	(E)	B
Maputo	(E)	B	Paris	(E)	A
Maracaibo	(C)	A	Perth	(C)	C
Marseille	(CG)	C	Peshawar	(C)	B
Martinique	(CG)	B	Ponta Delgada	(C)	A
Maseru	(E)	B	Port au Prince	(E)	B
			Port Louis	(E)	B
(*) Revision			Port Moresby	(E)	B
(**) New Material					

UNIFORM FOREIGN AFFAIRS REGULATIONS

Categories of Foreign Service Posts for Personal Mail -- (Cont'd)

Post[1]	Status[2]	Category[3]	Post[1]	Status[2]	Category[3]
Porto Alegre	(C)	A	Toronto	(CG)	C
Port of Spain	(E)	B	Trieste	(C)	A
Poznan	(C)	A/B	Tunis	(E)	B
Prague	(E)	A/B	Turin	(C)	A
Praia	(E)	B	Udorn	(C)	A
Pretoria	(E)	B	Valletta	(E)	B
**Pusan	(C)	C**	Vancouver	(CG)	C
Quebec	(CG)	C	**Vatican City	(E)	A**
Quito	(E)	A	Victoria	(E)	A
Rabat	(E)	A	Vienna	(E)	A/B
Rangoon	(E)	B	Vientiane	(E)	A
Recife	(C)	A	Warsaw	(E)	A/B
Reykjavik	(E)	A	Wellington	(E)	A/B
Rio de Janeiro	(CG)	A	**Windhoek	(USLO)	B**
Riyadh	(E)	A/B	Winnipeg	(CG)	C
Rome	(E)	A	Yaounde	(E)	B
Rotterdam	(CG)	A	Zagreb	(CG)	A/B
Salvador da Bahia	(C)	A	Zurich	(CG)	B/C
**Salzburg	(CG)	C**			
Sanaa	(E)	B			
San Jose	(E)	A			
San Salvador	(E)	A	Note:		
Santiago	(E)	A	Explanation of Footnotes		
Santo Domingo	(E)	A	given on following page.		
Sao Paulo	(CG)	A			
Sapporo	(C)	A			
Seoul	(E)	A			
Seville	(CG)	A			
Shanghai	(CG)	A/B			
Shenyang	(CG)	A			
Singapore	(E)	A			
Sofia	(E)	A/B			
Songkla	(C)	A			
Stockholm	(E)	B			
Strasbourg	(CG)	A			
Stuttgart	(CG)	A			
Surabaya	(C)	A			
Suva	(E)	C			
Sydney	(CG)	A			
Taipei	(AIT)	B			
Tangier	(CG)	A			
Tegucigalpa	(E)	A			
Tel Aviv	(E)	A			
The Hague	(E)	A			
Thessaloniki	(CG)	A			
Tijuana	(CG)	A			
P.O.Box 1358, San Ysidro, CA 90273					
Tokyo	(E)	A			

(**) New Material

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Categories of Foreign Service Posts for Personal Mail --   (Cont'd)

1Form of Address--

Pouch Address:

Status of Post (Embassy,
  Consulate General, etc.)
Name of Post (e.g., Abidjan)
Department of State
Washington, D.C. 20520
  (ltr. mail)
      or
Washington, D.C. 20521
  (packages, magazines,
  newspapers)

APO/FPO Address:

Section (Economic, Political, etc.)
Status of Post (Embassy, Consulate,
  etc.)
APO/FPO + S.F.or N.Y. or Miami + Zip Code

2Status of Post --

(AIT)	=	American Institute, Taiwan
(BO)	=	Branch Office
(C)	=	Consulate
(CG)	=	Consulate General
(E)	=	Embassy
(M)	=	Mission
(USINT)	=	U.S. Interest Section
(USLO)	=	U.S. Liaison Office

3Category of Post   --   Category A posts which have access to military
                              or U.S. postal facilities for transport of
                              personal mail are listed in Exhibit 321.

                              Category B posts have full access to pouch;
                              newly opened posts are designated Category "B"
                              posts until otherwise determined by the
                              principal officer or the Department.

                              Category C posts have access to pouch if
                              authorized by the principal officer.

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332.3-2 Personal Mail Other Than Merchandise

Authority for and limitations on categories A, B, and C posts to originate or receive special classes of personal mail by air or surface pouches are as follows:

a. Use of Air Pouches

(1) Categories B and C posts may use air pouches to <u>receive from the Department</u> envelope mail not exceeding 1 pound. <u>Transmission to the Department</u> is at the discretion of the of the principal officer.

(2) Categories A, B, and C posts may use air pouches to <u>send to and receive from the Department</u> important documents, such as bank drafts, wills, and deeds.

(3) Category A posts must send letters and letter tapes to other category A posts directly through APO/FPO or international mail facilities with appropriate postage affixed.

(4) Category B posts may <u>send</u> letter tapes and letter mail to category B posts by air pouch (either directly or through the Department) without postage affixed.

(5) Category C posts must send letters and letter tapes to other category C posts directly via international mail facilities with appropriate postage affixed.

(6) Categories A and C posts may send letter tapes and letter mail without postage to category B posts directly by air pouch, if one is available to the post addressed. If none is available, the items must be sent to the Department via international mail or APO/FPO with appropriate postage affixed and addressed in the prescribed format for forwarding by pouch (see section 332.3-6a).

(7) Category B posts may send letter mail and letter tapes without postage to categories A and C posts directly by air pouch, if one is available to the posts involved. If not, the items may be sent by pouch to the Department addressed for delivery by international mail or APO/FPO with appropriate postage affixed.

b. Use of Surface Pouches

Categories B and C posts may use surface pouches to receive from the Department envelope mail exceeding 1 pound and magazines and publications not exceeding 40 pounds.

332.3-3 Personal Merchandise

Authority for and limitations on category A, B, or C posts to originate or receive special classes of personal merchandise by air or surface pouches are as follows:

a. Use of Air Pouches

(1) Categories B and C posts may use air pouches to <u>receive from the Department</u> miscellaneous merchandise parcels (excluding raw film) not exceeding 2 pounds.

(2) Categories B and C posts, at the discretion of the principal officer, may use air pouches to <u>send to the Department</u> parcels of exposed film not exceeding 8 ounces.

(3) Categories A, B, and C posts may use air pouches to <u>receive from the Department</u> reasonable quantities of prescription medicines and to <u>send to and receive from the Department</u> prescription eyeglasses, orthopedic supplies, and other items needed for health of individuals.

b. Use of Surface Pouches

Categories B and C posts may use surface pouches to <u>receive from the Department</u> merchandise parcels, including raw (unexposed) film, not exceeding 40 pounds. Parcels may not exceed 24 inches in length or 62 inches in length and girth combined. The maximum weight of parcels is also governed by the postal zones in which they are mailed, as outlined in part 128.254 of the U.S. Postal Manual.

c. Use of Pouches to the Department

* Merchandise parcels <u>may not be sent to the Department</u> by air or surface pouch, except as provided in paragraph a(3) of this section and in section 333.3-2 (congressional packages). *

(*) Revision

UNIFORM STATE/AID/USIA REGULATIONS

✱ In addition, personnel at category B and C posts are authorized to return by pouch for exchange any wearing apparel, that is, clothing, shoes, etc., manufactured and purchased in the United States either from stores or supply houses (for example, Sears, Montgomery Ward, etc.), or received as gifts from friends or relatives.

To return any parcels so authorized, they must be prepared as follows:

(1) Have the appropriate U.S. postage affixed for transmission through the U.S. Postal Service from Washington to address of destination (see Exhibit 332.3-3c).

(2) Be endorsed, stating that they contain merchandise purchased in and received from the United States which is being returned to addressee for exchange;

(3) Be items received during the current tour of duty at the particular post; and

(4) Not be items orginally contained in shipment of effects. ✱

(✱) Revision

PARCEL POST RATES BY ZONES

FOURTH CLASS

(PARCEL POST) ZONE RATES
CONSULT POSTMASTER FOR WEIGHT AND SIZE LIMITS

NONMACHINABLE SURCHARGE:
A parcel mailed to a ZIP Code destination outside the BMC service area for your post office is subject to a surcharge of $0.50 in addition to the rate shown in this table if:

A. It is nonmachinable according to the standards prescribed in Domestic Mail Manual section 753 or

B. It weighs more than 35 pounds.

WITHIN (Intra-BMC) BMC DISCOUNT:
A parcel mailed to a ZIP Code destination shown below is for delivery within the BMC service area for your post office and is eligible for a discount of $0.14 from the rate shown in this table

WITHIN (INTRA-BMC) BMC ZIP CODE DESTINATIONS FOR YOUR POST OFFICE ARE:

Weight 1 pound end not exceeding (pounds)	Local	Zones 12	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
2	1.52	1.55	1.61	1.70	1.83	1.99	2.15	2.48
3	1.58	1.63	1.73	1.86	2.06	2.30	2.55	3.05
4	1.65	1.71	1.84	2.02	2.29	2.61	2.94	3.60
5	1.71	1.79	1.96	2.18	2.52	2.92	3.32	4.07
6	1.78	1.87	2.07	2.33	2.74	3.14	3.64	4.54
7	1.84	1.95	2.18	2.49	2.89	3.38	3.95	5.02
8	1.91	2.03	2.30	2.64	3.06	3.63	4.27	5.55
9	1.97	2.11	2.41	2.75	3.25	3.93	4.63	6.08
10	2.04	2.19	2.52	2.87	3.46	4.22	5.00	6.62
11	2.10	2.28	2.60	3.00	3.68	4.51	5.38	7.15
12	2.17	2.36	2.66	3.10	3.89	4.80	5.75	7.69
13	2.21	2.41	2.72	3.19	4.02	4.96	5.95	7.97
14	2.26	2.46	2.78	3.28	4.13	5.12	6.14	8.24
15	2.31	2.51	2.83	3.36	4.25	5.26	6.32	8.48
16	2.35	2.56	2.89	3.44	4.35	5.40	6.49	8.72
17	2.40	2.59	2.94	3.51	4.45	5.53	6.65	8.94
18	2.44	2.64	2.99	3.59	4.55	5.65	6.80	9.15
19	2.48	2.68	3.04	3.66	4.64	5.77	6.94	9.35
20	2.52	2.72	3.10	3.73	4.73	5.89	7.09	9.55
21	2.56	2.76	3.14	3.79	4.82	6.00	7.22	9.73
22	2.60	2.81	3.20	3.86	4.90	6.10	7.35	9.91
23	2.64	2.84	3.26	3.92	4.99	6.21	7.48	10.08
24	2.68	2.93	3.36	4.02	5.07	6.31	7.60	10.24
25	2.72	3.00	3.47	4.15	5.14	6.40	7.75	10.40
26	2.76	3.04	3.56	4.27	5.27	6.58	8.02	10.56
27	2.79	3.08	3.65	4.40	5.44	6.79	8.28	10.71
28	2.83	3.13	3.70	4.47	5.59	7.00	8.53	10.85
29	2.87	3.17	3.75	4.53	5.76	7.17	8.64	10.99
30	2.90	3.21	3.80	4.59	5.84	7.27	8.75	11.13
31	2.97	3.25	3.85	4.65	5.91	7.36	8.86	11.29
32	3.01	3.30	3.90	4.71	5.98	7.44	8.96	11.41
33	3.05	3.34	3.95	4.76	6.05	7.53	9.06	11.53
34	3.08	3.38	4.00	4.82	6.12	7.61	9.16	11.76
35	3.12	3.42	4.04	4.88	6.19	7.69	9.26	12.07
36	3.16	3.44	4.08	4.93	6.25	7.78	9.36	11.88
37	3.20	3.50	4.14	4.98	6.32	7.86	9.45	12.20
38	3.23	3.54	4.18	5.04	6.39	7.93	9.54	12.51
39	3.27	3.58	4.23	5.09	6.45	8.01	9.63	12.82
40	3.31	3.62	4.27	5.14	6.51	8.09	9.72	13.08
41	3.34	3.66	4.32	5.19	6.58	8.16	9.81	13.20
42	3.38	3.70	4.36	5.24	6.64	8.24	9.90	13.31
43	3.42	3.74	4.40	5.29	6.70	8.31	9.98	13.42
44	3.46	3.78	4.45	5.34	6.76	8.38	10.14	13.53
45	3.49	3.81	4.49	5.39	6.82	8.45	10.36	13.64
46	3.53	3.85	4.53	5.44	6.88	8.52	10.58	13.74
47	3.56	3.89	4.58	5.49	6.94	8.66	10.80	13.85
48	3.60	3.93	4.62	5.54	6.99	8.83	11.02	13.95
49	3.64	3.97	4.66	5.59	7.05	9.01	11.24	14.05
50	3.67	4.01	4.71	5.64	7.13	9.18	11.46	14.15
51	3.71	4.04	4.75	5.69	7.27	9.36	11.68	14.25
52	3.74	4.08	4.79	5.79	7.40	9.53	11.90	14.35
53	3.78	4.12	4.83	5.90	7.54	9.71	12.12	14.44
54	3.82	4.16	4.87	6.00	7.67	9.88	12.34	14.54
55	3.85	4.19	4.94	6.11	7.81	10.06	12.56	14.76
56	3.89	4.23	5.02	6.21	7.94	10.23	12.78	15.02
57	3.92	4.27	5.11	6.32	8.08	10.41	13.00	15.28
58	3.96	4.32	5.19	6.42	8.21	10.58	13.22	15.54
59	3.99	4.39	5.28	6.53	8.35	10.76	13.44	15.80
60	4.03	4.46	5.36	6.63	8.48	10.93	13.66	16.06
61	4.06	4.53	5.45	6.74	8.62	11.11	13.88	16.32
62	4.10	4.60	5.53	6.84	8.75	11.28	14.10	16.58
63	4.13	4.67	5.62	6.95	8.89	11.46	14.32	16.84
64	4.17	4.74	5.70	7.05	9.02	11.63	14.54	17.10
65	4.20	4.81	5.79	7.16	9.16	11.81	14.76	17.36
66	4.24	4.88	5.87	7.26	9.29	11.98	14.98	17.62
67	4.27	4.95	5.96	7.37	9.43	12.16	15.20	17.88
68	4.31	5.02	6.04	7.47	9.56	12.33	15.42	18.14
69	4.34	5.09	6.13	7.58	9.70	12.51	15.64	18.40
70	4.38	5.16	6.21	7.68	9.83	12.68	15.86	18.66

NOTE: If Within (Intra-BMC) BMC ZIP Code destinations for your post office are not shown above, consult your local postmaster and write the ZIP Codes in the space provided.

Consult Postmaster for rates on bound printed matter and other exceptions.

5 FAM 332

Exhibit 332.3-3c

PAGE NO. 9A-8

EFFECTIVE DATE November 25, 1985

TRANS. MEMO NO. 21:48

AID HANDBOOK 21, Part I

UNITED STATES POSTAL SERVICE
OFFICIAL ZONE CHART

For Determining Zones From All Postal Units Having
ZIP Coaes 20001–20599

This zone chart lists the first three digits (prefix) of the ZIP Codes of the sectional center facility of address.

To determine the zone distance to a particular post office, ascertain the ZIP Code of the post office to which the parcel is addressed. The first three digits of that ZIP Code are included in this chart, and to the right thereof the zone.

ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone
006–009	7	157–158	3	228–241	2	368	4	512–561	5	745–748	6
010–011	4	159	2	242–243	3	369	5	562	6	749	5
012	3	160–165	3	244–245	2	370–379	4	563–564	5	750–754	6
013–046	4	166	2	246–253	3	380–383	5	565–587	6	755	5
047	5	167	3	254	1	384–385	4	588–595	7	756–784	6
048–059	4	168	2	255–261	3	386–399	5	596–599	8	785	7
060–061	3	169	3	262–265	2					786–787	6
062	4	170–176	2	266	3	400–410	4	600–609	4	788	7
063–079	3	177	3	267–269	2	411–412	3	610–617	5	789–796	6
080–086	2	178–179	2	270–286	3	413–414	4	618–619	4	797–799	7
087–099	3	180–181	3	287–296	4	415–416	3	620–667	5		
		182	2	297	3	417–419	4	668–672	6	800–806	7
100–119	3	183–188	3	298–299	4	420	5	673	5	807	6
120–123	4	189–199	2			421–436	4	674–679	6	808–831	7
124–127	3	200–205	1	300–315	4	437–447	3	680–681	5	832–844	8
128–129	4	206–214	1	316–317	5	448–455	4	682–699	6	845	7
130–132	3	215–216	2	318–319	4	456–457	3			846–864	8
133–136	4	217	1	320–355	5	458–497	4	700–704	5	865–884	7
137–149	3	218–219	2	356–359	4	498–499	5	705–706	6	885–899	8
150–152	2	220–225	1	360–361	5			707–729	5		
153	3	226	2	362	4	500–508	5	730–742	6	900–999	8
154–156	2	227	1	363–367	5	510–511	6	743–744	5		

The local zone rate applies to all parcels mailed at a post office or on its rural routes for delivery at that office or on its rural routes.

The following are wholly within the indicated zone:

Alaska	8	Guam	8	Nevada	8	South Dakota	6
Arkansas	5	Hawaii	8	New Hampshire	4	Vermont	4
California	8	Idaho	8	New Mexico	7	Virgin Islands	7
Canton Island	8	Indiana	4	Oregon	8	Wake Island	8
Caroline Islands	8	Mariana Islands	8	Puerto Rico	7	Washington	8
Delaware	2	Marshall Islands	8	Rhode Island	4	Wisconsin	5
District of Columbia	Local	Mississippi	5	Samoa (American)	8	Wyoming	7
Florida	5	Missouri	5				

PARCEL POST ZONES

Parcel Post Zones are geared to the ZIP Code System; hence the eccentric shapes of the zones indicated on this map. Note that this map is a visual guide only and the separation of zones is approximate. When a given town or city is close to a zone line, use the Official Zone Chart to determine the zone if you know the ZIP number. If you don't have the ZIP Code, consult your post office.

PUERTO RICO is entirely in ZONE 7

HAWAII, ALASKA, GUAM, etc. are entirely in ZONE 8
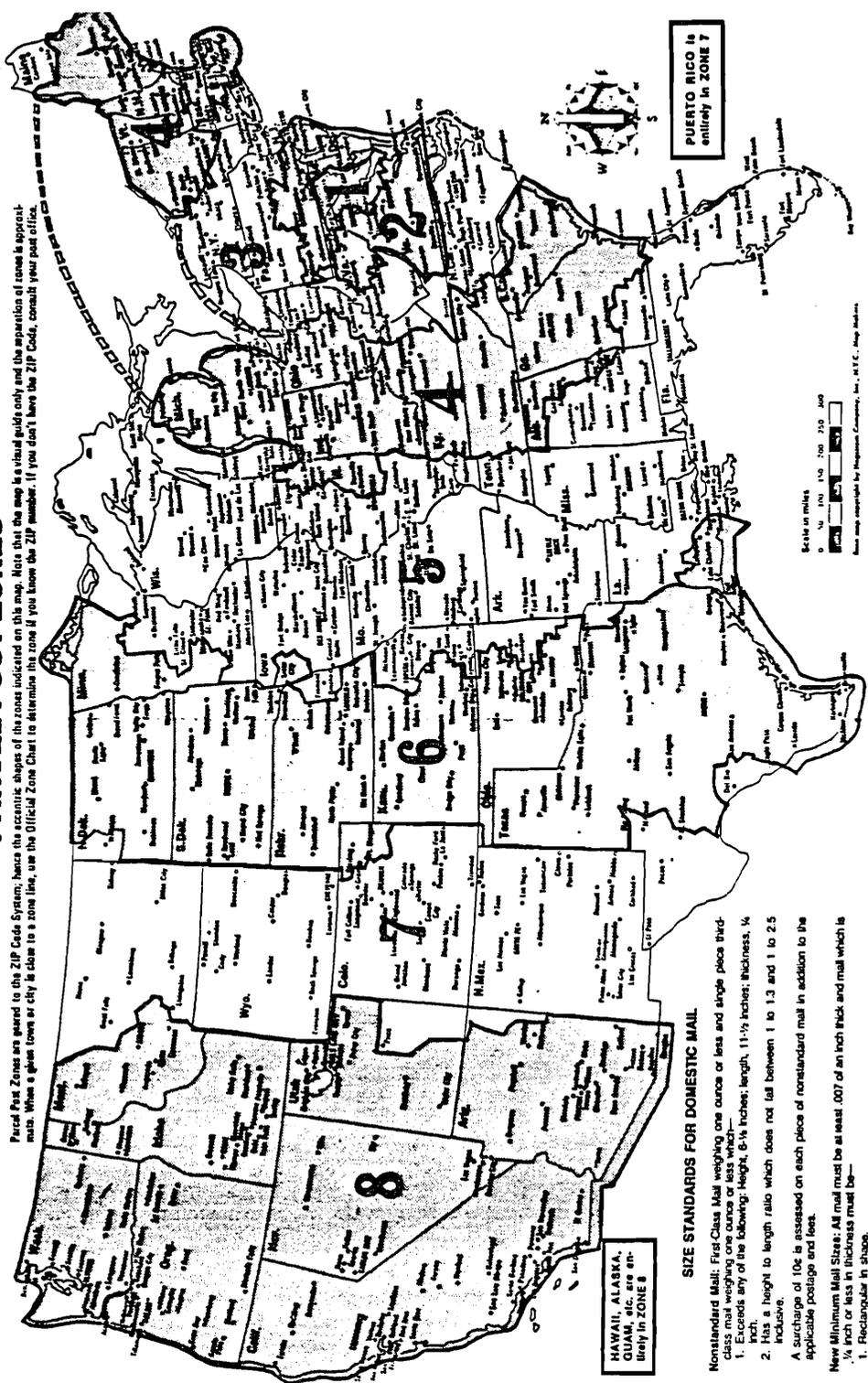
SIZE STANDARDS FOR DOMESTIC MAIL

Nonstandard Mail: First-Class Mail weighing one ounce or less and single piece third-class mail weighing one ounce or less which—
1. Exceeds any of the following: Height, 6-1/8 inches; length, 11-1/2 inches; thickness, 1/4 inch.
2. Has a height to length ratio which does not fall between 1 to 1.3 and 1 to 2.5 inclusive.

A surcharge of 10¢ is assessed on each piece of nonstandard mail in addition to the applicable postage and fees.

New Minimum Mail Sizes: All mail must be at least .007 of an inch thick and mail which is 1/4 inch or less in thickness must be—
1. Rectangular in shape.
2. At least 3-1/2 inches in height and at least 5 inches long.

