

(FEHB) FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM

(Partial summary only--refer to insurance company brochures for specific details.)

JANUARY 1980	OPTIONS		ANNUAL COST		HOSPITAL BASIC BENEFITS	MAXIMUM SUPPLEMENTAL BENEFITS **	MISCELLANEOUS
	LO	HI	LO	HI			
1. BLUE CROSS BLUE SHIELD SERVICE BENEFIT PLAN (Direct Hire & PASA)	SELF \$ 2.06	SELF \$12.34	\$ 53.56	\$ 320.06	LO-90 DAYS PER ILLNESS HI-365 DAYS	LO-\$150,000 PER SUBSCRIBER HI-\$ 500,000 PER SUBSCRIBER	PLANS 1, 2 AND 3 *** ARE RENEWABLE BY INDIVIDUAL AFTER LEAVING U.S. GOVERNMENT
	FAMILY \$ 5.97	FAMILY \$ 26.87	\$ 155.22	\$ 698.62			
2. AETNA INDEMNITY BENEFIT PLAN (Direct Hire & PASA)	SELF \$ 2.75	SELF \$ 8.23	\$ 71.50	\$ 213.98	* LO-\$1,000 THEN 75% * HI-\$2,000 THEN 80%	UNLIMITED PER PERSON	
	FAMILY \$ 6.52	FAMILY \$ 12.56	\$ 169.52	\$ 326.56			
3. FOREIGN SERVICE PLAN (Direct Hire Only)	SELF \$ 3.44		\$ 89.44		365 DAYS THEN 80%	UNLIMITED PER PERSON	
	FAMILY \$ 14.32		\$ 372.32				

agents NO DEDUCTIBLE. **See brochures for limitations on mental health/disorders.

***If you are starting to plan for retirement, be aware that you must have 12 or more years of service and have been enrolled in or covered as a family member in a plan (not necessarily the same plan) under the Health Benefits Program during the five years immediately preceding your retirement in order to be eligible to carry your health benefits coverage into retirement as an annuitant.

If you wish to enroll or change your enrollment in this Plan, be sure to copy correctly onto the registration form both the name of the Plan and the enrollment code number that shows the type of enrollment you want.

Enrollment Information

BLUE CROSS-BLUE SHIELD - SERVICE BENEFIT PLAN

TYPE OF ENROLLMENT	ENROLLMENT CODE NUMBER	COST OF ENROLLMENT
SELF ONLY HIGH OPTION	1 0 1	Form BRI 41-212, Biweekly Health Benefits Rates, shows the <i>biweekly</i> amounts that will be withheld from your pay and that the Government will contribute for enrollment in this or any other approved plan in 1979. Form BRI 41-213, Monthly Health Benefits Rates, shows the equivalent <i>monthly</i> amounts
SELF AND FAMILY HIGH OPTION	1 0 2	
SELF ONLY LOW OPTION	1 0 4	
SELF AND FAMILY LOW OPTION	1 0 5	

AETNA - INDEMNITY BENEFIT PLAN

If you wish to enroll or change your enrollment in this Plan, be sure to copy correctly onto the registration form both the name of the Plan and the enrollment code number that shows the type of enrollment you want.

PREMIUM COSTS

This Plan is experience-rated; premiums are determined by the Plan's actual claims experience. From the total premium payments received from you and the Government, Aetna deducts actual operating expenses (limited by the contract and audited by the Government) and a small service charge (less than one percent of premium); all remaining premium must be used to pay benefits under this contract.

Claims experience is a direct reflection of the cost of medical care, the number of people who use that care, and how much of it they use. In other words, the more care you use and the more expensive it is, the higher your premiums must be to cover benefits.

Most of us have no control over the cost of medical care, but we can often influence the type of care we get and how much of it we use. If your doctor suggests a certain course of treatment, ask if there's a less expensive treatment that's just as effective. For example, many laboratory and X-ray tests—as well as a lot of minor surgery—that patients are routinely hospitalized for can be done safely, effectively, and less expensively in a doctor's office or in a hospital's outpatient department. Remember, it's not the insurance carrier's money that's going to pay the bills. It's yours.

TYPE OF ENROLLMENT	ENROLLMENT CODE NUMBER	COST OF ENROLLMENT
SELF ONLY HIGH OPTION	2 0 1	Form BRI 41-212, Biweekly Health Benefits Rates, shows the <i>biweekly</i> amounts that will be withheld from your pay and that the Government will contribute for enrollment in this or any other approved plan in 1979. Form BRI 41-213, Monthly Health Benefits Rates, shows the equivalent <i>monthly</i> amounts.
SELF AND FAMILY HIGH OPTION	2 0 2	
SELF ONLY LOW OPTION	2 0 4	
SELF AND FAMILY LOW OPTION	2 0 5	

Enrollment Information for the Foreign Service Plan

If you wish to enroll or change your enrollment in this Plan, be sure to copy correctly onto the registration form both the name of the Plan and the enrollment code number that shows the type of enrollment you want.

To enroll in this Plan you must be, or must become, a member of the American Foreign Service Protective Association.

TYPE OF ENROLLMENT	ENROLLMENT CODE NUMBER	COST OF ENROLLMENT
SELF ONLY	4 0 1	Form BRI 41-212, Biweekly Health Benefits Rates, shows the <i>biweekly</i> amounts that will be withheld from your pay and that the Government will contribute for enrollment in this or any other approved plan in 1979. Form BRI 41-213, Monthly Health Benefits Rates, shows the equivalent <i>monthly</i> amounts.
SELF AND FAMILY	4 0 2	

You should have a copy of the pamphlet (Standard Form 2809-A) entitled Federal Employees Health Benefits Program. This pamphlet gives important information about the Program, such as when you may change your enrollment; who "family members" are; what happens when you transfer, go on leave without pay, enter military service, or retire; when your enrollment terminates; and your conversion rights. It is your responsibility to keep informed about these matters. If you do not have this pamphlet, ask your employing office for one.

Summary of Benefits

Do not rely on this chart alone.—It merely summarizes the benefits payable and is not a complete description of them. Read the brochure to find what benefits are payable for specific expenses. Be sure to also read the exclusions, limitations, and definitions on pages 18 through 25.

KINDS OF EXPENSES	HIGH OPTION PAYS	LOW OPTION PAYS
Hospital inpatient (pages 4 and 5)	100% of Covered Hospital Services in a member hospital up to 365 days	100% of Covered Hospital Services in a member hospital up to 90 days
Hospital outpatient (page 6)	100% of Covered Hospital Services incurred within 72 hours after emergency care or surgery, and for diagnostic tests and certain other types of care	
Home health care (page 7)	100% of covered care up to 90 days	100% of covered care up to 30 days
Surgical/Medical (such as surgery, maternity, X-ray, laboratory, anesthesia, in-hospital physician care) pages 8-13	100% of usual, customary, and reasonable charges	Up to amounts set by fee schedule. Any balance may be eligible for Supplemental Benefits
Physicians' home/office visits, prescription, drugs, psychotherapy, ambulance, physical therapy, etc. (pages 14-17)	Supplemental Benefits—80% of usual, customary, and reasonable charges after patient meets annual \$100 deductible	Supplemental Benefits—75% of usual, customary, and reasonable charges after patient meets annual \$200 deductible
Catastrophic Protection Benefit (page 15)	When total Supplemental Benefits payable in a year amount to \$4,000, remaining expenses are paid at 100%	When total Supplemental Benefits payable in a year amount to \$6,000, remaining expenses are paid at 100%
Maximum benefits (pages 14 and 15)	There is a lifetime Supplemental Benefits limit of \$50,000 per person (except that treatment of nervous and mental illness is limited to \$50,000)	There is a lifetime Supplemental Benefits limit of \$150,000 per person (except that treatment of nervous and mental illness is limited to \$50,000)

Summary of Benefits Aetna- INDEMNITY BENEFIT PLAN

Do not rely on this chart alone.—It merely summarizes the benefits payable. Read the brochure to find what benefits are payable for each specific kind of expense and what the exclusions and limitations are. See also the definitions on pages 17-19.

BENEFIT FEATURE	HIGH OPTIONS PAYS	LOW OPTIONS PAYS
Hospital Inpatient Expenses (No Deductible)	100% of first \$2,000 of Room and Board. Plus 80% of any additional Room and Board. Plus 80% of all Other Inpatient Expenses.	100% of first \$1,000 of Room and Board. Plus 75% of any additional Room and Board. Plus 75% of all Other Inpatient Expenses.
Hospital Outpatient and Surgical & Medical Expenses and Special Dental Benefit for Children Under 22 \$75 Deductible	80% of covered expenses over first \$75 each calendar year.	75% of covered expenses over first \$75 each calendar year. Special Dental Benefit does not apply to Low Option.
Special Accident Benefit	100% of the first \$75 plus 80% of any balance for covered expenses within 90 days of accidental injury.	Regular benefits apply
Catastrophic Protection Benefit	Coinurance is limited to: \$1,000 for an individual. \$2,000 for a family.	Coinurance is limited to: \$1,250 for an individual. \$2,500 for a family.
Annual Limits on Benefits for Mental Disorders	Inpatient—\$20,000 per person. Outpatient—\$1,000 per person.	Inpatient—\$15,000 per person. Outpatient—\$750 per person.
Maximum Benefit	There is no lifetime dollar limit on the benefits payable to a covered person.	

Summary of Benefits FOREIGN SERVICE PLAN

Do not rely on this chart alone. It merely summarizes the benefits payable. Read the entire brochure to find what benefits are payable for each specific kind of expense and what the exclusions and limitations are. See also the definitions.

KINDS OF EXPENSES	PLAN PAYS	FOR DETAILS, SEE
Hospital Inpatient	In full for semiprivate room and other hospital charges for up to 365 days plus 80% of charges after the 365th day for each confinement	Page 6
Hospital Outpatient	Actual charges by a hospital within 48 hours after an accident or surgical operation	Page 11
Surgical	Actual charges up to amount set by Schedule of Operations (Maximum Benefit \$500) plus 80% of any additional charges	Pages 10, 14 and 15
Medical (In-Hospital)	80% of charges	Page 7
Medical (Out-of-Hospital)	80% of charges (after \$50 Deductible has been met)	Pages 8 and 9
Maternity	Same benefits as for illness or injury, as shown above	Page 13
Dental Surgical	Up to amounts set by fee schedule	Page 12
Orthodontics	For persons under age nineteen, 80% of charges in excess of \$50, each benefit year, up to a maximum of \$150 a benefit year for 3 consecutive years	Page 12

Blue Cross Blue Shield

How Plan Benefits Change in January 1979

- There are no benefit changes for 1979. **Blue Cross-Blue Shield, SERVICE BENEFIT PLAN**
- However, as the result of a change in Civil Service Commission regulations, this Plan, as well as all other plans in the Federal Employees Health Benefits Program, no longer limits the benefits payable to a person who is confined in a hospital on the effective date of enrollment.

Brochure Language Is Changed to Clarify--

- How Outpatient Hospital Benefits are paid (page 6.)
- That benefits are payable for surgical assistance based on the complexity of the surgical procedure (page 8).
- The explanation of custodial care (page 20)
- The definition of member hospital (page 22).
- Who is considered a "clinical psychologist" (page 23).
- That Civil Service Commission and General Accounting Office auditors, when conducting audits as required by the Federal Employees Health Benefits Law, have access to claim files of Federal subscribers (page 26)

Aetna-Indemnity Benefit Plan

How Plan Benefits Change in January 1979

- For those few hospitals that do not itemize their charges, but use a flat daily charge, 50% (previously 60%) of the flat daily charge is a covered Room and Board Expense and 50% (previously 40%) is a covered expense under Other Hospital Inpatient Expense. This is a benefit reduction.
- The first internal breast prosthesis (implant) following a mastectomy is now covered.
- Private duty nursing rendered to a hospitalized bed-patient is no longer covered. This is a benefit reduction.
- It is no longer necessary to annually elect the services of either a doctor or a Christian Science Practitioner.
- The covered expenses of a person enrolled in both Parts A and B of Medicare are no longer subject to this Plan's 20% (High Option) or 25% (Low Option) coinsurance.
- The Deductible carryover is eliminated. Expenses incurred and applied to a Deductible during the last 3 months of a year no longer apply to the next year's Deductible. (This does not affect carryover of 1978 expenses to the 1979 Deductible.) This is a benefit reduction.
- In addition, as a result of a change in Civil Service Commission regulations, this Plan, as well as other Plans in the Federal Employees Health Benefits Program, no longer limits the benefits payable to a person who is confined in a hospital on the effective date of enrollment.

Brochure Language Is Changed to Clarify--

- That voluntary sterilizations are covered (page 7).
- What services are covered for conditions of the foot (page 8).
- When benefits are provided for covered mental health practitioners other than doctors (page 9)
- That reversals of sterilizations are not covered (page 14).
- The explanation of custodial care (page 16).
- The information required on an itemized bill (page 20).
- In addition, the Special Waiver of Coinsurance is re-named the Catastrophic Protection Benefit (page 12)
- That Civil Service Commission and General Accounting Office auditors, when conducting audits as required by the Federal Employees Health Benefits Law, have access to claim files of Federal enrollees and their covered family members (page 19).

Foreign Service Plan

How Plan Benefits Change in January 1979

- Cosmetic surgery and confinement are now defined.
- The definitions of Doctor and Custodial Care are revised.
- The confinement on effective date limitation is removed.
- For clarification, charges are now specifically excluded for services or supplies which are not medically necessary for the diagnosis or treatment of illness or injury.
- The Plan now specifically excludes treatments for certain conditions of the foot. Formerly these services were excluded only when performed by a podiatrist.
- Hospital Benefits are now payable per confinement rather than for each sickness or accident.
- For clarification, under Medical Benefits (Out-of-Hospital), the Plan now specifically lists charges for chemotherapy as covered.
- The Plan now pays for any covered services performed by a licensed podiatrist. Formerly the Plan covered only specified podiatrist's services.
- Under Special Benefits, the Plan now pays 100% of reasonable and customary charges for general anesthesia and its administration in or out of hospital. Formerly these services were paid at 80%; out-of-hospital anesthesia charges were also subject to the deductible.
- For clarification, the Special Benefit for renal dialysis now specifies as covered services either in or out of hospital.
- For clarification, under Special Benefits, the Plan now specifically lists charges for outpatient services and supplies by approved surgi-centers as covered.

ALL INCLUSIVE WORLDWIDE MEDICAL AND ACCIDENT PROTECTION

Worldwide Protection

All over the world, on business or pleasure, on or off the job, coverage is available to you and your family under this unique plan designed for Contract Employees of the Agency for International Development whose place of assignment is outside of the United States, its subdivisions and territories.

Who is Eligible?

You are if you are under age 65 and are to be engaged in duties for the Agency for International Development on a contract basis and your employment will take you outside of the U.S. If your spouse and unmarried children between the ages of 14 days and 20 years accompany you, they may also be covered (your children may be covered up to 24 years of age if they are full-time students and wholly dependent upon you for support).

How to Enroll

Complete the attached application and mail it with your check (made payable to Insurance Company of North America) to the plan Administrator, Wright & Company. You can purchase this insurance for any period of time from 6 months (minimum) to 36 months (maximum). You will then receive a certificate of insurance indicating the full details of your coverage.

Effective Date of Insurance

Your insurance (as well as your dependents, if coverage for them is requested) will become effective at 12:01 A.M. of the day the contract with the Agency becomes effective.

Termination Date of Insurance

Your coverage terminates on the earliest of the following dates: (1) at the end of the period indicated on your application; (2) the date you have returned to your place of permanent residence as the result of the ending of your contract or employment with the Agency for International Development; or (3) the date you request (if earlier than that indicated on your application) which must not be earlier than 15 days prior to the date of notice to the Administrator.

Extension of Coverage

Your coverage may be extended without any lapse in coverage, subject to the consent of the Company, provided that the Administrator receives your application and premium prior to the expiration of the period indicated on your application.

Plan Administered
by
Wright & Company
1001 Connecticut Avenue, N.W.
Washington, D.C. 20036
Telephone: (202) 331-1550

Underwritten
by

INA

Insurance Company of North America
World Headquarters
Philadelphia, Pennsylvania

Note:

This insurance plan for Contract hire is optional, you deal directly with the Insurance agent.

Call or write them for the application forms and complete details on the cost of the various plans. No payroll deductions.

Application forms will also be available during your orientation program in Washington.

FOR CONTRACTOR HIRE EMPLOYEES - Health and Life Insurance

NOTE: Only for groups of 3 or more contractor employees - not for individuals

The following is only a partial summary or highlights of the available coverage.

