

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center, there is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box above the shield. Three stars are positioned at the bottom of the seal.

USAID

This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.



Acquisition & Assistance Policy Directive (AAPD)

From the Office of the Director, Procurement

Issued: August 4, 2002

AAPD 02-11

Optional Delivery Address for Personal Mail to Overseas Posts

Subject Category: Acquisition Management (AM);
Assistance (A)
Type: New Policy/Procedure

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are **EFFECTIVE AS OF THE ISSUED DATE** unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD: Is New Replaces/ Amends
CIB/AAPD No: _____

Precedes change to: AIDAR Part(s) _____ Appendix _____
 US AID Automated Directives System (ADS) Chapter _____
 Code of Federal Regulations _____
 Other _____
 No change to regulations

Applicable to: Existing awards; Modification **NOT** required:
 Effective immediately
 No later than _____
 As noted in guidance below
 RFPs/RFAs issued on or after the effective date of this AAPD; all other
Pending Awards, i.e., 8(a), sole source...
 Other or N/A _____

New Provision/Clause Provided Herein: Yes; Scheduled update to Prodoc: _____
 No

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AAPD 02-11, Optional Delivery Address for Personal Mail to Overseas Posts

PURPOSE:

The purpose of this AAPD is to inform U.S. personal services contractors and U.S. citizen contractor and grantee employees who have been authorized to use the Diplomatic Pouch that they are authorized the option to use an alternate mail address which is expected to expedite the delivery of personal overseas mail.

BACKGROUND:

Security procedures that were implemented in the past several months for the screening of diplomatic pouch mail have resulted in significant delays in delivery to overseas posts. The Department of State recently authorized U.S. citizen and U.S. resident alien personal services contractors and U.S. citizen and U.S. resident alien employees of U.S. contractors and recipients the option of receiving personal mail through an alternate address to facilitate delivery.

GUIDANCE:

NEW POLICY: Personal services contractors and employees of U.S. contractors and recipients who have been authorized under the terms of their contract or agreement to use the Department of State Diplomatic Pouch are hereby authorized to use the address below for the delivery of personal mail at post:

Individual's Name, followed by "(C)" for contractor employee or "(G)" for grantee employee
XXXX* (Insert City Name of Post) Place
Dulles, VA 20189-XXXX*

* Insert four-digit zip code extension assigned to post. It may be found at <http://gemini.info.usaid.gov/directory/dirSearch.cfm>. (Insert the city name of post in the Location field of the Phone Book Search option and click on the Search button. The four-digit zip code extension for the post will be displayed in the fifth field of the Search Results.)

The address must not include any reference to USAID, Department of State, American Embassy, or other U. S. Government affiliation.

Conditions and Limitations:

1. This address is only for the personal use of U.S. citizen and U.S. resident alien employees who are authorized to use the Department of State Diplomatic Pouch. It is not to be used for official or business mail to USAID or to corporate contractor or grantee offices.
2. Use of the address is anticipated to expedite the delivery of personal mail, but no guarantee to do so is implied.
3. Mail sent to this address may not contain material ineligible for pouch transmission. Personal mail sent to this address is limited a maximum of one pound per item. Merchandise, parcels,

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magazines, or newspapers are not considered to be personal mail for purposes of this provision, and they are not authorized to be sent to this address. Items not meeting these restrictions will be refused.

4. Contractors and grantees are responsible for informing their employees who are authorized to use the Department of State Diplomatic Pouch: a. of the availability of this option for the delivery of personal mail, b. that use of the address will not offer them the protections afforded by the security screening of mail sent to the diplomatic pouch address, and c. that the employees assume all risks for mail transmitted via the address.

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