UNIFORM STATE/AID/USIA REGULATIONS

d. Use of Pouches Between Posts

With prior authorization by the Department in individual cases, pouches may be used to send essential personal merchandise between posts cut off from normal communications facilities. Pouch transmission of luxury items or regional specialties is strictly prohibited.

e. Tobacco Products for Differential Posts

If specifically authorized by the Department, pouches may be used to transport tobacco products to differential posts (as defined in section 511(b) of Standardized Regulations (Government Civilians, Foreign Areas)), if the principal officer has determined that commissary facilities, group orders, or other means of obtaining these products are not available.

332.3-4 U.S. Postage

Personal mail authorized for transmission by pouch must bear U.S. postage at the appropriate rate for the type of service (air or surface) desired for transit stages via postal channels from or to the Department (see Exhibit 332.3-4). Letter mail authorized for transmission by pouch to overseas posts is included in air pouches, regardless of the postage affixed for onward transmission. Types of postage, if any, required for mail addressed as indicated are as follows:

a. To Department, AID, or USIA Addressees

No postage is required.

b. To Department for Other Addressees

Domestic postage to U.S. addressees; international postage to overseas addressees.

c. To Overseas Posts

Domestic postage from the point of origin in the United States to the Department of State, Washington, D.C. 20521.

d. Between Posts

No postage is required when pouched according to the provisions of section 332.3-2a(4).

UNIFORM FOREIGN AFFAIRS REGULATIONS

"This regulation applies to the following agencies State/AID/USICA/Commerce/FAS."
UNIFORM STATE/AID/USICA REGULATIONS
U.S. Postage Rates for First Class

A. **Domestic Mail Within the United States and to Military Postal Addressees**

  First Class/Airmail

Letters, except postal and post cards	*22¢*	for first ounce or fraction and 17¢ for each addl. ounce up to 12 ounces
Postal (Government) and post cards	*14¢*	each

B. **International Mail From The United States to Other Countries**
1. **First Class**

  Canada and Mexico

Letters	*22¢*	first ounce, 17¢ each addl. ounce to 12 ounces
Postal and post cards	*14¢*	each ounce

  All Other Countries

Letters	*44¢*	per 1/2 ounce
Postal and post cards	*33*	each

2. **Airmail**

  (a) **Canada and Mexico**

Letters	*22¢*	first ounce, 17¢ each additional ounce
Postal and post cards	*13*	each

  (b) **Central America, Colombia, Venezuela, Caribbean Islands, Bahamas, Bermuda, and Saint Pierre and Miquelon**

Letters	*39¢*	each 1/2 ounce up to and including 2 ounces
	33¢	each additional 1/2 ounce

  (c) **All Other Countries**

Letters	*44¢*	each 1/2 ounce up to and including 2 ounces
	33¢	each additional 1/2 ounce
Postal and post cards	*33*	each

NOTE--Undenominated stamps (ordinarily issued at time of rate changes) are not to be affixed to mail going to Canada, Mexico, or other foreign countries.

* For AID purposes only -- Changes were made to reflect the new postage rates which went into effect February 17, 1985.

UNIFORM FOREIGN AFFAIRS REGULATIONS
(For State, AID, USIA, Commerce, and Agriculture)

332.3-5 Canceling Postage Stamps

Postage affixed abroad is canceled at Washington by the U.S. Postal Service.

332.3-6 Pouch Address

a. All personal envelope mail, regardless of size, and all packages weighing 2 pounds or less authorized for transmission by pouch from the Department to posts abroad must be addressed according to the following four-line format:

Richard R. Doe (Name of Individual)
Accra (Name of City)
Department of State
Washington, D.C. 20520

b. Magazines, newspapers, and packages weighing over 2 pounds authorized for transmission by pouch from the Department to posts abroad must be addressed according to the following four-line format:

Richard R. Doe (Name of Individual)
Accra (Name of City)
Department of State
Washington, D.C. 20521

c. Personal mail of AID employees should include (ID) and USIA employees (IC) in the second line following the city.

d. The applicable address format must also be used as a return address on personal mail transmitted by pouch to the Department for delivery to addressees in the United States or abroad.

**e. Use of Pouch by AID Contract Employees

U.S. citizen contract employees and/or those U.S. citizens performing AID-financed functions under specific support grants or cooperative agreements with AID are authorized use of pouch under the following conditions and limitations:

(1) Official mail should be addressed as follows:
Name of Individual or
Organization (followed by
letter symbol C or G)
Name of Post
Agency for International
Development
Washington, D.C. 20523

The maximum weight of enveloped documents is two pounds. Personal mail should be addressed as above but without name of organization. The maximum weight for personal enveloped mail is one pound.

(2) Pouch is not authorized for receipt of merchandise parcels, magazines, and newspapers.

AID contractor personnel are not authorized direct use of military postal facilities (APO/FPO). Posts having access to APO/FPO facilities and using such for pouch dispatch may, however, accept contractor letter mail for the pouch, provided adequate postage is affixed. **

332.3-7 Directory Service

Insufficiently addressed mail, bulk packages of seasonal greetings, and other similar correspondence may not be placed in pouches to the Department with the expectation that directory service and worldwide forwarding will be provided. Pouch control officers must return such mail to senders.

332.3-8 Forwarding Personal Mail

Magazines, publications, and merchandise parcels received by pouch for employees transferred to other posts may be forwarded by surface pouch for 90 days from date of departure. Such personal mail may not otherwise be transmitted by pouch to the Department.

332.4 Prohibited Pouch Materials

a. The Department's pouch may not be used to transport mail or other materials that could: destroy life or property; injure persons handling pouches; or damage pouch contents. Prohibited pouch materials include the following:

(1) Explosives, firearms, ammunition, incendiary material, corrosives (such as, but not limited to, hydrochloric and sulfuric acids), caustics, poisons, radioactive substances, magnetic materials, liquids, (including paints), fragile items, or items packed in glass containers larger than six ounces (only one such glass con-

UNIFORM FOREIGN AFFAIRS REGULATIONS
(For State, AID, USIA, Commerce, and Agriculture)

tainer per package), and any parcels not meeting the size and weight limitations (see 5 FAM 332.3-3b) for pouch transmission.

(2) Illegal narcotics and dangerous drugs (see 3 FAM 695); and

(3) Film, except the nonflammable "safety" type film (see 5 FAM 332.3-3).

b. Except as provided in paragraph c below, the pouch may not be used to ship any item within the following categories:

(1) The personal effects of deceased U.S. citizens;

(2) Any item which it is illegal to import into the receiving country or export from the sending country;

(3) Any goods from third country sources addressed to the Department of State requiring clearance by Customs authorities before onward shipment to posts abroad;

(4) Foodstuffs, alcoholic beverages, plants and animals; and

(5) Any items shipped to circumvent the weight limitations provided for household effects, air-freight, and food allowances. (NOTE: This prohibition does not preclude the occasional shipment of clothing, gifts, printed materials, personal necessities, or household wares.)

c. Any employee or dependent at an authorized post (5 FAM 332.3-1) may receive foodstuffs through the pouch in an aggregate amount not exceeding 25 pounds in any calendar year, as long as such items are not prohibited by section b(2) or b(3) above. Each receiving post is responsible for enforcing this 25-pound exception. A receiving post or an employee may request additional amounts of food based on special circumstances. Requests should be made through the post's administrative section to the Department, (A/OC), for consideration of a

possible exception under paragraph e below.

d. To insure that Department regulations are being followed, the Department reserves the right to examine all materials intended for shipment through the Department's pouch. Each sender and addressee using the pouch to ship envelopes and packages consents to the following kinds of examination of such envelopes and packages by Departmental representatives:

(1) Inspection by X-ray and letter-bomb detector; and

(2) Opening, searching, and divulging the contents of any package containing material other than a sealed envelope believed to bear only correspondence or documents. If a package contains both such an envelope(s) and other material, the envelope shall not be opened except with the specific consent of the sender or addressee or except in another legally permissible manner.

e. Exceptions to section 332.4 may be made only pursuant to Chapter 300 or 5 FAM or with the express prior approval of the Assistant Secretary for Administration.

f. Employees who violate the provisions of this subsection concerning the pouch may be subject to disciplinary action.

333 (Instructions for transmisnsion of extra-official mail. See cross-reference sheet.)

APPENDIX 9B

PRINCIPAL OVERSEAS OFFICER LISTING

POST AND COUNTRY	PRINCIPAL AID OFFICER	TITLE
ABIDJAN, Cote d'Ivoire	Arthur M. Fell	Regional Director, REDSO/WCA
ACCRA, Ghana	Furman G. Towery	AID Representative
ADDIS ABABA, Ethiopia	Willard Pearson	AID Representative
AMMAN, Jordan	Lewis P. Reade	Director
ANTANANARIVO, Madagascar	Baudouin F. deMarcken	Director
BAMAKO, Mali	Dennis J. Brennan	Director
BANGKOK, Thailand	John R. Eriksson	Director
✱ BANJUL, Gambia	Jimmie M. Stone	AID Representative
BELIZE CITY, Belize	Mosina Jordan	AID Representative
BISSAU, Guinea-Bissau	Ann Williams	AID Representative
BOGOTA, Colombia	James F. Smith	AID Representative
BRASILIA, Brazil	Howard B. Helman	AID Representative
BRIDGETOWN, Barbados	Aaron Williams	Regional Director, RDO/C
BUJUMBURA, Burundi	Donald F. Miller	AID Representative
CAIRO, Egypt	Marshall D. Brown	Director
COLOMBO, Sri Lanka	Peter J. Bloom	Director
CONAKRY, Guinea	Byron H. Bahl	Director
DHAKA, Bangladesh	Priscilla M. Boughton	Director
DAKAR, Senegal	Julius E. Coles	Director ✱
DAR ES SALAAM, Tanzania	Joseph F. Stepanek	Director
GABORONE, Botswana	John P. Hummon	Director
GUATEMALA CITY, Guatemala	Anthony J. Cauterucci	Director
	Nadine M. Hogan	Regional Director, ROCAP
HARARE, Zimbabwe	Allison Butler Herrick	Director
ISLAMABAD, Pakistan	James A. Norris	Director
JAKARTA, Indonesia	David N. Merrill	Director

✱ Revised

PRINCIPAL OVERSEAS OFFICER LISTING

POST AND COUNTRY	PRINCIPAL AID OFFICER	TITLE
✱ KAMPALA, Uganda	Keith Sherper	Director
KATHMANDU, Nepal	Kelley Kammerer	Director
KHARTOUM, Sudan	Frederick Gilbert	Director (Acting)
KIGALI, Rwanda	James A. Graham	Director
KINGSTON, Jamaica	William R. Joslin	Director
KINSHASA, Zaire	Dennis M. Chandler	Director
LAGOS, Nigeria	Henry D. Merrill	AID Affairs Officer
LA PAZ, Bolivia	G. Reginald VanRaalte	Director
LILONGWE, Malawi	Carol Peasley	Director
LIMA, Peru	Craig G. Buck	Director
LOME, Togo	Mark G. Wentling	AID Representative
LUSAKA, Zambia	Leslie A. Dean	Director
MANILA, Philipines	Malcolm Butler	Director
MAPUTO, Mozambique	Julius Schlotthauer	Director
MASERU, Lesotho	Jesse L. Snyder	Director
MBABANE, Swaziland	Roger D. Carlson	Director
MEXICO CITY, Mexico	Gerald Bowers	AID Representative
MOGADISHU, Somalia	Lois C. Richards	Director
MONROVIA, Liberia	John Hicks	Director
MONTEVIDEO, Uruguay	Peter R. Orr	AID Representative
MUSCAT, Oman	Duncan R. Miller	AID Representative
NAIROBI, Kenya	Steven W. Sinding	Director
	Satishchandra Shah	Regional Director, REDSO/ESA
N'DJAMENA, Chad	Bernard D. Wilder	AID Representative
NEW DELHI, India	Robert N. Bakley	Director
NIAMEY, Niger	George T. Eaton	Director
NOUAKCHOTT, Mauritania	Glen G. Slocum	AID Representative
OUAGADOUGOU, Burkina Faso	Wilber Thomas	Director ✱
PARIS, France	Joseph C. Wheeler	DAC Chairperson
	David Lazar	U.S. Representative to DAC
PORT AU PRINCE, Haiti	Gerald H. Zarr	Director
PRAIA, Cape Verde	Thomas C. Luche	AID Representative
PRETORIA, South Africa	Dennis Barrett	Director
QUITO, Ecuador	Frank Almaguer	Director

✱ Revised

PRINCIPAL OVERSEAS OFFICER LISTING

POST AND COUNTRY	PRINCIPAL AID OFFICER	TITLE
✱ RABAT, Morocco	Charles W. Johnson	Director
ROME, Italy	Richard M. Seifman	Executive Director to the IFAD
SANAA, Yemen	Kenneth H. Sherper	Director
SAN JOSE, Costa Rica	Carl Leonard	Director
SAN SALVADOR, El Salvador	Henry H. Bassford	Director
SANTIAGO, CHILE	Paul W. Fritz	AID Representative
SANTO DOMINGO, Dominican Republic	Thomas W. Stukel, Jr.	Director
ST. GEORGES, Grenada	VACANT	Assoc. Director, RDO/C ✱
SUVA, Fiji	John B. Woods	Regional Director
TEGUCIGALPA, Honduras	John A. Sanbrailo	Director
TUNIS, Tunisia	George Carner	Director
USUN, New York	Irvin D. Coker	Development Coordination Officer
YAOUNDE, Cameroon	Jay P. Johnson	Director

✱Revised

POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
ABIDJAN REDSO/WA (Cote D' Ivoire):	Regional Economic Development Services Office/West Africa (REDSO/WA)- Abidjan Agency for International Development Washington, DC 20520-2010	Name of Individual Abidjan (ID) Department of State Wash., DC 20520*-2010	Name of Individual or Organization (C) U.S.A.I.D./Abidjan Agency for Int'l Dev. Washington, DC 20523	Regional Economic Development Services Office/West Africa B.P. 1712 Abidjan, Cote D' Ivoire	5 Rue Jesse Owens 01 B.P. 1712 Abidjan, Cote D' Ivoire Tel [225] 32-09-79
RHO/WA	Regional Housing Office/West RHO/WA-Abidjan Agency for International Development Washington, DC 20520-2010	Name of Individual Abidjan (ID) Department of State Wash., DC 20520*-2010	Name of Individual or Organization (C) U.S.A.I.D./Abidjan Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office/West Africa B.P. 1712 Abidjan, Cote D' Ivoire	" "
Inspector in Charge	Regional Inspector General Inspections and Investigations/Abidjan Agency for International Development Washington, DC 20520-2010	Name of Individual Abidjan (ID) Department of State Wash., DC 20520*-2010	Name of Individual or Organization (C) U.S.A.I.D./Abidjan Agency for Int'l Dev. Washington, DC 20523	Regional Inspector General/ Inspections and Investigations B.P. 1712 Abidjan, Cote D' Ivoire	" "
ACCRA (Ghana)	Office of A.I.D. Rep. A.I.D. Office/Accra Agency for Int'l Dev. Washington, DC 20520-2020	Name of Individual Accra (ID) Department of State Wash., DC 20520*-2020	Name of Individual or Organization (C) U.S.A.I.D. Office/Accra Agency for Int'l Dev. Washington, DC 20523	A.I.D. Office/Accra P.O. Box 194 Accra, Ghana	Ring Road East Accra, Ghana Tel 77534/8/9
ADDIS ABABA (Ethiopia)	Office of A.I.D. Rep. A.I.D. Office/Addis Ababa Agency for Int'l Dev. Washington, DC 20520-2030	Name of Individual Addis Ababa (ID) Department of State Wash., DC 20520*-2030	Name of Individual or Organization (C) U.S.A.I.D. Office/Addis Ababa Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 1014 Addis Ababa, Ethiopia	Entoto Street Addis Ababa, Ethiopia Tel 110-666/117/129

*Use surface Zip Code 20521-plus four digit add-on for all magazines and newspapers, and for packages weighing over 2 pounds which are sent through the pouch.
**For A.I.D./W - In order to eliminate undue delay, all mail sent by courier must be authorized and processed through the A.I.D. mailroom.

POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
AMMAN (Jordan)	U.S.A.I.D./Amman Agency for International Development Washington, DC 20520-6050	Name of Individual Amman (ID) APO New York 09892	Name of Individual or Organization (C) U.S.A.I.D./Amman Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 354 Amman, Jordan	Jebel Amman Amman, Jordan Tel [962] (6) 644371
ANKARA (Turkey)	U.S.A.I.D./Ankara Agency for International Development Washington, DC 20520-7000 or U.S.A.I.D. APO New York 09254	Name of Individual Ankara (ID) APO New York 09254	Name of Individual or Organization (C) U.S.A.I.D./Ankara Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Ankara, Turkey	110 Ataturk Blvd. Ankara, Turkey Tel [90] (41) 26-54-70
ANTANANARIVO (Madagascar)	Office of A.I.D. Rep. A.I.D. Office/Antananarivo Agency for International Dev. Washington, DC 20520-2040	Name of Individual Antananarivo (ID) Department of State Wash., DC 20520*-2040	Name of Individual or Organization (C) U.S.A.I.D./ Antananarivo Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. B.P. 620 Antananarivo, Modagascar	14 and 16 Rue Rainitovo Antsahavola B.P. 620 Antananarivo, Modagascar Tel 261-221257 20956
ASUNCION (Paraguay)	U.S.A.I.D./Asuncion Agency for International Development Washington, DC 20520-3020 or U.S.A.I.D. APO Miami 34036	Name of Individual Asuncion (ID) APO Miami 34036	Name of Individual or Organization (C) U.S.A.I.D./Asuncion Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Casilla Postal 402 Asuncion, Paraguay	1776 Mariscal Ave. Casilla Postal 402 Asuncion, Paraguay Tel [595] (21) 207383
BAMAKO (Mali)	U.S.A.I.D./Bamako Agency for International Development Washington, DC 20520-2050	Name of Individual Bamako (ID) Department of State Wash., DC 20520*-2050	Name of Individual or Organization (C) U.S.A.I.D./Bamako Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. B.P. 34 Bamako, Mali	Rue Testard and Rue Mohamed V B.P. 34 Bamako, Mali Tel 225663

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BANGKOK (Thailand)	U.S.A.I.D./Bangkok Agency for International Development Washington, DC 20520-7200 or U.S.A.I.D. APO San Francisco 96346	Name of Individual Bangkok (ID) APO San Francisco 96346	Name of Individual or Organization (C) U.S.A.I.D./Bangkok Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Bangkok, Thailand	95 Wireless Rd. Bangkok, Thailand Tel [66] (2) 251-9260/2
RHO/A	Regional Housing Office/ Agency for International Development Washington, DC 20520-7200	Name of Individual Bangkok (ID) APO San Francisco 96346	Name of Individual or Organization (C) U.S.A.I.D./Bangkok Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office U.S.A.I.D. c/o American Embassy Bangkok, Thailand	" "
BANJUL (Gambia)	Office of A.I.D. Rep. A.I.D. Office/Banjul Agency for International Development Washington, DC 20520-2070	Name of Individual Banjul (ID) Department of State Wash., DC 20520*-2070	Name of Individual or Organization (C) A.I.D. Office/Banjul Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. P.O.Box 596 Banjul, Gambia	Fajara (East) Kairaba Ave. P.M.B. No. 19 Banjul, Gambia Tel Serrekunda [220] 92856 or 92858
BEIRUT (Lebanon)	U.S.A.I.D./Beirut Agency for International Development Washington, DC 20520-6070	Name of Individual Beirut (ID) FPO New York 09530	Name of Individual or Organization (C) U.S.A.I.D./Beirut Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. American Embassy Beirut, Lebanon	Antelias Beirut, Lebanon Tel [961] 417774, 415802/3
BELIZE CITY (Belize)	Office of A.I.D. Rep. Agency for International Development Washington, DC 20520-3050	Name of Individual Belize (ID) Department of State Wash., DC 20520*-3050	Name of Individual or Organization (C) U.S.A.I.D./Belize Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. P.O. Box 817 Belize City, Belize, C.A.	Gabourel Lane and Hutson St. Belize City, Belize Tel [501] 7161, 62, 63
BISSAU (Guinea-Bissau)	Office of A.I.D. Rep. A.I.D. Office Agency for Int'l Dev. Washington, DC 20520-2080	Name of Individual Bissau (ID) Department of State Wash., DC 20520*-2080	Name of Individual or Organization (C) A.I.D. Office/Bissau Agency for Int'l Dev. Washington, DC 20523	A.I.D. Office/Bissau C.P. 297 Bissau, Guinea-Bissau	Avenida Domingos Ramos C.P. 297 Bissau, Guinea-Bissau Tel [245] 212816/7

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BOGOTA (Colombia)	A.I.D. Section/American Embassy Agency for Int'l Dev. Washington, DC 20520-3030 or U.S.A.I.D. APO Miami 34038	Name of Individual Bogota (ID) Department of State Wash., DC 20520*-3030	Name of Individual or Organization (C) U.S.A.I.D./Bogota Agency for Int'l Dev. Washington, DC 20523	A.I.D.Section c/o American Embassy Bogota, Colombia	Calle 38, No.8-61 Bogota, Colombia Tel [57] (1) 285-1300/ 1688
BRASILIA (Brazil)	A.I.D. Section/American Embassy/Brasilia Agency for International Development Washington, DC 20520-7500 or U.S.A.I.D./AAO APO Miami 34030	Name of Individual Braisilia (ID) Department of State Wash., DC 20520*-7500	Name of Individual or Organization (C) U.S.A.I.D./Brasilia Agency for Int'l Dev. Washington, DC 20523	A.I.D. Office c/o American Embassy 70.403 Brasilia, D.F. Brazil	Avenida das Nocoes Lote 3 Brasilia, Brazil Tel [55] (61) 223-0120
BRIDGETOWN (Barbados)	Regional Development Office/ Bridgetown Agency for International Development Washington, DC 20520-3120 or U.S.A.I.D. FPO Miami 34054	Name of Individual Bridgetown (ID) FBO Miami 34054	Name of Individual or Organization (C) U.S.A.I.D./Bridgetown Agency for Int'l Dev. Washington, DC 20523	A.I.D. Regional Development Office P.O. Box 302, Box B. Bridgetown, Barbados	Canadian Imperial Bank of Commerce Bldg. Broad Street Bridgetown, Barbados Tel [809] 436-4950 thru 7
BUENOS AIRES (Argentina)	Buenos Aires Agency for International Development Washington, DC 20520-3130 or U.S.A.I.D. APO Miami 34034	Name of Individual Buenos Aires (ID) APO Miami 34034	Name of Individual or Organization (C) U.S.A.I.D./Buenos Aires Agency for Int'l Dev. Washington, DC 20523	American Embassy 4300 Columbia 1425 Buenos Aires, Argentina	4300 Colombia, 1425 Buenos Aires, Argentina Tel [54] (1) 774-7611/ 8811/9911
BUJUMBURA (Burundi)	Office of A.I.D. Rep. A.I.D. Office/Bujumbura Agency for Int'l Dev. Washington, DC 20520-2100	Name of Individual Bujumbura (ID) Wash., DC 20520*-2100	Name of Individual or Organization (C) A.I.D. Office/ Bujumburu Agency for Int'l Dev. Washington, DC 20523	A.I.D. Section/Bujumbura B.P. 1720 Bujumbura, Burundi	B.P. 1720 Avenue Du Zaire Bujumbura, Burundi Tel 234-54 thru 56