Contact Clements & Company, Suite 900, 1700 K. Street, N.W, Washington, D.C. 20006, Telephone (202) 872-0060 - Telex: (WU) 64514 - Cable: Clenco (Wash., D.C.) for full details, brochures, and application forms.

GENERAL SPECIFICATIONS

Eligibility Age ----- No maximum
Dependents ----- Covered anywhere

SCHEDULE OF BENEFITS

Life Insurance ----- Up to \$50,000-convertible
AD&D ----- None
Repatriation Expense ----- None
Health Plan
Deductible ----- \$100 Maximum Family - 3X
Co-Insurance ----- 80-20% after \$500 Hospital
80-20% all other expenses
Maximum ----- \$50,000 lifetime
Room-Board ----- \$75 semi-private
Maternity ----- \$300

SUMMARY OF MONTHLY COSTS

Life Insurance ----- \$27 based on age 44
\$50,000 coverage
Health-Husband & Wife ----- \$34.00
Total ----- \$61.00
Cost for Husband, Wife & Children ----- \$75.35

HEALTH INFORMATION

HEALTH ROOM, POMPONIO PLAZA BUILDING

The Health Room in the Pomponio Plaza Building is located in Room 115, 694-4265. If you become ill while in orientation, call or report to the Health Room. The nurses on duty will give you temporary medication or first aid and recommend a doctor for any serious illness. Any injury in the line of duty should be reported immediately to the Health Room.

IMMUNIZATIONS

This is a summary of the recommendations governing immunizations offered by the Immunization Clinic of the Department of State. Some general health information is also given, which can be supplemented by more specific information in Post Health Reports available from the Office of Medical Services and at your future post. Lectures are also given by the medical staff during employee orientation.

As with the other phases of transition from living in the United States to living abroad, timely health preparation is in order. You are urged to begin the preventive aspects of health care maintenance early--well before your move or travel is anticipated.

Health authorities of various countries may require one or more of the following immunizations for entry into their country--smallpox, cholera, and yellow fever. To be valid, proof of immunization must be properly recorded and authenticated with an official seal. The other immunizations offered are the recommendations of the State Department's Office of Medical Services. Although the lack of these will not prohibit your entrance into a country, it could endanger your health.

STATE DEPARTMENT CLINICS

To permit proper spacing of immunizations, you should visit the Immunization Clinic in the Department, Foreign Service Institute or ICA as far in advance as possible before you travel. You should tell the nurse about any bad reactions which you may have suffered from previous inoculations.

"Caution," beginning on page 36 gives information pertinent to specific immunizations.

IMMUNIZATION CLINICS

DEPARTMENT OF STATE
ROOM 2313
Telephone: 632-3578

9:00 am to 12 noon and 1:00 pm to 5:00 pm weekdays. Yellow fever immunizations given weekdays only from 3:30 pm to 4:30 pm. While other immunizations are also given at this time, persons receiving yellow fever shots have priority.

Foreign Service Institute
1400 Key Blvd., Room 105
Arlington, Virginia
Telephone: 235-8720

Tuesday, Wednesday, Friday, 1:00 pm to 3:30 pm. Yellow fever given from 1:00 to 2:00 pm on these days.

ICA
1776 Pennsylvania Ave. NW
Room 1163
Telephone: 724-9621

Yellow fever, smallpox and polio given from 2:00 pm to 3:00 pm on Monday.

OUTSIDE WASHINGTON, D.C.

Children under 12 years of age, at the discretion of their parents, may receive immunizations for travel as well as routine childhood immunizations from the family physician or pediatrician. Adults may also obtain their immunizations at other U.S. Government facilities, or, if necessary, from private physicians. Certain inoculations, such as smallpox, cholera, and yellow fever require authentication by a health officer after administration by a private physician. The Office of Medical Services will issue a letter of authorization to Foreign Service employees and their dependents for private physicians' services if required. The Department of State will reimburse the full cost of immunizations authorized to be performed by private physicians for adults and children. Yellow fever immunization usually is administered only at a public health or military facility.

REQUIREMENTS FOR INTERNATIONAL TRAVEL

Smallpox. One year of age and over; booster dose every 3 years. At present there is no active smallpox anywhere in the world. Nevertheless, a valid smallpox certificate is still a requirement for entry into some countries. Anyone with an accepted contraindication to smallpox vaccine, as well as pregnant women and children below age 1, will be given a letter of contraindication explaining why they should not receive this vaccine. The initial vaccination is not valid until 8 days after administration. After revaccination the certificate is immediately valid.

Yellow Fever. Six months to one year of age and over, as required. Booster dose every 10 years. This immunization is NOT given by most of our diplomatic missions and you should preferably receive it in the United States. This is an unstable vaccine and once it has been diluted for administration, it remains potent for only one hour. As this vaccine is expensive and in short supply, the State Department gives it only as scheduled. The initial vaccination is not valid until 10 days after administration.

Cholera. In accordance with international regulations, as required by certain countries. Six months of age through 9 years--basic series of two reduced doses, 7 to 30 days apart; booster dose every 6 months. Ten years of age and over--basic series of two doses, 7 to 30 days apart; booster dose every 6 months. If more than 6 months have elapsed since the last booster, reimmunization is not valid until 6 days after administration.

IMMUNIZATIONS RECOMMENDED BY STATE DEPARTMENT

Polio (Oral, Trivalent). Six weeks of age and over. Children and adults: basic series of two doses 6 to 8 weeks apart, a third dose 8 to 12 months later, and a fourth dose at age 4 to 6. A single booster dose is recommended for those who have completed the primary series when there will be increased risk of exposure to polio.

Typhoid. When indicated by increased risk of infection, can be given to all those above age 6 months. Basic series of two doses at least 4 weeks apart; booster dose every 3 years.

Tetanus-Diphtheria. A booster dose for adults every 10 years.

Gamma-Globulin. Persons proceeding to many parts of the world where infectious hepatitis is common should receive gamma-globulin to reduce the risk of this infection. Recommended for those 12 years of age and over. One dose every 4 to 6 months, depending on the local prevalence of the disease. Persons traveling on short trips are usually given a smaller dose prior to each departure.

Children of prepubertal age usually experience infectious hepatitis in a mild form which then provides lifetime immunity, and for this reason gamma-globulin is usually not given to children under the age of 12. However, it may be given to children under special circumstances or if requested.

THE FOLLOWING RECOMMENDED VACCINES PREFERABLY SHOULD BE GIVEN BY A PEDIATRICIAN:

Mumps, Measles, and Rubella (German Measles). Given in place of measles alone, at age 15 months.

Diphtheria-Pertussis-Tetanus (DPT). Six weeks of age to 7 years. Basic series of three doses 4 to 6 weeks apart and a booster dose one year later and again upon entering nursery school or kindergarten. Booster doses every 10 years thereafter with adult tetanus-diphtheria vaccine.

Measles, Live Virus. Fifteen months of age and over. Given in a single injection. Children previously vaccinated before 13 months of age should be revaccinated to assure full protection. Can also be given as combined Measles-Mumps-Rubella Vaccine.

Rubella (German Measles). Children between the age of 12 months and puberty. Given in a single injection of 0.5 cc.

OTHER IMMUNIZATIONS

Conditions in the country to which you are going may determine whether additional immunizations are recommended.

Rabies (Human Cell Vaccine). Recommended for individuals living in areas of the world where rabies is a serious threat. This is pre-exposure immunization and does not preclude the necessity of obtaining further injections in the event of subsequent exposure to a rabid animal. The Human Cell Vaccine is considered by the U.S. Public Health Service to be better tolerated and more effective than the Duck Embryo Vaccine formerly recommended. At this time, the Human Cell Vaccine is not yet licensed or available in the United States but a similar French vaccine is available at posts where its use is indicated. Until the vaccine is licensed for use in the U.S., it can only be administered at overseas posts. A basic pre-exposure series of 3 injections is given at one week intervals, with a booster approximately every 2 years while the threat of rabies exists.

Influenza. Dose volume and interval for high risk adults and children as specified in manufacturer's labeling.

Plague and Typhus. Rarely indicated. Basic series, and booster every 6 to 12 months if risk of exposure persists.

Meningococcal Meningitis. Vaccines are available and can be considered for use in certain selected epidemic situations. Given in a single dose.

Special Vaccines. In particular situations where the threat of an epidemic is present, certain special vaccines may be recommended for Japanese B Encephalitis, tick encephalitis, and Rift Valley Fever.

Tuberculosis-BCG. BCG is sometimes recommended for travelers to highly endemic areas but for a number of reasons the majority of experts are against its use. These include the decreased value of periodic skin tests, the at best short-lived protective benefit, the universal lack of standardization in content or technic, and the occasional occurrence of severe side effects. Periodic skin testing is the preferred method of tuberculosis control (see below).

CAUTION!

Regulations governing immunizations may vary with different agencies such as the Defense and the U.S. Public Health Service. While we advise adhering to the State Department's recommendations, there is some flexibility. If you are receiving your immunizations elsewhere, you may well be following their schedule. Changes will be made as the need arises. You should consider not only your post but the countries through which you may travel when obtaining your immunizations.

Live Virus Vaccines. Oral polio, smallpox, measles, rubella, mumps and yellow fever are the live virus vaccines. Ideally, these vaccines are not given within 3 weeks of each other. If a shorter interval is required between smallpox and yellow fever vaccines, it is better to give these two simultaneously in different arms.

With the exception of oral polio and unless there is a substantial risk of infection, live virus vaccines should not be given to pregnant women. They should never be given to persons receiving long term cortisone therapy or those suffering from diseases such as leukemia. Rubella vaccine should not be given to known pregnant women and is not routinely recommended for adolescent or adult women who might have an early unconfirmed pregnancy. Pregnancy is not a contraindication to killed vaccines or gamma-globulin.

Smallpox--Contraindications. This vaccination should not be given to an individual who has eczema, acute acne, skin rash, or open sores, as the vaccination can spread from the original site to an open lesion. If a member of your family suffers from such a condition, the vaccination should be deferred for other members to prevent accidental contact or given only after due consideration is paid to all aspects of the case. This immunization should not be given to children under age 1.

Gamma-Globulin. This is usually deferred for 3 weeks following measles immunization, as it may interfere with the development of immunity to this vaccine; conversely, measles immunization should be deferred for 2 to 3 months following administration of gamma-globulin.

Gamma-globulin is ideally given some time after other live virus immunizations have been completed and just prior to departure for post as its maximum effectiveness is within the first few months after administration.

Allergy to Vaccines. The following vaccines are grown on chick embryo: yellow fever, typhus, and influenza. Individuals who have a history of allergies to chicken or duck eggs, proteins, or feathers should not receive these immunizations. If the vaccination is required, a doctor should be consulted. Infants should be eating and tolerating the whole egg prior to the administration of these vaccines.

If you are in doubt about the immunizations you need or have other questions about their administration, please check with the Immunization Clinic personnel.

OTHER PREVENTIVE MEASURES

Malaria Prophylactic Medication. Medication such as chloroquine tablets (Aralen and Nivaquine) is recommended for many areas of the world, mainly countries in Africa, Latin America, the Middle East, and Asia. In some countries, use of this medication may be necessary only when visiting particular malarious areas and you should be further guided by information from your post. Chloroquine tablets are dispensed by the Immunization Clinic and should be started 1 week prior to entering a malarious area, during your stay there, and for a minimum of 4 weeks after departing. The entire dose should be taken once weekly as directed on the vial. As with other drugs, caution must be exercised in keeping chloroquine tablets out of the reach of children to prevent toxic overdose. Chloroquine is considered safe for infants and pregnant women when its use is indicated by the threat of malaria. Liquid chloroquine preparations are unavailable in the U.S. but can be obtained in many malarious areas. Serious eye damage has never been confirmed in those

taking the recommended dose for malaria prophylaxis.

For certain areas, notably parts of Southeast Asia and South America, malaria parasites are resistant to chloroquine. Another drug, Fansidar, is recommended to be taken weekly. This drug is not yet licensed in the U.S. and cannot be dispensed here, but it is available at posts where it is needed. Fansidar should not be taken by pregnant women or by sulfa-allergic persons. Further advice on use of this drug should be obtained at post.

In some areas where relapsing forms of malaria are common, you may be advised to take a course of another antimalarial, primaquine, after completing the terminal course of chloroquine at the end of your tour.

Tuberculosis Skin Test. Careful periodic tuberculosis skin testing with standard test materials is important so that converters may be detected early and active tuberculosis prevented. Being able to pinpoint more accurately the exact time of conversion to a positive skin test is exceedingly valuable. A tuberculosis skin test is, therefore, a part of each periodic medical examination--pre-employment, in-service, home leave (predeparture at post or in Washington), and separation. Yearly skin tests are highly desirable while abroad in most parts of the world and should be accomplished at 12 month intervals between medical examinations, along with routine immunization boosters.

In this regard please understand that the finding of a "positive" skin test does not necessarily mean the presence of active tuberculosis.

Dental Care. Update dental care of all family members before departing for overseas. Do not neglect this issue, because dental facilities abroad usually are not up to American standards. Regular brushing and flossing may prevent the need for dental care which may be difficult to obtain abroad.

Eyeglasses. Carry one extra pair of prescription glasses or contact lenses for family members needing them. Take a legible copy of lens prescriptions with you (your immunization card has a place for this record). Most countries will have optometric services where uncomplicated lenses can be prepared. It is a good idea to maintain contact with your U.S.-based ophthalmologist/optometrist--especially if you have a complicated lens prescription--so that replacement glasses can be sent to you.

Contact lens cleaning and storage solutions should be carried and shipped in adequate amounts to keep you supplied for several months until you can determine whether there are local sources of comparable solutions.

Medications. If a family member is using a prescription medication or is involved in an allergy desensitization program, take sufficient amounts of the drug or serum to last several months. It may be difficult to find comparable medications in host country pharmacies and the drug assays and controls are sometimes irregular. In general, medications and certainly desensitizing serums, should be replaced from U.S. sources. Individuals are responsible for ordering and paying for these items.

Drugs, serums, eyeglasses, etc., can be sent to you via the State Department's air pouch. Packages should be labeled clearly with your pouch address and the statement:

MEDICATION (or Medical Equipment)
URGENTLY NEEDED
AIR POUCH

Before departing the U.S., you should arrange with a pharmacy for any necessary medications to be sent to you at your post periodically or upon request.

Medical Kit. Suggestions for the contents of a traveling medical kit are listed below. It is designed to be the nucleus of your family medicine cabinet after arrival as well as a useful kit during extended travel to or from post.

Medical information and orientation lectures are given by the State Department's medical staff at the Foreign Service Institute and at many overseas posts. Take advantage of these if you can. If you have particular problems which relate to your family's health, or medical matters concerning your post of assignment, please contact the Foreign Programs Desk Office of Medical Services, phone: (202) 632-8122.

Additional specific health advice for your post will be found in the Post Health Report.

TRAVELING MEDICAL KIT

- Thermometer
- Tweezers
- Scissors
- First aid manual
- Eye dropper
- Sterile gauze--squares, roll
- Adhesive tape
- Band-aids
- Cotton
- Sterile cleanser (e.g., mercurochrome, Bactine, etc.)
- Foot powder, foot fungus ointment
- Antibacterial ointment for burns, cuts, minor abrasions (as recommended by physician)
- Aspirin
- Laxative
- Antacid for stomach (e.g., Rolaids)
- Ace bandage
- Pepto-Bismol
- Motion sickness pills (as recommended by physician)
- Antidiarrhea medication (e.g., Kaopectate or Lomotil)
- Antifungus ointment (as recommended by physician)
- Sore throat, cold, cough preparations (as recommended by physician)
- Ear, nose drops (as recommended by physician)
- Dry skin lotion
- Dental floss
- Cold, cough medicines for children
- Calamine lotion for rashes, insect bites, etc.

For certain climates and areas also include:

- Insect repellent
- Sunscreen preparations
- Globaline or Potable-Aqua water purification tablets
- Salt tablets

Department of the Treasury—(Internal) Revenue Service

1040 U.S. Individual Income Tax Return 1977

Use IRS instructions for this form. See page 1 of instructions.

1. Last name, first name, and middle initial (or suffix) (Do not include maiden name, married name, or name of a former spouse.)

