


 ST/AI/179
 27 December 1967

ADMINISTRATIVE INSTRUCTION

To: All Staff Members
 From: David B. Vaughan
 Director of General Services

Subject: COMMUNICATIONS BY POUCH SERVICE

1. In an effort to curtail expenditure on cables and air mail postage, it is proposed to increase, as an experimental measure, the pouch schedules to two dispatches per week to the following destinations with effect from 2 January 1968:

Baghdad, Iraq	Tuesdays and Fridays
Djakarta, Indonesia	Mondays and Thursdays
Lagos, Nigeria	Mondays and Thursdays
Rio de Janeiro, Brazil	Tuesdays and Fridays

2. Staff members who draft communications for the above points are urged to use the pouch service rather than cable or air mail. The letters should be forwarded to the Diplomatic Pouch Unit as soon as they are ready.

3. In embarking upon the above experiment, consideration was given to the following factors:

(a) Cost - A cable to these points generally costs a minimum of \$3.25. Air mail rates vary from \$0.15 to \$0.25 per half ounce. The cost of sending a letter by pouch is less.

(b) Speed - The difference in the transit times for air mail letters and pouches is nil, while pouches ensure greater security.

4. If experience over the next few months is encouraging, the increased schedules will be extended to cover other United Nations pouch destinations.