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OVERSEAS MAILING ADDRESSES

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CAIRO (Egypt)	U.S.A.I.D./Cairo
	Agency for International
	  Development
	Washington, DC 20520-7700
	  or
	U.S.A.I.D.
	Box 10
	FPO New York 09527
		Name of Individual
		Cairo (ID)
		Wash., DC 20520*-7700
			Name of Individual or
			  Organization (C)
			U.S.A.I.D./Cairo
			Agency for Int'l Dev.
			Washington DC 20523
				U.S.A.I.D.
				Box 10
				Cairo, Egypt
					5 Sharia Latin America
					Cairo, Egypt
					Tel [20] (2) 355-7371

	Regional Inspector General/
	  Audit
	Agency for International
	  Development
	Washington, DC 20520-7700
	  or
	U.S.A.I.D./RIG/Audit
	Box 10
	FPO New York 09527
		Name of Individual
		Cairo (ID)
		Box 10
		FPO New York 09527
			Name of Individual or
			  Organization (C)
			U.S.A.I.D./Cairo
			Box 10
			Agency for Int'l Dev.
			Washington, DC 20523
				U.S.A.I.D./RIG/Audit
				Box 10
				Cairo, Egypt
					" "

Inspector in Charge	Regional Inspector General/
	  and Investigations
	Agency for International
	  Development
	Washington, DC 20520-7700
	  or
	U.S.A.I.D./RIG/II
	Box 10
	FPO New York 09527
		Name of Individual
		Cairo (ID)
		Box 10
		FPO New York 09527
			Name of Individual or
			  Organization (C)
			U.S.A.I.D./Cairo
			Box 10
			Agency for Int'l Dev.
			Washington, DC 20523
				U.S.A.I.D./RIG/II
				Box 10
				Cairo, Egypt
					" "

CARACAS (Venezuela	U.S.A.I.D./Caracas
	Agency for International
	  Development
	Washington, DC 20520-3140
	  or
	U.S.A.I.D./Caracas
	APO Miami 34037
		Name of Individual
		Caracas (ID)
		APO Miami 34037
			Name of Individual or
			  Organization (C)
			U.S.A.I.D./Caracas
			Agency for Int'l Dev.
			Washington, DC 20523
				U.S.A.I.D.
				P.O. Box 62291
				Caracas, Venezuela
					Avenida Francisco de
					  Miranda and Avenida
					  Principal de la
					  Floresta
					Caracas, Venezuela
					Tel [58] (2)-7111/
					6111

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COLOMBO (Sri Lanka)	U.S.A.I.D./Colombo Agency for International Development Washington, DC 20520-6100	Name of Individual Colombo (ID) Department of State Wash., DC 20520*-6100	Name of Individual or Organization (C) U.S.A.I.D./Colombo Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Colombo, Sri Lanka	210 Galle Rd. Colombo 3 Colombo, Sri Lanka Tel [94] (1) 548007
CONAKRY (Guinea)	Office of A.I.D. Affairs/ Conakry Agency for International Development Washington, DC 20520-2110	Name of Individual Conakry (ID) Department of State Wash., DC 20520*-2110	Name of Individual or Organization (C) Office of A.I.D. Rep./Conakry Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. c/o American Embassy Conakry, Guinea	2d Blvd. and 9th Ave. B.P. 603 Conakry, Guinea Tel 44-15-20 thru 24
COTONOU (Benin)	Office of A.I.D. Rep./ Cotonou Agency for Int'l Dev. Washington, DC 20520-2120	Name of Individual Cotonou (ID) Department of State Wash., DC 20520*-2120	Name of Individual or Organization (C) Office of A.I.D. Rep./ Cotonou Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. B.P. 2012 Contonou, Benin	Rue Caporal Anani Bernard, B.P 2012 Cotonou, Benin Tel [229] 30-06-50
DAKAR (Senegal)	U.S.A.I.D./Dakar Agency for International Development Washington, DC 20520-2130	Name of Individual Department of State Wash., DC 20520*-2130	Name of Individual or Organization (C) U.S.A.I.D./Dakar Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Dakar c/o American Embassy Dakar, Senegal	B.P. 49 Avenue Jean XXIII Dakar, Senegal Tel [221] 21-42-96
DAMASCUS (Syria Arab Republic)	Office of A.I.D. Rep./ Damascus Agency for Int'l Dev. Washington, DC 20520-6110	Name of Individual Department of State Wash., DC 20520*-6110	Name of Individual or Organization (C) U.S.A.I.D./Damascus Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. P.O. Box 29 Damascus, Syria Arab Republic	Abu Rumaneh Al Mansur St. No. 2 Damascus, Syria Arab Republic Tel [963] (11) 333052, 332557, 330416, 332814
DAR ES SALAAM (United Republic of Tanzania)	U.S.A.I.D./Dar Es Salaam Agency for International Development Washington, DC 20520-2140	Name of Individual Department of State Wash., DC 20520*-2140	Name of Individual or Organization (C) U.S.A.I.D./Dar Es Salaam Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 9130 Dar es Salaam, United Republic of Tanzania	36 Laibon Rd. (off Bagamoyo Rd.) Dar es Salaam, United Republic of Tanzania Tel [255] 68894, 67983, 67979, 67992

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DHAKA (Bangladesh)	U.S.A.I.D./Dhaka Agency for International Development Washington, DC 20520-6120	Name of Individual Dhaka (ID) Department of State Wash., DC 20520*-6120	Name of Individual or Organization (C) U.S.A.I.D./Dhaka Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 323 Dhaka, Bangladesh	Adamjee Court Bldg. (5th Fl.) Motijheel Commercial Area Tel [88] (2) 237161-63, 235093-99, and 235081-89
DJIBOUTI (Djibouti)	Office of the A.I.D. Rep./ Djibouti Agency for International Development Washington, DC 20520-2150	Name of Individual Djibouti (ID) Department of State Wash., DC 20520*-2150	Name of Individual or Organization (C) Office of A.I.D. Rep./ Djibouti Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. B.P. 85 Djibouti, Djibouti	Plateau du Serpent, Blvd. Marechal Joffre B.P. 185 Djibouti, Djibouti Tel [253] 35-38-49, 35-39-95, 35-29-16
FREETOWN (Sierra Leone)	A.I.D. Section/American/ Embassy/Freetown Agency for International Development Washington, DC 20520-2160	Name of Individual Freetown (ID) Department of State Wash., DC 20520*-2160	Name of Individual or Organization (C) U.S.A.I.D./Freetown Agency for Int'l Dev. Washington, DC 20523	A.I.D. Section c/o American Embassy Freetown, Sierra Leone	Corner Walpole and Siaka Stevens St. Freetown, Sierra Leone Tel 26481
GABORONE (Botswana)	U.S.A.I.D./Gaborone Agency for International Development Washington, DC 20520-2170	Name of Individual Gaborone (ID) Department of State Wash., DC 20520*-2170	Name of Individual or Organization (C) U.S.A.I.D./Gaborone Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Gaborone P.O. Box 90 Gaborone, Botswana	IGI House, The Mall, Queens Road Corner of Independence Gaborone, Botswana Tel [267] (3) 53982/3/4
GENEVA (Switzerland)	U.S. Mission to International Organizations, Geneva Agency for International Development Washington, DC 20520-5120	Name of Individual Geneva (ID) Department of State Wash., DC 20520*-5120	Name of Individual or Organization (C) U.S.A.I.D./Geneva Agency for Int'l Dev. Washington, DC 20523	U.S. Mission to International Organizations Rue de Pregny Case Postale 1292 Chambesy Geneva, Switzerland	Jubilaeumstrasse 93 3005 Bern Geneva, Switzerland Tel [41] (31) 437011
GRENADA (St. George's)	U.S.A.I.D./Grenada APO Miami 34208	Name of Individual Grenada (ID) APO Miami 34208	Name of Individual or Organization (C) U.S.A.I.D./Grenada Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 54 St. Georges; Grenada W.I.	Ross Point Inn St. George's, Grenada Tel [440] 1731/4

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GUATEMALA CITY (Guatemala)	U.S.A.I.D./Guatemala City Agency for International Development Washington, DC 20520-3190 or U.S.A.I.D. APO Miami 34024	Name of Individual Guatemala City (ID) APO Miami 34024	Name of Individual or Organization (C) U.S.A.I.D./Guatemala City Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Guatemala City, Guatemala	7-01 Avenida de la Reforma Zone 10 Guatemala City, Guatemala Tel [502] (2) 31-15-41
	Regional Office for Central American Programs (ROCAP)/ Guatemala City Agency for International Development Washington, DC 20520-3190 or ROCAP APO Miami 34024	Name of Individual Guatemala City (ID) ROCAP APO Miami 34024	Name of Individual or Organization (C) U.S.A.I.D./Guatemala City Washington, DC 20523	ROCAP c/o American Embassy Guatemala City, Guatemala	" "
HARARE (Zimbabwe)	U.S.A.I.D./Harare Agency for International Development Washington, DC 20520-2180	Name of Individual Harare (ID) Department of State Wash., DC 20520*-2180	Name of Individual or Organization (C) U.S.A.I.D./Harare Agency for Int'l Dev. Washington, DC 20523	P.O. Box HG81 Highlands Harare, Zimbabwe	172 Rhodes Ave Harare, Zimbabwe Tel [263] (0) 794-521
ISLAMABAD (Pakistan)	U.S.A.I.D./Islamabad Agency for International Development Washington, DC 20520-8100	Name of Individual Islamabad (ID) Department of State Wash., DC 20520*-8100	Name of Individual or Organization (C) U.S.A.I.D./Islamabad Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 1028 Islamabad, Pakistan	Diplomatic Enclave Ramna 5 Islamabad, Pakistan Tel [92] 8261-61 thru 79
JAKARTA (Indonesia)	U.S.A.I.D./Jakarta Agency for International Development Washington, DC 20520-8200 or U.S.A.I.D., Box 4 APO San Francisco 96356	Name of Individual Jakarta (ID) Box 4 APO San Francisco 96356	Name of Individual or Organization (C) U.S.A.I.D./Jakarta Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Jakarta, Indonesia	Medan Merdeka Selatan 5 Jakarta, Indonesia Tel [62] (21) 360-360

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KAMPALA (Uganda)	U.S.A.I.D./Kampala Agency for International Development Washington, DC 20520-2190	Name of Individual Kampala (ID) Wash., DC 20520*-2190	Name of Individual or Organization (C) U.S.A.I.D./Uganda Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Kampala P.O. Box 7007 Kampala, Uganda	British High Commission Bldg., Obote Ave. Kampala, Uganda Tel 259791
KARACHI (Pakistan)	U.S.A.I.D./Karachi Agency for International Development Washington, DC 20520-6150	Name of Individual Karchi (ID) Wash., DC 20520*-6150	Name of Individual or Organization (C) U.S.A.I.D./Pakistan Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. Road No. 1, S.M.C.H.S. Karachi 3, Pakistan	8 Abdullah Haroon Rd. Tel [009] (221) 515081 thru 8
KATHMANDU (Nepal)	U.S.A.I.D./Kathmandu Agency for International Development Washington, DC 20520-6190	Name of Individual Kathmandu (ID) Department of State Wash., DC 20520*-6190	Name of Individual or Organization (C) U.S.A.I.D./Kathmandu Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Kathmandu, Nepal	Pani Pokhari Kathmandu, Nepal Tel [977] 411179, 412718, 411601
KHARTOUM (Sudan)	U.S.A.I.D./Khartoum Agency for International Development Washington, DC 20520-2200 or U.S.A.I.D. P.O. Box 119 American Embassy APO New York 09668	Name of Individual Khartoum (ID) P.O. Box 119 American Embassy APO New York 09668	Name of Individual or Organization (C) U.S.A.I.D./Khartoum Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 699 Khartoum, Sudan	Sharia Ali Abdul Latif Khartoum, Sudan Tel 74700
KIGALI (Rwanda)	Office of A.I.D. Rep. A.I.D. Office/Kigali Agency for International Development Washington, DC 20520-2210	Name of Individual Kigali (ID) Department of State Wash., DC 20520*-2210	Name of Individual or Organization (C) Office of A.I.D. Rep. Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep./Kigali B.P. 28 Kigali, Rwanda	Blvd. de la Revolution B.P. 28 Kigali, Rwanda Tel 5601/2/3, 2126/7/8
KINGSTON (Jamaica)	U.S.A.I.D./Kingston Agency for International Development Washington, DC 20520-3210	Name of Individual Kingston (ID) Department of State Wash., DC 20520*-3210	Name of Individual or Organization (C) U.S.A.I.D./Kingston Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Kingston, Jamaica	Jamaica Mutual Life Center 2 Oxford Rd., 3d Fl. Kingston, Jamaica Tel [809] 929-4850

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KINSHASA (Republic of Zaire)	U.S.A.I.D./Kinshasa Agency for International Development Washington, DC 20520-2220 or U.S.A.I.D. APO New York 09662	Name of Individual Kinshasa (ID) APO New York 09662	Name of Individual or Organization (C) U.S.A.I.D./Kinshasa Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Kinshasa c/o American Embassy Kinshasa, Republic of Zaire	310 Avenue des Aviateurs Kinshasa, Zaire Tel [243] (12) 23881 thru 6
LA PAZ (Bolivia)	U.S.A.I.D./La Paz Agency for International Development Washington, DC 20520-3220 or U.S.A.I.D. APO Miami 34032	Name of Individual La Paz (ID) APO Miami 34032	Name of Individual or Organization (C) U.S.A.I.D./La Paz Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 425 La Paz, Bolivia	Banco Popular Del Peru Bldg. Corner of Calles Mercado and Colon La Paz, Bolivia Tel [591] (2) 350251, 350120
LAGOS (Nigeria)	A.I.D. Section American Embassy/Lagos Agency for International Dev. Washington, DC 20520-8300	Name of Individual Lagos (ID) Department of State Wash., DC 20520*-8300	Name of Individual or Organization (C) U.S.A.I.D./Lagos Agency for Int'l Dev. Washington, DC 20523	A.I.D. Section/Lagos P.O. Box 534 Lagos, Nigeria	2 Eleke Crescent Lagos, Nigeria Tel [234] (1) 610097
LILONGWE (Malawi)	U.S.A.I.D./Lilongwe Agency for International Development Washington, DC 20520-2280	Name of Individual Lilongwe (ID) Department of State Wash., DC 20520*-2280	Name of Individual or Organization (C) U.S.A.I.D./Lilongwe Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Lilongwe P.O. Box 30016 Lilongwe, Malawi	Nico Building Lilongwe, Malawi Tel 730-166
LIMA (Peru)	U.S.A.I.D./Lima Agency for International Development Washington, DC 20520-3230 or U.S.A.I.D. APO Miami 34031	Name of Individual Lima (ID) APO Miami 34031	Name of Individual or Organization (C) U.S.A.I.D./Lima Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. Casilla Postal #1995 Lima, Peru	Corner Avenidas Inca Garcilaso de la Vega and Espana Lima, Peru Tel 286000

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POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
LISBON (Portugal)	Office of A.I.D. Rep./Lisbon Agency for Int'l Dev. Washington, Dc 20520-5320 or U.S.A.I.D. APO New York 09678	Name of Individual Lisbon (ID) APO New York 09678	Name of Individual or Organization (C) U.S.A.I.D./Lisbon Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. c/o American Embassy Lisbon, Portugal	Avenida das Forcas Armadas 1600 Lisbon APO NY 09678-0002 Tel (351) (1) 726-6600, 726-6659, 726-8670,
LOME (Togo)	Office of A.I.D. Rep./Lome Agency for International Development Washington, DC 20520-2300	Name of Individual Lome (ID) Department of State Wash., DC 20520*-2300	Name of Individual or Organization (C) A.I.D. Rep./Lome Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. B.P. 852 Lome, Togo	Rue Pelletier Caventou and Rue Vouban B.P. 852 Lome, Togo Tel [228] 21-29-92
LUSAKA (Zambia)	U.S.A.I.D./Lusaka Agency for International Development Washington, DC 20520-2310	Name of Individual Lusaka (ID) Department of State Wash., DC 20520*-2310	Name of Individual or Organization (C) U.S.A.I.D./Lusaka Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Lusaka P.O. Box 2481	corner of Independence and United Nations Aves. Lusaka, Zambia Tel [2601] 214911
MANILA (Philippines)	U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20520-8600 or U.S.A.I.D. APO San Francisco 96528	Name of Individual Manila (ID) APO San Francisco 96528	Name of Individual or Organization (C) U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Manila, Philippines	1201 Roxas Blvd Manila, Philippines Tel [63] (2) 521-7116
	Office U.S. Exec. Director/ ADB/Manila Agency for Int'l Dev. Washington, DC 20520-8600 or U.S.A.I.D./ADB APO San Francisco 96528	Name of Individual Manila (ID) APO San Francisco 96528	Name of Individual or Organization (C) U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy	" "
	ASEAN Regional Development Officer Agency for Int'l Dev. Washington, DC 20520-8600 or U.S.A.I.D. APO San Francisco	Name of Individual Manila (ID) APO San Francisco 96528	Name of Individual or Organization (C) U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy	" "

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MANILA (Philippines-- cont. Inspector in Charge	Inspector in Charge Office of Inspections and Investigations/Manila Agency for International Development Washington, DC 20520-8600 or U.S.A.I.D./RIG/II APO San Francisco 96528	Name of Individual Manila (ID) APO San Francisco 96528	Name of Individual or Organization (c) U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20523	Regional Inspector General/ Inspections and Investigations U.S.A.I.D. c/o American Embassy Manila, Philippines	1201 Roxas Blvd Manila, Philippines Tel [63] (2) 521-7116
Regional Inspector General/ Audit	Regional Inspector General/ Audit U.S.A.I.D./Manila Agency for International Development Washington, DC 20520-8600 or U.S.A.I.D./RIG/II APO San Francisco 96528	Name of Individual Manila (ID) APO San Francisco 96528	Name of Individual or Organization (C) U.S.A.I.D./Manila Agency for Int'l Dev. Washington, DC 20523	Regional Inspector General/ Audit U.S.A.I.D. c/o American Embassy Manila, Philippines	" "
MAPUTO (Mozambique)	Office of A.I.D. Rep. Agency for International Development Washington, DC 20520-2330	Name of Individual Maputo (ID) Department of State Wash., DC 20520*2330	Name of Individual or Organization (C) U.S.A.I.D./Maputo Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 783 Maputo, Mozambique	35 Rua Da Mesquita 3d Fl. Maputo, Mozambique Tel 26051/2/3
MASERU (Lesotho)	U.S.A.I.D./Maseru Agency for International Development Washington, DC 20520-2340	Name of Individual Maseru (ID) Department of State Wash., DC 20520*-2340	Name of Individual or Organization (C) U.S.A.I.D./Maseru Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box MS 333 Maseru, 100	Kingsway Maseru, Lesotho Tel [266] 312666
MBABANE (Swaziland)	U.S.A.I.D./Mbabane Agency for International Development Washington, DC 20520-2350	Name of Individual Mbabane (ID) Department of State Wash., DC 20520*-2350	Name of Individual or Organization (C) U.S.A.I.D./Mbabane Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. P.O. Box 750 Mbabane, Swaziland	Central Bank Bldg. Warner St. Mbabane, Swaziland Tel 22281/2/3/4/5

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MEXICO D.F. (Mexico)	U.S.A.I.D./Mexico Agency for International Development Washington, DC 20520-8700	Name of Individual Mexico (ID) Department of State Wash., DC 20520*-8700	Name of Individual or Organization (C) U.S.A.I.D./Mexico Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Mexico D.F., Mexico	Paseo de la Reforma 305 Mexico 5, D.F. Mexico D.F., Mexico Tel [52] (5) 211-0042
MOGADISHU (Somalia)	U.S.A.I.D./Mogadishu Agency for International Development Washington, DC 20520-2360	Name of Individual Mogadishu (ID) Department of State Wash., DC 20520*-2360	Name of Individual or Organization (C) U.S.A.I.D./Mogadishu Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Mogadishu c/o American Embassy Mogadishu, Somalia	Corso Primo Luglio Mogadishu, Somalia Tel [252] (01) 20811
MONROVIA (Liberia)	U.S.A.I.D./Monrovia Agency for International Development Washington, DC 20520-8800 or U.S.A.I.D. APO New York 09155	Name of Individual Monrovia (ID) Department of State Wash., DC 20520*-8800	Name of Individual or Organization (C) U.S.A.I.D./Monrovia Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Monrovia P.O. Box 98	111 United Nations Monrovia, Liberia Tel [231] 222991 thru 4
MONTEVIDEO (Uruguay)	U.S.A.I.D. APO Miami 34035	Name of Individual Montevideo (ID) APO Miami 34035	Name of Individual or Organization (C) U.S.A.I.D./Montevideo Agency for Int'l Dev. Washington, DC 20523	c/o American Embassy Montevideo, Uruguay	Lauro Muller 1776 Montevideo, Uruguay Tel [598] (2) 40-90-51 thru 40-90-59
MUSCAT (Sultanate of Oman)	Office of A.I.D. Rep. Agency for International Development Washington, DC 20520-6220	Name of Individual Muscat (ID) Department of State Wash., DC 20520*-6220	Name of Individual or Organization (C) U.S.A.I.D./Muscat Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. c/o American Embassy Sultane of Oman	c/o U. S. Embassy #968 (alley-back entrance to Union Bank Mumtaz-Mutrah, Al-Jilai Ruwi-Muscat, Oman Tel 738-231 or 738-006
N'DJAMENA (Chad)	Office of A.I.D. Rep. Agency for International Development Washington, DC 20520-2410	Name of Individual N'Djamena (ID) Department of State Wash., DC 20520*-2410	Name of Individual or Organization (C) A.I.D. Rep./N'Djamena Agency for Int'l Dev. Washington, DC 20523	Office of A.I.D. Rep. B.P. 413 N'Djamena, Chad	Ave. Felix Eboue B.P. 413 N'Djamena, Chad Tel [235] 32-69, 35-13, 28-62, 30-84, 32-29, 23-39