2. Social Security number

3. If filing a joint return, give the name and social security number of the other spouse.

4. If filing a joint return, give the name and social security number of the other spouse.

5. Do you want \$1 to go to this fund? (Check one box.)

6. Do you want \$1 to go to this fund? (Check one box.)

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INCOME TAX—DOS AND DON'Ts

ROBERT N. DUSSELL, and
FRANK E. HANSON

"TAX AVOIDANCE IS A VIRTUE WHILE TAX EVASION IS A CRIME" is an old truism. But year after year, taxpayers encounter trouble trying to confirm where their actions fall in the broad gray areas between those two extremes. Also, be aware that "The Internal Revenue Service bears most heavily upon taxpayers whose inexactitudes are of their own making."

Judge Learned Hand, one of the most respected jurists of our century whose decisions did much to interpret, unravel, and explain our complex income tax system, once said:

"If I understand the IRS, they wish me to consider certain deeds to have been preliminary steps in a reprehensible scheme to lessen income taxes. There isn't the faintest ground for impugning any such purpose of the parties so charged at the bar; and, if there were, it ought not to count. Over and over again our courts have said that there is nothing sinister in arranging one's affairs so as to keep taxes, under the law, as low as possible. Everybody does so, rich and poor alike, and each does right, for nobody owes any public duty to pay more than the law demands; taxes are enforced legal exactions, not voluntary contribu-

tions. To demand more in the name of morals is mere cant."

In any discussion of tax avoidance, it must be understood that each transaction must be carried out in substance as well as in form so as to qualify as legitimate. An complete view of the above, the following tax counsel is furnished:

1. STATE INCOME TAXES:

CHECK UP ON YOUR STATE TAX STATUS NOW!

--Foresight rather than hindsight can save untold torment and dollars. One Foreign Service employee who thought he no longer had any responsibility for

Robert N. Dussell, Enrolled Agent, served as AID Employee Chief Tax Adviser from the agency's creation in 1961 until retirement in 1972 after 32 years of Federal Tax Service. Since 1972 Mr. Dussell has served as Tax Advisor to AFSA and AID officials as his counsel is requested. He is presently associated with the CPA Firm of Hanson & Hanson, Ltd. of Arlington and Falls Church, Va. as an Enrolled Federal Tax Agent.

Frank E. Hanson, CPA, is President of Hanson & Hanson, Ltd., CPA Firm of Arlington and Falls Church, Va. Mr. Hanson has over twenty years of experience in tax and public accounting in the Northern Virginia area.

payment of state income taxes was recently ordered to pay a local jurisdiction a tax bill for the five years, 1971-75, which cost him over \$31,000,000, representing tax, penalties, and interest.

(a) **Law:** A Foreign Service employee assigned to a post abroad on official business continues to be a domiciliary or legal resident of the United States and also continues to retain a legal State domicile. Even though not physically present during the tax year, the Foreign Service employee must comply with the applicable state's income tax laws. US Courts have ruled in numerous decisions that mere absence from one's fixed and legal home, however long endured, cannot work a change of domicile. To make a change of legal domicile, two things must occur: First, actual residence in the new state must commence. Second, there must be an intention to remain in the new state on a permanent basis. The burden is on the taxpayer to prove that a change in legal domicile has occurred.

(b) **Domicile vs. Residence:** Unfortunately, confusion as to the meaning of these two words leads to much aggravation as to which jurisdiction is due your state tax dollars. "Domicile" is considered that state or district which is the taxpayer's permanent, "legal" home as a US citizen. A "residence" is where the taxpayer is physically residing at the moment, but it may not be a "permanent" home, despite the ownership of property, etc. By custom and judicial action, each US citizen must have a "legal" voting residence in the United States and therefore have a legal domiciliary in some state or district of the United States, even if resident abroad as a US employee. The following factors are considered when determining "Domicile":

1. State of residence when entering Federal Service.
2. Registered voting status or where you could legally vote.
3. Family ties, state college allowance, veterans allowance, etc.
4. Where you own property and investments.
5. Where auto is titled and driver's license maintained.
6. Home leave address on Foreign Service records.
7. Where you intend to return if retired, deceased, etc.
8. Past state income tax history.

A voting history is the most important factor, especially if other points are not clear cut. Mere ownership of assets does not, in itself, indicate "legal" domicile, nor do any of the other points individually. Collectively, they each have their contributing factor to the final determination of one's state of legal domicile.

2. HOME LEAVE:

Much has been said on this torrid tax subject. The IRS has not changed its decision to disallow all deductions claimed for home leave expense. As an exception, those taxpayers who maintain legal domicile in the 9th Circuit (Ariz., Calif., Ore., Nev., Wash., Hawaii, Alaska, Idaho, Mont., Guam) where the Court decision in the Stratton Case applies, can gain favorable treatment on home leave deductions. Even then, most IRS agents confine the allowable expense only to the employee's own expenses and only to taxpayers who file their tax returns in the IRS Center, Fresno, Calif. Efforts to force the IRS to accept a wider application remain a very uphill struggle, especially in today's climate of the further limiting of deductible expenses by our federal law makers. The Hitchcock Case is still under consideration in the 4th Circuit.

3. MOVING EXPENSES:

An employee or self-employed individual, when computing adjusted gross income, may deduct from the gross income those unreimbursed expenses of moving from one location to another, if the move is incident to the commencement of work in a new location. The distance of the move must be 35 miles or more.

Allowable deductions in excess of reimbursements from gross income for job related moving expenses are reflected on Form 3903 and include:

- a) cost of transportation for the taxpayer and family from the old to the new residence;
- b) cost of transporting household goods and personal effects (including shipping of automobile, insurance, storage charges);
- c) cost of meals and lodging en route to the new location (including consultation trips if requested by employer or new position warrants such consultation);
- d) temporary living expenses (up to thirty consecutive days) at the new job location (including meals and lodging);
- e) expenses of traveling (including meals and lodging) after commencing employment from the former residence to the general location of the new principal place of work and return for the purpose of searching for a new residence;
- f) qualified expenses incident to a sale, purchase or lease of a residence (including broker's commissions, attorney's fees and points to the extent the latter does not represent interest) — can't be used as cost of property if used as moving expense.

Deductions for d, e, f, are limited to \$3,000, of which amount those expenses related to house-hunting trips and living expense at the new job location may not exceed \$1,500 (for married couples filing jointly).

When an automobile is used in making the move, the moving expense deduction is determined by deducting either: (1) the actual out-of-pocket expenses incurred, or (2) a standard mileage rate of 7c per mile.

Time Requirement: In order for moving expenses to be deductible, the employee must be a full-time employee for at least 39 weeks of the immediately following year. This time requirement may adversely affect an employee who moves twice within one year.

NOTE: Expenses reimbursed by the employer are not deductible and are actually taxable income in many instances.

4. SALE-PURCHASE-RENTAL OF RESIDENCY — POSTPONEMENT OF GAIN:

Because of their overseas assignments, Foreign Service employees are unique in respect to income tax issues relating to the use, purpose, purchases, sale, etc., of their personal residence. There have been numerous contests between Foreign Service employees and IRS on this point and normally these rules apply: An employee who has but one (1) residential property and is assigned overseas, is permitted to sell his home and claim the postponement of gain per Sec. 1034 of the IRS Code even though the property is or has been rented temporarily, while the employee was at an overseas post of duty. In *Rev. Rul. 59-72* and *Tax Court 515 (1957) Trisko vs. Commissioner*, it is stated that the personal residence of a Foreign Service employee maintains that status as long as the taxpayer intends to return to that residence when not assigned overseas. Such status is not changed by the temporary rental of the residence for the purpose of having reputable people care for and maintain the house while the employee is out of the country. It can hardly be expected that the employee leave the house vacant and unattended while temporarily assigned abroad. Good faith and intentions should prevail in each specific case. The chief tests will always be: (1) is the property the employee's residence; (2) did he use it as his sole residence prior to being sent abroad; and (3) did he truly expect to return to the residence upon completion of the overseas duty. If such facts prevail, the employee may be entitled to the relief (Postponement of Gain) provided by Sec. 1034 IRS when property is sold and another residence purchased.

5. REPRESENTATION AND ALL OTHER EMPLOYEE BUSINESS EXPENSES:

Deductions claimed for representation and other business expenses have come under severe attack by IRS in recent months due to the abuse by a few to the detriment of many. Each specific case must lean upon its own merits. If claiming for representational expenses, the taxpayer must (1) be an employee who has been assigned representational responsibilities; (2) be able to furnish a full diary showing who was entertained, type of expense, and relation to official duty; and (3) have a certificate from the appropriate agency official that such expenses were necessary in performance of duty and that such expenses were reimbursable under agency policy but could not be reimbursed due to insufficient funds in that year involved.

The item of "other employee ordinary and necessary business expenses" is always a matter of resolution between the employee and the IRS. To sustain such an item as tax deductible, it is mandatory to keep proper receipts and records of such expenses, and to be able to explain the relationship of the expense to official business. As a statement of non-reimbursable status will not be furnished by the agency for these types of expenses, the taxpayer must develop his own documentation. Normally, if the amounts involved are reasonable, a simple schedule of such expenses by date-type-purpose will normally suffice.

Remember that such expenses as listed above are permitted only when Schedule A — itemized expenses — is elected by the taxpayer.

Such items as special clothing, domestic help, and personal residence expenses required at overseas post of duty are rarely, if ever, permitted by IRS under present regulations.

6. IRS AUDITS — PROS AND CONS:

Auditing of returns by the Internal Revenue Service is an important aspect of the tax system. The first reaction of most people who receive notification that they are being audited is "Why me?" Returns are audited for a number of reasons. The first, and most likely reason, is a random selection made by an IRS computer. Secondly, a return could be selected for audit because the itemized deductions appear to be out of line with the normal amounts for the income shown on the return; i.e., \$10,000 of interest deduction with only \$15,000 of income reported. Also, a return might be audited because the Intelligence Division of the Service suspects fraud, perhaps because of information received from some anonymous source.

Audits generally are handled as: office audits, field audits, or correspondence audits. More than likely if the taxpayer is overseas, a correspondence audit will take place. If the reply requires submission of documentation to the IRS, mail copies, NEVER send the original.

Once the shock of being audited subsides, the taxpayer has the decision to make of whether to represent himself or to be represented by a person qualified to practice before the IRS (Attorney, CPA, Enrolled Agent). In most cases, a taxpayer can satisfactorily represent himself. However, if there are unclear, technical issues involved or there are problem areas on the return, the taxpayer had better retain qualified, professional help.

A few words of caution if you decide to represent yourself. It would be advisable to contact the person who helped prepare the return, if you did not prepare the return yourself, and discuss the items being questioned with him. When responding to IRS, take or send the documents necessary to verify the items being questioned. Answer to the best of your ability the auditor's questions. DO NOT volunteer any additional or unrelated information. If the IRS auditor "suggests" an additional assessment, do not feel obligated to immediately sign anything. If the auditor gives you a report suggesting an increase in your tax liability, take the report and reflect on it for a few days. After considering the merits, you can sign the assessment, seek professional advice, or return the proposed assessment to the IRS indicating you disagree with the finding. If you disagree, there are three more levels you can take your case to: the conference level, appellate level, and then the United States Tax Court. It would be advisable, however, to get the assistance of a professional if you decide to appeal the findings of the original auditor.

If, for some reason, you feel there will be a real problem with your return, seek professional help at once. These problem areas could be unreported income, overstatement of deduction, etc. If unreported income (usually of a significant amount but not necessarily) is the problem, there is a possibility of a fraud investigation. Such investigations are handled by Special Agents of the Intelligence Division of the Internal Revenue Service. If a Special Agent calls on you, it is strongly recommended that an attorney versed in tax matters be retained. Even though an enrolled agent or CPA may be as knowledgeable in tax matters, they are not covered by the privileged communication aspect and might be required to answer questions under oath which could be detrimental to you. In most tax matters, the burden of proof is

on the taxpayer. In a fraud investigation, however, the burden of proof is on the IRS.

When you retain someone as your representative, he will have you sign a Power of Attorney form. He must have this written authority. After you have signed the form, the Service should communicate with you through your representative. Most likely the person you retain will discuss with you what your rights and responsibilities are during an investigation. If he doesn't, ask him!

The secret to being successful in an audit starts with the preparation of the return. Documentation is the key to an accurate return. Estimates will not stand up in an audit.

7. SUNDRY TAX ISSUES:

(a) Any US citizen stationed abroad on April 15, 1978 has an automatic additional two months until June 15, 1978 to file the 1977 Federal Income Tax Return. Any citizen physically in the United States on April 15, 1978 is required to file by April 15th unless the taxpayer files Form 4868 on or before April 15, 1978 requesting the 60-day extension until June 15, 1978. Any tax not paid by April 15, however, is subject to both penalty and interest until date of actual payment up to June 15. After that date the "failure to file penalty" also applies.

(b) Contributions made directly to any foreign church or other foreign charitable organization are not tax deductible.

(c) Any US citizen who converts US dollars to a foreign currency and later reconverts the same funds to US dollars may incur a capital gain or loss because of an adjustment in foreign exchange rates. It has been held that any such gain or loss is a capital gain or loss for tax purposes.

(d) Educational expenses incurred, over and above reimbursements, are deductible as itemized expenses on Schedule 1040A if such study was directly related to and expected by your employer. If the educational expense was incurred to meet the requirements of a new profession, it is not deductible.

(e) In the Foreign Service, personal records are at times difficult to maintain. Nevertheless, each employee should adopt the habit of storing all tax-related records for at least a five-year period. The effort may save much torment and many tax dollars.

(f) It is good logic to obtain a full understanding of the pertinent section of the tax law before placing items on any tax return which may be challenged by the IRS.

A WORD TO THE WISE CAN BE TAX REWARDING.

No Home State? That's No Excuse for FS Employees, Taxwise

Are you a Foreign Service employee living in Washington, D.C. or overseas? Have you been paying taxes to your home state?

If your answer is, "But I don't have a home state and so I don't have any taxes to pay," you're in trouble. So says former AID employee and registered Federal tax agent Robert Dussell, who provides Agency staffers free telephonic tax guidance upon request.

"Everyone has a domicile (home state)," Mr. Dussell says. "A domicile is your permanent legal home—the place from which you entered the Foreign Service, where your parents may still reside, where you vote by absentee ballot, where you may own real estate, where you have a bank account, where you intend to return when you leave Federal service."

There are only six states—Florida, Nevada, South Dakota, Texas, Washington and Wyoming—that do not have any income tax, and three others that do not tax personal income but do tax investment income and profits from sale of property—Connecticut, New Hampshire and Tennessee. In addition there are some states that exempt from tax that income which domiciliaries earn while living outside the state but tax all income earned within the state of domicile. These states are Alaska, Maine, Missouri, New York, Oregon, Pennsylvania and Vermont and may include others. California exempts FS and military personnel if they are California domiciliaries living outside the state.

This does not mean that certain FS employees, depending on the state of domicile, avoid paying taxes anywhere. Many states' income tax forms refer to two categories of residents—individuals domiciled in that state (resident) and individuals not domiciled but living there more than six months (non-resident). If you are a non-resident (what qualifies you as a non-resident varies from state to state) you may not have to pay tax on income not earned in that state but you may have to pay tax on other income earned within the state. "Simply because you claim to be a domiciliary of another state to which you pay taxes does not automatically make you a non-resident," Mr. Dussell emphasizes.

"In other words some persons may end up paying double taxes," he continues. "When you move to the Washington area, assuming you are domiciled in a state other than Virginia or Maryland or in the District, you will have to pay taxes to these entities no matter if you still pay tax to your state of domicile." He notes however there is a tax credit allowed by most states so that the most you would pay is the highest tax of either the state of domicile or the state of residence.

FS personnel with a Presidential commission that requires confirmation by the U.S. Senate are exempt from the D.C. tax as long as they are not domiciled in the District. If you fit into this category you must fully comply with the laws of your state of legal domicile.

FS personnel are reminded that the District now requires that if you are exempt from the D.C. tax you must submit a notarized affidavit attesting to your state of domicile. A copy of this claim is sent by the District to that state, which in turn checks into your tax liability. As a result some FS staffers may face payment of large amounts of back taxes along with stiff penalties and interest charges, in their states of domicile. Most, if not all, states do not have a statute of limitations for failure to file income tax returns.

Unlike the District, Maryland and Virginia will not exempt you if you have a Presidential appointment and are residing in the state but domiciled elsewhere. Moreover, both states often challenge the domiciliary status claimed by people who have purchased property in the state. Mr. Dussell says, "mere ownership of property does not in itself constitute a change in your domicile and therefore, you should not be liable for tax on your salary income if you own property in Maryland or Virginia while stationed overseas or elsewhere in the United States provided you can satisfy the states you are domiciled elsewhere. If you have voted in the state you may have a more difficult time.

