

# US AID MISSION TO LAOS

## MISSION ORDER

SUBJECT: Mail Facilities for USAID/Laos - NUMBER: LAO- 515

AMENDMENT: Proper Use

SUPERSEDES: USAID Order 515

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dated 8/30/67

REVIEW OFFICE: MGT/C&R

Refs: AID/W M.O. 515.3, 515.4

DATE EFFECTIVE: Jan. 29, 1973

### I. PURPOSE

To advise USAID personnel of the facilities available for both official and personal mail.

### II. GENERAL

U.S. Postal Regulations require that the Zip Code be included in all addresses on official and personal mail destined for delivery in the United States or U.S. Territories. Copies of the National Zip Code Directory are located in USAID/C&R and the APO. Questions regarding the use of the Zip Code Directory may be directed to the Records Supervisor, USAID/C&R. Attached to this Order for your convenience is a list of Zip Codes for U.S. Government Agencies located in Washington, D.C.

### III. OFFICIAL MAIL

Official correspondence and material originated by USAID/L may be transmitted by APO, International Mail and Diplomatic Pouch.

#### A. APO Mail

Mail addressed to private individuals or firms served by the U.S. Postal, APO or FPO systems will be sent via APO. Registry service is not provided at APO 96352.

#### B. International Mail

Mail addressed to private individuals or firms located outside the U.S. Postal, APO or FPO systems will be mailed via International mail. It will be registered only upon request.

DISTRIBUTION: B, D, F

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C. Diplomatic Pouch

This facility will be utilized to transmit all official mail to AID/W, the Department of State and other U.S. Government Agencies located in Washington, D.C. and between missions. Official Unclassified letters of an urgent nature may be sent simultaneously by diplomatic pouch and by APO to assure delivery by promptest means.

IV. PREPARATION OF OFFICIAL MAIL

In order to avoid unnecessary delay in processing official mail through the Communications & Records Branch (C&R), the following procedures will be followed:

A. AP0 Mail

Official correspondence and material being transmitted via the APO will indicate the following return address:

"Division or Branch (not individual's name)  
USAID (do not show geographical location)  
APO San Francisco 96352 "

"OFFICIAL BUSINESS"

Note: All official APO mail (except that of Divisions and Branches assigned a control officer) including packages, intended for dispatch is to be delivered UNSEALED to C&R, where it will be inspected and certified, prior to mailing, by American personnel, to insure no illegal matter is contained therein. Divisions, etc., assigned a control officer will forward their official letter mail to C&R SEALED and certified, so that postage and fees indicia may be affixed prior to mailing.

B. International Mail

Official mail for transmission via international facilities should be routed to C&R with an airmail envelope or clearly marked via airmail. Upon receipt, C&R will affix proper Lao postage and dispatch as indicated. Return address should read as follows:

(continued)

"Division or Branch (not individual's name)

USAID  
P.O. Box 813  
Vientiane, Laos"

"OFFICIAL BUSINESS"

C. Diplomatic Pouch

A plain white or brown envelope should be prepared for this mail. The envelope must be marked with the appropriate security classification or marked unclassified. Forward this material to C&R for dispatch. The return address should read as follows:

"Division or Branch (not individual's name)

USAID  
c/o American Embassy  
Vientiane, Laos"

"OFFICIAL BUSINESS"

V. PERSONAL MAIL

USAID/Laos American employees and dependents may utilize either APO or International Mail facilities for personal mail, subject to conditions listed below:

A. AP0 Mail

1. U.S. Domestic postal rates apply and all mail must comply with U.S. postal laws and regulations. Letters and packages sent via APO must have the proper amount of U.S. postage affixed. Information concerning postal rates and postage may be obtained at the APO, located on the USAID compound. There is no registry service, however mail may be certified or insured.

The proper form of return address is:

Mr. John S. Doe  
USAID/ (Division or Branch)  
APO San Francisco 96352

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2. Packages must not exceed seventy (70) pounds in weight and one hundred (100) inches in length and girth combined.

3. The APO facility is a privilege extended to USAID direct hire, contract personnel and their dependents (within prescribed limits for minors), which must not be abused.

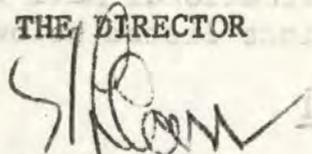
4. Those persons allowed use of APO facilities must not receive or send mail for persons who are not authorized APO privileges. To do so is in violation of APO regulations. Mail received through this facility for unauthorized persons will be returned to the sender. Violation of APO regulations may result in loss of APO privileges or in more severe penalties.

**B. International Mail**

Personal mail may be sent through the local postal system, subject to applicable Lao postal rules and regulations. Lao postage must be affixed. Stamps may be purchased at the local post office. The proper address is:

Mr. John S. Doe  
USAID (Division or Branch)  
P.O. Box 313  
Vientiane, Laos

FOR THE DIRECTOR



Harry L. Carr  
Assistant Director for Management

Attachment:  
List of Zip Codes for U.S. Government Agencies

GOVERNMENT AGENCIESZIP CODE

Civil Service Commission	20415
Commerce, Department of Office of Headquarters	20230
Defense, Dept. of Office of Headquarters (Pentagon)	20301
Dept. of the Army Office at Headquarters (Pentagon)	20310
Executive Off. of the President - The White House Off.	20500
Export - Import Bank of Washington	20571
Federal Home Loan Bank Board	20552
Food & Agriculture Organization of the United Nations	20437
General Services Administration	20405
General Services Administration, Region 3	20407
National Archives and Records Service	20408
Government Printing Office	20401
Health, Education & Welfare, Dept. of Off. at Headqtr.	20201
National Institute of Health	20014
Office of Education	20202
Housing and Home Finance Agency	20410
Inter-American Defense Board	20441
Inter-American Development Bank	20577
Interior, Department of the Offices at Headquarters	20240
International Bank for Reconstruction & Development	20433
International Monetary Fund	20431
Federal Bureau of Investigation	20535
Immigration and Naturalization Service	20536
Labor, Department of offices at Headquarters	20210
Small Business Administration	20416
State, Department of Offices at Headquarters	20520
Agency for International Development (AID)	20523
Foreign Service Posts	20521
Treasury, Department of the Offices at Headquarters	20220
Internal Revenue Service (Main)	20224
Internal Revenue Service (International)	20225
All other offices located outside of Headquarters	20226
United States House of Representatives	20515
United States Information Agency	20547
United States Senate	20510