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NAIROBI (Kenya)	U.S.A.I.D./Nairobi Agency for International Development Washington, DC 20520-8900 or U.S.A.I.D. APO New York 09675	Name of Individual Nairobi (ID) Box 202	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Nairobi P.O. Box 30261 APO New York 09675	Moi/Haile Selassie Ave. Nairobi, Kenya Tel [254] (2) 334141
REDSO/ESA	Regional Economic Development Services Office/East & Southern Africa (REDSO/EA)- Nairobi Agency for International Development Washington, DC 20520-8900 or U.S.A.I.D. APO New York 09675	Name of Individual Nairobi (ID) REDSO/ESA Box 222 APO New York 09675	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	Regional Economic Development Services Office/East & Southern Africa P.O. Box 30261 Nairobi, Kenya	" "
Regional Inspector	Regional Inspec. General/ Audit/Nairobi Agency for International Development Washington, DC 20520-8900 or RIG/Audit Box 232 APO New York 09675	Name of Individual Nairobi (ID) RIG/Audit APO New York 09675	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	Regional Inspector General/ Audit P.O. Box 30261 Nairobi, Kenya	" "
Inspector in Charge	Regional Inspector General/ Inspections and Investiga- tions/Nairobi Agency for International Development Washington, DC 20520-8900 or RIG/II Box 232 APO New York 09675	Name of Individual Nairobi (ID) RIG/II Box 232 APO New York 09675	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	Regional Inspector General/ Inspections & Investigations P.O. Box 30261 Nairobi, Kenya	" "

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NAIROBI (Kenya)--cont. RHO/EA	Regional Housing Office-East Africa/Nairobi Agency for International Development Washington, DC 20520-8900 or U.S.A.I.D. APO New York 09675	Name of Individual Nairobi (ID) RHO/EA Box 242	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office-East Africa/Nairobi P.O. Box 30261 Nairobi, Kenya	Moi/Haile Selassie Ave. Nairobi, Kenya Tel [254] (2) 334141
RFMC	Regional Financial Management Center/Nairobi Agency for International Development Washington, DC 20520-8900 or U.S.A.I.D. APO New York 09675	Name of Individual Nairobi (ID) RFMC Box 201	Name of Individual or Organization (C) U.S.A.I.D./Nairobi Agency for Int'l Dev. Washington, DC 20523	Regional Financial Management Center/Nairobi P.O. Box 30261 Nairobi, Kenya	" "
NAPLES (Italy)	A.I.D. Representative for Southern Italy Earthquake Program American Consulate/Naples Agency for International Development Washington, DC 20520-5700	Name of Individual Naples (ID) Box 18 NSA FPO New York 09521	Name of Individual or Organization U.S.A.I.D./Naples Agency for Int'l Dev. Washington, DC 20523	A.I.D. Representative c/o American Counsulate/Naples Naples, Italy	Via Veneto 119/A 00187-Rome Naples, Italy Tel [39] (6) 46741
NEW DELHI (India)	U.S.A.I.D./New Delhi Agency for International Development Washington, DC 20520-9000	Name of Individual New Delhi (ID) Department of State Wash., DC 20520*-9000	Name of Individual or Organization (C) U.S.A.I.D./New Delhi Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy New Delhi, India 11	Shanti Path Chanakyapuri 110021 New Delhi, India Tel [91] (11) 600651
NIAMEY (Niger)	U.S.A.I.D./Niamey Agency for International Development Washington, DC 20520-2420	Name of Individual Niamey (ID) Department of State Wash., DC 20520*-2420	Name of Individual or Organization (C) U.S.A.I.D./Niamey Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Niamey B.P. 11201 Niamey, Niger	(No street Address) B.P. 11201 Niamey, Niger Tel 72-26-61 thru 4

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OVERSEAS MAILING ADDRESSES

POST (Country)	OFFICIAL MAIL Pouch – Unclassified APO/FPO – Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
NOUAKCHOTT (Mauritania)	U.S.A.I.D./Nouakchott Agency for International Development Washington, DC 20520-2430	Name of Individual Nouakchott (ID) Department of State Wash., DC 20520*-2430	Name of Individual or Organization (C) U.S.A.I.D./Nouakchott Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Nouakchott B.P. 222 Nouakchott, Mauritania	B.P. 222 Nouakchott, Mauritania Tel [2222] 52660/3
OUAGADOUGOU (Burkina Faso)	U.S.A.I.D./Ouagadougou Agency for International Development Washington, DC 20520-2440	Name of Individual Ouagadougou (ID) Department of State Wash., DC 20520*-2440	Name of Individual or Organization (C) U.S.A.I.D./Ouagadougou Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. B.P. 35 Ouagadougou, Burkina FASO	B.P. 35 Ouagadougou, Burkina Faso Tel [226] 33-54-42/ 44/46
PANAMA CITY (Panama)	U.S.A.I.D./Panama City Agency for International Development Washington, DC 20520-9100 or U.S.A.I.D. APO Miami 34002	Name of Individual Panama City (ID) APO Miami 34002	Name of Individual or Organization (C) U.S.A.I.D./Panama City Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. R.P. 5 Panama City, Panama	Apartado 6959 Panama 5 Rep. de Panama Panama City, Panama Tel [507] 27-1777
Housing Advisor	Regional Housing Office/ Panama City Agency for International Development Washington, DC 20520-9100 or U.S.A.I.D./RHD APO Miami 34002	Name of Individual Panama City (ID) APO Miami 34002	Name of Individual or Organization (C) U.S.A.I.D./Panama City Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office U.S.A.I.D. R.P. 5 Panama City, Panama	" "

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POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
PARIS (France)	American Embassy/Paris Agency for International Development Washington, DC 20520-9200 or American Embassy APO New York 09777	Name of Individual Paris (ID) Department of State Wash., DC 20520*-9200	Name of Individual or Organization (C) U.S.A.I.D./Paris Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. Paris Cedex 18 Paris, France	2 Avenue Gabriel 75382 Paris Cedex 08 Paris, France Tel [33] (1) 42-96-12-02, 42-61-80-75
	Chairman, Development Assistance Committee, DAC/OECD Paris Agency for International Development Washington, DC 20520-9200 or U.S. Mission to the OECD APO New York 09777	Name of Individual Paris (ID) APO New York 09777	Name of Individual or Organization (C) U.S.A.I.D./Paris Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. Paris Cedex 18 Paris, France	" "
	A.I.D. Development Coordination Officer U.S. Mission to UNESCO/Paris Agency for International Development Washington, DC 20520-9200 or U.S. Mission to UNESCO APO New York 09777	Name of Individual Paris (ID) APO New York 09777	Name of Individual or Organization (C) U.S.A.I.D./Paris Agency for Int'l Dev. Washington, DC 20523	U.S. Mission to UNESCO Paris Cedex 18 Paris, France	" "
	Overseas Development Coordinator American Embassy/Paris Agency for International Development Washington, DC 20520-9200 or American Embassy APO New York 09777	Name of Individual Paris (ID) APO New York 09777	Name of Individual or Organization (C) U.S.A.I.D./Paris Agency for Int'l Dev. Washington, DC 20523	Overseas Development Coordinator Paris Cedex 18 Paris, France	" "

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PARIS (France)-- continued	U.S. Representative to the Development Assistance Committee DAC/OECD Paris Agency for International Development Washington, DC 20520-9200 or U.S. Mission to the OECD APO New York 09777	Name of Individual Paris (ID) APO New York 09777	Name of Individual or Organization (C) U.S.A.I.D./Paris Agency for Int'l Dev. Washington, DC 20523	U.S. Mission to the OECD Paris Cedex 18 Paris, France	2 Avenue Gabriel 75382 Paris Cedex 08 Paris, France Tel [33] (1) 42-96-12-02, 42-61-80-75
PORT AU PRINCE (Haiti)	U.S.A.I.D./Port Au Prince Agency for International Development Washington, DC 20520-3400	Name of Individual Port Au Prince (ID) Department of State Wash., DC 20520*-3400	Name of Individual or Organization (C) U.S.A.I.D./Port Au Prince Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. American Embassy Port Au Prince, Haiti	Harry Truman Blvd. Port Au Prince, Haiti Tel [509] (1) 20354, 20368, 20612
PRAIA (Cape Verde)	Office of A.I.D. Rep./Praia Agency for International Development Washington, DC 20520-2460	Name of Individual Praia (ID) Department of State Wash., DC 20520*-2460	Name of Individual or Organization (C) Office of A.I.D. Rep./ Praia Agency for Int'l Dev. Washington, DC 20523	A.I.D. Section c/o American Embassy Praia, Cape Verde	Rua Hojl Ya Yenna 81 C.P. 201 Praia, Cape Verde Tel [238] 614-363 or 614-253
QUITO (Ecuador)	U.S.A.I.D./Quito Agency for International Development Washington, DC 20520-3420 or U.S.A.I.D. APO Miami 34039	Name of Individual Quito (ID) APO Miami 34039	Name of Individual or Organization (C) U.S.A.I.D./Quito Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Quito, Ecuador	Avenida 12 de Octubre y Avenida Patria Quito, Ecuador Tel [593] (2) 562-890
RABAT (Morocco)	U.S.A.I.D./Rabat Agency for International Development Washington, DC 20520-9400 or U.S.A.I.D. APO New York 09284	Name of Individual Rabat (ID) APO New York 09284	Name of Individual or Organization (C) U.S.A.I.D./Rabat Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Rabat, Morocco	2 Ave. de Marrakech Rabat, Morocco Tel [212] (7) 622-65

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RANGOON (Burma)	Office of AID Rep./Burma Agency for International Development Washington, DC 20520-4250	Name of Individual Rangoon (ID) Department of State Wash., DC 20520*-4250	Name of Individual or Organization (C) U.S.A.I.D./Rangoon Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Rangoon, Burma	581 Merchant St. Rangoon, Burma Tel 82055
ROME (Italy)	American Embassy/Rome Agency for International Development Washington, DC 20520-9500 or American Embassy APO New York 09794	Name of Individual Rome (ID) American Embassy APO New York 09794	Name of Individual or Organization (C) U.S.A.I.D./Rome Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Rome, Italy	Via Veneto 119/A, 00187-Rome Rome, Italy Tel [39] (6) 46741
	Office of Development Affairs-Attache Rome - FODAG Agency for International Development Washington, DC 20520-9500 or American Embassy APO New York 09794 or Regional Development Office - FODAG Agency for International Development Washington, DC 20520-9500 or American Embassy APO New York 09794	Name of Individual Rome (ID) American Embassy APO New York 09794 Name of Individual Rome (ID) American Embassy APO New York 09794	Name of Individual or Organization (C) U.S.A.I.D./Rome Agency for Int'l Dev. Washington, DC. 20523 Name of Individual or Organization U.S.A.I.D./Rome Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./FODAG c/o American Embassy Rome, Italy U.S.A.I.D./FODAG c/o American Embassy Rome, Italy	" " " "
SANAA (Yemen)	U.S.A.I.D./Sanaa Agency for International Development Washington, DC 20520-6330	Name of Individual Sanaa (ID) Department of State Wash., DC 20520*-6330"	Name of Individual or Organization (C) U.S.A.I.D./Sanaa Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy P.O. Box 33 Sanaa, Yemen	Amran Road Sanaa, Yemen Tel [967 (2) 271950 Thru 58

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POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
SAN JOSE (Costa Rica)	U.S.A.I.D./San Jose Agency for International Development Washington, DC 20520-3440 or U.S.A.I.D. APO Miami 34020	Name of Individual San Jose (ID) APO Miami 34023	Name of Individual or Organization (C) U.S.A.I.D./San Jose Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy San Jose, Costa Rica	Avenida 3 and Calle 1 San Jose, Costa Rica Tel [506] 33-11-55
SAN SALVADOR (El Salvador)	U.S.A.I.D./San Salvador Agency for International Development Washington, DC 20520-3450 or U.S.A.I.D. APO Miami 34023	Name of Individual San Salvador (ID) APO Miami 34023	Name of Individual or Organization (C) U.S.A.I.D./San Salvador Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy San Salvador, El Salvador	25 Avenida Norte No. 1230 San Salvador, El Salvador Tel [503] 26-7100
SANTIAGO (Chile)	Office of A.I.D. Rep./ Santiago Agency for International Development Washington, DC 20520-3460 or U.S.A.I.D. APO Miami 34033	Name of Individual Santiago (ID) APO Miami 34033	Name of Individual or Organization (C) U.S.A.I.D./Santiago Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Santiago, Chile	Codina Bldg 1343 Agustinas Santiago, Chile Tel [56] (2) 710133/90 and 710326/75
SANTO DOMINGO (Dominican Republic)	U.S.A.I.D./Santo Domingo Agency for International Development Washington, DC 20520-3470 or U.S.A.I.D. APO Miami 34041	Name of Individual Santo Domingo (ID) APO Miami 34041	Name of Individual or Organization (C) U.S.A.I.D./Santo Domingo Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. APO Miami 34041	corner of Calle Cesar Nicolas Penson & Calle Leopoldo Navarro Santo Domingo, Dominican Republic Tel [809] 682-2171
SEOUL (Korea)	Residual A.I.D Affairs Office Agency for Int'l Dev. Washington, DC 20520-9600 or Residual A.I.D. Affairs Office APO San Francisco 96301	Name of Individual Seoul (ID) Department of State Wash., DC 20520*-9600	Name of Individual or Organization (C) U.S.A.I.D./Seoul Agency for Int'l Dev. Washington, DC 20523	Residual A.I.D. Affairs Office c/o American Embassy Seoul, Korea	82 Sejong-Ro Chongro-ku Seoul, Korea Tel [82] (2) 732-2601 thru 18

*Use surface Zip Code 20521-plus four digit add-on for all magazines and newspapers, and for packages weighing over 2 pounds which are sent through the pouch.
**For A.I.D./W - In order to eliminate undue delay, all mail sent by courier must be authorized and processed through the A.I.D. mailroom.

POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
SUVA (Fiji)	Regional Development Office/ South Pacific Agency for International Development Washington, DC 20520-4290	Name of Individual Suva (ID) Department of State Wash., DC 20520*-4290	Name of Individual or Organization (C) U.S.A.I.D./Suva Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./RDO/SP American Embassy P.O. Box 218 Suva, Fiji	31 Loftus St. Suva, Fiji Tel [679] 314-466
TEGUCIGALPA (Honduras)	U.S.A.I.D./Tegucigalpa Agency for International Development Washington, DC 20520-3480 or U.S.A.I.D. APO Miami 34022	Name of Individual Tegucigalpa (ID) APO Miami 34022	Name of Individual or Organization (C) U.S.A.I.D./Tegucigalpa Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Tegucigalpa, Honduras	Avenido La Paz Tel [504] 32-3120
Housing Advisor	Regional Housing Advisor/ Tegucigalpa Agency for International Development Washington, DC 20520-3480 or U.S.A.I.D./RHO APO Miami 34022	Name of Individual Tegucigalpa (ID) APO Miami 34022	Name of Individual or Organization (C) U.S.A.I.D./Tegucigalpa Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office U.S.A.I.D. c/o American Embassy Tegucigalpa, Honduras	" "
TEL AVIV (Israel)	U.S.A.I.D./Tel Aviv Agency for International Development Washington, DC 20520-9700 or U.S.A.I.D. APO New York 09672	Name of Individual Tel Aviv (ID) APO New York 09672	Name of Individual or Organization (C) U.S.A.I.D./Tel Aviv Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. American Embassy Tel Aviv, Israel	71 Hayarkon St. Tel Aviv, Israel Tel [972] (3) 654338
TUNIS (Tunisia)	U.S.A.I.D./Tunis Agency for International Development Washington, DC 20520-6360	Name of Individual Tunis (ID) Department of State Wash., DC 20520*-6360	Name of Individual or Organization (C) U.S.A.I.D./Tunis Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D. c/o American Embassy Tunis, Tunisia	144 Ave. de la Liberte Tunis, Tunisia Tel [216] (1) 782-566

*Use surface Zip Code 20521-plus four digit add-on for all magazines and newspapers, and for packages weighing over 2 pounds which are sent through the pouch.

**For A.I.D./W - In order to eliminate undue delay, all mail sent by courier must be authorized and processed through the A.I.D. mailroom.

OVERSEAS MAILING ADDRESSES

POST (Country)	OFFICIAL MAIL Pouch - Unclassified APO/FPO - Unclassified only	PERSONAL MAIL For Direct Hires	PERSONAL MAIL For Contractors	INTERNATIONAL MAIL	**COMMERCIAL COURIER
TUNIS (Tunisia)-- continued Housing Advisor	Regional Housing Office/ Tunis Agency for International Development Washington, DC 20520-6360	Name of Individual Tunis (ID) Department of State Wash., DC 20520*-6360	Name of Individual or Organization (C) U.S.A.I.D./Tunis Agency for Int'l Dev. Washington, DC 20523	Regional Housing Office U.S.A.I.D. c/o American Embassy Tunis, Tunisia	144 Ave. De La Liberte Tunis, Tunisia Tel [216] (1) 782-566
USUN	U.S. Mission to the United Nations 799 U.N. Plaza New York, NY 10017				
YAOUNDE (Cameroon)	U.S.A.I.D./Yaounde Agency for International Development Washington, DC 20520-2520	Name of Individual Yaounde (ID) Department of State Wash., DC 20520*-2520	Name of Individual or Organization (C) U.S.A.I.D./Yaounde Agency for Int'l Dev. Washington, DC 20523	U.S.A.I.D./Yaounde B.P. 817 Yaounde, Cameroon	Rue Nachtigal B.P. 817 Yaounde, Cameroon Tel [237] 234014
YOKOSUKA (Japan)	A.I.D. Field Office P.O. Box 106 FPO Seattle 98762	Name of Individual Yokosuka (ID) P.O. Box 106 FPO Seattle 98762	Name of Individual or Organization (C) U.S.A.I.D./ Yokosuka Agency for Int'l Dev. Washington, DC 20523	A.I.D. Field Officer P.O. Box 106 Yokosuka, Japan	10-1, Akasaka 1-Chome Minato-ku (107) Yokosuka, Japan Tel [81] (3) 583-7141

*Use surface Zip Code 20521-plus four digit add-on for all magazines and newspapers, and for packages weighing over 2 pounds which are sent through the pouch.

**For A.I.D./W - In order to eliminate undue delay, all mail sent by courier must be authorized and processed through the A.I.D. mailroom.

Telegrams and Telecommunications

CHAPTER 10

TELEGRAMS AND TELECOMMUNICATIONS

List of Figures

CHAPTER 10

TELEGRAMS AND TELECOMMUNICATIONS

10A. Telegrams - General

1. Telegram Usage

Telegrams are used to transmit the Agency's official business information when urgency does not permit satisfactory use of alternative means of communications. Officers approving telegrams are responsible for assuring the need for the use of a telegram and for maintaining effective controls to prevent unnecessary use or abuse of the telegraphic channels.

2. Approval of Outgoing Telegrams.

All outgoing telegrams must be approved for transmission by a designated Agency Official. Approving officer designations should be sufficiently restricted and at a high enough organizational level to insure effective telegrahpic control.

a. Telegram Approval Authority

(1) The following officials are authorized to approve or delegate authority to approve telegrams in their areas: the Administrator, Deputy Administrator, Assistant to the Administrator for Management, Assistant Administrators, Executive Secretary, General Counsel, Inspector General, Staff and Office Directors reporting to the Administrator, Mission Directors, and officials acting in these positions.

(2) Each AID/W approving officer must prepare Form AID 5-192, Notice of Signing Authority for Cablegrams, in duplicate. One cópy is sent to the AID/W Telecommunications Branch (M/SER/MO/CRM/T). The second copy should be maintained on file in the administrative office of the bureau or office. The Telecommunications branch must be notified within five days when an individual no longer has approval authority for signing telegrams by filling in the cancellation date on Form AID 5-192 and forwarding it to M/SER/MO/CRM/T.

(3) Overseas posts should implement appropriate procedures to provide effective controls over the dispatch of official telegrams at post.

b. Approval of Major Policy Messages

Only the Administrator, Deputy Administrator, or an Assistant Administrator may approve messages concerning major policy issues with

regard to the objectives or conduct of the Foreign Assistance Program. They are also the only officials who may reverse a policy decision made by themselves or by a mission.

3. **Telegram Clearances**

The drafting officer must obtain clearances from the cognizant office when the message contains information beyond the officer's scope of authority. Clearance indicates concurrence with aspects of the message pertaining to the clearing officer's responsibilities.

a. **AID/W**

(1) All AID Worldwide circular messages must be cleared by the Executive Secretary.

(2) Clear with the country desk officers messages that substantively address some aspect of the program or operations of a post. Possible messages requiring desk clearance are those which affect AID projects or programs in a country; affect AID dealings with people or agencies in a country; alter or affect the status or use of people in the field; contain policy, procedures, or reporting for programs or missions; or deal with development loan topics.

(3) Clear management, administrative, financial, and security messages with the appropriate office or division in the Bureau for Management (AA/M), the Inspector General's Office, other responsible staff offices, and affected Geographic Bureau offices.

(4) Clear any message with Congressional interest with the Deputy Director, Congressional Liaison Staff (LEG/CLS), or with regional Congressional Liaison Staff.

(5) Clear messages involving other U.S. agencies with the agencies concerned in Washington.

(6) Clear messages to the Administrator, when in the field, with the Executive Secretariat (ES).

(7) Clear messages referring to the Administrator's conversations, statements, attitudes, or decisions with the Executive Secretariat (ES).

(8) Refer messages requiring White House, Cabinet Secretary or comparable level clearance to the Executive Secretariat (ES) for assistance in obtaining appropriate clearances.

b. **Overseas**

Overseas posts should establish procedures to assure adequate coordination and clearance of messages transmitted from posts.