"Voting should be accomplished in your state of domicile," he says. "Many individuals vote outside their state of domicile, usually in ignorance of the implications voting may have for determining one's domicile. If you have voted outside your state of domicile and your tax status is questioned by the state in which you voted, do not hesitate to say that you voted there in error because you were unaware it might affect your domiciliary status and that you have no intention of making that state your domicile." Most states have domiciliary questionnaires that clarify legal state tax status.

Check your tax status now. If you have lived in the District, Maryland or Virginia in recent years and you have not been paying taxes to your state of domicile Mr. Dussell warns, "You have an uphill struggle to straighten out your financial tax obligation. But better now than continuing this way and having an even larger tax bill to face later."

Mr. Dussell says he would be happy to answer any questions you may have or clarification of any issues raised in this article. He may be reached 1608 North Randolph Street, Arlington, Va. 22201, or by calling 526-0162.

Reprint from "FRONT LINES"
Sept. 9, 1976

6 FAM 100

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UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

168.5 Employee Responsibility for Shipment of Personally Owned Firearms and Ammunition

It is the responsibility of each employee to consult the post report and/or the post administrative officer to determine the restrictions and limitations, if any, that are placed upon the shipment of personally owned firearms or ammunition into the country of assignment. The post report will include the prescribed procedures that must be complied with under host country regulations when firearms and ammunition are authorized. (See 2 FAM 170, Appendix A, part IV C.) When post reports are not available, the employee, before initiating shipment of firearms or ammunition, must secure in writing authorization and approval from the chief of the diplomatic mission, or designated representative.

When an employee transfers direct without Washington assignment from one post to another post where no, or fewer, firearms are authorized, the employee must send the excess, or all, firearms back to the United States in accordance with regulations governing the importation of firearms and ammunition. (See section 183.2-2 and 10 FAM 180.)

FIREARMS AND AMMUNITION are usually shipped via U.S. Air Mail accompanied air freight, firearms broken down and packed in separate pieces.

THE AIRLINES have no stipulation on the shipment of firearms and ammunition on international flights; however, they must have advance knowledge of the weapon being shipped. Unless it is properly packaged it must be left with the captain. The firearms must be properly registered immediately after you arrive in the country. If you plan to do any hunting, follow the local regulations to obtain hunting permits or licenses.

A WORD OF CAUTION--If you have never owned or do not have any experience with a firearm - please do not make this your first time to own one. You will be more of a danger to yourself and others around you and thereby offset any pleasure you may have received from the firearm.

NOTE: See Handbook 22, App 9A, page 9A-68 and 9A-84 for further information.

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UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

183.2-2 Importation of Personally Owned Firearms and Ammunition Into the United States

The importation provisions of the Gun Control Act of 1968, which became effective on October 22, 1968, are administered and enforced by the Internal Revenue Service, Department of the Treasury. Executive Order 11432, effective October 22, 1968, transferred the importation provisions of section 414(B) of the Mutual Security Act of 1954, as amended (22 U. S. C. 1934) from the Secretary of State to the Secretary of the Treasury. The Internal Revenue Service issued comprehensive regulations effective December 16, 1968, setting forth the rules governing the shipment of firearms and ammunition. The regulation governing the shipment of firearms and ammunition, entitled "Part 178-Commerce in Firearms and Ammunition" (26 CFR 178), provides:

a. Personnel may ship to the United States any firearms or ammunition which they originally shipped from the United States provided they can prove to the satisfaction of the United States customs officials that they possessed the firearms or ammunition in the United States.

Methods of proof are:

- (1) Bill of sale or other commercial document showing transfer of the firearms or ammunition in the United States.
- (2) Registration on Customs Form 4457, Foreign Made Article Taken Abroad and Returned, or on any other registration document available for this purpose.
- (3) Household effects inventory or packing list prepared in the United States on outbound shipments.
- (4) A sworn statement in the form of an affidavit attested to and bearing the official seal of the consular office at the employee's post of assignment.

Personnel able to meet one of the above methods of proof may have their firearms shipped back to the United States packed inside the household effects container. Ammunition must be packed separately and under no circumstances included in household effects or baggage shipments.

b. Personnel who purchase firearms or ammunition outside of the United States must arrange for its importation into the United States strictly in accordance with the regulation (26 CFR 178.113). This applies to U. S. - manufactured as well as foreign-manufactured firearms and ammunition. There are no exemption provisions for civilian Government employees nor are there any waiver provisions.

Personnel in this category must arrange for an importer or dealer located in their State residence in the United States to handle the importation of their firearms or ammunition. The owner must complete an application in triplicate for a permit, IRS Form 6 Application and Permit for Importation of Firearms, and forward the application to the importer or dealer who will complete the application and forward it to the Internal Revenue Service, Department of the Treasury, Washington, D. C. A single permit will cover one or more firearms and one or more types of ammunition.

The firearms and ammunition must be shipped directly to the importer or dealer handling the importation. Under no circumstances may firearms and ammunition in this category be included in household or personal effects shipments to the United States or shipped separately in care of the U. S. Despatch Agent. Expenses for shipments of firearms or ammunition, including importer's fees, may be charged against the travel authorizations of the employees concerned. The method of shipment must be determined by each post on the basis of available facilities.

A GUIDE FOR SPOUSES OBTAINING EMPLOYMENT OVERSEAS

1. Hand carry your professional credentials, transcripts, letters of reference, etc. with you to Washington and your new post. Don't put them in your freight. You never know when an opportunity may present itself.
2. If you want to work for your host country prepare a general letter of introduction to send or hand deliver to anyone interested in your skills. This letter might include your reason for coming over seas, length and dates of stay, professional skill areas and interests, general qualifications and a final statement on your sincere interest in the people of your host country. This short friendly letter would accompany your resume or stand alone if necessary.
3. Contact your United States professional society, explain your situation and ask them for any information or services they might provide (such as a list of international organizations which employ people with your skills or the address of your professional society in your host country.
4. Investigate the possibility of setting up your own consulting firm. Ask your lawyer before you leave the States.
5. Take the federal test to determine your Civil Service rating or any other nationwide tests which would be applicable.
6. Contact your sponsoring agency's home office. Find out if they have or know of employment opportunities. Ask at the AID country desk officer. Try the Women's Action Organization. Try to register with the Foreign Service's Skills Bank. Contact: Cynthia Chard, 753 10 St. SE, Washington, D.C. 20003, Tel. (202) 547-8793.
7. There are lists of public and private non-profit international organizations in large volumes in libraries. Write to these firms.

8. Write to someone who has already lived in your host country. They may have suggestions of specific organizations or firms which are looking for someone with your skills.
9. There is usually an American Women's Club at any post; write to them for information concerning employment.
10. Learn all you can about your host country before you leave; culture, language, status of your occupation, history, etc.
11. Prepare a few xerox copies of those papers which represent your best work to show potential employers.
12. Find out before leaving the requirements for working for your host country (work permits, etc.).
13. Don't overlook self-generated or self-operated employment opportunities such as beautician, nursery school, accounting, boutiques, consulting firms, tailoring, camera and photography, and academic research.... the list goes on forever.
14. Bring whatever special equipment or supplies you will need with you or write ahead to find out if these are available in your host country.
15. Here are some words of warning regarding the overseas employment situation.
 - a. You may be taking a job away from a host country national.
 - b. You won't receive wages comparable to U.S. standards.
 - c. Your host country may exclude women from working in some fields.
 - d. Your host country may prohibit foreigners from working in their governmental system or any sensitive field.

Distributed by AID: SER/PS/CD-OTB October 1977

APPENDIX A

Jobs held by Foreign Service Wives Overseas,
as compiled by the FSI Survey, 1974-1977

Embassy Jobs

Nurse
Secretary--usually substitute, but sometimes permanent
Arabic translator
Commissary manager
Property inventory taker
Research assistant
Consular officer--when the regular officer is on leave,
or hasn't arrived yet
Visa officer--when the load is particularly heavy or
someone is on leave
USIS English Language Director
Teletype operator
Managing the home of Ambassador accredited to one or more
posts when his house is empty between visits
Budget and Fiscal work
Commissary, other work than managing
Proctor for Fulbright exams
Teaching English at Bi-national Centers

Jobs with Local Enterprise

Food columnist and cooking teacher
Advertising agency
Model
TV Commentator
Editor/writer
Magazine editor
Editing in a law office
Free-lance illustrating
Conversational English teaching at a local junior college
Economic research
Nurse at a local hospital
Lab assistant at an Agronomic Institute which is part of
the faculty of agriculture at a local university
Tutoring executives in English at local business firms

Editing business related English language publications for
local firm
Teaching at local universities and schools
Editing job at a bank
Airline hostess
Secretary for local businesses
Librarian at a local school
Interior decorator with local shop
Student counseling at local university
Free-lance photographer
Boutique owner
Cost estimator for an international moving company
Teacher/librarian at an Institute of Modern Languages
Social Worker
Teacher at a local parochial school
Illustrator
Purchaser of locally published books for U.S. universities
Beautician

Jobs with U.S. or Other Foreign (third country) Business

Public relations and personnel for a U.S. banking corporation
Secretaries at foreign embassies
Secretaries with U.S. businesses
Teaching in British or other third country schools
Translator for the UN
American University Alumnae Association

Jobs Held by Foreign Service Wives Overseas

Run motor pool at international school
Teaching at the American school
Manager of American Community Club
Managing the Fulbright Study program
Manager of the Recreation Association Club

Self-Generated Jobs

Piano lessons
Violin lessons
Art lessons
Organizer of a nursery school
Ceramic artist
Tutoring

every October annual

every 5.2% raise
1-77 8-79

Category and Grade			Step Rates Within Grade Level or Class									
GS	FSR	FSS	1	2	3	4	5	6	7	8	9	10
18			*	*	*	*	*	*	*	*	*	*
17	1		*	*	*	*	*	*	*	*	*	*
16			\$47,889	\$49,485	*	*	*	*	*	*	*	*
	2		47,540	49,125	*	*	*	*	*	*	*	*
15			40,832	42,193	43,554	44,915	46,276	47,637	48,998	*	*	*
	3	1	37,067	38,393	39,539	40,775	42,011	43,247	44,483	45,719	46,955	48,191
			37,067	38,393	39,539	40,775	42,011	43,247	44,483			
14			34,713	35,870	37,027	38,184	39,341	40,498	41,655	42,812	43,969	45,126
13		2	29,375	30,354	31,333	32,312	33,291	34,270	35,249	36,228	37,207	38,186
	4		29,375	30,354	31,333	32,312	33,291	34,270	35,249			
12			24,703	25,526	26,349	27,172	27,995	28,818	29,641	30,464	31,287	32,110
	3		23,687	24,477	25,267	26,057	26,847	27,637	28,427	29,217	30,007	30,797
			23,687	24,477	25,267	26,057	26,847	27,637	28,427			
11			20,611	21,298	21,985	22,672	23,359	24,046	24,733	25,420	26,107	26,794
	4		19,451	20,099	20,747	21,395	22,043	22,691	23,339	23,987	24,635	25,283
			19,451	20,099	20,747	21,395	22,043	22,691	23,339			
10			18,760	19,385	20,010	20,635	21,260	21,885	22,510	23,135	23,760	24,385
	5		17,403	17,983	18,563	19,143	19,723	20,303	20,883	21,463	22,043	22,623
9			17,035	17,693	18,371	19,039	19,707	20,375	21,043	21,711	22,379	23,047
	7		16,288	16,831	17,374	17,917	18,460	19,003	19,546			
			16,288	16,831	17,374	17,917	18,460	19,003	19,546			
8			15,580	16,099	16,618	17,137	17,656	18,175	18,694	19,213	19,732	20,251
	6		15,523	15,937	16,451	16,965	17,479	17,993	18,507	19,021	19,535	20,049
			15,523	15,937	16,451	16,965	17,479	17,993	18,507			
7			13,954	14,419	14,884	15,349	15,814	16,279	16,744	17,209	17,674	18,139
	7		13,925	14,389	14,853	15,317	15,781	16,245	16,709	17,173	17,637	18,101
			13,925	14,389	14,853	15,317	15,781	16,245	16,709			
6			12,531	12,949	13,367	13,785	14,203	14,621	15,039	15,457	15,875	16,293
	8		12,503	12,920	13,337	13,754	14,171	14,588	15,005	15,422	15,839	16,256
			12,503	12,920	13,337	13,754	14,171	14,588	15,005			
5			11,243	11,518	11,993	12,368	12,743	13,118	13,493	13,868	14,243	14,618
	9		11,206	11,580	11,954	12,328	12,702	13,076	13,450	13,824	14,198	14,572
			11,206	11,580	11,954	12,328	12,702	13,076	13,450			
4		10	10,049	10,384	10,719	11,054	11,389	11,724	12,059	12,394	12,729	13,064
3			8,952	9,250	9,548	9,846	10,144	10,442	10,740	11,038	11,336	11,634
2			8,128	8,392	8,670	8,902	9,002	9,262	9,532	9,797	10,067	10,327
1			7,210	7,450	7,690	7,930	8,170	8,410	8,650	8,890	9,130	9,370

*Basic pay is limited to \$50,112.50

Effective October 1, 1979

↑
 8910 → 20% calc. each
 GS
 8910 → 20% calc. each
 20A-1-108

STATEMENT OF EARNINGS AND LEAVE FOR

AGENCY FOR INTERNATIONAL DEVELOPMENT

Using Standard Form 50 and Form 500 for all employees on 01 of the month and before.

EMPLOYEE'S SOCIAL SECURITY NO.	EMP. SEC. NO.	NAME	ORG. PLAN	FISCAL YEAR	DATE	SEC. CONT. NO.	DATE	EMPL. PLAN	EMPL. PLAN	EMPL. PLAN	EMPL. PLAN	EMPL. PLAN	EMPL. PLAN
111454	873163304	MICHAELS, DAVID G.	FR0307	44483	21390	9044	9602	RAIKR	1037	9211	11379		

ANNUAL LEAVE				SICK LEAVE				COMP. TIME				HOME LEAVE				LWOP		OTHER LEAVE		APPT. LIMIT	
YR.	MO.	DA.	AMOUNT	YR.	MO.	DA.	AMOUNT	YR.	MO.	DA.	AMOUNT	YR.	MO.	DA.	AMOUNT	YR.	MO.	DA.	YR.	MO.	
8			400	356	4		2551														

TAXABLE EARNINGS																		
PERIOD	DATE TO DATE	BASE PAY		OVERTIME		SIGN. DIFF.		JOB DIFF.		REWARD BY		SPECIAL BY		COMBAT DIFF.	LEAF	REVENUE	PNC.	TOTAL
		REG.	ADJUST.	REG.	ADJUST.	REG.	ADJUST.	REG.	ADJUST.	REG.	ADJUST.	REG.	ADJUST.					
		80	171120															171120
			3700560															3700560

NON-TAXABLE EARNINGS																	
PERIOD	DATE TO DATE	PERS. ALLOW.	HOM. ALLOW.	FAM. ALLOW.	HEAT. INC. ALLOW.	EXP. INC. ALLOW.	CLOTHING ALLOW.	RECREATION ALLOW.	TRAVEL ALLOW.	MILE REIMB.	TOTAL	TOTAL ADJUS. PAY					
													REG.	ADJUST.	REG.	ADJUST.	REG.
												171120					
												171120					

DEDUCTIONS	
CODE	AMOUNT
VA	11978
	41771
	2235
	1199
	259030
	875000
	49533
	25960
	8451
	179529
	43125

SUMMARY		DEBIT PAY		CREDIT PAY		NET PAY	
PERIOD	DATE TO DATE	REG.	ADJUST.	REG.	ADJUST.	REG.	ADJUST.
		1875	1875	103611	8000	95611	226838

FOR RESTORATION PURPOSES, EXCESS ANNUAL LEAVE MUST BE SCHEDULED BY 11/30/79. LEAVE YEAR ENDS 1/12/80.

OTH LV CODE H = HOLIDAY (U.S.)

BOND DENOMINATION OF 4 EQUALS \$100

AID 700-8 (8-78)

(SEE REVERSE)

WARNING: DISCLOSURE TO AUTHORIZED PERSONS ONLY (22 CFR 6A). CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974.

ATTENTION FS EMPLOYEES: If your Annual Leave (A/L) balance is less than your current A/L ceiling at the time of departure from an overseas post to assignment in the U.S., your A/L ceiling is reduced to the A/L balance on hand at the time of departure. Notwithstanding, this SEL may erroneously continue to carry your old A/L ceiling until an audit is performed and a manual adjustment made. (See HB 27, App. A, Para 431.6-3).

