

CHAPTER 22-30

INTERNATIONAL CORRESPONDENCE

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22-30-00 PURPOSE

To provide policy and procedures for all Department personnel corresponding with addressees in foreign countries and foreign embassies and consular offices in the United States.

22-30-10 DEFINITION

The term "correspondence" includes all official communications such as pamphlets, publications, films, etc.

22-30-20 POLICY

It is the intent of the Department to foster the freest possible communication of HEW staff with foreign individuals and institutions, and to require only the minimum necessary controls to assure that official communications are in consonance with U.S. foreign policy. Authorized Department personnel may carry on official correspondence directly with addressees in foreign countries on the same basis as for domestic addressees except as outlined below.

22-30-30 ROUTING AND CLEARANCE

A. Incoming communications in the international field that are addressed to the Secretary or Under Secretary shall be appropriately referred for action by the Correspondence Control Unit, Executive Secretariat, Office of the Secretary.

B. Outgoing communications in the international field that are prepared for the Secretary's or Under Secretary's signature shall be routed through appropriate agency and/or Departmental channels and the Office of International Affairs Management, with a copy attached for that office.

C. A copy of all communications addressed to officials of foreign governments at the Ministerial or Deputy/Vice-Ministerial level will be sent to the Office of International Affairs Management by the originating office.

22-30-40 SPECIAL ADDRESSEES AND PROHIBITED AREAS

A. Correspondence Sent to Communist Countries and to Diplomatic and Consular Officers of those Countries Assigned in the United States.

Bulgaria	People's Republic of China
Czechoslovakia	Poland
German Democratic Republic	Romania
Hungary	Union of Soviet Socialist Republics
	Yugoslavia

1. Correspondence to the countries listed above and to diplomatic and counselor officers of those countries assigned in the United States that is of a purely technical nature may be sent directly to the addressees, with copies provided to the Department of State and, as appropriate, the American Embassy in the country concerned. Routine replies to requests for publications or reprints of scientific articles may be sent directly without the information copies.

2. Correspondence to the countries listed above or to diplomatic and counselor officers of those countries assigned in the United States that is of a significant policy or administrative nature should be handled in the following manner. The agency originating the communication will include a plain, unsealed envelope addressed to the recipient and additional copies of the communication for the Department of State, and as appropriate for the American Embassy in the country of the addressee, and for the foreign coordinator, if any, of the program involved in that country. The communication, envelope and extra copies will be addressed to the office in the State Department responsible for the program involved or to the country desk officer. The address to be used on the outer envelope is Department of State (appropriate office, which in most cases would be OES/APT/SEP or EUR/EE or EUR/SOV), Washington, D.C. 20520.

3. All correspondence to other countries, or for officers of other countries assigned in the United States will be mailed directly to the addressee. A copy of the correspondence will be forwarded to the appropriate program office or country desk officer at the Department of State, when appropriate.

4. This instruction does not apply to SSA correspondence concerning general inquiries on specific claims.

B. Correspondence with U.S. Government Officials Assigned Abroad

1. All official correspondence addressed to U.S. Government officials in U.S. Embassies should be sent via the appropriate APO rather than via the State Department pouch, when Embassies have APO facilities. Lists of posts and APO numbers are available in the international office of each agency.

2. Correspondence to Embassies without APO facilities should be forwarded by diplomatic pouch, using the following address:

John Doe
American (Embassy, Consulate)
Name of City
c/o Department of State
Washington, D.C. 20520

The notation "UNCLASSIFIED AIR POUCH" must appear on the lower left hand corner of the envelope.

3. SSA should continue to use official Department of State liaison arrangements already established.

C. Prohibited Areas

1. Official correspondence of any kind may not be sent to the following areas except where special permission has been requested through the Office of International Affairs Management and granted by the Department of State:

Albania	North Korea
Cambodia	North Vietnam
Cuba	South Vietnam

2. SSA may acknowledge directly inquiries from Albania and Cuba regarding RSDUI payments.

3. SRS may answer directly inquiries from private individuals in Cuba regarding relocation in the United States.

D. Correspondence of U.S. Recipients of DHEW Contracts and Grants

The above policies also apply to contractors and grantees when their activities involve international correspondence.

20-30-50 MISCELLANEOUS PROVISIONS

A. Bulk mail, -- e.g., books, scientific and technical journals, -- should not be forwarded via diplomatic pouch. This mail should be transmitted through open international mail channels. An exception to this rule may be made for printed material enclosed with letters and small quantities of such material as scientific monographs exchanged between USG scientific agencies and their counterparts in foreign government institutions.

B. Official correspondence to foreign government officials or to private citizens in foreign countries on subjects that will require action by the foreign government and/or the U.S. Embassy should be transmitted in a manner that will ensure that the Department of State and the U.S. Embassy are informed. Such subjects include invitations to visit the United States or to participate in international meetings, grants, contracts, and similar topics.