4.   MINIMIZE Control

   a.   Definition and Purpose

      MINIMIZE is a telegram control procedure imposed during
emergency conditions such as local civil disorders, communications
circuit failures, natural disasters or in other similar situations when
the post's normal flow of traffic cannot be handled. During these
emergencies only the most essential traffic is to be sent so that it will
be handled as expeditiously as possible. MINIMIZE control is determined
and imposed by the Department of State, Office of Communications based
upon prevailing conditions at post. MINIMIZE may be imposed upon
specific posts, all posts in a geographic area or worldwide.

   b.   Notification

      When MINIMIZE is imposed on a post or area, AID/W offices are
notified by a MINIMIZE notice issued by the AID Communications Center. A
notice is also issued when MINIMIZE is lifted.

   c.   Approval of Telegrams to Posts on Minimize

      Telegrams to Posts on Minimize may be transmitted only after an
official authorized to approve MINIMIZE telegrams determines that the
message is urgent and essential. Approval of MINIMIZE telegrams in AID/W
is restricted to individuals serving or acting in the following
positions: the Administrator, Deputy Administrator, Assistant
Administrators, Deputy Assistant Administrators, Directors of Geographic
Bureau Management Offices, and Directors and Deputies of Staffs and
Offices reporting directly to the Administrator, the Assistant to the
Administrator for Management, or the Associate Assistant to the
Administrator for Management.

      Each overseas post is responsible for developing appropriate
procedures for the control and dispatch of telegrams for posts on
MINIMIZE.

5.   Security Classification and Administrative Control of Telegrams

      All telegrams must be assigned a security classification, an
administrative control designation, or be marked "UNCLASSIFIED" as
appropriate. The officer drafting a telegram is responsible for
initially determining its classification or need for administrative
control and should make every effort to avoid overclassification or
unnecessary control.

      The proper security classification or administrative control
designation should be typed at the top and bottom of each page of the
telegram form in the space provided. Use UNCLASSIFIED if there is no
security classification and the telegram is not administratively
controlled.

6. __Telegram Declassification and Downgrading__

     a.   Every document containing a security classification must also contain a notation outlining automatic, time-phased downgrading and declassification procedures for the document. The drafting officer is responsible for determining the date or event on which classified messages may be declassified or downgraded. The date for declassification or downgrading of the message should be typed on the E.O. 12356 line entry of the telegram form. For classified telegrams, entries on the E.O. line are either "DECL:" meaning declassify, or "DNG:" meaning downgrade. Each should be followed by a colon.

     b.   When the abbreviation DECL: is used, it should be followed by a specific date for declassification, which must be typed numerically, beginning with the month, the day, and then the last two digits of the year; or the abbreviation "OADR," meaning Originating Agency's Determination Required; or an event for declassification. The event should be in parenthesses.

> Example:
> E.O. 12356: DECL: 8/1/92
> E.O. 12356: DECL: OADR.
> E.O. 12356: DECL: (END OF VISIT.)

     c.   When the abbreviation DNG: is used, it should be followed by a two-letter symbol for the classification to which the information is being downgraded, followed by a date, or an event for declassification. The event should be in parentheses.

> Example:
> E.O. 12356: DNG: SE 8/1/92
> E.O. 12356: DNG: CO (END CONFERENCE.)

7. __Decontrolling LOU Telegrams__

     All unclassified and administratively controlled (LOU) telegrams must be marked with the code N/A on the E.O. 12356 line. All administratively controlled telegrams must also be marked with a decontrol notation which will appear as the last paragraph of the text. Do not number or use punctuation with this last paragraph. The three decontrol notations used are:

     a.   Decontrolled 4 years from originating date.

     b.   Decontrolled following _____ (date or conclusion of specific event or action).

     c.   Exempt from automatic decontrol authorized by _____ (name of employee having classification authority).

(See Handbook 6, __Security__, chapter 3, paragraphs 930 and 958.)

8. Telegram Precedence Designators

Precedence designators are used to prescribe the relative urgency for handling and transmitting telegrams. Telegrams are transmitted and processed within each precedence group in the order they are received. When a precedence other than ROUTINE is required use a precedence designator for each action addressee and for each information addressee if there are two or more. The absence of a precedence designator indicates a ROUTINE message. Information addresses should never have a higher precedence designator than the highest action addressee.

a. FLASH Precedence

(1) The FLASH precedence designator should be used only for the most urgent messages affecting foreign relations. Brevity is mandatory. Send only a terse summary of a few sentences. Send more details in a telegram with a lower precedence designator. Never use FLASH for an information addressee. FLASH causes the telegram to be delivered instantly, day or night, weekends and holidays, as well as during normal working hours.

(2) The approval of the Administrator or the Deputy Administrator must be obtained to send a FLASH telegram from AID/W. The approval of the Chief of the Diplomatic Mission is required for FLASH messages in the field. All FLASH telegrams sent from Washington must be cleared by the Department of State Operations Center (S/S-O), Senior Watch Officer, before transmittal. Contact the Senior Watch Officer at 632-1512.

b. IMMEDIATE and NIACT IMMEDIATE Precedence

(1) Use the IMMEDIATE and NIACT IMMEDIATE precedence only for important policy matters, notification of death, or other urgent matters requiring immediate attention. These telegrams should be brief. Send details later in a telegram of a lower precedence. NIACT IMMEDIATE should not be used for information addresses.

(2) NIACT IMMEDIATE messages are delivered any time, day or night, including holidays and weekends. IMMEDIATE messages received during nonworking hours are delivered the next work day. See figure 10-21, Comparative Time Chart, to determine local time differences.

(3) In Washington, all NIACT IMMEDIATE telegrams must be cleared with the Department of State Operations Center (S/S-O), Senior
* Watch Officer. Contact the Senior Watch Officer at 647-1512. *

c. PRIORITY Precedence

PRIORITY is the highest precedence which should be assigned to most messages requiring special attention. Use the PRIORITY precedence designator for messages requiring precedence over routine messages.

* Revised

d. ROUTINE Precedence

The ROUTINE precedence designator is used for messages which are not of sufficient urgency to justify a higher precedence. Where no precedence indicator is shown, a telegram is automatically sent as ROUTINE.

9. Addressing AID Telegrams:

Post are normally addressed on the message by the appropriate city name. Telegrams sent to AID/W are addressed "SECSTATE Wash DC." Telegrams may be addressed to a single post, or to multiple posts.

a. Addressing Circular Messages

Telegrams may be sent from AID/W to all AID Principal posts or to post within a regional bureau by using special circular addressee codes. The codes are:

    AWIDE - All AID Principal Posts
    AIDAF - Africa Region Posts
    AIDAS - Asia Region Posts
    AIDNE - Near East Region Posts
    AIDLA - Latin America Region Posts

Figure 10-1 contains a listing of the posts included in each addressee code.

b. Special Address Instructions

(1) Telegrams From/For the Administrator Traveling Overseas

Telegrams to the AID Administrator when he or she is traveling overseas must use the FOR/FROM caption followed by the title AID ADMINISTRATOR. The Administrator's name may be used. All messages for the Administrator must have a FROM caption with the full name and office symbol of the sender. See figures 10-2 and 10-3.

(2) West Africa Regional Economic Development Services Office (REDSO/WA)

REDSO/WA is in Abidjan, Ivory Coast. REDSO/WA receives action and information messages about West African programs. Address telegrams to Abidjan and caption "FOR REDSO/WA."

(3) East Africa Regional Economic Development Services Office (REDSO/EA)

REDSO/EA is in Nairobi, Kenya. REDSO/WA gets action and information messages about East African programs. Address telegrams to Nairobi and caption "FOR REDSO/EA."

(4) Regional Office for Central America and Panama (ROCAP)

        ROCAP is in Guatemala City, Guatemala. ROCAP receives action
and information messages about Central America programs. Address
telegrams to Guatemala and caption "FOR ROCAP."

**(5) Office of the AID Representative for Afghanistan Affairs
        (AID/REP)

        The office of the AID Representative for Afghanistan Affairs is
located in Islamabad, Pakistan. All telegrams to the AID/REP are
addressed to Islamabad and captioned "FOR AID/REP" or "FOR USAID and
AID/REP", as appropriate.**

10. Telegram Captions and Attention Indicators

        A variety of captions and attention indicators may be used on
official telegrams. These captions alert communications personnel and
addressees of special message-handling requirements or other procedures.
Captions must be typed on the preprinted caption line on OF 185 Outgoing
Telegram, or 2 lines below the name of the originating post on OF 153,
Telegram. All AID originated telegrams must begin with the caption AIDAC
or ADM AID. Other captions should be typed on the caption line
immediately following the AIDAC or ADM AID caption. See figure 10-4 for
the most commonly used captions.

        a. AIDAC and ADM AID

        The captions AIDAC and ADM AID are used to signal that messages
are for or are originated by an AID Office. One or the other must be on
all AID telegrams.

        (1) Use AIDAC when the subject of the telegram has to do with
AID programs or other substantive matters that may be of interest to
other U.S. Government agencies.

        (2) Use ADM AID for telegrams dealing with routine agency
administrative matters such as the following: administrative audits,
real property, administrative purchasing, personnel (U.S. or local),
contractor support, payroll; housing; nonproject transportation,
operating expenses, travel, personal property.

        b. ADCOR

        Use this caption to identify messages that relate to economic
assistance development matters channeled through the USOECD Mission in
Paris.

_____

** New Material

c. AFSA Telegram

The caption AFSA TELEGRAM is used by the American Foreign Service Association to send routine unclassified telegrams to and from its representatives overseas. The caption AFSA TELEGRAM is not used to transmit grievances to the employee exclusive representative (see ERG CHANNEL, below). AFSA originated telegrams shall bear the caption AFSA TELEGRAM in the caption block of the OCR form.

Telegrams from AFSA Washington shall have a delivery line: "Deliver to ____" which shall appear as the second paragraph of the text.

In AID/W AFSA Telegrams are distributed to the American Foreign Service Association only. At overseas posts a single copy of AFSA TELEGRAMS shall be delivered only to the named individual. If the individual designated for delivery is not available, delivery should be made to the AFSA Representative. If neither the named individual or AFSA Representative is available, delivery should be made to the designated alternate AFSA Representative. If neither of these individuals is available, delivery should be made to the Administrative Officer.

Telegrams to AFSA Washington must be drafted by the post AFSA Representative or cleared by the AFSA Representative if drafted by another individual.

AFSA TELEGRAMS shall be sent to and from Washington only (except for retransmission in the event that the recipient is normally permanently or temporily at another post).

d. AGS CHANNEL

The caption AGS CHANNEL is used for telegrams between an employee and the Agency Grievance Staff M/PM/L/MR. Telegrams captioned AGS CHANNEL are distributed in AID/W to M/PM/L/MR only. Overseas AGS CHANNEL messages are distributed only to the designated individual. The caption on AGS CHANNEL messages should read as follow: AIDAC AGS CHANNEL.

e. CONGRESSIONAL INQUIRY

Use of this caption is mandatory on all messages dealing with Congressional questions or other matters of Congressional concern.

f. DIRECT RELAY

(1) This caption may be used by Missions to transmit messages to the private sector in the continental U.S. Messages are relayed through U.S. commercial telegraph systems. Use of this caption also allows information distribution to interested offices in AID/W.

(2) Follow instructions in Figure 10-5 on preparation of Direct Relay Telegrams. The Direct Relay caption may not be used to send messages to U.S. Government agencies. See the "Pass" caption below concerning transmission of messages to other U.S. Government agencies.

g. DISSENT MESSAGE

The caption ADM AID DISSENT MESSAGE is used to communicate directly with the Office of the AID Administrator to address policy views as well as to express dissent. Use this caption overseas only. In AID/W, such messages should be sent via a memorandum. The first line of a Dissent Message should read: "This message transmits an AID Dissent viewpoint of (drafter's name and office symbol)." The drafter may request distribution of the message to specified Agency offices.

(1) Approval. A dissent message requires neither clearance nor approval. Overseas, the AID mission director or a designated subordinate shall authorize prompt transmission of such messages with the understanding that authorization does not imply concurrence.

(2) Response. Senders will be notified within one week that the dissent message was received. A formal response will be sent within 30 days.

h. ERG CHANNEL

The caption ERG CHANNEL is used exclusively for telegrams between an employee and the exclusive representative (AFSA) for grievances. See AFSA Telegram for other communications between employees and the exclusive representative.

In AID/W ERG CHANNEL telegrams are distributed to AFSA only. Overseas, ERG CHANNEL messages are distributed only to the designated individual or AFSA representative . The caption on ERG CHANNEL telegrams should read as follows: AIDAC ERG CHANNEL.

i. EYES ONLY

(1) The EYES ONLY caption is used for messages of the utmost sensitivity requiring action at senior levels of Agency management. All EYES ONLY telegrams must have a security classification or the administrative control designation LIMITED OFFICIAL USE (see figure 10-6).

(2) In AID/W EYES ONLY telegrams must be approved by one of the following: The Administrator; the Deputy Administrator; Assistant to the Administrator for Management; Assistant Administrators; the Inspector General, and Assistant Inspectors General; the General Counsel; the Director, Office of Personnel Management; Director, Geographic Bureau Management Offices; and Director, Bureau for External Affairs.

(3) In USAID Missions, the USAID Director or principal AID Officer and the Regional Inspector General are authorized to approve EYES ONLY telegrams.

(4) Use FOR and FROM captions with EYES ONLY telegrams. Ensure that both the addressee (FOR) and sender (FROM) are individuals holding positions listed in 10A9f(2) above.

(5) In AID/W, EYES ONLY telegrams are distributed only to the action addressee and to the Executive Secretary (ES). Contact ES for extra copies. Missions normally receive only one copy of an EYES ONLY telegrams. It is normally delivered in a sealed envelope, from the Embassy Communications Program Unit.

j. FOR and FROM

The use of FOR and FROM captions is not encouraged except when using the EYES ONLY caption. When used, ensure that full names and office symbols are shown.

k. GRIEVANCE CHANNEL

The caption "GRIEVANCE CHANNEL" should be used for communications between the Foreign Service Grievance Board and overseas employees on matters relating to formal grievances filed under 3 FAM 665. In AID/W GRIEVANCE CHANNEL messages are distributed to the Foreign Service Grievance Board only. Overseas GRIEVANCE CHANNEL messages are distributed to designated individual only. The GRIEVANCE CHANNEL may not be used to file a grievance with the Board. It may be used laterally in the field only for communication between a traveling Board member and an employee at another post.

l. INTERESTED PARTY

(1) The caption INTERESTED PARTY is used to transmit a telegram when AID has indirect interest in the subject matter. The most common use is to provide assistance to private individuals or companies overseas. In most cases, the Agency does not initiate INTERESTED PARTY telegrams. Use DIRECT RELAY if it is in the best interest of the U.S. Government to send an official message.

(2) Costs must be recovered for the use of INTERESTED PARTY messages. If a reply is requested, the fee for the reply must also be collected. Fees only cover costs between the U.S. Government sending and receiving points. Messages addressed beyond a U.S. Government receipt point are transmitted COLLECT over commercial telegraph systems. Where good commercial facilities are available overseas, their use should be encouraged instead of sending INTERESTED PARTY telegrams.

(3) Type INTERESTED PARTY as the last paragraph of the message. When using the Telegrams OF-152(H) or OF-153, type INTERESTED PARTY after the word CHARGE at the top of the form. (See figure 10-7.)

m.   Lafayette Federal Credit Union (LFCU)

Agency employees may send emergency messages to the Lafayette Federal Credit Union for withdrawals and transfers of funds by using the caption ADM AID PERSONAL INFORMATION FOR LFCU. The Lafayette Federal Credit Union may draft and approve telegrams to confirm withdrawal or transfer of funds or to clarify problems with such requests for AID employee members stationed overseas. Such telegrams must be captioned ADM AID PERSONAL INFORMATION FROM LFCU.

n.   LIMIT DISTRIBUTION

This caption is used to restrict telegram distribution. It should be used for sensitive personnel matters or for messages containing privileged information. The telegrams are distributed only to the parties directly concerned with the subject matter. Unless clearly directed by the drafting official, copies are not distributed outside of AID.

o.   OBIT/AID

(1) Use this caption when a message is about the death of an AID employee or an employee's family member. Always caption this type of message with AIDAC. Send the message with at least an IMMEDIATE precedence designator. To ensure that messages are acted upon after duty hours, weekends, and holidays, use the NIACT IMMEDIATE precedence designator.

(2) The following format should be used for the death of an AID employee or family member: the person's name, the employee's four-digit organizational number, four-digit sequence number, and occupational backstop code must appear as the subject line.

Example:
    Caption: AIDAC OBIT/AID
    Subject: John R. Doe 0306/0023/03

(3) For the death of a PASA employee or family member the telegram should contain the PASA number, the person's name, and the project number on the subject line.

Example:
    Caption: AIDAC OBIT/AID
    Subject: 302-1234 John R. Doe 302-23-123-456

(4) For the death of a contractor, a contractor's employee, or family member the format should contain the person's name, contract number, contractor's name (when appropriate), and project number on the subject line.

Example:
    Caption: AIDAC OBIT/AID
    Subject: John R. Doe 302-1234-A-789 Blue Engr
             Co 306-23-123-456

p. PASS

Use this caption to share information with another U.S. Government agency. Complete the caption by typing the agency's name or symbol after the word PASS. Many Federal Agencies can receive telegraphic messages as direct telegraphic addressees and do not require use of the PASS caption. Check with the Communications Program Officer (CPO) to ascertain whether the Agency addressee can receive telegram messages as a direct addressee.

q. PERSONAL INFORMATION

Use this caption when the message contains personal information protected by the Privacy Act. Distribution will be limited only to those with a need to know it.

11. Repeating Telegrams

a. The communications center, upon request, will retransmit a telegram to additional addressees for a period of 15 days from the date of original transmission. If the telegram is more than 15 days old, it must be retyped. If supplemental information is required by the new addressee, it should be sent in a separate telegram.

b.   Prepare a separate "Telegram Repeat Request", form OF 187, for each telegram to be repeated (See figure 10-8). List the post(s) to which the telegram is to be repeated as action or information in the appropriate "Action" or "Info" field on the form. Type the precedence designator (except for Routine) following each addressee. Assign the same security classification or administrative control designation and caption, if any, as that assigned to the telegram to be repeated. Drafting and clearance information should be completed in the same manner as that on any telegram.

c.   After the form is signed and cleared, send the yellow original and one copy to the AID's communications center. Attach a copy of the telegram to be repeated.

12. Use of Commercial Telegrams

Sometimes it is necessary to send telegrams to international or domestic addressees who do not have access to governmental telegraphic facilities. In those cases delivery is by commercial telegraph system. Send only unclassified messages through commercial telegraphic systems.

a.   AID/W

Commercial telegrams originating in AID/W are transmitted through Department of State, Office of Communication. Messages are typed on the Outgoing Telegram OF-185.

b.   Overseas

(1) Use commercial telegrams only for messages transmitted in-country or to a third country. For sending commercial telegrams to addressees in the U.S., use the DIRECT RELAY telegram caption.

(2) USAID's should use U.S. Government facilities when available as they are more dependable and economical. Follow local procedures for preparation and formatting. Consult the Embassy Communications Program Officer (CPO) for guidance.

13. Telegram Distribution

a.   Action Assignments

The ACTION copy of an incoming telegram is assigned to the office that has primary responsibility for the subject area. Offices receiving incorrect action on a telegram should telephone the AID/W Communications Center to request ACTION transfer.

b.   Information Copies

INFORMATION copies are sent to other interested offices and posts. Information addresses and offices are not normally expected to act on the message.

10B. Telegram Style

Telegrams should be written in clear and concise language. All unnecessary words, phrases and expressions of courtesy should be omitted and punctuation reduced to the minimum consistent with clarity. Telegrams over three pages in length must begin with a summary. The summary should state the action requested when a specific action is required. Up to ten lines may be used for the telegram summary.

1.   References

Telegrams should reference the latest prior communication, if any, that has a direct relationship to its subject. Cite only the last message in a series using the message reference number (MRN) to refer to a telegram. Include the post name and sequential message reference numbers.

> Example:
>   REF: STATE 1234; 82 LAGOS 567

References should be preceded by the last two digits of the year only if the referenced message was transmitted in a previous calendar year. NOTAL should be typed directly after the reference citation if the referenced message was not transmitted to all posts to which the current message is being sent.

2.   Underlining

Underscores cannot be transmitted telegraphically. Drafters should therefore avoid the need for underlining. When required, type BEGIN UNDERLINE to indicate the section to be underscored and END UNDERLINE to complete it.

3.   Symbols

The following listed symbols cannot be transmitted via the telecommunications system and should not be used on Agency telegrams:

```
*   asterisk
$   Dollar sign (spell as "DOLS.")
&   ampersand        (spell out as "AND")
+   plus sign        (spell out as "PLUS")
%   percent sign     (spell out "PERCENT")
```

4. **Abbreviations**

Use only well known or commonly used abbreviations in Agency telegrams. Use recognized symbols for Federal agencies and international organizations. For example, use GSA, UN, NATO, and UNESCO. Abbreviations for names of foreign governments may be used only when there will be no confusion.

5. **Quotations**

Quotation marks and interquotation marks should be used for short quotes of words within the text of a telegram. However, the word "QUOTE" may be typed at the beginning of short quotations, and the word "UNQUOTE" at the end, if desired, for the sake of clarity. To indicate a quotation within a quotation, the words "INTERQUOTE" and "END INTERQUOTE" may be used, if desired for clarity.

The full quoted text of lengthy documents should not be transmitted by telegram unless essential. When quotations of lengthy documents are necessary, type them flush with the margins, set off from the rest of the telegram. Do not use quotation marks; instead, type the word "QUOTE" at the beginning and the word "UNQUOTE" at the end of the quotation.

10C. **Preparing the AID/W Outgoing Telegram Forms, OF-185 and OF-185A**

Optional Form 185 (OCR), Outgoing Telegram, and OF-185A (OCR), Outgoing Telegram Continuation Sheet, are used for outgoing telegrams from AID/W. See figures 10-9 and 10-10. However, plain continuous feed paper may be substituted for OF-185 and OF-185A when using word processors with the OF-185 and OF-185A telegram format.

The pre-printed information on the OCR form is not recognizable by the optical reader. These fields are to be overtyped as needed or left blank if not required on a particular telegram. The field separations (black vertical lines) must not be typed over. Do not exceed the limits of each field. The first four lines across the page -- ACK, MRN, DTG, and the blank area -- are for use by the Communications Center Only.