ATTENTION ALL EMPLOYEES: You, the employee, have the responsibility of monitoring your SEL to ensure that the information provided is accurate. It is suggested that you immediately report any discrepancies noted and/ or discuss any questions you have concerning this SEL with your Administrative Office.

AID 700-8 (8-78) BACK

UNITED STATES GOVERNMENT

Memorandum

TO : SER/CM, Mr. Hugh Dwelley
SER/PM/FSP, Mr. Charles Rawlins
SER/PM/MD, Mr. Daniel Creedon

DATE: Mar 27, 1977

FROM : SER/PM, Frederick F. Simmons

SUBJECT: Orientation in AID/W for Spouses of New Hire Employees

REF : Hopkins memo dated April 28, 1976

1. The referenced memo advised PM/MD and PM/FSP that there were no regulations precluding the Agency from authorizing travel expenses and per diem for spouses to attend the one-week orientation given by PM/MD and that the Director, Office of Personnel and Manpower, wished to establish the policy of strongly encouraging spouses to attend the orientation prior to departing for post. Attention was called to the fact that it would be necessary to assure that spouses come to AID/W en route to post since travel regulations prevent us from authorizing return to residence upon completion of the orientation. It was also stated that every effort should be made to encourage spouses to attend the orientation but in no way should it be implied that the training is mandatory. This reminder was prompted by the fact that several joint STATE/AID/USIA policy messages have been issued which clearly indicate that spouses are considered to be individuals who have private personal and career interests of their own and are not to be considered an adjunct of the foreign service officer.

2. At this time we would also like to encourage the spouses of PASA and contract employees to attend orientation.

3. Travel of spouses to AID/W while en route to post of assignment for the purpose of attending orientation and per diem not to exceed seven calendar days will be authorized.



5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

HB 21, Pt. II, App 1A (TM 21:26)

OVERSEAS MAILING ADDRESSES

September 1, 1978

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OVERSEAS MAILING ADDRESSES

HD 21, Part II, App 1A, (TH 21:25)
CITY

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
ABIDJAN REDSO/NA (Ivory Coast) Gordon Evans Regional Dev. Officer	Regional Economic Development Services Offices/West Africa (REDSO/NA)-Abidjan Agency for International Development Washington, D.C. 20523	Abidjan (REDSO/NA) Department of State Washington, D.C. 20520**	Regional Economic Development Services Offices/West Africa Abidjan B.P. 1712 Abidjan, Ivory Coast
ACCRA (Ghana) Irvin D. Coker Director	US AID/Accra Agency for International Development Washington, D.C. 20523	Accra (ID) Department of State Washington, D.C. 20520**	US AID P.O. Box 194 Accra, Ghana
Public Health Officer	Africa Regional Population Office/Accra Agency for International Development Washington, D.C. 20523	Accra (ID) Department of State Washington, D.C. 20520**	US AID P.O. Box 194 Accra, Ghana
Resident Auditor	Area Audit Post (AAP)/Accra USAID/Accra, Ghana Agency for International Development Washington, D.C. 20523	AAP/Accra (ID) Department of State Washington, D.C. 20520**	USAID/AAP P.O. Box 194 Accra, Ghana
ADDIS ABABA (Ethiopia) Edward B. Inugan Director	US AID/Addis Ababa Agency for International Development Washington, D.C. 20523	Addis Ababa (ID) Department of State Washington, D.C. 20520**	US AID to Ethiopia P.O. Box 1014 Addis Ababa, Ethiopia
AMMAN (Jordan) Edgar C. Harrell Director	USAID/Amman Agency for International Development Washington, D.C. 20523	Amman (ID) Department of State Washington, D.C. 20520**	USAID to Jordan P.O. Box 354 Amman, Jordan

*AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph I.(f.3))

OVERSEAS MAIL ADDRESSES

IBB 21, Part II, App. 1A (TM 21-25)

Country Principal Officer Title	*OFFICIAL MAIL FOUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
ANKARA (Turkey) Richard C. Zenger Housing Advisor	AID Section, American Embassy/Ankara Agency for International Development Washington, D.C. 20523 or AID REP APO New York 09254	AID Section APO New York 09254	AID Section 110 Ataturk Blvd Ankara, Turkey
ASUNCION (Paraguay) Paul A. Montavon Director	US AID/Asuncion Agency for International Development Washington, D.C. 20523 * or US AID APO New York 09881	US AID APO New York 09881	US AID to Paraguay c/o American Embassy Asuncion, Paraguay
BAMAKO (Mali) Ronald D. Levin Director	USAID/Bamako Agency for International Development Washington, D.C. 20523	Bamako (ID) Department of State Washington, D.C. 20520**	USAID to Mali B. P. 34 Bamako, Mali
BANGKOK (Thailand) Donald D. Cohen Director	USAID/Bangkok Agency for International Development Washington, D.C. 20523 or USAID APO San Francisco 96346	USAID APO San Francisco 96346	USAID c/o American Embassy Bangkok, Thailand
BANJUL (Gambia) Thomas Moser AID Representative	Office of AID Representative USAID Banjul Agency for International Development Washington, D. C. 20523	Banjul (ID) Department of State Washington, D. C. 20520	Office of AID Rep. P.O. Box 596 Banjul, Gambia
BEIRUT (Lebanon) Peter M. Cody AID Representative	Office of AID Representative/Beirut Agency for International Development Washington, D. C. 20523	American Embassy Beirut Department of State Washington, D. C. 20520	Office of AID Rep. American Embassy Beirut, Lebanon

OVERSEAS MAILING ADDRESSES

WD 21, Part 11, App 1A, (IM 21:25)
CIV

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
BISSAU (Guinea-Bissau) James Maher Development Officer	AID Office/Bissau Agency for International Development Washington, D.C. 20523	Bissau (ID) Department of State Washington, D.C. 20520**	AID Office C.D. 297 Bissau, Guinea, Bissau
BOGOTA (Colombia) Jerry B. Martin Director	US AID/Bogota Agency for International Development Washington, D.C. 20523	US AID APO New York 09895	US AID to Colombia c/o American Embassy Bogota, Colombia
Resident Auditor	Area Audit Post (AAP)/Bogota USAID/Bogota, Colombia Agency for International Development Washington, D.C. 20523	USAID/AAP APO New York 09895	USAID/AAP c/o American Embassy Bogota, Colombia
BRASILIA (Brazil) Samuel Taylor Health Emp. Dev. Off.	AID Affairs Office/Brasilia Agency for International Development Washington, D.C. 20523	AID Affairs Office APO New York 09676	AID Affairs Office CAIXA Postal 14-2324 70.000 Brasilia D.F. Brazil
BRIDGETOWN (Barbados) William B. Wheeler AID Representative	Regional Development Office/Bridgetown Agency for International Development Washington, D.C. 20523	AID Reg. Dev. Office FPO New York 09553	AID Regional Development Office P.O. Box 302, Box B Bridgetown, Barbados
BUJUMBURA (Burundi) Terry L. Lambacher AID Affairs Officer	AID Section, American Embassy/Bujumbura Agency for International Development Washington, D.C. 20523	Bujumbura (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 1720 Bujumbura, Burundi

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*AID personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

OVERSEAS MAILING ADDRESSES

HD 21, Part II, App 1A, (TH 21-25)

Country Principal Officer Title	POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
CAIRO (Egypt) Donald S. Brown Director	US AID/Cairo Agency for International Development Washington, D.C. 20523	US AID Box 10 FPO New York 09527	US AID Box 10 Cairo, Egypt
Resident Auditor	Alex Audit Post (AAP)/Egypt Office of AID Rep/Cairo, Egypt Agency for International Development Washington, D.C. 20523	USAID/AAP Box 10 FPO New York 09527	USAID/AAP Box 10 Cairo, Egypt
Inspector in Charge	Inspector in Charge Office of Inspections and Investigations/Cairo Agency for International Development Washington, D.C. 20523	USAID/IIS Box 10 FPO, New York 09527	USAID/IIS Box 10 Cairo, Egypt
COLOMBO (Sri Lanka) Thomas M. Arndt AID Representative	USAID/IIS Box 10 FPO, New York 09527 or US AID/Colombo Agency for International Development Washington, D.C. 20523	Colombo (ID) Department of State Washington, D.C. 20520**	USAID/Sri Lanka Colombo, Sri Lanka
CONAKRY (Guinea) Walter Sherwin AID Representative	Office of AID Representative/Conakry Agency for International Development Washington, D.C. 20523	Conakry (ID) Department of State Washington, D.C. 20520**	Office of AID Rep. c/o American Embassy Conakry, Guinea

*AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

OVERSEAS MAILING ADDRESSES

Fig 21, Part II, App 1A, (IM 21-25)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only		INTERNATIONAL MAIL
	PERSONAL MAIL		
CORTONOU (Benin) John Lundgren AID Representative	Office of AID Representative/Contonou Agency for International Development Washington, D. C. 20523	AID Representative Contonou (ID) Department of State Washington, D. C. 20520**	Office of AID Representative c/o American Embassy Department of State Washington, D. C. 20520**
DACCA (Bangladesh) Frank Kimball Director	USAID/Dacca Agency for International Development Washington, D. C. 20523	Dacca (ID) Department of State Washington, D. C. 20520**	USAID/Dacca G.P.O. Box 323 Dacca Bangladesh

*AIC personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

OVERSEAS MAILING ADDRESSES

HB 21, Part II, App 1A, (11-21-25)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
DAKAR (Senegal) M. Norman Schoonover Director	USAID/Dakar Agency for International Development Washington, D.C. 20523	Dakar (ID) Department of State Washington, D.C. 20520**	US AID c/o American Embassy Dakar, Senegal
DAMASCUS (Syria Arab Republic) Miles G. Hedeman Director	US AID/Damascus Agency for International Development Washington, D.C. 20523	Damascus (ID) Department of State Washington, D.C. 20520**	US AID P. O. Box 29 Damascus, Syria Arab Republic
DAR ES SALAAM (United Republic of Tanzania) Howard L. Steverson Director (Acting)	US AID/Dar es Salaam Agency for International Development Washington, D.C. 20523	Dar es Salaam (ID) Department of State Washington, D.C. 20520**	US AID/Dar es Salaam P. O. Box 9123 Dar es Salaam, United Republic of Tanzania
DJIBOUTI (Djibouti) AID Officer	AID Section/American Embassy/Djibouti Department of State Washington, D.C. 20523	Djibouti (ID) Department of State Washington, D.C. 20520**	AID Section B. P. 85 Djibouti, Djibouti
FREETOWN (Sierra Leone) Robert W. Huddleston AID Affairs Officer	Office of AID Representative USAID/Freetown Agency for International Development Washington, D. C. 20523	AID Representative Freetown (ID) Department of State Washington, D. C. 20520	Office of AID Representative c/o American Embassy Freetown, Sierra Leone
GABERONES (Botswana) Louis A. Cohen Director	AID Affairs Office/Gaberones Agency for International Development Washington, D.C. 20523	Gaberones (ID) Department of State Washington, D.C. 20520**	AID Affairs Office USAID/Gaberone P. O. Box 90 Gaberones, Botswana

*AID/A personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1 II.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

IBD 21, Part II, App. IA, (TM 21:25)
 City

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
GENEVA (Switzerland) AID Development Coordination Officer	U.S. Mission to International Organizations, Geneva Agency for International Development Washington, D.C. 20523	U.S. Mission to International Organizations Geneva, Switzerland	U.S. Mission to International Organizations Geneva, Switzerland
GEORGETOWN (Guyana) Edna A. Boonady Director	US AID/Georgetown Agency for International Development Washington, D.C. 20523	Georgetown (ID) Department of State Washington, D.C. 20520**	US AID to Guyana c/o American Embassy Georgetown, Guyana
GUATEMALA CITY (Guatemala) Eliseo Carrasco Director	US AID/Guatemala City Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34024	US AID APO Miami 34024	US AID to Guatemala c/o American Embassy Guatemala City, Guatemala
GUATEMALA CITY (Guatemala) Hanny Achebeun Director	Regional Office for Central American Programs (ROCAP)/Guatemala City Agency for International Development Washington, D.C. 20523 or ROCAP APO Miami 34024	ROCAP APO Miami 34024	ROCAP c/o American Embassy Guatemala City, Guatemala
ISLAMABAD (Pakistan) Michael H. B. Adler AID Affairs Officer	(Headquarters) US AID/Islamabad Agency for International Development Washington, D.C. 20523	Islamabad (ID) Department of State Washington, D.C. 20520**	US AID P.O. Box 1028 Islamabad, Pakistan

*AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1-II.J)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
JAKARTA (Indonesia) Thomas C. Hiblock Director	US AID/Jakarta Agency for International Development Washington, D.C. 20523	US AID APO San Francisco 96356	US AID to Indonesia c/o American Embassy Jakarta, Indonesia
KABUL (Afghanistan) Charles R. Gwadez Director	US AID/Kabul Agency for International Development Washington, D.C. 20523	Kabul (ID) Department of State Washington, D.C. 20520**	US AID to Afghanistan c/o American Embassy Kabul, Afghanistan
KAMPALA (Uganda)	USAID/Kampala Agency for International Development Washington, D.C. 20523	Kampala (ID) Department of State Washington, D.C. 20520	USAID/Kampala c/o American Embassy Kampala, Uganda
KARACHI (Pakistan)	(Karachi Field Office): USAID/Karachi Agency for International Development Washington, D.C. 20523	Karachi (ID) Department of State Washington, D.C. 20520**	US AID Road No. 1, S.M.C.H.S. Karachi 3, Pakistan
Inspector in Charge	Inspector in Charge/IIS c/o American Consulate, Karachi Agency for International Development Washington, D.C. 20523	IIS/Karachi (ID) Department of State Washington, D.C. 20520**	Inspector in Charge USAID/AG/IIS c/o American Consulate Karachi, Pakistan
Area Auditor General	Area Auditor General/NE c/o American Consulate, Karachi Agency for International Development Washington, D.C. 20523	AAG/Karachi (ID) Department of State Washington, D.C. 20520**	USAID/AAG c/o American Consulate Karachi, Pakistan
KATHMANDU (Nepal) Samuel H. Butterfield Director	US AID/Kathmandu Agency for International Development Washington, D.C. 20523	Kathmandu (ID) Department of State Washington, D.C. 20520**	US AID to Nepal c/o American Embassy Kathmandu, Nepal

*AID/M personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph I-II.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

OVERSEAS MAIL ADDRESSES

HD 21, Part II, App 1A, (IM 21-25)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
KHARTOUM (Sudan) Gordon K. Pierson AID Representative	AID Affairs Office/Khartoum Agency for International Development Washington, D.C. 20523	Khartoum (ID) Department of State Washington, D.C. 20520**	AID Affairs Office P. O. Box 699 Khartoum, Sudan
KIGALI (Rwanda) Terry Barker Acting AID Affairs Officer	AID Section, American Embassy/Kigali Agency for International Development Washington, D.C. 20523	Kigali (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 28 Kigali, Rwanda
KINGSTON (Jamaica) Donna M. Lyon Director	US AID/Kingston Agency for International Development Washington, D.C. 20523	Kingston (ID) Department of State Washington, D.C. 20520**	USAID to Jamaica c/o American Embassy Kingston, Jamaica
KINSHASA (Republic of Zaïre) Norman L. Sweet Director	US AID/Kinshasa Agency for International Development Washington, D.C. 20523 or US AID APO New York, 09662	US AID APO New York 09662	US AID to Republic of Zaïre c/o American Embassy Kinshasa, Republic of Zaïre
LAGOS (Nigeria)	AID Section, American Embassy/Lagos Agency for International Development Washington, D.C. 20523	Lagos (ID) Department of State Washington, D.C. 20520**	American Embassy P. O. Box 552 Lagos, Nigeria

*AID/M personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.f.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

Title

	PERSONAL MAIL	INTERNATIONAL MAIL
LA PAZ (Bolivia) Abe N. Pena, Director	US AID APO Miami 34032	US AID to Bolivia P. O. Box 425 La Paz, Bolivia
Resident Auditor	USAID/AAP APO Miami 34032	USAID/AAP P. O. Box 452 La Paz, Bolivia
LILONGWE (Malawi) Vivian C. Anderson AID Representative	Lilongwe (ID) Department of State Washington, D.C. 20520	USAID/Lilongwe P. O. Box 80016 Lilongwe, Malawi
LIMA (Peru) Leonard Yaegot Director	Lima (ID) APO Miami 34031	US AID to Peru c/o American Embassy Lima, Peru 100
LISBON (Portugal) Glenn Patterson AID Representative	AID Representative Department of State APO New York 09678	Office of AID Representative c/o American Embassy Lisbon, Portugal
LOME (Togo) John A. Lundgren AID Representative	AID Representative Department of State Washington, D.C. 20520	Office of AID Representative B. P. 852 Lome, Togo
LUSAKA (Zambia) John F. Kiebs Program Officer	Lusaka (ID) Department of State Washington, D.C. 20520	Agency for International Dev. P. O. Box 2481 Lusaka, Zambia

