5 FAH-10 H-580
RECEIVING INCOMING POUCHES

(TL:PMH-4; 01-30-1998)

5 FAH-10 H-581 OPENING INCOMING POUCHES

(TL:PMH-4; 01-30-1998)

a.   The IMO or IPO at post may designate foreign national staff and other employees to open and close air pouches (excluding UCAP) and "BA" pouches. The employee opening the pouch must sign the "received" block of the pouch invoice form.

b.   The date entered in the "Date Received" block is the date the pouch actually arrived at the post, not the date it was opened. The month may be spelled out or abbreviated. Do not use numbers to indicate the month.

c.   Each pouch must have an invoice—either paper or electronic. The form should be on the top of the mail in the pouch. Pouches must not be disposed of until the invoice is located.

d.   Post receiving containers represented as pouches but not properly prepared, must notify the originator by ROUTINE telegram.   If the Department or Regional Information Management Center is not an action post make them info addressees on the telegram.

5 FAH-10 H-582 ELECTRONIC RECEIPTING SYSTEM (ERS)

(TL:PMH-4; 01-30-1998)

a.   Post to Department

(1)   Post equipped to participate in the ERS program send and receive pouch, invoice, and registry information by ERS telegram sent via the DTS network in ACP 127 format. Unique start and stop symbols activate and deactivate DPM's VS-6000 Response "R" software. The data is sorted and stored in the computer to properly format the ERS telegram.

(2)   See 5 FAH-10 H-582 Exhibit H-582 for an example of a "canned" message that post may want to use when preparing an ERS telegram.

(3)   ERS telegrams should be transmitted no later than 24 hours after dispatch of pouches.

(4)   Confirmation telegrams will be automatically transmitted from DPM/ERS to post when pouch invoice is received. These confirmation telegrams serve as the "signed" receipt. Invoices received without advance notification (ERS telegram) are manually entered into ERS databases and no confirmation telegram is generated.

(5)   A pouch within a pouch as a registered item should be listed like the other registered items and should not be preceded by a pound (#) sign.

(6)   Address ERS telegrams to DIP MAIL AND POUCH (RUEHWP) with MCN series. Address all substantive telegrams (missing invoices, etc.) regarding ERS matters to both DIP MAIL AND POUCH AND "SECSTATE."

(7)   Send corrections to ERS telegrams via service message to RUEHWP. Post should identify relevant invoice, pouch bag number, and/or registry information rather than the MRN of the ERS telegram.

(8)   Multiple section ERS telegrams may not be sent. The individual sections of such telegrams would always be missing the start and/or end functions needed for automatic entry into the database.

b.   Department to Post

(1)   The Department to post electronic receipt system (ERS) will provide posts advance notification of all unclassified pouch dispatches. Posts are not required to provide a telegraphic receipt.

(2)   A/IM/RM/DPM will enter data into a data base to automatically generate a telegram to post.

5 FAH-10 H-583 CHECKING REGISTERED ITEMS

(TL:PMH-4; 01-30-1998)

a.   The integrity of the DPS depends on accurate handling of all registered items. Keep logs of individuals' signatures for material.

b.   For each registered item listed on the invoice there must be a corresponding item in the pouch. If a registered item is listed on the invoice but is not included in the pouch, notify A/IM/RM/DPM by telegram, TAGS ADPM, captioned, "FOR A/IM/RM/DPM/O TRAFFIC," SUBJECT, "MISSING REGISTRY."

5 FAH-10 H-584 FORWARDING, FILING, AND DISPOSING INVOICES

(TL:PMH-4; 01-30-1998)

a.   This section applies to anyone forwarding, filing, and disposing invoices.

b.   Only the white or pink original and yellow copy of Form OF-244 are in the pouch. Dispose of them as follows:

(1)   The employee who opens the pouch signs and dates the white or pink copy and returns it to the originating post with the next pouch dispatch. Invoices may be collected for no more than one week before returning them to the post of origin.

