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Seen by the Under Secretary
for Management

United States Department of State

Washington, D.C. 20520

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2011 Oct 19 P 2:13

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ACTION MEMO FOR UNDER SECRETARY KENNEDY – M

FROM: A – Keith D. Miller, Deputy Assistant Secretary for Operations *K*

SUBJECT: Diplomatic Post Office Privileges for Contractors in Iraq

Recommendation

That you approve limited access to the Diplomatic Post Office (DPO) mail system for U.S. Government contractors who are American citizens serving in Iraq. Limited access is defined as mail not to exceed two pounds per piece incoming or outgoing.

Approve *PK* Disapprove _____
10/19/11

Background

The majority of United States Government contractors in Iraq have enjoyed unrestricted access to the Army Post Office (APO) in Iraq since 2003. The APO has provided a valuable service to the men and women serving their country in Iraq as contractors or employees of the U.S. government. As the Department of Defense withdraws military troops from Iraq at the end of 2011, the APO is closing and the Department of State is assuming overall management of basic life support, medical, mail, and other essential services to the U.S. Mission in Iraq.

14 FAM 724.1-2 and other operating guidance applicable to diplomatic pouch and, in practice, applicable to the DPO permit the extension of services to contractors on a limited basis provided that the Department is reimbursed. Bureau mechanisms and the Interagency Cooperative Administrative Support Services (ICASS) process provides mechanisms for cost sharing among agencies for full time employees and contractors serviced by the DPO. The Department of Defense (DoD), the principle other agency in Iraq, has agreed to financially support the DPO and to amend affected DoD contracts to reflect DPO limitations.

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This policy has been discussed with, and is in accordance with the applicable regulations reviewed by DoD, L, NEA, and Embassy Baghdad.

Attachments:

Tab 1 – 14 FAM 724

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14 FAM 724.1-2 Institutional Contractors, Grantees, Fellows, Awardees, and Recipients of Cooperative Agreements (CT:LOG-59; 05-06-2009)

- a. Institutional contractors, such as commercial firms, nonprofit organizations, and educational institutions with a contract, grant, or cooperative agreement with the U.S. Government, have limited pouch use for mail only when:
- (1) The other agency agrees to reimburse the Department for the cost of transporting the contractor's mail;
 - (2) The other agency agrees to receive, sort, and bundle mail for the final destination, then deliver it to the Department for pouching; and
 - (3) The other agency agrees to receive mail of its contractors from the pouch and distribute it.
- b. Correspondence from domestic locations to post must be given to the U.S. Government agency for pouch transmission to post. All correspondence must originate in the U.S. Government agency's domestic office, have the return address of the U.S. Government agency, and be addressed to the U.S. Government agency's office at a post abroad.
- NOTE:** For USAID, official mail should be addressed as follows:
- Name of Individual or Organization
 - (followed by C for contractor or G for grant)
 - Name of Post
 - Agency for International Development (AID)
 - Washington, DC 20523
- c. Correspondence from the contractor's location abroad to the U.S. Government agency's domestic location must be given to the U.S. Government agency's office at post for pouch transmission to Washington. All correspondence must originate from the U.S. Government agency's office at post abroad, have the return address of the U.S. Government agency, and be addressed to the U.S. Government agency's domestic office, or to any domestic address if appropriate postage is affixed.
- d. Official mail of institutional contractors is limited to letters and flats with a maximum weight of two (2) pounds. Agencies may authorize personal letters and flats up to a maximum weight of two (2) pounds. Institutional contractors are not authorized to receive merchandise, parcels, magazines, or newspapers in the pouch channel.
- NOTE:** For USAID, personal mail of institutional contractors is limited to letters and flats with a maximum weight of one (1) pound.
- e. Local-hire contractors are not authorized pouch usage.

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Drafted by: A/LM/PMP/DPM: JMeyer (10/17/11), ext. 3-1810

Cleared: A/LM: Catherine Ebert-Gray clr.
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M: KAustin-Ferguson clr.
M: SMcPartland clr.
L/BA: DGallagher clr.
NEA/SCA/EX: PWedderien clr.
D(N): SAlexander clr.
Post Management asked not to clear.

Approved: This document approved by Keith D. Miller with the authorizes of the Assistant Secretary of Administration per Delegations No. 335, dated March 31, 2011 and the re-delegation of authority signed by Under Secretary Patrick Kennedy May 10, 2011.

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