1. **Typewriter Requirements**

    a. **General**

    Prepare AID/W telegrams with the ten pitch, OCR-A type element. Set the typing pressure high enough to get a good impression. Use only a well-inked black ribbon. Entries are normally single spaced.

    b. **Alignment and Placement in the Typewriter**

    Forms must be perfectly aligned in the typewriter - both

horizontally and vertically. Horizontal and vertical alignment must be maintained once you have started typing. Once in the typewriter, avoid rolling the form unnecessarily.

Use the lower red or black line on the plastic shield on the typewriter to line up with the lower of the two short red lines to the left of the word CLASSIFICATION on the form.

c. Margins

Set the left margin two spaces to the right of the first red vertical line on the form. All typing must be done to the right of this line. Set the right margin at 60 keystrokes from the left margin. Do not go over 60 keystrokes, including spaces and punctuation, on any line.

d. Corrections

(1) Use the character cancel symbol, $\frac{1}{2}$, to remove characters. After an error, type the symbol, then retype the correct character. The error will not be transmitted with the telegram. This symbol may be used to correct up to five characters in a row. No more than five character corrections, however, may be made on one line.

(2) Use the line cancel symbol, $\frac{1}{2}$, to correct more than five errors in one line. Overtype the symbol through the first five characters in the line. Retype the entire line correctly below it.

(3) Use correction tape if it can be centered carefully over the error. Type nothing over the edge of the tape. If this cannot be done, retype the entire page.

(4) Do not use erasers, correction fluid, or the overtyped letters "XXX" to correct mistakes. Pencil or ink corrections are not allowed.

2. Form and Format

a. Classification

The security classification field is a mandatory field on all telegrams. It is the starting point in the preparation of an OCR telegram.

Type in the proper security classification, administrative control designation (LIMITED OFFICIAL USE) or UNCLASSIFIED at the top and bottom of each page in the spaces provided. Continuation sheets also have spaces at the top and bottom for this information.

b. Special Charges

If a telegram is to be billed to an individual or a special account, it will be indicated in this field.

c. Drafting Office, Name, Date, Telephone Extension

On the first line of this field, type in this order: AID, (or other Agency name) and the complete official office symbols as listed in AID's Handbook 17 (if drafted by AID), drafter's name, and typist's initials. On the next line, type in the date and the drafter's telephone number. The drafter initials the space in the right margin over the word DRAFTER.

d. Approving Office, Name

Type the Agency name, the complete official office symbol, and the name of the approving officer, in this space. The approving official will initial the space in the right margin over the word AUTH.

e. Clearances

Type the agency name, the complete official office symbol, and the name of each clearing officer, in this space. If clearances are obtained by telephone, in substance, or in draft, type "phone," "substance," or "draft" after the person's name. Clearing officers initial in the numbered spaces in the right margin under the word DRAFTER. Room is provided for eight clearances, if needed.

f. Desired Distributions

Drafting officers may use this space to either limit distribution of a message or to ensure its distribution to an office or agency that would not normally be on distribution.

(1) To limit distribution of a telegram to one or more offices, type the agency name and office symbol(s) in this space followed by the word ONLY. Separate symbols with a comma and a character space. Omit the comma after the last symbol. Additional copies or further distribution of telegrams controlled in this manner will be the responsibility of the drafting office.

EXAMPLE:
AID/M/SER/EOMS, AID/M/SER/CM ONLY

(2) To assure distribution to a specific office or offices, type the agency name and complete office symbol. If there are two or more symbols, separate them with a comma and one character space.

g. Action Precedence

The Action Precedence Field tells the Communications Center the relative urgency of the message. The post name and appropriate precedence designator must appear within this field. The precedence indicators used by AID are, ROUTINE, PRIORITY, IMMEDIATE, NIACT IMMEDIATE and FLASH. See 10A7 for information concerning use of precedence designators.

h. Action Addresses

The telegram address is normally the city name of the addressee post. For most AID telegrams, that means the capital city of a given country. Figure 10-22 contains a listing of addressee cities showing the correct spelling. Messages originating in AID/W do not use a diplomatic prefix, such as AMEMBASSY, AMCONSUL or USMISSION, as part of the address.

Type the name of the posts to whom the telegram is to be sent. If there are more addresses than can be shown on the first line of the field, a second line has been provided for additional addresses. Separate each addressee by a comma, and space. A comma must be placed after the last addressee on the first line if additional addresses follow. Do not split a single addressee onto two lines, i.e., Port Au Prince, Port of Spain, Ciudad Juarez, Dar Es Salaam. Posts, such as these must include the entire Post name on a single line. Do not hyphenate.

(1) Single Addressee

A single addressee message is one going to only one post. In this instance, the message precedence indicators must be typed over the words ACTION PRECEDENCE. If the message is ROUTINE, that indicator must be typed.

(2) Multiple Addressees

(a) A multiple addressee message is one going to more than one post. Each addressee can be either an action or an information address. All addressees can be given the same precedence or each can be given a different precedence.

(b) Action addressees are typed on the two lines that begin with the words ACTION PRECEDENCE. The two lines for the information addressees begin with the word INFO PRECEDENCE. When more space is required for the addressee listing, use plain bond paper as the continuation sheet. When using a continuation sheet, addressees must be grouped and labeled as action and/or information addressees.

(c) The address with the highest precedence indicator is always placed first, with the precedence indicator typed over the words ACTION PRECEDENCE and/or INFO PRECEDENCE and followed by two blank spaces, then the address, a comma, and name. All other addressees should be typed in descending precedence order in the following manner: addressee name, one blank space, precedence indicator, comma. The comma is used to separate each addressee within an address grouping; it must not be used, however, after the last address. (See figure 10-11)

(d) For multiple address telegrams the ROUTINE precedence indicator does not need to be typed unless all addressees are ROUTINE precedence. In that instance ROUTINE would be typed over the word ACTION PRECEDENCE or INFO PRECEDENCE followed by the first addressee name. The absence of a precedence indicator after an addressee name automatically confers the ROUTINE precedence to an addressee. See figure 10-12.

(3) Circular Messages

Telegrams may be addressed to all AID Post or to post in a particular geographic region by using pre-established circular addressee codes. The codes are: AWIDE for all AID Principal Posts, AIDAF for Africa Region Posts; AIDAS for Asia Region Posts; AIDNE for Near East Region Posts and AIDLA for Latin America Region Posts. Type the appropriate code for the group in the address block.

See figure 10-12 for an example of how to send a message to all posts on a circular list. Figure 10-1 contains the names of the posts contained on each circular addressee list.

(a) Adding an address

To send a message to all the posts complete the address block by typing the circular list code and the names of the post(s) you want to add. See figure 10-13.

(b) Taking Off an Address

To send a message to all the posts except one or more, type the circular list code and XMT (for exempt) with the name(s) of the post(s) to be left off. See figure 10-14.

i. Information Precedence, Information Addresses

Information Precedence and Information Addressees are typed the same way as action precedences and action addresses above.

j. Special Handling

Leave this space blank. This line is not to be used for AID telegrams. Use captions to request special handling.

k. Caption Line

Begin this line with either AIDAC or ADM AID, as appropriate, on every telegram (see 10A10a). If other captions are needed, separate them with one space. The captions field is limited to 57 characters. If more space is needed, continue typing two lines below the subject line. This can occur using EYES ONLY and other multiple captions. (See figure 10-4)

l. E.O. 12356,

The drafting officer provides the E.O. 12356 security declassification information to be typed on the preprinted E.O. 12356 line. The code indicates the date or event on which the message is to be automatically declassified or downgraded. (See figure 10A6)

m. Tags line

The tags line is not used for AID telegrams.

n. Subject line

The subject line identifies the message content and highlights reader interest. Describe the subject as concisely as possible, including key names, project numbers or words.

o. Reference Line

Avoid unneeded or detailed references. When necessary, type REF two lines beneath the subject entry. Type references across the page, showing telegram references first, then letters or memoranda. Specify each one by (A), (B), (C), and so forth. Separate them with commas. Use only commas and parentheses on the reference line. A colon should be used at the beginning of the line (REF:); use no other punctuation. Use no abbreviations except (NOTAL) (see figure 10-15). The abbreviation NOTAL indicates that not everyone receiving this particular telegram got a copy of the one being referenced.

p. Text

The text must be in block style, single spaced with double spacing between paragraphs.

Do not type below the "0" line on the page. Anything typed below this line will not be read by the scanner and would be omitted from the message.

q.   Intials

Use the column on the right of the form for the initials of the officials who authorize, draft, and clear the message.

r.   Continuation Sheets

Use OF 185a, Outgoing Telegram Continuation Sheet, if the message requires more than one page. Type the proper security classification or administrative control designation in capital letters at the top and bottom of each page. Keep the same margins used on page one. Number all pages in the space provided at the top right of the form. Continue typing the text of the message two lines below the page number.

s.   End of Message (EOM)

Type the special end of message symbols ५́५́ two spaces after the last character in the message. Typewriter elements with upside down symbols ʁʁ* may also be used. Do not use the letter Y as a substitute for the special end of message symbol. The EOM symbols are used at the conclusion of the message text only.

10D. Preparing Outgoing Telegrams on OF 152(H) and OF 153, Overseas

1.   Introduction

(a) Telegram form OF 152(H), or OF 153 are used at overseas posts that do not have optical character recognition (OCR) transmission equipment. OF-152(H) is used at posts that require more than seven copies for internal distribution. OF-153 is used at posts that require less than seven copies for internal distribution. Use OF-152A(H) or OF-153A, Continuation Sheets, as appropriate, for messages longer than one page. See figures 10-16 and 10-17.

(b) The same preparation procedures apply for OF-152H and OF-153. Some practices may vary at post. Consult the Communications Program Officer (CPO) at the Embassy Communications Program Unit (CPU) for advice or detailed guidance.

2.   Typewriter Requirements

Prepare telegrams on an electric typewriter whenever possible. The typing pressure should be adjusted high enough to get a clear imprint on all copies of the form. Use a well-inked black ribbon.

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* Revised

(a) Alignment and Margins

(1) On the first page set the left margin 2 spaces to the right of the preprinted vertical line. On the second and succeeding pages align the left margin 2 spaces to the right of the margin guide.

(2) Set the right margin 65 key strokes from the left margin. Lines must not exceed this length. All lines, including characters, spaces, and punctuation, must be within the 65 keystroke length.

(b) Corrections

For corrections erase the top sheet and all copies completely. Strike-overs are not permitted. Do not try to fill in between lines. Corrections should be made on each copy. If any copy is not legible, retype the entire page.

3. Charge To

Type an X in the box CHARGE TO in the upper right corner of the telegram form. This should be followed by the word USAID.

4. From

Type the telegraphic address of the sending post in the FROM box at the top left of the form. The address consists of the diplomatic facility prefix, AMEMBASSY, AMCONSUL, etc., and the city name. Type in capital letters. Do not use the name of the country.

Example:
AMEMBASSY LIMA

5. Classification

Type the appropriate security classification marking, administrative control designation or UNCLASSIFIED on the printed lines at the top and bottom of each page. Capital letters are required.

6. E.O. 12356 Line: Telegram Declassification or Downgrading

(1) Type, in capitals, the code that indicates the security downgrading or declassification status of the message. See 10A6. The code line will consist of the disposition symbol and disposition date.

7. Downgrading a Classification

Type DNG: followed by a two-letter symbol for the classification to which the information is being downgraded. Use SE if the telegram is being downgraded to SECRET. Use CO if the telegram is being downgraded to CONFIDENTIAL. Follow the symbol with either a date or an event for declassification. Type dates as numbers: month, day, and last two digits of the year; type events in parentheses. See figure 10-4.

Example:
E.O. 12356: GSD 7/14/XX (SMITH, ROY)

8. TAGS

Tags is a State Department system of abbreviated notations used to describe the subject content of a message. AID does not use the TAGS system. When typing an AIDAC or ADM AID telegram leave this space blank.

9. Subject Line

Type a concise description of the message subject content. When reponding to telegram, if possible, use the same subject on the reply message.

10. Action Address Line

The Action address line consists of the diplomatic facility prefix typed in upper and lower case, followed by the city name and message precedence indicator which are typed in capital letters. When there is more than one addressee, the addresses should be typed one to a line, with double spacing between lines. The addressees should be listed in descending order of precedence designator. Absence of a precedence designator indicates transmission as a routine message.

11. Information Address Line

Information addressees must be identified and set apart from those addresses having action. To do this, type the word INFO directly under the word ACTION in the left margin, and two lines below the last action addressee. The address element consists of the diplomatic facility prefix typed in upper and lower case letters and the city name and precedence indicator typed in capital letters. When there is more than one information addressee, the addresses should be typed one to a line, with double spacing between lines, and in descending order of precedence indicator. An information addressee may not have a precedence designator higher than the highest action addressee. The NIACT IMMEDIATE precedence designator is never used for an information address.

12. Message Reference Number (MRN)

The Communications Unit will insert the sequential MRN on this line prior to transmission. Type the classification, administrative control designation or UNCLAS and the name of the sending post city, in capital letters, three lines below the last address.

13. Captions and Attention Indicators

Type all captions and attention indicators in capital letters two lines below the MRN line. Two or more captions and/or indicators can be strung together, if necessary. When using two or more captions type them on one line with two character spaces between each. When more than a 65 character line is required, double spaces and continue on the next line. One of the two AID indicators, AIDAC or ADM AID, must appear as the first item on the caption line. Other captions and/or indicators may follow. When one of the following captions is used, it takes precedence, in the order listed, over all others.

    a.   EYES ONLY FOR_____ FROM_____
    b.   LIMIT DISTRIBUTION
    c.   PERSONAL INFORMATION

See figures 10-6 and 10-7 for examples of captioned messages.

14. Reference Line

When a reference is necessary, type REF: two lines below the caption, flush left. Type references across the page showing telegram references first, then letters or memoranda. Specify each one by "(A)", "(B)", "(C)", and so forth. Separate them with commas but do not use "and" for the last one. Use only commas and parentheses. Use a colon only at the beginning of the line (REF:); use no other punctuation.

15. Distribution

Type DIST: in the left margin under the printed words ACTION, SUBJECT, etc. List the prescribed Embassy and any other desired distributions in a column underneath DIST:. This is for internal distribution only. It will not be transmitted as part of the message.

16. Text Format

    a.   Spacing

Begin typing the text two lines below the last caption or reference line. Double space the text throughout. Do not exceed 65 characters in any line, including spaces and punctuation.

    b.   Paragraphing

Begin each paragraph at the left margin. Number the paragraphs if there is more than one. Do not number the summary paragraph. Type all text, including subparagraphs, flush with the left margin.

17. Signature

Type the last name of the principal officer of the State Department facility three lines below the last line of the text, to the right of center. The approving officer must initial below this name.

18. Drafting, Approving and Clearance

a. Drafted By

Type the agency and office symbol, the initials and last name of the drafting officer, and the initials of the typist. Fill in the date, and the telephone number of the drafter.

b. Approved By

Type the agency and office symbol, and the initials and last name of the person who approved the contents and classification of the telegram.

c. Clearances

(1) Type the agency and office symbol, and the initials and last name of each clearing officer. Type them horizontally across the page.

(2) Clear only UNCLASSIFIED messages by telephone. Type, in parentheses, (phone) or (subs) for by telephone or "in substance" after the office symbol and name of the clearing official, when necessary. The person receiving the telephone clearance will initial the form for the clearing official.

19. Initials

The approving official must initial under the name of the principal officer which is typed below the last line of the text. Persons who drafted, approved, and cleared the message may initial next to their names.

20. Continuation Sheets

Use OF-152A(H) or OF-153A, as appropriate, if the message requires more than one page. Type the proper security classification or administrative control designation in capital letters at the top and bottom of each page in the space provided. Keep the same margins used on page one. Number all pages and continue typing the text three lines below the page number.

10E. **Preparing Outgoing Telegram on OF 191 and OF 191A Overseas**

1. **Introduction**

a. OF-191, Outgoing Telegram, should be used at overseas posts with optical character recognition (OCR) transmission equipment. Use OF-191A, Continuation Sheet, for messages longer than one page. See figures 10-18 and 10-19.

b. The following constitutes general guidelines on the preparation of OF-191 and OF-191A. Actual practice may vary at post. Consult the Communications Program Officer (CPO) at the nearest Embassy Communications Program Unit (CPU) for specific guidance.

2. **Typewriter Requirements**

a. **General**

Prepare telegrams with a ten pitch OCR-B type element, in all capital letters. Use only one-time typing carbon ribbons. All text should be single spaced.

b. **Alignment and Margins**

Align the form so that typewritten lines are parallel with the top edge of the paper. Set the left margin two spaces to the right of the first vertical line. Set the right margin 60 keystrokes from the left margin. Do not type over 60 keystrokes including spaces and punctuation on any line.

c. **Corrections**

An asterisk, or a series of asterisks, should be used as deletion symbols in the following ways:

* to delete the previous character
** to delete the previous word (back to the previous space or beginning of the line.)
*** to delete the full line, back to the left margin, when used at the end of a line.

Do not erase, X-out, use correction fluid or tape, or make pen or pencil changes on the OCR telegram form.

3. **Telephone Number, Page Number**

Type the drafter's telephone extension and the page number of the telegram on the right side of the form at the words "TEL EXT" and "PAGE."

4. Guide Words

    a.   Explanation

         Preprinted guide words are not transmitted by the
    telecommunications system. They assist in completing the form. They can
    be overtyped or left blank, as needed. However, the first six fields on
    the telegram form must completed.

    b.   Classification

         Type the security classification, administrative control
    designation, or UNCLASSIFIED at the top and bottom of each page in the
    spaces provided. The security classification is also required to be
    typed on continuation sheets which have spaces provided at the top and
    bottom for classification.

    c.   Charge - Date

         Type AID and the date. Type the date in numerics: month, day,
    and last two digits of the year.

              Example:
                   AID 07/13/XX

    d.   Approved By

         Type the office symbol, initials and last name of the approving
    officer.

              Example:
                RHO:VAJACKSON

    e.   Drafted By

         Type the office symbol, the drafting officer's initials, and
    the typist's initials.

              Example:
                AGR:VAJACKSON:sab

    f.   Clearances

         Number each clearance entry, beginning with "1" to indicate the
    corresponding block for initials in the right margin. Type the office
    symbol and clearance officer's name. Separate each entry with a comma
    and a space. If clearances exceed the line, type the remaining
    clearances below the preprinted clearance lines.

              Example:
                1:RHO:VAJACKSON, 2:EX:SABROWN, 3:ENG:SASUBER

g. Distribution

Type internal distribution symbols as requested by the drafter or required by local directive. If distribution symbols exceed the line, type the remaining symbols at the bottom of the form below the last horizontal line.

h. Action Addressee, Precedence

(1) Type action addressees in order of precedence, in column, one per line. If the telegram precedence is higher than ROUTINE, type a comma, space, then the precedence designator. The absence of a precedence designator indicates a ROUTINE message.

Example:
SECSTATE WASHDC, IMMEDIATE
AMEMBASSY COLOMBO, IMMEDIATE
AMEMBASSY JAKARTA, PRIORITY
INFO AMEMBASSY BANJUL
AMEMBASSY BUMUMBURA
AMEMBASSY SANAA, PRIORITY
AMEMBASSY SUVA
AMEMBASSY YAOUNDE, PRIORITY

(2) Precede the first information addressee with INFO. Type them in alphabetical order by post name.

5. Captions and Attention Indicators

Skip one line below the action addressee listing and type either AIDAC or ADM AID, as appropriate. If other captions or attention indicators are required, type them on the same line as the AIDAC or ADM AID caption. Double space between each caption.

6. Telegram Declassification or Downgrading E.O. 12356

Double space after the last caption. Type E.O. 12356: followed by the codes that indicates the security downgrading or declassification status of the message. The code line will consist of the disposition symbol, disposition date, the names of the employee authorizing the classification. (See 10A6)

7. TAGS

The TAGS is a State Department system of·abbreviated notations used to describe the subject content of a message. AID does not use the TAGS system. When typing an AIDAC or ADM AID telegram leave this space blank.

8. Subject Line

Type a concise description of the message subject content. When responding to another telegram, if at all possible, use the same subject on the reply.

9. Reference Line

Avoid unneeded or detailed references. When necessary, type REF: two lines beneath the subject line, and list the reference. Type references across the page (A), (B), (C), etc.

10. Text Format

Begin the text two lines below the subject line or reference line if a reference is listed. Do not indent paragraphs; type in block style with a common left margin. Single space all text, but double space between paragraphs. Number the paragraphs if there is more than one. Do not type below the "O" in the numbers on the bottom left.

11. Continuation Sheets

Optional Form 191A, Continuation Sheet, should be used if the message is longer than one page. Type the proper security classification, administrative control designation or UNCLASSIFIED at the top and bottom of each page of the telegram in the space provided. Maintain the same margins on the first page. Number all pages.

12. Principal Officer's Name

Type the last name of the principal officer of the Embassy or Consulate, in capital letters, as the the final word of the text.

13. Initials

Use the column on the right of the form for the initials of the officials who authorize, draft, and clear the message.

14. End of Text Indicator

Indicate the end of the text by typing two crosshatches, ¢¢ as the final two characters on the telegram.

        Example:
        ...and this is the end. BROWN¢¢

10F. Other Communication Services Available

1. Telex

a. Telex is a private subscription service providing electronic telegram transmission to domestic and international addresses. Telex may be used by AID missions to transmit telegraphic information directly to the private sector within a country or between countries. Telex may not be used to transmit classified information and may not be used for official communication with AID/W or with the U.S. private sector.

b. Overseas offices requiring the use of telex should contact the Communications Program Office (CPO) for the availability and procedures for use of such equipment.

c. The following telex numbers are maintained in AID/W to facilitate direct telegraphic communications with the U.S. and international private sector: ITT Telex: 440001; RCA Telex: 24879; Western Union Telex: 892703; Western Union International Telex: 64154. Telex numbers for USAID Missions are listed in Exhibit 10-14.

2. Facsimile Transmission

AID/W maintains a Telefax Network which provides rapid transmission of brief documents via telephones between Agency offices, as well as external contacts with compatible machines. All AID machines are for common use of AID offices. Facsimile transmissions are used when both speed and a written record are overriding factors and the message contains graphics, copy requiring validating signatures, or printed material requiring error free transmission. Speed in delivery is a governing factor only when the addressee is known to be available to receive and act upon the information in a timely manner.

A listing of telefax locations and equipment operations is contained in the AID/OPIC Telephone Directory.