(2)   Place the invoices in an envelope addressed to the IPO at the post of origin. Courier (C) invoices being returned to the Department must be addressed to:

> Department of State,
> A/IM/RM/DPM/CPM,
> B-528,Department of State
> Washington, D.C. 20520-0528;

All other Department invoices must be addressed to:

> Department of State,
> A/IM/RM/DPM/UPM,
> SA-32, Department of State,
> Washington, DC 20522-3201.

(3)   File the yellow copy alphabetically by destination post, then by pouch channel within the destination post.

5 FAH-10 H-585 THROUGH H-589 UNASSIGNED

5 FAH-10 H-582 Exhibit H-582
SAMPLE ERS TELEGRAM

(TL:PMH-4; 01-30-1998)

UNCLASSIFIED

PROG 7/25/94
IPO GJONES
NONE
NONE
IPO MAILROOM

AMEMBASSY ABU DHABI

DIP MAIL AND POUCH

E.O. 12356: N/A
TAGS: ADPM
SUBJECT: ABU DHABI OUTGOING POUCH TELEGRAM

S$$
#POUCH NUMBER; POST; INVOICE NUMBER;DATE;WEIGHT (KGS) ; SENT VIA
REGISTRY NUMBER ; SENDER; ;OFFICE NAME; CLASSIFICATION (U, L. C, ,. T)
REGISTRY NUMBER ; SENDER; ;OFFICE NAME; CLASSIFICATION (U, L, C, S, T)
REGISTRY NUMBER ; SENDER; ;OFFICE NAME; CLASSIFICATION (U, L, C, S, T)
REGISTRY NUMBER ; SENDER; ;OFFICE NAME; CLASSIFICATION (U, L, C,,S. T)
KT-123 ; SENDER ; ; OFFICE NAME; CLASSIFICATION (U, L, C, S, T)
#POUCH NUMBER; POST ; INVOICE NUMBER ; DATE ; WEIGHT (KGS) ; SENT VIA
E??

EXAMPLE:

S$$
#KT-12345 ; ABU DHABI; A-0001 ; 072594 ; 14 ; 092-6029-8626
849859 ; DAO; ;USUN/TAYLOR;U
9954323 ;ADM; ;AF;U
12345 ; IPU; ;IM/SO/TO/LO/U
KT-323 ;ABU DHABI ; ;MEXICO ;U
#X3-12345 ; ABU DHABI; A-0002 ;073594 ;23 ;092-6029-8624

The above example shows how two pouches would be included in one telegram. Posts may prefer to send one telegram for each pouch sent. DPM's confirmation telegram will cover all pouches received at the time of transmission.

The following is a detailed breakdown of the telegram:

S$$	Start of telegram function (letter "S" and dollar sign twice) nothing else may appear on this line.
#	Start of pouch function, followed immediately by pouch number. Must appear before each pouch listed in telegram (maximum 10 characters including cross-hatch)
POUCH NO	Pouch number (example: x3-4565)
;	Field delimiter—must appear between all fields.
POST NAME	Post name (example: Bonn) maximum 15 characters)
MMDDYY	Month, day, year (Total six digits in proper sequence with no intervening slants or dashes.)
KGS	Weight in kilograms (maximum four digits, no decimals.
SENTVIA	Route by which pouch is being sent (Example: APO, RT101, non-pro, TWA147, SUPFLT, AWB). Post shoud make every effort to include the AWB number if pouch is being dispatched via AWB (maximum 20 characters). NOTE: Pouches dispatched directly via the Defense Courier Service should list the DCS article number in this field.
REGISTRY NO	Registry number of item enclosed in pouch (maximum 10 characters.
; ;	DPM/ERS manually fills in this area.
SENDER	Office within post originating item (maximum 15 characters).
;;	DPM/ERS will manually fill in this area.
OFFICE/NAME	If addressee not known, omit
CLASSIFICATION	Classification of registered item (U, L, C, S, AND T are the only symbols accepted by ERS data bases.
E??	End of telegram symbol. No other information may appear in this line.