

your residence. If valuable items are to be packed, there is no contractual requirement to indicate the high value items on the packing company inventory though one might want to indicate a fragile piece without commenting on the value. The individual may also want to make note of carton numbers where valuable items are packed. In addition, he may also wish to have appraisals done by a reputable company to establish the actual value of any valuable items being packed.

If a problem arises during the packing of your household effects and you need advice and/or assistance, please call the Transportation Operations Office at  
☎202-663 0891 or ☎ 800-424-2947 or your GSO if at post.

#### **D. RECEIVING MAIL AT POST**

The Department is in the process of converting 55 APO/FPOs to Diplomatic Post Offices (DPOs). Posts will have post-specific information about sending and receiving mail or packages. The following section will be revised when the process is complete.

There are two very useful sites with detailed information about the APO/FPO Military Postal Service and about the State Department's Diplomatic Pouch and Mail Service (DPM). They are:

(1)<http://pouch.a.state.gov>

(2)<http://fsi.state.gov/fsi/tc/default.asp?Sec=overseas%20Briefing%20Center&Type=Notebook>

The second site address gets you to the "Foreign Service Assignment Notebook," published by the Overseas Briefing Center. Select Chapter Two entitled "Mail."

Basically, there are three means of receiving mail at post: (1) international mail—if it is reliable; (2) APO/FPO Military postal Service; and (3) the DPM. Neither the APO nor DPM should be used to circumvent the employee's weight allowance. Nor will reimbursement be made for sending things via the APO.

**APO/FPO** facilities usually exist where there is a military contingent that requires APO/FPO support. Usually, packages are restricted to 70 pounds and 108 inches--which is length plus girth combined. Chapter Two of the "Foreign Service Assignment Notebook" (see above) contains very complete information on mailing options. Both military and civilian personnel at post may use the military system.

**DPM** has assigned a "street address" to every post. (e.g. Embassy Abidjan is: 2010 Abidjan Place) Both sites given above provide the complete list of "street addresses" for every post. There are also two zip codes with different functions. The old 20521 Dulles Virginia zip code plus the "street address" is used for **official pouch mail** to post. The new Dulles Virginia zip code, 20189, plus the "street address" is used for **personal pouch mail** to post. Personal pouch mail must have sufficient postage to cover charges for sending it from its US origin to Dulles, Virginia. Packages may not exceed 50 pounds nor exceed 17x18x32. The

pouch site given above has a complete list of items that may not be sent via pouch. If possible, prohibited shipments that enter the DPM system will be returned to the sender. Otherwise, they will be destroyed. Prescription medicine may be sent including small (up to 16 ounces) quantities of liquid in non-breakable containers.

#### **E. SENDING MAIL TO THE US FROM POST**

Mail may be sent back to the US by using one of the three means mentioned above. The same weight and size restrictions indicated above apply. At posts where there is no APO/FPO, sending packages to the US may be limited. As a rule, **DPM will only send return merchandise** except that packages containing health-related items may be sent out for refill or repair. Some posts have a special program, run by the Employee Association that enables personnel to send other packages out via DPM.

#### **F. CONTROLLED STORAGE**

Travelers who need controlled storage for high value items like furs or oriental rugs (over \$2,100 per item) should contact their Human Resources Technician (Room 4250; SA-3; 202 663 0405) for authorization. The employee must present a CERTIFIED APPRAISAL that can be prepared only by an appraiser who is certified by the American Society of Appraisers or a comparable professional organization. Please see 14 FAM 623.1 for specific requirements. Once the Human Resources Technician has the proper documentation, s/he will then request controlled storage for the items involved. If the controlled storage is authorized, the Travel Order will be amended to reflect the authorization. Listed below are names of authorized controlled storage firms in the Washington DC area. The Appendix to "It's Your Move" contains additional information on appraisers and controlled storage.

##### **Company**

Victory Van Corporation  
950 South Pickett Street  
Alexandria, VA 22304  
703-751-5200

JK Moving and Storage  
44112 Mercure Circle  
Sterling, VA 20166  
703 9961258

Security Moving and Storage  
8515 Rainswood Drive  
Landover, MD 20785  
POC: Ushonda Holmes  
TEL: 202 797 5679