Figure 10-1
Circular Telegram Addressee List

AWIDE CIRCULAR LIST
(Includes all A.I.D. principal posts and offices)

ABIDJAN	DAR ES SALAAM	LIMA	PARIS
ACCRA	DHAKA	LOME	PESHAWAR
ADDIS ABABA	FREETOWN	LUSAKA	PORT AU PRINCE
AMMAN	GABORONE	MANILA	PRAIA
ANTANANARIVO	GRENADA	MAPUTO	PRETORIA
ASUNCION	GUATEMALA	MASERU	QUITO
BAMAKO	HARARE	MBABANE	RABAT
BANGKOK	ISLAMABAD	MEXICO	RANGOON
BANJUL	JAKARTA	MOGADISHU	ROME
BEIRUT	KAMPALA	MONROVIA	SANAA
BELIZE	KARACHI	MONTEVIDEO	SAN JOSE
BISSAU	KATHMANDU	MUSCAT	SAN SALVADOR
BOGOTA	KHARTOUM	NAIROBI	SANTIAGO
BRASILIA	KIGALI	NAPLES	SANTO DOMINGO
BRIDGETOWN	KINGSTON	NDJAMENA	SUVA
BUJUMBURA	KINSHASA	NEW DELHI	TEGUCIGALPA
CAIRO	LAGOS	NIAMEY	TUNIS
COLOMBO	LA PAZ	NOUAKCHOTT	USUN NEW YORK
CONAKRY	LILONGWE	OUAGADOUGOU	YAOUNDE
DAKAR		PANAMA	

AIDAF CIRCULAR LIST
(Includes all posts in the Africa region)

ABIDJAN	FREETOWN	MBABANE
ACCRA	GABORONE	MOGADISHU
ADDIS ABABA	HARARE	MONROVIA
ANTANANARIVO	KAMPALA	NAIROBI
BAMAKO	KHARTOUM	NDJAMENA
BANJUL	KIGALI	NIAMEY
BISSAU	KINSHASA	NOUAKCHOTT
BUJUMBURA	LAGOS	OUAGADOUGOU
CONAKRY	LILONGWE	PRAIA
COTONOU	LOME	PRETORIA
DAKAR	LUSAKA	YAOUNDE
DAR ES SALAAM	MAPUTO	
	MASERU	

Figure 10-1
Circular Telegram Addressee List (con't)

AIDAN CIRCULAR LIST
(Includes all posts in the Asia and Near East region)

AMMAN	JAKARTA	RANGOON
BANGKOK	KATHMANDU	SANAA
BEIRUT	MUSCAT	SINGAPORE
CAIRO	MANILA	SUVA
COLOMBO	NAPLES	TUNIS
DHAKA	NEW DELHI	
ISLAMABAD	RABAT	

AIDLA CIRCULAR LIST
(Includes all posts in the Latin America region)

ASUNCION	GUATEMALA	PORT AU PRINCE
BELIZE	KINGSTON	QUITO
BOGOTA	LA PAZ	SAN JOSE
BRASILIA	LIMA	SAN SALVADOR
BRIDGETOWN	MEXICO	SANTO DOMINGO
GRENADA	PANAMA	TEGUCIGALPA

CAPTIONED MESSAGE FOR THE ADMINISTRATOR

TRAVELING OVERSEAS

DESIRED DISTRIBUTION

ACTION PRECEDENCE   ACTION ADDRESSES

INFO PRECEDENCE   INFO ADDRESSES

SPECIAL HANDLING

ADM AID, FOR AID ADMINISTRATOR FROM AA/AFR LEE BORK

INITIALS

AUTH

Figure 10-2

CAPTIONED MESSAGE FROM THE ADMINISTRATOR

TRAVELING OVERSEAS

TELEGRAM

INDICATE
☐ COLLECT
☐ CHARGE TO

FROM	CLASSIFICATION	
Amembassy Dakar	UNCLASSIFIED	

E.O. 11652:
TAGS: E. O. 12356: N/A

SUBJECT: Sending a Message From a Traveling Administrator

ACTION: Amembassy FREETOWN

UNCLASSIFIED DAKAR

AIDAC FROM AID Administrator

(Name and Office Symbol)

REF: State 12345

Figure 10-3

PLACEMENT OF CAPTIONS AND ATTENTION INDICATORS ON
OF 185(OCR) OUTGOING TELEGRAM

Captions with less than 57 characters:

```
DESIRED DISTRIBUTION

ACTION PRECEDENCE        ACTION ADDRESSES

INFO PRECEDENCE          INFO ADDRESSES

SPECIAL HANDLING                                              INITIALS
ADM AID, EYES ONLY FOR DIRECTOR JIM DOE AA/AFR JANE DOE       AUTH
```

Captions must be typed on the preprinted caption line of the OCR
telegram form (OF-185). All AID originated telegrams begin with
the caption ADM AID or AIDAC. Other captions are typed on the
same line immediately following the AIDAC or ADM AID captions.

Caption with more than 57 characters:

```
DESIRED DISTRIBUTION

ACTION PRECEDENCE        ACTION ADDRESSES

INFO PRECEDENCE          INFO ADDRESSES

SPECIAL HANDLING                                    INITIALS
ADM AID, EYES ONLY                                  AUTH

  E.O. 12356:                                       DRAFTER

  TAGS:                                               1

                                                      2
  SUBJECT: SPECIAL HANDLING CAPTIONS
                                                      3
  FOR DIRECTOR JOSEPHINE DOAKES FROM AA/LAC JANET L. ROE    4

                                                      5
```

When the caption line exceeds 57 charters in length, the caption
should be continued two lines below the subject line of the message.

Figure 10-4

FIELD DIRECT RELAY TELEGRAM

TELEGRAM

INDICATE
☐ COLLECT
☐ CHARGE TO

FROM Amembassy DAKAR	CLASSIFICATION UNCLASSIFIED	

E.O. 11652:
TAGS:
SUBJECT:

ACTION:

E.O. 12356: N/A

PROCEDURES FOR SENDING DIRECT RELAY TELEGRAMS

SecState WASHDC

UNCLASSIFIED DAKAR

ADM AID, DIRECT RELAY

To: Robert Jones Company

6100 Kingston Avenue

Albuquerque, NM 87109

TEL: 505-302-6000

REF: Letter of 2/10/XX, AID Communications

This is the format for a direct relay telegram. Note

that the name of the addressee and the mission return

address are block style. Only the text from the "To" line

to the embassy signature is transmitted. To assure that

references are transmitted, they should follow the

address line. All direct relay telegrams should end

like this.

USAID Mission

American Embassy

DAKAR, SENEGAL

DRAFTED BY. C&R:L.L.Moe:pec	DRAFTING DATE 5/10/XX	TEL. EXT. 28372	CONTENTS AND CLASSIFICATION APPROVED BY ADM:D. Jones

CLEARANCES

ADM:J.A.Dokes

UNCLASSIFIED

CLASSIFICATION

Figure 10-5

FIELD PROCEDURES FOR "EYES ONLY" TELEGRAMS

TELEGRAM

INDICATE
☐ COLLECT
☐ CHARGE TO

FROM Amembassy RABAT	CLASSIFICATION CONFIDENTIAL	

E.O.11652:
TAGS:
SUBJECT:

ACTION:

E.O. 12356: DECL: 07/14/XX

Procedures for EYES ONLY Telegrams

SecState WASHDC

CONFIDENTIAL RABAT

ADM AID EYES ONLY for John Jones, AA/M From

George Saunders, Director

1. A new procedure has been developed to control the
distribution of "EYES ONLY" telegrams. The computer
will detect this caption if it follows directly after
either the AIDAC or ADM AID caption, on the same lines.

2. All "EYES ONLY" telegrams must have a security
classification or the administrative control designation
"Limited Official Use".

(Classification Used for Illustration Purposes Only)

DRAFTED BY: C&R:L.L. Moe:pec	DRAFTING DATE 5/19/XX	TEL. EXT. 28372	CONTENTS AND CLASSIFICATION APPROVED BY: ADM:D. Jones
CLEARANCES:			

CONFIDENTIAL
_____
CLASSIFICATION

60153-101

Figure 10-6

FIELD INTERESTED PARTY TELEGRAM

TELEGRAM

INDICATE
☐ COLLECT
☐ CHARGE TO

| FROM Amembassy DAKAR | CLASSIFICATION UNCLASSIFIED | |

E.O.11652:
TAGS:
SUBJECT:

E.O. 12356: N/A

Sending an Interested Party Telegram

ACTION:

SecState WASH

UNCLASSIFIED DAKAR

ADM AID Direct Relay

TO: Tom Jones

1403 Vine Street

Anytown, CO. 80209

TEL: 303-936-1212

1. This is the format for an interested party telegram.

Charge it to the interested party. Also type "Interested

Party" as the last paragraph.

2. Do not use this format to send personal telegrams.

USAID MISSION

American Embassy

DAKAR, SENEGAL   JACKSON

| DRAFTED BY: C&R:A.B. Smith:llw | DRAFTING DATE 5/31/XX | TEL. EXT. 3456 | CONTENTS AND CLASSIFICATION APPROVED BY: ADM:V. Jackson |
| CLEARANCES: | | | |

UNCLASSIFIED

CLASSIFICATION

50153-101

Figure 10-7

TELEGRAM REPEAT REQUEST-OF 187

TELEGRAM REPEAT REQUEST			E.O. 12065 TAGS AND SUBJECT INFORMATION IF NOT ON TELEGRAM BEING REPEATED:
TO: Communications Center		CLASSIFICATION OF TELEGRAM TO BE REPEATED: UNCLASSIFIED	
FROM: (Office Symbol) M/SER/IRM	SPECIAL HANDLING CAPTIONS (Nodis, Stadis, etc.)	OTHER CAPTIONS AND/OR ATTENTION INDICATORS, IF ANY (Per Channel, Etc.)	

PLEASE REPEAT <u>STATE 01221</u>   DATED <u>July 1, 19XX</u>
(Message Ref. No.)

TO THE FOLLOWING ADDITIONAL ADDRESSES:

FOR ACTION: DAKAR, NAIROBI

FOR INFO: BAMAKO, ABIDJAN

A COPY OF THE TELEGRAM TO BE REPEATED MUST BE ATTACHED

Requested by: J. Mann	Date: 7/21/XX	Phone No.: 632-9141	Approved by: M/SER/IRM/PE:P. Smith
Clearances: M/SER/IRM/PS:R. Williams		THIS FORM OF ITSELF IS UNCLASSIFIED	

50187-102

OPTIONAL FORM 187(Rev. 10-78)
DEPARTMENT OF STATE

Figure 10-8

AID's SINGLE-ADDRESS TELEGRAM (OF 185)

■■■■■■■■■■■■■■■■■■■■■■■■

OUTGOING TELEGRAM
OPTIONAL FORM 185 (OCR)(Rev. 8-82)
Dept. of State

ACK	MRN	DTG	

‾LIMITED OFFICIAL USE
SPECIAL CHARGES

‾AID/M/DER/MO/CRM:A. TEAGUE
3/05/XX   632-8384
AID/M/SER/MO/CRM:A. TEAGUE

AID/M/SER/CRM/T:P. CREEK	2	OFFICE	NAME
3	4		
5 CLEARANCES	6	CLEARANCES	
7	8		

DESIRED DISTRIBUTION

ROUTINE   LISBON

INFO PRECEDENCE   INFO ADDRESSES

SPECIAL HANDLING
‾AIDAC

	INITIALS
E.O. 12356: N/A	AUTH
	DRAFTER
TAGS:	1
SUBJECT: PREPARATION OF OPTIONAL FORM 185 {OCR}	2
	3
REF: 75 BONN 8853, LISBON 1198	4
	5
1. USE OPTIONAL FORM 185 {OCR} AND ITS CONTINUATION SHEET, OPTIONAL FORM 185A {OCR} FOR ALL TELEGRAMS.	6
	7
2. IF IT IS NECESSARY TO CORRECT AN ERROR IN THE TEXT, USE ONLY THE PRESCRIBED METHOD; THAT IS, CHARACTER CANCELLATION SYMBOL {#} OR LINE CANCELLATION SYMBOL. {NOW IS THE}	8

3. SINCE THERE IS NO AUTOMATIC DECONTROL SYMBOL FOR
LIMITED OFFCIAL USE TELEGRAMS, TYPE THE APPROPRIATE
DECONTROL NOTATION AS THE FINAL PARAGRAPH ON ALL
LIMITED OFFICIAL USE TELEGRAMS. DO NOT NUMBER THE
PARAGRAPH CONTAINING THIS INFORMATION.

6
5
4
3
2
1
0

LIMITED OFFICIAL USE

50185-104

PREVIOUS EDITION NOT USABLE   GPO: 1982-383-484   7540-01-011-2653

Classified For Illustrative Purposes Only
Figure 10-9

AID/W's TELEGRAM (OF 185A) CONTINUATION SHEET

OUTGOING TELEGRAM
Continuation Sheet.

OPTIONAL FORM 185-A(OCR) (REV.8-82)

LIMITED OFFICIAL USE   2

4. THE PAGE NUMBER ON THE CONTINUATION PAGE OF THE OCR
FORM SHOULD BE INDICATED BY A SINGLE ARABIC NUMERAL AND
BE PLACED AT LEAST TWO SPACES FROM THE BLACK VERTICAL
SEPARATOR.

5. THE CLASSIFICATION OF THE TELEGRAM SHOULD BE TYPED
BELOW LINE ZERO SO THAT IT IS NOT READ BY THE OPTICAL
CHARACTER READER.

DECONTROLLED FOLLOWING 60 DAYS FROM DATE OF TELEGRAM.   YY

6
5
4
3
2
1
0

LIMITED OFFICIAL USE

Classified for Illustrative Purposes Only
Figure 10-10

AID/W's MULTIPLE-ADDRESS TELEGRAM (OF-185)

OUTGOING TELEGRAM

OPTIONAL FORM 185 (OCR)(Rev. 8-82)

Dept. of State

| ACK | MRN | DTG | |

CONFIDENTIAL

SPECIAL CHARGES

AID/M/SER/CRM:A. TEAGUE:PEC
3/05/XX   632-8384
AID/M/SER/MO/CRM:A. TEAGUE

AID/M/SER/MO/T:P. CREEK	AID/ASIA/ASEA:L. BARNHART
3	4
5 CLEARANCES	6 CLEARANCES
7	8

DESIRED DISTRIBUTION

IMMEDIATE LONDON, ATHENS IMMEDIATE, PARIS IMMEDIATE, LISBON
IMMEDIATE, GENEVA PRIORITY
ROUTINE BONN, MADRID

SPECIAL HANDLING   INITIALS

ADM AID

AT AUTH

AT DRAFTER

E.O. 12356: DECL:OADR   PC 1

TAGS: 2

                                                       3
SUBJECT: PREPARATION OF MULTIPLE-ADDRESS TELEGRAMS

1. FOLLOW THIS FORMAT FOR A MULTIPLE-ADDRESS TELEGRAM.   4
TYPE THE APPROPRIATE PRECEDENCE DESIGNATORS. PRECEDENCE 5
DESIGNATORS HIGHER THAN ROUTINE MUST BE REPEATED AFTER
EACH ADDITIONAL POST.   6

2. TYPE THE TEXT IN BLOCK STYLE, STARTING TWO LINE BELOW 7
THE SUBJECT OR REFERENCE LINE. NUMBER PARAGRAPHS   8
CONSECUTIVELY.

3. THE TEXT OF TELEGRAMS TYPED ON THE OCR FORM SHOULD
NEVER BE TYPED BELOW LINE ZERO, THE ZERO LINE IS
INDICATED ON THE LEFT MARGIN OF THE FORM. YY

6
5
4
3
2
1
0

                                        CONFIDENTIAL
                                                       50185-104

PREVIOUS EDITION NOT USABLE   GPO: 1982-383-484   7540-01-011-2653

Classified Used for Illustration Purposes Only
Figure 10-11

PREPARING CIRCULAR MESSAGES

CIRCULAR MESSAGE to Asia Post

To send a message to all posts on a circular list, type the appropriate circular code in the addressee block.

```
DESIRED DISTRIBUTION

ROUTINE   AIDAS

INFO PRECEDENCE        INFO ADDRESSES

SPECIAL HANDLING                                    INITIALS
AIDAC
                                                   AUTH
```

Figure 10-12

ADDING AN ADDRESS

To send a message to all the posts in the Near East and to Abidjan and Mogadishu, complete the address block by typing the circular list code and the names of the posts you want to add.

```
DESIRED DISTRIBUTION

ROUTINE   AIDNE, ABIDJAN, MOGADISHU

INFO PRECEDENCE        INFO ADDRESSES

SPECIAL HANDLING                                    INITIALS
ADM AID
                                                   AUTH
```

Figure 10-13

TAKING OFF AN ADDRESS

To send a message to all the posts in Africa except the one at Abidjan, type the circular list code and XMT (for exempt) with the names of the post to be left off.

```
DESIRED DISTRIBUTION

ROUTINE   AIDAF, XMT ABIDJAN

INFO PRECEDENCE        INFO ADDRESSES

SPECIAL HANDLING                                    INITIALS
AIDAC
                                                   AUTH
```

Figure 10-14

REFERENCES TO A PREVIOUS TELEGRAM

(NOTAL)

DESIRED DISTRIBUTION

ACTION PRECEDENCE   ACTION ADDRESSES

INFO PRECEDENCE   INFO ADDRESSES

SPECIAL HANDLING

CAPTIONS

INITIALS

AUTH

DRAFTER

E.O. 12356:

TAGS:

SUBJECT:

REF: 82 LIMA 890 {NOTAL}

   YEAR CITY MRN "Not transmitted to All Posts"

1
2
3
4
5
6

Figure 10-15

HOW TO PREPARE A FIELD TELEGRAM ON OF-152(H) OR OF-153

TELEGRAM

INDICATE
☐ COLLECT
☐ CHARGE TO

FROM	CLASSIFICATION	
Amembassy KHARTOUM	LIMITED OFFICIAL USE	

E.O. 12065: E.O. 12356: N/A

TAGS:

SUBJECT: Preparation of Telegrams

ACTION: Amembassy CAIRO NIACT IMMEDIATE
Amconsul KARACHI PRIORITY

INFO: Amembassy BANGKOK

DIST: LIMITED OFFICIAL USE KHARTOUM

EO
PDO ADM AID LIMIT DISTRIBUTION
AGR

REF: State 224456 (NOTAL)

Begin Summary: Guidelines for preparing telegrams have

been revised. End Summary.

1. Type the telegraphic address and geographic location

of your post in the "From" block. Type the security

classification at the top and bottom of all pages.

2, Type the information on E.O. 12356, and SUBJECT lines.

Telegrams delivered to the Communications Program Unit

without this information will be returned to the drafting

office.

DRAFTED BY: ADM:J. Doakes:pab	DRAFTING DATE 5/7/XX	TEL. EXT. 2345	CONTENTS AND CLASSIFICATION APPROVED BY: ADM:S. A. Brown
CLEARANCES:			

(Controlled Only for Illustration Purposes)

LIMITED OFFICIAL USE
CLASSIFICATION

Figure 10-16

FIELD CONTINUATION SHEETS OF-152A(H) AND OF-153A

LIMITED OFFICIAL USE _____ Page __2__ of __KHARTOUM__
Classification   MRN

3. Type the classification and name of your post

three lines below the last addressee. A sequential

number-- the message reference number-will be inserted

by the Communications Program Unit.

4. Type captions on the same line as AIDAC or ADM AID.

Type references, if any, as separate paragraphs. Double

space text block style, with no indentions for sub-

paragraphs. Number them if there are more than one.

Do not go over 65 characters in any line. Include

spaces and punctuation. Make corrections on all copies.

Telegrams with three or more pages of text should begin

with a summary paragraph. Set typing pressure high

enough to ensure that all copies are clear. Type

surname of the principal officer three lines below the

text anddoffset it to the right.

5. Complete drafting, approval, and clearance infor-

mation and get the necessary initials before delivering

the telegram to the Communications Program Unit.

