

**Program** : International Federal Agencies

**Project** : Pouch Mail Shipments

**Time Period** : 2013 (Since 1980s)

**Location** : U.S. to Worldwide Destinations

**Contract Value** : USD 187,000 (appr.)



**Professional Staff Allocated**

Barry Kroon – Managing Director (USA)

Diane Swallen – Project Coordinator (USA)

Christopher Scheid – Project Specialist (USA)



**Azerbaijan, Botswana, Burkina Faso, Cameroon, Colombia, Eastern Caribbean, Ethiopia, Georgia, Guinea, Guyana, Lesotho, Liberia, Madagascar, Mongolia, Morocco, Mozambique, Namibia, Peru, Philippines, Rwanda, Senegal, South Africa, Tanzania, Togo, Zambia**

**Objective :** To provide an economical means of shipping requested items for the Agencies to help maximize their freight budget. Utilize the Pouch Mail facility and comply with set regulations .

**Regulations:** Typically, the Pouch Facility allows a shipment of five packages per day / per country not exceeding 6 cubic feet – approximately the size of five (8.5 x 11”) copy paper boxes. The Pouch Facility has a maximum size limit of their largest pouch at 29” x 29” x 29” / 50 pounds. As this size would be considered a “Bulk Shipment” IPA will alert the agency during the quoting stage their shipment will be considered “bulk” and will stagger the shipments over several days if necessary to help avoid bulk shipment fees.

**Restrictions:** IPA strictly adheres to the size and commodity restrictions of the DPM. Articles prohibited by the U.S. Postal Regulations may not be sent though the State Department Pouch Facility. Some items include: Lithium metal, ion or polymer and sealed lead acid batteries, uninterruptible power supplies (UPS), aerosols, ammunitions, corrosives (acids), and currency.

**Personal Pouch vs. Official Pouch:** Materials sent through Official Pouch do not require postage. The Official Pouch Address (Washington, D.C.) should not be used for personal packages or correspondence; those items should be sent to the Personal Pouch Address (Dulles, VA). When using the Personal Pouch, nothing in the address should reference the mission, office, job title, etc. of the person’s employment.

**Shipment Dispatching:** The frequency of dispatching the pouches is determined by the volume of mail and other material. Larger posts receive up to three dispatches per week while a smaller post receives a minimum of one dispatch per week.



Single Box Shipment



Multi-Box Shipment over Several Days



Single Shipment with Multiple Boxes