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*AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.7)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/EPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
MANAGUA (Nicaragua) Harry G. Wilkinson Director	US AID/Managua Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34021	US AID APO Miami 34021	US AID to Nicaragua c/o American Embassy Managua, Nicaragua
MANAMA (Bahrain)	Office of AID Representative/Manama Agency for International Development Washington, D.C. 20523	AID Representative FPO New York 09526	Office of AID Representative P. O. Box 25431 Manama, Bahrain
MANILA (Philippines) Anthony M. Schwarzwalder Director	US AID Manila Agency for International Development Washington, D.C. 20523 or US AID APO San Francisco 96528	US AID APO San Francisco 96528	US AID to the Republic of the Philippines c/o American Embassy Manila, Philippines
John Babylon Program Planning Officer	Office U.S. Executive Director/APB/Manila Agency for International Development Washington, D.C. 20523 or American Embassy - ADB APO San Francisco 96528	American Embassy - ADB APO San Francisco 96528	US Director, ADB c/o American Embassy Manila, Philippines
Inspector in Charge	Inspector in Charge Office of Inspections and Investigations/Manila Agency for International Development Washington, D.C. 20523 or USAID/IIS APO San Francisco 96528	USAID/IIS APO San Francisco 96528	Inspector in Charge USAID/AG/IIS c/o American Embassy Manila, Philippines

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*AID/M personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

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 CITY

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
PHILIPPINES (continued) Area Auditor General	Area Auditor General/ASIA. USAID/Manila Agency for International Development Washington, D.C. 20523 or USAID/MAG/EA APO San Francisco 96529	USAID/MAG APO San Francisco 96528	Area Auditor General/EA USAID/MAG c/o American Embassy Manila, Philippines
MASERU (Lesotho) Frank D. Correl Director	USAID/Maseru Agency for International Development Washington, D.C. 20523	Maseru (ID) Department of State Washington, D.C. 20520**	USAID P. O. Box MS 333 Maseru, 100
MBABANE (Swaziland) Julius E. Coles Regional Development Officer	Office of Southern Africa Regional Activities Coordination (OSARAC)-MBABANE Agency for International Development Washington, D.C. 20523	Mbabane - OSARAC (ID) Department of State Washington, D.C. 20520**	USAID/Swaziland P. O. Box 199 Mbabane, Swaziland
MEXICO D. F. (Mexico) Thomas Connally Population Officer	USAID/Mexico Agency for International Development Washington, D. C. 20523	Mexico (ID) Department of State Washington, D.C. 20520	USAID/Mexico D.F. c/o American Embassy Mexico D.F. Mexico
MOGADISCIO (Somalia) Charles P. Campbell Director	USAID/Mogadiscio Agency for International Development Washington, D.C. 20523	Mogadiscio (ID) Department of State Washington, D.C. 20520**	AID Office c/o American Embassy Mogadiscio, Somalia
MONROVIA (Liberia) Reno Raymond Garuffi Director	US AID/Monrovia Agency for International Development Washington, D.C. 20523 or US AID APO New York 09155	American Embassy/AID APO New York 09155	US AID P.O. Box 98 Monrovia, Liberia

*APO/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1 II-3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

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OVERSEAS MAILING ADDRESSES

HR 21, Part II, App IA, (TM 21-25)

*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only		PERSONAL MAIL	INTERNATIONAL MAIL
MONTEVIDEO (Uruguay) Park D. Massey AID Affairs Officer	Office of AID Representative/Monteideo Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34035	US AID APO Miami 34035	Office of AID Representative c/o American Embassy Montevideo, Uruguay
NAIROBI (Kenya) Glenwood P. Roane Director	US AID/Nairobi Agency for International Development Washington, D.C. 20523 Regional Economic Development Services Offices/East Africa (REDSO/EA)-Nairobi Agency for International Development Washington, D.C. 20523	Nairobi (ID) Department of State Washington, D.C. 20520** Nairobi (ID) Department of State Washington, D.C. 20520**	US AID to Kenya P.O. Box 30137 Nairobi, Kenya Regional Economic Development Services Office P.O. Box 30137 Nairobi, Kenya
Area Auditor General	Area Auditor General/Nairobi Agency for International Development Washington, D.C. 20523	US AID/Nairobi Department of State Washington, D.C. 20520**	Area Auditor General P.O. Box 30137 Nairobi, Kenya
N'DJAMENA (Chad) David Wilson Director	USAID/N'Djamena Agency for International Development Washington, D.C. 20523	N'Djamena (ID) Department of State Washington, D.C. 20520**	USAID/Chad B. P. 413 N'djamena, Chad
NEW DELHI (India) Priscilla M. Boughton Director	USAID/New Delhi Agency for International Development Washington, D.C. 20523	New Delhi (ID) Department of State Washington, D.C. 20520**	USAID/India c/o American Embassy New Delhi, India 11

*AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)
 **Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

OVERSEAS MAILING ADDRESSES

HB 21, Part II, App IA, (IM 21-25)
CITY

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
NIAMEY (Niger) Jay P. Johnson Director	USAID/Niamey Agency for International Development Washington, D.C. 20523	Miamey (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 201 Niamey, Niger
NOUAKCHOTT (Mauritania) Robert M. Klein AID Representative	AID Africa Office/Nouakchott Agency for International Development Washington, D.C. 20523	Nouakchott (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 222 Nouakchott, Mauritania
OUAGADOUGOU (Upper Volta) John A. Hoskins Director	USAID/Ouagadougou Agency for International Development Washington, D.C. 20523	Ouagadougou (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 35 Ouagadougou, Upper Volta
PANAMA CITY (Panama) Charles B. Weinberg Director	US AID/Panama City Agency for International Development Washington, D.C. 20523	USAID APO Miami 34002	US AID Panama R. P. 5 Panama City, Panama
Area Auditor General	Area Auditor General/LA USAID/Panama City Agency for International Development Washington, D.C. 20523	USAID/AAG/Panama City APO Miami 34002	USAID/AAG/Panama R. P. 5 Panama City, Panama
Inspector in Charge	Inspector in Charge USAID/AG/IIS Panama City Agency for International Development Washington, D.C. 20523	IIS/Panama (ID) APO Miami 34002	Inspector in Charge USAID/AG/IIS R. P. 5 Panama City, Panama

**AII/N personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph I.(f.3))

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

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OVERSEAS MAIL ADDRESSES

NO 21, Part II, App 1A, (IM 21-25)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
PARAMARIBO (Surinam)	Residual AID/Paramaribo Agency for International Development Washington, D.C. 20523	Paramaribo (ID) Department of State Washington, D.C. 20520** American Embassy APO New York 09777	Residual AID P. O. Box 1821 Paramaribo, Surinam
PARIS (France)	American Embassy/Paris Agency for International Development Washington, D.C. 20523 or American Embassy APO New York 09777	US Mission to the OECD APO New York 09777	American Embassy Paris Cedex 18 Paris, France
John P. Lewis Chairman	Chairman, Development Assistance Committee, DAC/OECD Paris Agency for International Development Washington, D.C. 20523 or US Mission to the OECD APO New York 09777		Development Assistance Committee (DAC/OECD) Paris Cedex 18 Paris, France
PARIS (France) William Lowenthal II A.I.D. Development Coord. Officer	AID Development Coordination Officer U.S. Mission to UNESCO/PARIS Agency for International Development Washington, D.C. 20523 or U.S. Mission to UNESCO APO New York 09777	U.S. Mission to UNESCO c/o American Embassy APO New York 09777	U.S. Mission to UNESCO c/o American Embassy Paris Cedex 18 Paris, France
Sam Rea Overseas Development Coordinator	Overseas Development Coordinator American Embassy/Paris Washington, D. C. 20523 or American Embassy, APO New York 09777	American Embassy APO New York 09777	American Embassy Paris Cedex Paris, France

*AID/M personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

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OVERSEAS MAILING ADDRESSES

HQ 21, Part II, App 1A, (TM 21-25)

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
PARIS (Continued) (France) Lloyd Jones U.S. Representative	US Representative to the Development Assistance Committee, DAC/OECD Paris Agency for International Development Washington, D.C. 20523 or US Mission to the OECD APO New York 09777	US Mission to the OECD APO New York 09777	US Mission to the OECD Paris Cedex Paris, France
PORT AU PRINCE (Haiti) Lawrence E. Hazzard Director	US AID/Port au Prince Agency for International Development Washington, D.C. 20523	Port au Prince (ID) Department of State Washington, D.C. 20520**	US AID to Haiti American Embassy Port au Prince, Haiti
PRAIA (Cape Verde) James Maher Development Officer	AID Section/Praia Agency for International Development Washington, D.C. 20523	Praia (ID) Department of State Washington, D.C. 20520	USAID/Praia c/o American Embassy Praia, Cape Verde
QUITO (Ecuador) John A. Sambraffo AID A66222 066222	AID Section, American Embassy, Quito, Agency for International Development Washington, D.C. 20523	APO Miami 34039 USAID	AID Section c/o American Embassy Quito, Ecuador
RABAT (Morocco) Harold S. Fleming Development Officer	US AID/Rabat Agency for International Development Washington, D.C. 20523 or	USAID/RABAT (ID) DEPT OF STATE WASHINGTON, D.C. 20520	US AID to Morocco c/o American Embassy Rabat, Morocco
RANGOON (Burma) David Merrill AID Representative	USAID/Rangoon Agency for International Development Washington, D.C. 20523	Rangoon (ID) Department of State Washington, D.C. 20520	USAID/Rangoon c/o American Embassy Rangoon, Burma

**AID/W personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.1)

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IR 21 Part II, App IA, (TH 21:25)
-CITY

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
ROME (Italy) Eugene M. Moore Foreign Affairs Officer	American Embassy/Rome Agency for International Development Washington, D.C. 20523 or American Embassy APO New York 09794	American Embassy APO New York 09794	American Embassy Rome, Italy
Victor H. Skiles Attache	Office of Development Affairs - Attache Rome - FODAG Agency for International Development Washington, D.C. 20523 or American Embassy APO New York 09794	American Embassy APO New York 09794	Office of Development Affairs- FODAG c/o American Embassy Rome, Italy
Regional Development Officer - FODAG Irving Rosenthal	Regional Development Office - FODAG Agency for International Development Washington, D. C. 20523 or American Embassy APO New York 09794	American Embassy Rome, Italy	Regional Development Office FODAG c/o American Embassy Rome, Italy
SAWA (Yemen) Robert G. Huzarman Director	American Embassy APO New York 09794 US AID/Sana Agency for International Development Washington, D.C. 20523	Sana (ID) Department of State Washington, D.C. 20520**	US AID/Sana c/o American Embassy P.O. Box 33 Sana, Yemen Arab Republic
SAW JOSE (Costa Rica) Stephen P. Knaebel Director	US AID/San Jose Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34020	San Jose (ID) APO Miami 34020	USAID to Costa Rica c/o American Embassy San Jose, Costa Rica

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IB 21, Part II, App 1A, (IM 21:25)

Country Principal Officer Title	POUCH - Unclassified and Classified APO/EPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
SAN SALVADOR (El Salvador) Charles J. Stockman Director	US AID/San Salvador Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34023	US AID APO Miami 34023	US AID to El Salvador c/o American Embassy San Salvador, El Salvador
SANTIAGO (Chile) Richard Avodace AID Representative	Office of AID Representative/Santiago Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34033	USAID APO Miami 34033	AID Representative/Chile c/o American Embassy Santiago, Chile
SANTO DOMINGO (Dominican Republic) Philip R. Schwab Director	US AID/Santo Domingo Agency for International Development Washington, D.C. 20523 or US AID APO Miami 34041	US AID APO Miami 34041	US AID to Dominican Republic c/o American Embassy Santo Domingo, Dominican Republic
SINAI (Egypt) Jay Hiram	U. S. Sinai Mission Agency for International Development Washington, D. C. 20523 or U. S. Sinai Mission Box 10 FPO New York 09527	U. S. Sinai Box 10 FPO New York 09527	U. S. Mission Sinai Box 10 Sinai, Egypt

*AID personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)
 Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages retaining over 2 pounds.

Country Principal Officer Title	*OFFICIAL MAIL FOUO - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
SEOUL (Korea) William E. Paupe AID Representative	Office of AID Representative/Seoul Agency for International Development Washington, D.C. 20523 or US AID APO San Francisco 96301	AID Representative APO San Francisco 96301	AID Representative/Korea c/o American Embassy Seoul, Korea
SUVA (Fiji) Regional Development Offices	Area Development Office, South Pacific - Suva Agency for International Development Washington, D.C. 20523	Suva (ID) Department of State Washington, D.C. 20520**	Area Development Office P. O. Box 218 Suva, Fiji
TEGUCIGALPA (Honduras) John R. Oleson Director	US AID/Tegucigalpa Agency for International Development Washington, D.C. 20523 or US AID APO New York 09887	US AID APO New York 09887	US AID to Honduras c/o American Embassy Tegucigalpa, Honduras
TEHRAN (Iran)	American Embassy/Tehran Department of State Washington, D.C. 20520 or American Embassy APO New York 09205	American Embassy APO New York 09205	American Embassy Tehran, Iran
TEL AVIV (Israel)	American Embassy, Tel Aviv Department of State Washington, D.C. 20520	American Embassy APO New York 09672	American Embassy Tel Aviv, Israel
TOGO, (Lome) John Lundgren AID Representative	USAID/Togo Agency for International Development Washington, D.C. 20523	Lome (ID) Department of State Washington, D.C. 20520	American Embassy B. P. 852 Lome, Togo

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*AID personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.11.3)
**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages including over 2 pounds.

OVERSEAS MAILING ADDRESSES

HB 21, Part II, App IA, (TM 21:25)
CITY

Country Principal Officer Title	*OFFICIAL MAIL POUCH - Unclassified and Classified APO/FPO - Unclassified Only	PERSONAL MAIL	INTERNATIONAL MAIL
TUNIS (Tunisia) William F. Gelabert Director	US AID/Tunis Agency for International Development Washington, D.C. 20523	Tunis (ID) Department of State Washington, D.C. 20520**	US AID to Tunisia c/o American Embassy Tunis, Tunisia
USUN	U. S. Mission to the United Nations 799 U. N. Plaza New York, New York 10017		
YAOUNDE (Cameroun) James E. Williams Director	USAID/Yaounde Agency for International Development Washington, D.C. 20523	Yaounde (ID) Department of State Washington, D.C. 20520**	American Embassy B. P. 817 Yaounde, Cameroun
YOKOSUKA (Japan) George Miller Property Utilization Officer	AID Field Office, Japan P. O. Box 106 FPO Seattle 98762	AID Field Office, Japan P. O. Box 106 FPO Seattle 98762	AID Field Office, Japan P. O. Box 106 Yokosuka, Japan

*AID personnel are to use abbreviated addresses to send mail to overseas activities via pouch. (See paragraph 1.(f.3))

**Surface Zip Code 20521 must be used for all magazines, newspapers, and for packages weighing over 2 pounds.

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SHIPMENTS VIA DEPARTMENT OF STATE FACILITIES

TYPE OF SERVICE	APPROXIMATE COST PER LB	CLASSIFICATION ACCEPTABLE	MAXIMUM WEIGHT		MAXIMUM SIZE PER ITEM	ALLOWABLE ITEMS
			PER ITEM	PER SHIPMENT		
UNACCOMPANIED AIR POUCH	\$1.50	UNCLASSIFIED	24 lbs.	100 lbs.	10"x12"x18"	Normally confined to correspondence-type mail
PRINTED MATTER AIR POUCH	\$1.00	UNCLASSIFIED	40 lbs.	100 lbs.	10"x12"x18"	Confined to books, forms, manuals, & other printed matter requiring air service
CLASSIFIED POUCH	\$1.00	LIMITED OFFICIAL USE, CONFIDENTIAL, and SECRET	40 lbs.	no limit	10"x12"x18"	Normally confined to classified correspondence-type mail
SURFACE POUCH	\$.078	UNCLASSIFIED	40 lbs.	500 lbs.	10"x12"x18"	Normally confined to books, newspapers, magazines, manuals, and any other printed matter

*Tubes may measure up to 24" in length and 5" in diameter.