Decontrolled 4 years from originating date

                                         JONES

          (Controlled for Exhibit Purpose Only)

                LIMITED OFFICIAL USE
                   Classification

                                    OPTIONAL FORM 153A
                                    (Formerly FS-413A)
                                    January 1975
50153-201   Dept. of State

Figure 10-17

FIELD OUTGOING TELEGRAM ON OF-191

Optional Form 191A(2-77)
DEPARTMENT OF STATE
50191-201

OUTGOING TELEGRAM

TEL EXT.   PAGE

CLASSIFICATION	UNCLASSIFIED
CHARGE-DATE	AID 4/22/XX
APPROVED BY	AID:JP SMITH
DRAFTED BY	AID:PJ YOUND
CLEARANCES	1. AID:YJ SMITH, 2. CDD:DD SMITH
DISTRIBUTION	AID-4 AMB DCM, ECON ETC ETC, ETC.
	{THIS LINE MUST BE LEFT BLANK}
ORIGINATOR	SECSTATE WASHDC, PRIORITY
ACTION ADDRESSEE, PRECEDENCE	INFO AMEMBASSY TEL AVIV

INITIALS:
AUTH _____

DRAFTER _____

1 CLEAR. _____

2 _____

3 _____

4 _____

5 _____

```
                          AMEMBASSY BEIRUT {1 * DELETES LAST
                                              CHARACTER}
                          AMEMBMSDUD**      {2 * DELETES LAST
                                              WORD}
                          AMEBUSYD***       {3 * DELETES ENTIRE
                                              LINE}


                          AIDAC

                          E.O. 12356 N/A
                          SUBJ: SMITH'S RETURN

                          1.  TEXT OF TELEGRAM
                          2.  TEXT OF TELEGRAM
                          3.  TEXT OF TELEGRAM.  SMITH** {2
                                                 CROSSHATCHES
                                                 MUST BE USED
                                                 TO INDICATE
                                                 THE END OF
                                                 THE TELEGRAM}
```

6
5
4
3
2
1
0

Figure 10-18

FIELD OUTGOING TELEGRAM CONTINUATION SHEET ON OF-191A

Optional Form 191A (2-77)
DEPARTMENT OF STATE
80191-201
CLASSIFICATION

PAGE

CONTINUATION FORM

CLASSIFICATION

Figure 10-19

AID FOREIGN MISSION TELEX LISTING

INTERNATIONAL TELEX LISTING

	COUNTRY	CITY	TELEX
AFRICA	BENIN	COTONOU	NONE
	BOTSWANA	GABORONE	2336BD
	BURUNDI	BUJUMBURA	81/82
	CAMEROON	YAOUNDE	8223KN
	CONGO	BRAZZAVILLE	NONE
	CAPE VERDE	PRAIA	68
	DJIBOUTI	DJIBOUTI	NONE
	THE GAMBIA	BANJUL	2229
	GHANA	ACCRA	NONE
	GUINEA	CONAKRY	NONE
	GUINEA-BISSAU	BISSAU	NONE
	IVORY COAST	ABIDJAN	NONE
	KENYA	NAIROBI	22964
	LESOTHO	MASERU	334BB
	LIBERIA	MONROVIA	NONE
	MALAWI	LILONGWE	MALAWI 4627
	MALI	BAMAKO	448
	MAURITANIA	NOUAKCHOTT	AMEMB 558 MTN
	NIGER	NIAMEY	5209 OFPOSTEL
			5367 HOTGAWEYE
			5397 HOTGAWEYE
	NIGERIA	LAGOS	21670
	RWANDA	KIGALI	NONE
	SENEGAL	DAKAR	517 AMEMB SG
	SIERRE LEONE	FREETOWN	NONE
	SOMALIA	MOGADISHU	789 AMEMB MOG
			ROICC 766 MOG
	SUDAN	KHARTOUM	NONE
	SWAZILAND	MBABANE	2016
	TANZANIA	DAR ES SALAAM	41591 USAID
		ARUSHA	42059 USAID
	TOGO	LOME	NONE
	UGANDA	KAMPALA	NONE
	UPPER VOLTA	OUGADOUGOU	5290
	ZAIRE	KINSHASA	21405
	ZAMBIA	LUSAKA	ZA40810
	ZIMBABWE	HARARE	4428
ASIA	BANGLADESH	DHAKA	642319
	BURMA	RANGOON	NONE
	FIJI	SUVA	2255 FJ
	INDONESIA	JAKARTA	44218
	INDIA	NEW DELHI	31 4589 USEM IN
	NEPAL	KATHMANDU	NONE

Figure 20

AID FOREIGN MISSION TELEX LISTING

INTERNATIONAL TELEX LISTING (con't)

	COUNTRY	CITY	TELEX
ASIA (con't)	PASKISTAN	ISLAMABAD	5864
		KARACHI	2611
		PESHAWAR	05264
	PHILIPPINES	MANILA	722-27366
	SRI LANKA	COLOMBO	21305
	THAILAND	BANGKOK	87058
LATIN AMERICAN	BARBADOS	BRIDGETOWN	2259
	BRAZIL	BRASILIA	061-1091 & 2316
	BELIZE	BELIZE CITY	213
	BOLIVIA	LAPAZ	03093258
	COSTA RICA	SAN JOSE	NONE
	DOMINICAN REP	SANTO DOMINGO	3460013
	ECUADOR	QUITO	NONE
	EL SALVADOR	SAN SALVADOR	20648
	GUATEMALA	GUATEMALA	NONE
	GUYANA	GEORGETOWN	GY213
	HAITI	PORT AU PRINCE	NONE
	HONDURAS	TEGUCIGALPA	NONE
	JAMAICA	KINGSTON	NONE
	NICARAGUA	MANAGUA	NONE
	PANAMA	PANAMA CITY	NONE
	PARAGUAY	ASUNCION	NONE
	PERU	LIMA	NONE
NEAR EAST	EGYPT	CAIRO	93773
	JORDAN	AMMAN	21510
	LEBANON	BEIRUT	NONE
	MOROCCO	RABAT	31005M
	OMAN	MUSCAT	3785
	PORTUGAL	LISBON	12528
	SYRIA	DAMASCUS	411919SY
	TUNISIA	TUNIS	13379
	YEMEN ARAB REP	SANAA	0806 2697 EMBSANYE
EUROPE	FRANCE	PARIS	650221
	ITALY	NAPLES	722279
		ROME	613425
			622322
			610450
	SWITZERLAND	GENEVA	22103
			22354

Figure 20

COMPARATIVE TIME CHART

AID HANDBOOK 21, Part I | Trans. Memo. No. 21:44 | Effective Date June 10, 1985 | Page No. 10-50

COMPARATIVE TIME CHART

Figure 10-21

Column headers (city groupings with zone letters):

- **Y** — ALASKA • HAWAII
- **V** — SAN FRANCISCO
- **U** — DENVER
- **S** — MEXICO • MANAGUA • GUATEMALA • SAN JOSE
- **R** — Washington, D.C. • PANAMA • BOGOTA • LIMA • CARACAS* • QUITO
- **Q** — SANTIAGO • LA PAZ • ASUNCION
- **P** — RIO DE JANEIRO • BRASILIA
- **Z** — REYKJAVIK
- **A** — LONDON • LISBON • ACCRA • RABAT
- **B** — PARIS • BONN • ROME • VIENNA • LAGOS
- **C** — ATHENS • ANKARA • SOFIA • CAIRO • BEIRUT • JOHANNESBURG
- **D** — BAGHDAD • NAIROBI • MOSCOW • TEHRAN
- **E** — KABUL**
- **F** — CALCUTTA** • COLOMBO** • KARACHI** • NEW DELHI*
- **G** — RANGOON
- **H** — SINGAPORE** • DJAKARTA** • BANGKOK
- **I** — MANILA • HONG KONG • SAIGON
- **K** — TOKYO • SEOUL
- **L** — MELBOURNE • SYDNEY
- **M** — WELLINGTON

Y	X	W	V	U	T	S	R	Q	P	O	N	Z	A	B	C	D	E	F	G	H	I	K	L	M
1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800
1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900
2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400
0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100
0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200
0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300
0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400
0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500
0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600
0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700
0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800
0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900
1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000
1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100
1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200
1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300
1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400
1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500
1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600
1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700

Note: The **R** column (Washington, D.C.) reference values (italic) run from 0100 at top to 2400 at bottom. **PREVIOUS DAY / SAME DAY** marked at left; **SAME DAY / NEXT DAY** marked at right.

AVERAGE TRANSMISSION TIME:
(communications center to communications center)
FLASH: 15-20 minutes   IMMEDIATE: 2-3 hours   PRIORITY: 4-6 hours

* plus 30 minutes   ** plus 26 minutes

Listing of Addressee Cities

ABIDJAN	CARACAS	LA PAZ	PORT LOUIS
ABU DHABI	CASABLANCA	LAGOS	PORT MORESBY
ACCRA	CEBU	LAHORE	PORT OF SPAIN
ADDIS ABABA	CHIANG MAI	LIBREVILLE	PRAGUE
AIT TAIPEI	COLOMBO	LILONGWE	PRAIA
ALEXANDRIA	CONAKRY	LIMA	PRETORIA
ALGIERS	COPENHAGEN	LISBON	QUEBEC
AMMAN	COTONOU	LOME	QUITO
AMSTERDAM	CURACAO	LONDON	RABAT
ANKARA	DAKAR	LUSAKA	RAMC BANGKOK
ANTANANARIVO	DAMASCUS	LUXEMBOURG	RAMC MEXICO
ANTIGUA	DAR ES SALAAM	MADRID	RAMC TEXT PARIS
ANTWERP	DHAHRAN	MANAGUA	RANGOON
ASUNCION	DHAKA	MANAMA	RIO DE JANEIRO
ATHENS	DJIBOUTI	MANILA	RIYADH
AUCKLAND	DOHA	MAPUTO	ROME
BAGHDAD	DOUALA	MARTINIQUE	ROTTERDAM
BAMAKO	DUBLIN	MASERU	SAN JOSE
BANDAR SERI BAGAWAN	ELSO ANTWERP	MBABANE	SAN SALVADOR
BANGKOK	FRANKFURT	MEXICO	SANAA
BANGUI	FREETOWN	MOGADISHU	SANTIAGO
BANJUL	GABORONE	MOMBASA	SEOUL
BARCELONA	GENEVA	MONROVIA	SHANGHAI
BEIJING	GEORGETOWN	MONTEVIDEO	SINGAPORE
BEIRUT	GRENADA	MONTREAL	SOFIA
BELFAST	GUATEMALA	MOSCOW	STOCKHOLM
BELGRADE	HARARE	MUNICH	STUTTGART
BELIZE	HAVANA	MUSCAT	SUVA
BERLIN	HELSINKI	NAHA	SYDNEY
BERN	HONG KONG	NAIROBI	TANGIER
BISSAU	ISLAMABAD	NAPLES	TEGUCIGALPA
BOGOTA	ISTANBUL	NASSAU	TEL AVIV
BOMBAY	IZMIR	NDJAMENA	THE HAGUE
BONN	JAKARTA	NEW DELHI	TOKYO
BRASILIA	JERUSALEM	NIAMEY	TORONTO
BRAZZAVILLE	JEDDAH	NICOSIA	TRIESTE
BRIDGETOWN	JOHANNESBURG	NOUAKCHOTT	TUNIS
BRISBANE	KABUL	ORAN	USNATO
BRUSSELS	KAMPALA	OSAKA KOBE	USUN NEW YORK
BUCHAREST	KARACHI	OSLO	VALLETTA
BUDAPEST	KATHMANDU	OTTAWA	VICTORIA
BUENOS AIRES	KHARTOUM	OUAGADOUGOU	VIENNA
BUJUMBURA	KIGALI	PANAMA	VIENTIANE
CAIRO	KINGSTON	PARAMARIBO	WARSAW
CALCUTTA	KINSHASHA	PARIS	WELLINGTON
CANBERRA	KUALA LUMPUR	PESHAWAR	WINDHOEK
CAPE TOWN	KUWAIT	PORT AU PRINCE	WINNIPEG
			YAOUNDE
			ZAGREB
			ZURICH

Figure 10-22

Language Services

CHAPTER 11

LANGUAGE SERVICES

ATTACHMENT:

Att. 11A - Form DS-434: Request for Translation Service

CHAPTER 11

LANGUAGE SERVICES

11A. General

1. The Department of State's Office of Language Services (A/OPR/LS) provides translation and interpreting services to AID offices through AID's Property and Purchasing Division, Office of Administrative Services (FA/AS/PP). This Chapter describes the procedures to follow to use those services.

2. This process does not preclude the use of overseas facilities for translation of books, technical manuals, or similar materials by AID/W offices.

3. Overseas posts should use in-country language services, if suitable. However, posts may use A/OPR/LS services through FA/AS/PP.

4. A/OPR/LS will not accept requests from AID units without prior FA/AS/PP approval.

11B. Authorities

1. Economy Act of June 30, 1932, as amended, Sec. 601
2. 31 U.S.C. 1535 and 1536

11C. Translation Services

1. Nature and Level of Services

a. Translation services may be provided for materials required for effective conduct of AID programs, whether for operational, informational, or other uses.

b. It is the responsibility of the requesting office to determine the level of completeness required of the translation. The higher the level; the greater the cost. A/OPR/LS offers brief summary translations, full summary translations (including substantive details and nuances), informal full translations for informational purposes, and formal full translations. A/OPR/LS' Translating Division will furnish an estimate of the translating cost if the number of pages and words to be translated is given.

11C1

c. The final typing of translated material usually is provided on bond paper in single reproducible copy. Required reproduction will be done using AID facilities.

2. Procedures to Obtain Services

a. The requesting office prepares a DS-434 Form, Request for Translation Service, (Att. 11A.) and submits it and the material to be translated to FA/AS/PP.

b. FA/AS/PP reviews the request to ensure that all of the necessary information is provided. If FA/AS/PP approves the request, the package is forwarded to A/OPR/LS. If not, it is returned to the originating office with an explanation for the refusal.

c. A/OPR/LS tells the requesting office what the assigned job number is. That number should be referred to when inquiring about the status of the translation. The requesting office is responsible for follow-up action.

3. Priorities and Time Limitations

The language, length, and complexity of the material and A/OPR/LS' current workload will determine the speed with which the translation is completed. Requests for "priority" consideration should be accompanied by a short, informal note of explanation justifying the urgency. Every effort will be made to comply with requests to expedite completion of translation insofar as prevailing circumstances permit.

4. Incoming Correspondence in a Foreign Language

a. When foreign-language correspondence is received in AID/W, the Mail Management Branch, Information Support Services Division (FA/AS/ISS/MM) identifies the appropriate action office. The following process occurs.

(1) Correspondence and other materials addressed to an office or an employee are routed directly to the addressee without being translated.

(2) When correspondence or other material is received without a specific address, FA/AS/ISS/MM requests a summary translation to determine the subject matter and to facilitate routing to the appropriate action office. FA/AS/ISS/MM completes a DS-434 Form and, after telephone clearance from FA/AS/PP, forwards the material to A/OPR/LS.

11C4a

(3) Upon receipt of the summary translation, FA/AS/ISS/MM will route the material to the AID/W office or individual having primary interest in the subject matter.

(4) If translation of the material is then desired, the procedures outlines in 11C2 are followed by the action office.

11D. Interpreting Services

1. Nature and Level of Services

a. With sufficient advance notification, A/OPR/LS can provide interpreting services for official meetings, conferences, and training sessions including, if necessary, simultaneous interpretation and advice on how to obtain interpreting equipment.

b. The requesting office should work with A/OPR/LS' Interpreting Division to identify the type and level of interpreting services needed. The skill level and number of interpreters needed will differ depending upon the particular activity and the number of languages involved.

2. Procedures to Obtain Interpreting Services

a. The requesting office submits a memorandum request to FA/AS/PP setting forth all pertinent details concerning the services required; i.e., description of session, attendees, language(s), date, time – including anticipated meeting schedules, place, equipment needs, if any, and whether the equipment is available or to be requested.

b. FA/AS/PP reviews the request for completeness. FA/AS/PP contacts A/OPR/LS to ensure that implementation of the request is feasible.

c. If the request is feasible and approved, FA/AS/PP forwards it to A/OPR/LS and notifies the requesting office. The requesting office works directly with A/OPR/LS' Interpreting Division to make necessary arrangements.

3. Timing of Requests

a. Officers responsible for arrangements for meetings, especially those between senior Agency officials and ranking foreign officials, must initiate requests for interpretation services as far in advance as possible so qualified interpreters may be selected and adequately briefed. Top interpreters are in great demand. A/OPR/LS also provides language services to other federal agencies. The earlier you make your request, the better your chances of obtaining the best qualified interpreters.

11D3

    b. For a session in the Washington area, requests should reach A/OPR/LS' Interpreting Division at least one week in advance.

    c. If the session is outside the Washington area or is overseas, a minimum of two weeks notice usually is required to make the necessary arrangements, including travel arrangements for the interpreter(s).

4. Selection of Interpreters

Arrangements for any personnel to serve as official interpreters is made by A/OPR/LS in collaboration, as necessary, with other pertinent sources. A/OPR/LS will assign its staff if available. Most interpreting assignments, however, are staffed with qualified contract interpreters and occasionally with other qualified staff from the Department of State, AID, and other federal agencies who have passed A/OPR/LS tests.

11E. Funding For Language Services

For each service requested, the request must include the full details of the funding to be charged. For translation services, fund citations appear in the "Special Instructions" block of the DS-434 Form. For interpreting services, the fund cite is included in the requesting memorandum.

1. Program or Project Funding

For program or project-related language services, the requesting AID/W office or overseas post cites the project name and number, appropriation allotment, budget plan codes, and obligation numbers.

2. Operating Expense (OE) Funding

    (a) When the services are to be provided for administrative support in the field, the requesting overseas post cites its OE appropriation, allotment, budget plan codes and obligation numbers.

    (b) When language services are to be provided for administrative support in AID/W, FA/AS/PP provides the funding citation for OE funds available for General Support Services.

3. Billing by A/OPR/LS

Once the translation services have been provided, A/OPR/LS advises FA/AS/PP of the cost on the DS-434 Form. For interpreting services, an informal estimate will be provided to FA/AS/PP upon request. If the charge is against any account other than FA/AS/PP's General Support Services account, FA/AS/PP forwards the information to the funding office.

11F. **Official Translations and Agreement Verifications**

Only official translations made or verified by A/OPR/LS may be described as certified official translations by the Department of State or AID. If the translation of a treaty, agreement, or a diplomatic note is done by another country or a source other than A/OPR/LS, the English and foreign-language versions must be verified by A/OPR/LS before the document can be signed by any U.S. official. See 11 FAM, Sec. 722.6 for details.

11G. **Availability of DS-434 Form**

Form DS-434, Request for Translation Services, may be obtained from A/OPR/LS or FA/AS/PP's Personal Property Branch. (See Att. 11A)

Attachment 11A: DS-434, Request for Translation Services

REQUEST FOR TRANSLATION SERVICE
FORM DS-434

DEPARTMENT OF STATE **REQUEST FOR TRANSLATION SERVICE** *(SUBMIT IN DUPLICATE)*	*CLASSIFICATION OR ADMINISTRATIVE CONTROL DESIGNATION*	*LANGUAGE OF ORIGINAL DOCUMENT*	*LS Number*
		TO BE TRANSLATED INTO	

Received by LS (Date/Time)	*DATE WANTED (see reverse side)*	*Returned to Source (Date/Time)*
	☐ Call when ready ☐ Return by mail/messenger	

REQUESTED BY

NAME OF PERSON FAMILIAR WITH JOB		DATE

AGENCY *(if other than state)*	OFFICE SYMBOL	TELEPHONE	ROOM NO.	BUILDING

SIGNATURE OF AUTHORIZING OFFICER	DESCRIPTION OR TITLE OF MATERIAL

TYPE OF SERVICE REQUIRED

☐ **SUMMARY** TRANSLATION *(A condensation or abstract of the text)*

☐ OFFICIAL TRANSLATION *(A polished, carefully reviewed full translation)*

☐ INFORMAL TRANSLATION *(A full translation, generally unreviewed, recommended when required for information only)*

☐ OTHER _____ *(Comparison, editing, typing only, proofreading only, certification, oral translation, etc.)*

HOW WILL THE TRANSLATION BE USED? ☐ *For official use and/or wide distribution* ☐ *For office use*
☐ *As a working document* *Other _____*

FORMAT	☐ *Short bond* ☐ *Long bond*	☐ *Typed draft* ☐ *Camera ready*	☐ *OCR form* ☐ *For typesetting*	☐ *Single space* ☐ *Double space* ___	☐ *Other* ___

SPECIAL INSTRUCTIONS

FOR USE OF LS ONLY

	TRANSLATOR	REVIEWER	TYPIST	PROOFREADERS		PAGES	TOTAL HRS.
Initials							
Date completed						WORDS	COST
Timed Required							

CONTRACTOR	INSTRUCTIONS TO CONTRACTOR	RATE	CONTRACTOR'S DEADLINE

CONTRACT COST:	TOTAL COST:

REMARKS:

FORM
10-81   DS-434

INDEX TO THIS HANDBOOK

This index is derived from the Master Index to the AID Handbook series issued under TM HI:2.

The underlying approach to the Master Index is one of unity, with the series of AID Handbooks considered as a single entity in which topics may appear in one, or more than one, of the component volumes.

Each entry in the Master Index that includes a reference to this Handbook is reproduced here in its entirety, thus providing both a guide to this Handbook and useful references to other Handbooks.

The formats for location citations are intended to match their appearance on the Handbook pages. Beyond the standardized Handbook number with its following colon, the citations used in the index reflect the different formats used in the individual Handbooks themselves.

UNDERSTANDING THE CITATIONS

The standard codes and messages that appear throughout the index, and their exceptions, are defined in this section. It is recommended that all users read this section before using the index.

LOCATION CITATIONS

The location citations are grouped in the following pattern:

Handbook number, colon, Chapter number, Paragraph letter, and further breakdown where needed.

The abbreviations such as App. for Appendix; Att. for Attachment; and Sup. for Supplement are also included in the citations wherever necessary.

Special cases and cross reference messages are described on the following page.

An example of the format used is as follows:

AID Financed Export Opportunities   1B:23A2a(3); 15:10C1a(1)

where the term "AID Financed Export Opportunities" is located in Handbook No. 1B, Chapter 23, Section A2a(3); and Handbook 15, Chapter 10, Section C1a(1).

SPECIAL CASES

Although the majority of the location citations follow the pattern described previously, there are these exceptions:

o In some of the Handbooks, a majority of the text is reprinted from the Foreign Affairs Manual (FAM). All FAM citations are marked by a '#' sign before the section number.

o A major portion of Handbook 14 is composed of the Federal Acquisition Regulation (FAR). All citations to this publication are cited as 14:FAR(section number).

o Three Handbook supplements that are basically separate volumes are cited as, 1B: (Procurement Policy), 3A: and 3B: (Project Managers Guidebook).

o In Handbooks which contain both Parts as well as Chapters, the Roman numeral Part number is separated from the Arabic Chapter number by a dash (-). For example: 21:I-2A8, a citation to Chapter 2 of Part I of Handbook 21.

CROSS REFERENCES

These references provide direction for selection of index terms:-

A 'see' reference points from an unused term to the one that is used.

'x' is the reverse of see (do not bother to look) and provides a guide to terms that are not used in the index.

'see also' points to terms that are closely related.

-A-

-C-

-R-

-S-

TRANSMITTAL MEMORANDUM CHECHSHEET FOR HANDBOOK 21

21:64	_____	21:89	_____	21:114	_____
21:65	_____	21:90	_____	21:115	_____
21:66	_____	21:91	_____	21:116	_____
21:67	_____	21:92	_____	21:117	_____
21:68	_____	21:93	_____	21:118	_____
21:69	_____	21:94	_____	21:119	_____
21:70	_____	21:95	_____	21:120	_____
21:71	_____	21:96	_____	21:121	_____
21:72	_____	21:97	_____	21:122	_____
21:73	_____	21:98	_____	21:123	_____
21:74	_____	21:99	_____	21:124	_____
21:75	_____	21:100	_____	21:125	_____
21:76	_____	21:101	_____	21:126	_____
21:77	_____	21:102	_____	21:127	_____
21:78	_____	21:103	_____	21:128	_____
21:79	_____	21:104	_____	21:129	_____
21:80	_____	21:105	_____	21:130	_____
21:81	_____	21:106	_____	21:131	_____
21:82	_____	21:107	_____	21:132	_____
21:83	_____	21:108	_____	21:133	_____
21:84	_____	21:109	_____	21:134	_____
21:85	_____	21:110	_____	21:135	_____
21:86	_____	21:111	_____	21:136	_____
21:87	_____	21:112	_____	21:137	_____
21:88	_____	21:113	_____	21:138	_____