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APPENDIX 1B

UNIFORM STATE/AID/USIA REGULATIONS

320 USE OF POSTAL CHANNELS

321 Availability of Postal Facilities

a. Official mail (see section 315) between the Department and posts and between posts may be transmitted through the following postal facilities, as permitted by the security regulations indicated:

- (1) International mail, section 962.5;
- (2) U.S. Postal Service, section 962.3-2, subparagraph (1); and
- (3) U.S. Military Postal Services, section 962.3-2, subparagraph (2). (See Exhibit 321.)

These facilities, when available, may be used to the maximum extent permitted by security regulations, provided their use is financially advantageous to the U.S. Government.

b. Exceptions:

- (1) Top Secret or cryptographic material is never transmitted by postal facilities. (See sections 962.1, 962.2, and 973.4.)
- (2) Official unclassified communications and documents to Belgrade, Bucharest, Budapest, Moscow, Poznan, Prague, Sofia, Warsaw, and Zagreb are sent only by pouch, either directly or via the Department. The use of postal facilities is prohibited.
- (3) U.S. citizen employees and other U.S. citizens traveling officially for the U.S. Government in Belgrade, Bucharest, Budapest, Moscow, Poznan, Prague, Sofia, Warsaw, and Zagreb (as well as their correspondents) should use pouch facilities for the transmission and receipt of personal letter mail, although it is not mandatory to do so.

322 U.S. Postal Identification Codes

The U.S. Postal Service (USPS) has assigned identification codes to all major Government agencies using the "Postage and Fees Paid" indicia. The identification codes for the Department of State are "STA-501" for all offices other than the Passport Office, "STA-502" is for the exclusive use of the Passport Office.

The USPS uses these identification codes to assess charges against each agency. The Office of Communications (A/OC) pays all charges, including those reported to the USPS by APO's and FPO's, against STA-501. Envelopes and packages bearing the Department of State "Postage and Fees Paid" indicia without the identification code shown are also charged against STA-501 when entered into the USPS or APO-FPO systems.

323 Use of "Postage and Fees Paid" Indicia

All official mail and pouches deposited in the domestic U.S. (including military) postal system must bear the Department of State "Postage and Fees Paid" indicia.

- a. Pouches sent through military postal facilities to the Department or other Foreign Service posts having like facilities must bear pouch tags with the indicia. Preprinted tags (which are a regular supply item in the Washington Regional Supply Center) may be used. When not available, the indicia markings are hand-stamped on the tag. (Preprinted envelopes and labels are obtainable from WRSC, listed in Part IV, Domestic Supplies, WRSC Supply Catalog and Requisitioning Guide.)
- b. Official correspondence, including packages, bearing the Department of State "Postage and Fees Paid" indicia (with or without the identification code) which is addressed to locations within the continental United States, Alaska, and Hawaii will be sent to the Department via diplomatic pouch for local delivery or deposit with the U.S. Postal Service. Such material shall not be deposited as individual pieces directly into the APO-FPO system.
- c. Official correspondence bearing the Department of State indicia may be mailed laterally between APO's-FPO's provided it does not enter the U.S. postal system.
- d. Official correspondence to locations outside the continental United States, Alaska, or Hawaii sent via the U.S. Postal Service, or APO or FPO systems, must have the appropriate U.S. postage affixed or be dispatched via the local country postal facilities with local postage affixed.

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e. Indicia envelopes or labels are never used for official mail deposited in local postal systems.

f. Indicia envelopes or labels are never used for personal mail, because their use is prohibited by 18 U.S.C. 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."

324 ZIP Codes

324.1 Description and Purpose

A ZIP Code is a five-digit geographic code that identifies areas within the United States and its possessions. Identifying the geographic location of addressees with ZIP Codes facilitates the sorting of mail by the U.S. Postal Service, thus simplifying and accelerating its distribution and delivery while reducing costs.

324.2 Use

The address of all official mail to be delivered through the postal facilities in the United States must include the appropriate ZIP Code number. The ZIP Code number should appear on the last line of the address, following city and State by not more than six-tenths of an inch.

324.3 Codes for Foreign Affairs Agencies and Foreign Service Posts

ZIP Codes assigned by the U.S. Postal Service to foreign affairs agencies and Foreign Service posts are as follows:

Department of State (except Passport Office) * for certain categories of mail for Foreign Service posts (see section 332.3-6) * 20520

Passport Office 20524

All Foreign Service posts *except for certain categories of mail as noted in section 332.3-6 * 20521

U.S. Mission to the United Nations 10017

Agency for International Development (AID) 20523

ACTION (Peace Corps) 20525

Arms Control and Disarmament Agency (ACDA) 20451

U.S. Information Agency (USIA) 20547

324.4 National ZIP Code Directory

A complete list of ZIP Code numbers is published in the National ZIP Code Directory (POD Publication 65) which has been made available to all posts. Additional copies for State may be obtained by DS-1659, Requisition for Equipment, Supplies, Furniture, etc., addressed to FADRC/LR; for AID, by requisition on form AID 5-7 through normal supply channels; and for USIA, by form IA-290 submitted to USIA, IOA/RMS, under cover of form IA-958 (see MOA XV-325.5b).

325 through 329 (Unassigned)

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POSTS HAVING ACCESS TO MILITARY POSTAL FACILITIES

Adana	APO New York 09289	* Kisangani	USIS,
Addis Ababa	APO New York 09319		APO New York 09662
Amsterdam	APO New York 09159	Krakow	AmConsul Krakow,
Ankara	APO New York 09254		c/o AmConGen
Antwerp	APO New York 09667		APO New York 09757 *
Asmara	Box 22	La Paz	APO New York 09667
	FPO New York 09545	Leningrad	Box L,
Asuncion	APO New York 09881		APO New York 09862
Athens	APO New York 09253	Lisbon	APC New York 09678
Bangkok	APO San Francisco 96346	London	Box 40,
Barcelona	APO New York 09285		FPO New York 09510
Berlin	APO New York 09742	Lubumbashi	APO New York 09662
Bilbao	APO New York 09285	Luxembourg	APO New York 09132
Bogota	APO New York 09895	Madrid	APC New York 09285
Bonn	APO New York 09080	Managua	APO New York 09885
Brasilia	APO New York 09676	Manama	FPC New York 09526
Bremen	Box 1,	Manila	APO San Francisco 96528
	APO New York 09069	Maracaibo	APO New York 09893
Bridgetown	FPO New York 09553	Medellin	APO New York 09895
Brussels	APO New York 09667	Melbourne	APO San Francisco 96405
Bucharest	AmEmbassy Box BUCH	Milan	APO New York 09689
	c/o AmConGen	Monrovia	APC New York 09155
	APO New York 09757	Montevideo	APO New York 09879
Budapest	APO New York 09757	Moscow	APC New York 09862
Bakavu	APO New York 09662	Munich	APO New York 09108
Cairo	Box 10,	Naha	APO San Francisco 96248
	FPO New York 09527	Naples	Box 18,
Cali	APO New York 09845		FPO New York 09521
Canberra	APO San Francisco 96404	Nicosia	FPO New York 09530
Caracas	APO New York 09893	Osaka-Kobe	APC San Francisco 96338
Cebu	APO San Francisco 96528	* Oslo	APC New York 09085 *
Chiang Mai	APO San Francisco 96272	Paris	APO New York 09777
Copenhagen	APO New York 09170	Peking	FPO San Francisco 96659
Dahran	APO New York 09616	Ponta Delgada	APO New York 09406
Dusseldorf	Box 515,	Poznan	APO New York 09757
	APO New York 09060	Prague	AmEmbassy Prague
Florence	APO New York 09019		c/o AmConGen
Frankfurt	APO New York 09757	Porto Alegre	APO New York 09757
Fukuoka	Box 10,	Rabat	APO New York 09676
	FPO Seattle 98766		Box 99,
Genoa	Box G,	Reykjavik	FPO New York 09544
	APO New York 09794	Rio de Janeiro	FPO New York 09571
Guatemala	APO New York 09891		APO New York 09676
The Hague	APO New York 09159	Rome	APO New York 09794
Hamburg	Box 2,	Rotterdam	APC New York 09159
	APO New York 09069	Sana	Box 33,
Hamilton	FPO New York 09560		FPO New York 09545
Helsinki	APO New York 09664	San Jose	APO New York 09883
Hong Kong	FPO San Francisco 96659	San Salvador	APO New York 09889
Istanbul	APO New York 09380	Santo Domingo	APO New York 09899
Izmir	APO New York 09224	Sao Paulo	SP,
Jakarta	APO San Francisco 96356		APO New York 09676
Jidda	APO New York 09697	Sapporo	APO San Francisco 96281
Khorramshahr	APO New York 09205	Seoul	APO San Francisco 96301
Kinshasa	APO New York 09662	Seville	APO New York 09285
		Singapore	FPO San Francisco 96699
		Stuttgart	APC New York 09154
		Sydney	APO San Francisco 96209

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Tabriz APO New York 09205
Taipei APO San Francisco 96263
Tegucigalpa APO New York 09887
Tehran APO New York 09205
Thessaloniki APO New York 09693
Tokyo APO San Francisco 96503
Trieste APO New York 09293
Turin Box T,
APO New York 09794
Vientiane APO San Francisco 96352
Warsaw AmEmbassy Warsaw
c/o AmConGen
APO New York 09757

RELAY STATIONS HAVING ACCESS TO MILITARY POSTAL FACILITIES

Kavala AmEmbassy, KAV,
APO New York 09253
Okinawa VOA, USIA
APO San Francisco 96239
Philippines VOA,
APO San Francisco 96298
Rhodes AmEmbassy VOAR,
APO New York 09253
Tangier AmConGen Box L,
FPO New York 09544

NOTE.--In using military postal facilities, indicate only APO or FPO address (not post location) unless special symbol or post address is given in above listing.

Example: American Embassy
APO New York 09777

1F. OVERSEAS PERSONAL MAIL

(Also see Uniform State/AID/USIA Regulation 5 FAM 332, attached as Appendix 1C.)

1. NEW EMPLOYEES ON WAY TO OVERSEAS POSTS

a. Before coming to Washington, new employees are instructed by the Office of Personnel and Manpower (SER/PM) to notify family, friends, banks, publishers of magazines, etc., of overseas address. Since they will be in Washington for only a short period and will not have a permanent address, they should plan to receive a very minimum of mail before arrival at post. To avoid delay in receipt of any mail which is sent to Washington, a new employee should advise correspondents to send essential mail directly to his hotel or temporary residence and not through AID/W.

b. Personnel arriving at a new post of assignment shall complete Department of State Form DS 924, Foreign Personnel Mailing Address Slip, to provide the Department of State Mail Room with current mailing address for their central directory service.

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2. OVERSEAS EMPLOYEES RETURNING TO THE UNITED STATES ON HOME LEAVE AND/OR CONSULTATION

Each employee is responsible for making the necessary arrangements with the Mission for handling his personal mail while he is away from post.

a. Prior to departure, each employee is to designate a U.S. address to which the Mission is to forward personal mail, and to indicate the length of time mail is to be sent to this address.

b. Should an employee fail to designate an address, the Mission will forward personal mail to the home-leave address indicated in the Arrival-Departure Notice for a period of 45 days following departure.

c. After the expiration of the time indicated by the employee (or 45 days when no address was given), or unless otherwise notified by the employee, the Mission will hold the employee's personal mail until notified by AID (i.e., receipt of form AID 4-520, Notification of Personnel Action (in lieu of SF 50), or message authorizing shipment of effects) of a new post or a new address to which mail is to be sent.

d. When it is necessary to send personal mail to AID/W for Mission employees detailed in Washington on temporary duty, such mail is to be addressed to the office or division to which the employee is detailed.

e. Except as noted above, personal packages or bulk shipments (by volume or weight) are not to be directed to the Agency for International Development. These types of shipments are to be addressed or directed to the employee's temporary residence in the Washington area or to a commercial storage company to hold. This category of shipment would generally consist of the employee's luggage and other personal effects, books and technical reference materials, items purchased in transit from the Mission to Washington, household effects, or any other items or shipments forwarded under the authority of the employee's travel authorization.

3. FORWARDING MAIL

a. Regardless of the time involved after an employee departs from a post, all first and fourth class mail must be forwarded. Second and third class mail of obvious value addressed to an employee is also forwarded until it reaches the employee at the new address.

b. Mail of "obvious value" includes but is not limited to all registered and insured mail, merchandise, pictures, and books.

c. Second and third class mail, not of obvious value, such as unsolicited circulars, miscellaneous printed matter, and advertisements not sealed against postal inspection, is marked "Insufficient Address" and returned to the sender.

IG. OVERSEAS SEMI-OFFICIAL MAIL

An employee's semi-official professional reference and technical papers, documents, manuals, catalogs, books and libraries are considered to be the personal property of the employee and as such are to be included in the employee's unaccompanied air baggage or household effects shipment. Under special circumstances an employee may require a limited amount of official or semi-official technical reference material to become immediately operational and effective in his assigned duties upon arrival in AID/W or his next post. In such case, shipment not exceeding twenty-four pounds by air pouch or forty pounds by surface pouch is permissible with the advance approval of the Agency's Pouch Control Officer or the Mission Executive Officer.

IH. AID OVERSEAS MAILING ADDRESSES

1. GENERAL

a. This section provides a complete listing of official and personal mailing addresses for AID overseas activities and outlines the procedures for use of these addresses.

b. The inclusion of AID/W's Zip Code "20523" in the official pouch mailing address for these activities precludes inadvertent dispatch of

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classified and unclassified official mail overseas via United States or international postal channels. Mail intended for pouch transmission reflecting Zip Code "20523" is delivered directly to the AID/W Mail Room.

c. The first column of Appendix 1A lists the overseas cities in alphabetical order for ease of associating the country with the principal city. The name of the country is not used as part of the official mailing address.

2. RESPONSIBILITIES

**a. Mail and Motor Branch
(MO/CH/MM)**

Maintains and publishes current list of AID overseas mailing addresses.

b. Geographic Bureaus

Geographic Bureaus or appropriate staff offices notify the Mail and Motor Branch (MO/CH/MM) of changes to mailing addresses as they occur in their respective overseas areas.

3. PROCEDURES

a. Official Mail Addresses

(1) Pouch

(a) To be used by authorized nonAgency personnel for official mailings to AID overseas activities.

(b) AID/W personnel addressing official mail to AID overseas activities use an abbreviated address which requires only name of person or office, as appropriate, the city, type of pouch service, and the highest classification of contents; e.g.,

John H. Doe
USAID/Kabul

VIA _____ Pouch
(Air, Surface, or
Printed matter)

(CLASSIFICATION)

If classified, see the Uniform State/AID/USIA Regulations (5 FAM 962) for registration/receipting requirements.

If unclassified, the envelope is to be marked "UNCLASSIFIED."

(c) Mission personnel, addressing material between posts or to AID/W for onforwarding to another overseas post, use abbreviated addresses and do not include "Washington, D.C. 20523," as part of the address.

(d) Official mail is to be addressed to an organizational component when known, and/or to an individual by name. The name or title of the principal officer at overseas activities is not used unless intended for his personal attention.

**(2) Military Post Offices
(Addresses)**

(a) APO/FPO mail is dispatched daily and AID/W personnel are to use these facilities, when available and authorized, to send unclassified official mail to overseas activities, rather than hold material for later scheduled pouch closings.

(b) AID/W and overseas personnel are to encourage private firms and individuals to use military postal facilities for authorized official mailings to overseas activities.

b. Personal Mail (Addresses)

Foreign Service employees are to advise their correspondents to use military postal facilities to correspond with them when such facilities are available.

**c. International Mail
(Addresses)**

(1) Unless use of the pouch or APO/FPO facilities has been authorized by the principal officer at AID overseas activities, employees are to encourage private firms and individuals to use international mail facilities for letters and bulk mailings to these activities.

(2) International mail channels are not to be used to send AID/W-generated official mail to AID overseas activities.

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Exhibit:

1A Shipment Via Department of State
Facilities
APPENDIX 1A - Overseas Mailing Addresses

APPENDIX 1B - Uniform State/AID/USIA
Regulation 5 FAM 320: Use
of Postal Channels

APPENDIX 1C - Uniform State/AID/USIA
Regulation 5 FAM 332: Use
of Diplomatic Pouches for
Official and Personal Mail

App 1C

5 FAM 332

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APPENDIX 1C

UNIFORM STATE/AID/USIA 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**

Communications and materials are ineligible for transmission by diplomatic pouch:

- (1) If originated by an agency or individual authorized to use pouch facilities, but not addressed to a Federal agency; or
- (2) If originated by an agency or individual not authorized to use pouch facilities, regardless of addressee; or
- (3) 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).

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.

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, and 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 United States 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.

5 FAM 332

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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.

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5 FAM 332

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UNIFORM STATE/AID/USIA REGULATIONS

CATEGORIES OF FOREIGN SERVICE POSTS
AS TO
AVAILABILITY OF POUCHES FOR PERSONAL MAIL

<u>Post</u>	<u>Category</u>	<u>Post</u>	<u>Category</u>
Abidjan	E	Cebu	A
Abu Dhabi	B	Chiang Mai	A
Accra	B	Ciudad Juarez	A
Adana	A	P.O. Box 10545	
Addis Ababa	A	El Paso, Texas 79995	
Adelaide	C	Colombo	B
Algiers	B	Conakry	B
Amman	B	Constantine	B
Amsterdam	A	Copenhagen	A
Ankara	A	Cotonou	B
Antwerp	A	Curacao	C
Asmara	A	Dacca	B
Asuncion	A	Dakar	C
Athens	A	Damascus	B
Auckland	C	Dar es Salaam	B
Baghdad	B	Dhahran	A
Bamako	B	Douala	B
Bangui	B	Dublin	C
Bangkok	A	Durban	C
Banjul	B	Dusseldorf	A
Barcelona	A	Edinburgh	C
Beirut	B	Florence	A
Belem	B	Frankfurt am Main	A
Belfast	C	Freetown	B
Belgrade	B	Fukoka	A
Belize	B	Gaborne	B
Berlin	A	Geneva	C
Bern	* C *	Genoa	A
Bilbao	A	Georgetown	B
Blantyre	B	Guadalajara	C
Bogota	A	Guatemala City	A
Bombay	B	Guayaquil	B
Bonn	A	Hague, The	A
Bordeaux	C	Halifax	* C *
Brasilia	A	Hamburg	A
Bremen	A	Hamilton	A
Bridgetown	A	Hamilton	A
Brisbane	C	Hargeisa	B
Brussels	A	Helsinki	A
Bucharest	A/B	Hermosillo	C
Budapest	* A/B *	Hong Kong	A
Buenos Aires	B	Ibadan	B
Bujumbura	B	Islamabad	B
Bukavu	A	Istanbul	A
Cairo	A/B	Izmir	A
Calcutta	B	Jakarta	A/B
Calgary	* C *	Jerusalem	B
Cali	A	Jidda	A
Canberra	A	Johannesburg	C
Capetown	C	Kabul	B
Caracas	A	Kaduna	B
Casablanca	B	Karachi	B
		Kathmandu	B
		Khartoum	B
		Khorranshahr	A
		Kigali	B
		Kingston	C

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Post	Category	Post	Category
Kinshasa	A	N'Djamena	B
Kisangani	* A	New Delhi	B
Krakow	A/B *	Niamey	B
Kuala Lumpur	C	Nice	C
Kuwait	E	Nicosia	A/E
Lagos	B	Nouakchott	B
Lahore	B	Nuevo Laredo	A
La Paz	A	P.O. Box 449	
Leningrad	A	Laredo, Texas 78040	
Libreville	B	Oporto	C
Lima	B	Oran	B
Lisbon	A	Osaka-Kobe	A
Liverpool	C	Oslo	* A *
Lome	B	Ottawa	C
London	A	Ouagadougou	B
Lourenco Marques	B	Palermo	B
Luanda	B	Panama	C
Lumbumbashi	A	Box 2016	
Lusaka	B	Balboa, C.Z.	
Luxembourg	A	Paramaribo	C
Lyon	C	Paris	A/E
Madras	B	Peking	* A/B *
Madrid	A	Perth 1	C
Managua	A	Peshawar	E
Manama	A	Ponta Delgada	A/B
Mandalay	B	Port-au-Prince	B
Manila	A	Port Louis	B
Naracaibo	A	Porto Aleyre	A
Marseille	C	Port-of-Spain	B
Martinique	C	Poznan	* A/E *
Maseru	B	Prague	A/E
Matamoros	A	Pretoria	C
P.O. Box 633		Quebec	* C *
Brownsville, Texas 78520		Quito	B
Mazatlan	C	Rabat	A
Mbabane	B	Rangoon	B
Medan	B	Recife	B
Medellin	A	Reykjavik	A
Melbourne	A	Rio de Janeiro	A
Merida	C	Rome	A
Mexico, D.F.	C	Rotterdam	A
Milan	A	St. John's, N.F.	* C *
Mogadiscio	B	Salvador	B
Monrovia	A	Salzburg	* C *
Monterrey	C	San Jose	A
Montevideo	A	San Salvador	A
Montreal	* C *	Sana	A
Moscow	A/B	Santa Isabel	B
Munich	A	Santiago	A
Muscat	B	Santo Domingo	B
Naha	A	Sao Paulo	A
Nairobi	B	Sapporo	A
Naples	A	Seoul	A
Nassau	C	Seville	A
		Singapore	A
		Sofia	B
		Songkhla	B
		Stockholm	C
		Strasbourg	A
		Stuttgart	A
		Surabaya	B
		Suva	C
		Sydney	A

(*) Revision

App 1C

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<u>Post</u>	<u>Category</u>
Tabriz	A
Taipei	A
Tananariva	B
Tangier	B
Tegucigalpa	A
Tehran	A
Tel Aviv	B
Thessaloniki	A
Tijuana	A
P.O. Box 1358,	
San Ysidro,	
California 90273	
Tokyo	A
Toronto	* C *
Trieste	A
Tripoli	B
Tunis	B
Turin	A
Udorn	B
Valencia	C
Valletta	B
Vancouver	A
Vienna	* C *
Vientaine	A
Warsaw	A/B
Wellington	C
Winnipeg	* C *
Yaounde	B
Zagreb	B
Zanzibar	B
Zurich	C

1 Letter mail authorized for air pouch by principal officer.

A/B indicates that a post has access to both APO and pouch facilities.

Category A posts having access to MPO facilities for the transmission of personal mail are listed in Exhibit 321.

NOTE.--Newly opened posts are designated category B posts until otherwise determined by the principal officer or the Department.

(*) Revision

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UNIFORM STATE/AID/USIA REGULATIONS

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 receive from the Department envelope mail not exceeding 1 pound. Transmission to the Department is at the discretion of the of the principal officer.

(2) Categories A, B, and C posts may use air pouches to send to and receive from the Department 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 send 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.

(* Revision

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 receive from the Department 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 send to the Department parcels of exposed film not exceeding 8 ounces.

(3) Categories A, B, and C posts may use air pouches to receive from the Department reasonable quantities of prescription medicines and to send to and receive from the Department 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 receive from the Department 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 may not be sent to the Department by air or surface pouch, except as provided in paragraph a(3) of this section and in section 333.3-2 (congressional packages). *

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* 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 originally contained in shipment of effects. *

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).

(*) Revision

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332.3-5 Cancelling 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 (IS) 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.

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

It is the Department's policy to prohibit the use of pouches to transport mail, property, or other materials (whether official or personal) that could destroy life or property, or injure persons handling pouches. These prohibited pouch materials are as follows:

- a. Explosives, firearms, ammunition, incendiary materials, illegal narcotics and dangerous drugs (see FAMC No. 575, May 14, 1971), corrosives (such as, but not limited to, hydrochloric and sulphuric acids), poisons, radioactive substances, magnetic materials, liquids, and fragile items.

- b. Film, except the nonflammable "safety" type [see section 332.3-3]; inflammable films, including 35-millimeter nitrate prints, must be sent through commercial facilities in fireproof containers marked "CAUTION INFLAMMABLE"; 16-millimeter film is usually of the safety type; 35-millimeter films are available in safety acetate prints (when in doubt, cut off a piece of film and test its flammability with a match in a safe place away from other film).

- c. The personal effects of deceased U.S. citizens.

333 (Instructions for transmission of extra-official mail. See cross-reference sheet.)

(*) Revision

SUBJECT: Revisions in Foreign Transfer Allowance Regulations to Include New Subsistence Expense Portion for Pre-Departure From the United States

REF: State Airgram A-4746 of September 27, 1976

PARTIAL EXCERPTS:

1. Effective October 1, 1976 (Beginning of FY 1977) the foreign transfer allowance subchapter 240 of the Standardized Regulations (Government Civilians, Foreign Areas) is revised to provide eligible American civilian employees of U.S. Government agencies a subsistence expense portion for pre-departure expenses in the United States when transferring from the United States to a post in a foreign area.

2. Authorization for this benefit was initially included in Public Law 94-141 "Foreign Relations Authorization Act, Fiscal Year 1976" (November 29, 1975) section 405 of which amended 5 U.S.C. 5924(2)(A) to read: "A transfer allowance for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing himself at a post of assignment in-- (A) a foreign area (including costs incurred in the United States prior to departure for a post of assignment in a foreign area). . ." (new material underlined). The Department's FY 1977 budget request included funds for this purpose. Funds are provided and authorized in the FY 1977 appropriation and authorization bills signed by the President.

3. The revised regulations establish a new subsistence expense portion of the foreign transfer allowance, added to the existing miscellaneous expense and wardrobe expense portions. The subsistence expense portion is applicable to costs incurred for temporary lodging, meals (including tips), laundry, and cleaning and pressing (but not transportation) for employee and each member of family for a period of up to ten (10) days after moving out of permanent quarters and before departure from a post in the United States to a post in a foreign area.

4. The amount available for the employee is a daily rate not in excess of 75 percent of either the maximum statutory per diem rate or the designated high rate geographical area subsistence rate for

the locality in which temporary quarters are located. (Married couple employees each may elect to claim the "employee" rate). The rate for family members is two-thirds of the daily rate established for employee.

5. Receipts will be required at least for lodging and laundry/dry-cleaning. Funds may be advanced up to the maximum rate of the portion, subject to a later application by the employee and grant at the new foreign post. The period claimed for subsistence expense on departure must begin not more than 30 days after the employee and family have vacated residence quarters. (Normally, the family departs residence quarters just a few days before final departure from the United States).

6. This authority is applicable to employees eligible under their agency regulations for transfer benefits provided under 5 U.S.C. 5924(2) and under subchapter 240 of the Standardized Regulations (Government Civilians, Foreign Areas).

LAFAYETTE FEDERAL CREDIT UNION

SERVICES AVAILABLE
TO A.I.D. AND ACTION
DIRECT HIRE
EMPLOYEES
ASSIGNED OVERSEAS

MAIN OFFICE

3441 New State Department Bldg.
320 21st Street, N.W.
Washington, D.C. 20523
Phone—632-8426 or
Code 101, Ext. 28426

HOURS

10 A.M. to 3 P.M. Monday thru Friday

BRANCH OFFICE

522 Imperial Building
1441 L Street, N.W.
Washington, D.C.
Phone—653-6871

HOURS

10 A.M. to 3 P.M. Tues. and Fri.

1. **MEMBERSHIPS** are open to Direct-Hire U.S. Citizen A.I.D. and Action full time employees—not to Consultants, Contract Specialists or Employees from Participating Agencies.

APPLICATIONS FOR MEMBERSHIPS AND LOANS may be obtained while in Washington at the Credit Union Offices, or while overseas by writing direct to Main Office. Applicants must be on A.I.D. or Action payroll before applications may be considered. "Once a member—always a member." Members may maintain their status even though no longer agency employees by maintaining a minimum savings account balance of \$50.00 or more (see No. 8).

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2. **PURCHASE OF SHARES** may be in any amount. Members may build up their Savings Accounts with cash, checks or allotments. Savings accounts are insured to \$40,000.00 by an agency of the United States Government. **QUARTERLY DIVIDENDS** are figured on each \$5.00 Share, and are earned for the number of months the Shares have been on deposit. Dividends are the highest consistent with sound fiscal management of the Credit Union.

3. **SERVICE AVAILABLE TO OUR CREDIT UNION MEMBERS**—Savings, Loans, Check Cashing, Loan Counseling, Values on Used Cars, Money Orders and Travelers Checks. Our purpose in all of our operations is to serve you better than profit-minded outside institutions.

4. LOANS—INTEREST RATES

8% on loans fully covered by Shares on deposit.

9% on loans secured by new cars, boats and trailer homes (current year) (see No. 9).

10½% on loans secured by a second trust mortgage, stocks, bonds, mutual funds and used cars.

11% on all other loans.

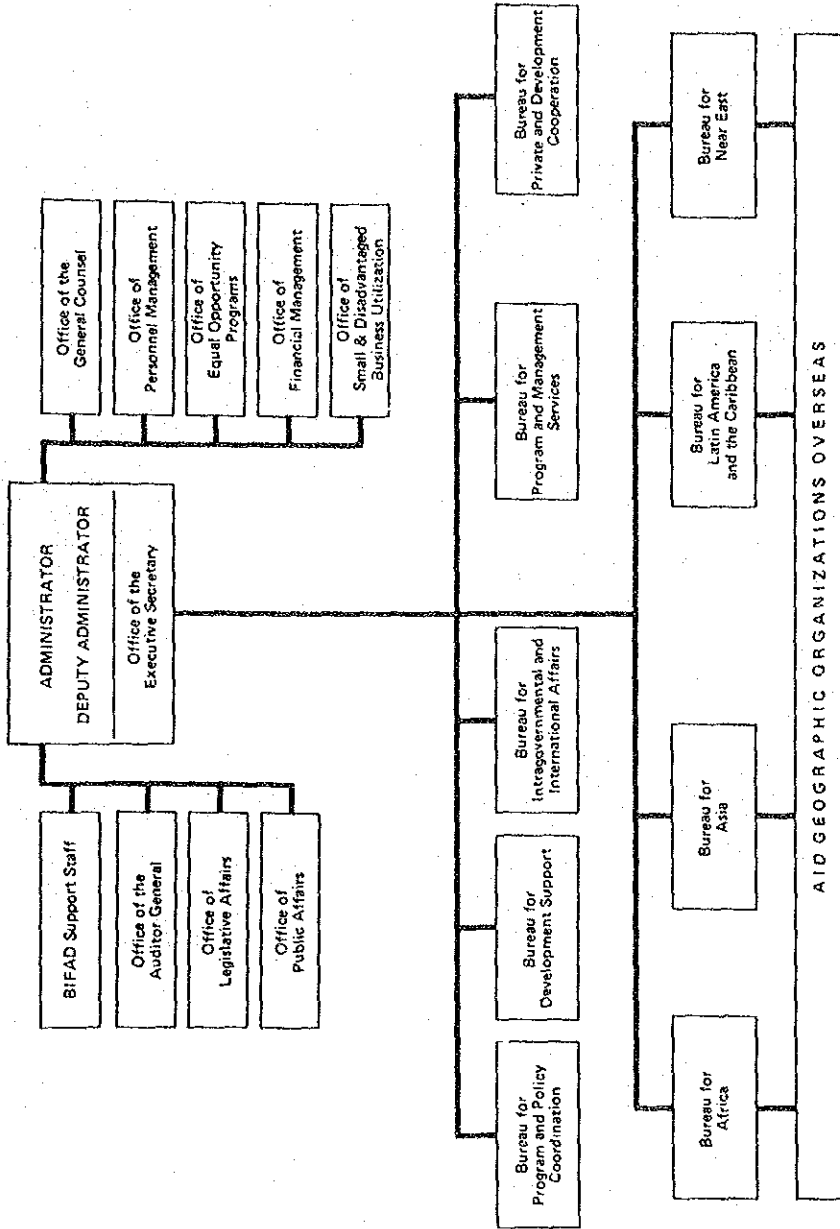
LOAN PROTECTION INSURANCE—AT NO EXTRA COST TO BORROWER—Your loan balance is automatically insured against death up to policy limits (\$5,000.00).

Members may apply for signature loans up to \$2,500.00, plus the amount in Shares Account of borrower. Any loans granted to overseas borrowers will be scheduled for repayment with bi-weekly allotments.

SECURITY—The Credit Committee usually requires the signature of the spouse on all but very small loans. The Credit Committee may, at its discretion, require security for loans up to \$2,500.00, if it deems it necessary to assure repayment of the loan and interest. For loans exceeding \$2,500.00, our Board of Directors requires security for the full amount of the loan.

REMEMBER—our loans are not discounted, and interest is charged only on the unpaid balances. Borrower may pay off loan ahead of schedule without penalty.

Agency for International Development



October 1979

